



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

AGENDA

Date: Friday, December 8, 2023
Time: 9:30 AM
Location: CSR Boardroom
555 Harbourfront Drive NE, Salmon Arm

Zoom Link Registration

Pages

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act
Article 28:

1. Indigenous peoples have the right to redress, by means that can include restitution or, when this is not possible, just, fair and equitable compensation, for the lands, territories and resources which they have traditionally owned or otherwise occupied or used, and which have been confiscated, taken, occupied, used or damaged without their free, prior and informed consent.

2. Unless otherwise freely agreed upon by the peoples concerned, compensation shall take the form of lands, territories and resources equal in quality, size and legal status or of monetary compensation or other appropriate redress.

2. Call to Order

3. Adoption of Agenda

THAT: the Regular Board meeting agenda be approved.

4. Meeting Minutes

4.1 Adoption of Minutes

THAT: the minutes attached to the Regular Board Meeting Agenda be adopted.

4.2 Business Arising from the Minutes

5. Announcements

5.1 Introduction of New Staff

Ashleigh Heron, Accounting Clerk II

5.2 Employee Service Awards

5 Years

Tom Hansen
 Marty Herbert
 Kim Tiedeman
 Mich Snow
 Tracy Hughes
 Chelsey Adams
 Chris Smit

10 Years

Janine Hogan
 Loreen Matousek

15 Years

Jan Thingsted

20 Years

Reed Adams

6. Correspondence

6.1 For Information

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

6.1.1 Ministry of Emergency Management and Climate Readiness (November 16, 2023) 19

Letter sent to Minister Ma regarding emergency preparedness approved by the Board at the November 16, 2023 Regular Board meeting.

6.1.2 Northern Rockies Regional Municipality (November 20, 2023) 20

Letter to Minister Ma regarding regarding the Emergency Program Act Regulations feedback.

6.1.3	Ministry of Water, Land and Resource Stewardship (November 28, 2023)	21
	Union of British Columbia Municipalities (UBCM) meeting follow up from Minister Cullen.	
6.1.4	MLA Shuswap (November 28, 2023)	24
	Letter from MLA Kylo to Minister of Health and Interior Health Authority Chair in support of the Shuswap Lake General Hospital expansion project.	
6.1.5	Ministry of Water, Land and Resource Stewardship (November 29, 2023)	25
	Letter inviting the CSRD to engage in the planning process for the Incomappleux Valley.	

6.2 Action Requested

None.

7. Committee Reports and Updates

7.1 For Information

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

7.1.1	Thompson Regional Committee Meeting Summary (November 14, 2023)	31
7.1.2	Shuswap Economic Development Society 2024 Workplan and Budget	37

7.2 Action Requested

7.2.1 Electoral Area Directors Committee Meeting Minutes (November 28, 2023)

50

Committee recommendations:

1. THAT: the Board direct staff to explore options to raise priority levels in the bylaw enforcement process regarding water utilities under the drinking water protection act;

AND THAT: staff bring back the options to a future EAD Committee meeting.
2. THAT: the Board prepare a resolution for SILGA, UBCM, and FCM regarding non-enforcement of docks and buoys by the provincial government.
3. THAT: the Board direct CSRD staff to explore options and present the Board with an improved communications protocol regarding drinking water risks.
4. THAT: the Board direct CSRD staff to explore options for communication regarding Caramel Beach Resort wastewater system.
5. THAT: the Board request the Ministry of Environment make a presentation at a future Board meeting regarding source water protection, spills and discharges.

8. Delegations & Guest Speakers

8.1 Agricultural Land Commission

Kim Grout, Chief Executive Officer and Jennifer Dyson, Commission Chair to present.

9. Business General

9.1 Growing Communities Fund Grant Allocation

55

Report from Jodi Pierce, General Manager, Financial Services dated November 28, 2023. Funding allocation to be approved.

THAT: the Board approve one of two options to allocate the Growing Communities Funds (GCF) in the amount of \$3,796,000.

Corporate Vote Weighted

10. Business By Area

- 10.1 CSRD Liquid Waste Management Plan Updates** 59
- Report from Ben Van Nostrand, Acting General Manager, Environmental and Utility Services dated November 27, 2023. Amendments to the CSRD's Liquid Waste Management Plans.
- THAT: the Board approve the recommendation to submit the amended Liquid Waste Management Plans to the Ministry of Environment and Climate Change Strategy for approval, this 8th day of December, 2023.
- Corporate Vote Unweighted Majority*
- 10.2 South Shuswap (Electoral Areas C & G): 2023-2027 Contribution Agreement – South Shuswap First Responders** 220
- Report from Jodi Pierce, General Manager, Financial Services, dated November 27, 2023. Formalization of annual funding contribution.
- THAT: the Board empower the authorized signatories to enter into a Contribution Agreement with the South Shuswap First Responders for a five-year agreement commencing August 1, 2023.
- Stakeholder Vote Weighted*
- 10.3 Electoral Areas C, D, F and G: Dog Control Service Contract** 227
- Report from Marty Herbert, Manager, Building and Bylaw Services, dated November 22, 2023. Authorization for sole source contract award of Dog Control Services.
- THAT: the Board empower the authorized signatories to enter into an agreement with Commissionaires BC, for the provision of dog control services for Electoral Area C, Electoral Area D, Electoral Area F and Electoral Area G, for a one-year term commencing January 1, 2024, and expiring on December 31, 2024, for a total cost not to exceed \$77,560.78 plus applicable taxes, this 8th day of December, 2023.
- Corporate Vote Weighted*
- 10.4 Electoral Area C: Community Works Funds – White Lake Community Hall** 239
- Report from Jodi Pierce, General Manager, Financial Services (CFO), dated November 3, 2023. Funding requests for consideration.

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 \$288,000 including taxes from the Area C Community Works Fund for building improvements at the White Lake Community Hall.

AND THAT: the Board waive policy with respect to receiving three quotes and the Society contributing 10% of the project cost.

Stakeholder Weighted Majority

10.5 Shuswap North Okanagan Rail Trail: Sicamous to Mara Project – Construction Services 242

Report from Kristina Flackman, Community Parks and Recreation Coordinator, November 23, 2023. Request to sole source the construction of the Sicamous to Mara section of the Rail Trail to the Splat-sin Development Corporation.

THAT: the Board approve the authorized signatories to enter into an agreement with the Splat-sin Development Corporation to construct the Sicamous to Mara section of the Rail Trail, for a term commencing February 1st, 2024 and expiring on November 30th, 2024, for a total cost not to exceed \$343,088.27 plus applicable taxes, this 8th day of December, 2023.

Corporate Vote Weighted

10.6 Grant-in-Aid Requests

Attached to the Late Agenda

11. Administration Bylaws

11.1 Solid Waste Tipping Fee and Regulation Amendment Bylaw No. 5871, 2023 246

Report from Ben Van Nostrand, Acting General Manager, Environmental and Utility Services, dated November 24, 2023. Solid Waste Disposal Tipping Fee and Regulation Amendment Bylaw update to reflect increasing operational costs and landfill closure liability funding.

Late Agenda - bylaw attached.

THAT: Bylaw No. 5871, 2023, cited as “CSRD Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5871, 2023” be read a first, second and third time this 8th day of December, 2023.

Corporate Vote Weighted

THAT: Bylaw No. 5871, 2023, cited as “CSRD Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5871, 2023” be adopted this 8th day of December, 2023.

Corporate Vote Weighted Majority

11.2 Community Wood Smoke Reduction Amendment Bylaw No. 5872, 2023 263

Updated bylaw to remove the "Town of Golden Air Quality Committee" reference, and citation change to reflect new program name.

THAT: Community Wood Smoke Reduction Amendment Bylaw No. 5872, 2023 be read a first, second, and third time, this 8th day of December, 2023.

Corporate Vote Unweighted Majority

THAT: Community Wood Smoke Reduction Amendment Bylaw No. 5872, 2023 be adopted this 8th day of December, 2023.

Corporate Vote Unweighted 2/3rd Vote

11.3 Shuswap North Okanagan Rail Trail Governance Amendment Bylaw No. 5873, 2023 267

Administrative change to subsection 10.7 incorrectly referencing Section 6; the correct subsection is 10.6.

THAT: Shuswap North Okanagan Rail Trail Governance Amendment Bylaw No. 5873, 2023 be read a first, second, and third time this 8th day of December, 2023.

Corporate Vote Unweighted Majority

THAT: Shuswap North Okanagan Rail Trail Governance Amendment Bylaw No. 5873, 2023 be adopted this 8th day of December, 2023.

Corporate Vote Unweighted 2/3 Vote

12. Public Question & Answer Period

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

13. Development Services Business General

13.1 Provincial Housing and Short Term Rental (STR) Legislation Update

268

Report from Gerald Christie, General Manager, Development Services, dated November 21, 2023.

Overview of recent provincial legislative changes - Housing and STR regulations.

THAT: the Board receive this report for information.

Corporate Vote Unweighted Majority

14. ALR Applications

None.

15. Development Services Business by Area

None.

16. CLOSED (In Camera)

THAT: pursuant to Section 90(1) of the Community Charter, the subject matter being considered relates to one or more of the following:

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

(c) labour relations or other employee relations;

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

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

Corporate Vote Unweighted Majority

17. Planning Bylaws**17.1 Electoral Area E: Electoral Area E Official Community Plan Amendment Bylaw No. 840-03 and Electoral Area E Zoning Amendment Bylaw No. 841-07**

283

Report from Jan Thingsted, Planner III, dated November 20, 2023.
3410 Oxbow Frontage Road, Yard Creek

THAT: “Electoral Area E Official Community Plan Amendment Bylaw No. 840-03” be adopted this 8th day of December, 2023.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: “Electoral Area E Zoning Bylaw Amendment Bylaw No. 841-07” be adopted this 8th day of December, 2023.

Stakeholder Vote Unweighted (LGA Part 14) Majority

17.2 Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-24 and South Shuswap Zoning Amendment Bylaw No. 701-106 307

Report from Denise Ackerman, Planner II, dated November 24, 2023.
4717 & 4719 Eagle Bay Road, Eagle Bay

THAT: Pursuant to Section 477 of the Local Government Act, the Board has considered “Electoral Area C Official Community Plan Amendment Bylaw No. 725-24” and “South Shuswap Zoning Amendment Bylaw No. 701-106” in conjunction with the Columbia Shuswap Regional District’s Financial Plan and Waste Management Plan.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: “Electoral Area C Official Community Plan Amendment Bylaw No. 725-24” be read a second time as amended, this 8th day of December, 2023.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: “South Shuswap Zoning Amendment Bylaw No. 701-106” be read a second time, this 8th day of December, 2023

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: a public hearing to hear representations regarding “Electoral Area C Official Community Plan Amendment Bylaw No. 725-24” and “South Shuswap Zoning Bylaw Amendment Bylaw No. 701-106” 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 Marty Gibbons, as Director of Electoral Area C being that in which the land concerned is located, or Alternate Director Margaret McCormick if Director Gibbons is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

Stakeholder Vote Unweighted (LGA Part 14) Majority

17.3 Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-102

337

Report from Ken Gobeil, Senior Planner, dated November 24, 2023.
5193 Ivy Rd, Eagle Bay

THAT: "South Shuswap Zoning Amendment Bylaw No. 701-102" be read a third time as amended this 8th day of December 2023.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: "South Shuswap Zoning Amendment Bylaw No. 701-102" be adopted this 8th day of December 2023.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: "South Shuswap Zoning Amendment Bylaw No. 701-102" be adopted this 8th day of December 2023.

18. Release of Closed Session Resolutions

Attached to minutes, if any.

19. Next Board Meeting

Thursday, January 18, 2024 at 9:30 AM.
CSRD Boardroom, 555 Harbourfront Dr NE, Salmon Arm.

20. Adjournment

THAT: the Regular Board meeting be adjourned.

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act
Article 24:

1. Indigenous peoples have the right to their traditional medicines and to maintain their health practices, including the conservation of their vital medicinal plants, animals and minerals. Indigenous individuals also have the right to access, without any discrimination, to all social and health services.
2. Indigenous individuals have an equal right to the enjoyment of the highest attainable standard of physical and mental health. States shall take the necessary steps with a view to achieving progressively the full realization of this right.

2. Call to Order by the Corporate Officer

Corporate Officer called the meeting to order at 8:35 AM.

3. Inaugural Proceedings

3.1 Election of Chair

2023-1101

Moved By Director Simpson

Seconded By Director Oszust

THAT: Crystal Robichaud and Gerald Christie be appointed as scrutineers for the counting of the ballots in the event of an election for the positions of Chair and Vice Chair.

CARRIED

The Corporate Officer called for nominations for the position of Chair for 2023/2024.

Director Cathcart nominated Director Martin. Director Martin consented to the nomination.

Director Sulz nominated Director Flynn. Director Flynn consented to the nomination.

After calling three times for nominations, the Corporate Officer proceeded with the election by ballot.

Corporate Officer announced that Directors attending the meeting by electronic participation could cast their vote to Gerald Christie by email. The ballots were distributed and the vote was conducted.

The Board noted that the nominated Directors did not have an opportunity to make presentations to the Board prior to each Director casting their vote.

2023-1102

Moved By Director Simpson

Seconded By Director Trumbley

THAT: the Board waive the speeches for the Directors nominated for the position of Board Chair.

CARRIED

Following the counting of the ballots, the Corporate Officer declared Director Flynn as Chair of the CSRD Board for 2023/2024.

3.2 Election of Vice Chair

The Corporate Officer called three times for nominations for the position of Vice-Chair for 2023/2024.

Director Cathcart nominated Director Martin. Director Martin consented to the nomination.

Director Trumbley nominated Director Melnychuk. Director Melnychuk consented to the nomination.

After calling three times for nominations, the Corporate Officer provided the nominated Directors the opportunity to make presentations to the Board prior to the election by ballot.

The nominated Directors chose not to make presentations to the Board.

Ballots were distributed and the vote was conducted.

Following the counting of the ballots, the Corporate Officer declared Director Melnychuk as Vice-Chair of the CSRD Board for 2023/2024.

2023-1103

Moved By Director Simpson

Seconded By Director Oszust

THAT: the ballots for the election of Chair and Vice Chair be destroyed.

CARRIED

3.3 Chair's Remarks

Chair Flynn thanked all directors for their support and congratulated Director Melnychuk on her appointment as Vice Chair. Chair outlined his key priorities for the coming year as follows:

- support and protect staff;
- continue to work on wildfire recovery;
- commit to finish the Directors Code of Conduct; and
- Board team building and relationship management training in the first quarter of 2024.

4. Adoption of Agenda

2023-1104

Moved By Director Oszust

Seconded By Director Brooks-Hill

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

Discussion on the motion:

Director Anderson requested a discussion about the Bruhn Bridge rebuild postponement be added. Topic was added as item 12.5.

CARRIED

5. Meeting Minutes

5.1 Adoption of Minutes

2023-1105

Moved By Director Melnychuk

Seconded By Director Oszust

THAT: the minutes attached to the Regular Board Meeting Agenda be adopted.

CARRIED

5.2 Business Arising from the Minutes

5.2.1 Ministry of Emergency Management and Climate Readiness - Emergency Preparedness

See item 7.2.1

7. Correspondence

7.2 Action Requested

7.2.1 Ministry of Emergency Management and Climate Readiness - Emergency Preparedness

Draft letter to the Honourable Minister Ma requesting resources and support for heating and cooling centres.

2023-1106

Moved By Director Cathcart

Seconded By Director Brooks-Hill

THAT: the Board approve the draft letter regarding support and resources for heating and cooling centres during extreme temperature related events.

CARRIED

6. Announcements

None.

7. Correspondence

7.1 For Information

2023-1107

Moved By Director Sulz

Seconded By Director Lavery

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

CARRIED

7.1.1 Ministry of Agriculture and Food (October 30, 2023)

Union of British Columbia Municipalities (UBCM) meeting follow up from the Deputy Minister.

7.1.2 Peace River Regional District (October 24, 2023)

Letter to Minister Ma regarding the proposed Emergency and Disaster Management Act.

7.1.3 Shuswap Watershed Council (November 2, 2023)

Letter to Ministers outlining the need for more resources to prevent an invasion of Zebra or Quagga mussels in BC.

Moved By Director Martin
Seconded By Director Anderson

THAT: the Board write a letter bringing awareness to the prevention of an invasion of Zebra or Quagga mussels in BC brought forward by the Shuswap Watershed Council;

AND THAT: the letter be sent to the Provincial and Federal Ministers of Health, Tourism and Finance and copied to local regional districts and agencies asking for their support for to have all crossings monitored.

CARRIED

7.1.7 Letter of Support for Shuswap Lake General Hospital (November 9, 2023)

Letter from the Board Chair to Minister Dix and Chair Cochrane.

Discussion:

Director Lavery informed the Board that City of Salmon Arm heard back from Mr. Simms, Interior Health Authority. He suggested that one Electoral Area Director and one Municipal Director take the opportunity to introduce the Shuswap Lake General Hospital concern to the Hospital District Board at the November 21, 2023 Board meeting and to request that funding be built into the 2024 budget.

Directors Lavery and Melnychuk indicated they would speak to the topic at the Hospital District meeting.

Director Gibbons previously in attendance by electronic participation entered the meeting in person at 9:04 AM.

7.1.4 Shuswap Watershed Council (November 8, 2023)

Letter to Interior Health Authority regarding algal blooms.

7.1.5 Ministry of Agriculture and Food (November 9, 2023)

UBCM meeting follow up from the Minister.

7.1.6 Letter to Minister of Emergency Management and Climate Readiness (November 9, 2023)

Requesting review of Emergency Support Services Remuneration.

7.1.8 Ministry of Emergency Management and Climate Readiness (November 9, 2023)

Letter from Madeline Maley, Assistant Deputy Minister, Regional Operations in response to Board Chair's letter requesting a third party review of the 2023 wildfire response.

Click to view [Board Chair's letter dated September 19, 2023](#).

8. Committee Reports and Updates

8.1 For Information

2023-1108

Moved By Director Anderson

Seconded By Director Brooks-Hill

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

CARRIED

8.1.1 Okanagan Regional Library Board Meeting Minutes (May 17, 2023)

8.1.2 Columbia Basin Trust Board Highlights (September 2023)

8.1.3 Thompson Regional Hospital District Board Meeting Minutes (September 7, 2023)

8.1.4 Thompson Regional Committee Meeting Minutes (September 12, 2023)

8.2 Action Requested

8.2.1 Committee of the Whole Meeting Minutes (October 26, 2023)

Committee recommendations:

- 1) THAT: the Board add the Keeping it Rural Conference to the scheduled conferences listed in Remuneration Bylaw No. 5786.
- 2) THAT: the Board write a letter to SILGA and UBCM requesting a remuneration best practice guide for elected official compensation.
- 3) THAT: the Board discuss the Growing Communities Funds allocation at the November Regular Board meeting, and that the final allocation of funds be decided at the December Regular Board meeting.

2023-1109

Moved By Director Martin

Seconded By Director Simpson

THAT: the Board add the Keeping it Rural Conference to the scheduled conferences listed in Remuneration Bylaw No. 5786.

CARRIED

2023-1110

Moved By Director Melnychuk

Seconded By Director Anderson

THAT: the Board write a letter to SILGA and UBCM requesting a remuneration best practice guide for elected official compensation.

CARRIED

Discussion:

CAO advised that there was a request made to direct funding from the Growing Communities Fund to back up power supplies at CSRD water systems. Staff would prepare cost analysis for the option of a back up systems at each water system and a portable back up generator that could be moved to water systems as needed.

The Board discussed reallocating funding from the NexGen 911 upgrade to solid waste management or water upgrades for firefighting.

CAO confirmed that costing information and fund allocation options would be presented to the Board at the December Regular Board meeting for consideration.

9. Delegations

9.1 Summary of the 2023 WildSafeBC Program

Olivia Lemke, WildsafeBC Columbia Shuswap Coordinator

Late Agenda - presentation added.

9.2 Food Security Strategy and Community Economic Development

Ingrid Bron, Director of Community Economic Development and Taha Attiah, Community Development Coordinator, City of Revelstoke

Late Agenda - presentation and certified resolutions from the City of Revelstoke attached.

9.3 South Shuswap Chamber of Commerce Progress Report

Corryn Grayston, President, South Shuswap Chamber of Commerce

Late Agenda - presentation and budget added.

Karen Brown, Executive Director, South Shuswap Chamber of Commerce was in attendance.

Discussion:

Presenters asked the Board to consider continue supporting the South Shuswap Chamber of Commerce by entering into a new agreement to provide annual funding and requested an additional \$10,000 above the current annual funding for a total of \$40,000.

Director Gibbons was not supportive of the initiative, however, felt that the funding request would need to be apart of a larger budget discussion.

The Board recessed 10:23 AM and resumed the meeting at 10:32 AM.

10. Business General**10.1 2024 Board and Committee Calendar**

Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated November 6, 2023.

2023-1111

Moved By Director Anderson

Seconded By Director Simpson

THAT: the 2024 Board and Committee Calendar be approved as amended this 16th day of November, 2023.

Discussion on the motion:

Chair advised the Board of conflicts with the proposed dates of the Committee of the Whole meetings with the District of Sicamous Council meeting schedule. The Municipal Directors provided feedback to the Board about their council schedules. The Board agreed to move the Committee of the Whole (CoW) meetings to the third Wednesday of the of the month and any Municipal Directors Committee held on those dates would be scheduled to start after the CoW meeting.

CARRIED

10.2 2024 Committee Appointments and Recommendations

Okanagan Regional Library Board and Sterile Insect Release Board terms end in 2023. Directors submitted expressions of interest to sit on these Boards and the attached list include the staff recommendations for appointments based on the response. The remaining appointments are unchanged.

2023-1112

Moved By Director Martin

Seconded By Director Trumbley

THAT: the 2024 Committee Appointments and Recommendations attached to the November 16, 2023 agenda be adopted as amended.

Discussion on the motion:

Chair asked for Directors to put their names forward for Alternate Director positions for the Okanagan Regional Library (ORL) Board and the Okanagan-Kootenay Sterile Insect Release (SIR) Board. Director Martin put her name forward as Alternate Director for ORL and Chair Flynn said he would accept appointment as Alternate Director for SIR.

CARRIED**10.3 CrowdRiff Creator - Sole Source Contract Award**

Report from Morgen Matheson, Manager, Tourism and Film, dated November 6, 2023.

Crowdriff Creator contract for short form video reels for content creation.

2023-1113

Moved By Director Martin

Seconded By Director Anderson

THAT: the Board empower the authorized signatories to enter into an agreement with Crowdriff in the amount of \$17,000 plus applicable taxes, this 16th day of November, 2023.

CARRIED**10.4 Shuswap Trail Alliance – Operational Contribution Agreement**

Report from Kristina Flackman, Community Parks and Recreation Coordinator, dated October 18, 2023.

Renewal of 4 year funding (in part) for the Trail Alliance.

2023-1114

Moved By Director Gibbons

Seconded By Director Lavery

THAT: the Board empower the authorized signatories to enter into an agreement with the Shuswap Trail Alliance for funding contributions towards the operational costs of the society over a four year term commencing January 1, 2024 up to and including December 31, 2027 for a total cost of \$50,000 annually, plus an annual BC Consumer Price Index. All Items increase to a maximum of five percent annually.

CARRIED**10.5 Assistant Regional Fire Chief Position Reclassification**

Report from Derek Sutherland, Acting General Manager, Community and Protective Services, dated November 3, 2023.

2023-1115

Moved By Director Melnychuk

Seconded By Director Gibbons

THAT: the Board authorize the reclassification of the Assistant Regional Fire Chief Position to Deputy Regional Fire Chief position.

CARRIED

10.6 CSRD Recovery Governance Structure

Report from Derek Sutherland, Acting General Manager, Community and Protective Services dated November 3, 2023.

North Shuswap recovery Project Governance Structure.

2023-1116

Moved By Director Anderson

Seconded By Director Simpson

THAT: The Board approve the proposed governance structure presented by Colliers Project Leaders;

AND THAT: the Board appoint a member of the Shuswap Emergency Program Executive Committee to sit as a liaison on the North Shuswap Recovery Project Steering Committee.

CARRIED

2023-1117

Amendment:

Moved By Director Martin

Seconded By Director Trumbley

THAT: the Board appoint Director Simpson to sit as a liaison on the North Shuswap Recovery Project Steering Committee.

CARRIED

11. Guest Speakers

11.1 Bush Creek East Wildfire Recovery Update

Michael Higgins, Director Climate Readiness and Community Recovery, Colliers Project Leader

Late Agenda - presentation added.

11.2 BGC Bush Creek East Wildfire Geohazard Assessment

Kris Holm, Principal Geoscientist, Community Team Lead

Hazel Wong, Engineering Geologist with BGC Engineering was in attendance.

Discussion:

General Manager, Development Services advised the Board that the previous report from BGC Engineering prompted the Board to adopt Policy P-26. The policy identifies risks or hazards on a property and outlines the requirements for additional detailed assessments that may be required by property owners. The current policy does not consider rockfall, however the current policy does not address rockfall and staff would bring forward an amended policy for the Board to consider at a future board meeting. Through legislation building officials can identify hazards and request additional qualified professional assessment reports.

12. Business By Area

The Board meeting paused for lunch at 12:13 PM and the meeting resumed at 12:21 PM.

12.1 Electoral Area A: Hydrology Study for the Blaeberry/Donald Area

Report from Ben Van Nostrand, Acting General Manager, Environmental and Utility Services, dated November 8, 2023. Sole source award to Ecoscape Environmental Consultants Ltd. to conduct a hydrology study for the Blaeberry/Donald area.

2023-1118

Moved By Director Cathcart

Seconded By Director Oszust

THAT: the Board empower the authorized signatories to enter into a sole source agreement with Ecoscape Environmental Consultants Ltd. in the amount of \$40,635 plus applicable taxes this 16th day of November, 2023.

CARRIED

12.2 Electoral Area A: EOF Application – Golden/Area A, Community Economic Development

~~Report from Jodi Pierce, General Manager, Financial Services, dated October 23, 2023. Funding request for Board consideration.~~

Late Agenda - Item removed. Previously appeared on the [September 14, 2023 agenda as item 12.5.](#)

12.3 Electoral Areas A, D, E: Grant-in-Aid Requests

Report from Jodi Pierce, General Manager, Financial Services, dated November 3, 2023. Funding requests for consideration.

2023-1119

Moved By Director Martin

Seconded By Director Gibbons

THAT: the Board approve the following allocations from the 2023 electoral area Grant-in-Aids:

Area A

\$7,920 Swiss Edelweiss Village Foundation (Statement of Significance)

\$1,495 Local Food Matters Society (Winter Market venue)

\$5,000 Local Food Matters Society (Amalgamation of Markets)

Area D

\$2,000 Falkland Seniors Association Hall #95 (improvements to parking area)

Area E

\$14,000 Eagle Valley Community Support Society (Operational funding)

CARRIED

12.4 Electoral Area B: EOF Applications – Revelstoke/Area B

Report from Jodi Pierce, General Manager, Financial Services (CFO), dated November 3, 2023. Funding requests for consideration.

2023-1120

Moved By Director Brooks-Hill

Seconded By Director Sulz

THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve the following amounts from the Revelstoke and Area B Economic Opportunity Fund:

- \$200,000 to the Illecillewaet Greenbelt Society for the acquisition of equipment related to grooming recreational trails.

CARRIED

2023-1121

Moved By Director Brooks-Hill

Seconded By Director Sulz

THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve the following amounts from the Revelstoke and Area B Economic Opportunity Fund:

- \$30,000 to the Revelstoke Nordic Ski Club for the acquisition of a side by side ATV from grooming and summer maintenance of trails.

CARRIED

2023-1122

Moved By Director Brooks-Hill

Seconded By Director Sulz

THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve the following amounts from the Revelstoke and Area B Economic Opportunity Fund:

- \$100,000 to the Shuttle Service for 2024/2025.

CARRIED

14. **Public Question & Answer Period**

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

There were no questions posed by the public.

12. **Business By Area**

12.5 **Bruhn Bridge**

Director Anderson

2023-1123

Moved By Director Anderson

Seconded By Director Simpson

THAT: the Board write a letter to Ministry of Transportation and the Federal Government to advocate for the Bruhn Bridge rebuild to move forward.

Discussion on the Motion:

Director Anderson brought forward safety concerns after the District of Sicamous was advised by the Ministry of Transportation and Infrastructure that the Bruhn Bridge rebuild project has been pushed back another year.

The Board shared in the District of Sicamous' concerns that the current dilapidated state of the bridge is a major hazard located on the Trans-Canada Highway and affects all travelers in the region. The Board suggested the letter be copied to the City of Salmon Arm, local Chambers of Commerce, Economic Development Societies and Tourism partners.

CARRIED

13. Administration Bylaws

None.

15. Development Services Business General

None.

16. ALR Applications

None.

17. Development Services Business by Area

None.

Director Sulz left the meeting at 12:35 PM.

18. Planning Bylaws

18.1 Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-23 and South Shuswap Zoning Amendment Bylaw No. 701-105

Report from Ken Gobeil, Senior Planner, dated October 30, 2023.
3560 Eagle Bay Rd, Eagle Bay

Late agenda - presentation added.

2023-1124

Moved By Director Gibbons

Seconded By Director Melnychuk

THAT: "Electoral Area C Official Community Plan Amendment Bylaw No. 725-23" be read a first time this 16th day of November 2023.

CARRIED

2023-1125

Moved By Director Gibbons

Seconded By Director Melnychuk

THAT: "South Shuswap Zoning Amendment Bylaw No. 701-105" be read a first time this 16th day of November 2023.

CARRIED

2023-1126

Moved By Director Gibbons

Seconded By Director Melnychuk

That: the Board utilize the complex consultation process for Bylaw Nos. 725-23 and 701-105:

AND THAT: the bylaws be referred to the following agencies:

- CSRD Environmental and Utility Services
- CSRD Financial Services
- Interior Health Authority
- Ministry of Transportation and Infrastructure
- Ministry of Forests: Archaeology Branch
- Ministry of Land, Water and Resource Stewardship: Lands Branch
- All applicable First Nations Bands and Councils.

CARRIED

18.2 Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-25 and South Shuswap Zoning Amendment Bylaw No. 701-107

Report from Christine LeFloch, Planner III, dated November 3, 2023.
6169 Armstrong Road, Wild Rose Bay

Late Agenda - presentation added.

2023-1127

Moved By Director Gibbons

Seconded By Director Brooks-Hill

THAT: "Electoral Area C Official Community Plan Amendment Bylaw No. 725-25" be read a first time this 16th day of November, 2023.

CARRIED

2023-1128

Moved By Director Gibbons

Seconded By Director Brooks-Hill

THAT: "South Shuswap Zoning Amendment Bylaw No. 701-107" be read a first time this 16th day of November, 2023.

CARRIED

2023-1129

Moved By Director Gibbons

Seconded By Director Brooks-Hill

THAT: the Board utilize the complex consultation process for “Electoral Area C Official Community Plan Amendment Bylaw No. 725-25” and “South Shuswap Zoning Amendment Bylaw No. 701-107” and the bylaws be referred to the following agencies and First Nations:

- Ministry of Transportation & Infrastructure;
- Ministry of Forests – Archaeology Branch;
- Interior Health Authority;
- CSRD Financial Services;
- CSRD Community and Protective Services;
- CSRD Environmental and Utility Services;
- All applicable First Nations and Bands.

CARRIED

19. CLOSED (In Camera)

2023-1130

Moved By Director Lavery

Seconded By Director Melnychuk

THAT: pursuant to Section 90(1) of the Community Charter, the subject matter being considered relates to one or more of the following:

- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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

CARRIED

The Board moved into the Closed Session of the meeting at 1:00 PM.

20. Release of Closed Session Resolutions

Attached to minutes, if any.

21. Next Board Meeting

Friday, December 8, 2023 at 9:30 AM.

CSRD Boardroom, 555 Harbourfront Dr NE, Salmon Arm.

Note: Not the third Thursday of the month

22. Adjournment

2023-1131

Moved By Director Martin

Seconded By Director Anderson

THAT: the Regular Board meeting be adjourned.

CARRIED

3:26 PM

CORPORATE OFFICER

CHAIR



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
 T: 250-832-8194 | F: 250-832-3375 | TF: 1-888-248-2773 | www.csr-d.bc.ca

November 16, 2023

Sent by email: EMCR.Minister@gov.bc.ca

Honourable Bowinn Ma
 Minister of Emergency Management and Climate Readiness

Dear Minister Ma:

Re: Response to Emergency Preparedness and Resources Letter

On behalf of the CSRD Board of Directors, we wish to follow-up regarding correspondence from the Province, dated April 25, 2023 (reference 638875) and our response on May 31, 2023. The subsequent response we received from Assistant Deputy Minister Maley on October 16, 2023 (reference 639632) declined to address the CSRD Board's recommendation that the province, notably Interior Health, take the lead in handling heat-related emergencies as these situations are primarily health related crises.

We continue to believe that while emergency preparedness is a priority for local governments and communities, it is important to recognize that BC's health regions are best equipped to plan and administer health-related initiatives in response to temperature-related public health events.

We believe the CSRD is best suited as a supporting partner under the direction of provincial leadership as it does in other provincial health emergencies. The CSRD is a cooperative and willing partner as a supplier of cooling centres. Due to the lack of medical expertise within local authorities, the CSRD is not suited to assume a leading role in making appropriate decisions on health-related problems during extreme temperature events. Additionally, heat emergencies are widespread occurrences that call for provincial coordination; they are not localized incidents. We acknowledge that extreme temperature-related events are noticeably more frequent and intense, leading to increased health concerns.

Given the potential impact on human life and well-being and given that heat-related emergencies exceed our capacity to respond, the CSRD wants to ensure an ongoing coordinated response under provincial leadership. We look forward to hearing more about your plans and actions on this matter.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:

Kevin Flynn
 Board Chair

cc: North Okanagan Columbia Shuswap Regional Hospital District
 Kootenay East Regional Hospital District
 Thompson Regional Hospital District

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

C EAGLE BAY-WHITE LAKE-TAPPEN
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
 F NORTH SHUSWAP-SEYMOUR ARM
 G BLIND BAY-SORRENTO-NOTCH HILL

MUNICIPALITIES

GOLDEN
 REVELSTOKE

SALMON ARM
 SICAMOUS

**Northern Rockies Regional Municipality**

Municipal Office 5319 - 50th Avenue South
Bag Service 399, Fort Nelson, BC V0C 1R0
Tel 250.774.2541 Fax 250.774.6794
www.northernrockies.ca

November 20, 2023

Honourable Bowinn Ma
Minister of Emergency Management and Climate Readiness
PO Box 9020 Stn Prov Govt
Victoria, BC V8W 9E2

via email (no hardcopy to follow):
EMCR.Minister@gov.bc.ca

Dear Minister Ma,

Re: Request for extension and funds to complete the Emergency Program Act Regulations feedback

The Northern Rockies Regional Municipality (NRRM) would like to express our support for the Peace River Regional District (PRRD) request for an extension in the timeline and for your consideration in allocating the necessary funding to provide comments on the new Emergency and Disaster Act.

As you are aware, the NRRM, along with municipalities throughout the province has only just caught its breath from the intense and long wildfire season, having had our Emergency Operations Centre active for the longest duration in our history to date. Our staff and emergency personnel are currently refocusing on core business operations following the strain experienced through the Spring and Summer. Resources are stretched during this recovery time and the need for additional time to ensure a thorough review is needed. Asking to provide a fulsome and comprehensive review by December 31st, 2023 is proving to be unrealistic to many. Additionally, we find it imperative we bring your attention to the limitations in both capacity and funding. Therefore, we kindly request an extension of the deadline and that consideration be made in providing additional funding to support the capacity and resourcing needed for a meaningful engagement.

Your support in this matter is crucial to ensuring a diligent and comprehensive review of the Emergency and Disaster Act.

Sincerely,

Northern Rockies Regional Municipality

A handwritten signature in black ink, appearing to be "Rob Fraser", written over a white background.

Rob Fraser, Mayor

Cc: Peace River Regional District
MLA Peace River North – Dan Davies
Fort Nelson First Nation
Prophet River First Nation
All Regional Districts in BC



Reference: 32087

November 28, 2023

VIA EMAIL: info@csrd.bc.ca

Kevin Flynn, Chair
Regional District of Columbia Shuswap
555 Harbourfront Drive NE
PO Box 978
Salmon Arm, British Columbia
V1E 4P1

Dear Kevin Flynn:

I am writing to thank you and your staff for taking the time to meet with the Honourable Bownn Ma, Minister of Emergency Management and Climate Readiness (EMCR) and I at this year's UBCM Convention in Vancouver. During our meeting we discussed your concerns about the continued erosion around Newsome Creek and the impacts to the areas of Sorrento/Blind Bay.

We understand that erosion is causing a risk to the lives of homeowners immediately around Newsome Creek and has also impacted drinking water quality for the surrounding community. You requested that a multi-jurisdictional team be stood up to address these issues and the Ministry of Water, Land and Resource Stewardship and EMCR recognize the need for an all-of-government approach to meet this request. We will also relay your feedback about federal grants not being responsive to issues being faced on the ground by local governments in the face of wildfire recovery.

Since meeting in September, the Ministry of Water, Land and Resource Stewardship has become responsible for additional water, land, fish, and wildlife authorities. The attached outlines those changes in detail. Engagement sessions will be held with local governments, First Nations and stakeholders in the coming months to review these changes and to continue our work together in these priority areas.

Page 1 of 2

Thank you for your time and for your letter regarding Watershed Security Collaboration dated October 3, 2023. I am pleased we had the opportunity to meet and discuss issues important to both provincial and local government and look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Nathan Cullen". The signature is written in a cursive, slightly slanted style.

Nathan Cullen
Minister

Attachment (1)

pc: Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness

Ministry of Water, Land and Resource Stewardship

Existing Functions and Responsibilities:

- Provincial water leadership:
 - Watershed Security Strategy & Fund; Coastal Marine Strategy; Wild Salmon Strategy
 - Water sustainability planning
 - Lead coordination on government's strategy on source to tap, including drinking water
 - Water quality objective setting
 - Marine use policy and planning
- Integrated land management frameworks to guide land use decisions in B.C., modernized land use policy and planning and land base objective setting
- Provincial cumulative effects regime
- Strengthen partnerships, collaboration, and engagement with Indigenous Peoples on the management of natural resources and the land base (e.g., Collaborative Indigenous Stewardship Forums)
- Development of a co-management/shared decision-making regime with First Nations
- Consultation and accommodation policy, including the Area Based Approach & First Nations Consultation System
- Fish and wildlife leadership:
 - habitat/ecosystems; fisheries, aquaculture & wild salmon strategic policy
- BC/CAN Nature Agreement
- Integrated, science-based land, aquatic, terrestrial, resource data/information, and geographic/geospatial data, systems and analysis
- Strategic marine, land and resource management policies to support the effective operationalization of DRIPA in the natural resource sector
- Permitting Solutions Office
- Support for governance, organizational effectiveness, performance monitoring and reporting on progress
- Corporate Services for the Natural Resource ministries
- Natural Resource Information & Digital Services
- Crowns, Agencies, Board and Commissions:
 - Wildlife Advisory Council
 - Muskwa-Kechika Advisory Board
 - Skagit Environmental Endowment Commission
 - Mackenzie River Basin Board

NEW From FOR

Water Management Functions:

- Full suite of authorities for managing water use, authorizations and orders for drought (e.g., Water Comptroller)
- River Forecast Centre & Flood Safety
- Flood strategy, policy and management
- Dams, Dam Safety and Utility Regulation (e.g., BC Hydro)
- Dikes, drainage and ditches
- Water allocation
- Source water protection

Fish and Wildlife Functions

- Fish and wildlife policy, research, allocations and authorizations
- Fisheries licensing
- Fish stock assessments
- Rivers and lakes management
- Data and reporting
- Wildlife and aquatic specialists
- Provincial wildlife veterinarian

Land Functions:

- Full suite of authorities and for lands authorizations (and related permitting support functions, including business transformation and First Nations engagement).
- FrontCounter BC
- Crown Land Opportunities and Restoration (including Contaminated Sites)
- Land programs
- Policy (Crown land and strategic)
- Land returns

NEW Crown Responsibilities (From FOR):

- Creston Valley Wildlife Management Authority
 - Freshwater Fisheries Society of BC
 - Habitat Conservation Trust Foundation
 - Association of BC Land Surveyors
 - Integrated Cadastral Information Society
- *BC Land Title and Survey Authority to FIN*

Ministry of Forests

Ongoing Functions and Responsibilities:

- Modernize forest sector and support a sustainable and innovative forest economy:
 - Forest sector policy including, tenures, economics and trade, value-add, softwood lumber, pricing, competitiveness, compensation, forest worker safety, and private managed forest lands
 - BC Timber Sales
- Forest management:
 - Old Growth Strategic Review
 - Forest Landscape Planning
 - Office of the Chief Forester including, forest research, investment, practices, planning, inventory, and health, Allowable Annual Cut decisions and seed orchard/seed centre, bioeconomy and forest products innovation
- Strengthen partnerships, collaboration, and engagement with Indigenous Peoples on the management of forest resources
- Integrated authorizations, permitting for archeology, forestry & range
- Multi-disciplinary research support for natural resource management
- Provincial Engineering Program
- *Heritage Conservation Act* transformation
- Range
- BC Wildfire Service including all hazards response
- Natural resource compliance and enforcement

Crowns, Agencies, Board and Commissions:

- Coastal Logging Equipment Support Trust
- Forest Enhancement Society of BC
- Forest Practices Board
- Private Managed Forest Land Council
- Timber Export Advisory Committee



LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

Tuesday, November 28, 2023

Health Minister Adrian Dix
IH Chair Doug Cochrane
Sent by email: HLTH.Minister@gov.bc.ca
Doug.cochrane@interiorhealth.ca

Dear Minister Dix and Chair Cochrane,

As MLA for the Shuswap, I write this letter today regarding my unwavering support for the Shuswap Lake General Hospital Expansion Project.

The Shuswap area is one of the fastest growing areas in the province, and significant pressure on the services of the SLGH increases every year.

The severity of the health care crisis faced by British Columbians across the province cannot be understated. This is especially true in the case for those living, working, and recreating in the Shuswap region.

On April 26th, during the Estimates of the Minister of Health, you extended an invitation to me to meet with you in person to further discuss the growing concerns with the delays of the Shuswap Lake General Hospital Expansion Project. My staff has reached out to your office six times by email between May and August to secure a meeting with you, with no response to date. Additionally, I have twice respectfully reminded you of your meeting commitment, yet I continue to await the scheduling of the meeting you promised back in April.

Immediate upgrades to the SLGH are essential both for the residents and visitors who require hospital care, but also for the dedicated staff who are being pushed to exhaustion as this crisis worsens.

I remain supportive of the efforts of the CSR Board, the City of Salmon Arm, dedicated Doctors such as Dr. Scott McKee and Interior Health to advance the Shuswap Lake General Hospital Expansion Project.

I look forward to hearing from your office in the near future to schedule the meeting to which I have been awaiting seven months.

Sincerely,

Greg Kylo, MLA
Shuswap



November 29th, 2023

Sent via E-mail

Columbia Shuswap Regional District
555 Harbourfront Drive NE
PO Box 978
Salmon Arm, BC, V1E 4P1

Columbia Shuswap Regional District Board,

This letter is an invitation to engage in the planning process underway for the Incomappleux Valley.

The building of collaborative tables with First Nations with traditional territory in the area has been initiated. Value identification, vision building, and presentation of interests and concerns will be occurring at this table.

During engagement we would like to better understand your values, interests, and concerns. As we are dedicated to making sure all municipalities and stakeholders have a voice at the planning table, please reach out to us and we would be happy to provide an update and listen to your input.

Broad engagement with the public is being planned for a future date. This engagement will be communicated through various means and with sufficient notice.

Sincerely,

A handwritten signature in cursive script that reads "Dennis Paradine". The signature is written in black ink and is positioned above a horizontal line.

Dennis Paradine
A/Director, Strategic Initiatives
Ministry of Water, Land and Resource Stewardship



August 29th, 2023

Sent via E-mail

Columbia Shuswap Regional District
Electoral Area B
555 Harbourfront Drive NE
PO Box 978
Salmon Arm, BC, V1E 4P1

Director David Brooks-Hill,

Since the announcement of the Incomappleux Conservancy and adjacent *Forest Act* Part 13 reserve on January 25, 2023, B.C. has been initiating the development of a long-term stewardship plan for the Incomappleux Valley. This process is being led by the Ministry of Water, Land and Resource Stewardship (WLRS) in collaboration with other ministries and First Nations. We are reaching out to you to ensure that your organization is aware of stewardship planning processes that have been initiated.

Part of the process will be inviting you to participate in identifying values and tools for stewardship planning in the Incomappleux Valley. We are estimating that we are several months away from this step and ask for your patience. For immediate questions, please email Dennis.Paradine@gov.bc.ca.

We recognize that there are conversations ongoing with the Ministry of Forests regarding roads and access. This is not duplicative of that process but complimentary. If you have questions regarding roads and access, please contact Julia.Podealuk@gov.bc.ca

We look forward to collaborating with you at the appropriate time.

Sincerely,

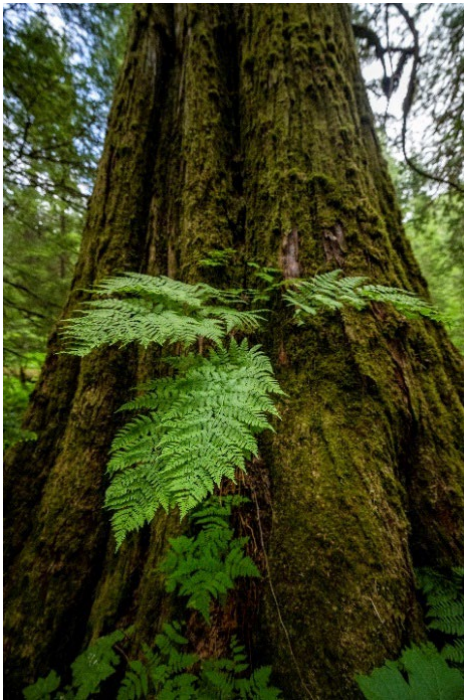
A handwritten signature in black ink that reads "Dennis Paradine".

Dennis Paradine
A/Director, Strategic Initiatives – Kootenay Boundary Region
Water, Land and Resource Stewardship

Incomappleux Valley

Background:

The Incomappleux Valley, southeast of Revelstoke, contains a portion of B.C.'s inland temperate rainforest. The old-growth forest in the valley is dominated by Western Redcedar and Western Hemlock and includes trees that are 500 to 1,000 years old. The Incomappleux Valley is an area of great biodiversity, providing habitat for grizzly bears, many species of rare plants and lichens, and historically for mountain caribou. The Incomappleux River is a major tributary of the Columbia River.



In 2020, the provincial government suspended all forest harvesting in 40,194 hectares of the Incomappleux Valley. The old-growth deferral area was one of nine areas set aside under Part 13 – Designated Areas of the *Forest Act* to suspend harvest while the Province of B.C. developed longer term plans. There has been no logging in the valley for over 15 years, in part due to access constraints. The forestry roads accessing the valley have been closed since 2015.

Protection through Partnerships:

Over the last several months, Interfor, the Nature Conservancy of Canada and the provincial government have been working together to explore the possibility of protecting the Incomappleux Valley. Through these discussions, Interfor has agreed to voluntarily release approximately 75,762 ha from Tree Farm Licence (TFL) 23. As a key negotiator, the Nature Conservancy of Canada facilitated and assisted in funding the agreement to permanently remove forestry

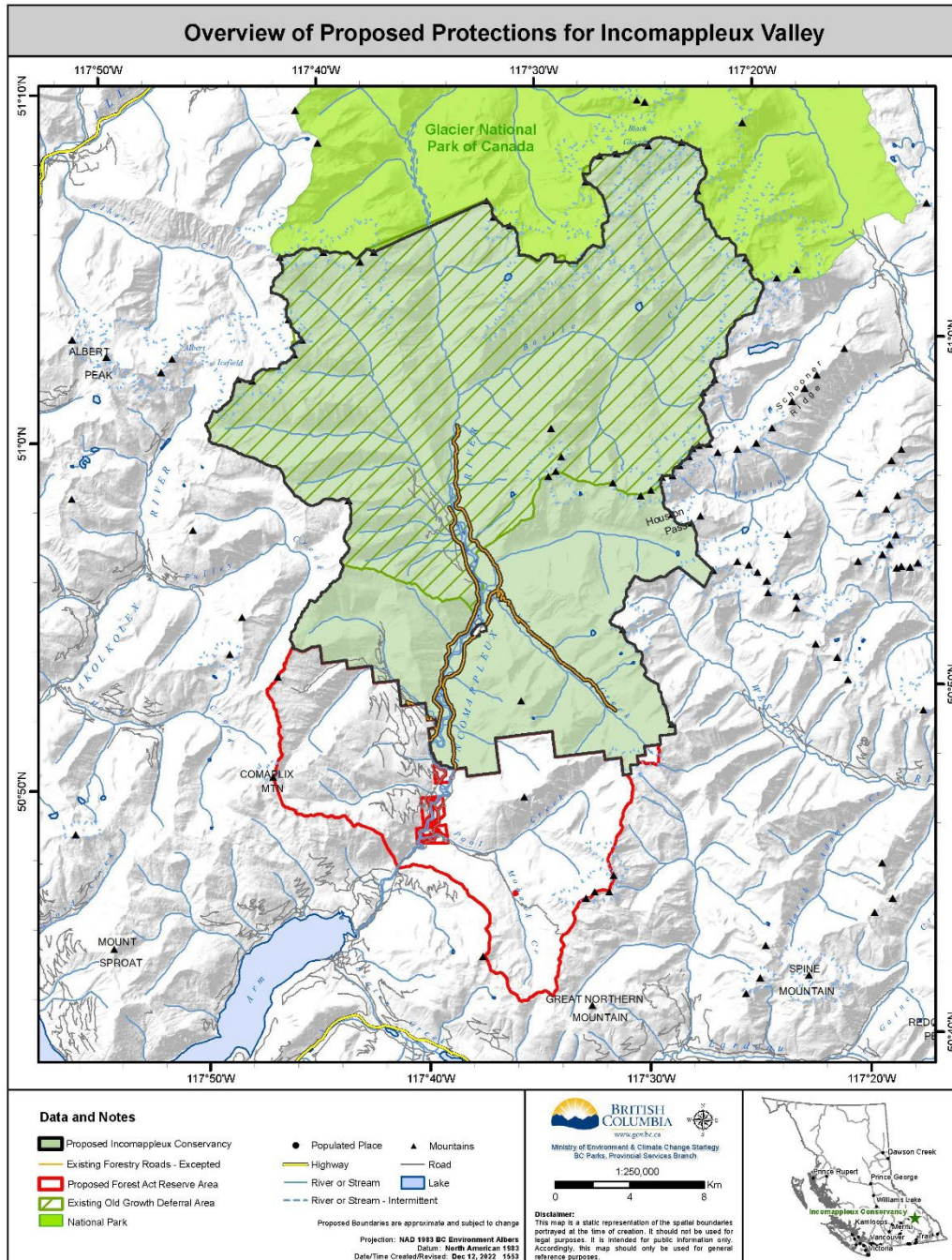
tenures in this landscape. The Province is now considering potential measures for the protection of the area that Interfor has agreed to release. These proposed measures include a conservancy under the *Park Act* over approximately 58,650 hectares in the northern portion of the valley and a new *Forest Act* designation over the southern portion of the Valley that will restrict all forestry activity (see map). Private land will not be included in the conservancy or affected by the proposed protection measures.

Incomappleux Valley

Information Sharing and Engagement

Information about the proposed protection measures for the Incomappleux Valley is being shared with industry, area residents and local governments.

These proposals are all subject to further decisions by Government, following engagement with potentially affected Indigenous Nations. The Province is consulting with Indigenous Nations and will continue to engage with all interested Nations on the development of a collaborative management framework for the Incomappleux Valley.



Incomappleux Valley

Frequently Asked Questions

Why protect the Incomappleux Valley?

The Incomappleux Valley contains rare inland temperate rainforest, with areas of old growth Interior Cedar-Hemlock forest and trees as old as 1,000 years. This moist forest supports many species of plants, mosses and lichen, including several species at risk. The valley provides habitat for grizzly bears, and historically supported Southern Mountain Caribou. In 2020, 40,194 hectares of the valley was set aside in an Old Growth Deferral Area, a temporary protection measure, while government developed longer-term plans for the area.

What type of protections are proposed for the Incomappleux Valley?

Interfor, the Nature Conservancy of Canada, the Province and First Nations have been working together to examine options for how to protect the important values in this valley. Through these discussions, Interfor has agreed to voluntarily surrender approximately 75,762 ha from Tree Farm License 23 (TFL 23). The northern 3/4 of this area (approximately 58,650 ha) is proposed to be permanently protected as a conservancy under British Columbia's *Park Act*. To balance environmental protection with mineral development potential, the southern quarter of the area is proposed to be designated under Part 13 of the *Forest Act* to eliminate forest harvesting. Existing mineral claims in the southern area will not be affected by the NRR. Holders of those claims will continue to be able to explore for and develop mineral resources.

What is a conservancy?

Conservancies are Crown lands set aside for:

- (a) the protection and maintenance of their biological diversity and natural environments;
- (b) the preservation and maintenance of social, ceremonial and cultural uses of First Nations;
- (c) the protection and maintenance of their recreational values; and
- (d) development or use of natural resources in a manner consistent with the purposes of (a), (b) and (c) above.

The conservancy designation explicitly recognizes the importance of these areas to First Nations for social, ceremonial and cultural uses. Conservancies provide for a wider range of low impact, compatible economic opportunities than Class A parks, however, commercial logging, mining and hydroelectric power generation, other than local run-of-the-river projects, are prohibited. These economic opportunities must still not restrict, prevent or hinder the conservancy from meeting its intended purpose with respect to maintaining biological diversity, natural environments, First Nations social, ceremonial and cultural uses, and recreational values.

What role does the Nature Conservancy of Canada have in the proposed protections?

The Nature Conservancy of Canada is a key partner in this initiative and has facilitated and assisted in funding the agreement to permanently remove forestry tenures in the Incomappleux Valley.

Incomappleux Valley

What will happen to the mineral claims within the proposed conservancy?

Mining is not permitted in conservancies. The Government of BC will be exploring options to resolve any inconsistency in the designation and possible mineral claim activity.

What will happen to private lands within the proposed conservancy?

No private lands will be included in the conservancy. Private landowners in the area south of the conservancy will also not be affected by the proposed *Forest Act* designation in that part of the valley.

What will happen to the existing mineral claims in the southern Incomappleux lands, outside of the conservancy?

Existing mineral tenures in the southern quarter of the valley will not be affected by the proposed conservation measures. Holders of valid mineral claims in that area will continue to be able to exercise the rights that were granted under those claims.

Can commercial recreation currently permitted in this area continue?

Commercial recreation activities that are compatible with the conservancy designation would be able to continue, subject to approval of a Park Use Permit. Park Use Permits may include terms and conditions necessary to ensure protection of the conservancy's values.

What is a Park Use Permit?

By legislation, a permit is required for many types of commercial use, land use/land occupancy, and research activities that take place in parks and protected areas designated under the *Park Act*. More information on the types of activities that will require a Park Use Permit can be found at bcparks.ca/permits/. For information about permit applications or the permitting process, visit the Front Counter BC website at www.env.gov.bc.ca/pasb/applications/process.

Are there roads into the proposed conservancy?

Previously, forestry roads extended into the Incomappleux Valley, but those roads were closed several years ago due to safety risks associated with rock fall hazards and bridge failure. The corridor of now-closed forestry roads will be excluded from the conservancy boundary and will continue to be managed under applicable forestry legislation (e.g., *Forest Act*, *Forest and Range Practices Act*).

Will there be a management plan prepared for the conservancy?

The Province will work with all interested First Nations on the development of a collaborative management framework for the Incomappleux Valley. Public input will remain an important part of any management planning process for the valley.



**Thompson Regional Committee Meeting (Zoom meeting)
Draft summary for November 14th 2023**

In attendance:

Rhona Martin	Columbia Shuswap Regional District	Board member
Nancy Gale	Civil representative	Board member
Jamison Squakin	Okanagan Nation Alliance	Board member
Percy Folkard	Civil representative	Board member
Vivian Birch-Jones	Squamish-Lillooet Regional District	Committee member
Dennis Lapierre	FBC alumnus	Committee member
Mike Toews	BC Ministry of Forests	Committee member
Allysa Hopkins	Regional District of North Okanagan	Committee member
James Gordon	Thompson Rivers University	Committee member
Reid Hamer-Jackson	City of Kamloops	Committee member
Alex de Chantal	Fraser Basin Council	Staff
Terry Robert	Fraser Basin Council	Staff
Erin Vieira	Fraser Basin Council	Staff

Meeting commenced at 10:00 AM

1. Welcome and introductions

Alex welcomed all present and acknowledged Secwepemc territory. A round of introductions took place. The May 9th 2023 and September 12th draft meeting summaries were approved with one correction noted from Director Jamison Squakin.

2. Staff reports

Shuswap Watershed Council (SWC)

Background	The FBC is the program manager for the Shuswap Watershed Council, a collaborative partnership of local governments, First Nations, and Provincial agencies to enhance water quality and safe recreation in the Shuswap for the long term. See www.shuswapwater.ca for more information.
Update	The last SWC meeting was held on September 13 th 2023 by Zoom. Staff reported progress on the Zebra & Quagga Mussel Prevention Program and Safe Recreation Program. Staff relayed that the discovery of invasive Quagga mussels in the Snake River in Idaho has prompted the SWC to undertake some new advocacy work. The SWC has written a letter to the Province asking for new measures and more resources to protect BC waters from invasive mussels; a letter to the Federal government is forthcoming. Staff have also been educating



	<p>residents about the new discovery and asking watercraft users to be extra vigilant.</p> <p>The SWC published a new special report on water quality last month, <i>Nutrients and Water Quality</i>. It summarizes two research projects that the SWC did with UBC Okanagan. The report is available on the SWC website.</p> <p>The SWC Water Quality Grant Program will be open for applications beginning December 1st. The grant program provides funds to farms and other land managers for projects that improve nutrient management and protect water quality from excessive nutrient run-off. A full grant program guide with application templates will be available on the SWC website.</p> <p>The SWC is developing a Wetland Strategy for the Salmon Arm Bay area of the watershed. To-date an inventory of existing wetlands has been completed. Next steps will include a wetland prioritization exercise. Staff have applied for external funding to complete this.</p> <p>The next Shuswap Watershed Council meeting is on December 13th; the meeting is being held via Zoom (no meeting in-person).</p>
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Thompson Shuswap Salmon Collaborative (TSSC)

Background	FBC has been retained to facilitate and provide planning support for a Thompson-Shuswap Salmon Collaborative. It is a government-to-government-to-government initiative involving the Secwepemc Fisheries Commission, the Province of BC, and the Department of Fisheries and Oceans (DFO). See https://www.fraserbasin.bc.ca/tssc.html for more information.
Update	The TSSC met in late September. It is working on updating Terms of Reference and creating some sub-committees. Discussion centered on wildfires, water quality and salmon habitat.

Regional Wildlife Advisory Committees (RWAC)

Background	FBC has been retained by the BC Ministry of Water, Land & Resource Stewardship to establish three Regional Wildlife Advisory Committees to support a new Provincial initiative, Together for Wildlife (more information here).
Update	No new report. Refer to the September ThRC summary for the latest.

Community Wildfire Roundtables

Background	FBC is working with Mike Simpson to support roundtables regarding wildfire preparedness in the communities of Clearwater, Williams Lake, Clinton, and Lillooet and their surrounding area. See www.wildfireroundtables.ca
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Update	The Prince George community wildfire roundtable is kicking off this week, and the Quesnel and Williams Lake roundtables are also meeting this week. Funding has been secured to expand the roundtables to Prince George, Princeton, Salmon Arm, and Quesnel.
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Cooperative Community Wildfire Response

Background	FBC staff have been retained to work on a Cooperative Community Wildfire Response project. BC Wildfire Service wants to determine the interest and capacity of rural communities in the BC Interior in developing wildfire fighting capabilities in areas outside of structural fire protection boundaries. This is an engagement project to identify training and equipment requirements of rural communities.
Update	The Stream 2 project between FBC, BC Wildfire Service and the BC Cattlemen's Association is now underway. FBC is leading engagement with rural non-Indigenous communities. The other priority group is Stream 1 Indigenous communities which started in 2022.

Kamloops Air Quality Roundtable

Background	FBC facilitates a technical roundtable including City of Kamloops, BC government, T'kemplups te Secwepemc, health authorities, industry, Thompson Rivers University and community groups. The Roundtable meets to discuss air quality issues and how to work together. See www.kamloopsairquality.ca .
Update	The KAQR met in October. Wildfires and smoke were part of the discussion. The roundtable Terms of Reference are now finalized. The Roundtable heard that a new wildfire emergency management research centre is established at Thompson Rivers University.

Discussion:

Percy commented on farming and water quality in the Shuswap. The dairy business in the Shuswap is shifting from several small dairies to a few larger dairies dominating the quota. He commented on the impact of fall tillage practices reducing the health of agricultural soils and its ability to cycle nutrients and water. He suggested that agricultural research trials are needed to understand this better and for improvements to take place. James suggested that a regional symposium be organized to facilitate learning and awareness. Dennis commented that there is a new large dairy adjacent to the Salmon River and would be an interesting site for some new research.

3. Report from Director of Interior Regions

Terry Robert reported on a few initiatives from FBC's Northern Interior Region:

- The Nechako Watershed Roundtable met recently. Eutrophication is a key issue in that watershed. The roundtable is meeting with Finn Donnelly next week.



- BC First Nations Caribou Recovery Fund is currently open for applications. The fund helps First Nations advance recovery efforts for threatened caribou herds. More information: <https://www.fraserbasin.bc.ca/Caribou.html>.
- The Conservation Land Partners Program met recently. It is setting up an incentive program to help local governments with land transitions to enhance habitat for species at risk.
- The North Central Local Government Association received a request from the Thompson Rivers University Student Union to provide a letter of support regarding some governance issues.

4. Committee member reports

Vivian Birch-Jones

- Attended a regional district open house with MLA Jackie Tegart
- Kudos to FBC for the wildfire roundtable that took place in Lillooet in early November. Approximately 30 people attended.
- Xwisten First Nation has been assisting salmon passage beyond the ladder on the Bridge Ladder due to low water levels.
- SLRD has hired a new Chief Administration Officer, Heather Paul.

Nancy Gale

- Recently returned from travels in France
- Looking forward to being part of FBC business discussed earlier by staff.

Dennis Lapierre

- Salmon River flow has increased recently due to rains. Hasn't seen any salmon nests in the river near his residence.
- Chairs the North Okanagan Regional District's Agricultural Advisory Committee.

James Gordon

- University purchasing some "Bikeep" units for secure e-bike parking on campus
- Sustainability sticker contest getting underway in January to generate some positive messages and action
- TRU RideShare carpool is re-activating
- Annual Sustainability Grant Fund (\$100K) deadline passed yesterday. The grant fund is for students and faculty to advance sustainability on campus.
- Going ahead with low-carbon district energy system, features hydro-electric heat pumps. By the time the system is fully online, campus emissions will be reduced by 95%.
- Climate Leadership Symposium hosted by Clean BC took place on campus on October 18th.

Jamison Squakin



- Water management decisions made in the US impacted salmon passage to Canadian waters
- UBC Okanagan had their first graduating class from the Indigenous Nsilxcn language fluency program. For more information: <https://www.cbc.ca/news/canada/british-columbia/ubco-indigenous-language-degree-graduation-1.6879678#:~:text=That%20Thursday%20marked%20a%20historic,Bachelor%20of%20Ns%20Language%20Fluency>.
- Documentary about Jordan's Principle: <https://www.nfb.ca/film/jordan-river-anderson-the-messenger/>
- Indigenous-led projects support food security in BC. Media release here: <https://news.gov.bc.ca/releases/2023AF0031-000738>.

Mike Toews

- Re-balancing of ministries going on between BC Ministry of Forests and BC Ministry of Water, Land and Resource Stewardship. Crown lands, Water Management, fish and Wildlife, and FrontCounter BC are moving to the Ministry of WLRs.
- Extremely challenging drought season this year. Voluntary water use reduction helped. Some orders had to be issued to meet in-stream environmental flow needs.
- Still in drought levels throughout BC but some rains in October did improve the situation.

Alyssa Hopkins

- Okanagan Basin Water Board presented to the North Okanagan Regional District a few years ago. The OBWB has created a video to create awareness for invasive mussels and their impact on the environment and the economy. See the video here: <https://www.youtube.com/watch?v=j255iBHtzLg>.

Rhona Martin

- Lots of focus on wildfire response and recovery at the Columbia Shuswap Regional District
- Would be interested in seeing Terms of Reference for other regional districts' agricultural advisory committees
- Attended the Shuswap Watershed Council tour to Trinity Dairy, enjoyed it and found it very informative
- CSRD inaugural Board meeting taking place this Thursday.

5. Fraser Basin Council business

Terry reported that staff are preparing a preliminary budget for 2024 for discussion at the next FBC Board meeting. He also reported that an internal organizational review is getting underway to assist FBC meet the sustainability needs in the basin for the future.

6. Adjournment



The meeting adjourned at 11:30 AM.

Next Thompson Region Committee (ThRC) meeting:

January 9th, 2023. 10:00 – 11:30 AM.

Hybrid meeting – in-person and Zoom available – your choice how to participate.

DRAFT

SEDS 2024 Workplan

Shuswap Economic Development Society

2024 Workplan

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The Shuswap Economic Development Society is pleased to present our 2024 Work plan. The plan is supplemental to the 2022 Shuswap Economic Development Strategic Plan and focuses on the following strategic themes as outlined and identified within the plan.

STRATEGIC THEMES

- Market a business and labour friendly environment
- Promote Year-round Tourism
- Inclusive Active transportation and Housing
- Grow healthy local food systems
- Improve Community Services and Infrastructure

GENERAL SERVICE DELIVERY GOALS

- Develop programs that support workforce development and education
- Develop programs that support business retention and expansion
- Attract business investment, including entrepreneurial businesses, through regional marketing, information provision, trade show participation and social media campaigns
- Establish new resident attraction strategies
- Develop relationships to work collaboratively on key regional facilities and infrastructure such as alternative energy, affordable housing, or tourism-related developments

Our mission is to nurture a strong and sustainable economic future for the communities that we serve, and we look forward to building a bright future together.

Best regards,

A handwritten signature in blue ink that reads "John Reed".

John Reed
Executive Director

SHUSWAP ECONOMIC DEVELOPMENT SOCIETY 2024 WORKPLAN

Land acknowledgement- We are honoured to be Living and Working on the Traditional, Ancestral & Unceded Lands of the Skwłax te Secwepemeculew People.

SHUSWAP ECONOMIC RECOVERY TASKFORCE ECONOMIC Business recovery, Business Retention & Expansion

Goals/ actions

Continue to lead the Shuswap Economic Recovery Taskforce, in the aftermath of the Bush Creek East Wildfire to identify the immediate, mid-term, and long-term needs and actions necessary to promote recovery throughout all sectors of the local economy.

Subcommittee structure:

- Environment
- Tourism & Hospitality
- Grants, Donations & Giving
- Communications
- Business & Professional, Industry & Supply Chain

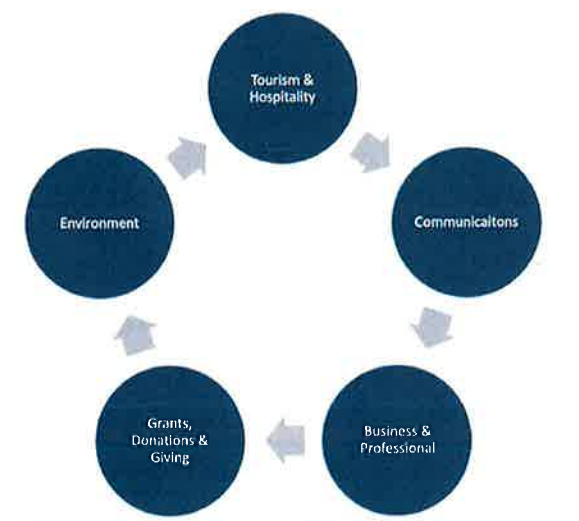
GOVERNANCE STRUCTURE

Subcommittee Chairs bring forward actions and projects that have been identified by their respective teams for discussion, consideration, and approval to the Subcommittee Council (comprised of the Chair from each respective subcommittee). Each Chair is accorded one vote. Once approved, these actions become part of the evolving workplan for the Taskforce.

Progress is tracked during biweekly Subcommittee Council meetings and reported to all Taskforce members during monthly meetings.

Subcommittees meet biweekly or more often if required and the complete Taskforce meets monthly.

There is open communication between Subcommittees as required.



INDIGENOUS INCLUSION STRATEGY

Indigenous Reconciliation and Inclusion
Business Retention and Expansion
Investment and Attraction

Continue to establish strong relationships and identify collaborative opportunities with Indigenous partners, through transparent and sincere dialogue, engagement, and cooperation, that acknowledges reconciliation and healing.

Objectives/ Actions

- Identify key stakeholders and leaders within Indigenous Communities (ongoing)
- Continue outreach and meeting opportunities throughout 2024 (ongoing)
- Include key stakeholders and leaders within Indigenous Communities in all SEDS communications, Strategic Plan and Investment and Attraction initiatives
- Identify and act on cross-cultural learning opportunities
- Identify short and long-term opportunities for collaboration/ joint ventures throughout all business, tourism, and event sectors throughout 2024

BUSINESS COURSE SERIES

Workforce Development
Business Retention and Expansion

Support and foster Workforce development, Business expansion and retention through the continuation and delivery of SEDS educational Business course series. Business courses will be delivered and available in-person and online, focus on, but not be limited to the following subjects:

- Business planning
- Finance
- Grant Writing
- Indigenous partnerships
- Sales
- Digital marketing
- Human Resources

Objectives/ Actions

- Design survey, collaborate with and communicate through regional partner business and community networks (First Nations, Chambers, Community Futures, Non-profit, Okanagan College) to survey the greater business community on topics of relevance and interest in January 2024.
- Recruit & secure facilitators to deliver a curriculum that focuses on desired courses identified from the survey.
- Courses will be offered throughout the year, except for July and August and resume by mid-September.
- Courses will be held at a combination of local Community Halls, as well as SEDS new office space/ work hub.

LAUNCH NEW OFFICE AND WORKHUB

Business Retention and Expansion Investment and Attraction

SEDS is pleased to announce the location for and opening of its' new office and Workhub in Blind Bay, BC. The space is reasonable central to SEDS service areas, is right off TC Hwy#1, has adequate parking, a shared Boardroom, hot desk, and private office rental opportunities and is scalable for future expansion.

Objectives/ Actions

- Create a rate sheet for Boardroom rentals, fixed office, and temporary office spaces by Feb. 15, '24.
- Continue discussions with the Skwlax te Secwepemeculew to renovate and lease the available undeveloped space in the office.
- Complete all authorized renovations by Mar. 31, '24.
- Schedule a soft opening of the space for April 15th, '24.
- Schedule a grand opening of the space for May 15th, '24.

BOARD GOVERNANCE TRAINING

Organizational effectiveness and accountability

Improve Board engagement, value for participation and organizational effectiveness through the creation and delivery of an annual Board Governance program.

Objectives/ Actions

- Work with the Board Governance committee to design an annual training plan for Board development for presentation at the January 2024 regular Board meeting.

Actions

- Perform continual review of Board governance effectiveness
- Manage, define expectations and requirements for Board member participation on Task Force and Steering committees to fully leverage the expertise of Board members for the benefit of the strategic delivery of programs, organizational purpose, and effectiveness.
- Define the board's future composition and structure, making sure that it can support the organization's strategy.
- Build an inclusive board culture, one in which all Board members feel valued and engaged, and further that the collective knowledge and contacts base of the Directors is utilized for maximum results.
- This governance training will help us to monitor and align Strategic plan objectives, goals, and outcomes.

AFFORDABLE HOUSING

**Investment and Attraction
New Area Resident Attraction
Business Retention & Expansion**

Goals/actions

- Continue to advocate for and support affordable housing projects through SEDS participation in the Rural Shuswap Housing Society (RSHS). Currently 3 of SEDS Directors and the Executive Director are Directors on the RSHS Board.
- Explore Community Land Trusts as a model for affordable housing, as well as Housing Cooperative models.
- Work with the Province and developers to encourage affordable and available housing including a wider range of housing stock.

IMPROVE COMMUNITY SERVICES & INFRASTRUCTURE. HEALTHCARE.

**Investment and Attraction
New Area Resident Attraction
Business Retention & Expansion
Improved Healthcare**

Goals/ actions

- Work with the Province and local Health care and related business organizations (e.g. South Shuswap Health Services Society) on strategies that attract more health care professionals to the area, to provide improved access to these services, increase community sustainability and growth, through and “age in place” model.
- Meet with local indigenous and non-indigenous Healthcare organizations to identify opportunities for advocacy, assistance, and project support for same between Jan. and Mar 31st '24.
- Develop an action plan for advocacy and support, based upon the outcomes of these meetings by Apr. 30, '24.

INVESTMENT & ATTRACTION STRATEGY

**Investment & Attraction
Business Retention & Expansion**

Complete the Investment and Attraction strategy, which was started in the 4th quarter of 2023 to capitalize on the areas competitive position, determining the businesses which best fit with the current and future opportunities in the area and complement the business landscape.

Goal/ actions/ key outcomes of the Strategy

- Identify the areas competitive advantage
- Complete a retail sector gap analysis
- Analyse potential target industries and businesses
- Develop a short-list of investment attraction opportunities
- Identify existing and future investment ready sites
- Design investment attraction strategies and tactics
- Implement, monitor, evaluate and adjust

RELOCATION GUIDE

Investment & Attraction Business Retention & Expansion

- Work with SEDS Investment & Attraction Taskforce to design an RFP for the design of a relocation guide to support Investment and Attraction and Business Retention and Expansion targets, as identified in SEDS 2024 Investment and Attraction strategy which will be completed at the end of March 2024.

Goals/ actions

- Identify grant streams to support the development of a relocation guide by end of December 2023.
- Meet with SEDS consultants and the Investment and Attraction Taskforce to design an RFP (Request for Proposal) for the design of a Relocation guide for completion by Jan 31, 2024.
- Advertise the RFP through appropriate channels (e.g. Indeed, British Columbia Economic Development Association, Canadian Economic Development Association) from Feb 1- April 30, '24.
- Complete print and e-version of Relocation guide for May 30th, '24.
- Identify distribution targets, including advertising plan and tradeshow opportunities by Mar. 31, '24.

BUSINESS FAÇADE IMPROVEMENT PROGRAM EXPANSION

Business Retention & Expansion Business Attraction

Building on the success of the 2023 Scotch Creek Business Façade Improvement Pilot program, expand to include the following new areas:

- Remaining communities of the North Shuswap in partnership with the North Shuswap Chamber of Commerce. The continuation of this initiative has been approved by the North Shuswap Chamber of Commerce for 2024.
- Review and identify grant opportunities to support the expansion of this program. The Economic Trust of the Southern Interior of BC (ETSI-BC) supported the Pilot for this program and discussions are already in place with ETSI-BC about opportunities to support the expansion of the program.
- Discuss the creation of a Pilot program for Area D, in partnership with the newly formed Salmon River Valley Business Association for 2024.

- Discuss the creation of a Pilot program for Area C/G in partnership with the South Shuswap Chamber of Commerce for 2024.

SHUSWAP BROADBAND COOPERATIVE

**Improved Regional Broadband
Business Retention & Expansion
Business Attraction**

Background

On March 8, 2022, an agreement was announced between the provincial and federal governments to provide up to \$830 million to support the expansion of high-speed internet services to the remaining rural and Indigenous communities who are underserved in the province. This funding supports a target to provide access to internet services for all households in B.C. with a minimum 50/10 Mbps by 2027, as well as a key item in the Declaration Act Action Plan to connect all First Nations communities to high-speed internet services by 2027. High-speed internet services will improve access to the services people in British Columbia count on, including education and healthcare, economic opportunities, and expanding the ability for local businesses to reach national and international markets.

SEDS hired the i-Valley Intelligent Community Association to complete an internet speed test to determine the current upload and download speeds (or lack thereof) throughout SEDS service areas. The findings of this test were conclusive enough to justify the completion of a grant application package for submission to the second CCBC grant intake, for the design of a community owned, open access Broadband network. The application was submitted in March 2023.

SEDS Broadband Taskforce, together with Indigenous partners and the i-Valley team is currently working with Cooperatives First to explore and establish the Shuswap Broadband Cooperative and is currently in discussion with several potential community partners.

Goals/ Actions

- Establish the Shuswap Broadband Cooperative in partnership with community partners by end of Jan. '24 upon successful award of the grant from CCBC
- Confirm operating capital and bridge financing loan with BMO, by the end of January 2024, pending the successful award of the grant from CCBC.
- Finalize Indigenous partnership opportunities and requirements for participation in the project, based upon the MoU (Memorandum of Understanding) signed by the *Skwłax te Secwepemeculew*
- Continue working with Connecting Communities BC

SHUSWAP BUTCHER HUB

Business retention & expansion

**Business Attraction
Food sovereignty**

Work with the BC Small Scale Meat Producers Association to establish the Shuswap Butcher Hub, under the guidance of SEDS Agricultural taskforce and staff. The benefits of the Shuswap Butcher hub are to:

Goals/ actions

- Establish and promote food security & sustainability
- Mitigate supply chain risks through uniting and communicating the presence and values of local small scale meat producers
- Support and provide opportunities for local area Small Scale Meat producers to connect with new markets, and build a preferred Shuswap brand
- Ensure the consistent supply and processing of local meats and assist in building a sustainable and note-worthy Shuswap brand to local and external markets.

PRE-FEASIBILITY STUDY FOR SHUSWAP AGRI-FOODS COOPERATIVE

**Business Attraction
Business Retention & Expansion
Food Sovereignty**

To conduct a pre-feasibility study and assess the demand to create a Agrifoods Cooperative which would unite the Shuswap agriculture supply chain and become the leading, innovative provider of premium quality Shuswap, dairy, produce and food products and services, returning value to our members and to be recognized as a successful, profitable and environmentally responsible cooperative.

Goals/ actions

- Research grant opportunities to hire a consultant to complete the study Dec-23'-Feb 24'
- Design terms of RFP in conjunction with SEDs Agricultural Taskforce Feb'24
- Identify and meet with Agricultural stakeholder organizations to assess appetite for participating in an organically led COOP Jan '24-Mar '24
- Finalize grant opportunities and finish grant packages based on findings
- Issue RFP by mid-April 2024, closing date end-June 2024
- Review applications, short-list and interview firms and award RFP to successful firm mid-July 2024.

SALMON RIVER VALLEY BUSINESS SOCIETY (SRVBS)

**Business retention & expansion
Business Attraction**

To assist and support the launch and ongoing development of an organization which represents the interests of the businesses and Non-profits' found throughout the Salmon River Valley area (Falkland, Silver Creek, Gardom Lake, Salmon Valley, Deep Creek, Ranchero), and to position these

distinct and vibrant communities as an integral part of the overall experience and attractiveness of the Shuswap for residents and visitors.

Goals/ actions

- Meet with SRVBA Board of Directors to determine next steps for the Society by end of Nov. '23
- Determine action plan based upon meeting outcomes by end of Dec.'23.
- Identify grant opportunities to support action plan items by end of Dec. '23.
- Identify synergies with existing organizations who are offering programs, packages, and promotions for the area (e.g. Tourism Shuswap, Farmgate program).

PROMOTE YEAR-ROUND TOURISM

Business Retention & Expansion
Business Attraction
Visitor attraction & Shop local focus

Continue to promote year-round tourism through collaborative participation and strategic funding support for initiatives led by the South Shuswap Chamber, North Shuswap Chamber, the Salmon River Valley Business Association.

Objectives/ Actions

- www.shuswapconnects.com, continue to build, populate, and position the Directory as the premier business listing portal for residents, visitors and investors who live, work, and play in the Shuswap.
- Increase directory membership from 307-400 by July 2024.
- Meet with the North & South Shuswap Chamber of Commerce, and the Salmon River Valley Business Association to review collaborative opportunities for strategic funding support for 2024 initiatives by Jan 15th, 2024.
- Select initiatives by Jan 31, 2024.

SEDS 2024 Budget	Ref#	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 Budget
Revenue:														
CSRD Funding		130,000	-			-		130,000	-					260,000
Interest earned		200	200	200	200	200	200	200	200	200	200	200	200	2,400
Total Revenue		130,200	200	200	200	200	200	130,200	200	200	200	200	200	262,400
Operating Costs														
Executive Director (4% CPI)	1	8,684	8,684	8,684	8,684	8,684	8,684	8,684	8,684	8,684	8,684	8,684	8,584	104,108
Bookkeeping / Admin / staff	2	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	42,000
Travel & Trade Shows	3	500	500	500	500	2,500	500	500	500	500	2,500	500	500	10,000
Office rent	4	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	18,504
Phone/internet	5	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Office Expenses/consumables	6	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Insurance	7				2,530						300	300	300	2,530
Professional Fees/ Review Engagement	8			5,000										5,000
Professional Fees/ Legal	9	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Board Governance	10				2,000	1,000	1,000			1,000	1,500			6,500
Continuing education	11			265	265	265	265	265	265	265	265	265	265	2,650
Memberships (BCEDA/Shuswap Connects/Other)	12				2,625							3,500		6,125
SEDS website maintenance	13	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Marketing - paid social media/ SEO	14	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Marketing-print advertising	15	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Shuswap Connects - web maintenance	16	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Business courses	17	500	500	500	500	500	500	500	500	500	500	500	500	6,000
ETSI & REDIP Grant-SEDS portion	18	1,595	1,595	1,595										4,785
Business Facade program	19				6,332	6,334	6,334							19,000
Tourism Program support	20				1,875	1,875	1,875	1,875	1,875	1,875	1,875	1,875	1,875	15,000
Agricultural Programs	21			10,000										10,000
Relocation guide design & printing	22				10,000	10,000	3,600							23,600
Contingency fund	23	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Operating Costs		21,371	21,371	36,636	45,403	41,250	32,850	21,916	21,916	22,916	25,416	25,416	19,941	336,402
Capital & start-up														
Leaseholds Improvements	22	-	15,000	-	-	-	-	-	-	-	-	-	-	15,000
Furniture	23	-	15,000	-	-	-	-	-	-	-	-	-	-	15,000
Office Equipment & Computers	24	-	10,000	-	-	-	-	-	-	-	-	-	-	10,000
Security deposit office	25	-	-	-	-	-	-	-	-	-	-	-	-	-
Other start-up	26	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital & start-up Costs		-	40,000	-	-	-	-	-	-	-	-	-	-	40,000
Total Costs		21,371	61,371	36,636	45,403	41,250	32,850	21,916	21,916	22,916	25,416	25,416	19,941	376,402
Net Income		108,829	(61,171)	(36,436)	(45,203)	(41,050)	(32,650)	108,284	(21,716)	(22,716)	(25,216)	(25,216)	(19,741)	(114,002)
Cash Flow														
Cash at beginning of period (projected)		135,600	244,429	183,258	146,822	101,619	60,569	27,919	136,203	114,487	91,771	66,555	41,339	135,600
Net Income		108,829	(61,171)	(36,436)	(45,203)	(41,050)	(32,650)	108,284	(21,716)	(22,716)	(25,216)	(25,216)	(19,741)	(114,002)
Non-Cash Items														-
Reserves (to be kept intact until needed)														-
Cash at end of period		244,429	183,258	146,822	101,619	60,569	27,919	136,203	114,487	91,771	66,555	41,339	21,598	21,598



ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

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

Date: November 28, 2023
Time: 9:30 AM
Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Directors Present	K. Cathcart^ (Vice Chair) D. Brooks-Hill^ D. Trumbley R. Martin J. Simpson (Chair) N. Melnychuk M. McCormick	Electoral Area A Director Electoral Area B Director Electoral Area D Director Electoral Area E Director Electoral Area F Director Electoral Area G Director Electoral Area C Alternate Director
Directors Absent	M. Gibbons	Electoral Area C Director
Staff in Attendance	J. MacLean J. Sham C. Robichaud G. Christie C. Paiement* J. Pierce B. Van Nostrand* T. Perepolkin* G. Cockburn C. Smit*	Chief Administrative Officer General Manager, Corporate Services (Corporate Officer) Deputy Corporate Officer General Manager, Development Services Manager, Planning Services General Manager, Financial Services (Chief Financial Officer) Acting General Manager, Environmental and Utility Services Manager, Utility Services Asset Management Coordinator Senior Bylaw Enforcement Officer

*attended a portion of the meeting only

^electronic participation

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act

Article 26:

1. Indigenous peoples have the right to the lands, territories and resources which they have traditionally owned, occupied or otherwise used or acquired.

2. Indigenous peoples have the right to own, use, develop and control the lands, territories and resources that they possess by reason of traditional ownership or other traditional occupation or use, as well as those which they have otherwise acquired.

3. States shall give legal recognition and protection to these lands, territories and resources. Such recognition shall be conducted with due respect to the customs, traditions and land tenure systems of the indigenous peoples concerned.

2. Call to Order

The Chair called the meeting to order at 9:33 AM.

3. Adoption of Agenda

Moved By Director Cathcart

Seconded By Director Melnychuk

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

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

Moved By Director Melnychuk

Seconded By Director Trumbley

THAT: the minutes of the May 2, 2023 Electoral Area Directors' Committee meeting be adopted.

CARRIED

Director Martin joined the meeting at 9:34 AM.

5. Reports by Staff

5.1 Grant-in-Aids Discussion

General Manager Pierce asked the EA Directors to consider transitioning to a quarterly system for the Grant-in-Aid (GIA) program that would have a provision for emergency situations. She said the current monthly model was burdensome to staff and not efficient.

Directors who were supportive of testing out a quarterly system on a trial basis starting in 2024 as the new proposed system would be the same as other grant funding sources.

Directors opposed to the proposed change felt that there would be timing and communication issues changing funding to a quarterly model and suggested that staff consider altering the current automated process to better meet the needs of applicants, elected officials, and staff.

Moved By Director Trumbley

Seconded By Director Melnychuk

THAT: the Committee recommend to the Board that the Grant In Aid grant funding move to a quarterly model on a trial basis for 2024.

DEFEATED

In Favour – Directors Trumbley and Melnychuk

Opposed – Directors Cathcart, Brooks-Hill, Simpson, Martin and Alternate Director McCormick

5.2 Asset Management - Water Systems

Greg Cockburn, Asset Management Coordinator provided a presentation to the Committee.

5.3 Compliance and Enforcement Response Options Regarding Non-Compliant Buoys

Request from Director Melnychuk

Late Agenda - updated presentation attached.

Moved By Director Martin

Seconded By Director Cathcart

THAT: the Committee recommend to the Board direct staff to explore options to raise priority levels in the bylaw enforcement process regarding water utilities under the drinking water protection act;

AND THAT: staff bring back the options to a future EAD Committee meeting.

CARRIED

Moved By Director Martin
Seconded By Director Trumbley

THAT: the Committee recommend the Board prepare a resolution for SILGA, UBCM, and FCM regarding non-enforcement of docks and buoys by the provincial government.

CARRIED

The Committee took a break at 11:43 AM and the meeting resumed at 11:51 AM.

5.4 Water Quality Concerns: Emergency Response, Compliance and Enforcement

Report from Tim Perepolkin, Manager, Utility Services, dated November 16, 2023.

Discussion:

The Committee discussed private water users and ways the CSRD could communicate with the private utility owners and residents about water quality concerns.

The use of Alertable was considered for private system water concern notifications, however, expressed CAO caution as an uptick of perpetual notifications from Alertable could be regarded as false alerts by the public.

Moved By Director Melnychuk
Seconded By Director Martin

THAT: the Committee recommend the Board direct CSRD staff to explore options and present the Board with an improved communications protocol regarding drinking water risks.

CARRIED

Moved By Director Melnychuk
Seconded By Director Martin

THAT: the Committee recommend the Board direct CSRD staff to explore options for communication regarding Caramel Beach Resort wastewater system.

CARRIED

Moved By Director Melnychuk
Seconded By Alternate Director McCormick

THAT: the Committee recommend the Board request the Ministry of Environment make a presentation at a future Board meeting regarding source water protection, spills and discharges.

CARRIED

6. Reports by Electoral Area Directors

6.1 Solutions for Childcare in Rural Areas

EA Directors request from the August 17, 2023 Regular Board meeting.

Discussion:

The Committee discussed challenges with childcare in rural communities and the lack of local government owned land to build facilities for the betterment of the community.

Directors asked staff if funds or land acquired during the subdivision process could be utilized for childcare facilities. General Manager Development Services confirmed that under legislation the land or payment in lieu funds obtained through a subdivision process must be used for parkland.

The CAO stated that a community amenity service establishment could be explored, however, it would need to be presented and approved by the electorate through an assent vote for taxation of a new service establishment.

7. Adjournment

Moved By Director Melnychuk
Seconded By Director Trumbley

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

CARRIED

11:52 PM

CORPORATE OFFICER

CHAIR



BOARD REPORT

TO: Chair and Directors

SUBJECT: Growing Communities Fund Grant Allocation

DESCRIPTION: Report from Jodi Pierce, General Manager, Financial Services dated November 28, 2023. Funding allocation to be approved.

RECOMMENDATION: THAT: the Board approve one of two options to allocate the Growing Communities Funds (GCF) in the amount of \$3,796,000.
Corporate Vote Weighted

SUMMARY:

On October 28, the Board discussed the Growing Communities Fund and asked for some further options which were discussed a second time at the November 16, 2023 Board meeting. The Growing Communities Funds must be allocated by December 31, 2023 so staff have prepared two options for the Boards' consideration.

Option 1 is the status quo from the original Committee of the Whole agenda and is the following allocation:

911 Emergency Telephone Response	049	\$ 400,000
Shuswap Emergency Program	050	227,000
Solid Waste Management	219	200,000
Sicamous Recreation Centre	345	500,000
Golden Curling Rink	370	369,000
Scotch Creek Water	195	500,000
MacArthur Reedman Water	206	350,000
Area A Parks	321	50,000
Area C Parks	323	400,000
Area G Parks	328	800,000
		<u>\$3,796,000</u>

Option 2 removes the 911 Emergency Telephone Response and reallocates those funds into two other priorities which include additional capital projects at landfills and alternative power supply at water systems. Staff have not yet had the opportunity to determine if a portable power supply or a hard-wired power supply would be the preferred option but are suggesting the following allocation:

Shuswap Emergency Program	050	\$ 227,000
Solid Waste Management	219	400,000
Sicamous Recreation	345	500,000
Golden Curling Rink	370	369,000
Scotch Creek Water	195	500,000
MacArthur Reedman Water	206	350,000
Regional Water	200	200,000
Area A Parks	321	50,000
Area C Parks	323	400,000
Area G Parks	328	800,000
		\$ 3,796,000

BACKGROUND:

See previous Committee of the Whole report found [here](#).

POLICY:

Growing Communities Fund letter of direction provided previously.

FINANCIAL:

The proposed allocation of GCF funds will enable each service to reduce taxation directly or indirectly by reducing borrowing, reducing the use of reserves or freeing up other grants for other purposes. Staff have identified the benefitting areas for each option as follows:

Option 1		Option 2	
Area/Muni	Share of GCF \$	Area/Muni	Share of GCF \$
A	320,303	A	307,503
B	17,644	B	15,886
C	474,536	C	470,411
D	39,518	D	47,713
E	161,315	E	154,877
F	592,874	F	669,009
G	1,251,310	G	1,300,689
SUBTOTAL	2,857,501	SUBTOTAL	2,966,089
Salmon Arm	246,699	Salmon Arm	193,643
Revelstoke	95,475	Revelstoke	63,650
Golden	304,435	Golden	292,323
Sicamous	291,889	Sicamous	280,296
SUBTOTAL	938,499	SUBTOTAL	829,912
TOTAL	3,796,000	TOTAL	3,796,000

IMPLEMENTATION:

Once the Board approves the allocation of GCF funds to each service area, staff will include those amounts and the specified project(s) in the Five-Year Financial plan.

COMMUNICATIONS:

Information on the allocation of the Growing Communities Fund will be included in the audited Financial Statements of the CSRD which are posted to the CSRD website.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2023-12-08_Board_FIN Growing Communities Fund allocation.docx
Attachments:	
Final Approval Date:	Nov 30, 2023

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



Jennifer Sham



John MacLean



BOARD REPORT

TO: Chair and Directors

SUBJECT: CSR D Liquid Waste Management Plan Updates

DESCRIPTION: Report from Ben Van Nostrand, Acting General Manager, Environmental and Utility Services dated November 27, 2023. Amendments to the CSR D's Liquid Waste Management Plans.

RECOMMENDATION: THAT: the Board approve the recommendation to submit the amended Liquid Waste Management Plans to the Ministry of Environment and Climate Change Strategy for approval, this 8th day of December, 2023.

Corporate Vote Unweighted Majority

SUMMARY:

Due to concerns regarding Shuswap Lake water quality in the 2000s, the CSR D developed, through significant public consultation, Liquid Waste Management Plans (LWMP) for the Electoral Areas with contact to Shuswap Lake. LWMPs for Seymour Arm, Electoral Area C (South Shuswap), F and E were approved by the Ministry of Environment (MoE) in 2009/10. Given the MoE's policy, which recommends updating LWMPs every 10 years, staff engaged Urban Systems to review the Plans, beginning in 2021. The review has reaffirmed the direction for liquid waste services with minor changes being proposed for the well established Septic Smart program. This report was prepared with the help of Urban Systems and recommends submitting the four liquid waste management plan amendments to the MoE for approval.

BACKGROUND:

Liquid waste management plans are formal, binding documents that result from a structured process overseen by the MoE but led by local governments in BC. The plans outline liquid waste issues, the way those issues will be managed, list any special authorities required to implement the plan, and a schedule with ways and means to accomplish its goals. A new or wholly updated LWMP covers three stages including Stage 1: identify, Stage 2: evaluate/decide and Stage 3: adoption. Completing a three-stage update can last several years, whereas an amendment can often be undertaken within about one year.

There are two primary goals for every LMWP: to protect public health and the environment, and to consult with the public and First Nations. Whether the plan undergoes an amendment, a formal update, or a wholly new process, these two primary objectives remain of the essence. The LWMPs only apply to their respective service areas and municipalities are not affected.

Staff completed a status report for all four LWMPs in February 2021. Each of the original (2009) objectives for managing liquid waste, including; organizational commitments to deliver liquid waste services, were assessed and presented to Ministry staff. The purpose of the review was to create a knowledge baseline among MoE staff for historic and present service needs and to solicit feedback from the Ministry of their opinions of local requirements to further review CSR D's plans. Though more than 10 years had passed since the original reports, the Ministry expressed their satisfaction for the review and acknowledged that a complete update to the LWMPs was something to defer until conditions change in a way that warrants a formal three stage review and update.

Under that advisement of the Ministry in 2021 and the supportive analysis by Urban Systems, CSRD staff elected to review the LWMPs, which included public engagement, individual meetings with Electoral Directors and First Nations consultation, to complete four plan amendments. The effort to complete the amendments is more in line with the level of change proposed at this time. Staff note that full blown, three stage updates to the LWMPs may be required in the future, however that need is not currently required. The triggers for undertaking a complete LWMP update would include a change in proposed services and infrastructure such as adding collection and treatment systems where they do not presently exist, a significant change in service delivery costs, direction from the Ministry to complete the update, or when there is significant pressure from external or internal audiences to replace the suite of objectives to manage liquid waste. None of those triggers are present at this time.

There is an obligation to consult with First Nations while a LWMP amendment is being undertaken. Staff followed many of the provincially supported tools, such as Nations Connect, and approached several indigenous communities in the region to talk about liquid waste. Relationship building continues with Skwłax te Secwepemc, partly in an effort to explore inter-community sewer and sewage servicing partnerships. Nothing material has yet to emerge for service partnerships, though staff remain committed to exploring areas of shared interest. Individual invitations to engage on the project were also sent to all indigenous communities who have stated or perceived claim to areas affected by the LWMPs. Beyond the continued engagement with representatives of Skwłax te Secwepemc, the CSRD received notification from Simpcw First Nation that they were satisfied with the proposed direction of the LWMP. Staff recommend that CSRD as an organization, including elected officials, continue to develop agreed-upon approaches to build further relationships with indigenous neighbors, where there are shared interests and mutual concerns for ways to improve environmental protection. Liquid waste is likely a topic for continued dialogue as it appears to be a shared interest, especially where matters of lake health are prominent.

Interior Health has the primary authority and responsibility for septic system approvals and administration. While local governments have attempted – and some succeeded – in securing concurrent authority with the Ministry of Health to oversee operations and maintenance requirements for private septic systems, staff advise this is not a service responsibility to be pursued by the CSRD at this time. There are also several bylaws and staff procedures that refer to septic system management and the need for permit-holders and development proponents in CSRD to verify that their existing or proposed septic system meets modern design standards and are safe for the environment. While authority for septic system approvals still rests with Interior Health, staff do interface with residents as part of development and building permit decisions.

As per the service establishment bylaws, the funds collected from all four service areas are used to implement each of the LWMPs. The primary purpose of the amendment is to enhance the CSRD's Septic Smart service to include maintenance rebates for property owners. Without the amendments, service delivery in the service areas would be limited to the actions noted in the original LWMPs, where rebates are not included. Attaining the Minister's approval of this LWMP amendment would authorize the CSRD to implement the amended services and the proposed septic system rebate program as well as continue to address historic issues and objectives.

POLICY:

Liquid waste management plans are authorized under the Environmental Management Act. Guidelines for reviewing and completing LWMPs were utilized throughout the review project. Representatives from

the MoE and Interior Health were involved in the review process, offering their insights and suggestions accordingly. The authority to approve the plan amendments comes from the Minister, though it is customary for the local government to approve the LWMP amendment reports first and direct staff to submit the updated plans with endorsement by the Regional Board.

The LWMPs are currently implemented through the authorities and requirements of Bylaw No. 5550 South Shuswap, No. 5549 North Shuswap, No. 5552 Seymour Arm, and No. 5575 Electoral Area E.

FINANCIAL:

Each of the established services for the LWMPs include requisition limits and tax rates that are presently adequate to implement the core objectives of the LWMPs. To fund the rebates, staff propose to maintain similar requisition levels and annual budget amounts akin to recent years. There are no tax increases proposed for these services due to the contents of the LWMP amendments. However, service funding is subject to inflationary and escalation-based cost pressures. Any change to funding amounts would be driven by those factors rather than an increase in service responsibilities from the amendments.

The budget to complete the LWMP review, background studies, and the amendment process were funded by the service requisition for each of the four LWMP areas. It is important to note that a full blown, three stage LWMP update process would require a budget approaching \$200,000 to \$300,000 per Plan. Current LWMP service area budgets do not currently have the funds to complete such a major undertaking, which is not warranted at this time.

KEY ISSUES/CONCEPTS:

Liquid waste is a technical topic often viewed through an engineering and environment lens. However, effective service delivery requires comprehensive consideration to how the details of the service affect the lives of those who benefit from it. The discussion below offers Directors some broader appreciation for the history, drivers for the amendment, and sustainable implementation of liquid waste services moving forward. The concepts below are outlined in the reports (see attached) and summarized here briefly for ease of discussion at the Board table.

- Staff, with continued engagement of the Electoral Area Directors have successfully implemented the four LWMPs for over 13 years.
- CSRD does not own any sanitary sewer collection systems, wastewater treatment plants, septage disposal systems, or biosolids management facilities.
- The condition of private community sewer systems and on-site domestic systems in fire-affected areas of Electoral Area F likely present elevated risk to water quality. The LWMP amendment work including consultation and analysis was largely complete prior to the forest fire season. Staff continue to engage with Ministry staff to explore any future synergies with liquid waste services, lake protection, public health, and community infrastructure. There are no immediate or known opportunities to pursue at this time.
- Opportunities to develop a community collection and wastewater treatment and disposal (or reuse) system in Area G remains a priority. Recent discussions with the Ministry of Environment suggest there may be more opportunities to find suitable sites for facilities, including effluent disposal areas, which has been a core barrier to system advancement since 2009. Staff endeavour to continue these conversations with the province and explore select studies to assess feasibility.
- Electoral Area F presently administers two service areas for liquid waste management. The amendment reports include a recommendation to the Minister to allow the CSRD to consolidate

the two Electoral Area F service areas into one, effectively linking the programs of Seymour Arm with the applicable areas in Scotch Creek, Celista, Anglemont and neighboring areas. The benefit of the consolidation is ease of administration. Staff, Urban Systems, and Ministry staff do not foresee noteworthy consequences from the consolidation and point to the intent that service delivery is less complicated for all who receive the service. If approved, staff would follow up with an update our Bylaws to suit the Minister's approval.

- Septic Smart remains a core program across all affected areas. Continual, incremental improvement to the education materials will be considered each year. Plans for 2024 include further engagement with technical associations who might offer additional educational and technical support to property owners who aim to maintain their systems but lack the capacity or knowledge to do so without help.
- Septic system maintenance across the four areas remains the highest priority for liquid waste management. The proposed rebates aim to encourage property owners to be proactive in their responsibility to effectively collect, treat, and dispose of their domestic effluent. The total amount of rebates available will be set each year for each of the service areas. Following an application process to be established upon Board approval, the rebate amounts would be utilized until the fund is exhausted at which point the fund would be replenished the following year. Though some staff discretion will be important, the program will largely operate on a first-come, first-served basis until the annual funds run out.
- Beyond incentives, some residents believe that stronger regulations should be explored so that risk management for liquid waste is both encouraged and required by overseeing agencies. Beyond existing bylaws, there are no plans at this time to increase CSRD's responsibilities or liabilities for septic system management. However, this is a topic that staff will informally monitor while the rebates are implemented.
- In the past, Electoral Area Directors have inquired as to the potential to significantly increase or substantially decrease service responsibilities for liquid waste. The mechanism to do so is by way of a plan amendment or LWMP update, where public consultation underpins the basis for any decision to amend the service. By legislation, Minister approval is required for material change to the liquid waste services of the CSRD. Successful implementation of the plans is monitored by provincial staff.
- Each of the original objectives from the 2009 reports remain valid and staff will continue to implement programs and services to incrementally advance relevant service needs.

Staff will continue with their annual responsibilities to administer the service and report out on key milestones or challenges as they arise.

IMPLEMENTATION:

Implementation of the amendments includes three core elements:

- to design, advertise, and administer a septic smart rebate program starting in 2024;
- to continue to explore community sewer system feasibility in Electoral Area F and G; and,
- to continue to incrementally address the original objectives for liquid waste management in the 2009 LWMPs.

COMMUNICATIONS:

Subject to Board approval, the CSRD will submit the proposed LWMP amendments to the MoE for approval. Additional communications planning will occur as part of the launch of the rebate program, pending the MoE's decision to approve the submitted Plan amendments.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

APPENDIX A:
SEPTIC SMART 2.0 FEASIBILITY STUDY



August 29, 2022

File: 0476.0093.01

Columbia Shuswap Regional District
555 Harbourfront Drive, NE
Salmon Arm, BC V1E 4P1

Attention: Ben Van Nostrand, Team Leader Environmental Health Services

RE: Septic Smart 2.0 – Recommendations to Enhance the Program and Rebate Feasibility r1

1. Introduction

Urban Systems Ltd. (Urban) was retained by the CSRSD to review options and provide recommendations to advance septic system management, and further encourage septic system maintenance including the feasibility of rebates to encourage action by property owners. The area under review includes the four liquid waste management plan service areas in Area E, Area C (and assumedly Area G) and Area F (two areas). This letter outlines the findings of our work.

2. Background and Objectives

Introduction

The CSRSD has four approved liquid waste management plans (LWMP). They were all completed in 2009. Septic system management is a common theme in the reports which include several recommendations such as:

- developing an education program (later called Septic Smart),
- assessing the feasibility of one or more regional septic treatment facilities,
- suggestions for various bylaws and regulations related to private waste,
- an environmental monitoring system to assess impacts of cumulative waste from septic systems, and
- pointing out multiple options for community sewer systems (collection and treatment where septic systems are presently relied upon) in relatively developed areas.

The LWMPs remain active and there have been good gains across most of the plans. Of late, CSRSD has evaluated the opportunities, challenges and needs to refine Septic Smart. There is particular interest to explore options to enhance how property owners maintain their septic systems.

Background

Many properties within the CSRSD are serviced by individual septic tanks with fields. As these systems age and development increases, there can be heightened concerns of cumulative impacts and or environmental or public health hazards. CSRSD commissioned several surveys in developed areas across the LWMPs to assess the level of property owner awareness and their degree of maintenance of septic systems. The first surveys were completed in as part of the LWMP development process and follow up engagement occurred about 7 years ago. The education programs and the resident engagement were



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set up to instill a basic pillar of septic systems, that: *a proper functioning septic system can be adequate in most circumstances to protect the environment. However, the opposite can be true – a septic system can be inadequate and negatively impactful to the environment -- when proper design, maintenance, and use is not adhered to.*

There was notable progress by property owner awareness and purported management actions between the two surveys of 2005 and 2015. In that time, it appears that many residents increased their understanding and there is now a growing sense of responsibility of property owners to care for their systems. These gains in education are a foundation to build upon when exploring other means to ensure proper maintenance occurs. As systems age and as communities turnover with both a) new residents and b) shifts in how recreational-like properties are used, the CSRD would like to revisit the core elements of Septic Smart and enhance it to promote further actions by property owners to properly maintain their systems.

Study Objectives

This study addresses the following objectives:

- To explore ways and means of other regional districts and local governments in BC (and USA) who set out to encourage property owners to proactively maintain their septic systems. Topics to explore in this objective include:

Program rationale	Desired results and objectives
Equitability and prioritization	Regulations and enforcement
Administration, governance, and information	Coordination with Interior Health
Service support/role of a regional district	Enhanced educational materials

- To assess the general feasibility to enhance Septic Smart within the LWMP service areas and to outline the advantages and disadvantages with various options to do so. This brief analysis will include discussion of the role and resources required to update the program, assessment of the authorities within the established services, consideration to the LWMP-update processes to determine options for making program changes including review of funding incentives, links with other regulations, among other topics.
- To identify a preferred maintenance program that is led by CSRD to encourage property owners to deliver on Septic Smart goals including a short list of next steps to advance the program via internal resources e.g., getting started.

The complete memo will address these objectives.

3. LWMPs in CSRD: Information Review

Property and Lands Overview in the Four LWMP Service Areas

Each LWMP within the CSRD is mapped in the service establishment bylaws. In effect, these are the areas where the LWMP applies and in turn, the customers who contribute and primarily benefit from Septic Smart. Table 1 outlines a property summary for each of the four areas.

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Table 1: Property Summaries for CSRD's Four LWMP Areas

LWMP Area and Parcel Count	General Land and Use Description
Area C (incl. new Area G) – South Shuswap 6,727 taxable parcels	<ul style="list-style-type: none"> Comprised of rural and semi-urban areas within the unincorporated communities of Sunnybrae, Tappen, White Lake, Blind Bay, Sorrento, Eagle Bay and Notch Hill; approximately 8,000 total residents where most settled areas lie within proximity to local lakes or the Trans Canada Highway Underwent incorporation assent vote on April 30, 2022 – which lost – leading to the pending creation of Area G surrounding the Sorrento-Blind Bay-Notch Hill areas (also appended; an area removed from Area C) Renowned for recreational activities including boating, fishing, and swimming in Shuswap Lake, as well as hiking and related activities, in addition to farmland economies Served by the nearest septage receiving facility near Shuswap Lake Estates (central to new Area G), but not far from the facility owned by the Little Shuswap Lake Band (to the northwest of Area C/G); alternative facilities include treatment plants at Kamloops or Salmon Arm (with the latter being half the distance from the other); residents rely on private haulers to decide on the facility, however distance to the site can affect hauling costs
Area E - All 1,507 taxable parcels	<ul style="list-style-type: none"> Comprised of rural areas along the Eagle River including Malakwa (unincorporated), in the south amongst Mara Lake including Swansea point (unincorporated), and the areas surrounding the District of Sicamous (municipality); seven other small settlements including Cambi-Solsqua, Craigellachie, Annis Bay, Anstey Arm, Hyde Mountain, Three Valley Lake Well-known for water sports, trails, hiking and mixed with light agriculture and industrial areas Served by the nearest septage receiving facility at the treatment plant for the District of Sicamous
Area F - North Shuswap 4,226 taxable parcels	<ul style="list-style-type: none"> Comprised of rural and semi-urban areas including Celistia and Anglement on the North Side of Shuswap Lake in the Shuswap arm; service area is divided into two to capture settled areas and avoid undeveloped areas in between them Predominantly shaped by residential properties and water-recreation based activities Served by the nearest septage receiving facility near Shuswap Lake Estates (central to new Area G), but not far from the facility owned by the Little Shuswap Lake Band (to the northwest of Area C/G);
Area F - Seymour Arm 509 taxable parcels	<ul style="list-style-type: none"> Commonly referred to as part of the <i>North Shuswap</i> general area albeit Seymour Arm is further inland from Anglement and Celistia Predominantly shaped by residential and some tourism-related commercial properties, and light farming in the surrounding areas

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Just over half of the total population of the unincorporated areas of the CSRD or about 11,000 people live within the four LWMP service areas of C, G, E and F.

LWMP Overview for Each Area

A liquid waste management plan outlines the list of issues and the priority areas of management and investment to protect public health and the environment. The two common technical topics for a LWMP include wastewater and stormwater. The latter is often referred to as a non-point source pollution in the context of a LWMP. A summary list of priorities per liquid waste service area are outlined below in Table 2 (the full list of issues and priorities are contained in the original LWMPs).

For this basic review a full circle denotes *highest importance*, a half circle denotes *moderate importance*, and a lined circle denotes *minimal importance*.

Table 2: Priority Summary for CSRD's Four LWMP Areas

Liquid Waste Priority	South Shuswap LWMP	North Shuswap LWMP	Area E LWMP	Seymour Arm LWMP
<i>Septic System Management: Education, Maintenance, links to building regulations, surveys, etc.</i>	●	●	●	◐
<i>Septic Management Facilities</i>	◐	◐	●	●
<i>Enacting a prohibition of private waste disposal including private discharges to lake from non-public systems incl. watercraft</i>	●	●	●	●
<i>Development of one or more community sewer system(s)</i>	●	●	○	○
<i>Environmental monitoring: study sensitive areas, water quality, and effects from septic systems</i>	●	●	◐	◐
<i>Public ownership and management of systems that treat wastewater and return effluent to the environment e.g. acquisition</i>	●	●	◐	○

While there are several common themes across the four LWMPs, the key difference is the degree of interest and feasibility in the development of community sewer systems. A key area that is common to

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all and remains a priority of the CSRD is the advancement of and successful implementation of septic system management programs that encourage property owners to keep pace with the needs of their system, including inspections, haul-outs, repairs, financing, and replacement. Other priority areas common to all four LWMPs include:

- Modernizing the environmental monitoring including revisions to program goals and approaches, optimizing how the work is done, confirming the benefit of the collected data, and adapting the program to suit revised aspiration from the upcoming LWMPs.
- Incremental tightening of local regulations to enhance environmental protection on private property.
- Evolving Septic Smart to promote greater owner-led maintenance and upgrading to private systems that safeguard environmental and public health values
- Anticipation and due process for the eventual acquisition of private community sewer systems by way of the CSRD acquisition policy
- Securing capacity at a local or regional septage facility, including options for ownership by CSRD and or via service agreements with other owners
- Review of LWMP costs and finances to prepare for the next 10 years of implementation.

Overall, the CSRD has advanced the four LWMP areas in multiple ways over the last 10 years including through the education programs, completed surveys, many years of sampling/monitoring, and periodic albeit informal engagement of residents.

LWMP Funding and Finance Particulars

The costs for liquid waste management planning and service delivery were estimated in the 2009 approved reports and implemented through Bylaw shortly thereafter. Each of the four LWMP service areas is illustrated and appended for reference. All developed properties within the service areas contribute to the costs of the services within a maximum allowable requisition. The mechanism for most of the cost-recovery is parcel tax, except for Area E, which relies almost entirely on property tax on improvement only. Table 3 provides an overview of the cost-recovery mechanisms for each of the four service areas.

Table 3: Financial Overview for CSRD's Four LWMP Service Areas

LWMP Area / Bylaws	Cost-Recover Mechanisms Amounts / Limitations	Comments
Area C – South Shuswap Bylaw 5358/5550, 5366	Parcel Tax Not to exceed \$40/parcel/year; max. requisition of \$275,000	<ul style="list-style-type: none"> • Funds to implement the plan • Ability to borrow for sewer system in Sorrento/Blind Bay appears permissible without assent process; up to EA Director • ~\$59,500 approved requisition for 2022 → \$8.82 / parcel
Area E – All	Parcel Tax; property value tax on improvement only	<ul style="list-style-type: none"> • Funds to implement the plan • ~\$2,700 approved requisition for 2022 → \$1.78/ parcel

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LWMP Area / Bylaws	Cost-Recover Mechanisms Amounts / Limitations	Comments
Bylaw 5576, 5575	10% and 90% of requisition by parcel tax and property value tax, respectively; maximum \$60/parcel/year for parcel tax; maximum overall requisition \$90,000	<ul style="list-style-type: none"> ~\$28,000 approved requisition by property value tax for 2022
Area F – North Shuswap Bylaw 5549, 5553	Parcel Tax Not to exceed \$25/parcel/year; max. requisition of \$100,000	<ul style="list-style-type: none"> Funds to implement the plan Property tax option allowed on improvement value ~\$29,000 approved requisition for 2022 → \$6.82 / parcel
Area F – Seymour Arm Bylaw 5552, 5555	Parcel Tax Not to exceed \$50/parcel/year; max. requisition of \$20,000	<ul style="list-style-type: none"> Funds to implement the plan Property tax option allowed on improvement value ~\$3,500 approved requisition for 2022 → \$1.78 / parcel

Across each of the service areas, costs for environmental monitoring are typically less than 50%, with most of the funds applied to study costs, information and communications, engagement, and reserve building. These costs highly reflect the outcomes of each of the LWMPs which shows alignment with the service intentions. All the requisition amounts fall safely below the maximum, where the percent of the total allowable ranges from about 17% to 33% across the four service areas.

Focus for this Study: Septic Smart

While the four LWMPs provide various liquid waste services to over 11,000 people in the CSRD, almost all these customers rely on their own private septic system. Of the priorities to protect public health and the environment, Septic Smart – and the actions taken by property owners to ensure their system works effectively – is assuredly the highest priority. After 10 years of LWMP implementation including continued success in Septic Smart programs, the CSRD is soundly focused on evolving the service.

Septic Smart started with foundational programming such as educational resources, public events to inform and encourage greater maintenance, and setting a tone throughout the region (by CSRD) that septic system management was an important property owner responsibility. Septic surveys were conducted about seven years ago and revealed that the first generation of the Septic Smart program was generally working. Observations from the survey results include:

- There are more residents living year-round, which means septic systems are receiving greater loads which can be a growing concern with inadequately designed units.
- Large properties, or low infill densities, are still common which is a good indicator for the use of septic systems (whereas dense residential areas ought to trigger community systems).

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- Most property owners inspect or pump every five years ~50-70% (however, inspections tend to yield better information about required maintenance).
- Most systems are Type 1 treatment systems which is likely adequate for a wide range of installations but may not be adequate in some areas.
- More than 60% of systems were over 20 to 30 years old, meaning that now seven years later, perhaps 2/3rds or more of the systems are nearing their end of life (a key message for future programming).
- Conveyed messages of the CSRD via Septic Smart are reaching the community as the survey asks residents about information contained in Septic Smart materials, and further, the survey asks if residents receive and read the materials accordingly.

Three important factors stem from the observations above and integrate well with the LWMP intents for all four areas:

1. Most septic systems are reaching their design life and Septic Smart should explicitly focus on this theme.
2. Pump outs are reportedly common. However, inspections will be more important given the age, loading, and type of systems in the area.
3. Septic Smart messages are reaching residents. Yet, informing residents, generally, about septic system maintenance is easier to do than encouraging residents to take greater action through certified inspections, preventative maintenance, and or proactive upgrades or complete replacement of their systems. New tactics from Septic Smart should trigger new actions by property owners.

The basis for recommendations to enhance Septic Smart come partly from these observations.

Service Considerations for Septic System Maintenance: OCP and LWMP

To be effective across non-infrastructure areas, liquid waste management plans must integrate other planning documents, such as official community plans (and vice versa). This means that one document alone is rarely enough, and it requires the co-opted support of other regulations, strategies, policies, and programs to achieve progress in a local government. For example, Bylaw No. 840 Official Community Plan for Area E (one of four areas) describes a suite of goals, objectives, and policies to further environmental stewardship including multiple references to septic system management. The following list of service considerations for septic system management has been paraphrased from that OCP.

- Respect and preservation for the environment is a core value.
- Development should be ecologically sensitive.
- CSRD will utilize a range of tools to protect the natural environment and human health.
- CSRD will work with Interior Health and property owners to achieve adequate maintenance of septic systems, regardless of the treatment level/type.
- In some instances, there can be definitive requirements to ensure that wastewater is adequately treated before safely returned to the environment e.g., prohibiting new dry wells and mandating modern systems at the time of rural property approvals.

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More excerpts from other OCPs across the four service areas can be found in their respective plans. References to the OCPs provide a key part of the basis for broad, organizational support behind evolving a program like Septic Smart. For example, collaborative program delivery across planning, engineering, environment, communications, finance, and corporate services is firmly underpinned by a technical issue rooted across multiple official documents. CSRSD is well positioned to advance tie planning elements to Septic Smart because official planning documents include policy of the same.

Summary of Environmental Monitoring

CSRSD's environmental monitoring program stems from the priorities of the four LWMPs first developed around 2009. The program covers many sites, various parameters, and includes regular reporting and efforts to uncover the source and trends in overall water quality. Costs of the program are largely funded by taxes related to LWMP service provision. As part of this work, we reached out to a firm the CSRSD retains for ongoing review and reporting for the program, and we inquired about the following topics:

- water quality concerns stemming in communities situated near important water resources, such as beside lakes, rivers, and aquifers,
- indicators/parameters for testing that are used to ascertain issues in surface water from inadequate wastewater treatment,
- indicators/observations about the relative role of the level of wastewater treatment today for overall water quality issues e.g., watershed conditions and activities; overland flow, and
- monitoring suggestions in all LWMP areas to better track before/after of key parameters (that indicate concerns with wastewater treatment) in the areas of greatest concern.

So far, the information to date has verified previously known trends in water quality deterioration in select groundwater and surface water locations but that the relationship between inadequate wastewater treatment and environmental health remains broadly inconclusive. This finding correlates to many other environmental programs to assess inadequate wastewater treatment in BC that our team has been introduced to. Overall, relying on water samples in larger water bodies to build a case for environmental deterioration from inadequate treatment in rural areas is founded upon lagging indicators and tends to create a *waiting game* for things to go wrong before new measures are introduced. Putting greater emphasis on proactive measures to prevent environmental issues is a well-known route for CSRSD to adopt.

Still, there can be a wide variety of benefits to environmental monitoring programs that should be explored further, although they are outside the scope of this study.

Summary Background Review

The four LWMP service areas encompass a large area with a variety of settlements which vary in density, history, industry, and environmental condition. A common thread in CSRSD communities is that there are ageing and potential failing septic systems. Past survey results suggest that residents are aware (and becoming increasingly more so) of the issue which means that there is a baseline for septic system knowledge that can be built upon to enhance the program.

Water quality management is a priority, based both on local policy and the ongoing monitoring program. While it is common to want to make direct ties between water quality in water sources and the

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inadequacy of septic treatment, those ties are not as straightforward to make given the complexities of the receiving water body and the tributary watershed. Proactive measures are needed, too.

There is significant public interest and ample supporting policies to warrant that CSRD enhance septic system management. Advancements come in various forms such as the ones below which have been pursued in other local governments in BC:

- closer ties including some elements of co-management with the local health of authority of the Ministry of Health i.e., Interior Health Authority,
- consideration to continue with pump-outs supports however shifting resources towards inspections, a particular need given that septic systems are nearing their design life, and
- greater clarity and assignment of the responsibilities for property owners to ensure their septic systems are not harming local water quality.
 - Ultimately, it should be commonplace that property owners take steps to ensure their septic systems function properly through preventative maintenance, certified inspections, and proactive replacements to meet modern standards.

Following a review of other enhanced septic maintenance programs (next section), we will present recommendations for moving forward with an enhanced program for septic management in CSRD.

4. Review Four Other Enhanced Septic Maintenance Programs

Septic system management is not one-size fits all. Instead, there is a spectrum of options. Local governments and environmental authorities ought to examine available methods and customize them for their context. For example, the top priority of many communities in BC is to extend the community sewer systems to pick up the closest properties from dense neighborhoods. In other local governments, the only properties not on sewer systems are large parcels with adequate setbacks to environmental values, waterways, and sensitive aquatic features. There, few septic management programs exist as the environmental risks are relatively low. But there is a common pattern among those organizations who tend to lack community sewer systems: they regularly update local septic management programs to encourage or require property owners to meet best practice for system maintenance.

A key part of this study review was to engage with four other local governments to gather data and assess their version of septic smart. The intent is to explore the spectrum of choices for management, the range of issues, their varying degrees of success, and the ingredients to making the program work. Each interviewee was aligned with CSRD in that they understood the need for property owners to do more to manage, upgrade or replace their systems to prevent environmental harm.

The four local governments we reached out to for this work, include:

- Capital Regional District
- Regional District Nanaimo
- Leduc Country
- Whatcom County, Washington State, USA



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The topics for discussion mirror the table on the top of page 2 of this memo, as represented in question format below:

1. Why did you establish the program? What are the desired results?
2. Does it affect all properties equitably, or did you approach this on a priority basis? What specific maintenance do you require the property owner to complete? e.g. frequency of haul outs, inspections.
3. Did you establish special regulations? If yes, how do you enforce them? What are the costs of the program? How do you fund it? If you did not mandate the maintenance, how did you ensure there was adequate encouragement e.g., using rebates or incentives?
4. How do you involve the regional health authority? Early on, and, once information is received? Discuss how you handled 'inspection' versus 'maintenance'.
5. Describe the administration requirements. What information do you collect? How involved is government staff in the site-level works or inspections? Do you request an inspection of the system and if so, what do you do with the information? What is the level of effort or ongoing role through implementation?
6. Have you established a list of qualified contractors? What level of guidance do you provide property owners? How does this (or does not) connect to your septic education program?

These questions guided the conversations however we adapted the dialogue to follow the flow of the discussion. Overall, there are many helpful insights to gather based the complete picture of content. Table 4 outlines the information we collected.

Table 4 Septic Systems Management: Toolkit Review for Four Local Governments

	Education	Rebate	Permitting	Inspections	O&M	Regulations
CRD	✓	✓		✓	✓	✓
Whatcom Country	✓		✓	✓	✓	✓
RDN	✓	✓				
Leduc			✓	✓		

A few observations and further insights from the summary:

- All of the programs had multiple components but CRD and Whatcom County have the most comprehensive approaches.



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- CRD attained *concurrent authority* to establish regulatory powers for inspections and operations and maintenance, which means it can act as a partner to the local health authority, typically resulting greater powers and responsibilities for the local government to ensure health goals are met.
- RDN did not seek concurrent authority as it wasn't required for their rebate program.
- Whatcom County does not offer rebates for work they consider to be essential.
- Leduc County administers and approves new septic systems by way of permitting and inspections but partners with the Province of Alberta to ensure compliance of systems that are deemed in disrepair or are inadequate.
- Rebate programs are often well utilized, as was the case for CRD and RDN.

RDN's rebate program is locally considered a strong success: use of rebates is high and program funding is often exhausted early into the funding year. RDN staff point out that there appears to be far greater proactivity by property owners to inspect, repair, upgrade and replace septic systems primarily as a result of their rebate program. Leduc continues to review and reflect on the effectiveness of their programs, though we are unaware of any short-term changes to their intent, methods, or outcomes.

Overall, the approach for these two local governments is that they evolved their septic system management programs in an intentional and focused way. Rebates and government-led inspections are incremental steps to take for an evolved septic management program. But they do leave remaining questions, such as: *How best to cause the property owner to act once an inspection or pump out reveals an issue? Are regulations required and how will they be enforced? How effective are pump outs, only, if the system is inadequate or improperly designed?* These questions can be partially explored through a closer look at both the CRD and Whatcom Country programs.

Table 5 Septic Programming: Summary Considerations of CRD / Whatcom County

Consideration	CRD	Whatcom County
Rationale / Goal(s)	<ul style="list-style-type: none"> • 'No free pass' for onsite systems while rest of the region builds modern centralized systems; Aim is to protect environment through fully functioning, effective treatment units 	<ul style="list-style-type: none"> • Protect public health and environmental goals in Puget Sound
Origin	<ul style="list-style-type: none"> • "Core Area LWMP"; started with education-based <i>Septic Savvy</i> and transitioned to a quasi-regulatory approach 	<ul style="list-style-type: none"> • Started with education opportunities and has been expanded based on evolving needs
Service Description: Areas/ Functions	<ul style="list-style-type: none"> • Covers rural areas within the Core; O&M Bylaw 2008/09; 9,000 properties with potential for CRD-wide 	<ul style="list-style-type: none"> • Program includes permitting, O&M and inspections for all septic properties (originally only priority areas) • Education and free training • List of certified contractors

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Consideration	CRD	Whatcom County
		<ul style="list-style-type: none"> Access to interest free loans via 3rd party
Program Evolution/Phases	<ul style="list-style-type: none"> Started with education, transitioned to requiring pump-outs, and evolving again towards inspections using 75% rebates to start 	<ul style="list-style-type: none"> First, education Second, permitting and O&M Third, inspection
Administration and Funding	<ul style="list-style-type: none"> Septic Savvy paid via tipping fees (region wide) ~\$40K/yr in revenue O&M Bylaw covered by parcel tax for affected properties at ~\$15 to \$25/year up to ~\$200K/yr 	<ul style="list-style-type: none"> Countywide parcel tax ~\$20/yr amounts to +\$400K/yr funding 3.0 FTE's for permitting/approvals + 1.0 FTE for O&M
Information Management	<ul style="list-style-type: none"> Established full GIS database of systems; data is public Information sharing agreement with VIHA 	<ul style="list-style-type: none"> Country manages a septic property database
Co-Management / Authorities	<ul style="list-style-type: none"> Concurrent authority with the province 	<ul style="list-style-type: none"> State legislated authority for the County to take on the role
Compliance	<ul style="list-style-type: none"> ~85% compliance rate; messaged as obligatory, yet carried out without enforcement 	<ul style="list-style-type: none"> Inspections required every 3 yr (Type 1) or 1 yrs (Type 2/3) 3-notice system for non-compliance Civic penalties (\$500 fee) for non-compliance by third notice (other counties charge daily fees, up to \$5,000 per year) <1% non-compliance

Summary observations from the table above as well as from other industry-wide best practices include:

- Education is the baseline approach and now there is a trend towards inspections, in addition to owner-led pump outs, to confirm whether a system is adequately functional.
- Priority areas for enhanced septic system (where additional maintenance measures are required) are common, though not always in place.
- Water quality protection is a key driver though direct evidence of contamination is not typically required before enhanced septic programs are in place.
- Maintenance assessments can drive small, but meaningful improvements, especially when paired with credits/rebates for:

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- a) Risers, to locate the system and the field to prevent unintentional impacts, and
 - b) Effluent filters, to extend the life of the field (puts a little more pressure on pump outs) and,
 - c) Distribution boxes because many of these are the weakest link in the chain and fail early.
- Maintenance requirements tend to be greater for properties with Type 2 or 3 systems, over Type 1
 - Free training is offered in Whatcom County given that many rural property owners are willing and able to acquire the necessary skills to maintain their own system; those who are not interested can proceed with hiring a contractor.
 - There are extensive administration resources required to conduct permitting functions.
 - Developing a Bylaw, where septic system maintenance of any kind is mandated, including any enforcement methods may require concurrent authority with Ministry of Health/Interior Health Authority (IHA).
 - Information management is a key ingredient as every maintenance report should be recorded and filed; modern programs include information sharing agreements between multiple levels of government e.g., CSRD and IHA.

Given the emerging priority of systems reaching their design life – and the risks of failure that stems from this – there should be renewed focus on programs that achieve inspections, repairs, upgrades, and replacements led by property owners. As noted above, septic system maintenance rebates are a proven method for initiating actions by septic system owners. The elements of the RDN's rebate program are explored below.

RDN's Septic System Rebate Program

SepticSmart was launched after the adoption of the RDN's last LWMP update, in 2014. Like CSRD, the program stems from water quality protection and the principle that property owners are responsible to take necessary measures to maintain their system in good working order. Rebates incentivize property owners to act in this regard.

Rebates have been available via applications for more than four years. The annual funding allotment is consistently exhausted which denotes the popularity of the program. RDN staff have learned that the program is causing more maintenance, repairs and replacements based on their own observation and based on the feedback from local certified contractors who confirm a growth in their demand for services.

The rebate program requires shared investment where RDN will cover up to 75% of the cost of eligible expenses within a maximum amount. The rebate amounts include:

- up to \$600 for major repairs or replacement to an existing system where the value of the works is more than \$5,000,
- up to \$300 to install risers,
- up to \$200 to install or replace distribution boxes, and
- up to \$100 to install an effluent filter.

The SepticSmart rebates program is not designed to support new construction of septic systems nor pump-outs. Eligibility for the rebates is based on whether the works align with the rebate categories

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above, confirmation the property lies within the RDN service area, that the property owner has not previously qualified and received that same rebate, that the work is completed in the same year as the application, and that the works are carried out by an authorized person as defined by the Sewerage System Regulation.

Given that the rebate program is fully subscribed each year and that CSRSD has significant public interest and organizational support to continue to safeguard the environment through properly functioning septic systems, this program ought to be strongly considered for local implementation by CSRSD.

RDN's rural service population is approximately 40,000 persons whereas CSRSD's service population within the four LWMP service areas is estimated at 11,000. The RDN also collects funds from tipping fees from septic pump outs at regional wastewater plants (which they own), a factor that is not presently a cost-recovery mechanism of the CSRSD. The initial funding allotments for rebates in CSRSD's service areas, if approved, should consider the success in RDN, their service population and funding approaches, and the needs of CSRSD property owners.

Section 5 discusses the connections between program enhancements, local needs and interests, and how to amend septic management in the four LWMP service areas.

5. Feasibility and Programming Considerations

CSRSD Intentions

Many residents and guests in the four LWMP areas cherish the region for its environment and water or natural recreation opportunities. These values must be safeguarded, and the CSRSD's liquid waste management plans are a direct path to doing so. There is significant public interest, acknowledged property-owner- responsibility, and ample supporting policies to suggest that CSRSD advance their Septic Smart programming to greater levels, including:

- closer ties with IHA through information sharing however there is not local interest in assuming greater authorities for permitting or inspections of septic systems (based on the commentary from other organizations about the resource challenges to implement those authorities)
- continued encouragement and support for regular pump-outs (as they are already occurring), yet shifting the messages towards fulsome maintenance practices, inspections, and repairs, especially while many systems reach or further exceed their design life
- enhanced communications and education materials to homeowners of their principal duties to ensure their septic systems function properly and ultimately, meet modern standards.

Further enhancements are desired and should be premised on a defined purpose.

Preliminary Purpose of Septic Smart 2.0

The purpose for Septic Smart 2.0 should be anchored in a principled view on the responsibility of the property owner to safeguard their land and limit their impact to the watershed in particular through a properly maintained septic system. Program building should acknowledge that:

Property owners with onsite wastewater treatment units are the principal operators of their system. They have an obligation to protect the environment by conducting regular maintenance and repairs

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to ensure the system is in good, working order. These property owner responsibilities do not start the day there is a problem or when there is environmental evidence. Rather, there is an expectation that owners: a) make themselves aware of their system and its components, b) learn how to care for their system and or hire others to do the same, b) ensure proper maintenance, pump-outs, inspections, and repairs as needed, and finally, d) take the proper steps to ensure they have adequate financial or technical resources for the long-term treatment of their liquid waste.

CSRSD would like to enhance their role to support property owners in conducting reasonable and effective measures to manage their wastewater system. The intent is to mitigate cumulative effects in our watershed and safeguard public health. Yet, designing a program means the CSRSD will work through this fundamental question: *What is our best role to advance the aim, given the constraints and opportunity of our organization?* So, the aim of Septic Smart 2.0 needs to contend with the following policy-like considerations.

- i. How does the CSRSD best encourage proper maintenance practices including periodic pump outs/cleaning, regular inspections, and the necessary repairs?
- ii. What are the benefits and drawbacks for implementing priority areas/systems versus area wide?
- iii. How will CSRSD effectively share, record, and activate information on septic systems across the four LWMP service areas with consideration to the role of IHA?
- iv. How will CSRSD balance authorities among itself, the property owner and IHA for initiating work on private property? What is the CSRSD's interest in requesting authority from the province to mandate those responsibilities and to accept the resulting administrative efforts?
- v. What is the role of incentives to encourage new practices and to build momentum for property owners to take a more active role in the management of their own system?
- vi. What level of funding is adequate to enhance Septic Smart and what ought to be the source of those funds?
- vii. How should the environmental monitoring program be adjusted to suit increasing responsibility levels by homeowners on septic system management?

Generally, based on our research and discussions with you, we offer the following observations and recommendations for how to enhance Septic Smart towards version 2.0:

- Re-develop and submit for approval to BC ENV an update to the Liquid Waste Management Plan that details the proposed actions so that rebates can be funded and implemented as part of the local service area functions.
 - Note: Each service establishment Bylaw aligns the authority to implement services with what is stated in the LWMP. To introduce changes to services such as enhancing Septic Smart must be outlined in an updated and approved plan.
- That permitting ought to remain with the IHA who has the authority and responsibility to do so.
 - Action: None required.
- That Septic Smart and its messaging should further emphasize the role of property owners as the principal operators of their own wastewater treatment system and that their responsibilities are frequent and ongoing.



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- Action: review all public-facing materials for Septic Smart and update key messages and priorities to suit this memo and the underlying priority to convey the ultimate responsibility of property owners to actively maintain their septic systems.
- The CSRD develop a rebate program like the successful program underway in the RDN. Each year, the CSRD should develop a funding cap on the distribution of rebates. Given the popularity of the program already in place, we suggest the CSRD align its rebates very closely to RDNs including rebate type, eligibility and amount. We recommend that the CSRD discuss the rebate levels during budget deliberations each year, but as a starting point, encourage these rebate levels for each LWMP service area:

Service Area / Parcel Count	Proposed Rebate Fund Year 1	Suggestion for Raising the Funds
Area C (incl. new Area G) – South Shuswap 6,727 taxable parcels	<ul style="list-style-type: none"> ● \$10,000-\$15,000 ● About 50 to 110 repairs 	<i>Develop budgets with new cost category, revisit other cost areas, and adjust parcel tax accordingly (well within maximum allowable).</i>
Area E - All 1,507 taxable parcels	<ul style="list-style-type: none"> ● \$5,000 - \$7,000 ● About 25 to 50 repairs 	<i>Develop budgets with new cost category, revisit other cost areas, and adjust parcel tax and property value tax accordingly (well within maximum allowable).</i>
Area F - North Shuswap 4,226 taxable parcels	<ul style="list-style-type: none"> ● \$8,000 to \$11,000 ● About 40 to 80 repairs 	<i>Develop budgets with new cost category, revisit other cost areas, and adjust parcel tax accordingly (well within maximum allowable).</i>
Area F - Seymour Arm 509 taxable parcels	<ul style="list-style-type: none"> ● \$2,000 ● About 10 to 15 repairs 	<i>Develop budgets with new cost category, revisit other cost areas, and adjust parcel tax accordingly (well within maximum allowable).</i>

- The funding levels are based on 2% of the property owners receiving a base-level rebate each year. This is consistent with RDN's funding approach, though it is important to note that their funding is exhausted early into the year, every year e.g., greater funding levels would lead to more rebates and perhaps greater levels of proactive repairs. We suggest this level of funding should be a starting point and that an assessment of the whole program occur after the first or second year of use.
- Action: Bring the concept of rebates into the LWMP update process, including public engagement, and update the preliminary figures above into the next available funding year.

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- That the CSRD should consider fines, charges, or other penalties for properties with known or perceived risk to watershed health from failing or inadequate septic systems. However, implementation should be delayed until after engagement and implementation of a rebate program.
 - Action: Engage with property owners through pending updates to the LWMPs to explore the interest in a two-tiered tax rate or other similar approach that requires proof of proper maintenance of their septic system and charges a higher rate to owners who do not comply.
- That the CSRD can engage with Western Canada Onsite Wastewater Management Association (WCOMMA) to develop online resources to inform and support homeowners in fulfilling their duties as principal operators, and, to confirm that there is sufficient local capacity by registered professionals to support the needs of homeowners to make needed repairs.
- That the environmental team of CSRD meet with the planning department to discuss local development regulations, such as building permits, and how to include regulatory linkages and or requirements with onsite wastewater system assessments and repairs (or replacement). This action would likely require Bylaw changes which require separate consideration to this memo.
- That the CSRD reevaluate its environmental program given that the onus is on the property owner to properly maintain their system, rather than for the CSRD to locate evidence of the contrary.
- Explore the possibility of consolidating the LWMPs in Area F into one service area given the small scale of Seymour Arm and to gain potential service and administrative efficiencies.

After three to five years of implementation of Septic Smart 2.0, we suggest the CSRD consider these service concepts further:

- That the CSRD request an inventory from IHA of the location of Type 2 or 3 systems in CSRD's established LWMP areas.
- That the CSRD provide a map of priority areas – as determined by the CSRD – to IHA so that they (the approving authority) might consider additional requirements at the time of septic system design and installation. An intended outcome would be that more Type 2 or Type 3 systems exist in areas of greater cumulative risk to water quality.
- That the CSRD would receive the homeowner's maintenance invoices and inspection results from the authorized contractor as part of the rebate process and CSRD develops a basic records system to suit.

These enhancements would position CSRD to support property owners but not overreach and assume significant private-side responsibilities, while also securing adequate administrative and funding resources to implement the program. In that regard, we outline two immediate next steps to prior to implementation of the recommendations above:

1. Engage with the Area Director regarding the upcoming LWMP update and the emphasis to be placed on homeowner responsibility for managing their system.
2. Develop work plans to complete the LWMP update including initiating an important first step of designing a survey or similar outreach method with the public to explore key topics including enhanced Septic Smart. The update LWMPs approved by the Minister would allow the CSRD to

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implement the rebate program with changes to the Septic Smart messaging as outlined either in this memo or the LWMPs.

These next steps and the recommendations above encompass the primary objectives of this study.

Thank you for the opportunity to support your team in this assignment. We are prepared to initiate the study immediately upon your authorization.

Closure

Thank you for the opportunity to support your team in this assignment. We are prepared to initiate the study immediately upon your authorization.

Sincerely,

URBAN SYSTEMS LTD.

Ehren Lee, P.Eng
Senior Consultant/Principal

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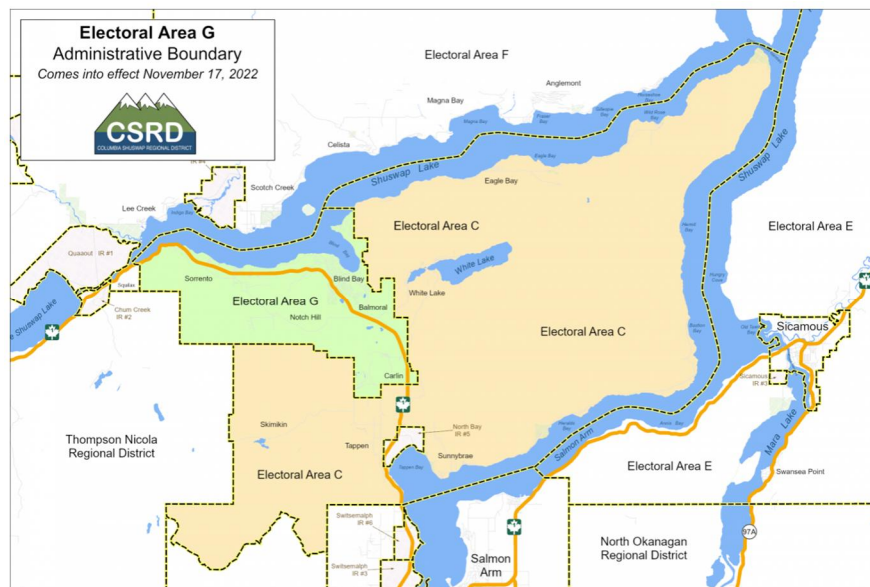
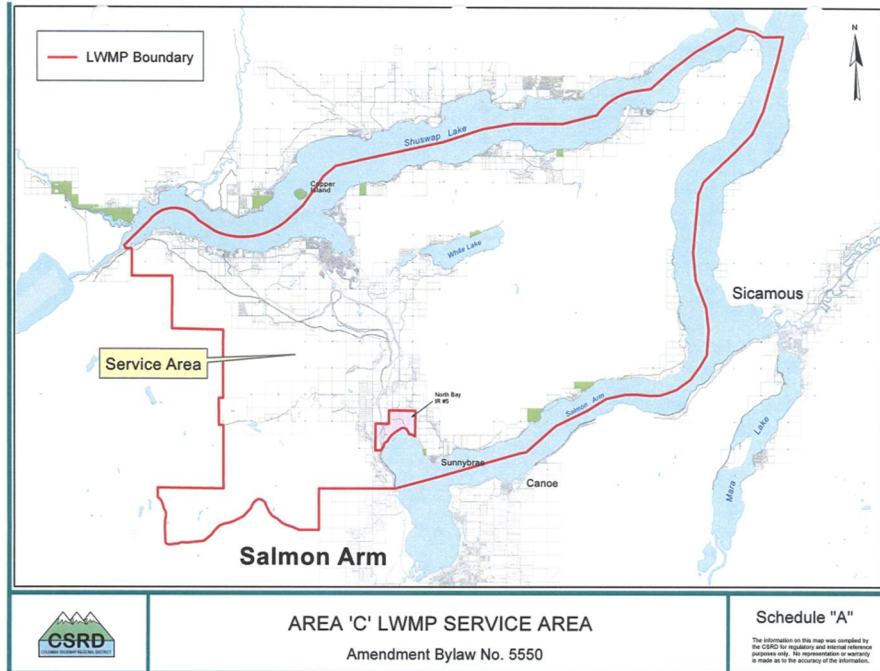
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Appendix: Support Materials

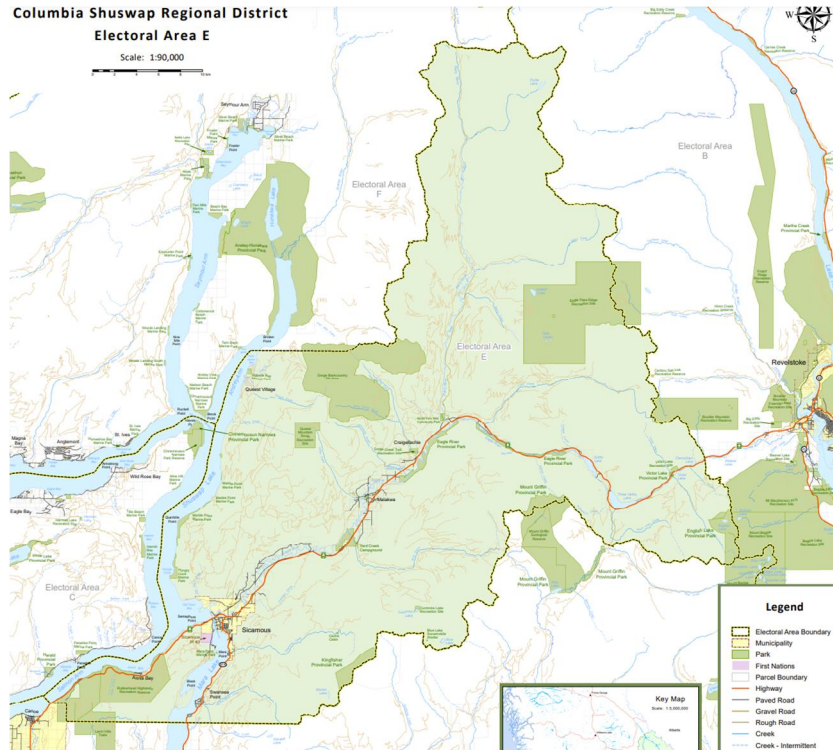
Liquid Waste Service Area Maps Area C including new boundary of Area G



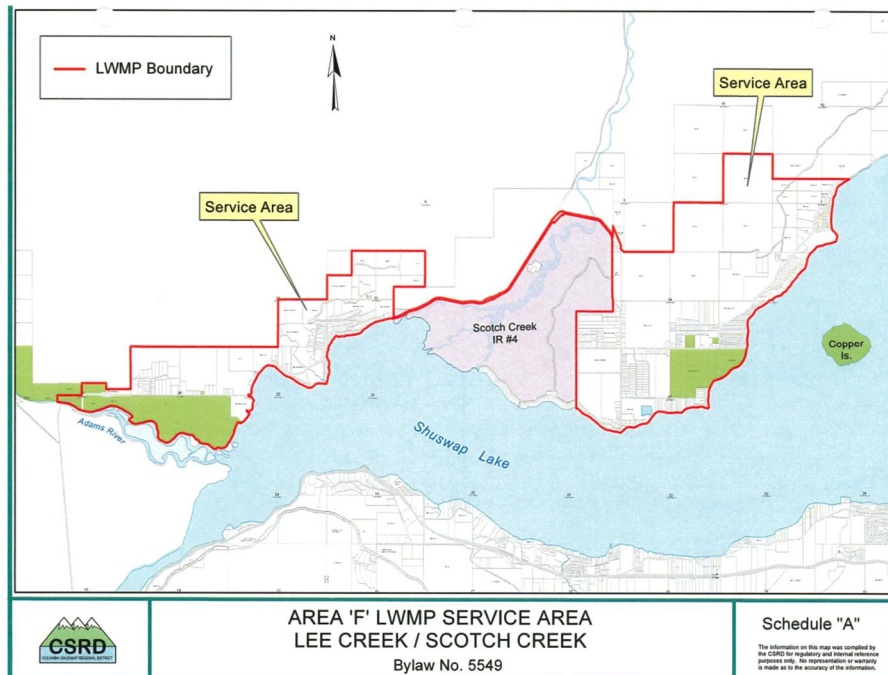
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Area E – Entire Electoral Area



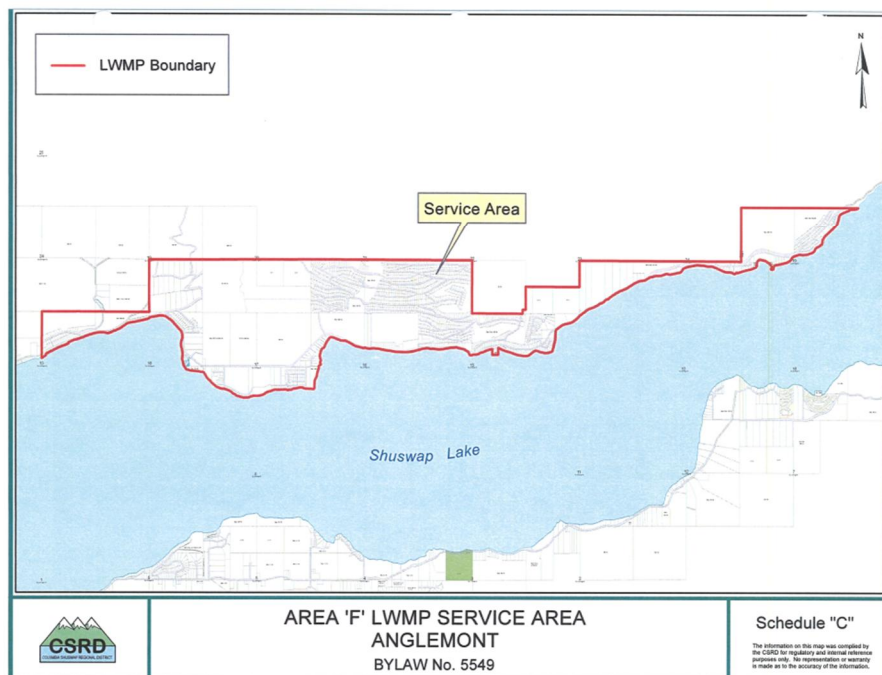
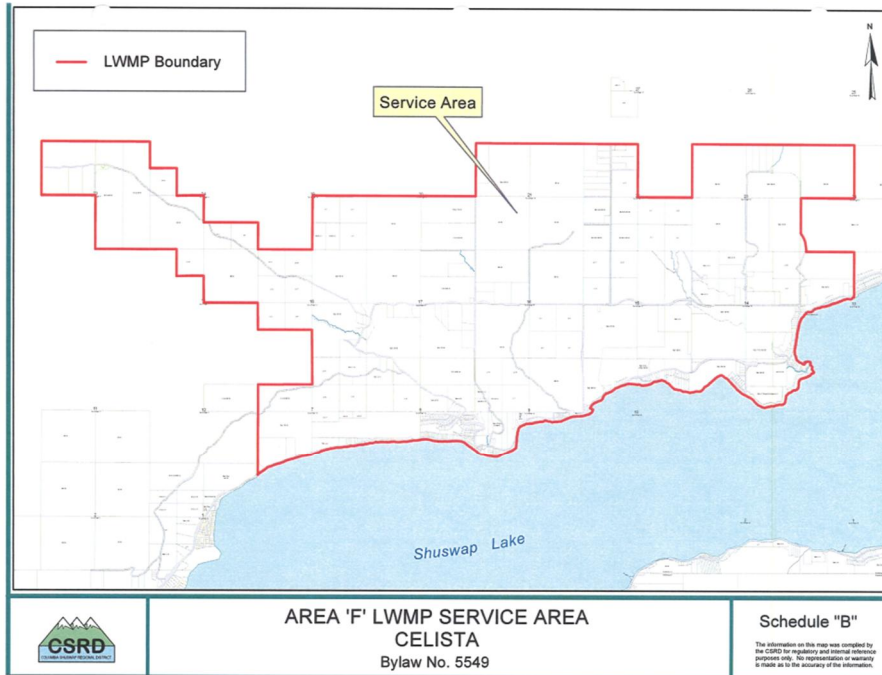
Area F – North Shuswap – Three Distinct and Proximate Areas



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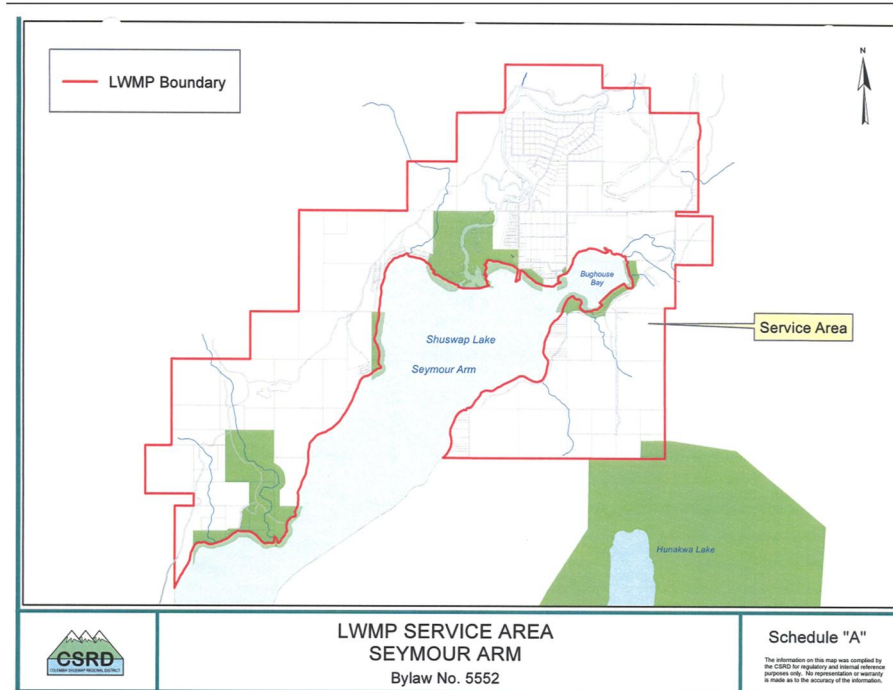


Area F - North Shuswap - Three Distinct and Proximate Areas (con't)



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Area F – Seymour Arm



Liquid Waste and Septic System Management Excerpts from the Official Community Plan: Sample Electoral Area E

The OCP Bylaw No. 840, outlines the vision, goals, policies, and implementation details for planning and development related issues and functions in Area E. The OCP intends to guide regional district services by way of description of the inputs and desired outcomes related to the framework of the plan. In particular, the OCP offers several considerations for enhancing septic system management.

- Respect for the environment is a core value. This entails protection of the rich natural resources, safe drinking water, healthy lakes and watercourse, and responsible wastewater treatment.
- Goal 6: Natural Environment – Preserve, protect, restore and enhance the natural environment, its ecosystems, and biological integrity, including watersheds, river and lake water quality, scenery and wildlife.
- Goal 11. Green Focus – Encourage an ecological approach to development to ensure that land use and development will not negatively affect environmental features and functions.

Objectives and Supporting Policies

- To use the provisions of the Local Government Act to enhance and protect the natural environment and human health. The CSRD shall:
 - Strive to protect Electoral Area E's natural landscapes and ecosystems. This will be accomplished through zoning; development permitting (section 6); the development

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approval information bylaw; the Liquid Waste Management Plan; parkland acquisition; conservation covenants with willing landowners; and consideration of other powers and tools, as appropriate.

- Provide environmental information to residents, businesses, and prospective developers and support the involvement of non-government environmental organizations in this activity.
- To protect watersheds in the Plan area from land uses and practices that jeopardize their water quality.
- To maintain healthy aquatic and groundwater environments and protect people from contaminated water.
 - Implement the Electoral Area E Liquid Waste Management Plan (LWMP) and CSRD Sewer System Acquisition Strategy (see section 5.4).
 - Investigate opportunities for one or more marine pump-out(s) to a land-based discharge system located away from residential areas.
 - Use the full range of planning tools and regulatory measures to protect the watershed and water quality of lakes in the Plan area. These include zoning bylaws, development permits, building regulation, and, potentially, statutory covenants.
 - Encourage proper maintenance of on-site sewerage systems Regardless of the level or type of treatment, the discharge of liquid waste (human, agricultural, industrial) into Shuswap Lake, Mara Lake and other natural waterbodies is unacceptable. In the event that a community sewer system is available, properties within the service area will be required to connect to the system
 - Encourage property owners to replace older, on-site sewage systems technology to prevent potential contamination of the shoreline;
- To maintain the unique physical and biological characteristics of the foreshore environment.
 - Recommend that the Interior Health Authority continue to work with property owners towards the replacement of dry wells and failing septic systems as appropriate.
 - 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;

APPENDIX B:
HOMEOWNER SEPTIC MAINTENANCE
GUIDE (2023)





Are you...

SEPTIC
SMART
?

Why Waste your Money?

Inside you will find great tips on how to save money through proper septic maintenance and how to protect your home and the environment from septic contamination





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The CSR is grateful for the Capital Regional District's permission to use materials from their onsite septic system program in this guide.



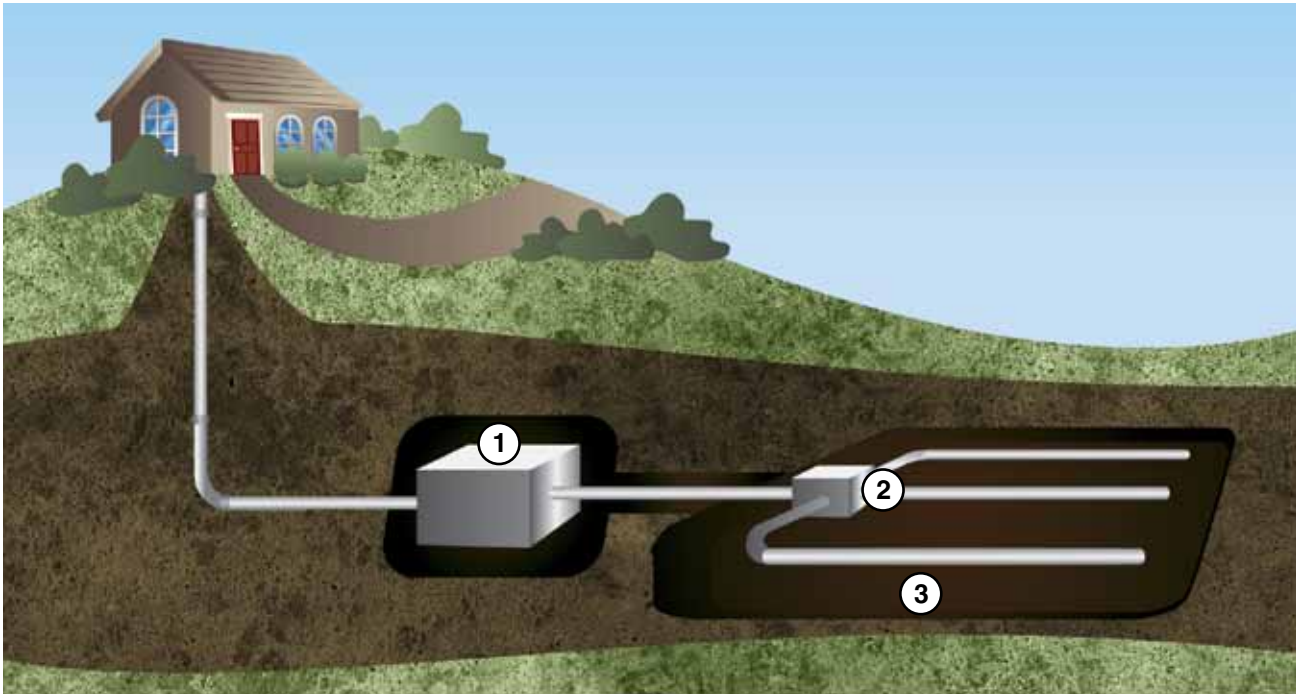
Hi, my name is Septic Sam. This homeowner guide is designed to help you maintain your septic system while saving money and your local environment.

If you are like most homeowners, you probably never give much thought to what happens when waste goes down your drain. But if you rely on a septic system to handle your household wastewater, what you don't know can hurt your pocketbook and your family's health.

Your septic system is buried beneath your yard and is constantly working day and night processing the waste from your home. With proper care and maintenance, your septic system can continue to work for at least 25 to 30 years. If it fails, it can cost \$15,000 or more to replace, not to mention the aggravation and inconvenience.

What is a Septic System

A conventional septic system has three main components: ① Septic tank; ② drainfield; and ③ soil.



① **Septic tank:** A septic tank is a large watertight tank usually divided into two compartments, with access ports at the top for inspection and service. The size of the tank depends on the size of the house, the number of bedrooms and the number of people living in the house. The purpose of your septic tank is to remove solids, fats, oil, and grease from the wastewater in order to prevent these materials from being transferred to your drainfield, as this will cause the drainfield to clog and fail. Older tanks often consist of only one compartment and are usually smaller than newer tanks, making it even more important for owners to conserve water, and to conduct an annual inspection to determine if the tank needs to be pumped out.

② **Drainfield** (also known as a distribution system, absorption field or tile field): A pipe from the septic tank transfers the settled wastewater to the drainfield, which typically consists of a grid of perforated pipes that distribute the wastewater over a large area where it enters the soil. The wastewater transfer can be done either by gravity, or by pumps. If a gravity system is in place, the wastewater first enters a distribution-box that equally distributes the wastewater flow into the pipes. A pumped or pressurized drainfield system ensures more uniform distribution minimizing the potential for overloading or clogging the drainfield or any particular drainpipe segment. The drainpipes are typically surrounded by gravel. The purpose of the gravel is to provide liquid storage, increase soil surface area for absorption, and prevent soil from blocking the perforations in the distribution pipes.

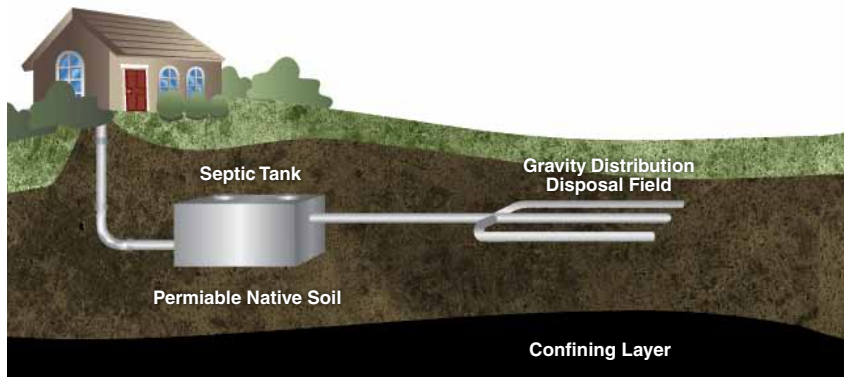
③ **Soil:** The purpose of the soil beneath the drainfield is to absorb, treat and transfer the wastewater away from the drainfield, down to groundwater and eventually to a river or lake. The soil must be granular enough to allow wastewater to be absorbed into the soil and allow oxygen to be available. The soil acts like a filter removing particles from the wastewater. Aerobic bacteria attached to the soil digest and treat the wastewater. For this soil-based treatment system to work, there needs to be at least three to four feet of unsaturated soil beneath the property. Where there is not enough soil depth, or the groundwater (saturated soil) is too close to the drainfield pipe, sand may be added to the site to increase the soil depth for treatment and dispersal.

Types of Septic Systems

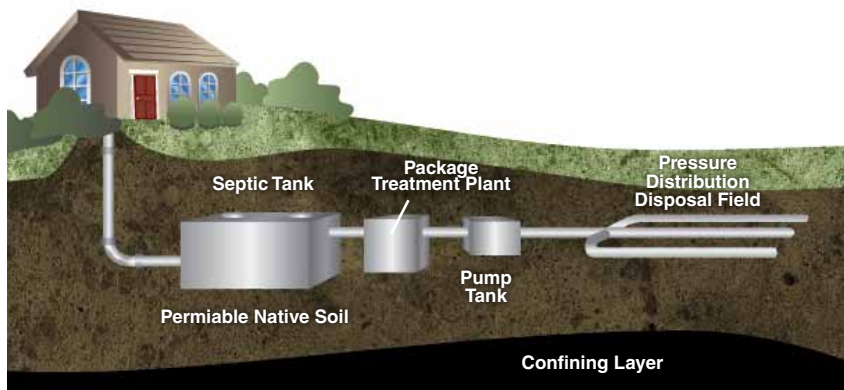
There are three types of wastewater treatment systems:

- **Type 1 – septic tank**
- **Type 2 – secondary wastewater (package) treatment**
- **Type 3 – advanced wastewater treatment with disinfection**

Type 1 system:



Type 2 system:



Type 1 and Type 2 treatment systems are intended for use on properties with ideal or near-ideal soil conditions for ground disposal. The primary difference between Type 1 and 2 systems is that Type 2 systems also include a wastewater treatment system, thereby requiring less drainfield pipe and, consequently, less land area than a Type 1 system. However, Type 2 systems have a greater treatment cost than Type 1 systems.

A *Type 3* treatment and disposal system is custom designed and intended for use with properties that have poor or very marginal site soil conditions not suitable for Type 1 or Type 2 systems. Type 3 systems treat to a higher water quality standard than Type 2 systems, and they are also required to disinfect the treated wastewater before it is distributed to the drainfield.

Selecting the wrong system can be a costly mistake. Be sure to consult an Authorized Person in selecting the right system for your property.

Drywells

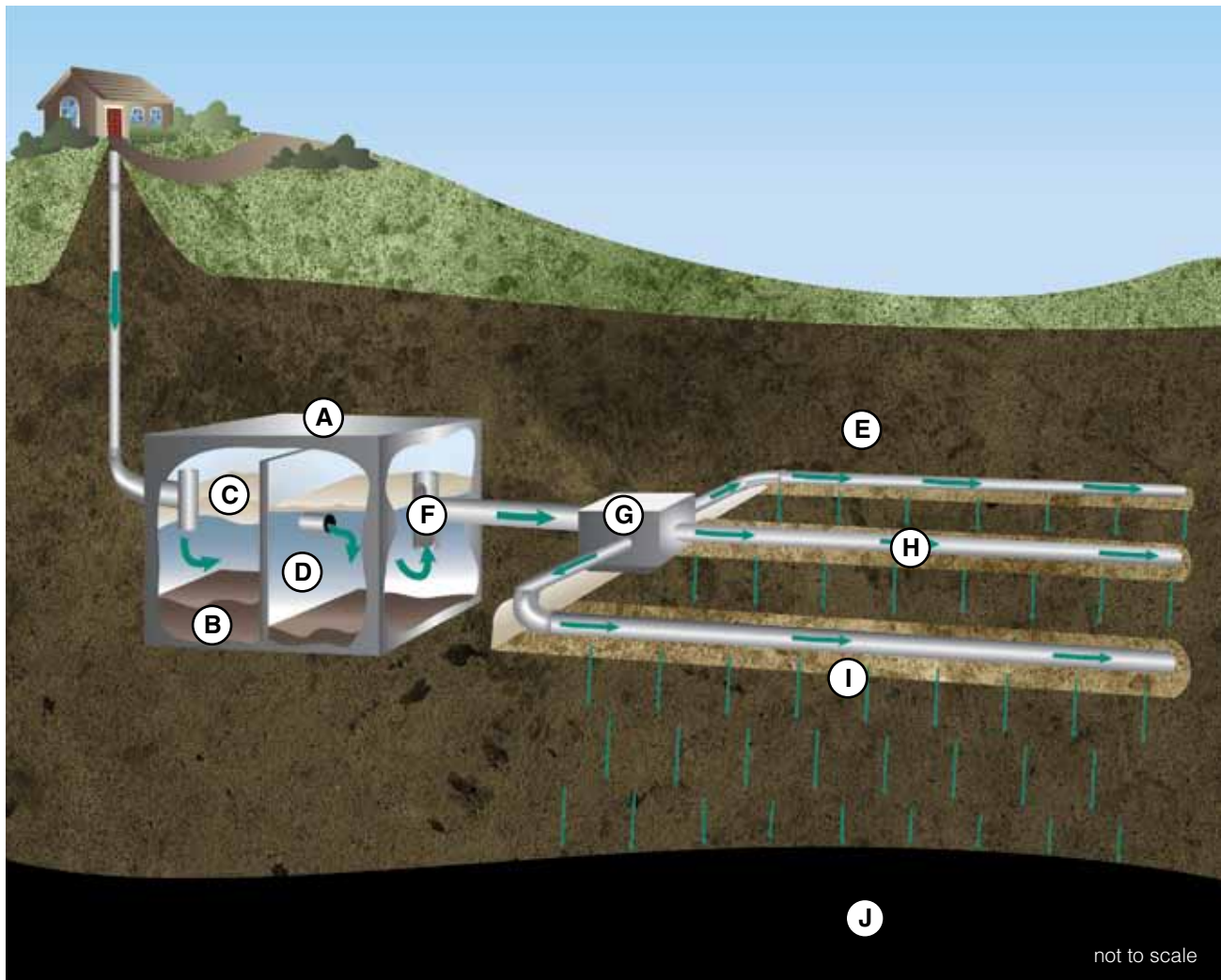
A drywell is a simple pit or hole in the ground, open to the soil at its sides and bottom in which residential wastewater is deposited. It is typically made from concrete or plastic or may be constructed as a pit filled with gravel, or other debris. Some properties may have a septic tank that receives wastewater from the house before it goes into the drywell. In this instance, the drywell acts as a replacement to the drainfield (as in a Type 1 system).

Unlike a drainfield, drywells extend vertically into the permeable native soil with holes or pores that allow the partially treated wastewater to seep into the surrounding soil. If the drywell is located in wet or poorly drained soils or within the water table, the effluent can enter the groundwater untreated or back up into your home.

Many older properties within the CSRSD had drywells installed before regulations were introduced. The cumulative impact of these drywells is significant. Population growth and increased household water use means more wastewater is making its way into drywells and into the local environment without being properly treated. ***Continuing to use a drywell places tremendous stress on the local environment and groundwater, as well as posing a potential health hazard to your family and a risk to property values.***

How Does Your Septic System Work?

Properly functioning and maintained onsite septic systems are an excellent natural means of treating domestic wastewater. Although many different types of systems are used, they generally operate under the same principles.



(A) Septic Tank

(B) Sludge

(C) Scum

(D) Partially treated (or “primary treated”) wastewater

(E) Drainfield

(F) The Effluent Filter

(G) Distribution Box

(H) Drainfield Pipes

(I) Voids

(J) Water Table

** see next page for full descriptions of each of these elements in the system*

In a typical Type 1 septic system, all wastewater from your home including kitchen and bathroom sinks, dishwashers, bathtubs, showers and toilets, laundry washing machines and tubs drain from the house into a **septic tank (A)**. The septic tank uses time, floatation and gravity to separate the oils, grease and coarse solids from the wastewater into three layers:

i) Sludge (B): Heavy materials including feces, toilet paper, grit, plastic and solid food waste settle to the bottom of the septic tank. Naturally-occurring bacteria slowly digest the accumulated solids; however, the solids build up faster than they can be digested and accumulate until they reach a level where they need to be pumped out. Otherwise they risk flowing out and clogging the drainfield. *Therefore, the fewer solids you put down the drain, the less often you'll need to pump out your septic tank.*

ii) Scum (C): Light soaps, fats, oils, grease and similar materials that float to the surface of the septic tank.

iii) Partially treated (or "primary treated") wastewater (D): The remaining water that sits in the middle of the tank containing some suspended solids and soluble organic contaminants. This wastewater is transferred either to a second chamber, or directly drained to the drainfield.

Your septic tank should be large enough to store wastewater for two days before it is released to the **drainfield (E)**.

If your septic tank is properly operated and pumped out regularly, the liquid leaving the septic tank will contain very few solid particles. However, if solids build up and are not pumped out, they can flow through to the drainfield, potentially blocking the small holes in the drainpipe and damaging the field. Solids can build up fast for many reasons:

- (1) Your septic tank could be undersized for the size of your house or the number of occupants.
- (2) Your tank is not being pumped out frequently enough.
- (3) High volumes of water from bath tubs or hot tubs are being discharged pushing solids through the tank before they have a chance to settle.

Regardless whether your septic tank has one or two chambers, it is highly recommended to install an effluent filter. **The effluent filter (F)** catches solids before they leave the tank ensuring they are not released to the drainfield. Common wisdom is that it is better to have a clogged filter that needs cleaning (and also usually serving notice the septic tank needs pumping), than to have a clogged drainfield.

Gravity-fed septic systems distribute wastewater coming out of the septic tank through a **distribution box (G)**. The distribution box evenly distributes the wastewater into the perforated **drainfield pipes (H)** that lie buried in drain rock, in trenches, or in a bed beneath the ground. Larger systems use pumps to distribute the wastewater over the leaching bed area. Small holes in the drainpipes allow the wastewater to seep into and be stored in the **voids (I)** around the drain rock and then gradually seep into the soil. Natural filtration and bacteria in the soil clean the water. The soil must be both coarse enough to allow water to easily flow through it, but also fine enough to ensure it flows slowly enough to be properly treated. When the liquid finally reaches the **water table (J)**, the wastewater has been treated and cleansed.

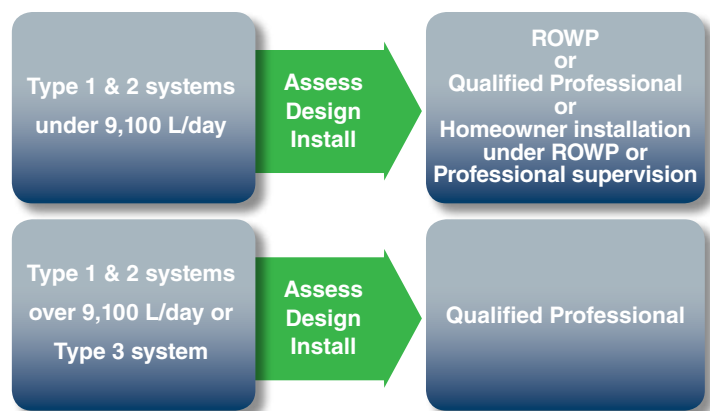
When septic systems work properly, they are efficient, inexpensive to maintain and safe for people and the environment. However, if they fail, they can cause odours, water pollution, major repair costs and health hazards. Contaminants can leach into groundwater and drain directly into our lakes, streams and backyards!

What the Law Requires of You

The design, installation and maintenance of septic systems in British Columbia falls under the Sewerage System Regulation. As a homeowner with a septic system, the Regulation sets out certain responsibilities and requirements that you should be aware of.

Use An Authorized Person

Before starting installing or replacing a septic system, you must have an “Authorized Person” – either a Registered Onsite Wastewater Practitioner (ROWP) or a Qualified Professional – assess your property’s soil conditions, design a treatment and ground disposal system appropriate to the site conditions, develop a maintenance plan and then register the treatment and disposal system on your behalf with Interior Health. Who you need to hire depends on the soil conditions, the type of system required for the site and the amount of wastewater generated per day. For single family residences with Type 1 or Type 2 systems, you may also construct your own household system under the supervision of an Authorized Person. See insert box on this page and the back of this guide for more information on how to find an Authorized Person in your service area. ***It is an offence to install or repair a septic system without the involvement of an Authorized Person.***



ROWPs and Qualified Professionals follow a Standard Practice Manual (SPM) when investigating and assessing soil conditions, designing the disposal system and creating a maintenance plan. A summary on the SPM is available on the CSRD's website (www.csr.bc.ca/septicsmart).

Maintain Your System

When it comes to maintaining your system, Regulation requires that you:

- 1) Ensure your system is maintained in accordance with the maintenance plan provided by the Authorized Person who designed your system.
- 2) Keep records of all maintenance service performed on your system.
- 3) Ensure that all other requirements under the regulations and local by-laws are followed.

It is an offence to install or repair a septic system without the involvement of an Authorized Person.

To find a registered practitioner (ROWP) in your area contact:

Applied Science Technologists
& Technicians of BC
- Onsite Wastewater Registration Program
Visit: <http://owrp.astbc.org/c/finder.php>
or call 604.585.2788 ext. 236

To find a Qualified Professional in your area contact:

Association of Professional Engineers and
Geoscientists of British Columbia
Visit:
www.apeg.bc.ca/members/sewageprolist.html
or call 1.888.430.8035.



When septic systems fail, inadequately treated household wastewater is released into the environment. Any contact with untreated human waste can pose a significant health risk to you and your family.

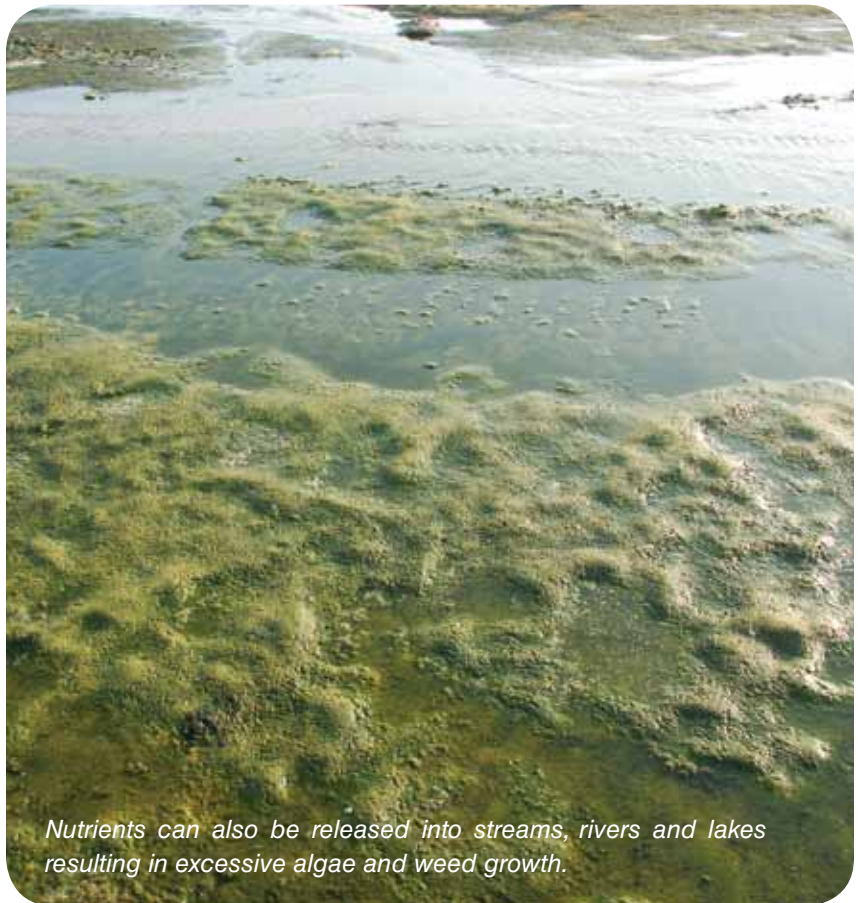


Septic Systems and Your Health

When septic systems fail, household wastewater is released into the environment. Any contact with untreated human waste can pose a significant health risk to you and your family. Untreated wastewater from failing septic systems can also contaminate nearby wells, groundwater, and drinking water sources. Diseases caused by bacteria, parasites and viruses present in wastewater include dysentery, gastroenteritis, hepatitis, and typhoid fever. Many serious outbreaks of these diseases have been caused by contaminated drinking water.

If a wastewater treatment and disposal system is poorly designed, maintained or overloaded, it can have a wide range of health and environmental consequences. For example, excess ammonia discharges can result in high nitrate levels in groundwater. Nitrate is the cause of methemoglobinemia, or blue baby syndrome, a condition that prevents the normal uptake of oxygen in the blood of young babies. Nutrients can also be released into streams, rivers and lakes resulting in excessive algae and weed growth. Medicines flushed down the toilet or poured down the drain can also enter the groundwater and affect neighbouring wells and waterways.

In addition, a failing septic system can lead to unpleasant conditions affecting your neighbourhood and community, such as pungent odours, soggy lawns, and beach closures.



Nutrients can also be released into streams, rivers and lakes resulting in excessive algae and weed growth.

Maintaining Your Septic System

Septic system maintenance is like caring for your car – just a little effort on a regular basis can significantly prolong the life of the system and save you a lot of money.

Locate Your Septic Tank

Even a professional may have trouble locating your system if the access to the tank is buried. Sometimes a sketch of the system is included with the original install documentation (a septic system permit if the installation was done prior to 2005) and can be referred to in locating the septic tank. Another way to start looking is to go to the basement to determine the direction the sewer pipe goes out through the wall. Back outside, a certified inspector will use an insulated probe inserted into the soil to locate the buried piping. In some instances, when a probe cannot locate the tank, a radio transmitter may be used. The transmitter is about the size of a small bottle of aspirin, and is flushed down the toilet. A receiver is then used to follow the transmitter and locate the septic tank. The transmitter can be retrieved once the tank is located and opened.

Once the system components are found, be sure to sketch a map in your maintenance log and keep it on hand to save time on future service visits. A maintenance log is located on page 9 of this guide.

Locating and uncovering the septic tank prior to the inspector arriving can save the inspector time and reduce your inspection

costs.

Inspections

All septic tanks need to be inspected regularly by a certified inspector. Don't neglect this or put it off. Regular inspections can prevent the high cost of septic system failure. An inspection lets you find out:

- i) How much sludge and scum has accumulated;
- ii) Whether the baffles are functioning properly; and
- iii) Whether the tank has any leaks.

NEVER allow anyone other than a properly equipped, trained and licensed contractor to access a septic tank for any reason whatsoever. The tank contains deadly gases. See page 19 of this guide to locate a qualified inspector.

During an inspection, a qualified contractor should do a number of things, including:

1. Uncover the manhole and inspection ports
2. Check plumbing connections to the septic tank
3. Visually observe the scum and sludge layers in the septic tank and measure them using special tools inserted through the inspection port.
4. Check the condition of the baffles or tees, as well as the walls of the tank for cracks, and the drainfield for any signs of failure. If the system includes a distribution box, drop box or pump, these need to be checked too.

Who Should Inspect Your Septic System?

The Applied Science Technologists & Technicians Association provides a list of people qualified to carry out an inspection for a Type 1 or Type 2 system (see contact information on page 19 of this Guide). For a Type 2 or Type 3 system, follow the maintenance plan that was prepared by a Qualified Professional, and have the treatment plant manufacturer or their authorized agent maintain the equipment.



Pump Outs

It is important to have your septic system pumped out by a licensed septic system contractor on a regular basis. A licenced contractor will have the appropriate equipment and will dispose of the sludge at an approved treatment site.

How often you should pump out your septic tank depends on the tank size, the number of people living in your home, and the habits of your particular household. Garburators and food preparation practices also affect the pumping frequency. Discuss this with your pumping contractor during the first inspection.

Pumping Tips

- Be present when your tank is being pumped. Make sure that the contractor uses the manhole, not the inspection ports, to pump the tank to avoid damaging the baffles or tees. Also make sure all the material in the tank is removed. It is not necessary to leave anything in the tank to "restart" the biological processes, but it is also not necessary to scrub or disinfect the tank.
- It's best to pump in the summer or fall, before cold weather.



System Additives

The bacteria needed by a septic system occur naturally. It is a 'rural' myth that biological additives such as yeast or meat need to be added to your system. No commercial starters, bacterial feeds or cleaners are required or recommended.

There are two types of septic system additives that you may find marketed on the internet: biological (like bacteria, enzymes, and yeast) and chemical. While many products on the market claim to help septic systems work better, the truth is there is no magic potion to cure an ailing system. The biological additives may be harmless but some chemical additives can potentially harm the soil in the drainfield and contaminate the groundwater. Some additives can kill off the healthy bacteria in your tank and are not recommended.



No commercial starters, bacterial feeds or cleaners are required or recommended

Septic Heaven

Septic systems do not last forever. If you find that your onsite septic system is no longer functioning, you may need to consider an alternative -- or part or all of it may have to be dug up and replaced. A ROWP should be contacted to provide assistance in assessing your onsite system problems and developing an appropriate solution to your circumstances. If your circumstances are particularly difficult, they may refer you to a Qualified Professional for further assistance.



System Maintenance for Type 2 and Type 3 Systems

Type 2 and Type 3 systems have much smaller drainfields than Type 1 systems. Instead, they rely on bacteria contained within a package treatment plant to further treat wastewater coming from a septic tank before it enters the drainfield. These package treatment systems are typically mechanical processes that have pumps, air blowers, and electrical components that can break down if they are not properly maintained.

If you don't maintain a Type 2 or Type 3 package treatment plant, it will fail to treat the wastewater adequately, resulting in the drainfield overloading, clogging and ultimately failing. The result? High repair costs and potential public health and environmental consequences. As the oil filter advertisement goes "You can pay me now ... or pay me later!" It is typically far less expensive to routinely inspect, maintain, and make minor repairs to a

treatment system, than to neglect it and have it break down and fail abruptly, or even worse, slowly and progressively clog your drainfield until the entire system suddenly fails at great cost and inconvenience to your family.

If your property requires a Type 2 or Type 3 system, your Authorized Person will prepare a detailed maintenance program for you and will provide you with a schedule of preventative maintenance activities. Following the maintenance program is not only essential to prevent treatment problems or system failures, it is also required by law. Make yourself aware of the maintenance schedule and, ideally, contract the maintenance servicing to a company with an Authorized Person on staff who is knowledgeable in the area of onsite system maintenance and is authorized and certified by the manufacturer to maintain your package treatment plant.



It is typically far less expensive to routinely inspect, maintain, and make minor repairs to a treatment system, than to neglect it and have it break down and fail abruptly.



Two-compartment concrete septic tank

Maintenance Records

It is very important to keep a detailed record of all inspections, pump outs, permits (for installations before 2005), repairs, and any other maintenance to your system along with a sketch of where your septic system is located. Having this information on hand for service visits can save you both time and money. Tear out this maintenance chart and keep it in a safe place to track the performance of your septic system.

Maintenance Record Chart

Home address/location:

Type of Drainfield System:

- Conventional Trench Shallow Trench Other (give details)
 Conventional Bed Raised Bed or Mound
 Contour Trench Drywell

Type of Distribution System:

- Gravity
 Pressure

System Designer

Name: _____ Phone No: _____
 Address: _____

System Installer:

Name: _____ Phone No: _____
 Address: _____

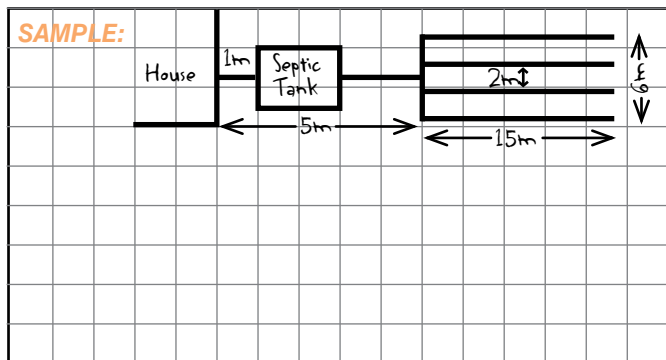
Local Inspector:

Name: _____ Phone No: _____
 Address: _____

Documents:

- Copy of Site Evaluation
 Copy of Sewage System Permit, including drawings
 Copy of Final Inspection and Use Report
 Manufacturers' Instructions and Warranties
 Sketch map showing location of septic system and house on lot

System Map:



Results

Date Inspected	OK	Pumped Out	Repairs Needed	Other	Contractor Name/Initials

Troubleshooting Tips

Symptom	Possible Causes	Action
Toilets and sinks start to drain slowly	<ul style="list-style-type: none"> • Drains may be clogged. • Septic tank may need to be pumped out. • Drainfield pipe may be partially blocked. • Plumbing vents may not be properly connected. 	<ul style="list-style-type: none"> • Have a plumber check the drains and vents. • Have a ROWP check septic tank.
Extra plant growth over drainfield area	<ul style="list-style-type: none"> • Clogged soil on the bottom of the drainfield, trenches or bed causing water to pond. • Excess hydraulic or organic loading to the septic system. 	<ul style="list-style-type: none"> • Have ROWP inspect septic tank and drainfield inspection ports and/or cleanouts. • Check water meter records for excess water usage that may indicate plumbing fixture leaks and/or inspect fixtures for leakage.
Foul odours outside	<ul style="list-style-type: none"> • Plumbing vents may not be properly connected. • Septic tank cover may not be properly sealed or covered with earth. • Wastewater may be ponding in the vicinity of the drainfield or surfacing nearby (see below). 	<ul style="list-style-type: none"> • Have plumber check vents. • Have ROWP inspect septic tank and ensure the cover is sealed. • Inspect soil above and in the vicinity of the drainfield for excess moisture or ponded water.
Foul odours inside	<ul style="list-style-type: none"> • Plumbing traps may not be properly installed. • Electrical conduits for septic system pump may not be properly sealed. • Pipe leading from house to septic tank may be broken. • Wastewater may be backing up into the home. 	<ul style="list-style-type: none"> • Have plumber inspect traps and inspect perimeter foundation drainage for presence of water during dry weather. • Have ROWP inspect the septic tank for the possible causes noted.
Waste water backing up into home	<ul style="list-style-type: none"> • Pipe leading to septic tank may be blocked. • Pipe leading to drainfield may be blocked. • Drainfield may be damaged or clogged. 	<ul style="list-style-type: none"> • Have ROWP inspect septic tank.
Effluent breaking out to ground surface	<ul style="list-style-type: none"> • Soil cover over pipes may not be deep enough. • Pipes may not be sloped properly. • Part of the drainfield may have settled or been lifted by frost heave so gravity cannot drain pipes properly. • Distribution system may be damaged. • Pipes and/or soils in drainfield may be full and not able to drain properly. 	<ul style="list-style-type: none"> • Have ROWP check problems. • Inform Interior Health.
High nitrate and/or presence of coliform bacteria in nearby wells, lakes, rivers and or streams	<ul style="list-style-type: none"> • Soil below drainfield may be too coarse or too shallow to adequately treat the wastewater. • Water table may be too close to the bottom of the drainfield. • Wastewater may be breaking out from the drainfield into nearby drainage courses. 	<ul style="list-style-type: none"> • Have ROWP inspect drainfield, inspection ports or cleanouts. • Inform the Interior Health.

Protecting Your Drainfield

FIVE CRAZY THINGS PEOPLE HAVE DONE WITH THEIR DRAINFIELDS



1. Built a driveway (patio, deck, tennis court) over it.

Covering over the drainfield limits the availability of oxygen needed by bacteria in the soil and makes inspecting the drainfield impossible. Any vehicle traffic or heavy equipment used to construct the driveway, patio, deck or tennis court could crush the drainfield pipes.

2. Built an aboveground pool on it.

The weight of an above ground pool could crush the drainfield pipe, or compress the soil and make the soil less permeable (less absorbent). Further, any water leakage from the pool could saturate the soil and the drainfield beneath the pool and overload it hydraulically.

3. Flooded it so the kids could have a skating rink.

Drainfields are carefully built to accept water -- even if it is an excess amount coming from a hose sprayed in the middle of winter. This family managed to freeze their entire drainfield solid, and ended up with water backing up into the house.

4. Rototilled it for a vegetable garden.

Although conventional drainfield pipes are buried at a depth of about 800 mm, older drainfields may not have been installed to that standard and could be much shallower. Pipes can be as little as 375 mm below the ground surface and can easily get damaged.

5. Made it look pretty with trees and nice landscaping.

Perforated pipes don't stand a chance against roots from trees and shrubs. They get clogged or crushed. Either way, the septic system doesn't work properly.

Raised Drainfields

When there is insufficient native soil depth (e.g. shallow soil above an impermeable layer or rock, or high groundwater level) to put in a conventional drainfield, in certain circumstances the soil depth can be built up using sand. Creating a mound not only increases the depth of soil for treatment to occur, but it can also increase the area for water to flow into the shallow native soil.

MORE CRAZY THINGS PEOPLE HAVE DONE WITH THEIR RAISED DRAINFIELDS

“That huge mound was really ugly, so we brought the rest of the ground up to match.”

Often, the reason the builder installed a raised bed or mound is because the site has a very shallow layer of permeable soil over impermeable clay or rock. If a raised bed is surrounded with clay soil, the wastewater discharged into the drainfield may be trapped, filling the drainfield area like a pool. The only material that should be used to level the rest of the area is sand.

“It was in the way so we cut it off and built a nice-looking retaining wall.”

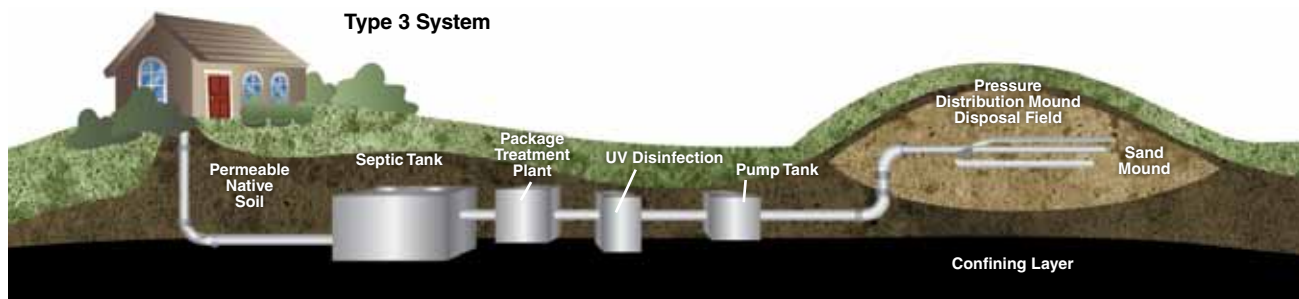
This family didn't understand that the whole mantle area is used for filtering wastewater. When they cut it off by building a wall, the partially treated wastewater was diverted and discharged it into the nearby drainage ditch.

Difficult Sites: Alternative Technologies

There are many properties in the CSRSD where traditional Type 1 and Type 2 septic systems are not suitable. Difficult sites, including slow draining soils, high water tables, steep slopes and extremely shallow native soil depths (i.e. less than 18 inches) are situations where a Type 3 system may

be required. A Type 3 system design is custom built to address specific site problems. Type 3 systems typically have a higher standard than a Type 2 system in the way they treat and disinfect the wastewater, and then discharge the treated effluent into a mounded soil system.

Failing to recognize and address severe site or soil limitations can result in your system failing at great financial cost to you, as well as posing a major inconvenience during system replacement, and a serious threat to your health and the environment.



Seasonal Occupancy

If you only occupy your property for part of the year, you may have to give special consideration to your septic system. The ideal onsite system for a property with seasonal occupancy is a Type 1 septic tank and drainfield system. Even if you only use the property two weekends a year, a septic system will continue to function just as satisfactorily as if the home were occupied year-round.

However, if you have a Type 2 or Type 3 treatment system, most of these involve biological systems that require consistent feeding - and won't do well if starved for long periods of time.

So, if you need to have a Type 2 or Type 3 system, what can you do?

First, make sure your Qualified Professional is aware of how you

intend to use your property and ask him or her to take that into consideration in advising you on the appropriate system for your property. Generally avoid treatment systems that are suspended-growth processes requiring blowers or jet pumps to provide air and mixing energy. You don't want high energy-use pumps and blowers operating while you are away, and these systems can take several weeks to recover after long periods without wastewater. Instead, consider using an attached-growth bed-style type of wastewater treatment system. These systems typically use low-energy recirculation pumps that can be left on while you are away. The bacteria in these systems attach to the media in the process and recover faster from long periods without wastewater.

Your Qualified Professional should be able to assess your occupancy

characteristics and help you make an appropriate system selection. There are both non-proprietary (public domain) and proprietary (commercial) attached-growth wastewater treatment systems available. Examples of non-proprietary processes include:

- Intermittent Sand Filters
- Recirculating Sand Filters
- Recirculating Gravel Filters
- Constructed Wetlands

There are also a large number of proprietary and patented options. The primary advantages of using commercial technologies is they may require as little as 5 percent of the land area required for non-proprietary technologies (i.e. 20 sq ft versus 400 sq ft per household), and commercial technology suppliers can provide you with maintenance support.

Source Control

Alternative Cleaners

Be careful of what goes down your drain!

You may be cleaning your sink and toilet, but you could be harming your septic system at the same time. Some cleaning products can be harmful to the natural bacteria that digest the sludge in your septic tank. Soil beneath the drainfield also contains microorganisms that treat the wastewater, which are sensitive to harmful chemicals. Chemical cleaners can also pass through the soil, polluting groundwater and the surrounding environment. If you must use harmful products, such as bleach or ammonia, remember that a little bit in moderation will be okay but it is preferable to avoid if possible. Powder or flake dishwasher or laundry detergents can clog drainfield pipes and are not recommended.

Septic Smart Cleaning Ingredients:

- ✓ Baking soda
- ✓ Borax
- ✓ Vinegar
- ✓ Baby oil
- ✓ Pure soap flakes
- ✓ Phosphate free dish soap
- ✓ Salt
- ✓ Lemon juice
- ✓ Washing soda

Toilet Bowl Cleaner

2 tbs baking soda
Lemon juice

Sprinkle a few tablespoons of baking soda and scrub with a brush. Add a few drops of lemon for freshness.



Window Cleaner

1 part white vinegar
1 part water

Mix ingredients together and spray onto windows or mirrors. Wipe off with a cloth.



Kitchen cleaner

1/4 tsp of dish soap
White vinegar

Mix in a spray bottle.

Here are some natural alternative cleaners that are septic safe.

Drain Cleaner

1/2 cup baking soda
1/2 cup white vinegar
2 litres boiling water

Pour baking soda down the drain, followed by white vinegar. Cover and let stand for 15 minutes. Flush with boiling water. If this is done weekly, greases that may have built up will melt. Note: Do NOT use on ceramic toilets, as the boiling water may crack them.

All Purpose Cleaner

1/2 cup vinegar
1 cup to 1 litre of warm water

Scouring Solution

1 part baking soda
1 part salt
1 part water

Mix equal parts baking soda and salt. Add enough water to produce a paste; apply and scrub with a scouring pad. Alternatively, mix equal parts of vinegar and salt or Borax and lemon juice.

Hand Cleaner:

To get paint or grease off your hands rub with baby oil, wipe dry and wash.



Laundry detergent

1 cup pure soap flakes or pure soap powder
3 tbsp washing soda

Tub / Tile Cleaner

Mix 1/4 cup baking soda and 1/2 cup white vinegar

Bleach alternative:
1/2 cup Borax
4 litres of hot water

Oven cleaner:

4 tablespoons baking soda
1 litre warm water.
1/2 cup vinegar
Lemon juice

Dissolve baking soda in water. Add vinegar and lemon juice to cut grease.



Water Conservation

Water conservation is very important for septic systems. If there is too much water going through your system, solids are not given time to settle in your septic tank and can get pushed through into your drainfield. Continual saturation of the soil in the drainfield can also affect the quality of the soil and its ability to naturally remove toxins, bacteria, viruses, and other pollutants from the wastewater.

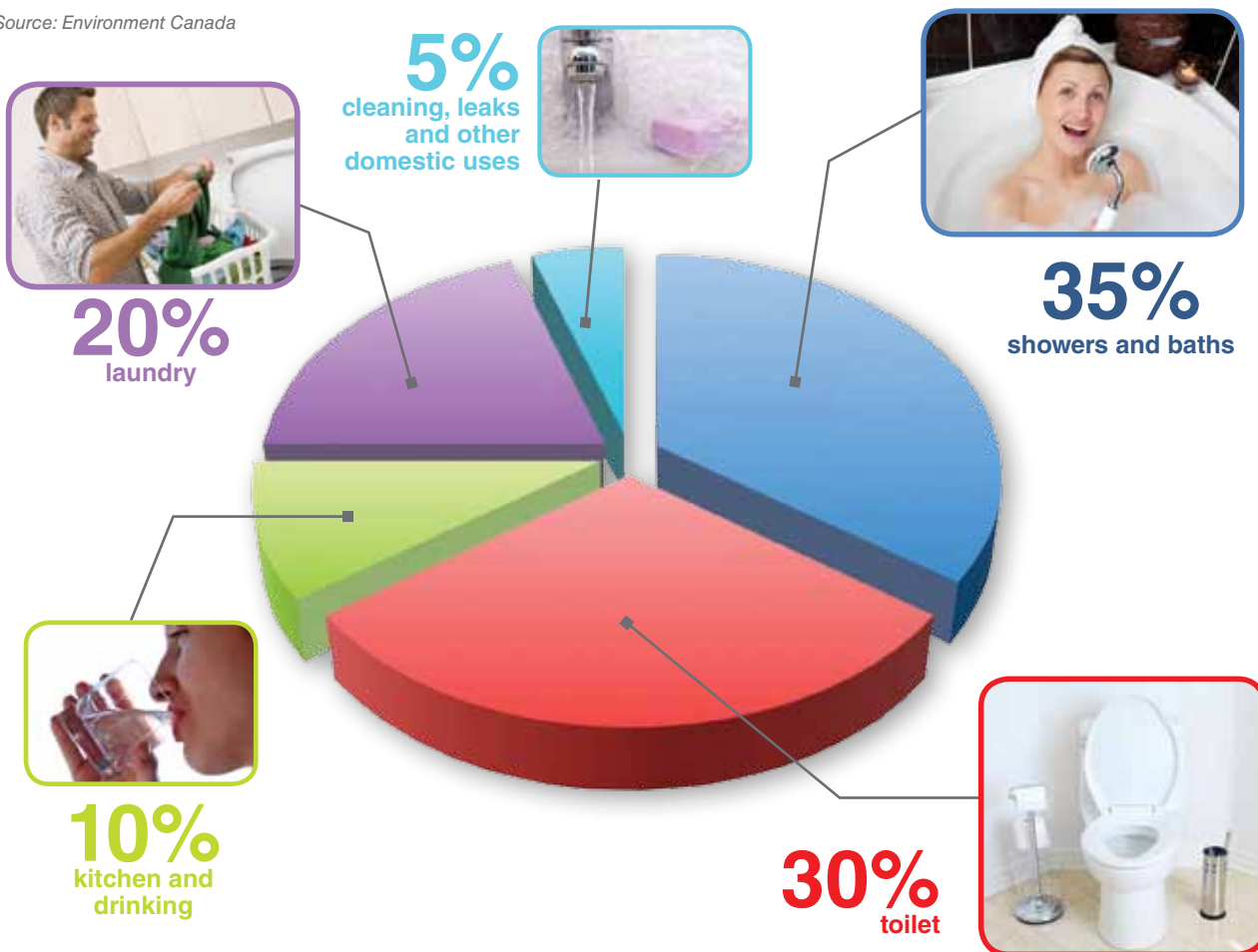
If you have an older septic system, water conservation is especially important for you. Older septic systems were designed when people used less water. If your septic system is older, it may be under capacity compared to today's standards.

The most effective way to conserve water around the house is to first take stock of how it is being used. The next section of this guidebook "Do's and Don'ts" lists a few things you can do to conserve water, reduce costs and improve the performance of your septic system.

If you have an older septic system, water conservation is especially important for you. Older septic systems were designed when people used less water.

Indoor Water Usage

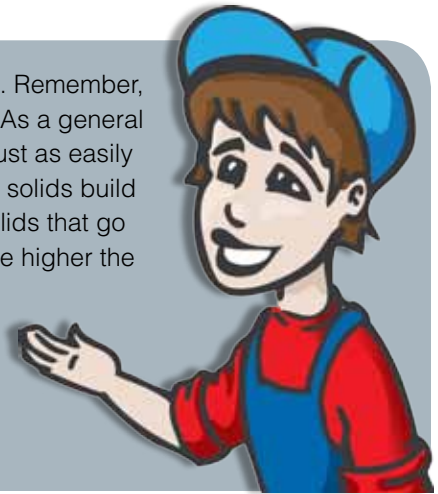
Source: Environment Canada



Do's and Don'ts

What you put into your septic system greatly affects its ability to do its job. Remember, your septic system contains living organisms that digest and treat waste. As a general rule of thumb, do not dispose of anything in your septic system that can just as easily be put in the trash. Your system is not designed to be a garbage can and solids build up in the septic tank that will eventually need to be pumped. The more solids that go into the tank, the more frequently the tank will need to be pumped, and the higher the risk that problems will arise.

By educating everyone in your household about what is and what isn't good for septic systems, you can save a lot of money and headaches, while prolonging the life of your system and the health of your family, property and the environment.



Installation

Do

- ✓ If you're planning an addition that adds more than 15 per cent to your home's floor area, increases the number of bedrooms, or increases the number of plumbing fixtures, you may need to enlarge your septic system.
- ✓ If you plan an addition or renovation that involves an increase in the use of your septic system and a building permit is required for the addition or renovation, the CSR D will require a stamped and signed letter from an Authorized Person stating that the existing septic system is sufficient to accommodate the increase wastewater.
- ✓ Use professional licensed onsite contractors when needed.

Don't

- ✗ Don't expand the size of your residence, add a basement suite, or start a business (e.g. daycare) without adjusting the size of your septic system.
- ✗ Don't attempt to install or repair your septic system without the involvement of a Registered Onsite Wastewater Practitioner or a Qualified Professional.
- ✗ Don't make or allow repairs to your septic system without obtaining any required permits.

Your Drainfield: It's not a parking lot!

Do

- ✓ Watch for settlement that might direct water onto the drainfield.
- ✓ Keep the area grassed to promote evaporation and avoid erosion.

Don't

- ✗ Don't allow vehicles to drive over the drainfield area or park on it.
- ✗ Don't plant any trees or shrubs on or near the bed; their roots can clog pipes.
- ✗ Don't drain downspouts, sump pumps, etc. down the septic system.
- ✗ Don't alter drainage features without consideration for impacts to the disposal field.
- ✗ Don't build over the drainfield or cover it with a hard surface such as asphalt, brick or patio stones.
- ✗ Don't excessively water the lawn over the drainfield area.
- ✗ Don't install automatic lawn sprinklers in the area.

System Maintenance

Do

- ✓ Do learn the location of your septic tank and drainfield. Keep a sketch of it handy with your maintenance record for service visits.
- ✓ Do keep your septic tank cover accessible for inspections and pumping. Install risers if necessary.
- ✓ Do have an Authorized Person design a maintenance plan for your system.
- ✓ Do have your septic system inspected annually.
- ✓ Do ensure you have an effluent filter installed on your septic tank to reduce the amount of solids leaving the tank and to increase the life of your system.
- ✓ Do have your septic tank pumped out by an ROWP approximately every three to five years, or as often as is appropriate for your system
- ✓ Do call a professional whenever you experience problems with your system, or if there are any signs of system failure.
- ✓ Do keep a detailed record of repairs, pumping, inspections, permits issued, and other maintenance activities.

Don't

- ✗ Don't access or enter a septic tank.
- ✗ Don't use septic tank additives.

Waste: Your Septic System is not a garbage can!

Do

- ✓ Dispose of solids appropriately. The only things that should be flushed down the toilet are wastewater and toilet paper.
- ✓ Dispose of chemicals and fuels at approved waste sites.
- ✓ Dispose of grease with the regular garbage. In addition, a grease interceptor between the kitchen sink and the septic tank is often recommended.
- ✓ Use household cleaners such as bleach, disinfectants, and drain and toilet bowl cleaners in moderation and only in accordance with product labels. Overuse of these products can harm your system. See list of alternative cleaners in this guide.
- ✓ Return leftover medications to your pharmacy. Also be aware that human wastes from people on medication (e.g. antibiotics) can affect the performance of your septic system and may require more frequent pumping of your tank.

Don't

- ✗ Do not put cigarette butts, paper towels, sanitary tampons, condoms, disposable diapers, anything plastic or similar non-biodegradables into a septic tank system.
- ✗ Avoid washing food scraps, coffee grinds, and other food items down the drain. Avoid using a garburator to dispose of kitchen wastes. In-sink garbage disposal units can increase sludge accumulation by 40 per cent.
- ✗ Never put oil, gasoline, paint thinners, solvents, photographic chemicals, weed or insect killers down the drain. They can poison your septic system and possibly threaten water supplies for your whole neighbourhood. Even latex paint is unhealthy for your septic system.
- ✗ Don't put cooking grease down the drains. It can solidify and clog pipes.
- ✗ Don't use chemical drain cleaners or chemical-based cleaning products.
- ✗ Don't dispose of pharmaceuticals down your drains or toilets.

Do's and Don'ts continued

Bathroom

Do

- ✓ Install water-saving toilets or install toilet dam devices to reduce water use per flush. Low-flush toilets use 1.6 gallons per flush compared to the three to five gallons used by conventional toilets.
- ✓ Reduce the number of times you flush your toilet with multiple uses before flushing.
- ✓ Install water-saving features in faucets and shower heads. These devices can reduce water use by up to 50 per cent.
- ✓ Fix all leaking faucets and toilets immediately. A toilet that continues to run after flushing could be wasting 20-40 litres per hour – enough water to fill a swimming pool in a year. Leaks can cost you up to \$240 per year.
- ✓ Take shorter showers. Shortening your shower time to 5 minutes or less can save up to 40 litres of water each time you shower.

Don't

- ✗ Don't let taps flow unnecessarily.
- ✗ Do not let the water run while washing hands, shaving or brushing your teeth. You can save up to 22 litres of water per use!

Kitchen Sink

Do

- ✓ Compost kitchen wastes (organic matter) instead of using a garburator.
- ✓ Scrape dishes into the garbage instead of the sink.
- ✓ Use a drain catcher to stop food bits from going down the drain.

Laundry

Do

- ✓ Buying a new washing machine? Look for appliances that display the Energy Star symbol. Newer energy-efficient clothes washers use 50 percent less water than a standard model. Side-loading machines use up to 40% less water than top-loading machines
- ✓ Run washing machines and dish washers only with full loads. Alternatively, select the proper load size for your washing machine. Washing small loads of laundry with large quantities of water is a waste of both water and energy.
- ✓ Spread water loading. Instead of washing four loads of laundry in one day, do one or two loads a day. If you're expecting a large crowd, reduce water use for a few days before the guests arrive.
- ✓ Cool hot tub water and drain onto turf or landscaped areas of your property well away from the septic tank, drainfield and house in accordance with local regulations.

Don't

- ✗ Avoid caustic drain openers and cleaners.
- ✗ Avoid water softeners. Some needlessly pump hundreds of gallons of water into the septic system all at once. Water softeners also remove hardness by using a salt to initiate an ion exchange. The backwash to regenerate the softener flushes pounds of this used salt into the septic system. Studies have shown that water softener brine regeneration wastes not only harm the bacteria in the wastewater treatment system, they can also cause the septic tank itself to discharge greater concentrations of solids, grease, and oil into the dispersal field.

Contact Information

There are many valuable resources available to assist you with your septic system. Be sure to get professional advice.

Find A Registered Onsite Wastewater Practitioner (ROWP)

The Applied Science Technologists & Technicians of BC (ASTTBC) website provides a directory of ROWPs to assist with your Type 1 or Type 2 septic systems.

Website: <http://owrp.asttbc.org/c/finder.php>

Phone: 604.585.2788 ext. 236

Find a Qualified Professional

The Association of Professional Engineers and Geoscientists of BC (APEG) offers an online registry of Qualified Professionals to assist you with your Type 2 or Type 3 septic system design and installation.

Website: www.apeg.bc.ca/members/sewerageprolist.html

Phone 1.888.430.8035.

Onsite Septic System Regulations

The BC Government's website provides current information on policy and regulations affecting septic systems.

Website: http://www.health.gov.bc.ca/protect/lup_index.html

Columbia Shuswap Regional District

Where a building permit is required the CSRD Building Department can assist you in determining whether you require a larger septic system for a renovation, addition or change in use of your property.

Website: www.csrdb.ca

Phone: 250-832-8194 • Toll Free: 1-888-248-2773

After Hours Emergencies: 1-877-996-3344

Onsite Wastewater Consumer Information Centre

The Onsite Wastewater Consumer Information Centre has lots of great information about septic systems and how to maintain them. You can also find qualified ROWP's here and submit a complaint.

Website: <http://wastewater.asttbc.org/c/index.php>

Provincial Emergency Program (PEP)

If sewage is flowing off a property and especially towards or into any streams, creeks, water supplies (including wells), various agencies and authorities may need to be involved. The Provincial Emergency Program (PEP) determines which agencies to involve in situations such as these. One call can inform them all.

Website: www.pep.bc.ca

Phone: 1-800-663-3456



www.csr.d.bc.ca/septicmart

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Columbia Shuswap Regional District

Website: www.csr.d.bc.ca

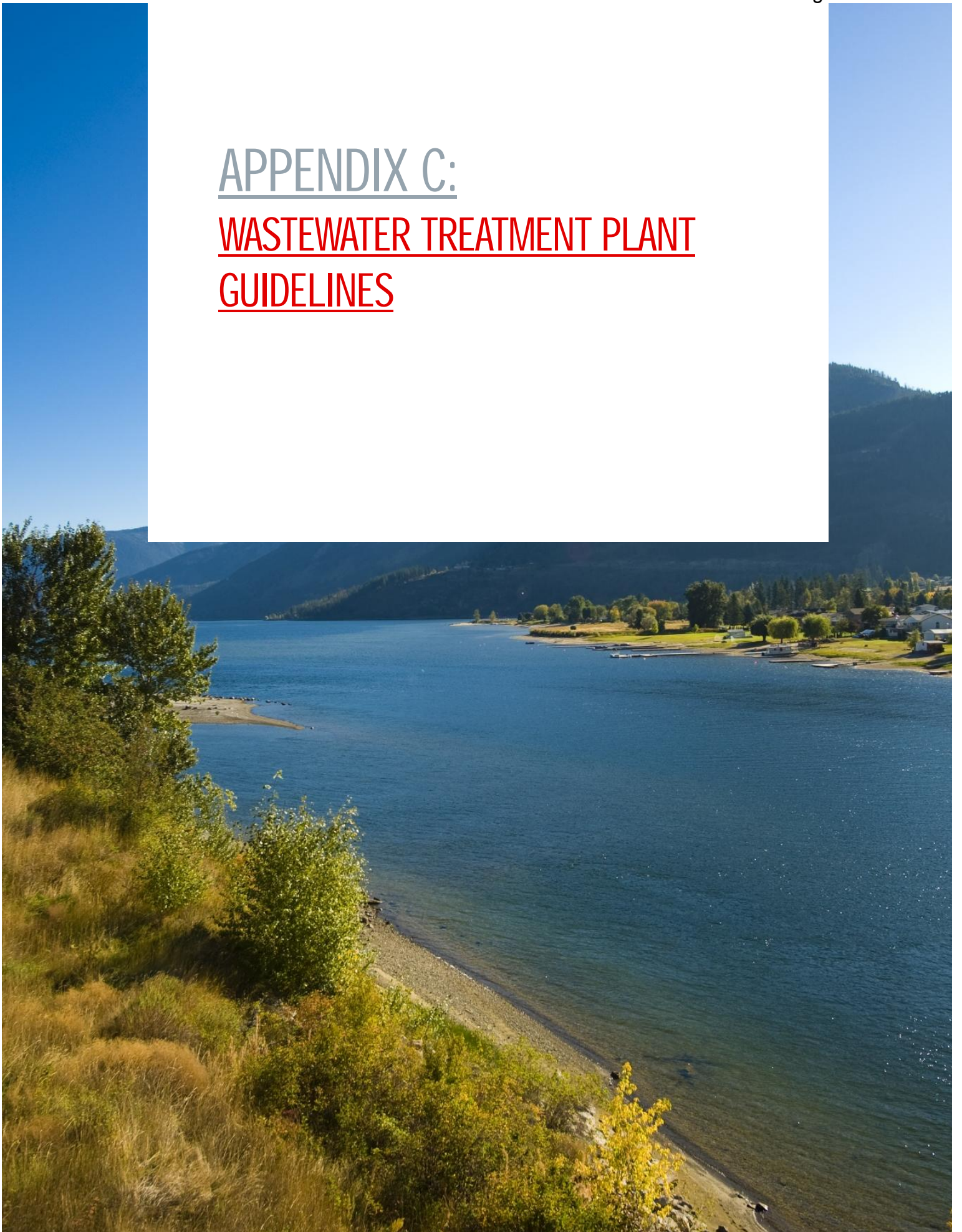
Email: septicmart@csr.d.bc.ca

Phone: 250-833-5950

Toll Free: 1-888-248-2773

After Hours Emergencies: 1-877-996-3344

APPENDIX C:
WASTEWATER TREATMENT PLANT
GUIDELINES



URBAN MEMORANDUM
SYSTEMS

DATE: July 28, 2022
TO: Ben Van Nostrand; Columbia Shuswap Regional District
CC: Hamish Kassa; Columbia Shuswap Regional District
FROM: Ehren Lee; John Dumbrell; Urban Systems Ltd.
FILE: 0476.0091.01
SUBJECT: LWMP Technical Support: Siting Considerations for Wastewater Treatment Plants

1.0 INTRODUCTION

This memo outlines siting considerations for any future wastewater treatment plants. While the Regional District does not own or operate any formal wastewater treatment and disposal (or reclamation) facilities today, the prospect of this happening increases as population further rises in settled areas and environmental matters occupy the public domain. Prospective sites to host a wastewater treatment plant will presumably emerge as part of one of the Regional District's liquid waste management plans and so we recommend the final, approved memo be presented during the plan amendment process(es) and appended to future reports submitted to the province.

1.1 BACKGROUND AND CAUSE

The Columbia Shuswap Regional District (CSRD) administers four Liquid Waste Management Plans. These are formal, binding documents which are signed by the Minister of Environment that direct the services pertaining to pollution-prevention of key waterways from sanitary sewer services and contaminated runoff. The four plans cover parts of Area E, Area C (now G and C) as well as the north shore (1) and Seymour Arm (2) of Area F. There are also multiple private sewer systems in these areas serving small communities or parts of larger settlement areas, though none are assigned to a service of the district.

New treatment facilities in CSRD can be triggered from various causes, such as:

- The invitation to acquire a private system of its owners, largely governed by the District's acquisition policy, or,
- The order to take over or build a new system, an authority that is practically limited to the Provincial Government, or,
- The formal assent of residents of the CSRD to establish the service authority to construct a new plant.

The likelihood of these scenarios is varied. Time, population growth, public sentiment, and environmental conditions will largely dictate whether any new treatment facilities come to be. With four liquid waste services already in place, the CSRD is prudent to develop a plan of diligence for *when* or *if* the time comes to consider new sites and facilities to treat wastewater.

2.0 SITING CONSIDERATIONS FOR WASTEWATER TREATMENT PLANTS

Wastewater treatment plants receive liquid waste – almost exclusively sanitary sewer flows and occasionally septic pump out waste – then renovate it for safe return to the environment. Any residual materials shall be disposed of or reused (e.g., composted, wherever feasible) by following the proper regulations. Siting considerations are the topics and issues that should be addressed when making the decision of where and how to put the plant. These topics are organized into four primary topic areas (below) which create a framework that can be assembled into packages of analysis and reporting to suit decision making processes as they arise.

URBAN SYSTEMS MEMORANDUM

DATE: July 28, 2022

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SUBJECT: LWMP Technical Support: Siting Considerations for Wastewater Treatment Plants

2.1.1 Topic Area 1: Land Occupancy and Surrounding Uses

- Determine zoning and future designated use and assess impacts of reclassifying the land
- Confirm land ownership (if not already owned by CSRD) such as whether it is fee simple or Crown land (or other) and any acquisition or disposition requirements including known or registered encumbrances
- Identify historical claims and or heritage values
- Examine lease length if applicable and the long-term security of any propose tenure to assess whether there is adequate return from any built assets/investment
- Confirm whether the land is within or among Agriculture Land Reserve sites and confirm exclusion or non-farm use potential
- Assess odour control, prevailing winds, potential noise concerns (and mitigations), aesthetic needs (e.g., landscape buffers), and legal or health considerations of neighboring properties

2.1.2 Topic Area 2: Treatment Operations and Facility Feasibility

- Confirm highway/roadway access including the size for truck turnarounds and necessary permits to access properties adjacent named highways
- Confirm adequacy of power supply
- Estimate and confirm yard space for equipment laydown and or onsite activities
- Determine whether conditions are adequate for returning flows to the environment
 - If to ground, geotechnical confirmation of infiltration rates
 - If to surface water, suitable distance to safe receiving environment
- Confirm room to scale the plant/equipment for long-term service population
- Confirm site is a suitable elevation and proximity to current and future utility customers
- Determine whether distance to residual handling facility is suitable

2.1.3 Topic Area 3: Environment and Sustainability

- Confirm nearby groundwater wells and or presence of springs
- Identify species of concern and potential mitigations
- Identify and assess any hazards such as steep slopes, flood plain, sensitive soils
- Confirm outcomes of environmental scan of the site e.g., contamination
- Adequate water supply e.g., to augment treatment processes; for laboratory/staff work
- Complete *Environmental Impact Studies*
 - For plant construction
 - For the chosen method of safely returning treated water return to the environment)
- Explore opportunities for reuse and advantages/disadvantages
- Examine power supply needs and opportunities for regeneration or recovery

URBAN SYSTEMS MEMORANDUM

DATE: July 28, 2022

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SUBJECT: LWMP Technical Support: Siting Considerations for Wastewater Treatment Plants

2.1.4 Topic Area 4: Service Authority and Asset Acquisition

- Develop the list of regulatory approvals and confirm budget, process schedule, and risks to receive the authority to treat and return water to the environment
- Confirm whether collection and treatment service area align or differ from the liquid waste management service boundary
- Confirm (or enhance) service authority to secure the site or sign a lease and the public interest (customers)
- Assess and confirm the financial capacity of the utility to construct, own, and operate a treatment facility
- Apply CSRD's system acquisition policy and the necessary studies and decisions for the acquisition process, including examples such as
 - Confirm asset valuation and remaining life
 - Confirm operational history and status / adequacy of permits
 - Define liabilities, pending repairs, and long-term maintenance activities
 - Prepare business case to examine the investment against alternatives

2.1.5 Considerations Summary

A wastewater treatment plant is critical infrastructure, and its placement and siting are incredibly important. Each siting consideration can reveal additional information, risks, or opportunities that should be examined by CSRD to the extent that they affect the overall decision and outcomes. Other considerations may emerge depending on the nature of the property, its owners, its location, and other factors that affect overall feasibility.

3.0 NEXT STEPS

Until sites emerge that require a complete examination of these considerations, the CSRD may elect to address some of the items above that are not site specific, namely:

- review service authorities in the four established LWMP service areas and determine any changes required to provide the resources (e.g., funding, staff or consulting time) and the authorities to conduct a site evaluation if and when a new plant opportunity is triggered, and or
- identify desirable locations (not sites per se) where situating a plant is preferred over other areas based on criteria that may be established from the considerations above (e.g., near industrial areas and suitable cleaned-water return locations), and or,
- refresh the sewer (and likely water, too) system acquisition policy to confirm if the original purpose, intents, and applications align with present-day opportunities to acquire a facility. *Note: this review could lead to exceptions to the acquisition financial considerations if the system demonstrates that it will more readily lead to the successful prospect of collecting and treating flows in priority areas (e.g., environmental concern, high development, public interest) and or,*
- presenting this information to the Regional District Board prior to conducting substantial site evaluations by requesting support in principle to expend the resources (and to confirm resources exist) so that any future decisions to site a plant have included engagement with the Board throughout.

URBAN SYSTEMS MEMORANDUM

DATE: July 28, 2022 FILE: 0476.0091.01
SUBJECT: LWMP Technical Support: Siting Considerations for Wastewater Treatment Plants

PAGE: 4 of 4

We also recommend the CSRD develop an engagement methodology for each of the four liquid waste management service areas to confirm customer interest to enhance or amend existing services, in addition to other topics. Surveys can reveal the local level of awareness for liquid waste issues and generate ideas for any critical service. The timing is good for gathering this data given the time between the last survey and today and the upcoming municipal election where knowledge of the issues becomes a keen interest.

Later, if sites do emerge in a service area where customers would support an expanded service, the CSRD can review the siting considerations above and group the items into consolidated reports. There would be cost and time advantages to packaging the items, especially where the topics have overlapping efficiencies.

Sincerely,

URBAN SYSTEMS LTD.

Ehren Lee, P. Eng
Senior Consultant

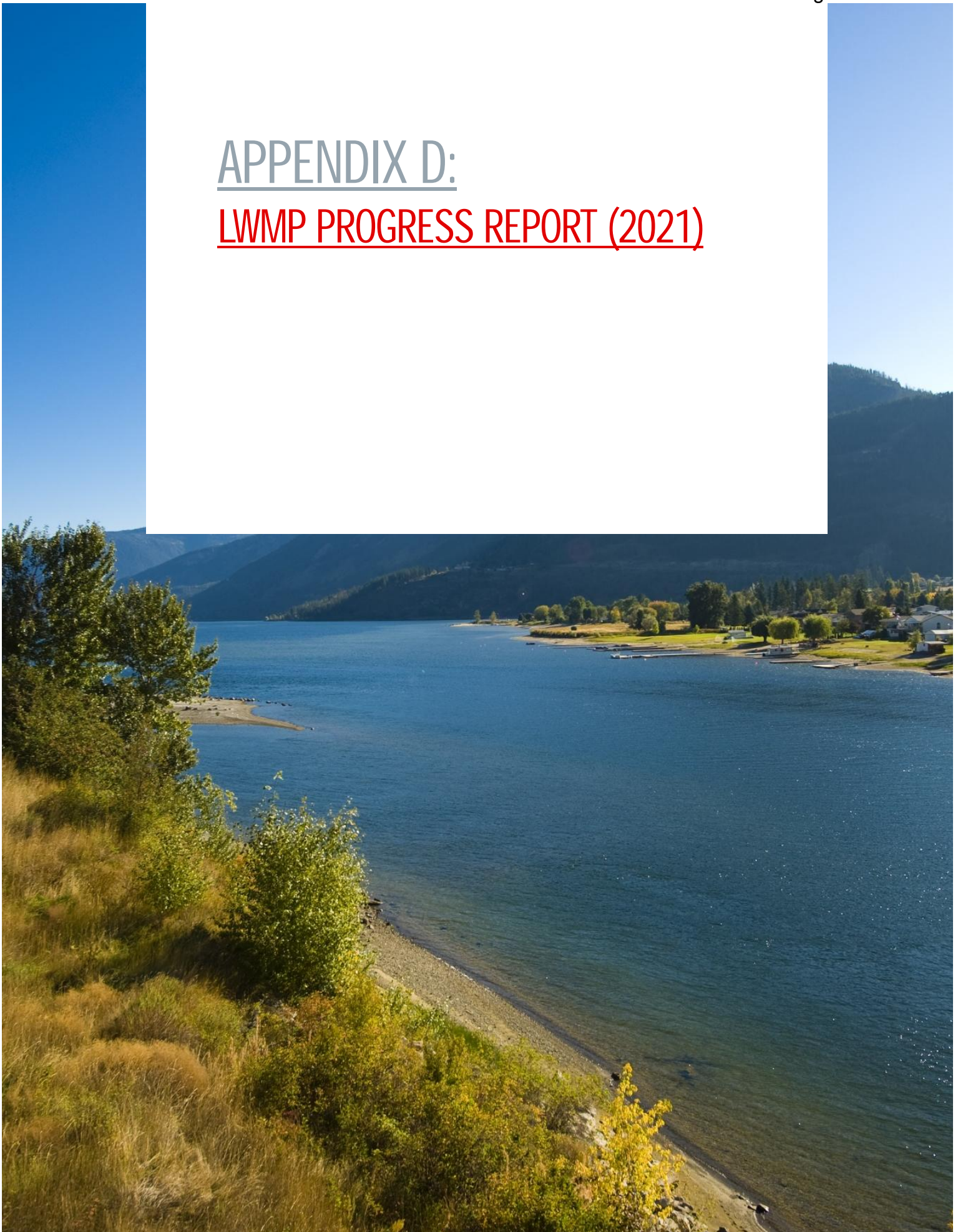
John Dumbrell, RPP
Senior Consultant

cc: Hamish Kassa, CSRD

/el

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APPENDIX D:
LWMP PROGRESS REPORT (2021)



February 16, 2021

File: 0476.0091.01

Columbia Shuswap Regional District
 555 Harbourfront Drive NE
 PO Box 978
 Salmon Arm, BC V1E 4P1

Attention: Ben Van Nostrand

RE: LWMP Review and Guidance for Plan Renewal

Introduction and Project Framing

Thank you for the opportunity to support your organization by working alongside your team through this important project.

The purpose of the scoping project was to develop an approach for the 10-year updates to each of the four liquid waste management plans (LWMPs) administered by the Columbia Shuswap Regional District (CSR), including:

South Shuswap LWMP (Area C)	North Shuswap LWMP (Area F)
<i>Sorrento, Blind Bay, Reedman Pt, White Lk, other</i>	<i>Scotch Creek, Anglemont, Celistia, Gateway/Lee</i>
Area E LWMP	Seymour Arm LWMP (Area F)
<i>Swansea Pt, Hyde Mountain, Malakwa, other.</i>	<i>Seymour Arm</i>

Being a scoping assignment, our work included a short-list of important tasks as follows:

- take stock of historic progress and recent achievements and issues in each of the four service areas.
- review past technical documents to assess their relevance and usefulness in plan updates.
- search for efficiencies among, and inside, of LWMPs to ease implementation and cost-effective service delivery.
- discuss high priority challenges and opportunities for liquid waste management and how best to implement change, whether via the LWMP process or other regional district means.
- present options and explore your preferences for the type, extent, and goals of the next round of LWMPs.
- develop a brief, executive-style plan for next steps in advancing each and all LWMPs.

At the onset of this project, the CSR presented several questions that guided our review. These questions are listed below as well as several more that immediately came to light while initiating the work. This memo and our recommendations for next steps are largely based on these questions, your preferences for moving forward, as well as our suggestions based on conducting similar LWMPs for other local governments across BC. The list of preliminary and guiding questions is provided below:

DATE: February 16, 2021

FILE: 0476.0091.01

PAGE: 2 of 11

ATTENTION: Ben Van Nostrand

- Are the technical recommendations and priorities in the original plans still valid?
- What should be done with historic programs implemented under the last LWMP e.g. Septic Smart, environmental monitoring, regulations, other? What is the desired service level by the CSRD under each topic?
- How should CSRD support the development of community sewer systems in the North and South Shuswap areas?
- Are current finances per LWMP-area adequate to a) to implement the priorities in the existing LWMPs b) update the plans themselves and c) conduct some minor prework leading into the LWMP updates e.g. explore partnerships with other septage facilities in the region?
- How would incorporation results affect the South Shuswap LWMP?
- What are the recommended budgets and timelines for updating LWMPs over 2021/22 and beyond?
- Can the LWMP process provide the basis for service establishment and bypass formal elector assent?
- Should the CSRD consolidate the four plans into a single, regional LWMP?
- Would the scope or approach to the planning process differ per LWMP or is there a pre-set, common approach that must be followed?
- Should committees be formed (technical, advisory, public, etc.) to update the LWMPs?

Questions like these, among others, frame our review and assessment and help to shape a framework for moving forward with each of your LWMPs. We present our findings below organized around the questions above for each LWMP and into priority groupings for how to move forward. Our letter concludes with a summary list of recommendations from 2021 to 2023 (executive format) based on the findings presented here and our latest working session.

LWMP Process Overview

Liquid waste management plans are formal, binding documents that result from a structured process overseen by the Minister of Environment but led by local governments in BC. The plans outline liquid waste issues, the way those issues will be managed, list any special authorities required to implement the plan (and the formal approval to do so), and include a schedule with ways and means to accomplish its goals. A new or wholly updated LWMP covers three stages including Stage 1: *identify*, Stage 2: *evaluate/decide* and Stage 3: *adoption*.

There are two primary goals for every LMWP: *to protect public health and the environment, and to consult with the public and First Nations*. To some, LWMPs are a chance to develop local services through a co-design like process which includes formal and informal methods of engagement.

Existing plans that have been in place for more than five years or where one or more major topics has significantly changed tend to result in an amendment or an update. Both terms tend to be used interchangeably by most plan holders. However, what is at issue is whether the Ministry and the local government believe that a fulsome update to the plan is required. For this scoping assignment, we have outlined where LWMPs require minor updates, and where LWMPs require a more thorough three-stage process. Further, a minor review may include basic notifications to residents about routine modifications to ensure the primary intent of the original LMWP remains intact. For a major review, all past work is considered

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useful and helpful but new investigations and formal engagement processes will be required. There can be whole orders of magnitude difference in the degree work (and cost) required to complete a minor update (amendment) over a major update.

Our recommendations for the degree of work for each LWMP will align with the fundamentals above (outlined later in this memo).

Review of LWMP Priorities by Area: Past and Present

A LWMP outlines the list of issues and the priority areas of management and investment to protect public health and the environment. The two common technical topics for a LWMP include wastewater and stormwater, or non-point source pollution. A summary list of priorities per LWMP are outlined below (the full list of issues and priorities are contained in the original LWMPs).

For this basic review, a full circle denotes *highest importance*, a half circle denotes *moderate importance*, and a lined circle denotes *minimal importance*.

Liquid Waste Priority	South Shuswap LWMP	North Shuswap LWMP	Area E LWMP	Seymour Arm LWMP
<i>Septic System Management: Education, Maintenance, links to building regulations, surveys, etc.</i>	●	●	●	◐
<i>Septic Management Facilities</i>	◐	◐	●	●
<i>Enacting a prohibition of private waste disposal including private discharges to lake from non-public systems incl. watercraft</i>	●	●	●	●
<i>Development of a community sewer system</i>	●	●	○	○
<i>Environmental monitoring: study sensitive areas, water quality, and effects from septic systems</i>	●	●	◐	◐
<i>Public ownership and management of systems that treat wastewater and return effluent to the environment e.g. acquisition</i>	●	●	◐	○

While there are several common themes across the four LWMPs, the key differences lie in the interest and feasibility in the development of community sewer systems. Attaining elector support (including financing) in addition to securing approvals from the Ministry of Environment to build the systems is perhaps the most challenging issue of any LWMP. Yet, new centralized systems with high quality effluent tend to offer the greatest opportunity for enhanced liquid waste management and environmental protection.

Area C's LWMP will be the high priority endeavour for the CSRD in the short term. Also, if local interest grows in the North Shuswap for a community sewer system, or any of the non-CSRd owned systems initiates an outreach program to accept CSRd residents, then this LWMP too may become a high priority. Work plans for each LWMP outline some steps the CSRd could undertake to advance these key interests and to set up the LWMP process for success.

The review work done to date included research and discussion into the relevance of the historic priorities and includes a present-day assessment of priorities for moving forward. The future-looking priorities are outlined below in terms of common priorities across all four LWMPs, then also broken down by each LWMP service area.

Priorities Common for Each of the Four LWMPs

- Modernizing the environmental monitoring including revisions to program goals and approaches, optimizing how the work is done, confirming the benefit of the collected data, and adapting the program to suit revised aspiration from the upcoming LWMPs.
- Incremental tightening of local regulations to enhance environmental protection on private property.
- Evolving Septic Smart to promote greater owner-led maintenance and upgrading to private systems.
- Review of LWMP costs and finances to prepare for the next 10 years of implementation.

Moving Forward: Focus Areas for South Shuswap LWMP

In addition to the common themes:

- Development of a community sewer system including:
 - Pursuit of elector assent for establishing a treatment and disposal system.
 - Pursuit of senior government funding to finance part of the costs of the system.
 - Determine one or more approved methods for safe return of treated effluent to the environment that is supported by the Ministry of Environment and residents.
 - *Note: various studies to date identify limited feasibility in ground disposal for a multi-community system.*
 - Advance the community system in collaboration with any incorporation review processes.

Moving Forward: Focus Areas for North Shuswap LWMP

In addition to common themes:

- Medium-term development of a community sewer system in the Scotch Creek area (may be beyond 10 years).
 - Consideration to establishing local service for collection and conveyance to a non-CSRD plant.
 - Consideration to partnering with existing privately-owned community systems which already utilize a lake outfall and then considering incremental expansion to other residents in the area.
 - Revisit environmental impact studies for discharge of effluent, options for reclaimed water (e.g. irrigation of crops), and for protection of Scotch Creek aquifer. The historic lake outfall study would require an update if new community works were proposed.
 - Need to secure long-term service agreement (or build a new one) for a septage management facility.

Moving Forward: Focus Areas for Area E LWMP

In addition to common themes, there is a need to secure access to a septage management facility.

Moving Forward: Focus Areas for Seymour Arm LWMP

In addition to common themes, there is a need to secure access to a septage management facility.

Overall, the priorities across all four LWMPs and for each individual service area help to define the needs for each upcoming planning process.

Guidance for Advancing each LWMP Ahead of the Start of the Formal Process

LWMPs can be multi-year, highly structured, and intensive processes. We recommend the CSRD pursue some strategic prework prior to initiating the formal LWMP process. The activities outlined below will reveal insights and outcomes that will effectively determine the scope and cost of the LWMP.

Pework for South Shuswap Liquid Waste Management Plan

1. Confirm the CSRD's preferred approach to advancing the community sewer system in Area C by way of the following recommended activities.
 - o signal continued support to the incorporation process by pursuing the community sewer system.
 - o discuss (internally) whether one or two systems are preferred in Area C and explore the phasing potential.
 - o re-examine the cost-benefit of advancing a community sewer system through proactive acquisition of the Shuswap Lake Estates system (existing borrowing authority).
 - o discuss elector assent formally outside of the LWMP unless the Ministry provides assurances that the Minister would make this a binding outcome of the plan process.
 - apply for senior government grants only once there is elector assent.
 - o initiate an environmental impact study for treatment and disposal before the formal start of the LWMP (see 2 below).
2. Considering (1), initiate an environmental impact study (using existing LWMP implementation funds) that examines these four key topics:
 - o Lake health and an update to the determination from the 2004 EIS for a deep lake outfall
 - o Potential for irrigation of agricultural lands and key safeguards if this was pursued.
 - o Review the moratorium on private discharges to Shuswap Lake and its impacts on service establishment or acquisition.
 - o Review environmental monitoring results and suggestions for how to enhance and evolve it for the lake and surrounding areas of this arm of Shuswap.
 - o Ground disposal and its value as a complementary method for returning treated effluent to the environment but also stating its limitations for distributed private individual systems (current) and as the sole, long-term approach to community disposal.

North Shuswap Liquid Waste Management Plan

1. Initiate discussions with the Little Shuswap Indian Band to explore the feasibility of servicing arrangements (including costs, liabilities, tenure, etc.) to receive:
 - o Septage from Area F, and or,
 - o Untreated wastewater from a localized collection system which services properties in Scotch Creek and neighboring communities.
2. Re-examine the cost-benefit of advancing one or more publicly owned (acquired by CSRD) community sewer systems with one of the four existing private community systems.

Area E and Seymour Arm

1. Reach out to potential septic receiving partners for potential long-term service arrangements on behalf of area residents;
 - o Sicamous
 - o Little Shuswap Indian Band
 - o Kamloops, Salmon Arm, Chase, Pritchard, etc.
 - o Private septage receiving facilities, if any
 - o If none of the above are feasible, then a CSRD-owned septage facility becomes a priority for updating the LWMP in both areas.
2. Conduct a brief GIS scan of potentially at-risk areas in Swansea and Malakwa where advanced Septic Smart programs should be considered. Special planning zones may be established or other local government means to denote the risk and requirement for additional protections in areas which exhibit some or all of the following (for septic areas):

<ol style="list-style-type: none"> 1. Small lots 2. Old systems (old houses; old files) 3. High groundwater or poor soils 4. Poor results from septic survey findings or known history of issues 	<ol style="list-style-type: none"> 5. Proximity to shoreline: lakes or streams 6. Environmental monitoring results 7. Sensitive habitats/ecology 8. Groundwater wells (no community water system)
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Region Wide Considerations and Suggestions

Key findings from our review include the following:

1. While there are common themes among the four LWMPs, the feasibility of a consolidated LWMP is deemed very low because:
 - o Residents tend to prefer that reports align with their local, community identity e.g. a report for Seymour Arm based on Seymour Arm issues specifically
 - o Each existing service and the authority for funding/requisition is separated by the individual LWMP report titles; combining the financial function would trigger a new service and challenging governance procedures for the Board and Area Directors.
 - o Elector assent for community sewer systems and the future administration of those community sewer systems is best implemented through current four-plan LMWP approach.
2. Septic Smart has advanced significantly in the last 10 years by reaching more people and demonstrating a rising pattern of regular pump-outs and basic inspections. Moving forward, it will need to evolve again to suit the challenges and issues for today and the next 10 years, such as:
 - o Establishing septic receiving capacity, either through service partners or through CSRD-owned facilities
 - o Evaluating options, including incentives or regulations, for property owners to a) prove system maintenance through qualified contractors and b) demonstrate adequate treatment types e.g. Type 2 or 3 in priority areas (see GIS mapping above).
 - E.g., two types of rate classes for the service requisition (with consideration to requisition maximums) where one is similar to current levies and another, for high-risk properties that encourages action for maintenance or inspection.
 - E.g., regulations that enable the CSRD to require a homeowner to review and redesign their septic system for any building permit.

- E.g., other legal and regulatory options to require assessments and updates to inadequate septic systems.
- 3. Environmental monitoring was recently reviewed by EcoScape Consultants for effectiveness and to identify ways to configure the program to meet current ecological needs and benefits. We recommend the CSRD move slowly in this regard and do the following:
 - Implement focused monitoring efforts in high-risk septic system areas to support the GIS mapping exercise
 - Develop in-field inspection reports and visual reporting to be conducted by CSRD staff to complement any chemistry/sampling methods
 - Pause some optional elements of the environmental monitoring to save funds to
 - conduct an environmental impact study to support sewer system feasibility and
 - identify preferred methods for returning treated effluent to the environment.
 - Explore the approach and scope of monitoring in basic terms with residents during the LWMP updates to demonstrate the progress and accomplishments of the service so far and to seek input for the CSRD's preferred route going forward. Given the broad definition of the LWMP service bylaws, the CSRD appears to have a great deal of agency to move forward with its preferred monitoring direction with only minimal engagement or consultation. However, some reporting out and options development alongside the public is still recommended.
- 4. Engage with the Ministry about the approach to renewing liquid waste management plans and seek to address these questions:
 - Can a LMWP process act as elector assent for establishing a community sewer system?
 - If there are no plans for CSRD-owned septage facilities in Area E or Seymour Arm, what is the minimum level of consultation prior to renewing the plan to include present-day costs and rates for these new works?
 - Can the LWMP act as an authoritative tool to bind service partnerships or are separate service agreements preferred with outside parties e.g. Sicamous, Little Shuswap Indian Band?

Implementation Steps for Each LWMP

South Shuswap Liquid Waste Management Plan

1. Plan for a full update to the Liquid Waste Management Plan starting in mid-2022 with consideration to the following recommendations:
 - Initiate the EIS this year to avoid lengthy delays once the process is announced and to secure Ministry approval for the approach.
 - Explore acquisition and its cost-benefit for the Shuswap Lake Estates system in parallel or as part of the EIS e.g., would it be more cost-effective to move forward with a community sewer system using the Shuswap Lake Estates facility or to start a new, competing CSRD-commissioned facility?
 - Support the incorporation process by continuing with sewer system feasibility work and signalling the intent to pursue elector assent for a community sewer system including an update to the LWMP.

North Shuswap Liquid Waste Management Plan

1. Plan for a **minor update** to the Liquid Waste Management plan given these assumptions:

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- A service arrangement for septage receiving can be made with Little Shuswap Indian Band
 - That public ownership of existing privately-owned systems is not desirable unless facilitated through the CSR D's acquisition policy e.g., no proactive system takeovers.
 - That resident feedback does not seem to warrant proactive pursuit of a community collection and treatment system. However, if a small, sub-area of Scotch Creek (or neighbouring areas) would like to install a publicly owned conveyance system which sends flows to Little Shuswap or another privately-owned system for treatment and disposal of domestic sewer, then this sub-area could petition or pursue a special service establishment.
2. If any of these assumptions change, such as if a CSR D-owned septage facility is pursued for all of Area F, then a more fulsome LWMP process should occur where sites, costs, and finances are confirmed and ratified through a formal report approved by the Minister. If the plan is only to include the septage facility, then the scope of the LWMP process would be less than for Area C, but slightly more than Area E.
 3. Consultation and engagement process for the minor plan update would be basic and emphasise notices to residents of any change in costs of service and or service levels e.g. monitoring or septic smart. The proposed changes would be added to the 2009 LWMP as an amendment and there should be little disruption to existing services and authorities of the CSR D.

Area E Liquid Waste Management Plan

1. Plan for a minor amendment to the 2009 Liquid Waste Management Plan for any revisions to Septic Smart, environmental monitoring (though may be so minor that no formal notice is needed), and costs or rates to fund the service (which should increase to match inflation and future costs for implementing the service). The level of engagement may be as small as two public notices or online surveys whereby the input is summarized and shared with the Board and Ministry.
2. A moderate update and new plan (two-stage, with more engagement) may be required if the CSR D pursues its own septage facility including site location, costs and new funds or changes to the requisition already laid out in the existing Bylaw.

Seymour Arm Liquid Waste Management Plan

Concepts below mirror Area E;

1. Plan for a minor amendment to the 2009 Liquid Waste Management Plan for any revisions to Septic Smart, environmental monitoring (though may be so minor that no formal notice is needed), and costs or rates to fund the service (which should increase to match inflation and future costs for implementing the service). The level of engagement may be as small as two public notices or online surveys whereby the input is summarized and shared with the Board and Ministry.
2. A moderate update and new plan (two-stage, with more engagement) may be required if the CSR D pursues its own septage facility including site location, costs and new funds or changes to the requisition already laid out in the existing Bylaw. However, it does not appear feasible to construct a septage facility only for Area E and that a CSR D-owned facility should service and be situated near other communities.

Consultation and Engagement Approaches

A primary goal for any LWMP is to effectively consult with the public when developing the plan. The guidelines for LWMPs, as published by the Ministry, suggest that in doing so the local government should establish two formal committees: one technical and one community-based (both advisory), to weigh in on the plan approach and to provide weighted input on the preferred direction. Committees can be effective where the community would like to be represented in this way, however that is becoming less and less common across BC. For example, the social media era has encouraged most residents to want to be engaged through other means to offer their input and feedback on issues and ideas. Instead of committees alone, other local governments are now pursuing a distributed approach to engagement where key audiences of the community are engaged in ways that suit their level of interest and desired outcomes to the Plan. Similarly, most audiences when engaged this way receive more attention through the plan process than they would through a committee, and this tends to result in a more comprehensive and accurate depiction of the public interest.

The scope and the scale of the LWMP matters too. For minor changes or small amendments, there is not a justifiable need for a fulsome engagement process. Instead, providing an opportunity to participate and offer insights in a semi-formal manner, like an online survey, or virtual townhall, can be sufficient. However, if the LWMP update transitions from basic services to something more expensive and robust e.g., from septic systems to a community sewer treatment system, then the consultation and engagement process should be more thorough and offer multiple avenues for the public to learn about the project and offer their thoughts and concerns. Ultimately, the goal for engagement is to *effectively consult*, and determining *effectiveness* can be challenging. Our recommendation for the CSRD is to:

- Propose 2 or perhaps 3 touchpoints with area residents when proposing a minor amendment to the 2009 LWMPs, such as for Area E, Seymour Arm and potentially the North Shuswap Liquid Waste Management Plan. This level of engagement is appropriately less than what was conducted when the last LWMPs were created.
- Propose a comprehensive consultation and engagement session for Area C where the issues and potential outcomes are much more significant. This plan should include development of a consultation and engagement framework for review by the Ministry. There is likely to be some iterative co-development of the consultation approach as well based on local and provincial perspectives.

Aside from guidelines from the province, we do not see an inflexible need to pursue committees in any of the LWMP areas. Yet, these can be developed if the CSRD wishes or if the Ministry requires them. Once staff and the Board are in alignment of the core topics and desired outcomes for each LWMP, our team would be pleased to develop a draft framework for each LWMP for further discussion. Overall, our proposed implementation plan by area is as follows, below.

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	South Shuswap LWMP	North Shuswap LWMP	Area E LWMP	Seymour Arm	All Areas
2021 – Quarter 2	Re-examine SLE business case; Update to EA Director on options	Update to EA directors; Start septage receiving service partnership discussions			Liaise with Ministry on LWMP approaches
2021 – Quarter 3	Initiate EIS process, including talks with MoE on scope	Evaluate options for public ownership of private system(s)	Septic at-risk GIS review		Scale back enviro monitoring until new direction from LWMPs (and to save funds)
2021 – Quarter 4	Confirm elector assent process: LWMP or LGA?				Review funding adequacy; Confirm 2022 Budgets
2022 – Quarter 1	LWMP Planning session with Area Directors				
2022 – Quarter 2	Initiate LWMP update				
2022 – Quarter 3					
2022 – Quarter 4		Initiate LWMP			Confirm 2023 Budgets
2023+ →			Initiate LWMP (later)	Initiate LWMP (later)	
LWMP Budgets*					
2021	\$40,000	\$10,000	\$10,000	\$5,000	
2022	\$150,000	\$25,000+	\$10,000	\$10,000	
2023	\$50,000+	n/a	<\$15,000	<\$15,000	

*Based on assumptions outlined throughout the memo.

This implementation plan is based on LWMP related activities only and does not consider implementation of Septic Smart, administration or general overhead, or environmental monitoring, including environmental monitoring which may be needed (as directed by the Ministry) to inform the EIS process. However, for the latter, the guidance here is to pause most elements of the current form of environmental monitoring and repurpose funds for a) feasibility analyses into septage facilities b) save monies for pending LWMP updates and c) until both the Septic Smart and environmental monitoring programs are redefined for the next 5+ years, and until the rates for requisition align with today's cost for updating the plans and implementing key priorities.

Closure

We trust the foregoing memo on recommended needs and approaches for updating your four LWMPs is valuable and constructive to your upcoming deliberations. It is important to note that if any of the assumptions outlined herein change, then the recommendations would also change. For example, if the CSRD determines that a septic servicing agreement with Sicamous can not be reasonably secured, and instead there is a need to pursue a CSRD-owned facility, then the LWMP would require more work including siting, costing, designing, and confirming support for that part of the service. In effect, the update would transition from a very light amendment in Area E, to a moderate update (but not a major one). Overall, while the plan updates remain at the early stages and this document is indeed for scoping purposes, we suggest our team continue to work closely over the next 6 to 12 months offering regular adaptations to the recommendations outlined here.

URBAN SYSTEMS

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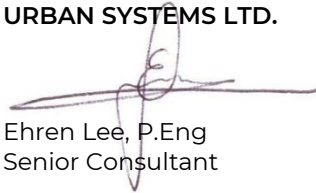
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We remain keen to support any or all next steps. Thank you for the opportunity to have worked with your team on this important project.

Sincerely,

URBAN SYSTEMS LTD.



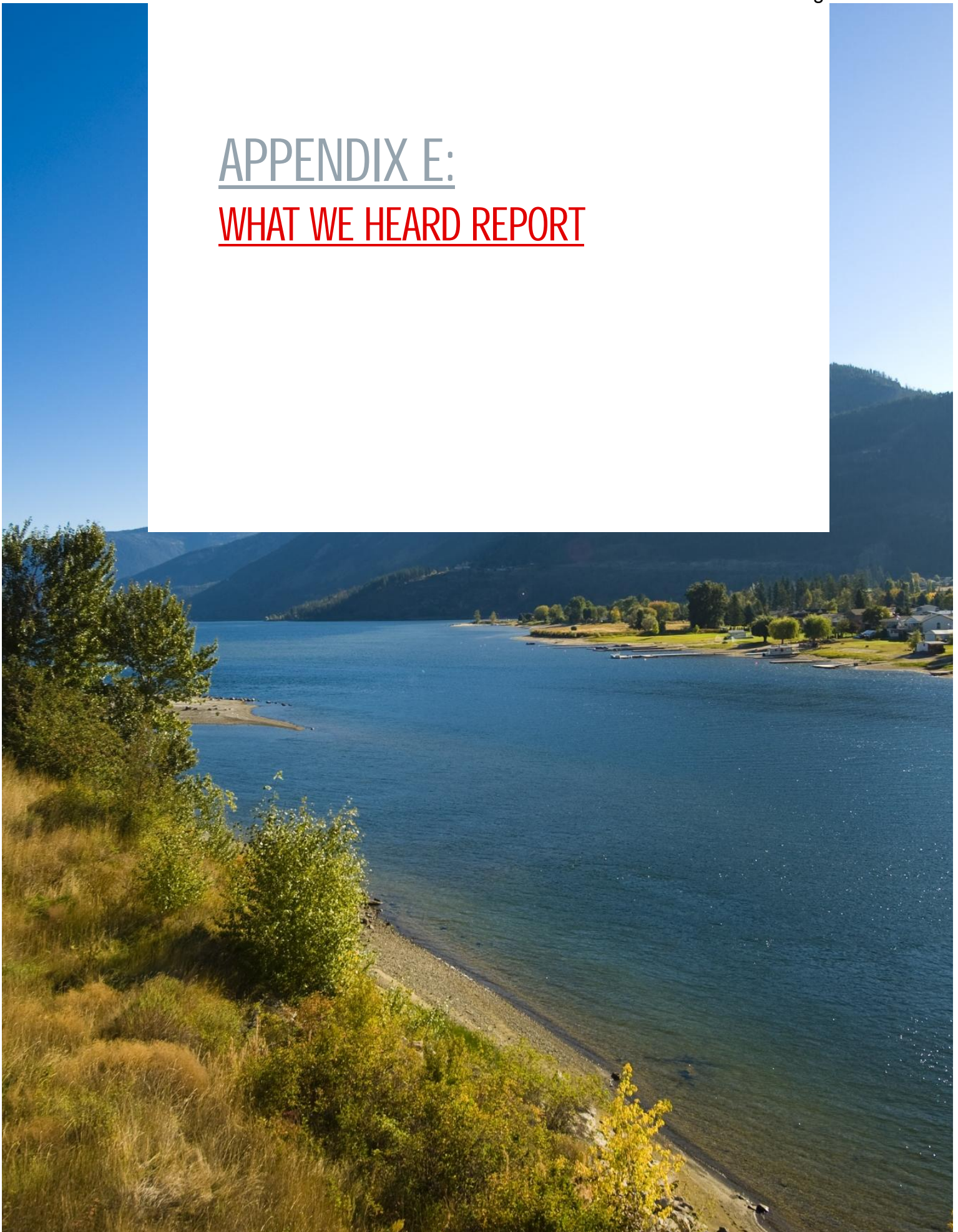
Ehren Lee, P.Eng
Senior Consultant

/el
Enclosure

Cc: Lisa Clark, P.Eng
Dr. Joanne Quarmby, RPBio

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APPENDIX E: WHAT WE HEARD REPORT





Columbia Shuswap Regional District

Septic System Rebates Survey

What We Heard

July 2023

INTRODUCTION

Throughout 2023, the Columbia Shuswap Regional District (CSRD) is undertaking an update to its Liquid Waste Management Plan (LWMP). As part of this update, the CSRD is considering a septic system rebate program in four LWMP service areas: Area C/G, Area E, Area F (Scotch Creek, Celista, Anglemont) and Area F (Seymour Arm), to encourage property owners to maintain the health of their septic systems.

Engagement Opportunities

An online survey was open from May 30 to July 7, 2023 to collect feedback from property owners in the four LWMP service areas. The purpose of the survey was to gain a better understanding of the level of support for the proposed rebate program.



196
total survey
respondents

The following report presents the findings that surfaced from the online survey.

INTRODUCTION

Project Communications

A project web page was created on **CSRD Connect** to host key information and resources related to the Liquid Waste Management Plan Update. The page included an overview of the project, a project timeline, contact information, FAQs and the online survey. A video was created to share information about the proposed rebate program and embedded on CSRD Connect to help make the information more accessible.

A series of social media posts and accompanying graphics were shared on the CSRD's Twitter and Facebook platforms throughout the project to raise awareness and promote the online survey.



Preview of the project page and the informative video

WHAT WE HEARD: OVERVIEW



76% of respondents are year-round residents



38% of respondents reside or own property in Area G



61% of respondents report they are **familiar** with their septic system and its maintenance requirements



68% respondents indicated their septic system is currently in **good condition**



73% of respondents across the CSRD **support** the proposed septic system rebate program in their service area



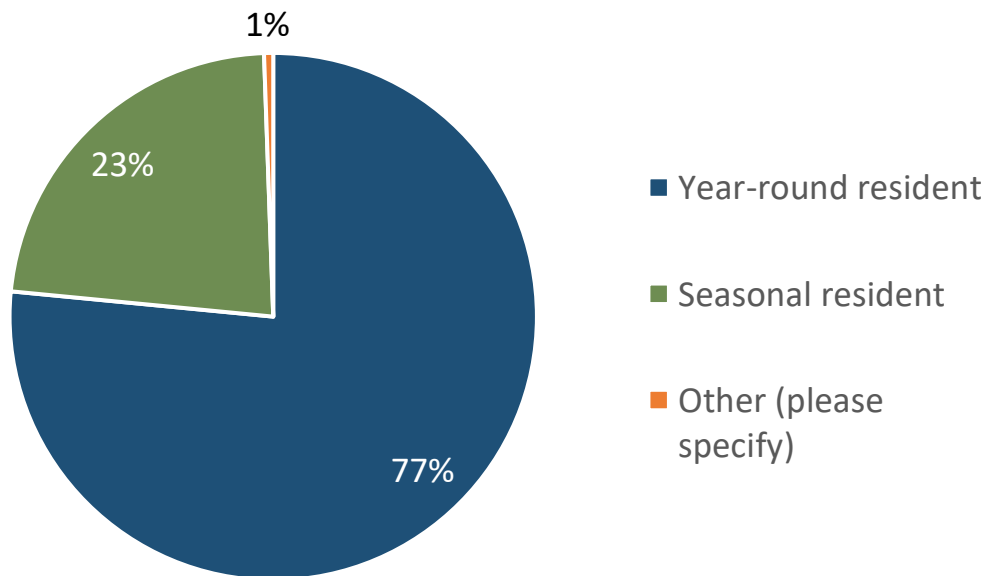
78% of respondents have had their septic system pumped out less than **5 years ago**

WHO WE HEARD FROM

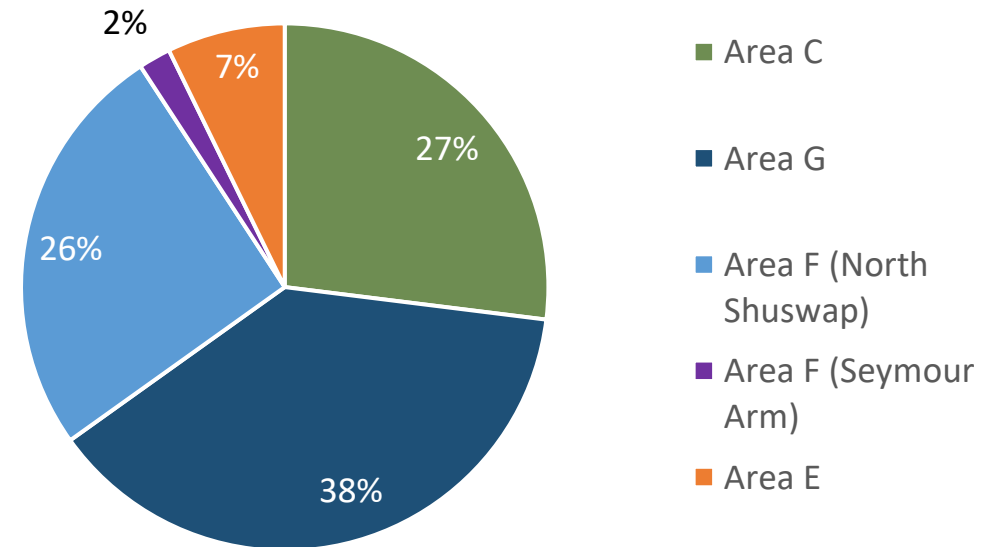
76% of respondents are year-round residents

38% of respondents reside or own property in Area G

Which of the following best describes your residence in the area? (n=179)



Which Electoral Area do you reside or own property in? (n=152)

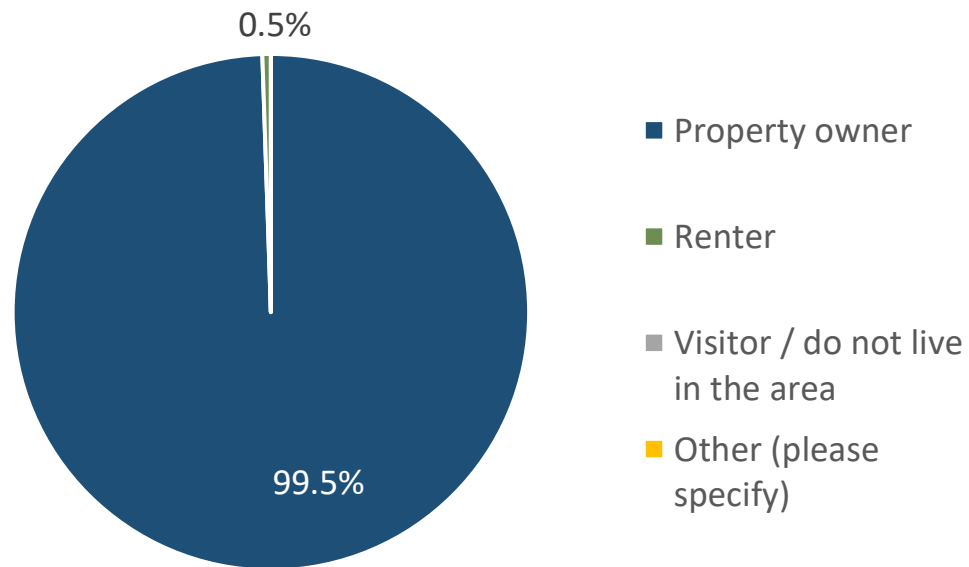


WHO WE HEARD FROM

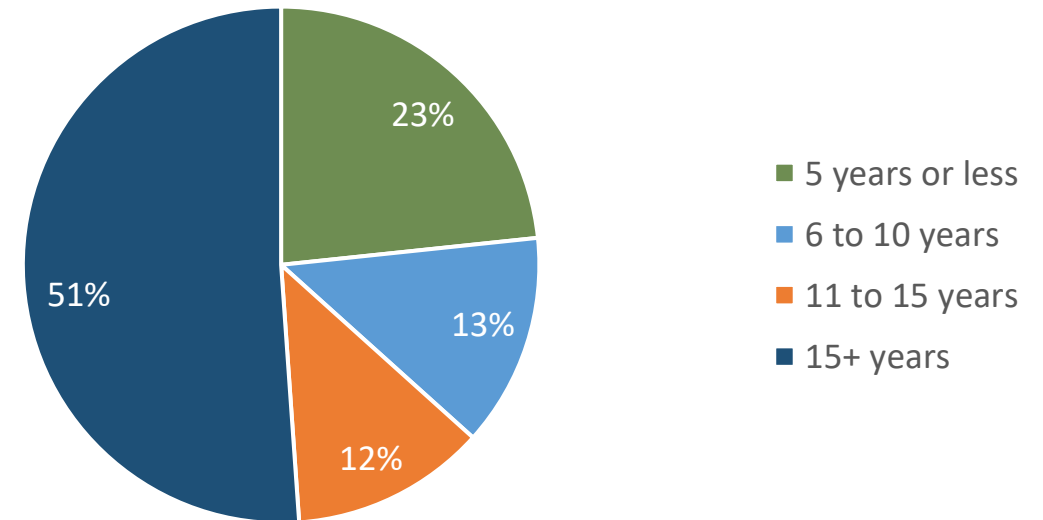
99.5% of respondents are property owners

51% of respondents have been residents or owned property within the area for over 15 years

Which of the following best describes you? (n=188)



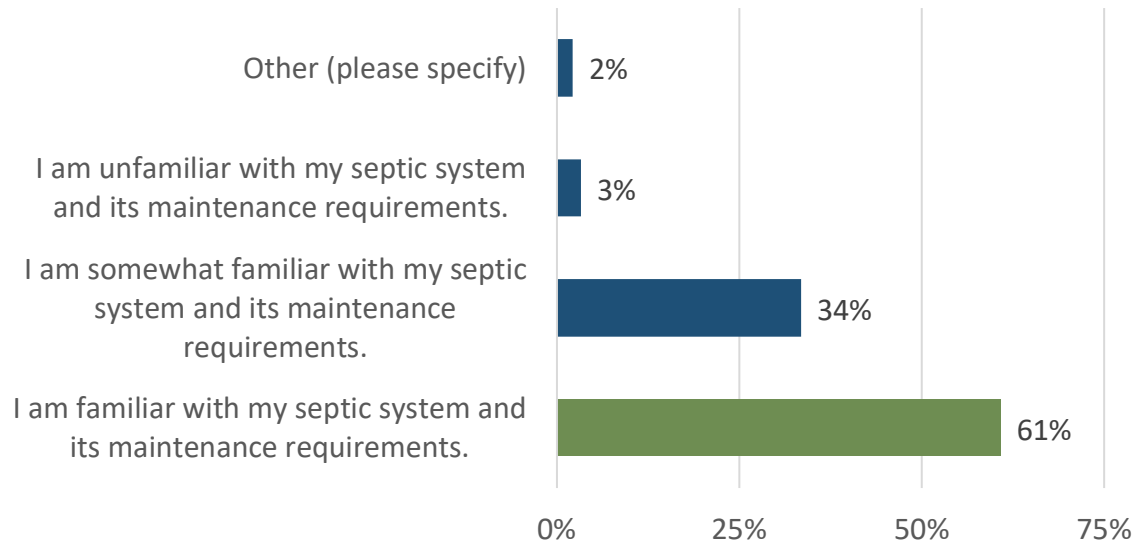
How many years have you been a resident or owned property within the area? (n=180)



WHAT WE HEARD: Septic Systems

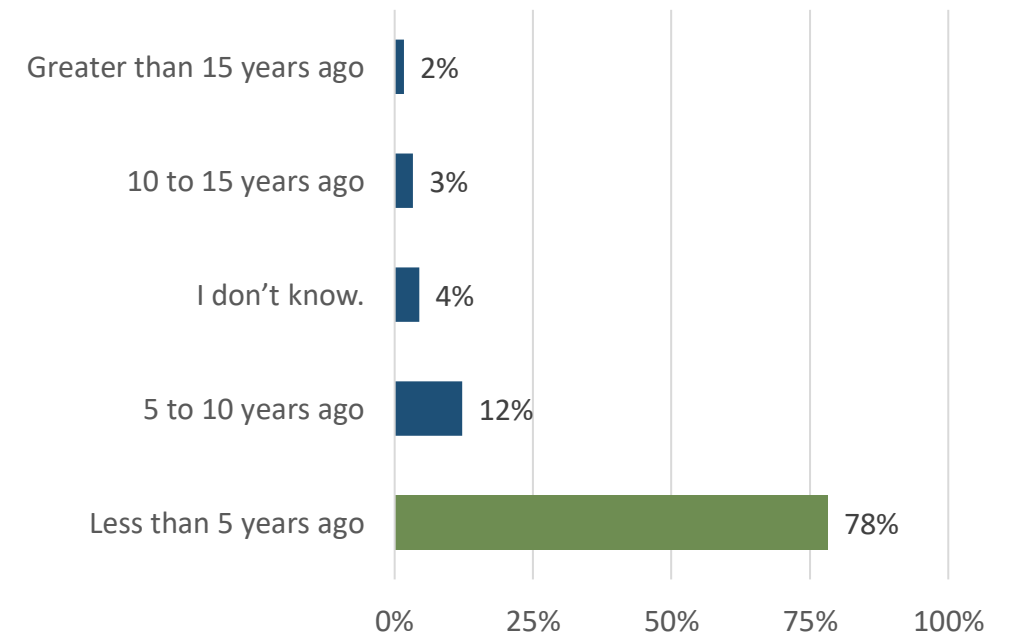
61% of respondents are **familiar** with their septic system and its maintenance requirements

Which of the following statements best describes your current level of knowledge of your septic system and maintenance requirements? (n=179)



78% of respondents have had their septic system pumped out less than **5 years ago**

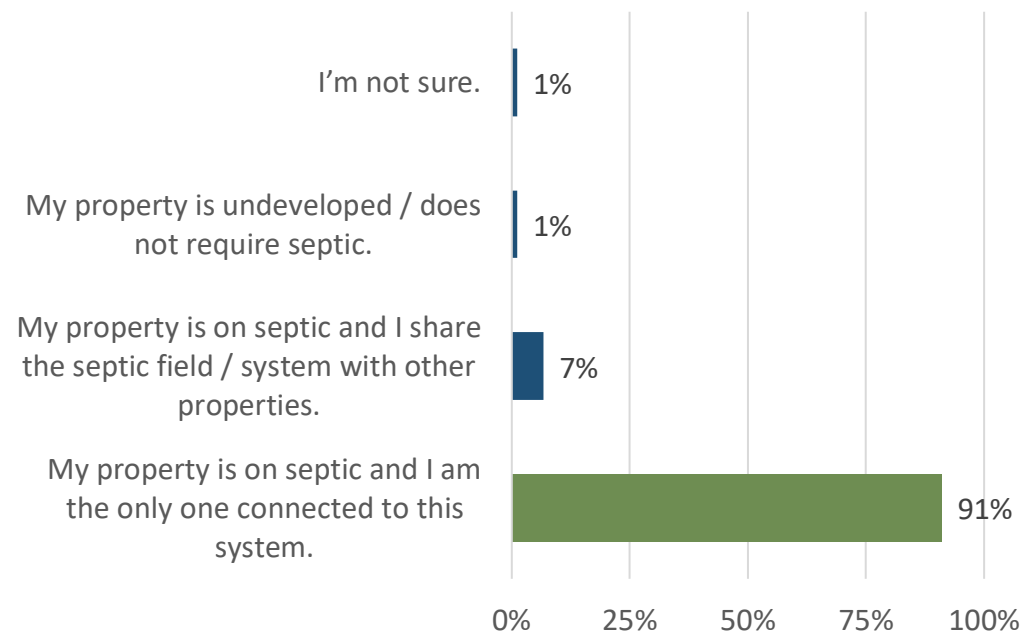
When was the last time you pumped out your septic system? (n=179)



WHAT WE HEARD: Septic Systems

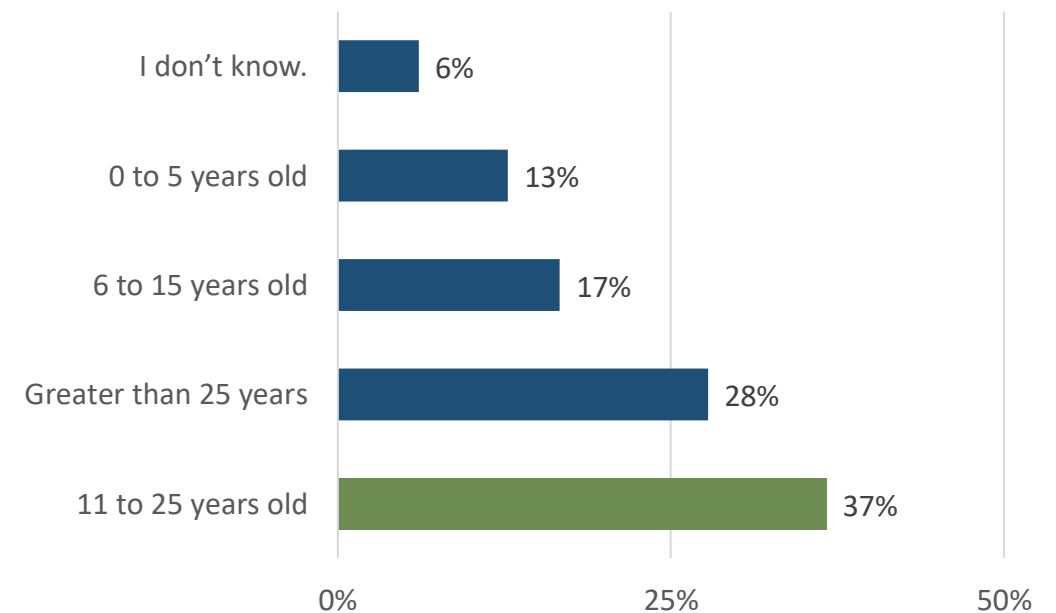
91% indicated *"My property is on septic and I am the only one connected to this system."*

Which of the following best describes your property's septic system? (n=180)



The majority of respondents indicated that their septic system is **11 to 25 years old** (37%)

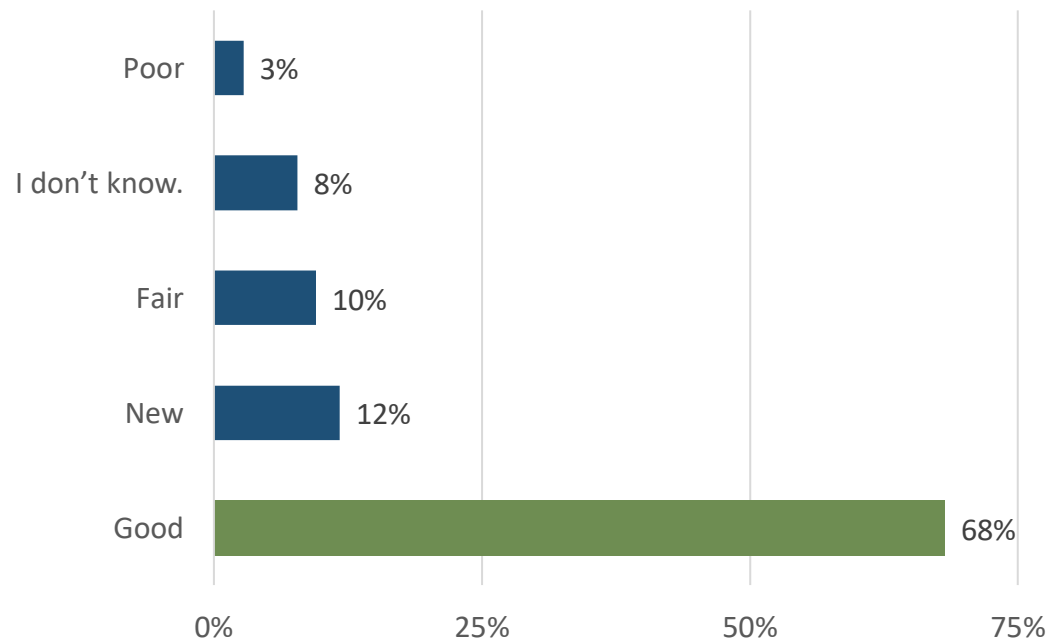
Roughly how old is your septic system? (n=180)



WHAT WE HEARD: Septic Systems

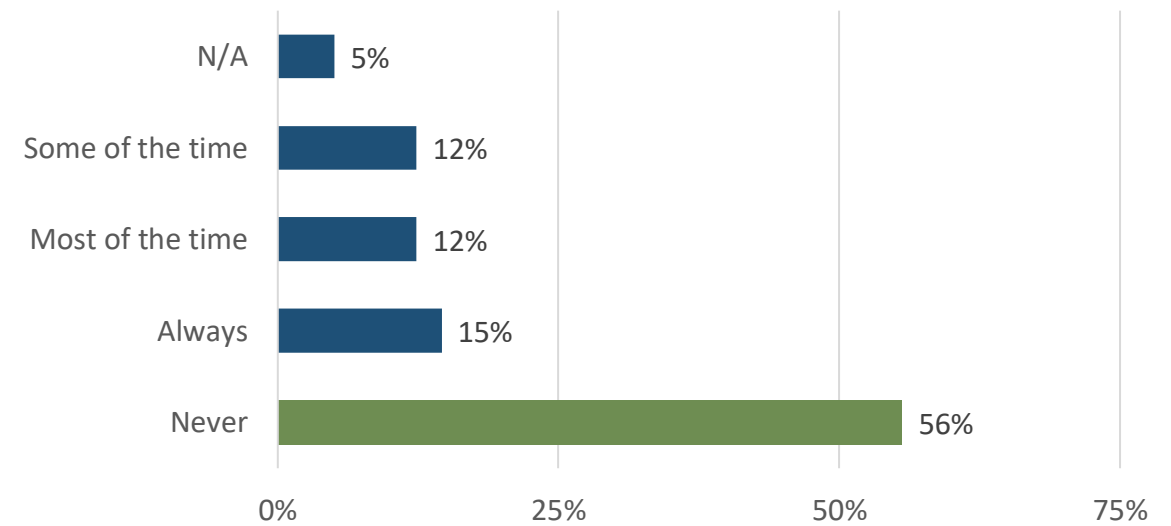
68% of respondents indicated their septic system is currently in **good condition**

What is the current condition of the septic system that serves your property? (n=179)



56% of respondents **never** conduct their septic system maintenance themselves

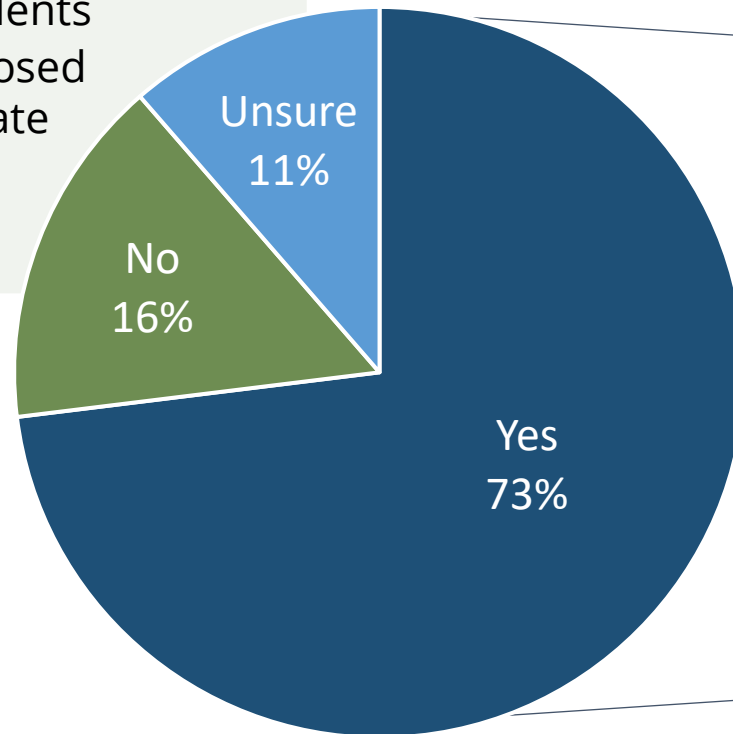
Do you conduct your septic system maintenance yourself (i.e., without hiring a professional contractor often referred to as a ROWP)? (n=178)



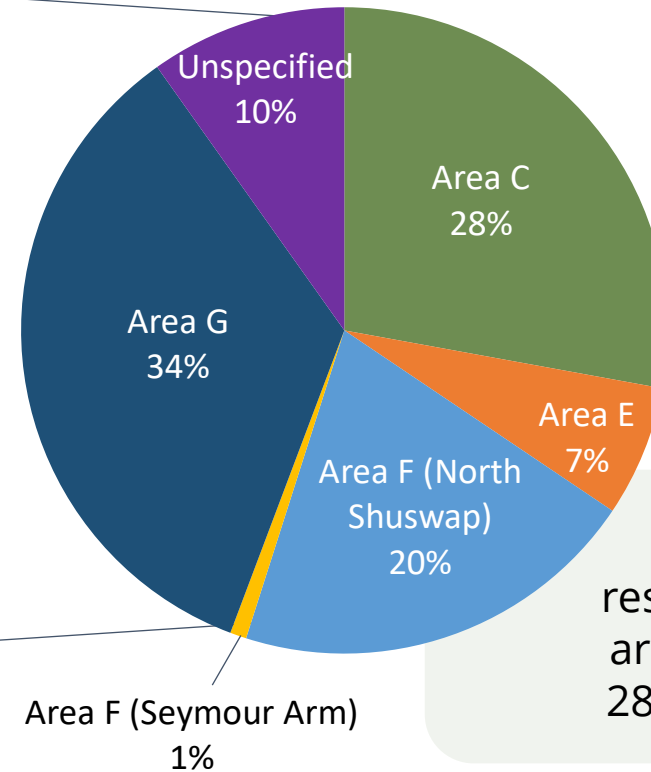
WHAT WE HEARD: Rebate Program Level of Support

Do you support the proposed septic system rebate program in your service area? (n=167)

73% of respondents **support** the proposed septic system rebate program in their service area



% Yes by LWMP Area

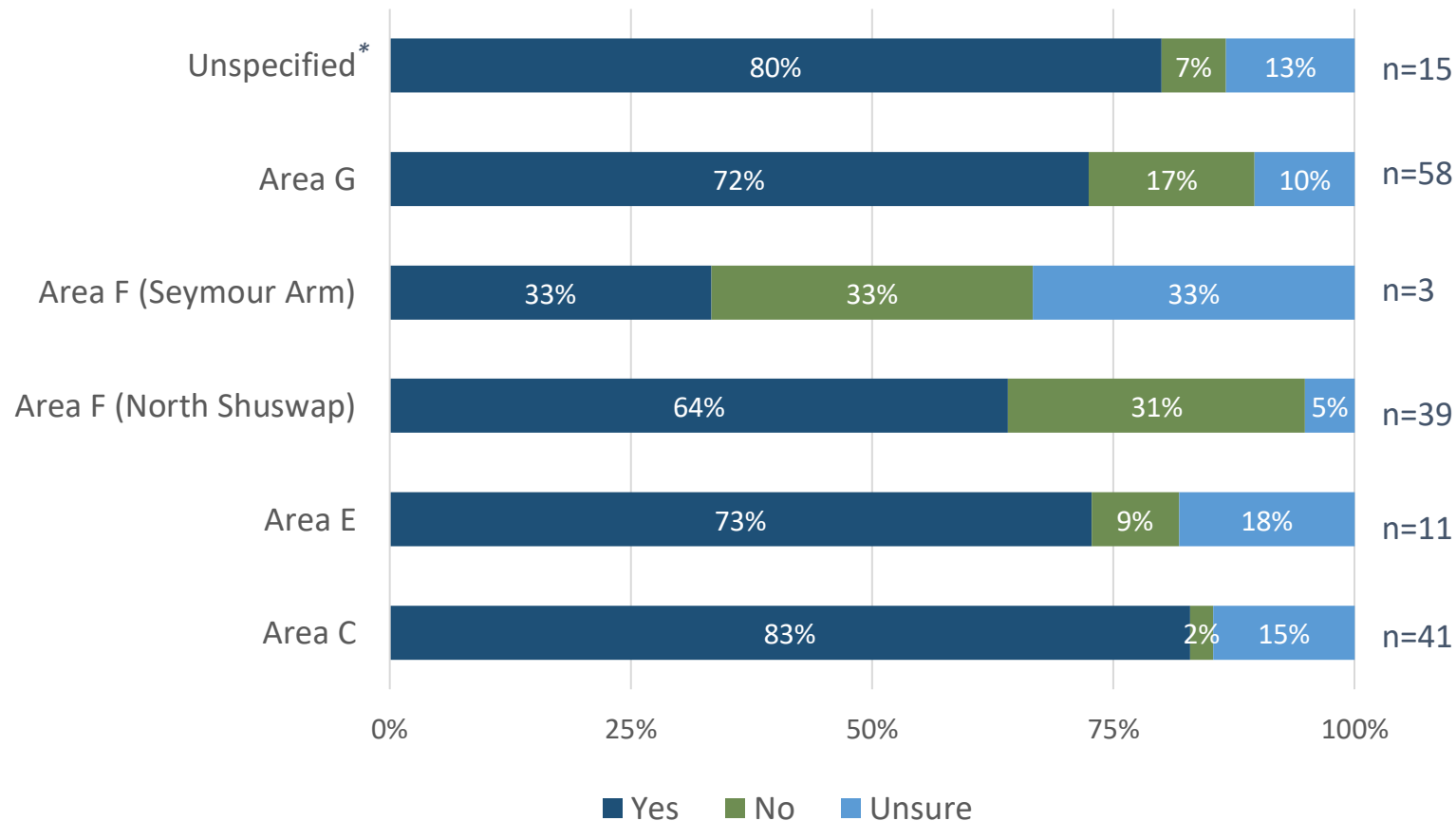


Of those who responded **Yes**, 34% are from Area G and 28% are from Area C

WHAT WE HEARD: Rebate Program Level of Support

Do you support the proposed septic system rebate program in your service area? (n=167)

Level of Support by LWMP Area



Area C, E and G residents expressed the highest level of support for the proposed rebate program

*Respondent did not indicate which LWMP area they reside or own property in

WHAT WE HEARD: Rebate Program Level of Support

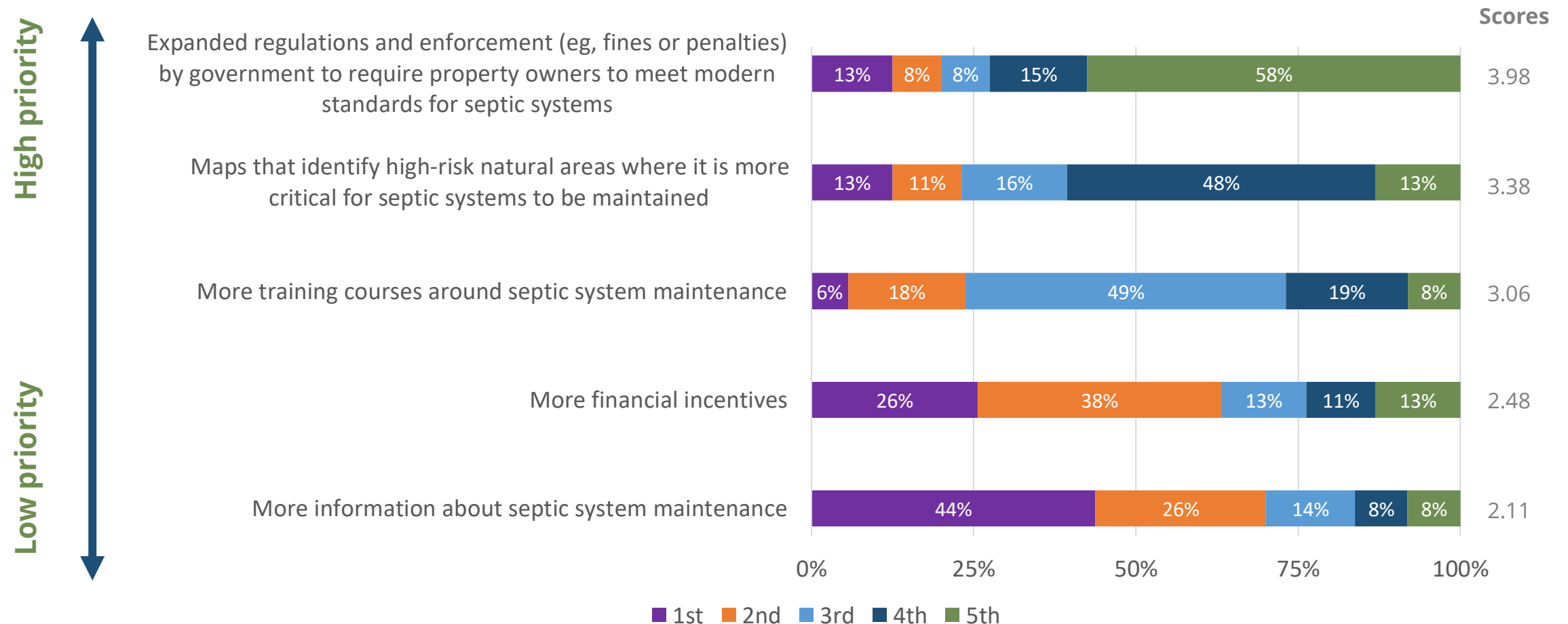
Do you support the proposed septic system rebate program in your service area? (n=39)

Those who answered **No** or **Unsure** commonly expressed:

- Property owners should be responsible for the costs of their own maintenance (*18 comments*)
- Concern that tax dollars for program will eventually increase (*4 comments*) or that ROWPs will increase costs with knowledge of program (*2 comments*)
- Desire to increase the rebate amounts (*4 comments*)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (*4 comments*)
- Money better spent on enforcement, inspection (*3 comments*)

WHAT WE HEARD: Priorities

On a scale of 1 (lowest priority) to 5 (highest priority), please prioritize these types of services offered by the CSRD to support septic system maintenance: (n=160)



WHAT WE HEARD: Additional Comments

Do you have any additional comments about the proposed rebate program? (n=38)

Similar to the previous comments provided, respondents commonly expressed:

- General support for the program (*7 comments*)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (*7 comments*)
- Disagreement with tax dollars being spent to fund the program and concern that taxes will be increased due to the program (*5 comments*)
- Suggestions for the CSRD to require proof of inspection and maintenance from property owners to ensure their septic system is up to code and properly maintained (*4 comments*)
- Some homeowners seeking retroactive rebates for maintenance previously conducted (*3 comments*)
- Concerns that there is a limited number of certified ROWP's in the region to conduct the work (*2 comments*)
- Desire provide financial assistance for low- or fixed-income property owners (*2 comments*)

WHAT WE HEARD: Additional Comments

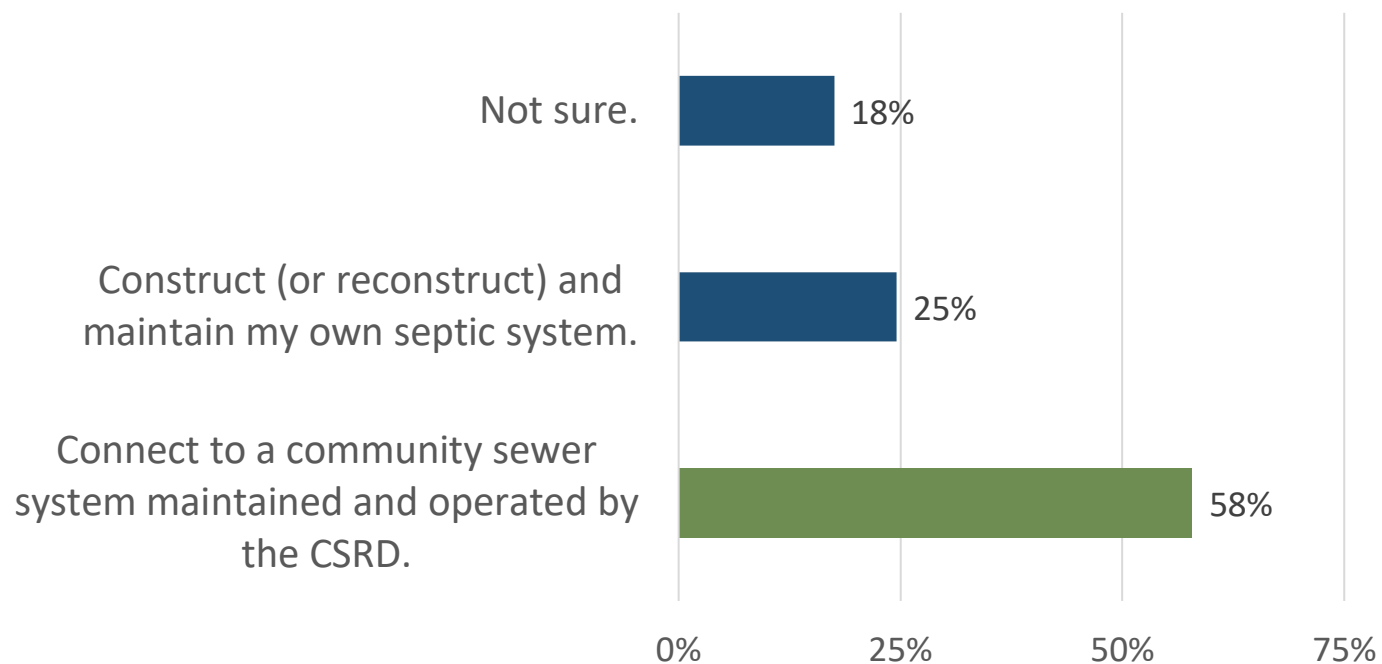
Do you have any suggestions or comments for CSRD-led services including septic systems, sanitary sewer or liquid waste management in your community? (n=28)

Overall, respondents frequently commented that they would like to see:

- General support for community sewer systems (*12 comments*)
- Desire for mandatory inspections greater enforcement to ensure that properties are meeting modern standards and conducting proper maintenance (*6 comments*)
- A list of certified ROWPs supplied to property owners and suggestions to train pump drivers as ROWPs (*3 comments*)
- Greater public education around septic systems and how they work (*3 comments*)
- Waterfront natural asset mapping / assessments to identify sensitive/high risk areas (*3 comments*)

WHAT WE HEARD: Area G

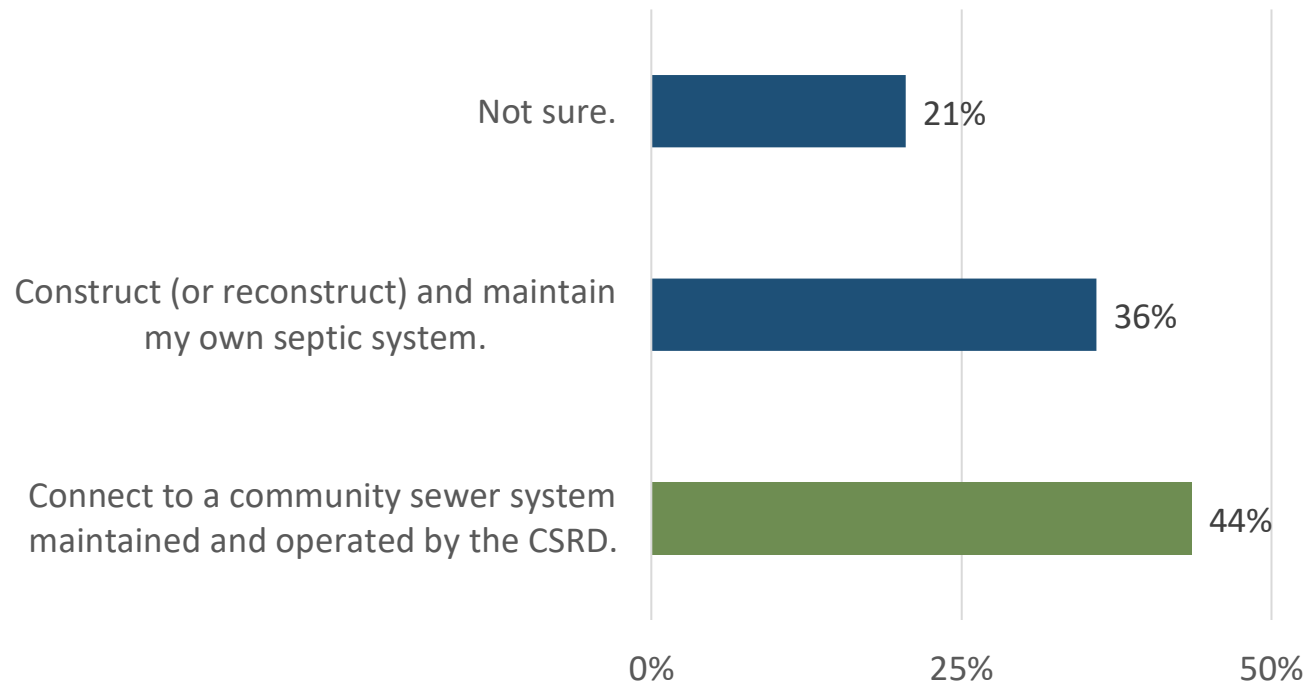
The CSRD continues to explore the potential of an environmentally responsible community sewer system. If the cost to deliver sewer services to Area G residents was similar to the cost to construct (or reconstruct) and maintain your own septic system, would you prefer to: (n=57)



58% of Area G residents would prefer to connect to a community sewer system

WHAT WE HEARD: Area F (North Shuswap)

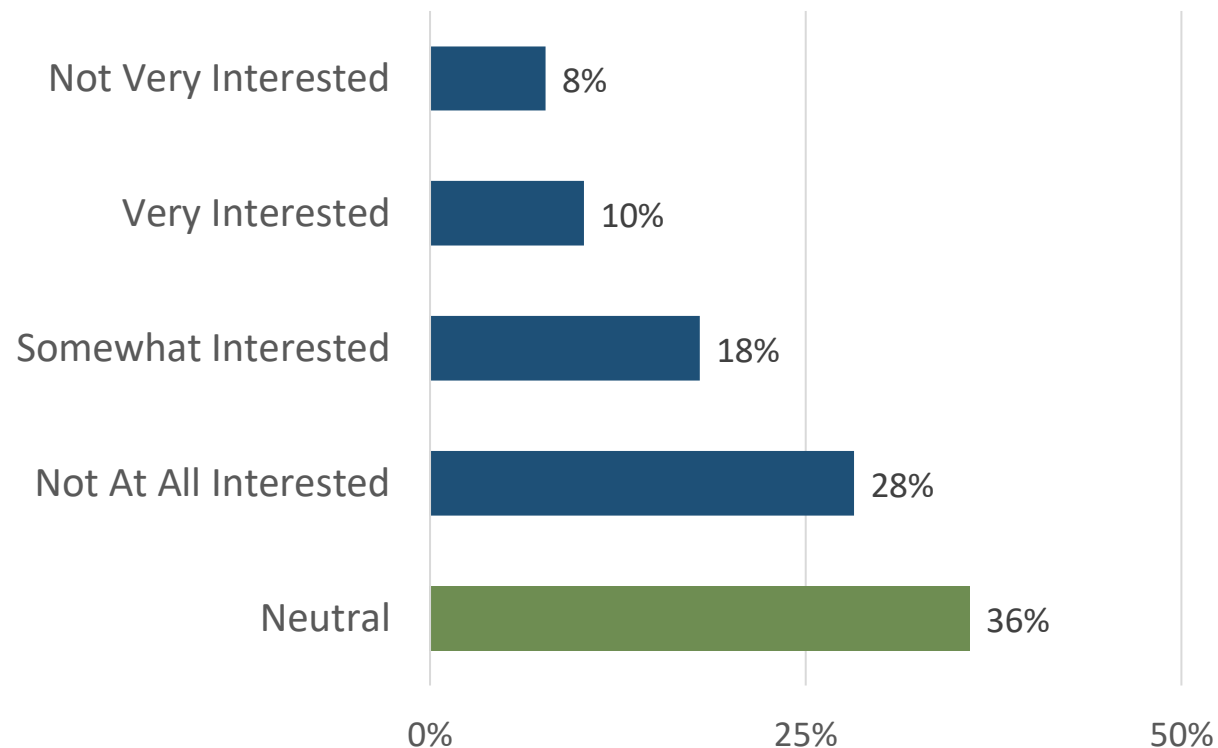
The CSRD continues to explore the potential of an environmentally responsible community sewer system. If the cost to deliver sewer services to Area F (North Shuswap) residents was similar to the cost to construct (or reconstruct) and maintain your own septic system, would you prefer to: (n=39)



44% of Area F (North Shuswap) residents would prefer to connect to a community sewer system

WHAT WE HEARD: Area F (North Shuswap)

How interested are you in the creation of a single Liquid Waste Management Plan that includes Seymour Arm and the remainder of Electoral Area F, for the purpose of developing a more robust rebate program for all the affected areas? (n=39)

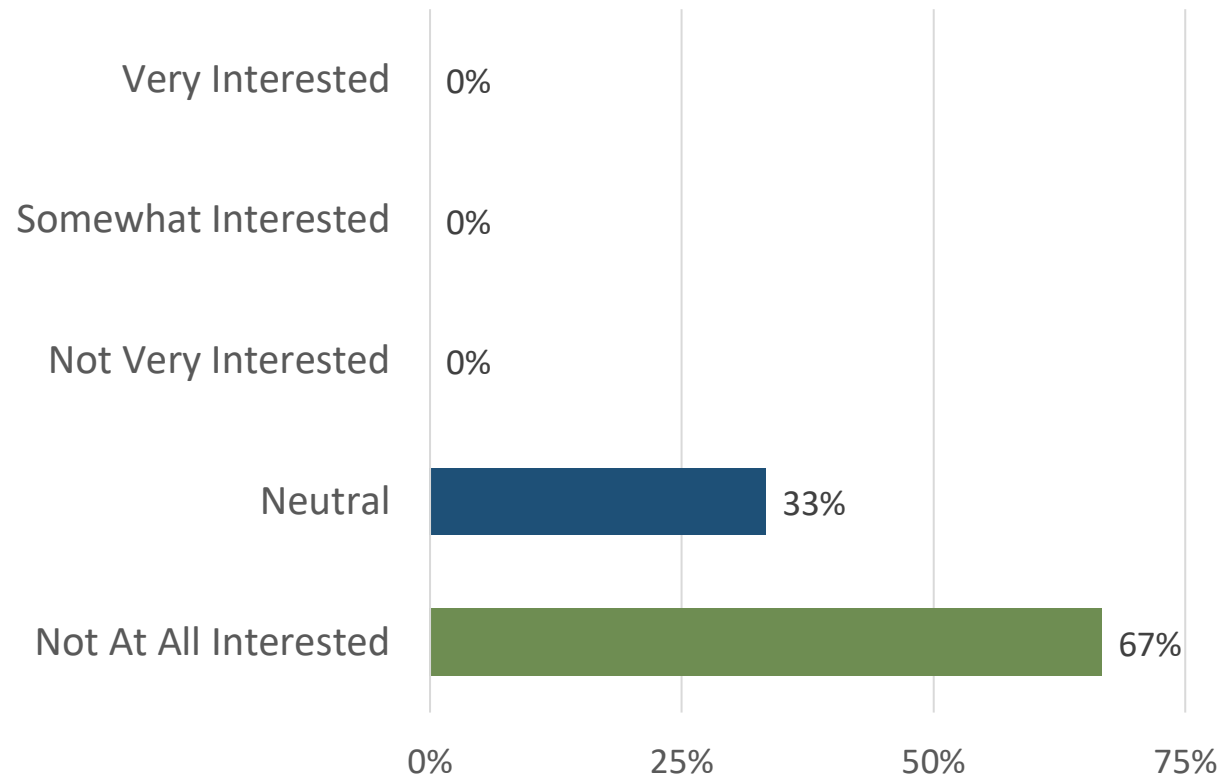


36% of Area F (North Shuswap) residents are not interested* in the creation of a single LWMP

* Indicated either "not at all interested" or "not very interested"

WHAT WE HEARD: Area F (Seymour Arm)

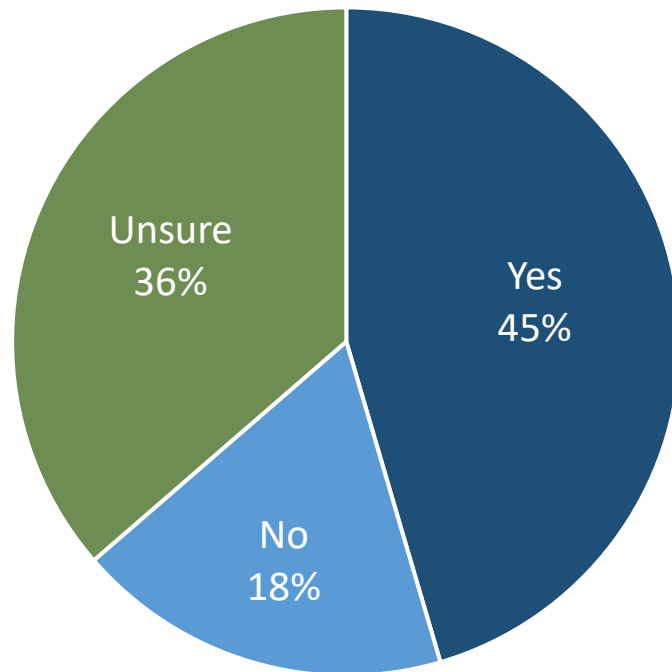
How interested are you in the creation of a single Liquid Waste Management Plan that includes Seymour Arm and the remainder of Electoral Area F, for the purpose of developing a more robust rebate program for all the affected areas? (n=3)



67% of Area F (Seymour Arm) residents are not interested in the creation of a single LWMP

WHAT WE HEARD: Area E

Do you think the CSRD should renew efforts to identify and assess potential locations for a community treatment system that would safely return treated water to the environment? (n=11)



45% of Area E residents believe that the CSRD should renew efforts to identify and assess potential locations for a community treatment system

Thank-you!

The feedback received through this engagement process will be included within the CSRD's LWMP updates to be submitted to the Ministry of Environment in fall 2023.

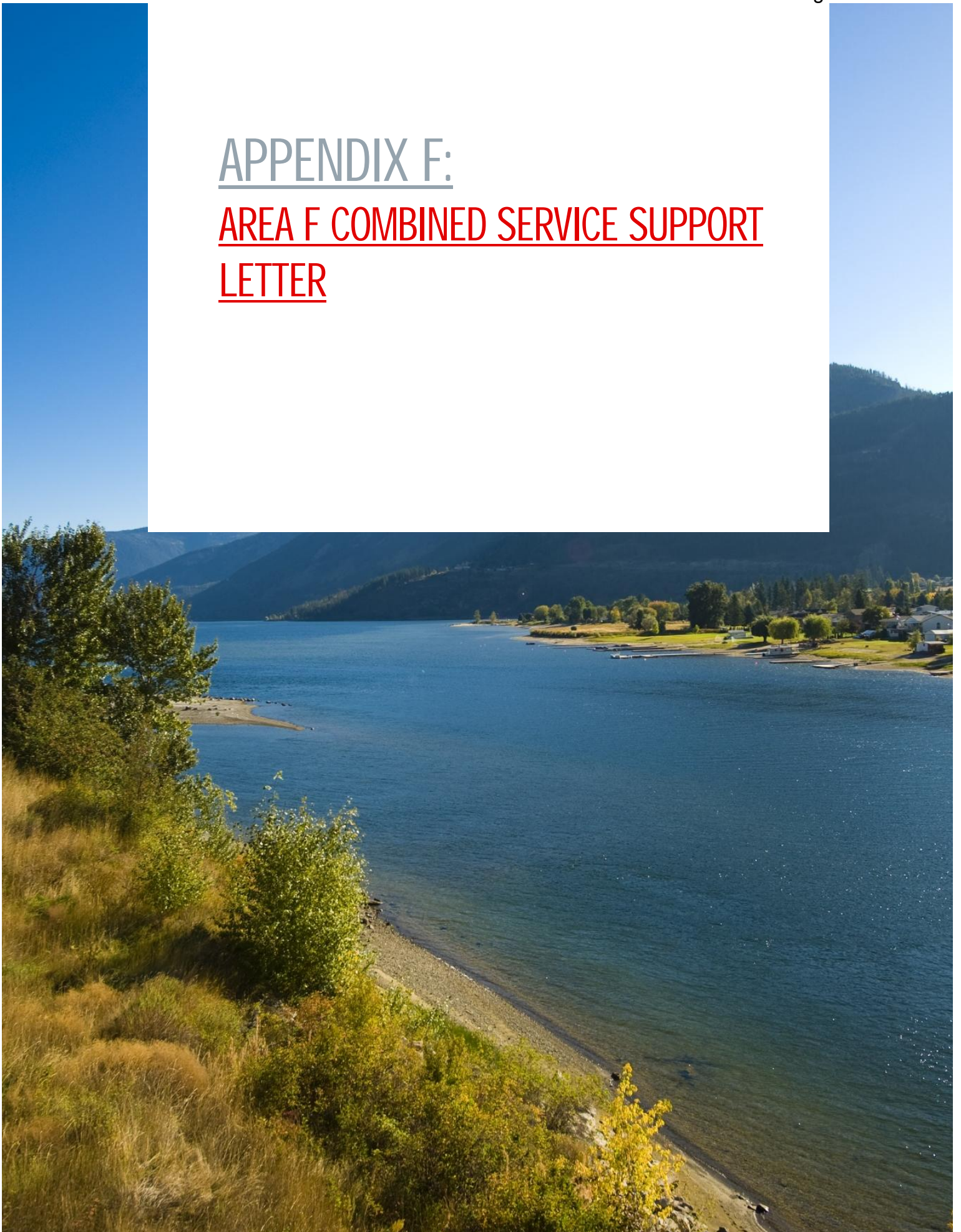
More information on the proposed rebate program will be circulated, once available.

For more information, contact **Ben Van Nostrand**,
Team Leader, Environmental Health Services, CSRD

E. bvannostrand@csrd.bc.ca
Ph. 250-517-7271



APPENDIX F:
AREA F COMBINED SERVICE SUPPORT
LETTER





COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
 T: 250-832-8194 | F: 250-832-3375 | TF: 1-888-248-2773 | www.csr.bc.ca

November 23rd, 2023

VIA EMAIL:

Liz Archibald
 Section Head
 Community Liquid Waste Management
 Communities, IPM and Agrifood
 Ministry of Environment and Climate Change Strategy
 Tel: 250 420-6384
Liz.Archibald@gov.bc.ca

Dear Liz Archibald:

RE: Consolidation of Area F (North Shuswap and Seymour Arm) Liquid Waste Management Plan Service Areas

The Columbia Shuswap Regional District (CSRD) is currently updating its Liquid Waste Management Plans (LWMPs) and proposing the establishment of septic system rebate programs in its four LWMP service areas - Electoral Area C/G, Electoral Area E, Electoral Area F (Scotch Creek, Celistia, Anglemont) and Electoral Area F (Seymour Arm). As such, the CSRD has revisited the topic of consolidating the two Area F LWMP service areas to create a single, combined service area, expressing strong support for this strategy considering its potential to:

1. Ease rebate program implementation: Consolidation will allow the North Shuswap and Seymour Arm areas to share efforts dedicated to the implementation and operation of the rebate program and other service deliveries.
2. Improve program administration efficiency and flexibility: A combined service will enable the streamlining, simplifying, and sharing of administrative processes.
3. Enhance rebate funding consistency: The sharing of resources, staff, and operational efforts between North Shuswap and Seymour Arm will offer cost efficiency opportunities and enhanced resource allocation, and in turn, promote financial sustainability of the rebate program and other services.
4. Improve access to expertise: Combining the service areas entails combining the knowledge and expertise of their respective governments, improving decision-making associated with service delivery.

Through the LWMP update process, the public was engaged to assess resident interest in consolidating the service areas. Public support for the consolidation was mixed in North Shuswap. Only three surveys were received in Seymour Arm with two in opposition to the consolidation and another respondent signalling they were neutral to the direction. Nonetheless, moving forward with consolidation presents considerable benefits in terms of the proposed rebate program and general service delivery. The benefits of consolidation appear to significantly exceed perceived challenges. Overall, consolidation is viewed by the CSRD as an achievable strategy to augment service quality and rebate viability within Area F through the collaboration of North Shuswap and Seymour Arm. Therefore, the CSRD requests the Minister consider and approve the consolidation of the North Shuswap and Seymour Arm service areas.

If you would like to meet with a member of our project team, please contact Ben van Nostrand directly by email (bvannostrand@csr.bc.ca) or phone (250.517.7271).

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

C EAGLE BAY-WHITE LAKE-TAPPEN
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
 F NORTH SHUSWAP-SEYMOUR ARM
 G BLIND BAY-SORRENTO-NOTCH HILL

MUNICIPALITIES

GOLDEN
 REVELSTOKE

SALMON ARM
 SICAMOUS

The CSRD looks forward to connecting with you on this topic. For more information on the project, please visit [Columbia Shuswap Regional District: CSRD Liquid Waste Management Plan Updates \(civilspace.io\)](https://civilspace.io)

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:

Area Director "F" Jay Simpson

cc: Ben van Nostrand

November 23, 2023

File: 0476.0095.01

Columbia Shuswap Regional District
555 Harbourfront Drive
Salmon Arm, BC V1E 4P1

Attention: Ben van Nostrand, Team Leader, Environmental Health Services

RE: AREA E - LWMP Amendment

1.0 INTRODUCTION

1.1 ORIGINAL LWMP AND AUTHORITY FOR IMPLEMENTATION

Area E's original Liquid Waste Management Plan (LWMP) was completed, Board adopted, and Ministry approved in 2009 (re: Ministry of Environment and Climate Change Strategy; *the Ministry*). Upon approval, implementation of the plan began. Service delivery and liquid waste programming has continued for well over 10 years.

As per the service establishment bylaws, the funds collected from all four service areas are applicable to the implementation of each of the LWMPs. This report serves as a minor LWMP amendment for Area E (study area) with the purpose to enhance the CSRD's Septic Smart service to include maintenance rebates for property owners. The Minister's approval of this LWMP amendment is intended to authorize the CSRD to implement the established services and proposed rebates and continue to address historic issues that remain relevant (see Next Steps).

It is important to establish that the proposed amendment is not intended to supplant the entire list of objectives previously enacted in the 2009 LWMP and rather serves explicitly as a complementary augmentation of the existing plan.

1.2 LWMP GUIDELINES AND AMENDMENT RATIONALE

The interim Guidelines for Preparing Liquid Waste Management Plans compel local governments to review the progress and status of Liquid Waste Management Plans every 5 to 10 years. If conditions change significantly, then LWMP-holders are expected to update or amend their plans accordingly. Conditions that can affect the timing and the scale of an LWMP update or amendment include:

- Accuracy of cost estimates;
- Relevance of objectives and outcomes;
- Suitability of new approaches and technologies;
- Changes to regulations and standards;
- Updates to Official Community Plan and Regional Growth Strategy; and
- Status of public support for the plan

A full LWMP amendment may address all of the above, whereas a more *minor amendment or update to the plan* could be undertaken to revise only select components, such as cost estimates or the design of liquid waste

education programs. Public engagement must occur to inform the public/community of any plan amendments and updates, with the extent of this engagement contingent on the level of amendment or update pursued.

1.3 COMMUNITY OVERVIEW

The CSRD is located in the southern interior of British Columbia between Calgary and Vancouver, situated on the northern end of the Kootenay, Columbia, and Okanagan valleys. The District features a population of approximately 58,000 people and is comprised of seven unincorporated electoral areas and four member municipalities - Golden, Revelstoke, Sicamous, and Salmon Arm. The Regional District is a form of local government that provides a variety of localized services to the electoral areas, as well as some regional services such as solid waste management. Each LWMP area within the CSRD is mapped in the service establishment bylaws. In effect, these are the areas where the LWMPs apply and in turn, the customers who contribute to and primarily benefit from Septic Smart.

Electoral Area E is comprised of the rural area along Eagle River and Mara Lake surrounding the District of Sicamous. It includes the unincorporated areas of Swansea Point in the south and Malakwa to the east, as well as other small settlements including Cambi-Solsqua, Craigellachie, Anis Bay, Anstey Arm, Hyde Mountain, Three Valley Lake, and industrial and agricultural developments along the Trans-Canada Highway. The District of Sicamous is the only incorporated local government within the area. A variety of water-based sports and recreation including fishing, swimming, water skiing, and especially house boating are popular within the area. Forest and mountains provide opportunities for hiking, biking, cross-country skiing, and snowmobiling.

Domestic sewage within Electoral Area E is handled through on-site septic systems. The area is served by the nearest receiving facility at the treatment plant for the District of Sicamous.

1.3.1 CSRD's Approach to the LWMP Amendment for Area E

The CSRD met with Ministry staff in 2021 to convey its intent to proceed with updating the 2009/2010 LWMPs, with a focus on refining the existing educational and awareness program of on-site systems (Septic Smart). That septic system program was launched in 2012 and has since been copied by other regional districts. Door-to-door surveys, supported by online surveys, were conducted in 2012 and 2016 for residents in the LWMP areas to assess knowledge and awareness of Septic Smart. Results showed a general awareness however, more was needed to encourage some residents to act.

Complementary analysis to this LMWP amendment includes a review of septic system education and rebate programs in other local governments in BC. In result of this review, the Septic Smart education document was rewritten to reflect current practices and language. Furthermore, this review was contextualized within the CSRD's communities to arrive at a preferred approach, including recommendations to advance septic system management across all four LWMP service areas: Area E, Area C (including Area G), and Area F (two areas). The rebate program review is detailed in *Septic Smart 2.0 – Recommendations to Enhance the Program and Rebate Feasibility* (the Feasibility Study, Urban Systems, 2021), found in Appendix A, which assesses the feasibility of rebates in all CSRD's LMWP-areas. The recommendations herein are specific to Area E.

In 2023, CSRD prepared and executed a public engagement process to solicit community feedback on the key elements of the Plan Amendment. The focus of the process was to gauge the support for septic system rebates. Detailed information for the rebate program was included in communications and consultation materials and covered:

- What maintenance work would qualify,
- Who would qualify and how the application would work, and,

- The rebate amounts and their funding sources.

Educational materials, including the CSRD's renowned *Homeowner Septic Maintenance Guide* (Appendix B), were updated as part of the work.

2.0 AREA E —LWMP AMENDMENT

A liquid waste management plan responds to the issues of liquid waste. The original 2009 LWMP outlines the full suite of recommendations in some depth. The 2023 Amendment (this document) relates to the significance of those historic issues in part, but more so, the recommendations herein outline how LWMP-related services will change in Area E moving forward. The list of issues below acts as a primer prior to narrowing towards the primary issue at hand: septic system management.

2.1 ISSUES SUMMARY: PAST AND PRESENT

Liquid waste covers several topics, hazards, and concerns. It's common that a study area includes liquid waste issues that are under development, to be solved, or already addressed. Several liquid waste concerns within Area E identified by the area's previous LWMP have since been resolved, while others persist. The following subsections summarize the current liquid waste issues facing Area E. Ultimately, these issues collectively point to the need for an enhanced Septic Smart program and septic system rebates, which will aim to minimize the environmental and health impacts of existing septic systems in a way that is consistent with the values of the community. Not all liquid waste issues can be addressed in the CSRD through septic system maintenance but given the role of these systems in environmental objectives today, such maintenance is an apt priority.

2.1.1 Issue 1: Deteriorating Septic Systems and Homeowner Vigilance

Septic tank maintenance is critical to Area E given the aging nature of septic system infrastructure within the area. The 2015 survey revealed that over 60% of septic systems were exceeding 20-30 years of age, indicating most systems are now likely nearing the end of their service lives. As systems get older, the onus rises on homeowners to execute septic tank maintenance, inspection, and possibly replacement— these are actions incentivized by Septic Smart rebates. While the previous Septic Smart program promoted these actions through educational efforts, offering rebates is seen as a proven way to *cause* more maintenance to occur.

2.1.2 Issue 2: Cumulative Effects from Septic Systems

As development introduces new septic systems to the area, the risk of cumulative effects rises with regard to public health and the environment. Population growth and development increases pressure on septic system maintenance and enhancements. Previous Septic Smart surveys indicated that residents are more frequently residing within their homes year-round, signaling increased flows and associated system pressures. This residential trend accompanied by growing populations, especially for high infill areas with unfriendly soils near water, establishes a critical need for improved septic system protections.

2.1.3 Issue 3: Challenges Initiating a Community Sewer System(s)

Currently, establishing a community sewer system is not a foreseeable pursuit for Area E. The 2009 LWMP examined numerous options for community sewer systems in the developed settlements in Area E, determining that while these systems fulfilled social and environmental bottom lines, they were ultimately undesirable due to unaffordable costs (even with an assumption of 2/3 government funding). Instead, the Advisory Committee at the time concluded that pollution risks could be sufficiently mitigated through initiatives to increase the effectiveness of on-site sewage systems and policies that would prevent proliferation of risky wastewater

practices. These conclusions support the implementation of Septic Smart 2.0. The need for a regional, CSRD-owned community septage receiving and treatment system remains low while Sicamous offers a similar service for a fee. CSRD intends to continue conversations with private septic haulers and Sicamous to continue offering the service to regional customers.

Note: Search for a treatment plant within the CSRD continues. CSRD recently commissioned a study to identify siting guidelines (Appendix C) for any future facility which will be a useful tool to aid conversations with the Board, residents, and prospective system owners or landholders. Modernization of CSRD's sanitary sewer system acquisition strategy may occur in the next few years, on an as-needed basis. The current strategy can be found at www.csr.bc.ca.

2.1.4 Issue 4: Unmeasured Water Quality

Water quality monitoring and preserving lake health continue to stand as top community priorities. Area E relies on Shuswap Lake and Mara Lake for drinking water and recreation, while also highly valuing the water bodies' aesthetics. The 2009 LWMP made it clear that preserving the quality of the lake is very important to the community. In turn, the CSRD initiated a water quality sampling and monitoring program – for both surface and groundwater – to gauge the impacts of septic systems and generally monitor trends in specific parameters. Though water quality monitoring has not produced an unimpeachable case that septic systems have caused recent water quality events, it is well understood by residents and CSRD staff that more should be done by homeowners to protect public health and the environment. That protection comes in several forms, however septic system maintenance and further pursuit of a community sewer system remain top priorities. The extent of water quality monitoring has fluctuated for years and will continue to do so as conditions warrant further adaptations. Nonetheless, water quality monitoring of various forms will continue.

2.1.5 Issue 5: Limitations with the Previous Septic Smart Program

While the previous Septic Smart program proved successful in raising resident awareness of septic tank operation and maintenance, that program may have peaked, and staff have come to learn that additional efforts are required to promote greater owner-led maintenance. What is needed now is homeowner action in the form of preventative maintenance and rebates to address previous program limitations.

2.1.6 Other Liquid Waste Issues

Several other liquid waste issues were present at the time of the 2009 report. Some of those topics have been addressed. Table 1 outlines the other liquid waste priorities and their level of progress to date. Appendix D includes the *LWMP Progress Report* (Urban Systems, 2021), covering all four LWMPs in CSRD.

Table 1: LWMP Priorities as Identified in the 2009 LWMP

Liquid Waste Priority	Progress/Status
<i>Septic System Management: education, maintenance, links to building regulations, surveys, etc.</i>	Ongoing
<i>Septic management facilities</i>	Future
<i>Enacting a prohibition of private waste disposal including private discharges to lake from non-public systems incl. watercraft</i>	Complete
<i>Development of a community sewer system</i>	Future

Liquid Waste Priority	Progress/Status
<i>Environmental monitoring: studying sensitive areas, water quality, and effects from septic systems</i>	Ongoing
<i>Public ownership and management of privately-owned community systems that treat wastewater and return effluent to the environment e.g. acquisition</i>	Future

An important part of CSRD's implementation of their 2009 LWMP includes enhancing local regulations to mitigate liquid waste. Two examples of completed efforts include:

- Building permit checklists require that a septic system assessment or upgrade occur when a dwelling or facility is altered to increase how much sanitary waste it generates e.g., adding a bedroom to a seasonal home.
- Bylaw that prohibits waste disposal including private discharges to lake from non-public systems including watercraft

The Ministry of Environment and Ministry of Health authorize, oversee, and enforce several liquid waste regulations in the region too, including various rules and requirements for private sanitary systems. Given interrelated regulations, more conversation and action in addition to the efforts already underway are needed among all levels of government to achieve liquid waste goals in Area E.

2.1.7 Issues Summary

Given the rural nature of most of Area E, and the challenges in regional areas establishing community sewer systems, it is progressive and appropriate that the CSRD continues to focus primarily on septic system maintenance, with complementary progress among other implementation areas. The CSRD and its residents are proposing to enhance liquid waste management in the region through septic system rebates, incentivizing greater homeowner vigilance of septic systems and hence, protecting public health and the environment.

2.2 SEPTIC SYSTEM REBATES

Septic system rebates are not new to regional districts or municipalities in BC. The rebate options available and their suitability to a given area in BC are outlined below (summarized from the Feasibility Study, attached in Appendix A).

2.2.1 Feasibility Review

The Feasibility Study (Appendix A) examined the following topics related to the enhanced septic management programs within the subject regional districts:

- Program rationale
- Desired results and objectives
- Equitability and prioritization
- Regulations and enforcement
- Administration, governance, and information
- Coordination with Interior Health Authority (IHA)
- Service support/role of regional district
- Enhanced educational materials

Information was collected through public resources and interviews with four selected local governments.

The premise of the review was to explore the core question, “Practically speaking, what is one service level higher than septic system education materials that would generate further local support for public health and the environment?”. For reference, consult Appendix B for CSRD’s updated (2023) *Homeowner Septic Maintenance Guide* which was developed through cooperation with Western Canada Onsite Wastewater Management Association (WCOMMA). With respect to further enhancements to Septic Smart, the Feasibility Study also revealed:

- Educational programs are a suitable baseline approach, but transitioning to encourage or enforce inspections and owner-led pump-outs to ensure system adequacy, and in turn more effectively protect public and environmental health
- Water quality protection (a critical community priority for Area E) is a key driver for enhanced programs
- Septic system maintenance rebates are a proven method for initiating actions by septic system owners

Through the Feasibility Study, CSRD affirmed a significant conclusion, akin to a policy shift for their role in septic system maintenance: *homeowners ought to take proactive steps to properly maintain their septic systems because it is the responsible and necessary thing to do, and these actions should not start only once the environment has signaled a problem.*

These findings collectively support the implementation of a septic rebate program within Area E. Recommendations and considerations for implementation are detailed in the following section.

2.2.2 Rebate Fundamentals and Incentive Descriptions

The rebate program is an add-on function for the liquid waste service and has been proposed without additional tax implications for the first three years. After three years, the program will be re-evaluated, and any tax funding and tax implications will be considered at that time. Each year, the total budget for rebates is set and once it is exhausted the rebates will cease until new funds are available.

Eligible Maintenance Activities

- Up to \$400 to install risers (a portal for ease of access to the septic tank)
- Up to \$500 to install or replace distribution boxes (centralized box within septic field that equally distributes wastewater into connecting pipes)
- Up to \$300 to conduct a complete system inspection by an accredited ROWP
- Up to \$200 to install an effluent filter

Pump-outs are a crucial component of septic system maintenance; however, they are not eligible for rebates through this program. This is because they are considered a standard practice that homeowners are expected to undertake regularly and are generally known to occur among CSRD residents today. Instead of for pump outs, the limited resources available for rebates have been allocated to incentivize homeowners to perform more advanced and essential maintenance activities. Similarly, rebates do not support the costs of completely replacing a septic system for two reasons:

1. The rebates are relatively small compared to the large capital expense of replacing a system, and
2. To reduce regulatory complications that emerge through system replacements that would complicate the flow of funds.

CSRSD would like to initiate the rebate program and witness residents become more preventative in system maintenance.

2.2.3 Rebate Eligibility

Several approaches may be pursued to establish rebate eligibility requirements. The results of the Feasibility Study (Appendix A) indicate that established regional rebate programs tend to base eligibility on:

- Whether the work aligns with the defined rebate categories (outlined above)
- Confirmation that the property is located within the subject service area
- That the applicant has not previously qualified and received that same rebate
- That the work is completed in the same year as the application
- That the works are carried out by an authorized person

The CSRSD's rebate eligibility criteria may be determined at the discretion of regional staff during the development of the rebate application process. The criteria may reflect that previously described, and /or consider:

- Environmental risk of the septic system area, namely: proximity to surface water, proximity to community groundwater well, situation within relatively dense areas near environmental features and/or where soil and groundwater conditions may pose challenges;

Or,

- Socioeconomic need for the rebate as confirmed by the applicant in their application.

The latter would prioritize systems with owners who likely could not afford to execute septic system maintenance/repairs without rebate support. In order to discern the optimal approach, staff must first consider several aspects of each criteria type, including:

- Administration efforts required to review, store, and manage applicant information (recall that both the CSRSD and IHA wish to approximately maintain their existing levels of administration efforts in terms of septic system management, therefore Septic Smart 2.0 should not introduce significant additional administration demands)
- Information available to support criteria development (e.g. maps of environmentally sensitive areas, ranges of household incomes region-wide, etc.)
- Ease of providing proof of eligibility (as creating a program which requires significant documentation efforts by the applicant is likely to discourage applications)
- Anticipated number of non-eligible applicants (i.e., achieving program eligibility such that it is transparent and that non-eligible applications are limited to avoid program apathy)
- Program intent (i.e. considering which criteria will best encapsulate the intent of the program and help achieve overarching program goals)

Upon introduction of Septic Smart 2.0, the CSRSD may choose to adopt broader or perhaps less restrictive eligibility requirements to encourage applications and ease program implementation, mirroring the strategy of other regional districts. Once program popularity increases, the CSRSD may evaluate if more selective requirements are needed to further focus the program's intention and determine how to effectively establish these requirements within the limits of the District's administrative resources.

2.2.4 Implementation

The proposed rebate funding-structure is provided in Table 2. The funding levels are based on a projected 2% of the property owners receiving a base-level rebate each year. This is consistent with similar rebate programs in BC, as outlined in Appendix A. If there is strong uptake on the rebates and as more funds become available each year, the CSRD can evaluate whether to increase the overall rebate fund to encourage even more proactive repairs. Once the annual fund is exhausted, CSRD would notify residents and recommend they prepare for funding the following year. The 2% uptake rate is recommended as a suitable starting point—an assessment of the whole program should occur after the first or second year of implementation.

Table 2: Proposed rebate structure for Area E

Service Area	Proposed Rebate Fund Year 1	Funding Approach
Area E 1,507 taxable parcels	\$5,000 to \$7,000 Or, about 25-50 incentivized repairs	<ul style="list-style-type: none"> • Develop budgets with this new cost category • Revisit other cost areas to accommodate the rebates (e.g., reduce budgets for studies or monitoring) • Adjust parcel tax levels accordingly (well within maximum allowable) if and when warranted e.g., after Year 3

Rebates are seen as a significant step forward for septic system maintenance, but there's a little more to do. Additional program recommendations are as follows, where implementation may take several years:

- Septic system permitting to remain with IHA; Encourage Registered Onsite Wastewater Practitioners (ROWPs) to file any non-compliant results from site assessments as needed and especially where rebates were used;
- Septic Smart and its messaging should further emphasize roles and responsibilities of property owners as the chief operators of their domestic wastewater treatment systems (continue to review education materials, website content, and other planning documents and update language accordingly);
- Develop maps of environmentally sensitive areas that warrant additional attention, homeowner-direct communications, and/or planning regulations to further protect public health and the environment;
 - This action is of shared interest between CSRD staff and the public (as seen in the survey results, discussed further below)
- Engage with WCOMMA to provide additionally online resources which support homeowners as primary operators and help with sourcing local resources when making repairs; and,
- Meet with CSRD's planning department to link the program to building permits and development permits so that there is continued synchronization between new construction and the need to modernize septic systems.

The above enhancements allow the CSRD to empower property owners without assuming private-side responsibilities and support a staged implementation approach, enabling homeowners to gradually assume

greater responsibility for their on-site systems. And, these efforts can be done as part of the implementation of the amended LWMP without service amendment or change to funding-structures.

Upon approval from the Minister and the Board of Directors regarding the preferred direction for septic system rebates, CSRD Staff should initiate an application design and administration process where schedules, forms, decision-making, and the flow of funds are all confirmed for execution.

3.0 OVERVIEW OF ENGAGEMENT AND COMMUNICATIONS

Amendments to LWMPs include communication and engagement at a level that is commensurate with the degree of change of their management systems. Adding septic system rebates falls into a category of moderate-impact, low-change whereby the root of engagement in this amendment was to test out four core feedback areas:

- Familiarity with homeowner's systems and Septic Smart
- Interest in septic system rebates
- Support for consolidating the Area F liquid waste service areas into one
- Interest in additional liquid waste management services or programs such as more regulations, further exploring community sewer systems, etc.

3.1 OVERALL ENGAGEMENT PLAN AND ACTIVITIES

Early into 2023, CSRD initiated an overall communications and engagement strategy to identify various activities and tools to support the LWMP amendment. The plan identified several objectives:

- Increase understanding and awareness of septic system maintenance among property owners in LWMP service areas
- Raise awareness about the proposed septic system rebate program and opportunities for community members to get involved
- Gauge a level of support for the rebate program from a wide range of audiences across all LWMP service areas
- Provide information that is clear, relevant, and easy to understand

Realizing these objectives came through the following engagement and communications activities:

- One on one meetings with each of the Electoral Area Directors
- Meeting over ZOOM with the Skw'ax te Secwepemc'u'lecw Band
- Meeting over ZOOM with representatives from Interior Health
- Meetings over ZOOM with file leads from the Ministry of Environment
- Social media and promotional materials to notify residents of the LWMP initiative and the survey
- Several Board presentations over the last 18 months providing elected officials and public audiences of the upcoming work
- LWMP video which explained the rationale for the amendment, the objectives for the rebate program, and the upcoming survey

- Multiple CSRD website updates regarding the LWMP project throughout 2023, including FAQs for liquid waste and septic systems
- Media releases, 1-page summary briefs, and presentation materials offered for use by Area Directors
 - A series of social media posts and accompanying graphics were shared on the CSRD's Twitter and Facebook platforms throughout the project to raise awareness and promote the online survey.
- Online survey, launched in late May and lasting until early July 2023
- Public engagement summary, titled a *What We Heard Report*, (attached in Appendix E), which summarizes the results of the survey

Added up, the estimated total touchpoints for engagement and communication in this project is estimated more than 1,000 across the four service areas. With the program's focus squarely placed onto the rebates, the online survey and the *What We Heard Report* (Appendix E) emerged as the core elements of the feedback efforts.

3.2 LWMP SURVEY: FOCUS AREA AND QUESTIONS

An online survey was open from May 30 to July 7, 2023 to collect feedback from property owners in the four LWMP service areas. Nearly 200 surveys were completed and submitted. A project web page was created on CSRD Connect to host key information and resources related to the LWMP amendment. The page included an overview of the project, a project timeline, contact information, the LWMP information video, FAQs and the online survey.

Survey questions were centered around septic system conditions and homeowner maintenance of these systems, as well as thoughts and attitudes surrounding the proposed septic rebate program. Results of this engagement are summarized in the following sections. A complete list of questions and accompanying responses are provided in the *What We Heard Report* (Appendix E).

3.3 WHAT WE HEARD: SURVEY RESPONSES

3.3.1 Region-Wide: Input Gathered from All Four Service Areas

Overall, survey responses indicate that homeowners care about septic system maintenance. Their feedback signals that most existing septic systems are in good condition, and there is a general desire to maintain this condition through leveraging the assistance of a rebate program. Respondents affirm they are knowledgeable on the importance of system maintenance, which likely prompts their desire to ensure adequate system care and support of rebates. These results also exhibit the previous success of the Septic Smart program in educating residents on septic system safeguarding and establishing proactive attitudes.

Specifically, the survey revealed the following:

- 76% of respondents are year-round residents
- 61% of respondents report they are familiar with their septic system and its maintenance requirements
- 73% of respondents across the CSRD support the proposed septic system rebate program in their service area
- 38% of respondents reside or own property in Area G
- 68% of respondents indicated their septic system is currently in good condition
- 78% of respondents have had their septic system pumped out less than 5 years ago

- 56% of respondents never conduct their septic system maintenance themselves
- Area C, E , and G residents expressed the highest level of support for the proposed rebate program

The primary reason for rebate program opposition among respondents was the belief that property owners should be responsible for the costs of their own maintenance. Other expressions of opposition included:

- Concern that tax dollars for program will eventually increase (4 comments) or that ROWPs will increase costs with knowledge of program (2 comments)
- Desire to increase the rebate amounts (4 comments)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (4 comments)
- Money better spent on enforcement and inspection (3 comments)

Additional comments provided by respondents in relation to the rebate program reflected similar themes as discussed above, summarized as follows:

- General support for the program (*7 comments*)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (*7 comments*)
- Disagreement with tax dollars being spent to fund the program and concern that taxes will be increased due to the program (*5 comments*)
- Suggestions for the CSRD to require proof of inspection and maintenance from property owners to ensure their septic system is up to code and properly maintained (*4 comments*)
- Some homeowners seeking retroactive rebates for maintenance previously conducted (*3 comments*)
- Concerns that there is a limited number of certified ROWP's in the region to conduct the work (*2 comments*)
- Desire to provide financial assistance for low- or fixed-income property owners (*2 comments*)

In terms of CSRD-led services including septic systems, sanitary sewer, or liquid waste management, respondents frequently commented that they would like to see:

- Development of community sewer systems (*12 comments*)
- Mandatory inspections and greater enforcement to ensure that properties are meeting modern standards and conducting proper maintenance (*6 comments*)
- A list of certified ROWPs supplied to property owners and suggestions to train pump drivers as ROWPs (*3 comments*)
- Greater public education around septic systems and how they work (*3 comments*)
- Waterfront natural asset mapping / assessments to identify sensitive/high risk areas (*3 comments*)

In addition to expressing rebate support, several comments included suggestions for how to further enhance the rebates, which may be considered over the three-year trial of the rebate program. The Septic Smart rebate program offers a community-supported, near-future strategy to protect existing systems, presenting the most feasible mechanism for preserving environmental and public health currently.

3.3.2 Area E Survey Highlights

Responses from Area E mirror many aspects of the overall survey findings, namely:

- There is strong support for the rebates
- Septic system maintenance is generally understood and a well-known homeowner responsibility
- Several residents would like to see septic system maintenance requirements so that there is widespread, consistent maintenance by all properties; fines or regulations were cited as being of interest, but not at levels that would warrant the change with or ahead of rebates
- Nearly half of residents believe that the CSRD should review efforts to identify and assess potential locations for a community treatment system

A community sewer system appears undesirable among respondents in Area E at this time but may perhaps be revisited through future initiatives. The introduction of septic system rebates will not complete liquid waste management services, but it is strongly supported as the key next step.

3.3.3 Indigenous Consultation Summary

Indigenous consultation efforts occurred through government to government (CSRSD to First Nation) forums. CSRSD reached out to the following indigenous communities as part of the LWMP amendment.

- Adams Lake Indian Band
- Skwlāx te Secwepemcúfecw (Little Shuswap Lake)
- Shuswap Band
- Okanagan Indian Band
- Whispering Pines/Clinton Indian Band
- Simpcw First Nation
- Splotsin First Nation

Following the CSRSD's consultation, Simpcw First Nation issued a positive response to the proposed LWMP amendments, stating "Simpcw Natural Resource Department (NRD) is satisfied with CSRSD Liquid Waste Management Plan Update and the collaborative work relating to their proposal and support moving forward".

Additionally, Little Shuswap Lake has expressed interests in liquid waste management services and facilities and working with CSRSD to partner on mutual interests. Those conversations continue, however the recent forest fires on top of local capacity limitations across rural and indigenous communities on environmental initiatives has resulted in limited progress to date. More discussions are proposed with a focus on septic treatment and/or management facilities as well as future community systems.

A summary of the efforts and outcomes from Indigenous consultation will be submitted separately.

3.3.4 Local Priorities and Next Steps

Most respondents ranked the following CSRSD services from lowest to highest priority as follows:

- More information on septic system maintenance (lowest priority)
- More financial incentives
- More training courses around septic system maintenance

- Maps that identify high-risk natural areas where it is more critical for septic systems to be maintained
- Expanded regulations and enforcement (e.g. fines or penalties) by government to require property owners to meet modern standards for septic systems (highest priority)

It is clear the community prioritizes homeowner accountability in terms of septic system maintenance. As such, the CSRD should consider penalties in the future for properties with known or perceived risk to watershed health from failing or inadequate septic systems. Any funds collected could be directed to water quality monitoring or further rebates. However, implementation of such penalties should be delayed until after engagement and initial launch of a rebate program, to first examine if the program proves successful without this feature. If penalties are pursued, the CSRD should engage with property owners following the initial rebate program establishment to explore the interest in a two-tiered tax rate or other similar approach that requires proof of proper septic system maintenance and charges a higher rate to owners who do not comply, among other penalty-like options.

4.0 LMWP AMENDMENT AND IMPLEMENTATION

4.1 AMENDMENT OVERVIEW AND DRIVERS FOR CHANGE

Through the enactment of its 2009/2010 LWMPs, the CSRD established its commitment to comprehensive and effective liquid waste management and, ultimately, conserving the health of both its communities and environment. As per Ministry of Environment LWMP guideline documents, it is recommended that Plans be reviewed every 5-10 years. As such the CSRD engaged Urban Systems in 2020 to begin the process of reviewing the 2009 LWMP. Through stakeholder engagement and public surveys, desire to evolve the commitment for CSRD involvement in liquid waste management planning, by building upon previous efforts, helped to influence Area E's LWMP amendment. While several liquid waste priorities exist through the region, a common necessity continues to present itself: improved septic system safeguarding through greater action of property owners. Rebates are enveloped in Septic Smart 2.0—an achievable, effective, and community-oriented strategy for managing existing liquid waste concerns within the CSRD.

The recommended implementation strategy for this program over the next five years is summarized in Table 3. It presents a staged approach encompassing specific, attainable tasks carefully selected to ensure the most valuable use of the CSRD's limited resources over a realistic timeframe. This approach mirrors rebate models previously proven successful on regional levels, with flexibility for future evolution based on homeowner response and financial capacity of the CSRD.

Understandably, this strategy does not entirely resolve all liquid waste issues endured within the region. Rather, it offers the most complete and feasible solution available to communities today, capable of effectively addressing several liquid waste priorities simultaneously with optimal effort. Septic Smart 2.0 represents the reality of liquid waste within the region: the reliance on septic systems is unlikely to cease, and even if more complex, infrastructure-based solutions advance, it continues to fulfill a crucial and complementary role. Septic Smart will continue.

4.2 LIST OF ACTIONS TO IMPLEMENT AREA E LWMP AMENDMENT

To initiate the rebate program, it is recommended the CSRD adopt the proposed funding level presented in Table 2. As the program proceeds, each year, the CSRD should develop a funding cap on the distribution of rebates and discuss rebate amounts during budget deliberations, as previously discussed. The proposed implementation plan can be accomplished within the funding limitations of this service requisition. However, funding options will be reviewed in about three years upon completion of the trial period of septic service rebates.

Table 3: Implementation plan for enhanced Septic Smart program

5-YEAR ACTION PLAN—SEPTIC SMART 2.0 AND REBATE PROGRAM IMPLEMENTATION	
YEAR 1 (2024)	<ul style="list-style-type: none"> Introduce septic system rebates for 2024 or 2025 fiscal year. Review all public-facing materials for Septic Smart and update key messages to convey the homeowner's responsibility to actively maintain their septic systems. Meet with planning to deepen understanding of role of planning regulations in septic system renewal during redevelopment.
YEAR 2 (2025)	<ul style="list-style-type: none"> Conduct twice annual LMWP meetings with IHA and Ministry to discuss the challenges and opportunities for septic system and private wastewater system maintenance in Area E. Engage WCOMMA to explore information management strategies related to septic system rebates (i.e. storing proof of maintenance) and confirm there is sufficient local capacity by registered professionals to support the needs of homeowners.
YEAR 3 (2026)	<ul style="list-style-type: none"> Discuss rebate amounts, types, and eligibility (in 2026), evaluating the need for penalties and/or additional incentives (e.g. rebates for inspections and pump-outs). Request an inventory from IHA of locations of Type 2 and Type 3 systems in the area. Conduct environmental sensitive mapping to produce a map of priority areas to share with IHA--IHA may then consider additional requirements at the time of septic system design and installation for these sensitive areas. An intended outcome would be that more Type 2 and Type 3 systems exist in areas with greater cumulative risk to water quality.
YEAR 4 (2027)	<ul style="list-style-type: none"> Conduct twice annual LMWP meetings with IHA and Ministry to discuss the challenges and opportunities for septic system and private wastewater system maintenance in Area E.
YEAR 5 (2028)	<ul style="list-style-type: none"> Revisit rebate program improvements suggested by residents during the public engagement process and consider integration into existing program. Prepare an implementation update brief for discussion with the Ministry to explore the need for further plan amendments, if any.

Closure

CSRSD remains highly interested to advance liquid waste management plans in its electoral areas and to achieve the stated actions in LWMP documents, including this amendment.

Thank you for the opportunity to support the CSRSD in this important initiative.

Sincerely,



URBAN SYSTEMS LTD.

Kara Labelle, EIT
Project Engineer

Ehren Lee, P.Eng
Senior Consultant

/KL/EL
Enclosure(s)

Appendix A – *Septic Smart 2.0 Feasibility Study*
Appendix B – *Homeowner Septic Maintenance Guide (2023)*
Appendix C – *Wastewater Treatment Plant Guidelines*
Appendix D – *LWMP Progress Report (2021)*
Appendix E – *What We Heard Report*

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November 23, 2023

File: 0476.0095.01

Columbia Shuswap Regional District
555 Harbourfront Drive
Salmon Arm, BC V1E 4P1

Attention: Ben van Nostrand, Team Leader, Environmental Health Services

RE: AREA F (NORTH SHUSWAP)- LWMP Amendment

1.0 INTRODUCTION

1.1 ORIGINAL LWMP AND AUTHORITY FOR IMPLEMENTATION

North Shuswap's original Liquid Waste Management Plan (LWMP) was completed, Board adopted, and Ministry approved in 2009 (re: Ministry of Environment and Climate Change Strategy; *the Ministry*). Upon approval, implementation of the plan began. Service delivery and liquid waste programming has continued for well over 10 years.

As per the service establishment bylaws, the funds collected from all four services are applicable to implementation of each of the LWMPs. This report serves as a minor LWMP amendment for North Shuswap's plan (study area enclosed) with the purpose to enhance CSR's Septic Smart program to include maintenance rebates for property owners. Minister's approval of this LWMP amendment would authorize CSR to implement the established services, the proposed rebates, and continue to address historic issues that remain relevant (see Next Steps).

It is important to establish that the proposed amendment is not intended to supplant the entire list of objectives previously enacted in the 2009 LWMP and rather serves explicitly as a complementary augmentation of the existing plan.

1.2 LWMP GUIDELINES AND AMENDMENT RATIONALE

The interim Guidelines for Preparing Liquid Waste Management Plans compel local governments to review the progress and status of Liquid Waste Management Plans every 5 to 10 years. If conditions change significantly, then LWMP-holders are expected to update or amend their plans accordingly. Conditions that can affect the timing and the scale of any LWMP update or amendment include:

- Accuracy of cost estimates;
- Relevance of objectives and outcomes;
- Suitability of new approaches and technologies;
- Changes to regulations and standards;
- Updates to Official Community Plan and Regional Growth Strategy; and
- Status of public support for the plan

A full LWMP amendment may address all of the above, whereas a more *minor amendment or update to the plan* could be undertaken to revise selective components, such as cost estimates or the design of liquid waste programs. Public engagement must occur to inform the public/community of any plan amendments and updates, with the extent of this engagement contingent on the level of amendment or update pursued.

1.3 COMMUNITY OVERVIEW

The CSRD is located in the southern interior of British Columbia between Calgary and Vancouver, situated on the northern end of the Kootenay, Columbia, and Okanagan valleys. The District features a population of approximately 58,000 people and is comprised of seven unincorporated electoral areas and four member municipalities - Golden, Revelstoke, Sicamous and Salmon Arm. The Regional District is a form of local government that provides a variety of localized services to the electoral areas, as well as some regional services such as solid waste management. Each LWMP area within the CSRD is mapped in the service establishment bylaws. In effect, these are the areas where the LWMPs apply and in turn, the customers who contribute and primarily benefit from Septic Smart.

Electoral Area F is located on the north side of Shuswap Lake, and includes the unincorporated communities of Lee Creek, Scotch Creek, Celistia, Magna Bay, Anglemont, St. Ives, and Seymour Arm. The lake is renowned for offering recreational activities including swimming, boating, and camping, as well as its annual salmon run. During the winter, nearby mountains offer additional recreational pursuits including snowmobiling, skiing, and snowshoeing.

The North Shuswap area, contained within Area F and the service area to which this LWMP amendment pertains, is comprised of rural and semi-urban areas including Celistia and Anglemont on the Shuswap Arm. The service area is divided into two sub-areas to capture settlements and avoid undeveloped locations between the two sub-areas. Most existing wastewater treatment and disposal systems in North Shuswap are onsite systems consisting of septic tanks and disposal fields, apart from a few privately-owned community sewer systems. North Shuswap is served by the nearest septage receiving facility near Shuswap Lake estates (central to the new electoral Area G), but not far from the facility owned by the Little Shuswap Lake Band (to the northwest of Area C/G).

1.3.1 CSRD's Approach to the LWMP Amendment for North Shuswap

The CSRD met with Ministry staff in 2021 to convey the CSRD's intent to proceed with an amendment to 2009/2010 LWMPs with a focus on refining the existing educational and awareness programs (Septic Smart) for on-site systems. CSRD staff and its consultants (Urban Systems) advised that more significant plans, such as constructing and operating a community sewer system were not going to be the focus of the review. Although, it is recognized that a community system would benefit the environment and provide a necessary service to the North Shuswap, staff explained to the Ministry that the numerous studies conducted to support such a community system are challenged by the costs to establish a service, inconsistent levels of support, and strong local opposition to additional discharges to the lake. It is important to note that despite the fact that a community sewer system is not the focus of the 2023 LWMP amendment, the CSRD will continue to pursue opportunities to advance such a system if and when the opportunity presents itself. Several privately-owned community sewer systems, including treatment plants with pre-existing lake outfalls offer a future opportunity for a publicly-owned (by CSRD) solution.

The CSRD's Septic Smart program was launched in 2012 and has since been copied by other Regional Districts. Door-to-door surveys, supported by online surveys, were conducted in 2012 and 2016 for residents in the LWMP areas to assess knowledge and awareness of Septic Smart. Results showed a general awareness however, more

was needed to encourage some residents to act. Complementary analysis to this LMWP amendment included a review of the septic system education materials and rebate programs in other local governments in BC. In result of this review, the Septic Smart education document was rewritten to reflect current practices and language. Furthermore, this review was contextualized within CSRD's communities to arrive at a preferred approach, including recommendations to advance septic system management across all four LWMP service areas: Area E, Area C (including Area G), and Area F (North Shuswap and Seymour Arm). The rebate program review is detailed in *Septic Smart 2.0 – Recommendations to Enhance the Program and Rebate Feasibility* (the Feasibility Study, Urban Systems, 2021), found in Appendix A, which assesses the feasibility of rebates in all CSRD's LMWP-areas. The recommendations herein are specific to North Shuswap.

In 2023, CSRD prepared and executed a public engagement process to solicit community feedback on the key elements of the Plan Amendment. The focus of the process was to gauge the support for septic system rebates. Detailed information for the rebate program was included in communications and consultation materials and covered:

- What maintenance work would qualify,
- Who would qualify and how the application works, and,
- The rebate amounts and their funding sources.

Educational materials including CSRD's renowned *Homeowner Septic Maintenance Guide* were updated as part of the work (Appendix B).

2.0 AREA F —NORTH SHUSWAP LWMP AMENDMENT

A liquid waste management plan responds to the issues of liquid waste. The original 2009 LWMP outlines the full suite of recommendations in some depth. The 2023 amendment (this document) relates to the significance of those historic issues in part, but more so, the recommendations herein outline how LWMP-related services will change in North Shuswap moving forward. The list of issues below acts as a primer of sorts prior to narrowing towards the primary issue at hand: septic system management.

2.1 ISSUES SUMMARY: PAST AND PRESENT

Liquid waste covers several topics, hazards, and concerns. It's common that a study area includes liquid waste issues that are under development, to be solved, or already addressed. Several liquid waste concerns within South Shuswap identified by the area's previous LWMP have since been resolved, while others persist. The following subsections summarize the current liquid waste issues facing North Shuswap. Ultimately, these issues collectively point to the need for an enhanced Septic Smart program and septic system rebates, which will aim to minimize the environmental and health impacts of existing septic systems in a way that is consistent with the values of the community. Not all liquid waste issues can be addressed in the CSRD through septic system maintenance but given the role of these systems in environmental objectives today, such maintenance is an apt priority.

2.1.1 Issue 1: Deteriorating Septic Systems and Homeowner Vigilance

Septic tank maintenance is critical to North Shuswap given the aging nature of septic system infrastructure within the area. Surveys completed to evaluate the function of the existing Septic Smart program revealed that over 60% of septic systems were exceeding 20-30 years of age, indicating most systems are now likely nearing the end of their service lives. As systems get older, the onus rises on homeowners to execute septic tank

maintenance, inspection, and possibly replacement – these are actions incentivized by Septic Smart rebates. While the previous Septic Smart program promoted these actions through educational efforts, offering rebates is seen as a proven way to *cause* more maintenance to occur.

Additional septic system and disposal field concerns identified through 2009 LWMP specific to North Shuswap include:

- Incidences of lake or creek flooding
- High groundwater table
- Insufficient soil depth above bedrock
- Soil conditions inducing poor percolation and saturation
- Insufficient area for proper drainage (particularly applicable to small lots with excessive slopes)
- Proximity to lake

These concerns persist within the community and further emphasize the need for septic system conservation.

2.1.2 Issues 2: Cumulative Effects from Septic Systems

As development introduces new septic systems to the area, cumulative system risks to public health and the environment increase. As such, septic tank protection is paramount from the perspective of future development. North Shuswap continues to experience significant development pressure with potential to increase both the permanent resident population and summer visitors, as acknowledged in the 2009 LWMP. Previous Septic Smart surveys indicated that residents are more frequently residing within their homes year-round, signaling increased flows and associated system pressures. This residential trend accompanied by growing populations, especially for higher infill areas with unfriendly soils near water, establishes a critical need for improved septic system protection.

2.1.3 Issues 3: Challenges Initiating Community Sewer System(s)

Establishing new community sewer systems is hard work, especially in regional districts. The 2009 LWMP identified the establishment of a publicly owned community sewer system as a medium-term (~10 years), high priority for the Scotch Creek community due to rapid growth of the area and its effects on the Scotch Creek aquifer, with potential for incremental expansion to other nearby residents following the initial system establishment. However, elector support, wastewater treatment plant siting, safe effluent discharge, low infill density, financing, and challenges establishing a partnership with a private community treatment system continue to stymie implementation. Effluent discharge methods are a particularly significant barrier to advancing community sewerage: the area's existing LWMP prohibits the discharge of treated effluent into Shuswap Lake, and alternate, more complex methods of wastewater disposal, such as ground discharge or irrigation re-use, would require configuration.

Pre-work completed prior to this LWMP amendment included the re-examination of the cost-benefit of advancing one or more publicly owned (acquired by CSRD) community sewer systems with one of the four existing private community systems and found no significant justification for pursuing a community system at this time. While some developed areas may aim to move towards community sewer systems in future years, many of the less developed areas and rural developments will continue to utilize onsite disposal systems, with no specific plans to alter existing waste management systems (septic). The recent fires are a catastrophe with several neighborhoods undergoing a complete rebuild of their surface and subsurface infrastructure. A provincial

commitment to explore public community sewer systems may be a provincial priority as part of a build back better strategy, and the CSRD would engage in those discussions accordingly. Areas where community sewer systems are planned may not be serviced for 10 to 15 years as higher priority areas, like Scotch Creek, move forward with their systems. Until there has been a breakthrough in securing funding and/or a feasible discharge location for a community sewer system, CSRD's efforts will focus on septic system management.

Note: Search for a treatment plant within the CSRD continues. CSRD recently commissioned a study to identify siting guidelines (Appendix C) for any future facility which will be a useful tool to aid conversations with the Board, residents, and prospective system owners or landholders. Modernization of CSRD's sanitary sewer system acquisition strategy may occur in the next few years, on an as-needed basis. The current strategy can be found at www.csr.bc.ca.

2.1.4 Issues 4: Protecting Health and Water Quality

Improved water quality monitoring and preserving lake health continue to stand as high community priorities, as emphasized through the area's LWMP. The plan identifies protection of water quality of Shuswap Lake as the principal driver for the plan's creation. The communities within the area and Shuswap watershed rely on Shuswap Lake for drinking water and recreation, while also highly valuing the water body's aesthetics. As previously acknowledged, discharge of treated effluent to the lake from private sources was prohibited by the 2009 LWMP, underlining that preserving the environmental quality of the lake is of paramount importance to the community. This community value fosters the need to minimize impacts of septic systems on the lake and surrounding environment. Though inconsistent, water quality events in Shuswap Lake signal that status quo is inadequate, both within our urban-like communities and rural areas. Septic system rebates are a shift away from the status quo.

2.1.5 Issue 5: Limitations with the Previous Septic Smart Program

While the previous Septic Smart program proved successful in raising resident awareness of septic tank operation and maintenance, additional efforts are required to promote greater owner-led maintenance and build upon the previous program's progress. Through the LWMP, septic system education and engagement was completed to communicate to residents that ultimately a septic system can negatively impact the environment when proper design, maintenance, and use is not adhered to. Septic Smart originated with foundational programming such as educational resources and public events, setting a tone that septic system management was a priority throughout the region. Surveys completed to evaluate the function of this program revealed that while the educational efforts have informed residents about maintenance importance, they are less effective at resulting in actions, and further incentives are required to achieve improved resident involvement.

2.1.6 Other Liquid Waste Issues

Several other liquid waste issues were present at the time of the 2009 report. Some of those topics have been addressed. Table 1 outlines the other liquid waste priorities and their level of progress to date. Appendix D includes the *LWMP Progress Report* (Urban Systems, 2021), covering all four LWMPs in CSRD.

Table 1: LWMP Priorities as Identified in the 2009 LWMP

Liquid Waste Priority	Progress/Status
<i>Septic System Management: Education, Maintenance, links to building regulations, surveys, etc.</i>	Ongoing
<i>Septic Management Facilities</i>	Future
<i>Enacting a prohibition of private waste disposal including private discharges to lake from non-public systems incl. watercraft</i>	Complete
<i>Development of a community sewer system</i>	Future
<i>Environmental monitoring: study sensitive areas, water quality, and effects from septic systems</i>	Ongoing
<i>Public ownership and management of systems that treat wastewater and return effluent to the environment e.g. acquisition</i>	Future

An important part of CSRD's implementation of their 2009 LWMP includes several regulations, which can all be found at www.csr.bc.ca.

2.1.7 Issues Summary

Given the rural nature of most of North Shuswap, and the challenges in regional areas establishing community sewer systems, it is progressive and appropriate that CSRD continues to focus on septic system maintenance, among other implementation areas. The CSRD and its residents are proposing to enhance liquid waste management in the region through septic system rebates, incentivizing greater homeowner vigilance of septic systems and hence, protecting public health and the environment.

2.2 SEPTIC SYSTEM REBATES

Septic system rebates are not new to regional districts or municipalities in BC. The rebate options available and their suitability to a given area in BC are outlined below (summarized from the Feasibility Study, attached in Appendix A).

2.2.1 Feasibility Review

The Feasibility Study (Appendix A) examined the following topics related to the enhanced septic management programs within the subject regional districts:

- Program rationale
- Desired results and objectives
- Equitability and prioritization
- Regulations and enforcement
- Administration, governance, and information
- Coordination with Interior Health Authority (IHA)
- Service support/role of regional district
- Enhanced educational materials.

Information was collected through public resources and interviews with four selected local governments.

The premise of the review was to explore the core question, “Practically speaking, what is one service level higher than septic system education materials that would generate local support and further support public health and the environment?” For reference, consult Appendix B for CSRD’s updated (2023) *Homeowner Septic Maintenance Guide* which was developed through cooperation with Western Canada Onsite Wastewater Management Association (WCOMMA). With respect to further enhancements to Septic Smart, the Feasibility Study also revealed:

- Educational programs are a suitable baseline approach, but programs elsewhere are tending to encourage or enforce inspections and owner-led pump-outs to ensure system adequacy, and in turn more effectively protect public and environmental health
- Water quality protection (a critical community priority for North Shuswap) is a key driver for enhanced programs
- Septic system maintenance rebates are a proven method for initiating actions by septic system owners.

Through the feasibility review, CSRD affirmed a significant conclusion, akin to a policy shift for their role and the role of property owners in septic system maintenance: *homeowners ought to take proactive steps to properly maintain their septic systems because it is the responsible and necessary thing to do, and these actions should not start only once the environment has signaled a problem.*

These findings collectively support the implementation of a septic rebate program within North Shuswap. Recommendations and considerations for implementation are detailed in the following section.

2.2.2 Rebate Fundamentals and Incentive Descriptions

The rebate program is an add-on function for the liquid waste service and has been proposed without additional tax implications for the first three years. After three years, the program will be re-evaluated, and any tax funding and tax implications will be considered at that time. Each year, the total budget for rebates is set and once it is exhausted the rebates will cease until new funds are available.

Eligible Maintenance Activities

- up to \$400 to install risers (a portal for ease of access to the septic tank)
- up to \$500 to install or replace distribution boxes (centralized box within septic field that equally distributes wastewater into connecting pipes)
- up to \$300 to conduct a complete system inspection by an accredited ROWP
- up to \$200 to install an effluent filter

Pump-outs are a crucial component of septic system maintenance; however, they are not eligible for rebates through this program. This is because they are considered a standard practice that homeowners are expected to undertake regularly and are generally known to occur by CSRD residents today. Instead of pump outs, the limited resources available for rebates have been allocated to incentivize homeowners to perform more advanced and essential maintenance activities. Similarly, rebates do not support the costs of completely replacing a septic system for two reasons:

1. The rebates are relatively small compared to the large capital expense of replacing a system, and
2. To reduce regulatory complications that emerge through system replacements that would complicate the flow of funds.

CSRD would like to initiate the rebate program and witness residents become more preventative in system maintenance.

2.2.3 Rebate Eligibility

Several approaches may be pursued to establish rebate eligibility requirements. The results of the Feasibility Study (Appendix A) indicate that established regional rebate programs tend to base eligibility on:

- Whether the work aligns with the defined rebate categories (outlined above)
- Confirmation that the property is located within the subject service area
- That the applicant has not previously qualified and received that same rebate
- That the work is completed in the same year as the application
- That the works are carried out by an authorized person

The CSRD's rebate eligibility criteria may be determined at the discretion of regional staff during the development of the rebate application process. The criteria may reflect that previously described, and /or consider:

- Environmental risk of the septic system area, namely: proximity to surface water, proximity to community groundwater well, situation within relatively dense areas near environmental features and/or where soil and groundwater conditions may pose challenges;

Or,

- Socioeconomic need for the rebate as confirmed by the applicant in their application.

The latter would prioritize systems with owners who likely could not afford to execute septic system maintenance/repairs without rebate support. In order to discern the optimal approach, staff must first consider several aspects of each criteria type, including:

- Administration efforts required to review, store, and manage applicant information (recall that both the CSRD and IHA wish to approximately maintain their existing levels of administration efforts in terms of septic system management, therefore Septic Smart 2.0 should not introduce significant additional administration demands)
- Information available to support criteria development (e.g. maps of environmentally sensitive areas, ranges of household incomes region-wide, etc.)
- Ease of providing proof of eligibility (as creating a program which requires significant documentation efforts by the applicant is likely to discourage applications)
- Anticipated number of non-eligible applicants (i.e., achieving program eligibility such that it is transparent and that non-eligible applications are limited to avoid program apathy)
- Program intent (i.e. considering which criteria will best encapsulate the intent of the program and help achieve overarching program goals)

Upon introduction of Septic Smart 2.0, the CSRD may choose to adopt broader or perhaps less restrictive eligibility requirements to encourage applications and ease program implementation, mirroring the strategy of other regional districts. Once program popularity increases, the CSRD may evaluate if more selective

requirements are needed to further focus the program's intention and determine how to effectively establish these requirements within the limits of the District's administrative resources.

2.2.4 Implementation

The proposed rebate funding/ structure is provided in Table 2. The funding levels are based on a projected 2% of the property owners receiving a base-level rebate each year. This is consistent with similar rebate programs in BC, as outlined in Appendix A. If there is strong uptake on the rebates and as more funds become available each year, the CSRD can evaluate whether to increase the overall rebate fund to encourage even more proactive repairs. The 2% uptake rate is recommended as a suitable starting point—an assessment of the whole program should occur after the first or second year of implementation.

Table 2: Proposed rebate structure for Area F (North Shuswap)

Service Area	Proposed Rebate Fund Year 1	Funding Approach
Area F-North Shuswap 4,226 taxable parcels	\$8,000 to \$11,000 Or, about 40-80 repairs	<ul style="list-style-type: none"> Develop budgets with this new cost category Revisit other cost areas to accommodate the rebates (e.g., reduce budgets for studies or monitoring) Adjust parcel tax levels accordingly (well within maximum allowable) if and when warranted e.g., after Year 3

Rebates are seen as a significant step forward for septic system maintenance. But there's a little more to do. Additional program recommendations are as follows, where implementation may take several years:

- Septic system permitting to remain with IHA; Encourage Registered Onsite Wastewater Practitioners (ROWPs) to file any non-compliant results from site assessments as needed and especially where rebates were used;
- Septic Smart and its messaging should further emphasize *roles and responsibilities of the property owner as the chief operator of their domestic wastewater treatment system* (continue to review education materials, website content, other planning documents and update language accordingly);
- Develop maps of environmentally sensitive areas that warrant additional attention and or homeowner-direct communications or planning regulations to further protect public health and the environment;
 - This action is of shared interest between CSRD staff and the public (as seen in the survey results, below)
- Engage with Western Canada Onsite Wastewater Management Association (WCOMMA) to provide further online resources which support homeowners as primary operators and help with sourcing local resources when making repairs; and,

- Meet with CSRD's planning department to link the program to building permits and development permits so that there is continued synchronization among new construction and the need to modernize septic systems.

The above enhancements allow the CSRD to empower property owners without assuming private-side responsibilities and support a staged implementation approach, enabling homeowners to gradually assume greater responsibility for their on-site wastewater management systems. And, these efforts can be done as part of implementation of the amended LWMP without service amendment or change to funding-structures.

3.0 OVERVIEW OF ENGAGEMENT AND COMMUNICATIONS

Amendments to LWMPs include communication and engagement at a level that is commensurate with the degree of change of their management systems. Adding septic system rebates falls into a category of high-impact, low-change whereby the root of engagement in this amendment was to test out four core feedback areas:

- Familiarity with homeowner's systems and Septic Smart
- Interest in septic system rebates
- Support for consolidating the Area F liquid waste service areas into one
- Interest in additional liquid waste management services or programs such as more regulations, further exploring community sewer systems, etc.

3.1 OVERALL ENGAGEMENT PLAN AND ACTIVITIES

Early into 2023, CSRD initiated an overall communications and engagement strategy to identify various activities and tools to support the LWMP amendment. The plan identified several objectives:

- Increase understanding and awareness of septic system maintenance among property owners in LWMP service areas
- Raise awareness about the proposed septic system rebate program and opportunities for community members to get involved
- Gauge a level of support for the rebate program from a wide range of audiences across all LWMP service areas
- Provide information that is clear, relevant and easy to understand

Realizing these objectives came through the following engagement and communications activities:

- One on one meetings with each of the Electoral Area Directors
- Meeting over ZOOM with Skw'ax te Secwepemc'u'lecw
- Meeting over ZOOM with representatives from Interior Health
- Meetings over ZOOM with file leads from the Ministry of Environment
- Social media and promotional materials to notify residents of the LWMP initiative and the survey
- Several Board presentations over the last 18 months providing elected officials and public audiences of the upcoming work

- LWMP video which explained the rationale for the amendment, the objectives for the rebate program and the upcoming survey
- Multiple CSRD website amendments regarding the LWMP project, throughout 2023 including FAQs for liquid waste and septic systems
- Media releases, 1-page summary briefs, and presentation materials offered for use by Area Directors
 - A series of social media posts and accompanying graphics were shared on the CSRD's Twitter and Facebook platforms throughout the project to raise awareness and promote the online survey.
- Online Survey, launched in late May and lasting until early July 2023
- Public engagement summary, titled *What We Heard Report* (attached in Appendix E), which summarizes the results of the survey

Added up, the estimated total touchpoints for engagement and communication in this project is estimated more than 1,000 across the four service areas. With the program's focus squarely placed onto the rebates, the online survey and the *What We Heard Report* (Appendix E) emerged as the core elements of the feedback efforts.

3.2 LWMP SURVEY: FOCUS AREA AND QUESTIONS

An online survey was open from May 30 to July 7, 2023 to collect feedback from property owners in the four LWMP service areas. Nearly 200 surveys were completed and submitted. A project web page was created on CSRD Connect to host key information and resources related to the LWMP amendment. The page included an overview of the project, a project timeline, contact information, the LWMP information video, FAQs and the online survey.

Survey questions were centered around septic system conditions and homeowner maintenance of these systems, as well as thoughts and attitudes surrounding the proposed septic rebate program. Results of this engagement are summarized in the following sections. A complete list of questions and accompanying responses are provided in the *What We Heard Report* (Appendix E).

3.3 WHAT WE HEARD: SURVEY RESPONSES

3.3.1 Region-Wide: Input Gathered from All Four Service Areas

Overall, survey responses indicate that homeowners care about septic system maintenance. Their feedback signals that most existing septic systems are in good condition, and there is a general desire to maintain this condition through leveraging the assistance of a rebate program. Respondents affirm they are knowledgeable on the importance of system maintenance, which likely prompts their desire to ensure adequate system care and support of rebates. These results also exhibit the previous success of the Septic Smart program in educating residents on septic system safeguarding and establishing proactive attitudes.

Specifically, the survey revealed the following:

- 76% of respondents are year-round residents
- 61% of respondents report they are familiar with their septic system and its maintenance requirements
- 73% of respondents across the CSRD support the proposed septic system rebate program in their service area

- 38% of respondents reside or own property in Area G
- 68% of respondents indicated their septic system is currently in good condition
- 78% of respondents have had their septic system pumped out less than 5 years ago
- 56% of respondents never conduct their septic system maintenance themselves
- Area C, E, and G residents expressed the highest level of support for the proposed rebate program

The primary reason for rebate program opposition among respondents was the belief that property owners should be responsible for the costs of their own maintenance. Other expressions of opposition included:

- Concern that tax dollars for program will eventually increase (4 comments) or that Registered Onsite Wastewater Practitioners (ROWPs) will increase costs with knowledge of program (2 comments)
- Desire to increase the rebate amounts (4 comments)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (4 comments)
- Money better spent on enforcement, inspection (3 comments)

Additional comments provided by respondents in relation to the rebate program reflected similar themes as discussed above, summarized as follows:

- General support for the program (7 comments)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (7 comments)
- Disagreement with tax dollars being spent to fund the program and concern that taxes will be increased due to the program (5 comments)
- Suggestions for the CSRD to require proof of inspection and maintenance from property owners to ensure their septic system is up to code and properly maintained (4 comments)
- Some homeowners seeking retroactive rebates for maintenance previously conducted (3 comments)
- Concerns that there is a limited number of certified ROWP's in the region to conduct the work (2 comments)
- Desire to provide financial assistance for low- or fixed-income property owners (2 comments)

In terms of CSRD-led services including septic systems, sanitary sewer, or liquid waste management, respondents frequently commented that they would like to see:

- Development of community sewer systems (12 comments)
- Mandatory inspections and greater enforcement to ensure that properties are meeting modern standards and conducting proper maintenance (6 comments)
- A list of certified ROWPs supplied to property owners and suggestions to train pump drivers as ROWPs (3 comments)
- Greater public education around septic systems and how they work (3 comments)
- Waterfront natural asset mapping / assessments to identify sensitive/high risk areas (3 comments)

In addition to expressing rebate support, several comments included suggestions for how to further enhance the rebates, which can be considered over the three-year trial of the rebate program. The Septic Smart rebate program offers a community-supported, near-future strategy to protect existing systems, presenting the most feasible mechanism for preserving environmental and public health currently.

3.3.2 Area F (North Shuswap) Survey Highlights

Responses from Area F (North Shuswap) mirror many aspects of the overall survey findings, namely:

- There is strong support for the rebates
- Septic system maintenance is generally understood and a well-known homeowner responsibility
- Several residents would like to see septic system maintenance requirements so that there is widespread, consistent maintenance by all properties; fines or regulations were cited as being of interest, but not at levels that would warrant the change with or head of rebates
- There is continued interest in developing a community sewer system, perhaps at levels nearing 50%
 - If given the choice to continue with private, onsite wastewater treatment or paying a similar capital cost to join a community sewer system, approximately 45% of respondents would prefer the public, community option
- In response to the question *“How interested are you in the creation of a single Liquid Waste Management Plan that includes Seymour Arm and the remainder of Electoral Area F, for the purpose of developing a more robust rebate program for all the affected areas?”* :
 - 28% of respondents were not at all interested
 - 8% of respondents were not very interested
 - 36% of respondents were neutral
 - 18% of respondents were somewhat interested
 - 10% of respondents were very interested

Consolidating the two LWMP service areas in Area F was a topic of engagement during the amendment process. The rationale for consolidating the two areas relates to administrative efficiency and the ability to improve the scale and applicability of septic system rebates all throughout the electoral area. Public support for the consolidation was mixed in the North Shuswap area and largely non-supportive in Seymour Arm. Nonetheless, there are benefits to the rebate program and service delivery, so CSRD requests the Minister to consider and approve their consolidation. A letter from the Area Director is appended to this report (Appendix F) in support of creating a single service which combines existing areas pre-established.

Although a community sewer system appears desirable among respondents in North Shuswap particularly, it requires significant regional and local efforts, and therefore may best be pursued as a future option rather than an immediate strategy (as previously discussed in Section 2.1.3). In contrast, the Septic Smart rebate program offers a community-supported, near-future strategy to protect existing systems, presenting the most feasible mechanism for preserving environmental and public health currently. Further recommendations regarding community sewer system implementation are provided in the *LWMP Progress Report* (Urban Systems, 2021), in Appendix D. The introduction of septic system rebates will not complete liquid waste management services, but it is strongly supported as the key next step.

3.3.3 Indigenous Consultation Summary

Indigenous consultation efforts occurred through government to government (CSRSD to First Nation) forums. CSRSD reached out to the following indigenous communities as part of the LWMP amendment:

- Adams Lake Indian Band
- Skwłāx te Secwepemcúłecw (Little Shuswap Lake)
- Shuswap Band
- Okanagan Indian Band
- Whispering Pines/Clinton Indian Band
- Simpcw First Nation
- Splatsin First Nation

Following the CSRSD's consultation, Simpcw First Nation issued a positive response to the proposed LWMP amendments, stating "Simpcw Natural Resource Department (NRD) is satisfied with CSRSD Liquid Waste Management Plan Update and the collaborative work relating to their proposal and support moving forward".

Additionally, Little Shuswap Lake has expressed interests in liquid waste management services and facilities and working with CSRSD to partner on mutual interests.

A summary of the efforts and outcomes from Indigenous consultation will be submitted separately.

3.3.4 Local Priorities and Next Steps

Most respondents ranked the following CSRSD services from lowest to highest priority as follows:

- More information on septic system maintenance (lowest priority)
- More financial incentives
- More training courses around septic system maintenance
- Maps that identify high-risk natural areas where it is more critical for septic systems to be maintained
- Expanded regulations and enforcement (e.g. fines or penalties) by government to require property owners to meet modern standards for septic systems (highest priority)

It is clear the community prioritizes homeowner accountability in terms of septic system maintenance. As such, the CSRSD should consider penalties, perhaps in consultation with Interior Health, in the future for properties with known or perceived risk to watershed health from failing or inadequate septic systems. Any funds collected could be directed to water quality monitoring or further rebates. However, implementation of such penalties should be delayed until after engagement and initial launch of a rebate program, to first examine if the program proves successful without this feature. If penalties are pursued, the CSRSD should engage with property owners following the initial rebate program establishment to explore the interest in a two-tiered tax rate or other similar approach that requires proof of proper maintenance of their septic system and charges a higher rate to owners who do not comply, among other penalty-like options.

4.0 LMWP AMENDMENT AND IMPLEMENTATION

4.1 AMENDMENT OVERVIEW AND DRIVERS FOR CHANGE

Through the enactment of its 2009/2010 LWMPs, the CSRD established its commitment to comprehensive and effective liquid waste management and, ultimately, conserving both the health of its communities and environment. As per Ministry of Environment LWMP guideline documents, it is recommended that Plans be reviewed every 5-10 years. As such the CSRD engaged Urban Systems in 2020 to begin the process of reviewing the 2009 LWMP. Through stakeholder engagement and public surveys, desire to evolve the commitment for CSRD involvement in liquid waste management planning, by building upon previous efforts, helped to influence the North Shuswap's LWMP amendment. While several liquid waste priorities exist through the region, a common necessity continues to present itself: improved septic system safeguarding through greater action of property owners. Rebates are enveloped in Septic Smart 2.0—an achievable, effective, and community-oriented strategy for managing existing liquid waste concerns within the CSRD.

The recommended implementation strategy for this program over the next five years is summarized in Table 3. It presents a staged approach encompassing specific, attainable tasks carefully selected to ensure the most valuable use of the CSRD's limited resources over a realistic timeframe. This approach mirrors rebate models previously proven successful on regional levels, with flexibility for future evolution based on homeowner response and financial capacity of the CSRD.

Understandably, this strategy does not entirely resolve all liquid waste issues endured within the region. Rather, it offers the most complete and feasible solution available to communities today, capable of effectively addressing several liquid waste priorities simultaneously with optimal effort. Septic Smart 2.0 represents the reality of liquid waste within the region: the reliance on septic systems is unlikely to cease, and even if more complex, infrastructure-based solutions advance, it continues to fulfill a crucial and complementary role. However, it is also clear that there is a defined role for the CSRD to play in promoting a community system when the opportunity presents itself in the future. The CSRD is committed to continuing to explore partnerships and feasible options for the development of a future community system in the North Shuswap, particularly Scotch Creek, where demand remains the greatest.

4.2 LIST OF ACTIONS TO IMPLEMENT AREA F NORTH SHUSWAP LWMP AMENDMENT

To initiate the rebate program, it is recommended the CSRD adopt the proposed funding level presented in Table 2. As the program proceeds, each year, the CSRD should develop a funding cap on the distribution of rebates and discuss rebate amounts during budget deliberations, as previously discussed.

Table 3: Implementation plan for enhanced Septic Smart program

5-YEAR ACTION PLAN—SEPTIC SMART 2.0 AND REBATE PROGRAM IMPLEMENTATION	
YEAR 1 (2024)	<ul style="list-style-type: none"> • Introduce septic system rebates for 2024 fiscal year. • Review all public-facing materials for Septic Smart and update key messages to convey the homeowner's responsibility to actively maintain their septic systems. • Meet with planning to deepen understanding of role of planning regulations in septic system renewal during redevelopment and new construction.

5-YEAR ACTION PLAN—SEPTIC SMART 2.0 AND REBATE PROGRAM IMPLEMENTATION	
YEAR 2 (2025)	<ul style="list-style-type: none"> Consolidate both LWMP service areas (North Shuswap and Seymour Arm) into a single service area called <i>Area F Liquid Waste Management Plan</i>. Conduct twice annual LMWP meetings with IHA and Ministry to discuss the challenges and opportunities for septic system and private wastewater system maintenance in North Shuswap. Engage WCOMMA, or other association, to explore information management strategies related to septic system rebates (i.e. storing homeowner proof of maintenance) and confirm there is sufficient local capacity by registered professionals to support the needs of homeowners.
YEAR 3 (2026)	<ul style="list-style-type: none"> Discuss rebate amounts, types, and eligibility (in 2026), evaluating the need for penalties and/or additional incentives (e.g. rebates for inspections and pump-outs). Request an inventory from IHA of locations of Type 2 and Type 3 systems in the area. Conduct environmental sensitive mapping to produce a map of priority areas to IHA--IHA may then consider additional requirements at the time of septic system design and installation for these sensitive areas. An intended outcome would be that more Type 2 and Type 3 systems exist in areas with greater cumulative risk to water quality.
YEAR 4 (2027)	<ul style="list-style-type: none"> Introduce rebate program requirement of maintenance proof by homeowners (e.g. submission of invoices from licensed professionals) and develop basic records system to suit (based on the engagements with WCOMMA in Years 1 and 2).
YEAR 5 (2028)	<ul style="list-style-type: none"> Conduct twice annual LMWP meetings with IHA and Ministry to discuss the challenges and opportunities for septic system and private wastewater system maintenance in North Shuswap. Revisit rebate program improvements suggested by residents during the 2023 public engagement process and consider integration into existing program. Prepare an implementation update brief for discussion with the Ministry to explore the need for further plan amendments, if any.

The proposed implementation plan can be accomplished within the funding limitations of this service requisition. Included in the above is the continued pursuit by CSRD staff to find feasible options to advance a community sewer system in Scotch Creek. Grant applications and further review of discharge locations of treated wastewater remain top priorities.



Closure

CSRD remains highly interested to advance liquid waste management plans in its electoral areas and to achieve the stated actions in LWMP documents, including this amendment.

Thank you for the opportunity to support the CSRD in this important initiative.

Sincerely,

URBAN SYSTEMS LTD.

Kara Labelle, EIT
Project Engineer

Ehren Lee, P.Eng
Senior Consultant

/KL/EL
Enclosure(s)

Appendix A – *Septic Smart 2.0 Feasibility Study*
Appendix B – *Homeowner Septic Maintenance Guide (2023)*
Appendix C – *Wastewater Treatment Plant Guidelines*
Appendix D – *LWMP Progress Report (2021)*
Appendix E – *What We Heard Report*
Appendix F – *Area F Combined Service Support Letter*

CC:

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November 23, 2023

File: 0476.0095.01

Columbia Shuswap Regional District
555 Harbourfront Drive
Salmon Arm, BC V1E 4P1

Attention: Ben van Nostrand, Team Leader, Environmental Health Services

RE: AREA F (SEYMOUR ARM) - LWMP Amendment

1.0 INTRODUCTION

1.1 ORIGINAL LWMP AND AUTHORITY FOR IMPLEMENTATION

Seymour Arm's original Liquid Waste Management Plan (LWMP) was completed, Board adopted, and Ministry approved in 2009 (re: Ministry of Environment and Climate Change Strategy; *the Ministry*). Upon approval, implementation of the plan began. Service delivery and liquid waste programming has continued for well over 10 years.

As per the service establishment bylaws, the funds collected from all four services are applicable to implementation of each of the LWMPs. This report serves as a minor LWMP amendment for Seymour Arm's plan (study area enclosed) with the purpose to enhance CSRD's septic smart service to include maintenance rebates for property owners. Minister's approval of this LWMP amendment would authorize CSRD to implement the established services, the proposed rebates, and continue to address historic issues that remain relevant (see Next Steps).

It is important to establish that the proposed amendment is not intended to supplant the entire list of objectives previously enacted in the 2009 LWMP and rather serves explicitly as a complementary augmentation of the existing plan.

1.2 LWMP GUIDELINES AND AMENDMENT RATIONALE

The interim Guidelines for Preparing Liquid Waste Management Plans compel local governments to review the progress and status of Liquid Waste Management Plans every 5 to 10 years. If conditions change significantly, then LWMP-holders are expected to update or amend their plans accordingly. Conditions that can affect the timing and the scale of any LWMP update or amendment may include:

- Accuracy of cost estimates;
- Relevance of objectives and outcomes;
- Suitability of new approaches and technologies;
- Changes to regulations and standards;
- Updates to Official Community Plan and Regional Growth Strategy; and
- Status of public support for the plan

A full LWMP amendment may address all the above, whereas a more *minor amendment or update to the plan* could be undertaken to revise selective components, such as cost estimates or the design of liquid waste programs. Public engagement must occur to inform the public/community of any plan amendments and updates, with the extent of this engagement contingent on the level of amendment or update pursued.

1.3 COMMUNITY OVERVIEW

The CSRD is located in the southern interior of British Columbia between Calgary and Vancouver, situated on the northern end of the Kootenay, Columbia, and Okanagan valleys. The District features a population of approximately 58,000 people and is comprised of seven unincorporated electoral areas and four member municipalities - Golden, Revelstoke, Sicamous and Salmon Arm. The Regional District is a form of local government that provides a variety of localized services to the electoral areas, as well as some regional services such as solid waste management. Each LWMP area within the CSRD is mapped in the service establishment bylaws. In effect, these are the areas where the LWMPs apply and in turn, the customers who contribute to and primarily benefit from Septic Smart.

Electoral Area F is located on the north side of Shuswap Lake, and includes the unincorporated communities of Lee Creek, Scotch Creek, Celista, Magna Bay, Anglemont, St. Ives, and Seymour Arm. The lake is renowned for offering recreational activities including swimming, boating, and camping, as well as its annual Salmon Run. During the winter, nearby mountains offer additional recreational pursuits including snowmobiling, skiing, and snowshoeing.

Seymour Arm is commonly referred to as part of the North Shuswap general area, however, is located further inland from semi-urban areas Celista and Anglemont. The area is predominantly shaped by residential and tourism-related properties, as well as light farming in the surrounding areas. Most settlements are located at the north end of the Seymour Arm of Shuswap Lake. Other sparsely scattered settlements are found along the east and west shorelines of Seymour Arm and Anstey Arm and along the 1100 and 1200 Co-Op Forestry roads. The focus of the 2009 LWMP was on the settlements at the north end of Seymour Arm. These settlements are distinct from other communities of the Seymour Arm due to their remoteness and lack of central, electric power.

Domestic sewage within Seymour Arm is handled through on-site septic systems and the septage receiving facility at Scotch Creek or other private locations as determined by septic haulers. No community sewer systems currently exist within the Seymour Arm area.

1.3.1 CSRD's Approach to the LWMP Amendment for Seymour Arm

The CSRD met with Ministry staff in 2021 to convey the CSRD's intent to proceed with an amendment to 2009/2010 LWMPs with a focus on refining the existing educational and awareness programs (Septic Smart) for on-site systems. The CSRD's Septic Smart program was launched in 2012 and has since been copied by other Regional Districts. Door-to-door surveys, supported by online surveys, were conducted in 2012 and 2016 for residents in the LWMP areas to assess knowledge and awareness of Septic Smart. Results showed a general awareness however, more was needed to encourage some residents to act.

Complementary analysis to this LWMP amendment included a review of the septic system educational materials and rebate programs in other local governments in BC. In result of this review, the Septic Smart educational document was rewritten to reflect current practices and language. Furthermore, the review was contextualized within CSRD's communities to arrive at a preferred approach, including recommendations to advance septic system management across all four LWMP service areas: Area E, Area C (including Area G), and Area F (two areas). The rebate program review is detailed in *Septic Smart 2.0 – Recommendations to Enhance the Program and*

Rebate Feasibility (the Feasibility Study, Urban Systems, 2021), found in Appendix A, which assesses the feasibility of rebates in all CSRD's LMWP areas. The recommendations herein are specific to Seymour Arm.

In 2023, CSRD prepared and executed a public engagement process to solicit community feedback on the key elements of the Plan Amendment. The focus of the process was to gauge the support for septic system rebates. Detailed information for the rebate program was included in communications and consultation materials and covered:

- What maintenance work would qualify,
- Who would qualify and how the application works, and,
- The rebate amounts and their funding sources.

Educational materials including CSRD's renowned *Homeowner Septic Maintenance Guide* were updated as part of the work (Appendix B).

2.0 AREA F —SEYMOUR ARM LWMP AMENDMENT

A liquid waste management plan responds to a community's issues of liquid waste. The original 2009 LWMP outlines the full suite of recommendations in some depth. The 2023 amendment (this document) relates to the significance of those historic issues in part, but more so, the recommendations herein only outline how LWMP-related services will change in Seymour Arm moving forward. The list of issues below acts as a primer of sorts prior to narrowing towards the primary issue at hand: septic system management.

2.1 ISSUES SUMMARY: PAST AND PRESENT

Liquid waste covers several topics, hazards, and concerns. It's common that a study area includes liquid waste issues that are under development, to be solved, or already addressed. Several liquid waste concerns within Seymour Arm identified by the area's previous LWMP have since been resolved, while others persist. The following subsections summarize the current liquid waste issues facing Seymour Arm. Ultimately, these issues collectively point to the need for an enhanced Septic Smart program and septic system rebates, which will aim to minimize the environmental and health impacts of existing septic systems in a way that is consistent with the values of the community. Not all liquid waste issues can be addressed in the CSRD through septic system maintenance but given the role of these systems in environmental objectives today, such maintenance is an apt priority.

2.1.1 Issue 1: Deteriorating Septic Systems and Homeowner Vigilance

Septic tank maintenance is critical to Seymour Arm, given the aging nature of septic system infrastructure within the area and heavy reliance on this wastewater practice. Surveys completed to evaluate the function of the existing Septic Smart program revealed that over 60% of septic systems were exceeding ages of 20-30 years, indicating most systems are now likely nearing the end of their service lives. As systems age, the onus rises on homeowners to execute septic tank maintenance, inspection, and possibly replacement – these are actions incentivized by Septic Smart rebates. While the previous Septic Smart program promoted these actions through educational efforts, offering rebates is seen as a proven way to *cause* more maintenance to occur.

2.1.2 Issues 2: Cumulative Effects from Septic Systems

As development introduces new septic systems to the area, cumulative system risks to public health and the environment increase. As acknowledged within the 2009 LWMP, the area presents potential for new development, such as destination resorts, and continues to experience development pressure with potential to

increase both the permanent resident population and summer visitors. As such, septic tank protection is paramount from the perspective of future development. Previous Septic Smart surveys indicated that residents are more frequently residing within their homes year-round, signaling increased flows and associated system pressures. This residential trend accompanied by growing populations, especially for high infill areas with unfriendly soils near water, establishes a critical need for improved septic system protection.

2.1.3 Issues 3: Challenges Initiating Community Sewer System(s)

The remoteness, seasonal occupancy, lack of central power, and short-term visitation of Seymour Arm collectively pose significant challenges for establishing a community sewer system. The 2009 LWMP examined numerous options for community sewer systems in the area, determining these systems infeasible due to unaffordable capital and operational costs (estimated at a total of \$2500 per property for year). Therefore, with the continuation of on-site septic systems, pollution risks must be sufficiently mitigated through initiatives to increase system effectiveness and policies that prevent proliferation of risky wastewater practices. These conclusions vividly support the implementation of Septic Smart 2.0.

Note: Search for a treatment plant within the CSRD continues. CSRD recently commissioned a study to identify siting guidelines (Appendix C) for any future facility which will be a useful tool to aid conversations with the Board, residents, and prospective system owners or landholders. Modernization of CSRD's sanitary sewer system acquisition strategy may occur in the next few years, on an as-needed basis. The current strategy can be found at www.csr.bc.ca.

2.1.4 Issues 4: Protecting Health and Water Quality

Improved water quality monitoring and preserving lake health continue to stand as high community priorities, emphasized through the areas LWMPs. The communities within the area and Shuswap watershed rely on Shuswap Lake for drinking water and recreation, while also highly valuing the water body's aesthetics. Discharge of treated effluent to the lake from private sources was prohibited by the 2009 LWMP, underlining that preserving the environmental quality of the lake is of paramount importance to the community. This community value fosters the need to minimize impacts of septic systems on the lake and surrounding environment. Though inconsistent, water quality events in Shuswap Lake signal that status quo is inadequate, both within our urban-like communities and in our rural areas. Septic system rebates are a shift away from the status quo.

2.1.5 Issue 5: Limitations with the Previous Septic Smart Program

While the previous Septic Smart program proved successful in raising resident awareness of septic tank operation and maintenance, additional efforts are required to promote greater owner-led maintenance and build upon the previous program's progress. Through the LWMP, septic system education and engagement was completed to communicate to residents that ultimately a septic system can negatively impact the environment when proper design, maintenance, and use is not adhered to. Septic Smart originated with foundational programming such as educational resources and public events, setting a tone that septic system management was a priority throughout the region. Surveys completed to evaluate the function of this program revealed that while the educational efforts have informed residents about maintenance importance, they are less effective at resulting in actions, and further incentives are required to achieve improved resident involvement.

2.1.6 Other Liquid Waste Issues

Several other liquid waste issues were present at the time of the 2009 report. Some of those topics have since been addressed. Table 1 outlines the other issues from historic LWMP efforts in CSRD and their level of progress to date. Appendix D includes the *LWMP Progress Report* (Urban Systems, 2021), covering all four LWMPs in the

CSRD. It should be noted that securing access to a septage management facility is considered a high priority for the area, as identified through the LWMP, and may be pursued as a future endeavour. However, it does not appear feasible to construct a septage facility for only Area F and a CSRD-owned facility should service and be situated near other communities in addition to Seymour Arm.

Table 1: LWMP Priorities as Identified in the 2009 LWMP

Liquid Waste Priority	Progress/Status
<i>Septic System Management: Education, Maintenance, links to building regulations, surveys, etc.</i>	Ongoing
<i>Septic Management Facilities</i>	Future
<i>Enacting a prohibition of private waste disposal including private discharges to lake from non-public systems incl. watercraft</i>	Complete
<i>Development of a community sewer system</i>	Future
<i>Environmental monitoring: study sensitive areas, water quality, and effects from septic systems</i>	Ongoing
<i>Public ownership and management of systems that treat wastewater and return effluent to the environment e.g. acquisition</i>	Future

An important part of CSRD's implementation of their 2009 LWMP includes several regulations, which can all be found at www.csr.bc.ca.

2.1.7 Issues Summary

Given the rural nature of most of Seymour Arm, and the challenges in regional areas establishing community sewer systems, it is progressive and appropriate that CSRD continues to focus on septic system maintenance, among other implementation areas. The CSRD and its residents are proposing to enhance liquid waste management in the region through septic system rebates, incentivizing greater homeowner vigilance of septic systems and hence, protecting public health and the environment.

2.2 SEPTIC SYSTEM REBATES

Septic system rebates are not new to regional districts or municipalities in BC. The rebate options available and their suitability to a given area in BC are outlined below (summarized from the Feasibility Study, attached in Appendix A).

2.2.1 Feasibility Review

The Feasibility Study (Appendix A) examined the following topics related to the enhanced septic management programs within the subject regional districts:

- Program rationale
- Desired results and objectives
- Equitability and prioritization
- Regulations and enforcement
- Administration, governance, and information

- Coordination with Interior Health Authority (IHA)
- Service support/role of regional district
- Enhanced educational materials.

Information was collected through public resources and interviews with four selected local governments.

The premise of the review was to explore the core question, *practically speaking, what is one service level higher than septic system education materials that would generate local support and further support public health and the environment?* For reference, consult Appendix B for CSRD's updated (2023) *Homeowner Septic Maintenance Guide* which was developed through cooperation with Western Canada Onsite Wastewater Management Association (WCOMMA). With respect to further enhancements to Septic Smart, the Feasibility Study also revealed:

- Educational programs are a suitable baseline approach, but programs elsewhere are tending to encourage or enforce inspections and owner-led pump-outs to ensure system adequacy, and in turn more effectively protect public and environmental health
- Water quality protection (a critical community priority for Seymour Arm) is a key driver for enhanced programs
- Septic system maintenance rebates are a proven method for initiating actions by septic system owners.

Through the feasibility review, CSRD affirmed a significant conclusion, akin to a policy shift for their role and the role of property owners in septic system maintenance: *homeowners ought to take proactive steps to properly maintain their septic systems because it is the responsible and necessary thing to do, and these actions should not start only once the environment has signaled a problem.*

These findings collectively support the implementation of a septic rebate program within Seymour Arm. Recommendations and considerations for implementation are detailed in the following section.

2.2.2 Rebate Fundamentals and Incentive Descriptions

The rebate program is an add-on function for the liquid waste service and has been proposed without additional tax implications for the first three years. After three years, the program will be re-evaluated, and any tax funding and tax implications will be considered at that time. Each year, the total budget for rebates is set and once it is exhausted the rebates will cease until new funds are available.

Eligible Maintenance Activities

- Up to \$400 to install risers (a portal for ease of access to the septic tank)
- Up to \$500 to install or replace distribution boxes (centralized box within septic field that equally distributes wastewater into connecting pipes)
- Up to \$300 to conduct a complete system inspection by an accredited ROWP
- Up to \$200 to install an effluent filter

Pump-outs are a crucial component of septic system maintenance; however, they are not eligible for rebates through this program. This is because they are considered a standard practice that homeowners are expected to undertake regularly and are generally known to occur by CSRD residents today. Instead of pump outs, the limited resources available for rebates have been allocated to incentivize homeowners to perform more advanced and

essential maintenance activities. Similarly, rebates do not support the costs of completely replacing a septic system for two reasons:

1. The rebates are relatively small compared to the large capital expense of replacing a system, and
2. To reduce regulatory complications that emerge through system replacements that would complicate the flow of funds.

CSRD would like to initiate the rebate program and witness residents become more preventative in system maintenance.

2.2.3 Rebate Eligibility

Several approaches may be pursued to establish rebate eligibility requirements. The results of the Feasibility Study (Appendix A) indicate that established regional rebate programs tend to base eligibility on:

- Whether the work aligns with the defined rebate categories (outlined above)
- Confirmation that the property is located within the subject service area
- That the applicant has not previously qualified and received that same rebate
- That the work is completed in the same year as the application
- That the works are carried out by an authorized person

The CSRD's rebate eligibility criteria may be determined at the discretion of regional staff during the development of the rebate application process. The criteria may reflect that previously described, and /or consider:

- Environmental risk of the septic system area, namely: proximity to surface water, proximity to community groundwater well, situation within relatively dense areas near environmental features and/or where soil and groundwater conditions may pose challenges;

Or,

- Socioeconomic need for the rebate as confirmed by the applicant in their application.

The latter would prioritize systems with owners who likely could not afford to execute septic system maintenance/repairs without rebate support. In order to discern the optimal approach, staff must first consider several aspects of each criteria type, including:

- Administration efforts required to review, store, and manage applicant information (recall that both the CSRD and IHA wish to approximately maintain their existing levels of administration efforts in terms of septic system management, therefore Septic Smart 2.0 should not introduce significant additional administration demands)
- Information available to support criteria development (e.g. maps of environmentally sensitive areas, ranges of household incomes region-wide, etc.)
- Ease of providing proof of eligibility (as creating a program which requires significant documentation efforts by the applicant is likely to discourage applications)
- Anticipated number of non-eligible applicants (i.e., achieving program eligibility such that it is transparent and that non-eligible applications are limited to avoid program apathy)

- Program intent (i.e. considering which criteria will best encapsulate the intent of the program and help achieve overarching program goals)

Upon introduction of Septic Smart 2.0, the CSRD may choose to adopt broader or perhaps less restrictive eligibility requirements to encourage applications and ease program implementation, mirroring the strategy of other regional districts. Once program popularity increases, the CSRD may evaluate if more selective requirements are needed to further focus the program’s intention and determine how to effectively establish these requirements within the limits of the District’s administrative resources.

2.2.4 Implementation

The proposed rebate funding/ structure is provided in Table 2. The funding levels are based on a projected 2% of the property owners receiving a base-level rebate each year. This is consistent with similar rebate programs in BC, as outlined in Appendix A. If there is strong uptake on the rebates and as more funds become available each year, the CSRD can evaluate whether to increase the overall rebate fund to encourage even more proactive repairs. The 2% uptake rate is recommended as a suitable starting point—an assessment of the whole program occur after the first or second year of implementation.

Table 2: Proposed rebate structure for Area F (Seymour Arm)

Service Area	Proposed Rebate Fund Year 1	Funding Approach
Area F-Seymour Arm 509 taxable parcels	\$2000 Or, about 10-15 repairs	<ul style="list-style-type: none"> • Develop budgets with this new cost category • Revisit other cost areas to accommodate the rebates (e.g., reduce budgets for studies or monitoring) • Adjust parcel tax levels accordingly (well within maximum allowable) if and when warranted e.g., after Year 3

Rebates are seen as a significant step forward for septic system maintenance. But there’s a little more to do. Additional program recommendations are as follows, where implementation may take several years:

- Septic system permitting to remain with IHA; Encourage Registered Onsite Wastewater Practitioners (ROWPs) to file any non-compliant results from site assessments as needed and especially where rebates were used;
- Septic Smart and its messaging should further emphasize *roles and responsibilities of the property owner as the chief operator of their domestic wastewater treatment system* (continue to review education materials, website content, other planning documents and update language accordingly);
- Develop maps of environmentally sensitive areas that warrant additional attention and or homeowner-direct communications or planning regulations to further protect public health and the environment;
 - This action is of shared interest between CSRD staff and the public (as seen in the survey results, below)

- Engage with technical associations to leverage best available resources, such as Western Canada Onsite Wastewater Management Association (WCOMMA), or others, to provide further online resources which support homeowners as primary operators and help with sourcing local resources when making repairs; and,
- Meet with CSRD's planning department to link the program to building permits and development permits so that there is continued synchronization among new construction and the need to modernize septic systems.

The above enhancements allow the CSRD to empower property owners to act without assuming private-side responsibilities and support a staged implementation approach. The intended outcomes is that homeowners gradually assume greater care and maintenance for their on-site wastewater management systems. And, these efforts can be done as part of implementation of the amended LWMP without service amendment or change to funding-structures.

3.0 OVERVIEW OF ENGAGEMENT AND COMMUNICATIONS

Amendments to LWMPs include communication and engagement at a level that is commensurate with the degree of change of their management systems. Adding septic system rebates falls into a category of high-impact, low-change whereby the root of engagement in this amendment was to test out four core feedback areas:

- Familiarity with homeowner's systems and Septic Smart
- Interest in septic system rebates
- Support for consolidating the Area F liquid waste service areas into one
- Interest in additional liquid waste management services or programs such as more regulations, further exploring community sewer systems, etc.

3.1 OVERALL ENGAGEMENT PLAN AND ACTIVITIES

Early into 2023, CSRD initiated an overall communications and engagement strategy to identify various activities and tools to support the LWMP amendment. The plan identified several objectives:

- Increase understanding and awareness of septic system maintenance among property owners in LWMP service areas
- Raise awareness about the proposed septic system rebate program and opportunities for community members to get involved
- Gauge a level of support for the rebate program from a wide range of audiences across all LWMP service areas
- Provide information that is clear, relevant and easy to understand

Realizing these objectives came through the following engagement and communications activities:

- One on one meetings with each of the Electoral Area Directors
- Meeting over ZOOM with the Skw'axw'ecw'elcw' Band
- Meeting over ZOOM with representatives from Interior Health

- Meetings over ZOOM with file leads from the Ministry of Environment
- Social media and promotional materials to notify residents of the LWMP initiative and the survey
- Several Board presentations over the last 18 months providing elected officials and public audiences of the upcoming work
- LWMP video which explained the rationale for the amendment, the objectives for the rebate program and the upcoming survey
- Multiple CSRD website updates regarding the LWMP project, throughout 2023 including FAQs for liquid waste and septic systems
- Media releases, 1-page summary briefs, and presentation materials offered for use by Area Directors
 - A series of social media posts and accompanying graphics were shared on the CSRD's Twitter and Facebook platforms throughout the project to raise awareness and promote the online survey.
- Online Survey, launched in late May and lasting until early July 2023
- Public engagement summary, titled *What We Heard Report* (attached in Appendix E), which summarizes the results of the survey

Added up, the estimated total touchpoints for engagement and communication in this project is estimated more than 1,000 across the four service areas. With the program's focus squarely placed onto the rebates, the online survey and the *What We Heard Report* (Appendix E) emerged as the core elements of the feedback efforts.

3.2 LWMP SURVEY: FOCUS AREA AND QUESTIONS

An online survey was open from May 30 to July 7, 2023 to collect feedback from property owners in the four LWMP service areas. Nearly 200 surveys were completed and submitted. A project web page was created on CSRD Connect to host key information and resources related to the LWMP amendment. The page included an overview of the project, a project timeline, contact information, the LWMP information video, FAQs and the online survey.

Survey questions were centered around septic system conditions and homeowner maintenance of these systems, as well as thoughts and attitudes surrounding the proposed septic rebate program. Results of this engagement are summarized in the following sections. A complete list of questions and accompanying responses are provided in the *What We Heard Report* (Appendix E).

3.3 WHAT WE HEARD: SURVEY RESPONSES

3.3.1 Region-Wide: Input Gathered from All Four Service Areas

Overall, survey responses indicate that homeowners care about septic system maintenance. Their feedback signals that most existing septic systems are in good condition, and there is a general desire to maintain this condition through leveraging the assistance of a rebate program. Respondents affirm they are knowledgeable on the importance of system maintenance, which likely prompts their desire to ensure adequate system care and support of rebates. These results also exhibit the previous success of the Septic Smart program in educating residents on septic system safeguarding and establishing proactive attitudes.

Specifically, the survey revealed the following:

- 76% of respondents are year-round residents

- 61% of respondents report they are familiar with their septic system and its maintenance requirements
- 73% of respondents across the CSRD support the proposed septic system rebate program in their service area
- 38% of respondents reside or own property in Area G
- 68% of respondents indicated their septic system is currently in good condition
- 78% of respondents have had their septic system pumped out less than 5 years ago
- 56% of respondents never conduct their septic system maintenance themselves
- Area C, E, and G residents expressed the highest level of support for the proposed rebate program

The primary reason for rebate program opposition among respondents was the belief that property owners should be responsible for the costs of their own maintenance. Other expressions of opposition included:

- Concern that tax dollars for program will eventually increase (4 comments) or that Registered Onsite Wastewater Practitioners (ROWPs) will increase costs with knowledge of program (2 comments)
- Desire to increase the rebate amounts (4 comments)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (4 comments)
- Money better spent on enforcement, inspection (3 comments)

Additional comments provided by respondents in relation to the rebate program reflected similar themes as discussed above, summarized as follows:

- General support for the program (7 comments)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (7 comments)
- Disagreement with tax dollars being spent to fund the program and concern that taxes will be increased due to the program (5 comments)
- Suggestions for the CSRD to require proof of inspection and maintenance from property owners to ensure their septic system is up to code and properly maintained (4 comments)
- Some homeowners seeking retroactive rebates for maintenance previously conducted (3 comments)
- Concerns that there is a limited number of certified ROWP's in the region to conduct the work (2 comments)
- Desire to provide financial assistance for low- or fixed-income property owners (2 comments)

In terms of CSRD-led services including septic systems, sanitary sewer, or liquid waste management, respondents frequently commented that they would like to see:

- Development of community sewer systems (12 comments)
- Mandatory inspections and greater enforcement to ensure that properties are meeting modern standards and conducting proper maintenance (6 comments)
- A list of certified ROWPs supplied to property owners and suggestions to train pump drivers as ROWPs (3 comments)

- Greater public education around septic systems and how they work (3 comments)
- Waterfront natural asset mapping / assessments to identify sensitive/high risk areas (3 comments)

In addition to expressing rebate support, several comments included suggestions for how to further enhance the rebates, which can be considered over the three-year trial of the rebate program. The Septic Smart rebate program offers a community-supported, near-future strategy to protect existing systems, presenting the most feasible mechanism for preserving environmental and public health currently.

3.3.2 Area F (Seymour Arm) Survey Highlights

Responses from Seymour Arm, though limited in count (3) mirror many aspects of the overall survey findings, namely:

- There is strong support for the rebates
- Septic system maintenance is generally understood and a well-known homeowner responsibility
- Several residents would like to see septic system maintenance requirements so that there is widespread, consistent maintenance by all properties; fines or regulations were cited as being of interest, but not at levels that would warrant the change with or head of rebates
- In response to the question *“How interested are you in the creation of a single Liquid Waste Management Plan that includes Seymour Arm and the remainder of Electoral Area F, for the purpose of developing a more robust rebate program for all the affected areas?”*:
 - 33% of respondents were neutral
 - 67% of respondents were not at all interested

A community sewer system appears undesirable among respondents in Seymour Arm at this time but may perhaps be revisited through future initiatives. Instead, the Septic Smart rebate program offers a community-supported, near-future strategy to protect existing systems, presenting the most feasible mechanism for preserving environmental and public health currently. The introduction of septic system rebates will not complete liquid waste management services, but it is strongly supported as the key next step.

Consolidating the two LWMP service areas in Area F was a topic of engagement during the amendment process. The rationale for consolidating the two areas relates to administrative efficiency and the ability to improve the scale and applicability of septic system rebates all throughout the electoral area. Public support for the consolidation was mixed in the North Shuswap area (with 36% of survey respondents indicating they are not interested in the creation of a single LWMP) and largely non-supportive in Seymour Arm (with 67% of survey respondents indicating they are not interested in the creation of a single LWMP). Nonetheless, there are benefits to the rebate program and service delivery, so CSRD requests the Minister to consider and approve their consolidation. A letter from the Area Director is appended to this report (Appendix F) in support of creating a single service which combines pre-established though separate areas.

3.3.3 Indigenous Consultation Summary

Indigenous consultation efforts occurred through government to government (CSRD to First Nation) forums. CSRD reached out to the following indigenous communities as part of the LWMP amendment:

- Adams Lake Indian Band
- Skwłāx te Secwepemcúfecw (Little Shuswap Lake)

- Shuswap Band
- Okanagan Indian Band
- Whispering Pines/Clinton Indian Band
- Simpcw First Nation
- Splatsin First Nation

Following the CSRD's consultation, Simpcw First Nation issued a positive response to the proposed LWMP amendments, stating "Simpcw Natural Resource Department (NRD) is satisfied with CSRD Liquid Waste Management Plan Update and the collaborative work relating to their proposal and support moving forward".

Additionally, Little Shuswap Lake has expressed interests in liquid waste management services and facilities and working with CSRD to partner on mutual interests. Those conversations continue, however the CSRD understands that preliminary talks between the Skwłāx te Secwepemcúłecw and the owners of the Shuswap Lake Estates private system have begun and the CSRD looks forward to working with the Band on a sustainable solution if that comes to light. More discussions are proposed with a focus on septic treatment and or management facilities as well as future community systems.

A summary of the efforts and outcomes from Indigenous consultation will be submitted separately.

3.3.4 Local Priorities and Next Steps

Most respondents ranked the following CSRD services from lowest to highest priority as follows:

- More information on septic system maintenance (lowest priority)
- More financial incentives
- More training courses around septic system maintenance
- Maps that identify high-risk natural areas where it is more critical for septic systems to be maintained
- Expanded regulations and enforcement (e.g. fines or penalties) by government to require property owners to meet modern standards for septic systems (highest priority)

It is clear the region prioritizes homeowner accountability in terms of septic system maintenance. As such, the CSRD should consider penalties in the future for properties with known or perceived risk to watershed health from failing or inadequate septic systems. Any funds collected could be directed to water quality monitoring or further rebates. However, implementation of such penalties should be delayed until after engagement and initial launch of a rebate program, to first examine if the program proves successful without the added features. If penalties are pursued, the CSRD should engage with property owners following the initial rebate program establishment to explore the interest in a two-tiered tax rate or other similar approach that requires proof of proper maintenance of their septic system and charges a higher rate to owners who do not comply, among other penalty-like options.

4.0 LMWP AMENDMENT AND IMPLEMENTATION

4.1 AMENDMENT OVERVIEW AND DRIVERS FOR CHANGE



Through the enactment of its 2009/2010 LWMPs, the CSRD established its commitment to comprehensive and effective liquid waste management and, ultimately, conserving both the health of its communities and environment. As per Ministry of Environment LWMP guideline documents, it is recommended that Plans be reviewed every 5-10 years. As such the CSRD engaged Urban Systems in 2020 to begin the process of reviewing the 2009 LWMP. Through stakeholder engagement and public surveys, desire to evolve the commitment for CSRD involvement in liquid waste management planning, by building upon previous efforts, helped to influence the Seymour Arm’s LWMP amendment. While several liquid waste priorities exist through the region, a common necessity continues to present itself: improved septic system safeguarding through greater action of property owners. Rebates are enveloped in Septic Smart 2.0—an achievable, effective, and community-oriented strategy for managing existing liquid waste concerns within the CSRD.

The recommended implementation strategy for this program over the next five years is summarized in Table 3. It presents a staged approach encompassing specific, attainable tasks carefully selected to ensure the most valuable use of the CSRD’s limited resources over a realistic timeframe. This approach mirrors rebate models previously proven successful on regional levels, with flexibility for future evolution based on homeowner response and financial capacity of the CSRD.

Understandably, this strategy does not entirely resolve all liquid waste issues endured within the region. Rather, it offers the most complete and feasible solution available to communities today, capable of effectively addressing several liquid waste priorities simultaneously with optimal effort. Septic Smart 2.0 represents the reality of liquid waste within the region: the reliance on septic systems is unlikely to cease, and even if more complex, infrastructure-based solutions advance, it continues to fulfill a crucial and complementary role.

4.2 LIST OF ACTIONS TO IMPLEMENT AREA F SEYMOUR ARM LWMP AMENDMENT

To initiate the rebate program, it is recommended the CSRD adopt the proposed funding level presented in Table 2. As the program proceeds, each year, the CSRD should develop a funding cap on the distribution of rebates and discuss rebate amounts during budget deliberations, as previously discussed.

Table 3: Implementation plan for enhanced Septic Smart program

5-YEAR ACTION PLAN—SEPTIC SMART 2.0 AND REBATE PROGRAM IMPLEMENTATION	
YEAR 1 (2024)	<ul style="list-style-type: none"> • Complete service consolidation if the Minister approves this direction. • Introduce septic system rebates for 2024 fiscal year. • Review all public-facing materials for Septic Smart and update key messages to convey the homeowner’s responsibility to actively maintain their septic systems. • Meet with planning to deepen understanding of role of planning regulations in septic system renewal during redevelopment and new construction.
YEAR 2 (2025)	<ul style="list-style-type: none"> • Consolidate both LWMP service areas (North Shuswap and Seymour Arm) into a single service area called <i>Area F Liquid Waste Management Plan</i>. • Conduct twice annual LMWP meetings with IHA and Ministry to discuss the challenges and opportunities for septic system and private wastewater system maintenance in Seymour Arm



5-YEAR ACTION PLAN—SEPTIC SMART 2.0 AND REBATE PROGRAM IMPLEMENTATION	
	<ul style="list-style-type: none"> Engage WCOMMA (or other) to explore information management strategies related to septic system rebates (i.e. storing homeowner proof of maintenance) and confirm there is sufficient local capacity by registered professionals to support the needs of homeowners.
YEAR 3 (2026)	<ul style="list-style-type: none"> Discuss rebate amounts, types, and eligibility (in 2026), evaluating the need for penalties and/or additional incentives (e.g. rebates for inspections and pump-outs). Request an inventory from IHA of locations of Type 2 and Type 3 systems in the area. Conduct environmental sensitive mapping to produce a map of priority areas to IHA--IHA may then consider additional requirements at the time of septic system design and installation for these sensitive areas. An intended outcome would be that more Type 2 and Type 3 systems exist in areas with greater cumulative risk to water quality.
YEAR 4 (2027)	<ul style="list-style-type: none"> Introduce rebate program requirement of maintenance proof by homeowners (e.g. submission of invoices from licensed professionals) and develop basic records system to suit (based on the engagements with WCOMMA in Years 1 and 2).
YEAR 5 (2028)	<ul style="list-style-type: none"> Conduct twice annual LMWP meetings with IHA and Ministry to discuss the challenges and opportunities for septic system and private wastewater system maintenance in Seymour Arm. Revisit rebate program improvements suggested by residents during the 2023 public engagement process and consider integration into existing program. Prepare an implementation update brief for discussion with the Ministry to explore the need for further plan amendments, if any.

The proposed implementation plan can be accomplished within the funding limitations of this service requisition. However, funding options will be reviewed in about three years upon completion of the trial period of septic service rebates.

Closure

CSRD remains highly interested to advance liquid waste management plans in its electoral areas and to achieve the stated actions in LWMP documents, including this amendment.

Thank you for the opportunity to support the CSRD in this important initiative.



Sincerely,

URBAN SYSTEMS LTD.

Kara Labelle, EIT
Project Engineer

Ehren Lee, P.Eng
Senior Consultant

/KL/EL
Enclosure(s)

Appendix A – Septic Smart 2.0 Feasibility Study
Appendix B – Homeowner Septic Maintenance Guide (2023)
Appendix C – Wastewater Treatment Plant Guidelines
Appendix D – LWMP Progress Report (2021)
Appendix E – What We Heard Report
Appendix F – Area F Combined Service Support Letter

CC:

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November 23, 2023

File: 0476.0095.01

Columbia Shuswap Regional District
555 Harbourfront Drive
Salmon Arm, BC V1E 4P1

Attention: Ben van Nostrand, Team Leader, Environmental Health Services

RE: AREA C AND G - LWMP Amendment

1.0 INTRODUCTION

1.1 ORIGINAL LWMP AND AUTHORITY FOR IMPLEMENTATION

Area C's original Liquid Waste Management Plan (LWMP) was completed, Board adopted, and Ministry approved in 2009 (re: Ministry of Environment and Climate Change Strategy; *the Ministry*). Upon approval, implementation of the plan began. Service delivery and liquid waste programming has continued for well over 10 years.

As per the service establishment bylaws, the funds collected from all four services are applicable to implementation of each of the LWMPs. This report serves as a minor LWMP amendment for Area C and Area G's plan (study area) with the purpose to enhance the CSRD's septic smart service to include maintenance rebates for property owners. The Minister's approval of this LWMP amendment would authorize CSRD to implement the established services, the proposed rebates, and continue to address historic issues that remain relevant (see Next Steps).

It is important to establish that the proposed amendment is not intended to supplant the entire list of objectives previously enacted in the 2009 LWMP and rather serves explicitly as a complementary augmentation of the existing plan.

1.2 LWMP GUIDELINES AND AMENDMENT RATIONALE

The interim Guidelines for Preparing Liquid Waste Management Plans compel local governments to review the progress and status of Liquid Waste Management Plans every 5 to 10 years. If conditions change significantly, then LWMP-holders are expected to update or amend their plans accordingly. Conditions that can affect the timing and the scale of any LWMP update or amendment include:

- Accuracy of cost estimates;
- Relevance of objectives and outcomes;
- Suitability of new approaches and technologies;
- Changes to regulations and standards;
- Updates to Official Community Plan and Regional Growth Strategy; and
- Status of public support for the plan

A full LWMP amendment may address all of the above, whereas a more *minor amendment or update to the plan* could be undertaken to revise selective components, such as cost estimates or the design of liquid waste programs. Public engagement must occur to inform the public/community of any plan amendments and updates, with the extent of this engagement contingent on the level of amendment or update pursued.

1.3 COMMUNITY OVERVIEW

The CSRD is located in the southern interior of British Columbia between Calgary and Vancouver, situated on the northern end of the Kootenay, Columbia and Okanagan valleys. The District features a population of approximately 58,000 people and is comprised of seven unincorporated electoral areas and four member municipalities - Golden, Revelstoke, Sicamous and Salmon Arm. The Regional District is a form of local government that provides a variety of localized services to the electoral areas, as well as some regional services such as solid waste management. Each LWMP area within the CSRD is mapped in the service establishment bylaws. In effect, these are the areas where the LWMPs apply and in turn, the customers who contribute to and primarily benefit from Septic Smart.

Area C

Electoral Area C is the part of the South Shuswap including the unincorporated communities of Sunnybrae, Tappen, White Lake, and Eagle Bay. The area is known for its lake-based tourism and offers a broad range of recreational activities including boating, fishing, swimming in Shuswap Lake, and hiking on its numerous trails. The community is home to many seasonal residences, as well as rich farmland (both specialty hobby and traditional farms).

Area G

Electoral Area G was created on November 17, 2022, following a referendum vote which did not support incorporation of Sorrento and Blind Bay into a municipality. In turn, the Province recommended the division of Electoral Area C into two separate Electoral Areas in order to provide improved elected representation to the residents of the area based on population. Electoral Area G was created when the incorporation was rejected: it consists of the unincorporated area in the South Shuswap, encompassing the communities of Carlin, Balmoral, Blind Bay, Notch Hill and Sorrento. Much of Electoral Area G borders Shuswap Lake and the Trans-Canada Highway is the main transportation route through the area.

Nearly all residents in Areas C and G rely on domestic septic systems, except for properties served by a community system, namely Shuswap Lake Estates, where sewage treatment is provided by a private operator, regulated under a permit issued by the Ministry of Environment.

The nearest septage receiving facility is owned by a private operator in the Tappen area, regulated by the Ministry of Environment. Alternative facilities include treatment plants in Kamloops. Residents currently rely on private haulers to decide on the disposal facility, with hauling distances affecting costs of services.

1.3.1 CSRD's Approach to the LWMP Amendment for Area C and Area G

The CSRD met with Ministry staff in 2021 to convey the CSRD's intent to proceed with an amendment to 2009/2010 LWMPs with a focus on refining the existing educational and awareness programs (Septic Smart) for on-site systems. CSRD staff and its consultants (Urban Systems) advised that more significant plans, such as constructing and operating a community sewer system were not going to be the focus of the review. Although, it is recognized that community systems would benefit the environment and provide a necessary service to both Area C and Area G, staff explained to the Ministry that the numerous studies conducted to support such a community system were not supported by the Agricultural Land Commission (ALC). Furthermore, partnerships

with Skwłāx te Secwepemcúlecw and Shuswap Lake Estates have not materialized, and the prospects remain low and unchanged for several years. CSRD is considering a revised application to the ALC which evolves the basis for an exception to suit public utility needs, only. Future studies, if any, will likely be led by CRD, with Provincial involvement, as a publicly owned community treatment and collection system. It is important to note that despite the fact that a community sewer system is not the focus of the 2023 LWMP amendment, the CSRD will continue to pursue opportunities to advance such a system if and when the opportunity presents itself.

The CSRD's Septic Smart program was launched in 2012 and has since been copied by other Regional Districts. Door-to-door surveys, supported by online surveys, were conducted in 2012 and 2016 for residents in the LWMP areas to assess knowledge and awareness of Septic Smart. Results showed a general awareness however, more was needed to encourage some residents to act. Complementary analysis to this LMWP amendment included a review of the septic system education materials and rebate programs in other local governments in BC. In result of this review, the Septic Smart education document was rewritten to reflect current practices and language. Furthermore, this review was contextualized within CSRD's communities to arrive at a preferred approach, including recommendations to advance septic system management across all four LWMP service areas: Area E, Area C, Area G, and Area F (two areas). The rebate program review is detailed in *Septic Smart 2.0 – Recommendations to Enhance the Program and Rebate Feasibility* (the Feasibility Study, Urban Systems, 2021), found in Appendix A, which assesses the feasibility of rebates in all CSRD's LMWP areas. The recommendations herein are specific to Area C and G.

In 2023, CSRD prepared and executed a public engagement process to solicit community feedback on the key elements of the Plan Amendment. The focus of the process was to gauge the support for septic system rebates. Detailed information for the rebate program was included in communications and consultation materials and covered:

- What maintenance work would qualify,
- Who would qualify and how the application works, and,
- The rebate amounts and their funding sources.

Educational materials including CSRD's renowned *Homeowner Septic Maintenance Guide* were updated as part of the work (Appendix B).

2.0 AREA C AND G —LWMP AMENDMENT

A liquid waste management plan responds to the issues of liquid waste. The original 2009 LWMP outlines the full suite of recommendations in some depth. The 2023 amendment (this document) relates to the significance of those historic issues in part, but more so, the recommendations herein outline how LWMP-related services will change in Area C and G moving forward. The list of issues below acts as a primer of sorts prior to narrowing towards the primary issue at hand: septic system management.

2.1 ISSUES SUMMARY: PAST AND PRESENT

Liquid waste covers several topics, hazards, and concerns. It's common that a study area includes liquid waste issues that are under development, to be solved, or already addressed. Several liquid waste concerns within Area C and G identified by the areas' previous LWMP have since been resolved, while others persist. The following subsections summarize the current liquid waste issues facing Area C and G. Ultimately, these issues collectively point to the need for an enhanced Septic Smart program and septic system rebates, which will aim to minimize the environmental and health impacts of existing septic systems in a way that is consistent with the values of the

community. Not all liquid waste issues can be addressed in the CSRD through septic system maintenance but given the role of these systems in environmental objectives today, such maintenance is an apt priority.

2.1.1 Issue 1: Deteriorating Septic Systems and Homeowner Vigilance

Septic tank maintenance is critical to both Area C and G given the aging nature of septic system infrastructure within the areas. The 2015 survey revealed that over 60% of septic systems were exceeding ages of 20-30 years, indicating most systems are now likely nearing the end of their service lives. As systems age, the onus rises on homeowners to execute septic tank maintenance, inspection, and possibly replacement– these are actions incentivized by Septic Smart rebates. While the previous Septic Smart program promoted these actions through educational efforts, offering rebates is seen as a proven way to *cause* more maintenance to occur.

2.1.2 Issue 2: Cumulative Effects from Septic Systems

As development introduces new septic systems to the areas, the risk of cumulative effects rises with regard to public health and the environment. Septic tank protection is paramount from the perspective of future development. Previous Septic Smart surveys indicated that residents are more frequently residing within their homes year-round, signaling increased flows and associated system pressures. This residential trend accompanied by growing populations, especially for higher infill areas with unfriendly soils near water, establishes a critical need for improved septic system protection.

2.1.3 Issue 3: Challenges Initiating a Community Sewer System(s)

Establishing new community sewer systems can be difficult, especially in regional districts. Area C is well-suited to septic tank systems however, Area G has higher potential for a community sewer system. The 2009 LWMP identified the establishment of a community sewer system as a high priority for the area, however lack of elector support, wastewater treatment plant siting challenges, safe effluent discharge options, low infill densities, lack of progress with the Agricultural Land Commission, financing limitations, and challenges in establishing a partnership with First Nations and the only sizable private community treatment system continue to stymie implementation of this topic. Until there is a breakthrough to secure funding, Ministerial support, and a feasible discharge location for a community sewer system, CSRD's efforts will continue to focus on septic system management.

Note: Search for a treatment plant in and around Area G continues. CSRD recently commissioned a study to identify siting guidelines (Appendix C) for any future facility which will be a useful tool to aid conversations with the Board, residents, and prospective system owners or landholders. Modernization of CSRD's sanitary sewer system acquisition strategy may occur in the next few years, on an as-needed basis. The current strategy can be found at www.csr.bc.ca.

2.1.4 Issue 4: Fluctuating Water Quality

Water quality monitoring and preserving lake health continue to stand as top community priorities. Area C and G residents rely on Shuswap Lake for drinking water and recreation, while also highly valuing the water body's aesthetics. The 2009 LWMP made it clear that preserving the quality of the lake is very important to the communities. In turn, CSRD initiated a water quality sampling and monitoring program – for both surface and groundwater – to gauge the impacts of septic systems and generally monitor trends in specific parameters. Though water quality monitoring has not produced an unimpeachable case that septic systems have caused recent Shuswap water quality events, it is well understood by residents and CSRD staff that more should be done by homeowners to protect public health and the environment. That protection comes in several forms, however septic system maintenance and further pursuit of a community sewer system remain top priorities. The extent

of water quality monitoring has fluctuated for years and will continue to do so as conditions warrant further adaptations. The CSRD will continue to summarize environmental monitoring results and post the annual reports on the CSRD website for public review.

2.1.5 Issue 5: Limitations with the Previous Septic Smart Program

While the existing Septic Smart program has proved to be successful in raising resident awareness of septic tank operation and maintenance, that program may have peaked, and staff have come to learn that additional efforts are required to promote greater owner-led maintenance. Continued public education, while still valuable, is not resulting in more actions being taken by residents to manage their on-site treatment systems. What is needed now is homeowner action in the form of preventative maintenance and financial incentives to address previous program limitations.

2.1.6 Other Liquid Waste Issues

Several other liquid waste issues were present at the time of the 2009 report. Some of those topics have been addressed. Table 1 outlines the other liquid waste priorities and their level of progress to date. Appendix D includes the *LWMP Progress Report* (Urban Systems, 2021), covering all four LWMPs in CSRD.

Table 1: LWMP Priorities for Area C/ G as Identified in the 2009 LWMP

Liquid Waste Priority	Progress/Status
<i>Septic system management: education, maintenance, links to building regulations, surveys, etc.</i>	Ongoing
<i>Septic management facilities</i>	Future
<i>Enacting a prohibition of private waste disposal including private discharges to lake from non-public systems incl. watercraft</i>	Complete
<i>Development of a community sewer system</i>	Ongoing/Future
<i>Environmental monitoring: studying sensitive areas, water quality, and effects from septic systems</i>	Ongoing
<i>Public ownership and management of systems that treat wastewater and return effluent to the environment e.g. acquisition</i>	Future

An important part of CSRD's implementation of their 2009 LWMP includes the following list of regulations, starting with service establishment which underpins the rest:

- LWMP service establishment is enacted through Bylaw #5550 which confirms the authority to implement the Area C/G LWMP (including some of the bylaws below) and caps the funding requisition at \$275,000 per year
- The repair and installation of new on-site sewage disposal systems within 100 m of Shuswap Lake (located in both Area C and G), White Lake, and Little White Lake (located in Area C) require the issuance of a CSRD Lakes 100 m Development Permit which includes a report prepared by a Qualified Professional with training and experience in hydrogeology to confirm that the design and location of the septic system and field will not negatively impact surface water and groundwater quality. This development permit is required to be issued prior to a building permit being issued. Building permit checklists require that a septic system assessment or upgrade occur when a dwelling or facility is altered to increase how much sanitary waste it generates e.g., adding a bedroom to a seasonal home.

- Bylaw #5546, “a bylaw to prohibit disposal methods that involve direct discharge of treated effluent from private sources to a water course or water body within the Regional District”

The Ministry of Environment and Ministry of Health authorize, oversee, and enforce several liquid waste regulations in the region, including various rules and requirements for private sanitary systems. Given interrelated regulations, more conversation and action are needed among all levels of government to achieve liquid waste goals in Area C and G.

2.1.7 Issues Summary

Given the rural nature of most of Area C and G, and the challenges in regional areas establishing community sewer systems, it is progressive and appropriate that CSRD continues to focus on septic system maintenance, among other implementation areas. The CSRD and its residents are proposing to enhance liquid waste management in the region through septic system rebates, incentivizing greater homeowner vigilance of septic systems and hence, protecting public health and the environment.

2.2 SEPTIC SYSTEM REBATES

Septic system rebates are not new to regional districts or municipalities in BC. The rebate options available and their suitability to a given area in BC are outlined below (summarized from the Feasibility Study, attached in Appendix A).

2.2.1 Feasibility Review

The Feasibility Study (Appendix A) examined the following topics related to the enhanced septic management programs within the subject regional districts:

- Program rationale
- Desired results and objectives
- Equitability and prioritization
- Regulations and enforcement
- Administration, governance, and information
- Coordination with Interior Health Authority (IHA)
- Service support/role of regional district
- Enhanced educational materials

Information was collected through public resources and interviews with four selected local governments.

The premise of the review was to explore the core question, “Practically speaking, what is one service level higher than septic system education materials that would generate further local support for public health and the environment?” For reference, consult Appendix B for CSRD’s updated (2023) *Homeowner Septic Maintenance Guide* which was developed through cooperation with Western Canada Onsite Wastewater Management Association (WCOMMA). With respect to further enhancements to Septic Smart, the Feasibility Study also revealed:

- Educational programs are a suitable baseline approach, but transitioning to encourage or enforce inspections and owner-led pump-outs to ensure system adequacy, and in turn more effectively protect public and environmental health
- Water quality protection (a critical community priority for both Area C and G) is a key driver for enhanced programs
- Septic system maintenance rebates are a proven method for initiating actions by septic system owners

Through the feasibility review, CSRD affirmed a significant conclusion, akin to a policy shift for their role in septic system maintenance: *homeowners ought to take proactive steps to properly maintain their septic systems because it is the responsible and necessary thing to do, and these actions should not start only once the environment has signaled a problem.*

These findings collectively support the implementation of septic rebate programs within Area C and G. Recommendations and considerations for implementation are detailed in the following section.

2.2.2 Rebate Fundamentals and Incentive Descriptions

The rebate programs are an add-on function for the liquid waste service and have been proposed without additional tax implications for the first three years. After three years, the programs will be re-evaluated, and any tax funding and tax implications will be considered at that time. Each year, the total budget for rebates is set and once it is exhausted the rebates will cease until new funds are available.

Eligible Maintenance Activities

- up to \$400 to install risers (a portal for ease of access to the septic tank)
- up to \$500 to install or replace distribution boxes (centralized box within septic field that equally distributes wastewater into connecting pipes)
- up to \$300 to conduct a complete system inspection by an accredited ROWP
- up to \$200 to install an effluent filter

Pump-outs are a crucial component of septic system maintenance; however, they are not eligible for rebates through this program. This is because they are considered a standard practice that homeowners are expected to undertake regularly and are generally known to occur by CSRD residents today. Instead of pump outs, the limited resources available for rebates have been allocated to incentivize homeowners to perform more advanced and essential maintenance activities. Similarly, rebates do not support the costs of completely replacing a septic system for two reasons:

1. The rebates are relatively small compared to the large capital expense of replacing a system, and
2. To reduce regulatory complications that emerge through system replacements that would complicate the flow of funds.

CSRD would like to initiate the rebate program and witness residents become more preventative in system maintenance.

2.2.3 Rebate Eligibility

Several approaches may be pursued to establish rebate eligibility requirements. The results of the Feasibility Study (Appendix A) indicate that established regional rebate programs tend to base eligibility on:

- Whether the work aligns with the defined rebate categories (outlined above)
- Confirmation that the property is located within the subject service area
- That the applicant has not previously qualified and received that same rebate
- That the work is completed in the same year as the application
- That the works are carried out by an authorized person

The CSRSD's rebate eligibility criteria may be determined at the discretion of regional staff during the development of the rebate application process. The criteria may reflect that previously described, and /or consider:

- Environmental risk of the septic system area, namely: proximity to surface water, proximity to community groundwater well, situation within relatively dense areas near environmental features and/or where soil and groundwater conditions may pose challenges;

Or,

- Socioeconomic need for the rebate as confirmed by the applicant in their application.

The latter would prioritize systems with owners who likely could not afford to execute septic system maintenance/repairs without rebate support. In order to discern the optimal approach, staff must first consider several aspects of each criteria type, including:

- Administration efforts required to review, store, and manage applicant information (recall that both the CSRSD and IHA wish to approximately maintain their existing levels of administration efforts in terms of septic system management, therefore Septic Smart 2.0 should not introduce significant additional administration demands)
- Information available to support criteria development (e.g. maps of environmentally sensitive areas, ranges of household incomes region-wide, etc.)
- Ease of providing proof of eligibility (as creating a program which requires significant documentation efforts by the applicant is likely to discourage applications)
- Anticipated number of non-eligible applicants (i.e., achieving program eligibility such that it is transparent and that non-eligible applications are limited to avoid program apathy)
- Program intent (i.e. considering which criteria will best encapsulate the intent of the program and help achieve overarching program goals)

Upon introduction of Septic Smart 2.0, the CSRSD may choose to adopt broader or perhaps less restrictive eligibility requirements to encourage applications and ease program implementation, mirroring the strategy of other regional districts. Once program popularity increases, the CSRSD may evaluate if more selective requirements are needed to further focus the program's intention and determine how to effectively establish these requirements within the limits of the District's administrative resources.

2.2.4 Implementation

The proposed rebate funding-structure is provided in Table 2. The funding levels are based on a projected 2% of the property owners receiving a base-level rebate each year. This is consistent with similar rebate programs in BC, as outlined in Appendix A. If there is strong uptake on the rebates and as more funds become available each year, the CSRSD can evaluate whether to increase the overall rebate fund to encourage even more proactive

repairs. Once the annual fund is exhausted, CSRD would notify residents and recommend they prepare for funding the following year. The 2% uptake rate is recommended as a suitable starting point and an assessment of the whole program should occur after the first or second year of implementation.

Table 2: Proposed rebate structure for Areas C and G

Service Area	Proposed Rebate Fund Year 1		Funding Approach
Area C -3000 taxable parcels	~\$25,600 Or, about 85 to 130 repairs	TOTAL: \$57,000	<ul style="list-style-type: none"> Develop annual service budgets with this new cost category Revisit other cost areas to accommodate the rebates (e.g., reduce budgets for studies or monitoring) Adjust parcel tax levels accordingly (well within maximum allowable) if and when warranted e.g., after Year 3
Area G -3700 taxable parcels	~\$31,400 Or, about 105 to 160 repairs		

Rebates are seen as a significant step forward for septic system maintenance, but there are several other actions to implement. Additional program recommendations are as follows, where implementation may take several years:

- Septic system permitting to remain with IHA; Encourage Registered Onsite Wastewater Practitioners (ROWPs) to file any non-compliant results from site assessments as needed and especially where rebates were used;
- Septic Smart and its messaging should further emphasize *roles and responsibilities of the property owner as the chief operator of their domestic wastewater treatment system* (continue to review education materials, website content, other planning documents and update language accordingly);
- Develop maps of environmentally sensitive areas that warrant additional attention and or homeowner-direct communications or planning regulations to further protect public health and the environment;
 - This action is of shared interest between CSRD staff and the public (as seen in the survey results, below)
- Engage with septic management associations, such as BCOWMA (www.bcossa.com) and WCOVMA (www.wcovma-bc.com) to evaluate from existing materials to select and provide further online resources which support homeowners as primary operators and help with sourcing local resources when making repairs; and,
- Meet with CSRD's planning department to link the program to building permits and development permits so that there is continued synchronization between new construction and the need to modernize septic systems.

The above enhancements allow the CSRD to empower property owners without assuming private-side responsibilities and support a staged implementation approach, enabling homeowners to gradually assume greater responsibility for their on-site systems. These efforts can be done as part of implementation of the amended LWMP without service modification or change to funding-structures.

Upon approval from the Minister and the Board of Directors regarding the preferred direction for septic system rebates, CSRD Staff should initiate an application design and administration process where schedules, forms, decision-making, and the flow of funds are all confirmed for execution.

3.0 OVERVIEW OF ENGAGEMENT AND COMMUNICATIONS

Amendments to LWMPs include communication and engagement at a level that is commensurate with the degree of change of their management systems. Adding septic system rebates falls into a category of moderate-impact, low-change whereby the root of engagement in this amendment was to test out four core feedback areas:

- Familiarity with homeowner's systems and Septic Smart
- Interest in septic system rebates
- Support for consolidating the Area F liquid waste service areas into one
- Interest in additional liquid waste management services or programs such as more regulations, further exploring community sewer systems, etc.

3.1 OVERALL ENGAGEMENT PLAN AND ACTIVITIES

Early into 2023, CSRD initiated an overall communications and engagement strategy to identify various activities and tools to support the LWMP amendment. The plan identified several objectives:

- Increase understanding and awareness of septic system maintenance among property owners in LWMP service areas
- Raise awareness about the proposed septic system rebate program and opportunities for community members to get involved
- Gauge a level of support for the rebate program from a wide range of audiences across all LWMP service areas
- Provide information that is clear, relevant and easy to understand

Realizing these objectives came through the following engagement and communications activities:

- One on one meetings with each of the Electoral Area Directors
- Meeting over ZOOM with the Skw'ax te Secwepemc'u'lecw Band
- Meeting over ZOOM with representatives from Interior Health
- Meetings over ZOOM with file leads from the Ministry of Environment
- Social media and promotional materials to notify residents of the LWMP initiative and the survey
- Several Board presentations over the last 18 months providing elected officials and public audiences of the upcoming work
- LWMP video which explained the rationale for the amendment, the objectives for the rebate program and the upcoming survey
- Multiple CSRD website updates regarding the LWMP project, throughout 2023 including FAQs for liquid waste and septic systems

- Media releases, 1-page summary briefs, and presentation materials offered for use by Area Directors
 - A series of social media posts and accompanying graphics were shared on the CSRD's Twitter and Facebook platforms throughout the project to raise awareness and promote the online survey.
- Online Survey, launched in late May and lasting until early July 2023
- Public engagement summary, titled *What We Heard Report* (attached in Appendix E), which summarizes the results of the survey

Added up, the estimated total touchpoints for engagement and communication in this project is estimated more than 1,000 across the four service areas. With the program's focus squarely placed onto the rebates, the online survey and the *What We Heard Report* (Appendix E) emerged as the core elements of the feedback efforts.

3.2 LWMP SURVEY: FOCUS AREA AND QUESTIONS

An online survey was open from May 30 to July 7, 2023 to collect feedback from property owners in the four LWMP service areas. Nearly 200 surveys were completed and submitted. A project web page was created on CSRD Connect to host key information and resources related to the LWMP amendment. The page included an overview of the project, a project timeline, contact information, the LWMP information video, FAQs and the online survey.

Survey questions were centered around septic system conditions and homeowner maintenance of these systems, as well as thoughts and attitudes surrounding the proposed septic rebate program. Results of this engagement are summarized in the following sections. A complete list of questions and accompanying responses are provided in the *What We Heard Report* (Appendix E).

3.3 WHAT WE HEARD: SURVEY RESPONSES

3.3.1 Region-Wide: Input Gathered from All Four Service Areas

Overall, survey responses indicate that homeowners care about septic system maintenance. Their feedback signals that most existing septic systems are in good condition, and there is a general desire to maintain this condition through leveraging the assistance of a rebate program. Respondents affirm they are knowledgeable on the importance of system maintenance, which likely prompts their desire to ensure adequate system care and support of rebates. These results also exhibit the previous success of the Septic Smart program in educating residents on septic system safeguarding and establishing proactive attitudes.

Specifically, the survey revealed the following:

- 76% of respondents are year-round residents
- 61% of respondents report they are familiar with their septic system and its maintenance requirements
- 73% of respondents across the CSRD support the proposed septic system rebate program in their service area
- 38% of respondents reside or own property in Area G
- 68% of respondents indicated their septic system is currently in good condition
- 78% of respondents have had their septic system pumped out less than 5 years ago
- 56% of respondents never conduct their septic system maintenance themselves

- Area C, E, and G residents expressed the highest level of support for the proposed rebate program

The primary reason for rebate program opposition among respondents was the belief that property owners should be responsible for the costs of their own maintenance. Other expressions of opposition included:

- Concern that tax dollars for program will eventually increase (4 comments) or that Registered Onsite Wastewater Practitioners (ROWPs) will increase costs with knowledge of program (2 comments)
- Desire to increase the rebate amounts (4 comments)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (4 comments)
- Money better spent on enforcement and inspection (3 comments)

Additional comments provided by respondents in relation to the rebate program reflected similar themes as discussed above, summarized as follows:

- General support for the program (7 comments)
- Support for a community sewer system to be implemented and a desire for funding to be spent on this rather than a rebate program (7 comments)
- Disagreement with tax dollars being spent to fund the program and concern that taxes will be increased due to the program (5 comments)
- Suggestions for the CSRD to require proof of inspection and maintenance from property owners to ensure their septic system is up to code and properly maintained (4 comments)
- Some homeowners seeking retroactive rebates for maintenance previously conducted (3 comments)
- Concerns that there is a limited number of certified ROWP's in the region to conduct the work (2 comments)
- Desire to provide financial assistance for low- or fixed-income property owners (2 comments)

In terms of CSRD-led services including septic systems, sanitary sewer, or liquid waste management, respondents frequently commented that they would like to see:

- Development of community sewer systems (12 comments)
- Mandatory inspections and greater enforcement to ensure that properties are meeting modern standards and conducting proper maintenance (6 comments)
- A list of certified ROWPs supplied to property owners and suggestions to train pump drivers as ROWPs (3 comments)
- Greater public education around septic systems and how they work (3 comments)
- Waterfront natural asset mapping / assessments to identify sensitive/high risk areas (3 comments)

In addition to expressing rebate support, several comments included suggestions for how to further enhance the rebates, which may be considered over the three-year trial of the rebate program.

3.3.2 Area C and G Survey Highlights

Responses from Area C and G mirror many aspects of the overall survey findings, namely:

- Of the 73% of respondents who indicated they support the proposed septic system rebate program in their service area, 34% were from Area G and 28% were from Area C, indicating that the majority of positive rebate support is attributed to these two areas.
- There is strong support for the rebates in both electoral areas (72% for Area G, and 83% for Area C);
- Septic system maintenance is generally understood and a well-known homeowner responsibility in both areas;
- Several residents would like to see septic system maintenance requirements so that there is widespread, consistent maintenance by all properties; fines or regulations were cited as being of interest, but not at levels that would warrant the change with or head of rebates;
- There is continued interest in developing a community sewer system within Area G, perhaps at levels nearing +50%;
 - If given the choice to continue with private, onsite wastewater treatment or paying a similar capital cost to join a community sewer system, the majority of Area G residents would prefer the public, community option.

Although a community sewer system appears desirable among respondents in Area G particularly, it requires significant regional and local efforts, and therefore may best be pursued as a future option rather than an immediate strategy (as previously discussed in Section 2.1.3). In contrast, the Septic Smart rebate program offers a community-supported, near-future strategy to protect existing systems, presenting the most feasible mechanism for preserving environmental and public health currently. Further recommendations regarding community sewer system implementation are provided in the *LWMP Progress Report* (Urban Systems, 2021), attached in Appendix D. The introduction of septic system rebates will not complete liquid waste management services, but it is strongly supported as the key next step.

3.3.3 Indigenous Consultation Summary

Indigenous consultation efforts occurred through government to government (CSRD to First Nation) forums. CSRD reached out to the following indigenous communities as part of the LWMP amendment:

- Adams Lake Indian Band
- Skwłāx te Secwepemcúłecw (Little Shuswap Lake)
- Shuswap Band
- Okanagan Indian Band
- Whispering Pines/Clinton Indian Band
- Simpcw First Nation
- Splatsin First Nation

Following the CSRD's consultation, Simpcw First Nation issued a positive response to the proposed LWMP amendments, stating "Simpco Natural Resource Department (NRD) is satisfied with CSRD Liquid Waste Management Plan Update and the collaborative work relating to their proposal and support moving forward".

Additionally, Little Shuswap Lake has expressed interests in liquid waste management services and facilities and working with CSRD to partner on mutual interests. Those conversations continue, however the CSRD understands that preliminary talks between the Skwłāx te Secwepemcúłecw and the owners of the Shuswap

Lake Estates private system have begun and the CSRD looks forward to working with the Band on a sustainable solution if that comes to light. More discussions are proposed with a focus on septic treatment and or management facilities as well as future community systems.

A summary of the efforts and outcomes from Indigenous consultation will be submitted separately.

3.3.4 Local Priorities and Next Steps

Most respondents ranked the following CSRD services from lowest to highest priority as follows:

- More information on septic system maintenance (lowest priority)
- More financial incentives
- More training courses around septic system maintenance
- Maps that identify high-risk natural areas where it is more critical for septic systems to be maintained
- Expanded regulations and enforcement (e.g. fines or penalties) by government to require property owners to meet modern standards for septic systems (highest priority)

It is clear the community prioritizes homeowner accountability in terms of septic system maintenance. As such, the CSRD should consider penalties in the future for properties with known or perceived risk to watershed health from failing or inadequate septic systems. Any funds collected could be directed to water quality monitoring or further rebates. However, implementation of such penalties should be delayed until after engagement and initial launch of a rebate program, to first examine if the program proves successful without this feature. If penalties are pursued, the CSRD should engage with property owners following the initial rebate program establishment to explore the interest in a two-tiered tax rate or other similar approach that requires proof of proper septic system maintenance and charges a higher rate to owners who do not comply, among other penalty-like options.

4.0 LMWP AMENDMENT AND IMPLEMENTATION

4.1 AMENDMENT OVERVIEW AND DRIVERS FOR CHANGE

Through the enactment of its 2009/2010 LWMPs, the CSRD established its commitment to comprehensive and effective liquid waste management and, ultimately, conserving the health of both its communities and environment. As per Ministry of Environment LWMP guideline documents, it is recommended that Plans be reviewed every 5-10 years. As such the CSRD engaged Urban Systems in 2020 to begin the process of reviewing the 2009 LWMP. Through stakeholder engagement and public surveys, desire to evolve the commitment for CSR involvement in liquid waste management planning, by building upon previous efforts, helped to influence the Area C/G's LWMP amendment. While several liquid waste priorities exist through the region, a common necessity continues to present itself: improved septic system safeguarding through greater action of property owners. Rebates are enveloped in Septic Smart 2.0—an achievable, effective, and community-oriented strategy for managing existing liquid waste concerns within the CSRD.

The recommended implementation strategy for this program over the next five years is summarized in Tables 3 and 4. It presents a staged approach encompassing specific, attainable tasks carefully selected to ensure the most valuable use of the CSRD's limited resources over a realistic timeframe. This approach mirrors rebate models previously proven successful on regional levels, with flexibility for future evolution based on homeowner response and financial capacity of the CSRD.

Understandably, this strategy does not entirely resolve all liquid waste issues endured within the region. Rather, it offers the most complete and feasible solution available to communities today, capable of effectively addressing several liquid waste priorities simultaneously with optimal effort. Septic Smart 2.0 represents the reality of liquid waste within the region: the reliance on septic systems is unlikely to cease, and even if more complex, infrastructure-based solutions advance, it continues to fulfill a crucial and complementary role. However, it is also clear that there is a defined role for the CSRD to play in promoting a community system when the opportunity presents itself in the future. The CSRD is committed to continuing to explore partnerships and feasible options for the development of a future community system, specifically in Electoral Area G, where demand remains the greatest.

4.2 LIST OF ACTIONS TO IMPLEMENT AREA G LWMP AMENDMENT

To initiate the rebate program for Area G, it is recommended the CSRD adopt the proposed funding level presented in Table 2. As the program proceeds, each year, the CSRD should develop a funding cap on the distribution of rebates and discuss rebate amounts during budget deliberations, as previously discussed.

Table 3: Implementation plan for enhanced Septic Smart program in Area G

AREA G 5-YEAR ACTION PLAN—SEPTIC SMART 2.0 AND REBATE PROGRAM IMPLEMENTATION	
YEAR 1 (2024)	<ul style="list-style-type: none"> • Introduce septic system rebates for 2024 fiscal year. • Review all public-facing materials for Septic Smart and update key messages to convey the homeowner's responsibility to actively maintain their septic systems. • Meet with planning to deepen understanding of role of planning regulations in septic system renewal during redevelopment.
YEAR 2 (2025)	<ul style="list-style-type: none"> • Conduct twice annual LMWP meetings with IHA and Ministry to discuss the challenges and opportunities for septic system and private wastewater system maintenance in Area G. • Engage septic, technical associations to explore information management strategies related to septic system rebates (i.e. storing proof of maintenance) and confirm there is sufficient local capacity by registered professionals to support the needs of homeowners. • Revisit technical studies for community-based, in-ground disposal on or around lands in the agricultural reserve and reconsider an application to the Land Commission.
YEAR 3 (2026)	<ul style="list-style-type: none"> • Discuss rebate amounts, types, and eligibility (in 2026), evaluating the need for penalties and/or additional incentives (e.g. rebates for inspections and pump-outs). • Request an inventory from IHA of locations of Type 2 and Type 3 systems in the area.

AREA G 5-YEAR ACTION PLAN—SEPTIC SMART 2.0 AND REBATE PROGRAM IMPLEMENTATION	
YEAR 4 (2027)	<ul style="list-style-type: none"> • Conduct environmental sensitive mapping to produce a map of priority areas to IHA--IHA may then consider additional requirements at the time of septic system design and installation for these sensitive areas. An intended outcome would be that more Type 2 and Type 3 systems exist in areas with greater cumulative risk to water quality. • Conduct twice annual LMWP meetings with IHA and Ministry to discuss the challenges and opportunities for septic system and private wastewater system maintenance in Area G.
YEAR 5 (2028)	<ul style="list-style-type: none"> • Revisit rebate program improvements suggested by residents during the public engagement process and consider integration into existing program. • Prepare an implementation update brief for discussion with the Ministry to explore the need for further plan amendments, if any.

The proposed implementation plan can be accomplished within the funding limitations of this service requisition. However, funding options will be reviewed in about three years upon completion of the trial period of septic service rebates. Included in the above is the continued pursuit by CSRD staff to find feasible options to advance a community sewer system in Electoral Area G. Grant applications and further review of discharge locations of treated wastewater remain top priorities.

4.3 LIST OF ACTIONS TO IMPLEMENT AREA C LWMP AMENDMENT

To initiate the rebate program for Area C, it is recommended the CSRD adopt the proposed funding level presented in Table 2. As the program proceeds, each year, the CSRD should develop a funding cap on the distribution of rebates and discuss rebate amounts during budget deliberations, as previously discussed.

Table 4: Implementation plan for enhanced Septic Smart program in Area C

AREA C 5-YEAR ACTION PLAN—SEPTIC SMART 2.0 AND REBATE PROGRAM IMPLEMENTATION	
2023-2028	<ul style="list-style-type: none"> • Continue to engage with the Ministry of Environment to confirm the requirements for liquid waste management services in Area C • Consider implementation details for the septic system rebate, if applicable to Area C residents • Meet with staff at least annually to discuss matters and priorities for public health and the environment on a liquid waste basis and explore actions accordingly

The proposed implementation plan can be accomplished within the funding limitations of this service requisition.

Closure

CSRD remains highly interested to advance liquid waste management plans in its electoral areas and to achieve the stated actions in LWMP documents, including this amendment.

Thank you for the opportunity to support the CSRD in this important initiative.

Sincerely,

URBAN SYSTEMS LTD.

Kara Labelle, EIT
Project Engineer

Ehren Lee, P.Eng
Senior Consultant

/KL/EL
Enclosure(s)

Appendix A – *Septic Smart 2.0 Feasibility Study*
Appendix B – *Homeowner Septic Maintenance Guide (2023)*
Appendix C – *Wastewater Treatment Plant Guidelines*
Appendix D – *LWMP Progress Report (2021)*
Appendix E – *What We Heard Report*

CC:

\\usl.urban-systems.com\projects\Projects_VIC\0476\0095\01\R-Reports-Studies-Documents\R1-Reports\LWMP Amendment Docs\2023-11-21 Amendments\2023-11-21--CSRDLWMP Amendments--Areas C&G.docx



BOARD REPORT

TO: Chair and Directors

SUBJECT: South Shuswap (Electoral Areas C & G): 2023-2027 Contribution Agreement – South Shuswap First Responders

DESCRIPTION: Report from Jodi Pierce, General Manager, Financial Services, dated November 27, 2023. Formalization of annual funding contribution.

RECOMMENDATION: THAT: the Board empower the authorized signatories to enter into a Contribution Agreement with the South Shuswap First Responders for a five-year agreement commencing August 1, 2023.

Stakeholder Vote Weighted

SUMMARY:

The CSR D has provided grant in aid funding to the South Shuswap First Responders for operating since 2002. The Organization requires annual funding to provide pre-ambulance emergency first aid and medical assistance and grant in aid funding is not a suitable mechanism for annual funding at this level. Staff have recently been converting these larger annual grants to Contribution Agreements to ensure that all parties are aware of their responsibilities regarding the use and reporting of funds. The recipient's responsibilities which include, but are not limited to, submitting annual budgets, financial statements, and an annual report. Staff has been working with the newly elected President of the South Shuswap First Responders who is very much in favour of having a signed agreement going forward.

BACKGROUND:

N/A

POLICY:

CSR D Bylaw No. 5346 provides the authority for the Regional District to provide, by way of an annual grant, the financial contribution towards the cost of a first responders program.

FINANCIAL:

The CSR D will continue to provide a \$50,000 annual financial contribution to be funded through tax requisitions subject to all reporting requirements being met.

IMPLEMENTATION:

Upon Board approval, staff will work with the South Shuswap First Responders to have the Contribution Agreement executed. Once the signed agreement has been received, the operating funding will be paid to the South Shuswap First Responders in accordance with the schedule of payments.

COMMUNICATIONS:

Staff will communicate with the South Shuswap First Responders to advise of the Board's decision as well as to ensure all reporting outcomes are being met prior to the release of funding in each year of the agreement.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2023-12-08_Board_FIN Area C and G Contribution Agreement - South Shuswap First Responders.docx
Attachments:	- CONTRIBUTION AGREEMENT - South Shuswap First Responders.pdf
Final Approval Date:	Nov 28, 2023

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



Jennifer Sham



John MacLean



CONTRIBUTION AGREEMENT
South Shuswap First Responders

THIS AGREEMENT dated for reference the _____ day of _____ 2023.

BETWEEN: COLUMBIA SHUSWAP REGIONAL DISTRICT
BOX 978
SALMON ARM BC V1E 4P1

(hereinafter referred to as the Regional District)

AND: SOUTH SHUSWAP FIRST RESPONDERS
PO Box 555
SORRENTO BC V0E 2W0

(hereinafter referred to as Recipient)

for the provision of operating funds to help support the operational capacity of the South Shuswap First Responders within Electoral Area C and Electoral Area G of the Columbia Shuswap Regional District as authorized by the South Shuswap First Responders Financial Contribution Service Bylaw No. 5364.

RECIPIENT’S RESPONSIBILITIES

1. The Recipient will utilize the contributed operating funds toward its operational capacity in order to help the Recipient coordinate the necessary tasks needed to leverage, approve, fund and implement annual projects.
2. The recipient will provide specific core functions for the provision of first responder services for Electoral Area C and Electoral Area G of the Regional District. The core functions the recipient will provide are:
 - Pre-ambulance emergency first aid and medical assistance
 - Training volunteers to respond to emergencies.
 - Provision of equipment required during core functions.

REPORTING

3. The Recipient will submit a Budget for the upcoming year (July 1 to June 30) to the Regional District annually by July 31 in each year of this Agreement. The Budget will provide information on the planned projects and initiatives for the upcoming year.



REPORTING (cont.)

4. The Recipient will submit Financial Statements for the most recent fiscal year, to the Regional District on or before September 30 of each year of this Agreement. The statements must be signed by the Recipient's authorized signing officers. The Regional District reserves the right to audit expenses or receive copies of invoices, where appropriate, including those of any non-arm's length parties that will incur expenses on behalf of the Recipient.
5. The Recipient will submit an Annual Report to the Regional District on or before July 31 in each year of this Agreement. The Annual Report will outline the work carried out during the fiscal year ended June 30.

CONTRIBUTIONS

6. The Regional District will provide an annual operating contribution of \$50,000 to the Recipient for the services outlined herein throughout the Term of this Agreement.
7. Payments will be made to the Recipient according to the following schedule in each year of this Agreement:

2023	Upon signing	\$50,000
2024	August 1, 2024	\$50,000
2025	August 1, 2025	\$50,000
2026	August 1, 2026	\$50,000
2027	August 1, 2027	\$50,000

8. A reserve amount of \$50,000 currently sits with the CSR D resulting from non-payment of the 2022 annual financial contribution. This funding will be released upon request from the Society to meet extra-ordinary needs.

GENERAL

9. The Recipient will maintain its status as a registered non-profit society in good standing, in accordance with the provincial legislation and will ensure compliance with all municipal, provincial, and federal requirements with respect to the conduct of its business, throughout the Term of this Agreement.
10. The Regional District will not be liable for any loss, injury or damage suffered or caused as a result of the work completed under this Agreement. The Recipient will indemnify and save harmless the Regional District from fines, suits, proceedings, claims, demands or actions of any kind or nature or from anyone whosoever, arising or growing out of or otherwise connected with the performance of its covenants herein contained.



GENERAL (cont.)

11. The Recipient will be solely responsible for all Employment Insurance, Canada Pension Plan, Income Tax, WorkSafe BC premiums, health and welfare benefits, overtime, vacation pay, licenses, permits, any other federal, provincial, or municipal tariffs or taxes usually payable by an employer to an employee and self-owned motor vehicle insurance premiums.
12. The Recipient will be responsible for all expenses including, but not limited to the salaries of the Recipient's employees, stationary, postage, meetings and all other expenses related to the South Shuswap First Responders.
13. The Recipient will not assign this Agreement or any part thereof without written authority by the Regional District.
14. This Agreement constitutes the entire Agreement between the parties hereto and no representations, warranties, understanding or Agreements, oral or otherwise, exist between the parties hereto except as expressly set out in this Agreement.
15. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
16. This Agreement shall enure to the benefit of and be binding upon the parties hereto and upon their respective successors, heirs, administrators, and assigns.

TERM

17. This Agreement will commence upon signing of the Agreement and will be completed by the 31st day of December 2027.

TERMINATION

18. This Agreement may be terminated by either party without cause upon giving to the other party sixty (60) days written notice at any time during the period that this Agreement is in effect to the other party at the addressed herein contained.



SIGNATURE

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto:

COLUMBIA SHUSWAP REGIONAL DISTRICT

SOUTH SHUSWAP FIRST RESPONDERS

CHIEF ADMINISTRATIVE OFFICER (CAO)

Director Signature

Director Signature

Witness Signature

Witness Name (please print)

Witness Address

DRAFT



BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Areas C, D, F and G: Dog Control Service Contract

DESCRIPTION: Report from Marty Herbert, Manager, Building and Bylaw Services, dated November 22, 2023. Authorization for sole source contract award of Dog Control Services.

RECOMMENDATION: THAT: the Board empower the authorized signatories to enter into an agreement with Commissionaires BC, for the provision of dog control services for Electoral Area C, Electoral Area D, Electoral Area F and Electoral Area G, for a one-year term commencing January 1, 2024, and expiring on December 31, 2024, for a total cost not to exceed \$77,560.78 plus applicable taxes, this 8th day of December, 2023.

Corporate Vote Weighted

SUMMARY:

The contract between the CSRD and BC Corps of Commissionaires (Commissionaires), to provide dog control services in Electoral Area C, D, F and G expires on December 31, 2023. As the contract to the Commissionaires is a direct sole source award, staff is recommending that a sole source contract be awarded to the BC Commissionaires.

BACKGROUND:

Commissionaires nationally is a private, Canadian, not-for-profit company with 15 independent divisions encompassing 50+ offices and more than 20,000 employees.

Since January 2019, the CSRD has engaged the BC Commissionaires to provide dog control services for Electoral Areas C, D, F and G. Since that time, the BC Commissionaires have demonstrated they are a private contractor available to perform dog control duties on an economical scale.

POLICY:

In accordance with Policy No. F-32 "Procurement of Goods & Services", Board authorization must be obtained for any sole sourced contract over \$10,000.

FINANCIAL:

The contracted dog control service in the four Electoral areas, is funded through tax requisition, and the sale of dog licences in Electoral Area C and G only.

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Annual Contract (33 hrs/wk)	\$69,596.13	\$71,331.60	\$77,560.78
Regular hourly rate	\$40.45	\$41.46	\$43.85
After hours	\$80.90	\$82.81	\$87.71

Due to the contractor's staffing challenges, a 2023 surplus has been generated for the Electoral Area's dog control service and is estimated to be approximately \$17,000 at year end. Sufficient funding is therefore available to accommodate the 2024 contract with the existing tax requisition and expected surplus within the Electoral Area dog control budgets.

KEY ISSUES/CONCEPTS:

CSRD Bylaw Enforcement staff are continually reviewing the dog control service and collaborating with the Commissionaires regarding improvements to levels of service. As such, as part of the Development Services 2024 workplan, staff will provide a report to the Board in 2024 to start a comprehensive discussion regarding the provision of CSRD dog control services generally in the Electoral Areas, including Directors expected/desired levels of service.

Any proposed changes to the service would at the earliest, take effect in 2025. Consequently, the staff recommendation is to enter into a one-year contract with the BC Commissionaires until a review of the service can be undertaken and discussed with the participating Electoral Area Directors. Unfortunately, aside from the Commissionaires, there is an extremely limited number of private contractors able to provide dog control services in our region.

Staff are also aware that given recent changes in case law that some bylaw amendments are necessary to the existing dog control regulation bylaws. Staff will bring forward these proposed bylaw amendments in 2024.

IMPLEMENTATION:

If the staff recommendation is approved by the Board, a one-year contract will be forwarded to the Commissionaires for their endorsement.

COMMUNICATIONS:

Not applicable.

BOARD'S OPTIONS:

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



COLUMBIA SHUSWAP REGIONAL DISTRICT

Dog Control Services

THIS AGREEMENT dated for reference this _____ day of _____, 2023.

BETWEEN: COLUMBIA SHUSWAP REGIONAL DISTRICT
 BOX 978
 SALMON ARM BC V1E 4P1

(hereinafter referred to as the "Regional District")

AND: THE BRITISH COLUMBIA CORPS OF COMMISSIONAIRES
 Suite 100 – 346 Lawrence Ave
 KELOWNA BC V1Y 6L4

(hereinafter referred to as the "Contractor")

for the delivery of dog control services within the boundaries of three dog control service areas established within the Regional District and in accordance with applicable dog regulation and impounding bylaws.

RESPONSIBILITIES OF CONTRACTOR

1. The Contractor will provide services as described in Schedule A, ("the Services"), in accordance with this Agreement. Services must be provided during the term described in Section 43 (the "Term").
2. The Contractor will deal with the public and the Regional District in a courteous and respectful manner and will ensure that its agents and employees deal with the public and the Regional District in a courteous and respectful manner.
3. The Contractor will be solely responsible for the operation and maintenance of any equipment whatsoever used, rented, leased, or owned by the Contractor in his business and for the effective execution of this Agreement.
4. The Contractor will be solely responsible to comply with all Federal, Provincial and Local rules, laws and ordinances applicable to the performance of this Agreement. The Contractor will provide evidence of compliance with such laws upon request by the Regional District.
5. The Contractor will be solely responsible to obtain and maintain at its own cost, all permits, licenses, regulatory approvals and certificates required to perform the Services. The Contractor will provide copies of any required permits, licences or regulatory approvals or certificates upon request by the Regional District.
6. The Contractor will be solely responsible for all Employment Insurance, Canada Pension, Income Tax and any other applicable assessments or deductions levied by Federal, Provincial or Municipal Governments or any agency thereof.
7. The Contractor will provide proof of registration with WorkSafe BC, proof of Personal Optional Protection or proof of denied WorkSafe BC registration.
8. The Contractor will maintain a health and safety program as required by Section 115 of the Workers' Compensation Act and report immediately and in writing any workplace injury or occupational illness specified under Section 172 of the Workers' Compensation Act to the Regional District.

**RESPONSIBILITIES OF CONTRACTOR (cont.)**

9. The Contractor will follow safety procedures as laid out in WorkSafe BC regulations. Contractors, their employees or agents not complying with health and safety expectations will be required to stop work and will not be allowed to resume work until the safety requirements are met.
10. The Contractor will be responsible for any costs, fines or levies resulting from a breach of WorkSafe BC regulations.
11. The Regional District will perform a hazard assessment of the worksite(s) before Services outlined in this Agreement commence. The Regional District and the Contractor will review the hazard assessment on a regular basis. The Contractor will notify the Regional District immediately of any additional worksite(s) hazards not identified in the hazard assessment.

GENERAL PROVISIONS

12. The Contractor will not assign this Agreement or any part thereof without written authority by the Regional District.
13. The Contractor is and will be an independent Contractor and nothing contained herein will be construed to create a partnership, joint venture or agency, and neither party hereto will be responsible for the debts or obligations of the other party.
14. This Agreement will be represented on behalf of the Regional District by the Building and Bylaw Services Team Leader or designate.
15. This Agreement constitutes the entire Agreement between the parties hereto and no representations, warranties, understanding or Agreements, oral or otherwise, exist between the parties hereto except as expressly set out in this Agreement.
16. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
17. Services not included in this Agreement for which compensation is requested must have prior written approval of the Regional District. Notwithstanding this provision, the Contractor is authorized by this Agreement to act in an emergency situation.
18. Unless written authorization has been issued by the Regional District, Regional District owned equipment will not be utilized by the Contractor for use other than those specified under the clauses of this Agreement. When authorized to utilize Regional District owned equipment, the Contractor will do so in a safe and proper manner.
19. Any damage to Regional District owned equipment and/or properties caused by the Contractor's misuse or negligence will be at the cost of the Contractor. Upon determination of costs, the Contractor will be billed for damages. If not paid within thirty (30) days, the Regional District will deduct the required amount due from future remuneration until the amount owing is paid in full.
20. Any liability claims resulting from the Contractor's misuse of Regional District owned equipment will be the responsibility of the Contractor.
21. Notwithstanding the Contractor's responsibilities, the Regional District maintains the overall authority for management and control of the Service or location of the Service. Nothing in this Agreement grants the Contractor any interest in the Service or location of the Service and the Regional District may, in its discretion, retain others to carry out work on and around the location of the Service.



GENERAL PROVISIONS (cont.)

22. Any provision of this Agreement that is deemed to be held unenforceable or invalid for any reason will be severed from the Agreement and all remaining provisions of the Agreement will remain in full force and effect.

SUBCONTRACTORS

23. In this Agreement, Designated Personnel means the persons deployed by the Contractor to perform the Services as set out in this Agreement for whom the Contractor is responsible for at law. Subcontractor means any person retained by the Contractor to perform the Services.
24. The Contractor will not subcontract any obligation under this Agreement without the prior written approval of the Regional District. Any Subcontractor approved by the Regional District is deemed to be Designated Personnel of the Contractor who may perform all or a part of the Services on behalf of the Contractor without further approval by the Regional District.
25. In the event that any of the Contractor's Designated Personnel do not perform the Services to the full satisfaction of the Regional District, the Regional District reserves the right to request the Contractor make a change in the Designated Personnel at the Contractor's expense. The Contractor agrees to remove and replace any Designated Personnel whom the Regional District deems to be unfit in any way.
26. No subcontract, whether consented to or not, will relieve the Contractor of any obligations under this Agreement.
27. The Contractor will ensure that every Subcontractor and all Designated Personnel fully comply with this Agreement when performing the Services.

INSURANCE AND INDEMNITY

28. The Contractor will indemnify and save harmless the Regional District from all fines, suits, proceedings, claims, demands, or actions of any kind or nature or from anyone whomsoever, arising out of or resulting from any negligent acts, errors or omissions of the Contractor, its officers, employees, agents or subcontractors in the performance of their services and duties in regard to this Agreement.
29. The Contractor will, prior to the commencement of operation and thereafter at all times during the Term of this Agreement, at its own expense, keep in force by advance payment of premiums, a general liability insurance policy in an amount not less than **THREE MILLION (\$3,000,000) DOLLARS**.
30. The Regional District will be named as an additional insured on said policy and the said policy will contain a waiver of cross liability clause and will provide that the Regional District will be notified in writing in advance of any cancellation of or material change to said policy. The insurance will be in a form satisfactory to the Regional District and confirmation of insurance coverage will be provided to the Regional District to be retained on file.
31. The insurance policy will contain a clause stating, "this policy will not be cancelled or materially changed without the insurer giving at least thirty (30) days' notice, by registered mail, to the Regional District."
32. It is understood and agreed that the Regional District will not be liable for any loss or damage to the Contractor's Equipment including loss of use. Each and every policy insuring the Contractor's Equipment to be used to carry out the duties contained herein will contain the following clause:

"It is agreed that the right to subrogation against the
 Columbia Shuswap Regional District is hereby waived."



INSURANCE AND INDEMNITY (cont.)

33. The Contractor must provide the Regional District will evidence of all required insurance as follows:
- a) before commencement of the Services, the Contractor must provide the Regional District evidence of all required insurance in the form of a completed Certificate of Insurance;
 - b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Regional District within 10 business days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Certificate of Insurance; and
 - c) notwithstanding paragraph (a) or (b) above, if requested by the Regional District at any time, the Contractor must provide the Regional District certified copies of the required insurance policies.
34. The Contractor will supply proof of automobile liability insurance on all licensed vehicles owned by or leased to the Contractor, protecting against damages arising from bodily injury (including death) and from claims for property damage arising out of their use in the operations of the Contractor, its subcontractors, or employees under the Agreement. Such insurance will be for an amount of not less than **TWO MILLION (\$2,000,000) DOLLARS**, inclusive of any one accident.

TERMINATION

35. This Agreement may be terminated at any time by either party without cause upon giving ninety (90) days' written notice to the respective party to the address herein contained.
36. If the Regional District determines that the Contractor is non-compliant with any section contained in this Agreement, an Official Notice of Non-Compliance may be issued. Notwithstanding Section 39, if an infraction has not been resolved within five (5) working days of the issuance of an Official Notice of Non-Compliance, another Official Notice of Non-Compliance may be issued.
37. Upon the delivery of a third Official Notice of Non-Compliance, termination will be immediate. The third Official Notice of Non-Compliance will contain notification and details regarding the termination. Non-Compliance Notices will be delivered in writing from the Regional District to the Contractor either in person, or by mailing to the address listed on the first page of this Agreement.
38. Non-compliant notices may be issued in relation to any one or multiple terms within this Agreement. The issuance of second and third Official Notice of Non-Compliance may or may not be related to a previous infraction.
39. The Regional District may immediately terminate this Agreement if the Contractor or its agents or employees does one or more of the following:
- is intoxicated;
 - uses foul, profane, vulgar or obscene language;
 - solicits gratuities or tips from the public for services performed hereunder;
 - wilfully or recklessly disregards the safety of persons or operational requirements;
 - acts in a manner which may constitute a public nuisance or disorderly conduct;
 - participates in any unauthorized sales at the site;
 - is dishonest or knowingly fails to charge the correct or any applicable fees;
 - is dishonest or fails to record incidents and infractions in a proper manner;
 - fails to deal with the public and the Regional District in a courteous and respectful manner as outlined in Section 2;
 - fails to comply with WorkSafe BC requirements as outlined in Sections 7 to 11 inclusive;
 - fails to comply with Insurance requirements as outlined in Sections 28 to 34 inclusive.



REMUNERATION

- 40. The Regional District agrees to pay the Contractor at the rates outlined in Schedule B attached hereto and forming part of this Agreement.
- 41. The Contractor will submit invoices within thirty (30) days of the end of the month in which service is provided.
- 42. The Regional District assumes responsibility for the payment of applicable GST/HST to the Contractor provided that the Contractor is a GST/HST registrant. The Contractor will provide GST/HST information to the Regional District and will advise the Regional District immediately of any change to the Contractor’s status as a GST/HST registrant during the Term of this Agreement.

TERM

- 43. The Term of this Agreement is from the 1st day of January, 2024 to and including the 31st day of December, 2025.
- 44. The Contractor will not be entitled to any extension of this Agreement.

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto:

COLUMBIA SHUSWAP REGIONAL DISTRICT

THE BRITISH COLUMBIA CORPS OF COMMISSIONAIRES

 CHIEF ADMINISTRATIVE OFFICER
 (CAO)

Contractor Signature

Contractor Name (please print)

Witness Signature

Witness Name (please print)

Witness Address



Schedule A

Services

SERVICE AREAS

There are three dog control service areas (Service Areas) established within the Regional District), each with their own level dog control service, as described below in detail. Maps of the three Service Areas are attached as Appendix 1.

The Electoral Area C Dog Control Bylaw No. 5747, Electoral Area D Control Bylaw No. 5832, 2021 and the Area F Dangerous Dog Control Regulation Bylaw No. 5669 regulate the keeping of dogs within the applicable Service Area and are attached as Appendix 2.

GENERAL DUTIES

The Contractor will provide an Animal Control Officer with a minimum Level 1 Bylaw Compliance, Enforcement and Investigation Skills certification, or equivalent, to perform the duties and responsibilities associated with regulating dogs within the Service Areas. The Animal Control Officer will adhere to and enforce the provisions of relevant dog control bylaws and all regulations and policies in accordance with provincial legislation.

The Animal Control Officer will provide services such as dog impoundment, investigation of complaints and issuance of tickets and fines where applicable. The Contractor will provide an Animal Control Officer for 33 hours per week (Weekly Hours), Monday through Sunday between the hours of 8:00 am and 5:00 pm.

The Contractor will ensure the Weekly Hours are allocated to the Service Areas as outlined below. The Weekly Hours may be reallocated as required to address specific dog control issues, upon mutual agreement by the Regional District and the Contractor.

Service Area	Weekly Hours
Electoral Area C	16 hours
Electoral Area D	16 hours
Electoral Area F	1 hour

The Regional District will maintain a website for information related to dog control services, including contact phone numbers and procedures to submit an inquiry, a complaint or a concern of a dog control issues.

The Contractor will provide a contact phone number and email address for the Regional District to forward all notification of complaints, calls and other related dog control issues for response during the Weekly Hours. The Contractor will provide an emergency contact phone number and email address for after-hours service (After Hours Call Out) to respond to emergency dog control issues, only at the request of the Regional District.

The Contractor will distribute public information regarding the Regional District's dog control programs and the care and keeping of dogs, as approved and provided by the Regional District.

ENFORCEMENT

Electoral Area C Service Area

The dog control service in Electoral Area C is regulated by Electoral Area C Dog Control Bylaw No. 5747. There is a mandatory dog licensing program within Electoral Area C.

The Contractor will log, investigate and respond to complaints from the public regarding dangerous dogs, stray dogs, barking dogs, unlicensed dogs, and other dog nuisance issues as outlined in Bylaw No. 5747. The Contractor will impound dogs in accordance with the bylaws.



Schedule A (cont.)

Services

Electoral Area D Service Area

The dog control service in Electoral Area D is regulated by Electoral Area D Dog Control Bylaw No. 5832, 2021. There is no mandatory or voluntary dog licencing program within Electoral Area D.

The Contractor will log, investigate and respond to complaints from the public regarding dangerous dogs, stray dogs, barking dogs, and other dog nuisance issues as outlined in Bylaw 5832, 2021. The Contractor will impound dogs in accordance with the bylaws.

Electoral Area F Service Area - Dangerous Dog Control Service

The dog control service in Electoral Area F is regulated by CSRD Bylaw No. 5669 and is for the regulation and control of dangerous dogs. There is a voluntary licensing program within Electoral Area F.

The Contractor will log, investigate and respond (when necessary) to complaints from the public regarding dangerous dogs. The Contractor will impound dogs in accordance with the bylaw.

ANIMAL SHELTER FACILITY

The Regional District will provide an animal shelter facility for the humane impoundment of captured and surrendered dogs. The Contractor will impound all captured and surrendered dogs at the animal shelter facility. The Regional District's current animal shelter facility is owned by the City of Enderby. The City of Enderby impoundment facility is located at 2308 McGowan Street, Enderby, BC. The Contractor may access the facility 24 hours per day seven (7) days per week to shelter an impounded dogs.

The Contractor will collect all impoundment fees and kenneling fees from dog owner(s) in accordance with the bylaws and will ensure any fines have been paid prior to releasing any impounded dogs.

The Contractor will attempt to locate and notify the owner(s) of impounded dogs. The Contractor will attempt to find suitable homes for unclaimed impounded dogs. An unclaimed dog may be euthanized in accordance with the bylaws.

The Contractor will make arrangements to perform euthanasia procedures to impounded dogs in a humane manner and in accordance with the bylaws. The Contractor will obtain authorization from the Regional District if euthanasia is recommended by the Contractor. The Contractor will provide a report rationalizing the recommendation of euthanasia.

The Contractor will dispose of euthanized dogs at a Regional District approved disposal facility.

The Regional District will be responsible for all costs associated with the care or medical treatment of impounded dogs, including euthanasia.

ADMINISTRATIVE DUTIES

The Regional District administers an online dog licensing program for Electoral Area C and for the voluntary licensing program for Electoral Area F (Dog Licence Program), through the Regional District website www.csr.bc.ca. The Contractor will have a working knowledge of the Dog Licence Program and the online data management system.

**Schedule A (cont.)****Services****ADMINISTRATIVE DUTIES (cont.)**

The Contractor will maintain accurate and detailed records of activities and fees collected in accordance with the bylaws and will submit to the Regional District on a quarterly basis. The Contractor will ensure all records clearly identify the Service Area and the community within the Service Area:

- fees collected on behalf of the Regional District
- invoices for impounding, boarding and/or euthanasia/disposal fees
- number of dog complaints
- number of dogs found and returned
- number of dogs impounded
- number of dogs euthanized
- other information as necessary

The Contractor will report and submit to the Regional District within three (3) business days, any written warnings and tickets that have been issued under the dog regulation and impounding bylaws.

The Contractor will report and submit to the Regional District within three (3) business days, all reports from the public regarding dangerous dogs, stray dogs, barking dogs, unlicensed dogs, and other dog nuisance issues.

The Contractor will notify the Regional District immediately of any incidents of conflict with the public, any public complaints, safety concerns, injuries, etc.

The Contractor will provide professionally prepared and detailed reports including documentation, photographs, correspondence, field notes and all other materials relevant to any incident.

The Contractor will, at the request of the Regional District, attend court as a witness in a dispute. The remuneration for the time at court will be at the hourly fee identified.



Schedule B
Remuneration Schedule

Dog Control Services

The Regional District agrees to pay the Contractor at the remuneration rates outlined below, plus applicable taxes, payable 30 days upon receipt of invoice, throughout the Term of this Agreement. Invoices must clearly identify the Service Area for any additional charges.

Annual Rate	
January 1, 2024 to December 31, 2024	
Animal Control Officer (33 hours per week) (1721 hours per year)	\$77,560.78

The following rates will apply when required and authorized by the Regional District to perform additional work outside the regular duties as outlined in the Agreement (plus applicable taxes) and will be payable upon receipt of invoice.

Hourly Rate	
January 1, 2024 to December 31, 2024	
Animal Control Officer (Regular Hours Call Out)	\$43.85
Animal Control Officer (After Hours Call Out)	\$87.71

Year 2: (Jan 1, 2025 – Dec 31, 2025):

Rates will increase over previous year by 3% or BC Provincial CPI, whichever is higher.

Minimum Call Out for a Regular Hours Call Out is four (4) hours. Minimum Call Out for an After Hours Call Out is two (2) hours. Animal Control Officer hours worked in excess of eight (8) hours per day will be invoiced at 1.5 times the Regular Hours Call Out hourly rate. Hours worked in excess of four (4) consecutive overtime hours will be invoiced at 2.0 times the Regular Hours Call Out hourly rate.

All statutory holidays will be invoiced at 1.5 times Regular Hours Call Out Hourly Rate.

Short notice call out requests (less than 36 hours' notice) for additional services, not including After Hours Call Outs, will be billed at 1.5 times the Regular Hours Call Out hourly rate.

The Contractor reserves the right to adjust the remuneration rates in consultation with the Regional District in the event of changes in Federal or Provincial legislation affecting wages and/or employee contributions.

**Schedule B (cont.)****Remuneration Schedule**

The Contractor reserves the right to negotiate an adjustment in the remuneration rates if there are substantive changes to this Agreement or with respect to the Services that are being provided under the terms of this Agreement.

The Contractor must ensure that all invoices reflect the **Contract Number No. 2022-999-0012-02**. Failure to reference the Contract Number may delay payment and the Regional District will not be responsible for any late charges from this omission.

WORKSAFE BC:	234907	INSURANCE:	Novex Insurance Company 551461633
GST/HST NUMBER:	12193 5936 RT0001	PERFORMANCE SECURITY:	N/A



BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area C: Community Works Funds – White Lake Community Hall

DESCRIPTION: Report from Jodi Pierce, General Manager, Financial Services (CFO), dated November 3, 2023. Funding requests for consideration.

RECOMMENDATION: 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 \$288,000 including taxes from the Area C Community Works Fund for building improvements at the White Lake Community Hall.

AND THAT: the Board waive policy with respect to receiving three quotes and the Society contributing 10% of the project cost.

Stakeholder Weighted Majority

SUMMARY:

Information relating to this request has been provided to staff and is supported by the Electoral Area C Director. The White Lake Community Hall Association operates the White Lake Community Hall. The Hall is 36 years old and requires significant upgrading. The project scope includes structural upgrades, lighting upgrades, and upgrades to the bathroom and kitchen areas. The total cost of the project is estimated at \$288,000.

The Association has not been able to get three quotes and is not in the position to contribute financially to the project in any meaningful way. The Association has already contributed in-kind by way of preparing the area for construction, and upgrades to other projects within the hall.

POLICY:

This request meets the criteria for support in relation to CSR D Policy *F-3, Community Works Fund – Expenditure of Monies*. Eligible recipients for Gas Tax funding include non-municipal not-for-profit organizations.

FINANCIAL:

The balance of the Area C Community Works Fund (Gas Tax) as of October 31, 2023 is approximately \$289,000 after all previously approved commitments. The December 2023 distribution is not included in this amount. Expenditure of the funds will be in accordance with the 2014-2024 Agreement between the UBCM and CSR D, dated July 7, 2014.

IMPLEMENTATION:

Upon Board approval, a Use of Community Works Funds Agreement will be forwarded to the White Lake Community Hall Association for signature. Funding will be made available upon submission of copies of eligible invoices for payment.

COMMUNICATIONS:

The CSRD will enter into an agreement with the White Lake Community Hall Association that transfers CSRD obligations on ownership and reporting to the Association (e.g. the Association will need to maintain records, provide access to auditors, spend funding on eligible costs for eligible projects, report to the CSRD on outcomes achieved, etc.).

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2023-12-08_Board_FIN Area C CWF - White Lake Community Hall.docx
Attachments:	
Final Approval Date:	Nov 28, 2023

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



Jennifer Sham



John MacLean



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Shuswap North Okanagan Rail Trail: Sicamous to Mara Project – Construction Services
DESCRIPTION:	Report from Kristina Flackman, Community Parks and Recreation Coordinator, November 23, 2023. Request to sole source the construction of the Sicamous to Mara section of the Rail Trail to the Splatsin Development Corporation.
RECOMMENDATION:	<p>THAT: the Board approve the authorized signatories to enter into an agreement with the Splatsin Development Corporation to construct the Sicamous to Mara section of the Rail Trail, for a term commencing February 1st, 2024 and expiring on November 30th, 2024, for a total cost not to exceed \$343,088.27 plus applicable taxes, this 8th day of December, 2023.</p> <p><i>Corporate Vote Weighted</i></p>

SUMMARY:

Staff is recommending that the CSRD sole source the Splatsin Development Corporation (SDC) to construct the Sicamous to Mara Early Access section of the Rail Trail.

The SDC have successfully completed construction on the Enderby Test Section of the trail and have a clear idea of what is required. As they are a part owner of the trail, they have a vested interest in keeping costs down and completing good quality work. The SDC works closely with the Archaeologist and can communicate any issues or concerns and work through any potential obstacles ensuring we meet our timelines.

BACKGROUND:

In August 2009, CP Rail began the formal process of discontinuing the line between Sicamous and Armstrong.

In 2014, Splatsin leadership successfully negotiated with CP Rail to purchase 11.7 hectares (29 acres) of the discontinued railway corridor between Sicamous and Armstrong. This includes a 1.5-kilometre section south of Sicamous along the shores of Mara Lake, and a 6 kilometre section south of Enderby.

In January 2015, they invited municipal and regional leadership to join them in developing an agreement to work together to acquire the remaining sections of the corridor from CP Rail and develop a plan for its future.

In December 2017, the Regional District of North Okanagan (RDNO) and the Columbia Shuswap Regional District (CSRD) successfully concluded the purchase of the remaining sections of the CP Rail corridor, excluding the sections owned by the Splatsin, after a legal and environmental examination of the property coming back as being satisfactory.

To ensure the corridor remains contiguous, the three owner jurisdictions (Splatsin, RDNO & CSRD) have agreed that the corridor will be developed, operated and maintained for its use as a continuous

recreational trail in the near future, particularly pedestrian and bicycle transportation, as well as future potential use as a continuous multi-modal regional transportation corridor. Further, the owner jurisdictions will covenant with each other under the terms of a statutory right of way agreement for public access over those sections of the corridor that they own, to maintain it (and not encumber it) in perpetuity for these ultimate uses.

This portion of the project will be building the trail from kilometre 0.5 in Sicamous to kilometre 3.1. The original project was for 1.5 km of trail to be built, but efficiencies identified by SDC have allowed for a new estimate of 2.6 km of trail completed within the funding available.

POLICY:

In accordance with Policy F-32 "Procurement of Goods and Services", Board authorization must be obtained for any sole sourced professional services contract award over \$25,000.

FINANCIAL:

SDC and the rail trail owner group has been working to maximize the funding available within the grant. SDC estimates it can construct 2.6 km of trail under a direct award, which is more than the 1.5 km committed to in the updated grant budget.

This cost estimate has been reviewed by Urban Systems, Project Manager, Thomas Simkins, based on the SDC costing figures from the Enderby Test section of trail that they have completed this year.

The construction of this portion of trail is estimated by the SDC to cost \$343,088.27, which will come from a combination of BC Active Transportation Grant and a CSRD Area E & District of Sicamous Economic Opportunity Funds (Managed through CSRD).

KEY ISSUES/CONCEPTS:

To provide construction services for the Shuswap North Okanagan Rail Trail: Sicamous to Mara section of the project.

IMPLEMENTATION:

Staff will inform the Splatins Development Corporation, as well as the other Rail Trail owners, of the decision to hire the SDC for the construction of the Sicamous to Mara section of the trail.

COMMUNICATIONS:

The CSRD will advise the Splatins Development Corporation of the Boards decision.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation and award the construction services contract to the Splatins Development Corporation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*

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

Report Approval Details

Document Title:	2023-12-08_Board_CPS_Sicamous_to_Mara_Rail_Trail_Sole_Source_Request.docx
Attachments:	
Final Approval Date:	Nov 30, 2023

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



Derek Sutherland



Jodi Pierce



Jennifer Sham



John MacLean



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	CSR D Solid Waste Tipping Fee and Regulation Bylaw Amendment
DESCRIPTION:	Report from Ben Van Nostrand, Acting General Manager, Environmental and Utility Services, dated November 24, 2023. Solid Waste Disposal Tipping Fee and Regulation Bylaw update to reflect increasing operational costs and landfill closure liability funding.
RECOMMENDATION #1:	<p>THAT: Bylaw No. 5871, 2023, cited as "CSR D Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5871, 2023" be read a first, second and third time this 8th day of December, 2023.</p> <p><i>Corporate Vote Weighted</i></p>
RECOMMENDATION #2:	<p>THAT: Bylaw No. 5871, 2023, cited as "CSR D Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5871, 2023" be adopted this 8th day of December, 2023.</p> <p><i>Corporate Vote Weighted Majority</i></p>

SUMMARY:

In 2022, CSR D hired Morrison Hershfield (MH) to conduct a review of the CSR D's Solid Waste Management Plan (SWMP). Although the review process is anticipated to take several years, an immediate need to address financial issues related to operations and closure reserves was identified in the initial review phase. At the June 2023 Committee of the Whole meeting, MH provided the Committee with an overview of the SWMP review process and highlighted this financial concern. As a result, staff engaged MH to conduct a review of the existing Tipping Fee Bylaw and make recommendations. The purpose of this report is to highlight the results of the review and to make recommendations for amending the Tipping Fee Bylaw.

BACKGROUND:

Over the course of the last ten years the CSR D has only raised its main refuse disposal fee once, from \$70/tonne to \$80/tonne, in 2017. Since 2017 costs to operate landfills in British Columbia have steadily risen and while other local governments have raised their tipping fees, the CSR D has managed to maintain operations at the \$80/tonne rate. However, more recent Ministry of Environment policy changes have required regional districts to increase engineering designs of future phases to landfills and also demonstrate that capital and closure reserve funding is in place for long term monitoring and liabilities associated with closed landfills.

In an effort to immediately address economic shortfalls, staff engaged MH to conduct a review of the CSR D's existing solid waste management financial model, with an aim to minimize tipping fee increases, ensure that current operational costs are being met, and also build necessary reserve funds. This work resulted in the development of an interactive financial model and a technical memorandum (see attached), for CSR D staff (Environmental and Finance) to use to help forecast financial obligations. The work also takes into consideration the CSR D need to fund Asset Retirement Obligations (AROs), currently estimated to be \$44 million for CSR D landfill closures.

Both the interactive model and technical memorandum are highly detailed, provide detailed scenarios and make several recommendations for staff consideration. The models are also based on several variables, some of which are out of the CSR D's control, making it imperative that staff review model inputs and outputs on an annual basis to ensure that funding of solid waste programs remains adequate to meet financial obligations. The Board will note from the memorandum that a range of tipping fees, from \$90/tonne (refuse) and \$270 (mixed load) to \$119/tonne (refuse) and \$402/tonne (mixed load) are suggested rates. Moreover, it is noted that tipping fees at \$90/tonne (refuse) and \$270 (mixed load) will not generate enough revenue to cover the operating costs and a regional tax rate will be needed to offset the losses. As such, the memorandum recommends a number of scenarios (Table 3 in the memo) that combine tipping fee and tax rate options for consideration.

Finally, the report also provides a snap shot of current tipping fees in other neighbouring regional districts, which show a range in tipping fees from \$80/tonne (TNRD) to \$137.50/tonne (RDCK). It should be noted that the TNRD is also currently reviewing their tipping fee bylaw with an aim to increase fees. The report concludes by suggesting that the CSR D is currently not collecting sufficient tipping fee revenue to finance significant future capital projects and is not adequately funding long term ARO obligations. As a result, Environmental Services worked with MH and Finance to propose the combination of fee increases and a taxation element, outlined in this report.

Tipping Fee Increases

The current tipping fee bylaw is structured on the basis of a doubling or tripling of the base tipping fee to provide incentives to reduce landfilling and encourage recycling and as such other material rates are proposed to be adjusted accordingly. A similar measured approach was applied to the rural unscaled sites. Propose changes are as follows:

- 1.1. The proposed Tipping Fees for Disposal of Solid Waste at a Scaled Refuse Disposal Facility as measured by mass on the scale operated by the Facility Attendant at a Refuse Disposal Facility are as follows:

Materials Accepted (Scaled Site)	Current Fee	Proposed Fee	Unit Rate	Minimum Charge
Refuse	\$80	\$90	Tonne	\$5
Refuse for Reuse Centre	\$80	\$90	Tonne	\$5
Bulky Waste	\$160	\$180	Tonne	\$10
Mixed Load	\$240	\$270	Tonne	\$15
Wood Waste	\$40	\$50	Tonne	\$5
Yard and Garden Waste – Bulk (Landfill Sites Only)	\$80	\$90	Tonne	\$5
Land Clearing Waste	\$80	\$90	Tonne	\$5
Dead Animal	\$80	\$90	Tonne	\$5
Controlled Waste	\$160	\$180	Tonne	\$10
Controlled Waste (requiring deep burial)	\$240	\$270	Tonne	\$270

- 1.2 The proposed Tipping Fees for Disposal of Solid Waste at an Unscaled Refuse Disposal Facility as assessed by volume by the Facility Attendant at a Refuse Disposal Facility are as follows:

Materials Accepted (Unscaled Site)	Fee	Proposed Fee	Unit Rate	Minimum Charge
Refuse	\$12	\$15	m ³	\$5
Refuse for Reuse Centre	\$12	\$15	m ³	\$5
Wood Waste	\$12	\$15	m ³	\$5
Concrete (includes asphalt, bricks, porcelain)	\$12	\$15	m ³	\$5

Taxation Element

In terms of the taxation element of the funding model for the Solid Waste function, which is designed to fund landfill closure, post closure monitoring and related ARO obligations, the MH memorandum presents several scenarios. All taxation scenarios are coupled with an increased tipping fee. The introduction of a tax element to the Solid Waste budget will enable Finance to demonstrate to auditors that a secured funding source has been directed to addressing the approximate \$44 million financial liability associated with closure and long-term monitoring of closed landfills. Tax rates range from \$0.0657/\$1000 of assessed value (equates to an annual average rate of \$38/household) equalling **\$1,710,449** in tax revenue to \$.0047/\$1000 of assessed value (equates to an annual average rate of \$3/household) equalling **\$122,361** in tax revenue.

Given inflationary concerns and current state of the economy in 2023, staff are recommending a median tax rate increase with a provision that rates will be reviewed annually with Finance staff to ensure the CSRD is demonstrating to the auditors and to the Ministry of Environment that steps are being taken to adequately fund landfill closure, post closure monitoring and related ARO obligations.

As such, staff are recommending a tax rate of \$0.032/\$1000 of assessed value (equates to an annual average rate of \$18.54/household) equalling **\$833,095**. This rate is half of the rate recommended in the MH memorandum, however, staff want to soften the initial tax requisitions and review on an annual basis the need for any further required increases.

POLICY:

The tipping fees charged and collected for disposal of waste materials are set by bylaw. Any variance or waiver of tipping fees must be approved by the Board.

FINANCIAL:

A financial review conducted by MH concluded that current CSRD tipping fees are inadequate to cover operational and short-term capital costs, as well as long term landfill closure liabilities. The proposed tipping fee amendments outlined in this report ensure long term financial stability for the CSRD's Solid Waste function. Environmental Services staff have worked collaboratively with Finance staff to recommend the tipping fee and tax rate changes to the Solid Waste budget. In summary, the increased tipping fees will provide approximately \$600,000 annually in additional revenues to fund operational and short-term capital projects, while the proposed tax rate will provide an additional \$833,095 annually in funding for landfill closure, post closure monitoring and related ARO obligations.

Staff will collaborate annually, to review landfill lifespans, closure reserves and operational funding needs.

KEY ISSUES/CONCEPTS:

The purpose of the increased tipping fees and related introduction of a tax rate, is to ensure that the Solid Waste function has the funds to cover daily operations, future capital projects and closure/long term closure obligations.

IMPLEMENTATION:

It is proposed that the tipping fee increase would take effect May 1, 2024. The taxation element of the Solid Waste budget will be reviewed during the 2024 Five Year Financial Planning process.

COMMUNICATIONS:

Staff will notify users of solid waste disposal facilities of the increased tipping fees via a number of means including but not limited; direct communication, social media, traditional media and updated signage.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

MEMORANDUM



TO: Ben Van Nostrand, Team Leader, Environmental Health Services

FROM: Veronica Bartlett, Project Manager, MH

Columbia Shuswap Regional District

PROJECT No.: 230344300

RE: Tipping Fee Review and Solid Waste Budget Projections - FINAL

DATE: November 2, 2023

\\EGNYTEDRIVE\MH\CLOUD\PROJ\2022\220276800-CSRDCSRD SWMP REVIEW AND UPDATE\08. WORKING\CSRDCSRD TIPPING FEE MODEL\MEM-2023-11-2-FINANCIAL MODELLING MEMO_FNL FOR CLIENT APPROVAL.DOCX

1 INTRODUCTION

Morrison Hershfield (MH) was retained by the Columbia Shuswap Regional District (CSRDCSRD) to review the landfill tipping fee set by the CSRDCSRD and develop financial budget projections for the Solid Waste function (Function 219). The purpose of the analysis is to estimate the tipping fees of refuse and mixed loads required to fund capital projects and balance the Solid Waste Function 219 between 2024 – 2029. Additionally, MH reviewed the tax rate and its influence on the tipping fees if parts of the solid waste management costs were to be funded by tax requisition fund. MH's analysis will help guide decision-making on the 2024 tipping fee rates and over the few years until the Solid Waste Management Plan (SWMP) is updated and future system costs and fundings options are determined.

2 FINANCIAL MODEL

2.1 Basis For Model

A financial model was developed to help answer the following key questions, which were developed in collaboration with the CSRDCSRD:

1. What are the average general refuse and mixed load tipping fees required to balance the Solid Waste (Function 219) budget between 2024 – 2029?
2. What are the average general refuse and mixed load tipping fees required to fully fund the operational and post-closure liability costs of the Solid Waste (Function 219) budget between 2024 – 2029?
3. What are the average general refuse and mixed load tipping fees required to fully fund the operational costs of the Solid Waste (Function 219) budget between 2024 – 2029?
4. What are the taxation levels required to cover the capital and closure costs of the Solid Waste (Function 219) between 2024 – 2029?
5. What are the taxation levels required to cover the capital, closure, and post-closure liability costs of the Solid Waste (Function 219) between 2024 – 2029?

The financial model was developed for three scenarios in order to address this list of questions. It was agreed with the CSRDCSRD that a new tipping fee should not significantly exceed that of neighboring regional districts.

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- Status Quo (Scenario 1) – operational, capital, closure and post-closure liability costs funded through tipping fees.
- Introduction of taxation (Scenario 2) – operational and post-closure liability costs funded through tipping fees and capital costs through taxation
- Introduction of taxation (Scenario 3) – operational costs funded through tipping fees and capital, closure and post-closure liability costs through taxation

2.2 Model Description

The financial model is built in Microsoft (MS) Excel. Even though the focus of analysis is from 2024 – 2029, the model forecasts costs and revenues associated with the Solid Waste (Function 219) of CSRD over a period of 10 years.

The model user can adjust several different parameters, such as tipping fees applied to selected waste streams, and waste projection rates. The model includes a general model introduction and description presented in the “READ ME” tab. The different model components and Excel tabs are divided into three colour-coded categories based on content and intended use. The categories are:

- **Interactive tool and adjustable input parameters** – allows the user to run model analysis and adjust the input parameters, based on which of the projections are developed. The adjustable parameters are identified through colour coding.
- **Financial modelling projections** – presents the projections based on input parameters. Each projection is referred to as a module.
- **Supporting data and information** – includes compiled data, forecasts, and information to support the model. Some of this data can be adjusted and is identified through colour coding.

The “Interactive tool” tab includes a guide on using the Excel function “Goal Seek” and includes the three pre-set scenarios. The “Goal Seek” function is used to answer the five key questions listed in Section 2.1.

2.3 Modules

Two financial projections are included in separate tabs in the model. These are referred to as modules. One of these modules is the base model, with the capability of assessing current scenario. The other variation of the base module developed to facilitate analysis of the five key questions listed in Section 2.1.

Module 0, the base model, is presented in the “0. System Cost-revenue” tab, which is controlled through manual adjustments in the “Adjustable input parameters” tab. In Module 0, the projections are not tied to any of the five questions and all adjustable input parameters apply. Module 1 is variation of the base module that runs scenario 2 and 3 through the “Interactive tool” tab and “Goal Seek” function. Module 1, presented in the “1. System Cost-Revenue” tab, is not tied to the tipping fees listed in the “Adjustable input parameters” tab.

2.4 Projections and Assumptions

The model is set up with adjustable parameters and default values, which were selected based on MH’s understanding of the current and planned changes to CSRD solid waste management system, as

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of October 2024. The structure of the different model projections and the associated assumptions are presented below. The adjustable model parameters and the default values are tabulated in Appendix A. Justification and assumptions made for these values are provided below as well as in the model Excel file. Note that once these values are adjusted, they will not automatically be reset when the model is closed; the user can use the table in Appendix A as a reference to reset the model if needed.

Under each section below, a graphic is included to guide the reader to the model tabs where the noted parameters can be adjusted. These can be adjusted in the “Adjustable input parameters” tab and/or in one or more of the “Supporting data and information” tabs. The graphic below provides an overview of the adjustable tabs and the colour coding used in model to help guide the user.

Excel tabs for adjustments:	Interactive Tool
	Adjustable input parameters
	Supporting data and information – tab A
	Supporting data and information – tab B

Population Projections

The model includes projections of the CSRD’s population, which are based on 2016 and 2021 census data. The amount of waste generated in the Region is, for specific waste streams, directly tied to the population change. This is discussed further in the Waste Projections section below. The tipping fee revenue and the cost of managing the waste are tied to waste generation and indirectly to population growth.

The population projections are broken down into four wastesheds, which were developed based on the final disposal destination of the waste, i.e., the landfill where the generated waste is disposed. The four wasteshed are:

- Golden wasteshed
- Revelstoke wasteshed
- Salmon Arm wasteshed
- Sicamous wasteshed

The annual population growth rate for each wasteshed can be adjusted in the model. Two separate growth rates per wasteshed can be applied over the projection period.

Excel tab for adjustments:	Adjustable input parameters
----------------------------	-----------------------------

Waste Projections

The amount of waste managed by the CSRD impacts the solid waste system costs and revenues, the life of existing landfills, and the solid waste services provided. Therefore, in the setup of the model, special attention was given to the regional waste projections with several options to adjust the projections specific to waste stream over the projection period. The waste projections in the model are based on 2019-2022 scale records from Golden, Revelstoke, Salmon Arm, and Sicamous Landfills provided by the CSRD. The accepted waste is separated into different waste streams based on waste category. The eleven (11) waste categories applied in the model are:

- Refuse
- Mixed Loads
- Bulky Waste
- Controlled Waste
- Demolition Waste
- Deep Burial Waste
- Invasive Material
- Asbestos
- Concrete
- Bio Solids
- Specified Risk Materials

These categories were developed based on the landfill scale data provided by CSRD. When accounting for the four wastesheds, a total of 29 different waste streams are projected in the model.

The model does not include detailed waste flow analysis for the transfer stations and transfer sites within each wasteshed. Waste projections are performed for each wasteshed, which includes waste both transferred and direct hauled to the respective landfill.

The waste projections and the annual increase (or decrease) can be adjusted for each individual waste stream. Up to two waste projection rates can be applied to each waste stream over a set time period. The waste projections can either be set to follow the population growth for the wasteshed or a specific annual rate (%).

Excel tab for adjustments: [Adjustable input parameters](#)

Waste Allocation

The purpose of the financial model is to estimate the tipping fees of refuse and mixed loads required to provide balanced budgets in 2024 – 2029. Various other waste streams are accepted for disposal at CSRD landfill at a tipping fee, contributing to revenue generation. To ensure revenue from additional waste streams is considered, the financial model has been structured to integrate these waste streams into either the refuse or mixed loads streams. The model offers flexibility to the users by allowing them



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to determine the proportion of other waste streams that should tie into refuse or mixed loads for the purpose of revenue generation.

The model has pre-allocated other waste streams to refuse and mixed loads in all four wastesheds to match the tipping fee revenue calculation as close as possible to the actual revenue generation (e.g., waste streams are tied 100% to the stream where tipping fee matches). The default waste allocations are presented below:

Table 1. Default allocation of waste streams to refuse and mixed loads.

Baseline 2023 tipping fees	Refuse	Mixed Load
Bulky Waste	50%	50%
Bio Solids ^a	100%	-
Controlled Waste	50%	50%
Demolition Waste	-	100%
Concrete	100%	-
Asbestos	-	100%
Deep Burial Waste	-	100%
Invasive Material	-	100%
Specified Risk Materials	-	100%

^a Bio-solids tipping fee is \$10/tonne compared to refuse which is \$80/tonne

The user can adjust the percent allocation in the adjustable input parameters tab.

Excel tab for adjustments: [Adjustable input parameters](#)

Tipping Fees

The tipping fee revenue collected in the four wastesheds is projected based on the amount of waste accepted at the respective landfill. Hence, the tipping fees collected at the different transfer stations and sites for waste transferred to the landfills are included in the projected tipping fee revenue.

The 2023 tipping fees are shown in Table 2 below. These tipping fees have been used to guide the default input values for refuse and mixed waste.

Table 2. Baseline 2023 tipping fees.

Waste Stream	Tipping Fee
Refuse	\$80.00
Mixed Load	\$240.00
Bulky Waste	\$160.00
Bio Solids	\$10.00
Controlled Waste	\$160.00
Demolition Waste	\$240.00
Concrete	\$80.00
Asbestos	\$240.00
Deep Burial Waste	\$240.00

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Invasive Material	\$240.00
Specified Risk Materials	\$240.00

The projections of the costs and revenues are performed on an annual basis starting with 2023. The tipping fees can be adjusted in the module 0 by applying an annual increase or decrease (%) over a determined time period for refuse and mixed load waste stream. The selected increase is applied region-wide and cannot not be applied to specific wastesheds. The annual change allows the user to manually assess the impact on the budget in Module 0 of the model. MH developed the model with the assumption that the tipping fee rate does not affect the amount of waste captured by the CSRD system, i.e., the change in tipping fees does not increase or decrease waste leakage.

Excel tab for adjustments: [Adjustable input parameters](#)

Solid Waste System Cost/ Revenue Split

Based on the revenue generation in the base-model (referred as Module 0 in Section **Error! Reference source not found.**), 65% of the total system cost of Solid Waste (Function 219) in CSRD is covered by refuse tipping fee and 35% is covered by mixed load tipping fee. It is important to note that this revenue split is based on the default waste allocation discussed above. The same proportion of total system cost has been applied to revenue from both waste stream in Module 1 to calculate required tipping fee for refuse and mixed loads. User has the flexibility to adjust the percent of the total system cost in the interactive tool based on how the cost needs to be covered by both revenue streams (refuse tipping fee and mixed load tipping fee).

Excel tab for adjustments: [Interactive Tool](#)

Reserves

The CSRD is able to use operating reserves to cover any costs of Solid Waste (Function 219), whereas capital and closure reserves are restricted to capital and closure/ post-closure costs, respectively. The model allows the user to add the reserves value (in 2023) in the Reserves tab.

The reserve allocation to the solid waste costs and accumulation over the years in the model is based on the following assumption:

- Closure reserve is dedicated to post-closure care costs only. The reserve will accumulate over the years by annual contributions. The annual contributions are estimated based on liability and expected landfill life.
- When the user opts to cover operational, capital, closure and post-closure liability costs solely using tipping fees (scenario 1), all capital reserves, operating reserves, and tipping fee revenue are automatically allocated to the overall system cost. It is important to note that the capital reserves and yearly contributions to reserve are presently insufficient to cover the expenses of capital projects.

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- When the user opts to cover either capital and closure costs (scenario 2) or capital, closure and post-closure liability costs (scenario 3) through taxation, collected tax requisition is transferred to the capital and closure reserves (if applicable) through which future projects are funded.

The "Interactive Tool" allows user to choose various scenarios for covering costs based on their preferences. In the "Reserves" tab, users can view the cumulative reserve amounts directly tied to the funding and use of the respective reserves through the projections in Module 1.

Excel tabs for adjustments:

Interactive Tool
Reserves

Tax Requisition

CSRD funds the Solid Waste (Function 219) through tipping fee, however, the model allows the user to calculate required taxation rate to fund capital, closure, and post-closure liability costs. In the "Interactive tool", the user can select if they would like to cover capital, closure and post-closure liability costs through taxation (refer to a scenario 2 and 3 in Section 2.1.)

The tax requisition is projected in the model (module 1) based on the assumption that the taxable assessment value will increase at the same rate as the population growth rate. The user is recommended to update the taxable assessment value as assessments become available. The tax rate is modeled through the "Interactive tool" and is projected in module 1.

The model also facilitates calculation of annual tax per household for all municipalities and electoral areas based on the required tax rate identified from the financial modelling. The user must update the average residential assessment each year for the calculations to work. This is an additional feature that projects the tax requisition amount into cost per household in municipalities and electoral areas.

Excel tabs for adjustments:

Interactive Tool
Requisition

Other Assumptions

Operational costs, transfers to reserves and minor capital costs included in the model are projected based on historical budget actuals and the CSRD solid waste management five-year budget 2023-2027. Operational costs and transfers to reserves are projected applying inflation to the 2027 costs in the five-year budget. Capital costs are based on estimates preferred in the Design, Operating, and Closure Plans for each landfill. The costs, and the timing thereof, can be updated in the "Facility Operating Costs" and "Facility Capital Costs" tabs.

Additional assumptions not included in the sections above are listed below.

- Capital and closure costs, for the CSRD landfills, presented in the respective Design, Operating and Closure Plan are adjusted to inflation. Some of the costs have also been adjusted based on updated estimates provided by the CSRD.

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- Starting from 2024, annual contract costs of landfills increase based on waste projections.
- Hauling and landfill contract costs increase by 20% in 2025 and 2024, respectively, with subsequent increases occurring every five years thereafter.
- The CSRD estimated their total liability is \$44,000,000 at discount rate of 3.55% . These costs include closure and post-closure costs. The annualized liability was for each landfill and tied to timing of final closure. The closure costs were decoupled from the post-closure costs to allow for analysis looking at closure as capital projects. The estimated annualized liability is \$60,000 for closure and \$63,400 for post-closure. The model is by default set up so that:
 - closure costs are considered one-time capital expenses as scheduled in the respective Design, Operating, and Closure Plan and
 - post-closure costs are considered annual liability costs transferred to the Closure reserve.

Excel tabs for adjustments: Facility Operating Costs
Facility Capital Costs

2.5 Model Limitations

The model described in this memo is built as a projection and planning tool and may not correspond 100% with actual data. Hence, the model is only intended to guide the annual budgeting process and is not by any means intended to replace the CSRD' current budgeting procedures and software.

3 MODEL OUTPUTS

This section presents the results from module 1 of the model using “Goal Seek” and the default parameters presented in Section 2.4 above. The last year of the projection period is 2033, based on the waste projection results using the default parameters. The results should only be used as guidance when answering the questions presented in Section 2.1. The model is based on many assumptions and input key parameters as described above which all have an impact on the model outputs, especially in the long term. The longer the projection period the higher is the level of uncertainty in both the projections and model results. Model projections have been performed for three scenarios discussed in Section 2.1.

3.1 Average Refuse and Mixed Load Tipping Fee – No Taxation (Scenario 1)

With the current funding model, considering existing operational costs and planned capital and closure projects, the average refuse tipping fee need to be \$119 per tonne and the mixed load tipping fee \$402 per tonne, to balance the budget between 2024 and 2029 for CSRD Solid Waste Function 219. These fees are based on the default waste allocation and total solid waste system cost split (refer to Section 2.2). The revenue collected through these tipping fees, and the use of operating and capital reserves, would cover all costs (operational, transfers to reserves and capital and closure costs) during the projection period and the cumulative net revenue at the end of the year 2028 becomes \$0.

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The model can also be used to assess the tipping fee required to have a set net revenue at a specific year. For example, the model can be run to determine the average tipping fee required to generate the revenue equal to the cost of the next project (e.g., landfill expansion) at the end of the year prior to the project. The model can help to identify tipping fees needed to provide sufficient funds to pay for the expansion without any borrowing.

Currently approximately 65% of the waste received at the CSRD is considered refuse (through the default waste allocation). The default settings set with the assumption that 65% of the costs are to be funded by refuse tipping fees. However, the model allows the user to change these inputs so that the average cost for one waste stream partially is covered by tipping fees collected from the other waste stream. For example, if we assume that 50% of the costs are to be covered by refuse tipping fees and 50% by mixed load tipping fees, the tipping fee required for a breakeven system by the end of 2028 is \$88 for refuse and \$594 for mixed loads.

3.2 Average Refuse and Mixed Load Tipping Fee & Tax Rate – Taxation for Capital and Closure Costs (Scenario 2)

When the capital and closure costs are covered by existing capital reserves and tax requisition funding, the tipping fee for refuse would be \$92 per tonne and mixed load tipping fee \$310 per tonne to achieve balanced budgets between 2024 and 2029 for CSRD Solid Waste Function 219. The revenue collected through these tipping fees would cover operational and post-closure liability costs during 2024 – 2029.

To balance the budget between 2024 and 2033 with cumulative net revenue \$0 at the end of 2033, the average refuse and mixed load tipping fee would need to be \$95 per tonne and \$321 per tonne, respectively. Higher tipping fee to balance the budgets between 2024 and 2033 is due to the increased contract costs over the years to operate solid waste facilities.

The model was run to determine the average tax rate, expressed as \$ per \$1,000 of taxable assessment, to cover future capital costs of solid waste management system. This was done in a similar way to the how the average tipping fee was calculated and assessed, as discussed above.

The tax rate required to cover capital and closure costs between 2024 - 2029 is \$0.0554 per \$1,000 taxable assessment (\$32 per household per year). This tax rate was calculated to break-even at the end of year 2028 because all major capital project will occur before the end of 2028. If the CSRD continues to charge tax at the same rate after 2028, it could expect a \$7M surplus at the end of 2033, based on the yearly contributions to capital reserves, refuse tipping fee of \$95 per tonne, and mixed load tipping fee of \$321 per tonne.

3.3 Average Refuse and Mixed Load Tipping Fee & Tax Rate – Taxation for Capital, Closure and Post-Closure Liability Costs (Scenario 3)

The tax rate of 0.0578 per \$1,000 taxable assessment (\$33.5 per household per year) would be required to cover post-closure liability costs in addition to capital and closure costs from 2024 – 2029 and break-even at the end of year 2028.

The average tipping would decrease (compared to scenario 2) to \$90 per tonne for refuse and \$306 per tonne for mixed load to balance the budget between 2024 and 2029 with the cumulative net revenue of \$0 at the end of the year 2029. Whereas, to balance the budget between 2024 and 2033 with



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cumulative net revenue \$0 at the end of 2033, the average refuse and mixed load tipping fee would need to be set to \$93 per tonne and \$317 per tonne, respectively.

If capital, closure and post-closure liability costs are covered through taxation, the model allow the user to adjust tax rate by varying contributions to capital reserves. Contributions to reserves are currently funded by tipping fee revenue. By increasing contribution to capital reserves the tax rate can be reduced as it will be applied to cover the capital costs. This will result in higher refuse and mixed load tipping fee. Conversely, a decrease in the tipping fee can be achieved by lowering contribution to capital reserves, which will then increase tax rate.

3.4 Additional Scenarios for Average Refuse and Mixed Load Tipping Fees & Tax Rate (Scenario 4)

In addition to the scenarios discussed above, multiple scenarios were tested from 2024 – 2033 to understand:

- the effect fixed tipping fees has on the tax rate
- the impact of annualized closure costs (vs. considering closure a capital project) has on both tipping fee and tax rate.

These scenarios are not built into the model; however, they can be performed using the model by making changes to the assumptions and certain formulas. The scenarios are discussed below:

- **Scenario 4 (a):** In this scenario, refuse and mixed load tipping fees are fixed to \$90 and \$270 per tonne to understand the impact on tax rate. This means the costs that are not covered by tipping fees are covered by tax rate regardless of the cases discussed below. The closure projects would occur as scheduled (i.e., closure is not included in the liability cost and transfer to reserves), and only post-closure costs (\$63,409 per year based on CSRD's landfill liability calculations) will become part of the liability costs. Following cases were performed to calculate the tax rate:
 1. Tax covers capital expansion and closure projects as scheduled, and tipping fee covers operating and post-closure liability costs.
 2. Tax covers capital expansion, post-closure liability costs, and closure projects as scheduled, and tipping fee covers only operating costs.
 3. Tax covers post-closure liability costs, and tipping fee covers capital expansion, closure projects closure projects as scheduled, and operating costs.

Results in Table 3 show that tipping fees fixed at \$90 and \$270 per tonne are not generating enough revenue to cover the operating costs. Therefore, all negative balances in the above stated cases are assumed to be covered by tax rate.

- **Scenario 4 (b):** This scenario also uses fixed refuse (\$90 per tonne) and mixed load (\$270 per tonne) tipping fee to understand the impact on tax rate (i.e., costs that are not covered by tipping fees are covered by tax rate). The closure projects are annualized based on CSRD's liability calculations. The annualized closure and post-closure costs become part of the liability



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cost and are transferred to the closure reserves every year. The total closure and post-closure liability costs increase to \$123,373 per year based on CSRD's landfill liability calculations.

- **Scenario 4 (c):** This scenario calculates the average refuse and mixed load tipping fee rates required to cover both capital costs (excluding closure capital) and operating costs. In addition, tax rate is calculated to cover annualized closure and post-closure liability (\$123,373 per year).

The tipping fees, tax rate and closure reserve balance estimated for Scenario 4 (a) – (c) are shown in Table 3 below.

Table 3. Tipping fee and tax rates to cover Solid Waste Function 219 costs in Scenario 4.

Scenario	Tipping Fees (\$/ tonne)	Tax Rate (\$ per \$1000 assessed)	Positive Cash in 2033**	Closure Reserve (2033)**
Scenario 4 (a) – Case 1	Refuse - \$90* Mixed load - \$270*	\$0.0655 (\$38 / household per year)	\$5.5 million	\$1.5 million
Scenario 4 (a) – Case 2	Refuse - \$90* Mixed load - \$270*	\$0.0651 (\$38 / household per year)	\$5.47 million	\$1.5 million
Scenario 4 (a) – Case 3	Refuse - \$90* Mixed load - \$270*	\$0.0657 (\$38 / household per year)	\$5.56 million	\$1.5 million
Scenario 4 (b) ***	Refuse - \$90* Mixed load - \$270*	\$0.0332 (\$19 / household per year)	\$2 million	\$2.1 million
Scenario 4 (c) ***	Refuse - \$101 Mixed load - \$341	\$0.0047 (\$3 / household per year)	\$2.1 million	\$2.1 million

Notes:

* These tipping fee rates are not sufficient to cover assigned costs. Therefore, negative balance is covered by tax rate.

** Closure reserves in 2033 are in addition to the surplus amount generated from tax funding.

*** By annualizing closure capital costs, the closure of Golden Phase 1, Sicamous Stage A-E Development and Closure, and Revelstoke Phase 3 will shift to the year 2037, 2059, and 2067, respectively.

It is important to note that the reduced tax rate in scenario 4 (b) and (c) are due to the annualized closure costs. These annualized closure costs will shift the scheduled closure project (between 2024 – 2033) far in the future and can only be pursued when enough money accumulates in the closure reserve. Based on the annual contribution of \$123,373 per year to the closure reserve, the closure of Golden Phase 1, Sicamous Stage A-E Development and Closure, and Revelstoke Phase 3 will shift to the year 2037, 2059, and 2067, respectively.

3.5 Tipping Fee Comparison with Neighboring Regional Districts

Many of the CSRD's neighbouring regional districts have refuse tipping fee that are higher than that of the CSRD with two exceptions. The Thompson-Nicola Regional District and the Regional District of East Kootenay either have similar tipping fee rates or no tipping fees. Table 4 shows current tipping fees in neighboring regional districts.

In MH's financial model the refuse tipping fee reached a maximum value of \$119 per tonne, which is less than the Regional District of Central Kootenay.

The mixed load tipping fee was determined for just two regional districts, and in both, it is lower than the calculated mixed load tipping fee for CSRD across MH's different modelled scenarios.



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In order to reduce the mixed load tipping fee, CSRD can utilize the model to decrease the proportion of the total system costs that are funded by the mixed load tipping fee, resulting in a lower mixed load tipping fee. However, this will require an increase in the refuse tipping fee.

Table 4. CSRD's modelled tipping fees compared to neighboring regional districts

Tipping Fee	Refuse (\$/ tonne)	Mixed Load (\$/ tonne)
Columbia Shuswap Regional District		
Current Tipping Fees	\$80	\$240
Scenario 1: Only tipping fee revenue for Function 219	\$119	\$402
Scenario 2: Taxation for Capital costs	\$95	\$321
Scenario 3: Taxation for Capital & Liability costs	\$93	\$317
Neighbouring Regional Districts		
Regional District of North Okanagan	\$110	\$265
Thompson-Nicola Regional District	\$80	-
Regional District of Central Kootenay	\$137.5	-
Regional District of East Kootenay	No Charge	\$100.00
Regional District of Fraser Fort-George	\$96	-

3.6 Conclusion

The model results suggest that the CSRD is currently not collecting sufficient tipping fee revenue to finance significant capital projects between 2024 – 2029 within the Solid Waste Function 219. The CSRD should consider revising their current refuse and mixed load tipping fee rates but also consider charging tax to help cover the Solid Waste (Function 219) costs and fund these planned capital projects without borrowing.

If the CSRD continues to depend solely on tipping fee revenue, the tipping fee rates need to increase significantly compared to current rates to finance the significant capital projects between 2024 – 2029. Hence, some tax requisition funding is essential to prevent a substantial tipping fee rate increase in the near future.

The results presented in this report are based on data and information provided by the CSRD, and on a number of estimates and assumptions. Hence, the results are intended to be used to guide decisions only.

4 CLOSURE

Columbia Shuswap Regional District retained Morrison Hershfield to conduct the work described in this report, and this report has been prepared solely for this purpose.

This document, the information it contains, the information and basis on which it relies, and factors associated with implementation of suggestions contained in this report are subject to changes that are beyond the control of the author. The information provided by others is believed to be accurate, and may not have been verified.

Morrison Hershfield does not accept responsibility for the use of this report for any purpose other than that stated above and does not accept responsibility to any third party for the use, in whole or in part, of



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the contents of this document. This report should be understood in its entirety, since sections taken out of context could lead to misinterpretation.

We trust the information presented in this report meets CSRD's requirements. If you have any questions or need addition details, please do not hesitate to contact one of the undersigned.

Morrison Hershfield Limited

Prepared by:

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COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5494

A bylaw to establish a service within Electoral Area 'A'
of the Columbia Shuswap Regional District
to provide financial contribution toward the cost of a woodstove exchange program
and other means intended to achieve improved air quality.

AND WHEREAS the Board of the Columbia Shuswap Regional District wishes to establish a service for the purpose of providing financial contribution toward the cost of a woodstove exchange program and other means which are intended to achieve improved air quality, as provided by the Town of Golden Air Quality Committee under the provisions of Part 24 of the Local Government Act;

AND WHEREAS the Board has submitted the proposal to establish the service to the electors within all of Electoral Area 'A' and the assent of the electors, pursuant to the Local Government Act, has been obtained;

AND WHEREAS the number of petitions against the proposal in the entire proposed service area represents fewer than ten (10) percent of the electors therein;

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

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

SERVICE

1. The Regional District hereby establishes a service, pursuant to Section 801.1 (1) of the Local Government Act, for the purpose of providing, by way of an annual grant, financial contribution toward the cost of a woodstove exchange program and other means which are intended to achieve improved air quality as provided by the Town of Golden Air Quality Committee, and which will be known as the "Woodstove Exchange Program Financial Contribution (Area 'A') Service Area."

PARTICIPATING AREA

2. The participant in the named service established under Section 1 is all of Electoral Area 'A'.

BOUNDARY

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

.../2

REQUISITION

- 4. The maximum amount of money that may be requisitioned for the service provided under Section 1 of this bylaw will be \$20,000 annually within the service area.

COST RECOVERY

- 5. The costs of providing the service established under Section 1 shall be recovered by requisition of money to be collected by a property value tax on the net taxable value of land and improvements within the service area.
- 6. No borrowing shall be incurred for the purposes of this service.

EFFECTIVE DATE

- 7. This bylaw shall be effective January 1, 2009.

CITATION

- 8. This bylaw may be cited as "Woodstove Exchange Program Financial Contribution (Area 'A') Service Bylaw No. 5494."

READ a first time this 10th day of April, 2008.

READ a second time this 10th day of April, 2008.

READ a third time this 10th day of April, 2008.

APPROVED by the Inspector of Municipalities this 10th day of June, 2008.

RECONSIDERED AND ADOPTED this 21st day of August, 2008.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED a true copy of
Bylaw No. 5494 as read a third time.

CERTIFIED a true copy of
Bylaw No. 5494 as adopted.

Manager of Corporate
Administration Services (Secretary)

Manager of Corporate
Administration Services (Secretary)



Statutory Approval

Under the provisions of section _____ 801(1)

of the _____ Local Government Act

I hereby approve Bylaw No. _____ 5494

of the _____ Columbia Shuswap Regional District ,

a copy of which is attached hereto.

Dated this 10 ***day***
of JUNE ***, 2008***



Deputy Inspector of Municipalities

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5872, 2023

A bylaw to amend the Wood Stove Exchange Bylaw No. 5494

The Board of Directors of the Columbia Shuswap Regional District, in an open meeting, enacts the following:

1. Woodstove Exchange Program Financial Contribution (Area 'A') Service Area is amended by:
 - a. deleting Section 1, Service, and replacing it with:
 "The Regional District hereby establishes a service, pursuant the Local Government Act, for the purpose of providing, by way of an annual grant, financial contribution toward the cost of a wood smoke reduction program and other means which are intended to achieve improved air quality."
 - b. Deleting Section 8, Citation, and replacing it with:
 "This bylaw may be cited as "Community Wood Smoke Reduction Program Financial Contribution (Area 'A') Service Bylaw No. 5494."
2. This bylaw may be cited as "Community Wood Smoke Reduction Program Financial Contribution (Area 'A') Service Amendment Bylaw No. 5872, 2023".

READ a first time this _____ day of _____, 2023.

READ a second time this _____ day of _____, 2023.

READ a third time this _____ day of _____, 2023.

ADOPTED this _____ day of _____, 2023.

Corporate Officer

Chair



BOARD REPORT

TO: Chair and Directors

SUBJECT: Provincial Housing and Short Term Rental (STR) Legislation Update

DESCRIPTION: Report from Gerald Christie, General Manager, Development Services, dated November 21, 2023.
Overview of recent provincial legislative changes - Housing and STR regulations.

RECOMMENDATION: THAT: the Board receive this report for information.
Corporate Vote Unweighted Majority

SUMMARY:

In November 2023, the provincial government introduced two significant pieces of legislation in an attempt to deal with housing availability and affordability for those desiring to be homeowners or those seeking long term rental opportunities. The intent of Bill 35 Short Term Rental Accommodations Act is to prohibit residential properties from being used for the sole purpose of a short-term rental (STR) and to return many STRs to the long-term rental market; and, Bill 44 Housing Statutes (Residential Development) Amendment Act requires local governments to allow increased density on existing residential properties and to streamline the development approval process. Bills 35 and 44 do not apply equally to all BC local governments with some regulations triggered by community population and regional districts being permitted to consider whether or not to opt-in to some regulations. As of the writing of this report, provincial regulations necessary to implement the legislation have not been completed or disseminated to local governments. Once those regulations are completed, and a more accurate picture is understood regarding impacts to CSR D policies, procedures, bylaws, workplans and budgets, staff will again provide a brief to the Board.

BACKGROUND:

For most of 2023, the provincial government has been intimating that significant legislative changes were forthcoming that would encourage the construction of additional and more affordable housing options, and to return many short-term rental accommodations back to the long-term rental market. In October and November 2023, Bill 35 Short Term Rental Accommodations Act, and Bill 44 Housing Statutes (Residential Development) Amendment Act, were introduced. Although most of the proposed legislation is geared towards municipalities, specifically those over 5,000 or 10,000 in population, there will be impacts to regional districts and decision-points of which the CSR D Board should be aware that are forthcoming in 2024. Provincial staff are still creating the regulations necessary to implement and detail how exactly the legislation is to be utilized at the local government level. In addition, the province is also working on a policy manual of provincial standards with regards to zoning regulations pertaining to lot coverage, parking, height and setbacks to help accommodate the required increased density.

Over the course of 2024, it is expected that all local governments will implement the requirements of the legislation and amend or create the necessary policies, procedures and bylaws. Development Services staff are adding these provincial requirements to the 2024 departmental workplan and budget and are further discussed below.

POLICY:

Bill 35 Short Term Rental Accommodations Act (**adopted**)

<https://free.bcpublications.ca/civix/document/id/bills/billscurrent/4th42nd:gov35-1>

Bill 44 Housing Statutes (Residential Development) Amendment Act (**second reading**)

<https://free.bcpublications.ca/civix/document/id/bills/billscurrent/4th42nd:gov44-1>

Union of BC Municipalities (UBCM) detailed explanation of the proposed legislation is attached to this Board report.

FINANCIAL:

Depending upon the forthcoming details in the provincial regulations, and direction from the Board, there will be additional staff impacts and financial costs associated with this new legislation starting in 2024. The following new provincial requirements will need to be included in the CSRD Development Services workplan and budget discussions over the next two years:

- Prior to June 30, 2024, all Zoning Bylaws are required to be updated to meet secondary suite and 'Small-Scale Multi-Unit' (SSMU) provincial regulations:
 - Development Services staff have already been working on these bylaw changes; to be presented again to the Board in early 2024;
- Prior to January 1, 2025, updates are required to all Housing Needs Reports to include a 20 year housing needs planning horizon:
 - All CSRD Housing Needs Reports were completed between 2020-2022; updates to the Housing Needs Reports to meet new legislative requirements will need to be included in the 2024 budget;
- Prior to December 31, 2025:
 - All Official Community Plans (OCPs) are required to be updated to reflect housing needs as detailed in the Housing Needs Reports;
 - All Zoning Bylaws are required to be updated to reflect housing needs and made consistent with all Official Community Plans;
- Short Term Rental regulations:
 - Opt-in?
 - Business licensing?
 - Enforcement?

The province has announced that there will be funding support to implement some of the proposed changes, however those details are not expected to be released until January or February of 2024 and are not expected to extend beyond the immediate transition period.

KEY ISSUES/CONCEPTS:

As of the writing of this report, the regulations necessary to implement both Bill 35 and 44 have yet to be completed by the province and disseminated to local governments. The legislation does provide the broad strokes of the direction the province is taking with regards to promoting more and affordable housing ownership options through increased residential density, rental opportunities via allowances for secondary suites and accessory dwelling units, and new STR requirements which seeks to return many STRs to the long term rental market. The following is an outline of the legislative requirements for each bill.

Bill 35 Short Term Rental Accommodations Act (adopted)

- All STRs must be registered in the provincial registry; registry active by the end of 2024
- All STR platforms will be required to share STR listings with the province
- All registry information to be shared with local governments and other government agencies
- Allowable STR fines to be increased from \$2000 to \$50,000 for Regional Districts to be consistent with that of municipalities
- If applicable, business license number required to shown on all STR listings along with provincial registry number
- All STRs to be limited to the host's principal residence, or in not more than one secondary dwelling unit on the property;
 - Exemptions:
 - All Electoral Areas; however, local government's can request to opt-in to the regulation
 - Municipalities under 10,000 population
 - Resort municipalities
 - Islands Trust
 - Agri-Tourism accommodations
- A provincial STR enforcement unit is to be established

Bill 44 Housing Statutes (Residential Development) Amendment Act (second reading)

- All local governments required to permit:
 - Secondary suites for all residential properties; and/or
 - At least one accessory dwelling unit detached from the principle dwelling;
 - Other small scale multi-unit housing density requirements do not apply to the CSRD
 - e.g. 3-6 units/parcel, only applies to municipalities with a population over 5000 and which are provided with community water and sewer services
- Local governments are not to hold a public hearing for Zoning Bylaw amendments that may be required to implement the legislation
- Any existing OCP policies contradictory to the housing legislation do not apply to the implementation of the new housing requirements
- Zoning Bylaws are expected to be made consistent with provincial legislation by June 30, 2024
- Updated Housing Needs Reports to be completed by January 1, 2025
- OCPs are expected to be reviewed and made consistent with provincial legislation by December 31, 2025 and Zoning Bylaws made consistent with the applicable OCPs and lands pre-zoned to match with the identified needs in the Housing Needs Reports
- Minister may establish guidelines for local governments regarding adoption of specific regulations for Zoning Bylaws
- Changes to be proposed for a more robust OCP planning process
- Various development finance and permitting changes yet to be announced

All dates are subject to change based on regulation to come.

Details as to the implementation of the legislation have yet to be released for either of the Acts. At this time the full extent of the role of local governments in the implementation of the legislation is unknown, e.g. parameters of new Housing Needs Reports, new OCP development process, required new provincial regulations in Zoning Bylaws, role in STR enforcement, extent of sharing of information, grant availability for implementation of new regulations, changes to public processes, etc.

IMPLEMENTATION:

Implementation of the legislation and regulations will vary somewhat from local government to local government. For regional districts most of the housing and STR legislative requirements are not mandatory. The legislation allows for Electoral Areas within a regional district to participate or not regarding the implementation of some regulations and tools made available to local governments, e.g. business licensing. Once more information is known and the province releases the regulations pertaining to the housing and STR legislation, there will be several high level decision points for the Board to consider in 2024, most notably:

- Extent of increased density to be permitted on residential properties;
- Housing and STR amendments to applicable Zoning Bylaws and Official Community Plans; and,
- Consideration of STR business licensing and enforcement, i.e. primary residence requirement, business licensing for all businesses or just STRs (if permitted to do so), role of CSRD enforcement regarding provincial regulations, etc.

These recent provincial legislative changes will affect in some way most aspects of CSRD operations from long term impacts of new increased density on CSRD water systems, staffing impacts in Fire Services and Finance if business licensing is to be considered, and enforcement expectations of new STR regulations. Most notably, given the ongoing challenges in managing the North Shuswap recovery and housing reconstruction, there will be immediate impacts to Development Services with the implementation of the new legislation. This includes the research, legal review, bylaw drafting, and creation of new policies and procedures for planning, building and bylaw enforcement purposes necessary to effectively implement and integrate with the new provincial legislation, most of which will need to be completed by the end of 2024.

COMMUNICATIONS:

Once more information is provided from the provincial government, staff will provide this information on our website and social media channels. As there will also be a significant amount of work for staff to undertake the necessary policy, procedure and bylaw changes to be consistent with that of the legislation, staff will also update our public information as necessary throughout those processes. Given the extensive provincial changes to housing and STR policy it is expected that CSRD staff will be taking on an oversized role in explaining the new regulations to landowners.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation.

BOARD'S OPTIONS:

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

Province introduces short-term rental legislation



Publishing Date: October 18, 2023

The Province has introduced **legislation** that will support local government regulation of short-term rentals, increase allowable fines, and establish a provincial registry and enforcement unit. Key elements of the legislation supporting local government regulation respond directly to recommendations made in a **2021 Joint UBCM-Province Advisory Group report**.

Overview of Legislation

Elements of the legislation that respond to the Joint UBCM-Province Advisory Group recommendations include:

Platform accountability and regional district business licensing powers: Short-term rental platforms will be required to include business licence numbers on listings where they are required by a local government, and to remove listings without them within a few days to ensure that local rules are being followed. Platforms will be required to enable the display of local government business license numbers on May 1 2024.

To enable platform accountability in rural areas, regional districts will be given broad business regulation and licensing powers paralleling those of municipalities, that would permit RDs to issue business licenses for both short-term rentals and other businesses. This responds to both the Advisory Group recommendations and UBCM resolution [2020-EB73](#). Regional District business licensing powers will take effect immediately after the legislation is passed and receives royal assent.

Data sharing (*to be implemented in the summer of 2024*): Online short-term rental platforms will be required to share their data with the Province, so the Province can provide that information to local governments for enforcement and support of provincial and federal tax auditing. No private information about hosts would be shared publicly.

Increasing allowable fines (*taking effect immediately after royal assent*): To further support local enforcement, municipal ticket information system fines which can be imposed per infraction, per day, will increase from \$1,000 to \$3,000. The *Local Government Act* will also be amended to increase the maximum penalty that can be levied by regional districts from a maximum of \$2,000 to up to a maximum of \$50,000 for prosecutions under the *Offence Act*.

Establishment of a Provincial regulatory framework (*implementation by late 2024*): The Province will establish a provincial host and platform registry and launch a provincial short-term rental compliance and enforcement unit.

Once the provincial registry is established, all hosts and platforms will be required to register with the Province, and listings will need to include a valid provincial registry number. Platforms will have 3 months to register their companies, and hosts will have 6 months to register their units once the registry is active. The enforcement unit will track compliance, issue orders, and administer penalties for violations.

Additional elements not requested by the Advisory Group include the following, both of which will be implemented on May 1, 2024:

Principal residence requirement: Short-term rentals will only be permitted in the principal residences of a host, or in not more than one secondary suite or other accessory dwelling unit that is in a prescribed location in relation to the property host's principal residence, with exemptions to be specified in forthcoming regulations.

Exempted areas will include 14 resort regions, mountain resort areas, municipalities under 10,000 population (except those within 15 kilometres of larger municipalities), and regional district electoral areas. Local governments meeting prescribed criteria may request by resolution inclusions to or exclusions from the principal residence requirement. Local governments will also still be able to use existing bylaws and introduce additional bylaws that are more restrictive for short-term rentals.

Removing legal non-conforming use protections: Legal non-conforming use protections in the *Local Government Act* and *Vancouver Charter* will be updated so that they do not apply to short-term rentals.

Communities on First Nations reserve land will be exempt from the legislation. Modern Treaty Nations will also be exempt from the legislation but will be able to opt in to the legislation if desired. The proposed legislation will not apply to hotels and motels. The Province is also drafting regulations to exempt additional types of properties including timeshares and fishing lodges.

Going Forward

UBCM is committed to working with the Province to address the housing crisis and will continue to seek opportunities for local government engagement. We welcome member input as these elements are implemented. The Province has indicated that it will be introducing several more bills and actions this fall as part of their housing plan, addressing:

- Densification of single-family areas ('small-scale, multi-unit housing')
- Allowing secondary and basement suites in every community in B.C.
- Development finance reform
- Adding housing targets under the Housing Supply Act for 10-12 more municipalities
- New rules to deliver new housing in areas well-served by transit

Analyses of new housing legislation will be released via the Compass and posted on the [housing](#) section of the UBCM webpage. If you have any questions or

concerns that you wish to convey to UBCM, please contact [Josh van Loon](#), Senior Policy Analyst.

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> [Province introduces short-term rental legislation](#)

Provincial housing legislation introduces sweeping changes to local government planning framework



Publishing Date: November 3, 2023

The Province has introduced **legislation** that will bring about sweeping changes to the local planning framework through new requirements to allow increased density in areas currently zoned for single-family or duplex use. The legislation will also change housing needs reporting and public hearing requirements, and require more frequent updating of Official Community Plans together with pre-zoning that accommodates a 20-year housing supply.

Legislation overview

Key components of the legislation (Bill 44) include increased density zoning and new community planning requirements.

Secondary suites and 'Small-Scale Multi-Unit' (SSMU) housing

The legislation and forthcoming regulations will require all local governments to update zoning bylaws to permit one secondary suite or laneway home (accessory dwelling unit) in all single-family residential zones.

The Province will also require zoning bylaws to be updated by June 30, 2024 to permit small-scale, multi-unit housing such as triplexes and townhomes in municipalities of over 5,000 people and within urban containment boundaries:

- Three to four units will be permitted on lots currently zoned for single-family or duplex use. The Province has indicated that lots smaller than 280 square metres will be allowed three units, and larger lots will be allowed four.
- Six units will be permitted on lots within a prescribed distance to transit stops with frequent service, that are larger than 280 square metres and are currently zoned for single-family or duplex use, in selected areas.

The specified densities will act as a floor; municipalities impacted by the legislation may permit additional density beyond the Provincial requirements. The Province has **indicated** that where communities have already made SSMU zoning changes to single-family and duplex lots, those existing bylaws would remain. Communities with current SSMU zoning bylaws can choose to adopt provincial standards on setbacks, height restrictions, parking and lot coverage, to be provided in the Provincial policy manual.

The legislation also provides exemptions for the SSMU requirements that include: land protected under the *Heritage Conservation Act*, land that is not connected to water or sewer, and parcels of land larger than 4,050 square meters.

Significant elements pertaining to the legislation will be further defined via regulation and guidelines. For example, the Lieutenant Governor in Council may also make regulations for purposes including those pertaining to the siting, size, dimension, location or type of housing unit required to be permitted, and respecting exemptions to SSMU requirements. In addition, a policy manual will be released after the SSMU regulations are released in December 2023, which will “set clear provincial expectations in terms of setbacks, height restrictions, parking and lot coverage”.

OCP and Zoning framework changes

The proposed legislation also institutes a broader series of changes to the planning framework:

- Requires all local governments to update their housing needs reports (HNR) using a standardized methodology to estimate housing needs over a 20-year time horizon.
- Requires that official community plan (OCP) and zoning bylaws be updated every 5 years to reflect and pre-zone for the 20-year total number of housing units required to meet anticipated housing needs. OCPs must also include housing policies respecting each class of housing need required in the most recent HNR.
- Prohibits public hearings for housing-focused rezonings that are consistent with OCPs, where the residential component of a development comprises at least half of the gross floor area.

Regulations may be made to exempt certain local governments, or a class of local governments, from OCP and HNR related requirements, and to establish HNR methodology.

Public hearing changes noted above will take effect with the passage of legislation, but interim timelines relating to OCP, zoning, and HNR changes are as follows:

- January 2024 – HNR instructions to be provided to local governments.
- June/July 2024 – OCP/zoning review/update instructions to be provided to municipalities.
- Jan. 1, 2025 (date subject to regulation) – local governments must have completed their interim HNR.
- Dec. 31, 2025 (date subject to regulation) – Municipalities must have completed their first review and update of their OCPs and zoning bylaws (based on interim HNR).

After this initial transition period, the next HNR will be due on or before December 31, 2028, and then on a 5-year cycle. OCPs will need to be updated every 5 years after the initial updated OCP in 2025.

These changes will have significant implications for development finance by restricting the application of density bonusing, among other things. In addition, because many outcomes such as tenant supports, tree preservation, and land dedication are also negotiated at the rezoning stage, UBCM members have requested via resolution 2023-NR15 that the Province:

- Expand the tools for local governments to request road dedications, statutory-rights-of-way, and infrastructure servicing upgrades through the development permit and/or building permit process; and
- Provide a legislative framework for amenity contributions, tenant relocation requirements, and other requirements to be applied at the development permit or building permit phase rather than being tied to rezonings.

The Province has announced that they will be tabling legislation addressing development finance reform this fall.

Going forward

The legislation and associated regulations will bring about far-reaching changes to the local planning framework. The proposed timelines are ambitious and come at a time when the Province is implementing other significant changes to the planning system, including setting housing targets under the *Housing Supply Act* and a variety of other bills and actions announced under **Homes for People**, including pending development finance reform, and new rules to deliver housing in areas well-served by transit.

Taken together, these changes will result in significant cumulative impacts for local government finance and capacity. The Province previously announced \$51 million to support local government implementation of the proposed changes, with details to be announced in January/February 2024. However, impacts on local finance and capacity will extend well beyond the immediate transition period, with new requirements for regular HNR, OCP and zoning updates and associated implications for infrastructure and service delivery. UBCM members have consistently supported changes that address the principle of 'growth paying for growth' - that the costs of new infrastructure and the services delivered are shared fairly and equitably by all those that benefit. Conversely, the consequences of this legislation challenge the principles of 'growth paying for growth' and raise the concern that local government's ongoing infrastructure challenges will be further impacted.

UBCM recognizes the urgent need to address the housing crisis and appreciates that many local governments support the introduced legislative changes. However,

a shift towards prescriptive, centralized planning comes also with risks and potential unintended consequences.

UBCM welcomes member feedback on the legislation, the engagement process, and the associated implications for your local government to inform our future engagement with the Province, mitigate unintended consequences and to ensure that local governments are receiving the supports needed for effective implementation.

Please contact [Josh van Loon](#), Senior Policy Analyst, with feedback, questions, or concerns that you wish to convey to UBCM. Analyses of new housing legislation will be released via the Compass and posted on the [housing](#) section of the UBCM webpage.

Correction Nov. 3, 2023: An early version of this article based on Provincial briefing materials indicated that new zoning would allow a secondary dwelling or laneway house on any lot zoned for single-family OR duplex residential. The Province has since clarified that the secondary dwelling zoning will only apply to lots currently zoned as single-family.

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> Provincial housing legislation introduces sweeping changes to local government planning framework



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Area E: Electoral Area E Official Community Plan Amendment Bylaw No. 840-03 and Electoral Area E Zoning Amendment Bylaw No. 841-07
DESCRIPTION:	Report from Jan Thingsted, Planner III, dated November 20, 2023. 3410 Oxbow Frontage Road, Yard Creek
RECOMMENDATION #1:	<p>THAT: "Electoral Area E Official Community Plan Amendment Bylaw No. 840-03" be adopted this 8th day of December, 2023.</p> <p><i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i></p>
RECOMMENDATION #2:	<p>THAT: "Electoral Area E Zoning Bylaw Amendment Bylaw No. 841-07" be adopted this 8th day of December, 2023.</p> <p><i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i></p>

SHORT SUMMARY:

The applicant is proposing to redesignate the subject property from Industrial (ID) to Resort (RT) and rezone the property from Industrial 2 (ID2) to CDE8 – Comprehensive Development E8 to create a mixed-use residential resort near Yard Creek in Electoral Area E.

The Board gave third reading to Electoral Area E OCP Amendment Bylaw No. 840-03 and Electoral Area E Zoning Amendment Bylaw No. 841-07 on October 19, 2023.

Bylaw No. 841-07 was given statutory approval by the Ministry of Transportation and Infrastructure on November 17, 2023.

Bylaw No. 840-03 and Bylaw No. 841-07 can now be considered by the Board for adoption.

BACKGROUND:

The Board gave first reading to Electoral Area E OCP Amendment Bylaw No. 840-03 and Electoral Area E Zoning Amendment Bylaw No. 841-07 on February 16, 2023. On June 15, 2023, the Board gave the amending bylaws second reading, as amended, and instructed staff to hold a public hearing. A public hearing was held on August 9, 2023. The Board gave third reading to the amending bylaws on October 19, 2023.

See item 17.2 on the [February 16, 2023 Board Meeting Agenda](#) for the report presented at First Reading.

See item 17.1 on the [June 15, 2023 Board Meeting Agenda](#) for the report presented at Second Reading.

See item 17.2 on the [October 19, 2023 Board Meeting Agenda](#) for the report presented at Third Reading.

See: "BL840-03_BL841-07_Maps_Plans_Photos.pdf" for maps plans and photos (attached).

POLICY:

See "BL840_BL841_Excerpts_BL840-03_BL841-07.pdf" for excerpts of the relevant policies and land use regulations from Electoral Area E Official Community Plan Bylaw No. 840 and Electoral Area E Zoning Bylaw No. 841.

FINANCIAL:

Financial Services and Environmental and Utility Services Departments have reviewed the proposed bylaws as per S.477 of the Local Government Act and determined that they are consistent with the CSRD's current Financial Plan and Waste Management Plan.

KEY ISSUES/CONCEPTS:

Ministry of Transportation

Following third reading, Bylaw No. 841-07 was sent to the Ministry of Transportation and Infrastructure for consideration of statutory approval in accordance with Section 52 (3) (a) of the Transportation Act (development near a controlled access highway). Statutory approval was granted on November 17, 2023.

See attached: "BL841-07_MOTI_Statutory_Approval_2023-11-17.pdf" for copy of MOTI Statutory Approval.

Development Permits

If the subject property is redesignated to Resort (RT), new development will be subject to the Resort Lands Form and Character Development Permit Area (Resort DPA). The objectives of the Resort DPA are to:

- 1. Ensure that new development in resorts have a high standard of building and site design, while incorporating the rural characteristics of the surrounding area.*
- 2. Ensure commercial and residential development are complimentary and well integrated; and,*
- 3. Ensure that all new resort residential development that exceeds one principal dwelling unit/ha is adequately served by both a community water and sewerage system.*

A Resort Development Permit will need to be approved by the Board and issued prior to the issuance any building permit being issued.

Servicing

Prior to second reading, the applicant submitted a preliminary infrastructure and servicing report and preliminary hydrogeology assessment report. Staff are satisfied with these reports and expects the applicant to follow-up with the recommendations identified in these reports.

Follow-up items for the applicant include:

- Obtaining the required permits from Interior Health Authority for the community water system.
- Obtaining a provincial groundwater water license for the proposed community supply well.
- Registering the wastewater treatment system with the BC Ministry of Environment and Climate Change Strategy under the Municipal Wastewater Regulations.
- Implementing rigorous and appropriate sediment and erosion control practices and procedures during construction along with effective stormwater management and disposal.

- Retaining Ecoscape Environmental Consultants Ltd. to review future development design details and specifications as they arise, prior to construction.

Building Permits

Building Bylaw No.660-03 shall apply and building permits are required for new construction. Adherence to current BC Building Code (BCBC) is required.

Amending bylaws

Bylaw No. 840-03 and Bylaw No. 841-07 are attached to this report: See: "BL840-03_Adopt.pdf" and "BL841-07_Adopt.pdf" for copies of the amending bylaws.

Analysis

Analysis and discussion of the proposal in respect to OCP policy is provided in the Board report presented at first reading: See item 17.2 on the [February 16, 2023 Board Meeting Agenda](#).

SUMMARY:

The Ministry of Transportation and Infrastructure (MOTI) has provided statutory approval in accordance with Section 52 (3) (a) of the Transportation Act. This section of the Act requires that a zoning bylaw amendment proposed within 800 metres from an intersection on a controlled access highway be approved by MOTI. Controlled access highways in the CSRD include Highway 1 (TCH), Highway 97, Highway 23, and Highway 95.

IMPLEMENTATION:

If the Board endorses the staff recommendations, the applicant will be advised of the Board's decision and CSRD files will be updated.

If the Board denies the staff recommendations, the applicant will be advised of the Board's decision and the files will be closed.

COMMUNICATIONS:

See attached: "BL841-07_MOTI_Statutory_Approval_2023-11-17.pdf" for copy of MOTI Statutory Approval.

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:	2023-12-08_Board_DS_BL840-03_BL841-07_Adopt.docx
Attachments:	- BL840-03_Adopt.pdf - BL841-07_Adopt.pdf - BL841-07_MOTI_Statutory_Approval_2023-11-17.pdf - BL840-03_BL841-07_Maps_Plans_Photos.pdf
Final Approval Date:	Nov 28, 2023

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



Corey Paiement



Gerald Christie



Jennifer Sham



John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA E OFFICIAL COMMUNITY PLAN AMENDMENT
BYLAW NO. 840-03

A bylaw to amend the "Electoral Area E Official Community Plan Bylaw No. 840"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 840;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 840;

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

1. "Electoral Area E Official Community Plan Bylaw No. 840", is hereby amended as follows:

A. MAPPING AMENDMENT

- i) Schedule B - Land Use Designations (Overview Map and Mapsheets), which forms part of the "Electoral Area E Official Community Plan Bylaw No. 840" is hereby amended by redesignating Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian Kootenay District Plan NEP61580 from "Industrial - ID" to "Resort – RT".

2. This bylaw may be cited as "Electoral Area E Official Community Plan Amendment Bylaw No. 840-03".

READ a first time this _____ 16th _____ day of _____ February _____, 2023.

READ a second time, as amended, this _____ 15th _____ day of _____ June _____, 2023.

PUBLIC HEARING held this _____ 9th _____ day of _____ August _____, 2023.

READ a third time this _____ 19th _____ day of _____ October _____, 2023.

ADOPTED this _____ day of _____, 2023.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 840-03
as read a third time.

CERTIFIED a true copy of Bylaw No. 840-03
as adopted.

Corporate Officer

Corporate Officer

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA E ZONING AMENDMENT BYLAW NO. 841-07

A bylaw to amend the "Electoral Area E Zoning Bylaw No. 841"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 841;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 841;

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

1. Bylaw No. 841 "Electoral Area E Zoning Bylaw No. 841", is hereby amended as follows:

A. TEXT AMENDMENT

i. Schedule A, Zoning Bylaw Text, Section 4 'Zones' is hereby amended by the following:

a. adding a new section 4.27 "Comprehensive Development E8 Zone" immediately following Section 4.26 with the following text:

.1 Purpose

To accommodate a resort (Hyde Park Resort Living) at Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian Kootenay District Plan NEP61580. Hyde Park Resort Living consists of residential share-lots, seasonal recreational vehicle and seasonal dwelling unit share-lots, camping spaces, tourist cabins, storage facilities, property management facilities, communal property amenities, caretaker residence, green space, and accessory uses.

.2 Regulations table applicable to entire CDE8 Zone

MATTER REGULATED	REGULATION
(a) Minimum <i>parcel</i> size created by <i>subdivision</i>	1 ha
(b) Maximum <i>parcel</i> coverage	50%
(c) Minimum <i>setback</i> from: <ul style="list-style-type: none"> • <i>front parcel boundary</i> • <i>interior side parcel boundary</i> • <i>exterior side parcel boundary</i> • <i>rear parcel boundary</i> 	<ul style="list-style-type: none"> • 4.5 m • 2 m • 2 m • 4.5 m
(d) Servicing standard	<ul style="list-style-type: none"> • <i>community water system</i> • <i>community water system</i>

MATTER REGULATED	REGULATION
(e) Minimum separation distance* between <i>buildings</i> used for habitation or tourist accommodation.	4 m
*Separation distance is the horizontal distance measured between exterior walls.	

Development Area 1 – (camping spaces) DA1 - 0.90 ha

.3 Permitted Principal Uses

(a) *camping spaces*

.4 Permitted Secondary Uses

(a) *accessory use*

.5 Regulations Table

MATTER REGULATED	REGULATION
(a) Maximum number of <i>camping spaces</i>	28
(b) Parking	two <i>parking spaces</i> per <i>camping space</i>
(c) Duration of Accommodation	Notwithstanding the definition of <i>temporary</i> and <i>seasonal</i> , accommodation of <i>camping spaces</i> is only permitted between March 1, and October 31 of each calendar year.

Development Area 2 - DA2 (seasonal recreational vehicle / seasonal dwelling unit share-lots) 0.91 ha

.6 Permitted Principal Uses

- (a) *seasonal recreational vehicle space* (notwithstanding the definition of *recreational vehicle space* in Section 2.1, *seasonal recreational vehicle space* in Development Area 2 includes *park model*); or*
- (b) *seasonal dwelling unit*

*Only one *principal use* is permitted on a DA2 share-lot.

.7 Permitted Secondary Uses

- (a) *accessory use*
- (b) *recreation vehicle or park model deck*
- (c) *recreational vehicle or park model shelter*
- (d) *storage shed*

.8 Regulations Table

MATTER REGULATED	REGULATION
(a) Maximum number of: <ul style="list-style-type: none"> • <i>seasonal recreational vehicle spaces or seasonal dwelling units</i> • <i>recreation vehicle or park model decks per recreational vehicle space</i> • <i>recreational vehicle or park model shelters per recreational vehicle space</i> • <i>storage sheds</i> 	<ul style="list-style-type: none"> • 28 • one • one • one
(b) Maximum height for: <ul style="list-style-type: none"> • <i>accessory building (no walls)</i> • <i>recreation vehicle or park model deck</i> • <i>recreational vehicle or park model shelter</i> • <i>seasonal dwelling unit</i> • <i>storage shed</i> 	<ul style="list-style-type: none"> • 4 m • 4 m • 6.5 m • 8 m • 3 m
(c) Maximum floor area for: <ul style="list-style-type: none"> • <i>recreation vehicle deck</i> • <i>recreational vehicle shelter</i> • <i>seasonal dwelling unit</i> • <i>storage shed</i> 	<ul style="list-style-type: none"> • 30 m² • 60 m² • 115 m² • 10 m²
(d) Parking	two <i>parking spaces</i> per <i>recreational vehicle space</i>
(e) Duration of Occupation	Occupation of a <i>seasonal recreational vehicle space</i> or <i>seasonal dwelling unit</i> is permitted less than one hundred eighty-two (182) days per calendar year.

Development Area 3 – DA3 (residential share-lots) 2.13 ha**.9 Permitted Principal Uses**

- (a)
- single detached dwelling*

.10 Permitted Secondary Uses

- (a)
- accessory use*

.11 Regulations Table

MATTER REGULATED	REGULATION
(a) Maximum number of <i>single detached dwellings</i>	58
(b) Maximum <i>height</i> for <i>principal structures and buildings</i>	8 m
(c) Maximum <i>height</i> for <i>accessory structures and buildings</i>	6 m
(d) Total maximum <i>floor area</i> of: <ul style="list-style-type: none"> • <i>single detached dwelling</i> • <i>accessory building</i> 	<ul style="list-style-type: none"> • 115 m² • 15 m²
(e) Parking	<i>two parking spaces per single detached dwelling</i>

Development Area 4 (tourist cabins) 0.33 ha**.12 Permitted Principal Uses**

- (a)
- tourist cabin*

.13 Permitted Secondary Uses

- (a)
- accessory use*
-
- (b)
- storage shed*

.14 Regulations Table

MATTER REGULATED	REGULATION
(a) Maximum number of: <ul style="list-style-type: none"> • <i>storage sheds</i> • <i>tourist cabins</i> 	<ul style="list-style-type: none"> • one per <i>tourist cabin</i> • 12

(b) Maximum <i>height</i> for: <ul style="list-style-type: none"> • <i>accessory building (no walls)</i> • <i>storage shed</i> • <i>tourist cabin</i> 	<ul style="list-style-type: none"> • 4 m • 3 m • 6 m
(c) Maximum <i>floor area</i> for: <ul style="list-style-type: none"> • <i>accessory building (no walls)</i> • <i>storage shed</i> • <i>tourist cabin</i> 	<ul style="list-style-type: none"> • 10 m² • 10 m² • 70 m²
(d) Parking	<i>two parking spaces per tourist cabin</i>

Development Area 5 (green space/ property management facilities) 1.05 ha

.15 Permitted Principal Uses

- (a) *passive recreation*
- (b) *property management facilities*

.16 Permitted Secondary Uses

- (a) *accessory use*

.17 Regulations Table

MATTER REGULATED	REGULATION
(a) Minimum <i>parcel</i> size created by <i>subdivision</i>	1 ha

Development Area 6 (resort facilities) 1.13 ha

.18 Permitted Principal Uses

- (a) commercial indoor storage
- (b) *communal property amenities*
- (c) *property management facilities*
- (d) *single detached dwelling*
- (e) *visitor parking*

.19 Permitted Secondary Uses

- (a) *accessory use*

.20 Regulations Table

MATTER REGULATED	REGULATION
(a) Minimum <i>parcel</i> size created by <i>subdivision</i>	1 ha
(b) Maximum number of <i>single detached dwellings</i>	one
(c) Maximum <i>height</i> for: <ul style="list-style-type: none"> • <i>single detached dwelling</i> • <i>commercial storage building and structure</i> • <i>accessory building</i> 	<ul style="list-style-type: none"> • 11.5 m • 12 m • 8 m
(d) Maximum combined <i>floor area</i> for: <ul style="list-style-type: none"> • <i>commercial storage buildings and storage structures</i> • <i>accessory building</i> 	<ul style="list-style-type: none"> • 2000 m² • 200 m²
(e) Visitor parking spaces	15

B. MAP AMENDMENT

Schedule B (Zoning Maps), which forms part of the "Electoral Area E Zoning Bylaw No. 841" is hereby amended by:

- a) Rezoning Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian Kootenay District Plan NEP61580 which is more particularly shown labeled on Schedule 1 as DA1 attached hereto and forming part of this bylaw from: ID2 – Industrial 2 to: CDE8 – Comprehensive Development E8 Development Area 1 (Approx. 0.90 HA);
- b) Rezoning Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian Kootenay District Plan NEP61580 which is more particularly shown labeled on Schedule 1 as DA2 attached hereto and forming part of this bylaw from: ID2 – Industrial 2 to: CDE8 – Comprehensive Development E8 Development Area 2 (Approx. 0.91 HA);
- c) Rezoning Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian Kootenay District Plan NEP61580 which is more particularly shown labeled on Schedule 1 as DA3 attached hereto and forming part of this bylaw from: ID2 – Industrial 2 to: CDE8 – Comprehensive Development E8 Development Area 3 (Approx. 2.13 HA);
- d) Rezoning Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian Kootenay District Plan NEP61580 which is more particularly shown labeled on Schedule 1 as DA4 attached hereto and forming part of this bylaw from: ID2 – Industrial 2 to: CDE8 – Comprehensive Development E8 Development Area 4 (Approx. 0.33 HA);
- e) Rezoning Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian Kootenay District Plan NEP61580 which is more particularly shown labeled

on Schedule 1 as DA5 attached hereto and forming part of this bylaw from:
ID2 – Industrial 2 to: CDE8 – Comprehensive Development E8 Development
Area 5 (Approx. 1.05 HA);

- f) Rezoning Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian
Kootenay District Plan NEP61580 which is more particularly shown labeled
on Schedule 1 as DA6 attached hereto and forming part of this bylaw from:
ID2 – Industrial 2 to: CDE8 – Comprehensive Development E8 Development
Area 6 (Approx. 1.31 HA);

2. This bylaw may be cited as "Electoral Area E Zoning Amendment Bylaw No. 841-07".

READ a first time this 16th day of February, 2023.

READ a second time, as amended, this 15th day of June, 2023.

READ a third time this 19th day of October, 2023.

Approved pursuant to Section 52(3)(a) of the Transportation Act this 17th day of
November, 2023.

ADOPTED this _____ day of _____, 2023.

CORPORATE OFFICER

CHAIR

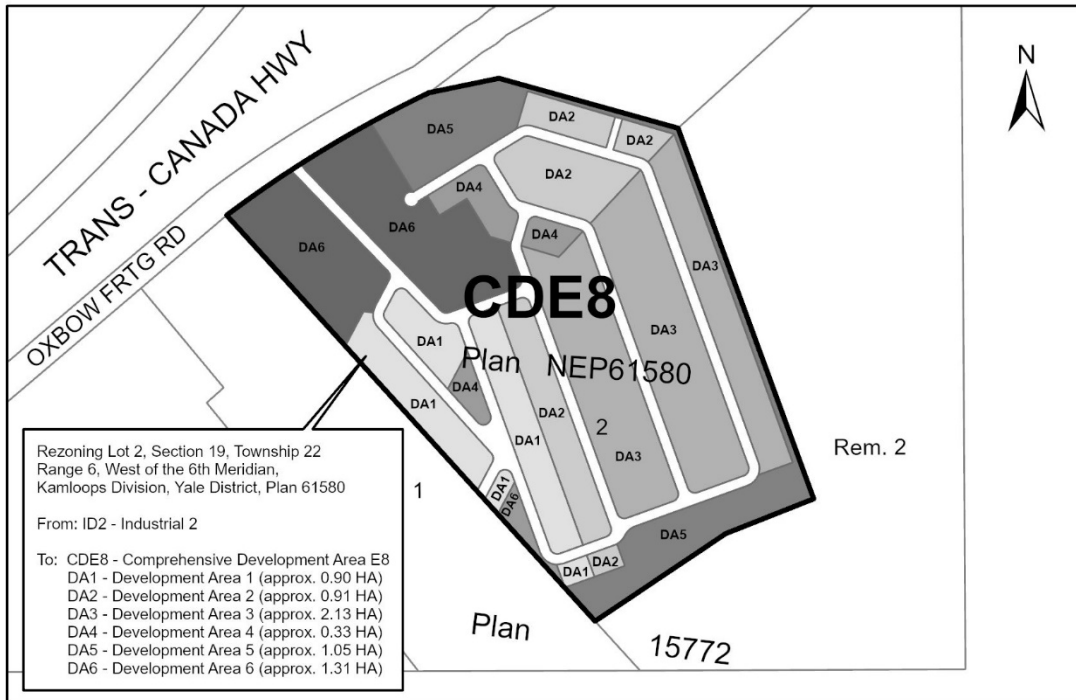
CERTIFIED a true copy of Bylaw No. 841-07
as read a third time.

CERTIFIED a true copy of Bylaw No. 841-07
as adopted.

Corporate Officer

Corporate Officer

Schedule 1



BYLAW NO. 841-07

Page 7

on Schedule 1 as DA5 attached hereto and forming part of this bylaw from:
 ID2 – Industrial 2 to: CDE8 – Comprehensive Development E8 Development
 Area 5 (Approx. 1.05 HA);
 f) Rezoning Lot 2 Section 19 Township 22 Range 7 West of the 6th Meridian
 Kootenay District Plan NEP61580 which is more particularly shown labeled
 on Schedule 1 as DA6 attached hereto and forming part of this bylaw from:
 ID2 – Industrial 2 to: CDE8 – Comprehensive Development E8 Development
 Area 6 (Approx. 1.31 HA);


2. This bylaw may be cited as "Electoral Area E Zoning Amendment Bylaw No. 841-07".

READ a first time this _____ 16th _____ day of _____ February _____, 2023.

READ a second time, as amended, this _____ 15th _____ day of _____ June _____, 2023.

READ a third time this _____ 19th _____ day of _____ October _____, 2023.

Approved pursuant to Section 52(3)(a) of the Transportation Act this _____ 17th _____ day of
 _____ November _____, 2023.


 Beth Bohm
 Development Officer
 for: Ministry of Transportation and Infrastructure

ADOPTED this _____ day of _____, 2023.

 CORPORATE OFFICER

 CHAIR

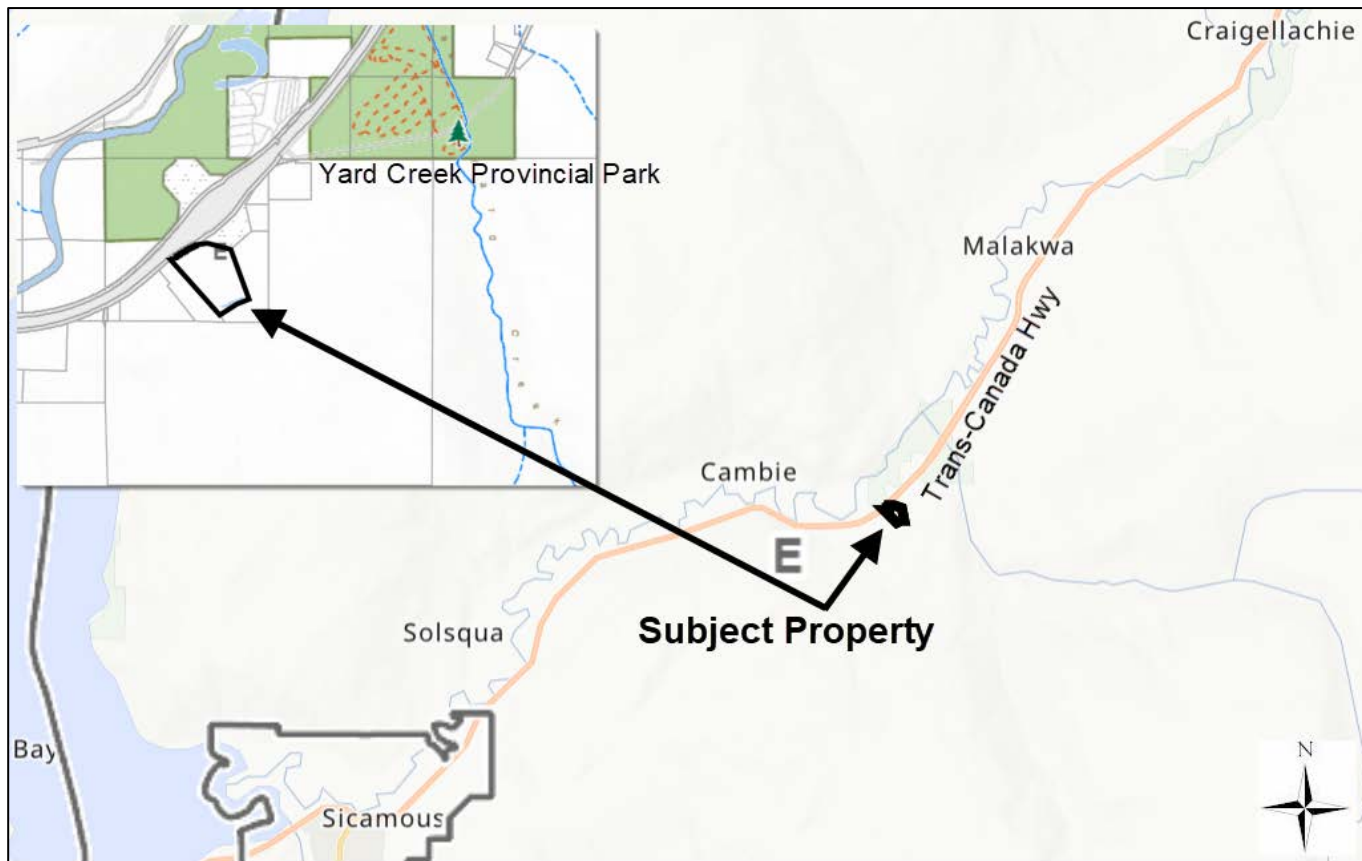
CERTIFIED a true copy of Bylaw No. 841-07
 as read a third time.

CERTIFIED a true copy of Bylaw No. 841-07
 as adopted.

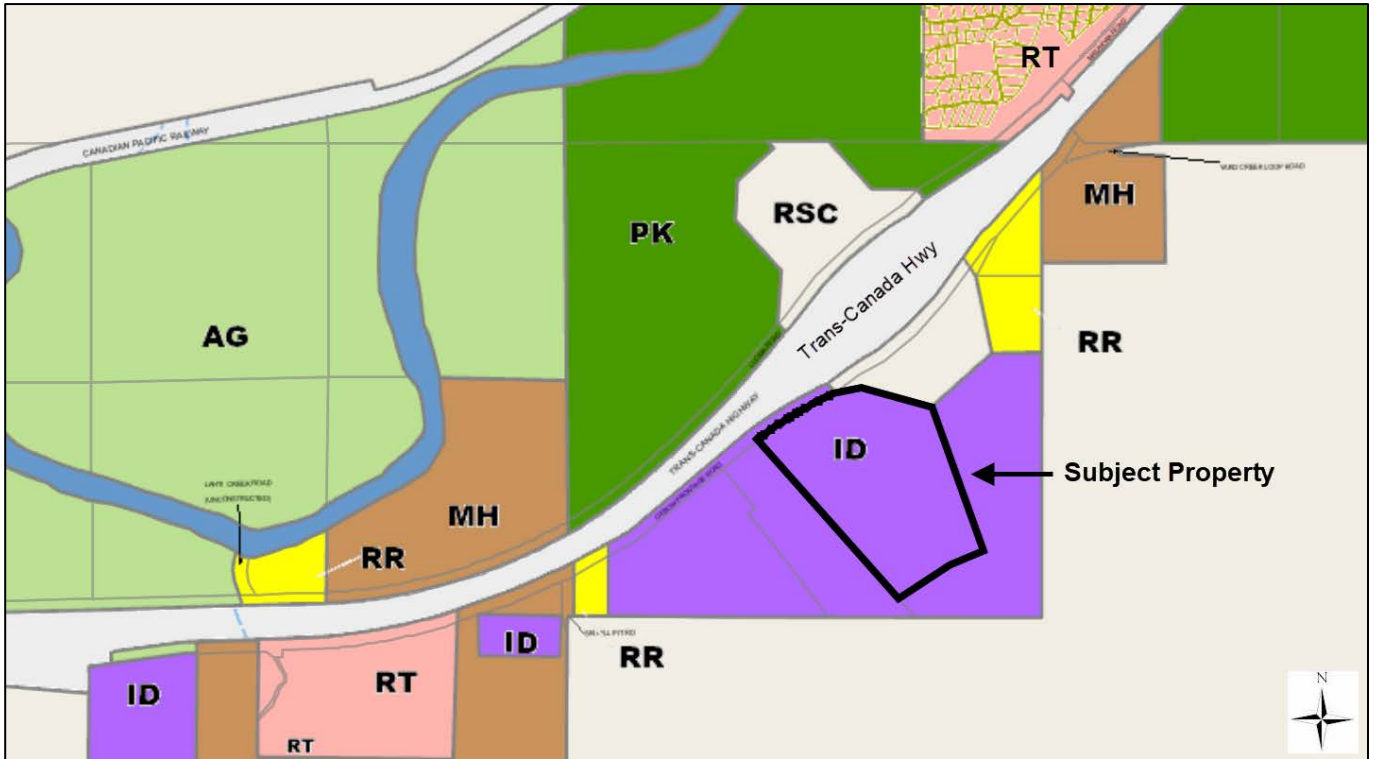
 Corporate Officer

 Corporate Officer

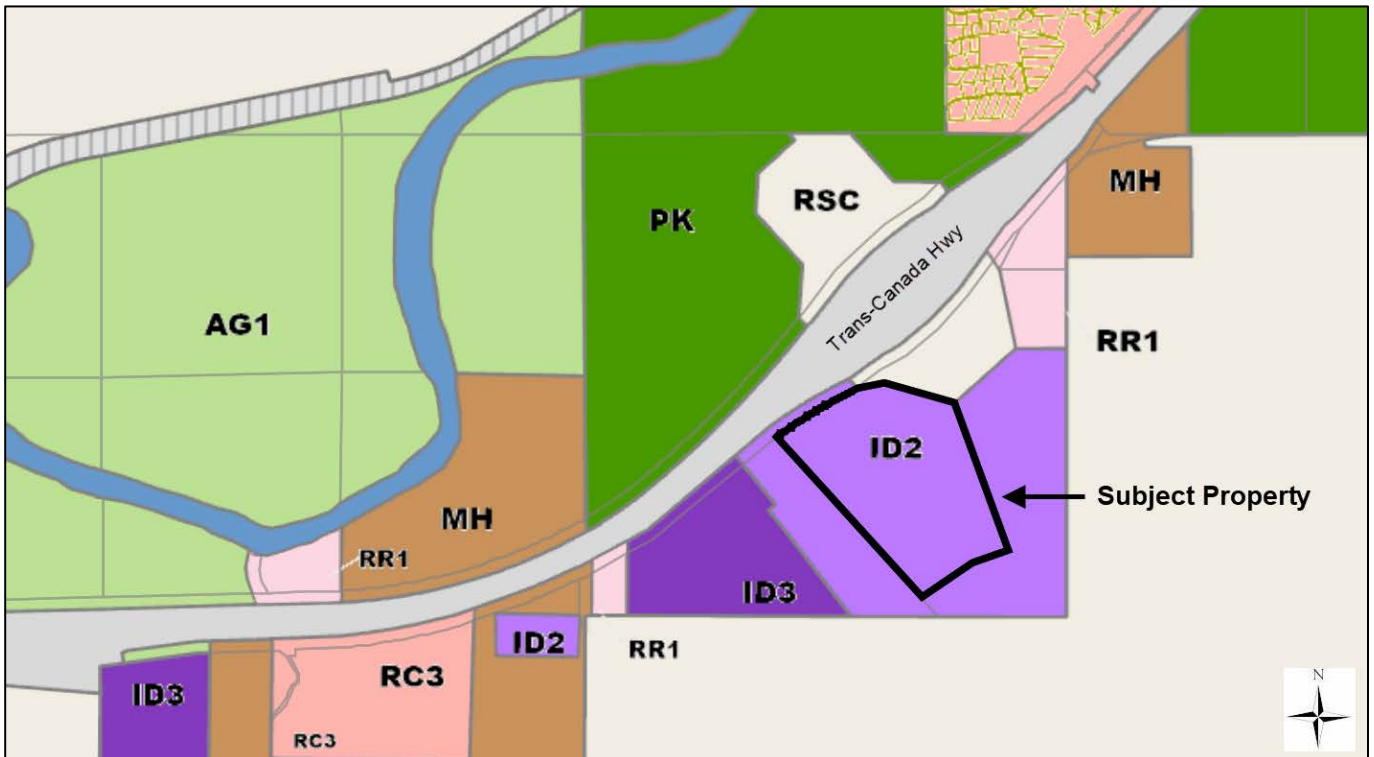
Location



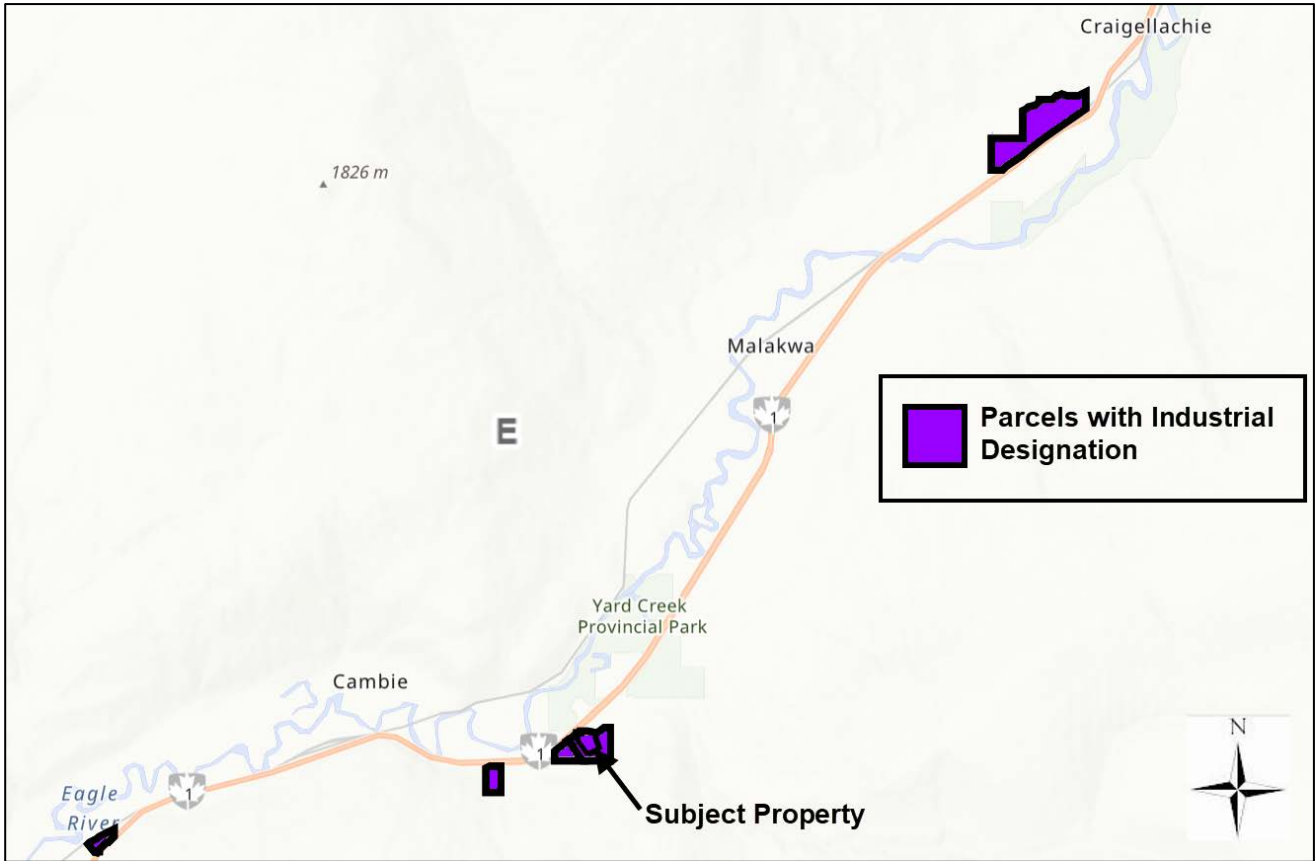
Electoral Area E Official Community Plan Bylaw No. 840



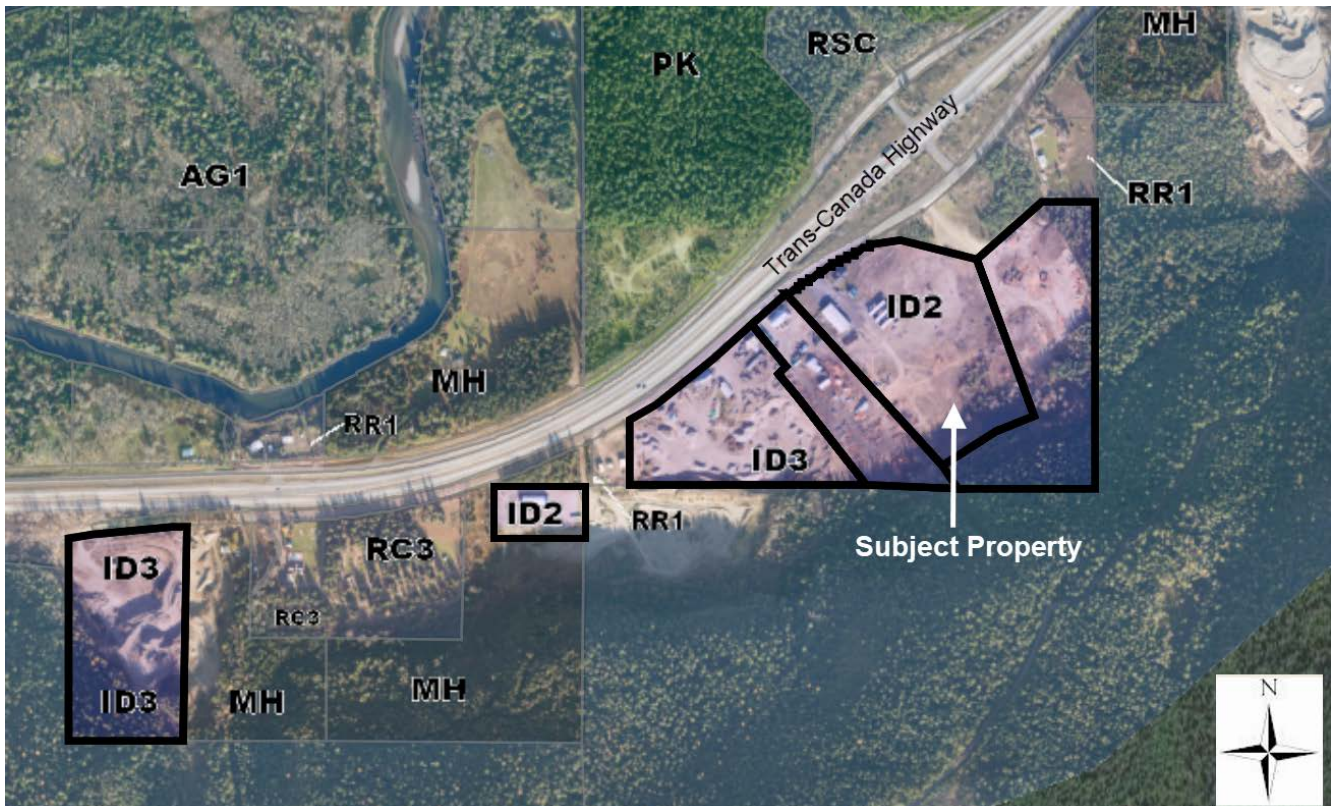
Electoral Area E Zoning Bylaw No. 841



Parcels with Industrial designation (Cambie – Craigellachie Hwy corridor section)

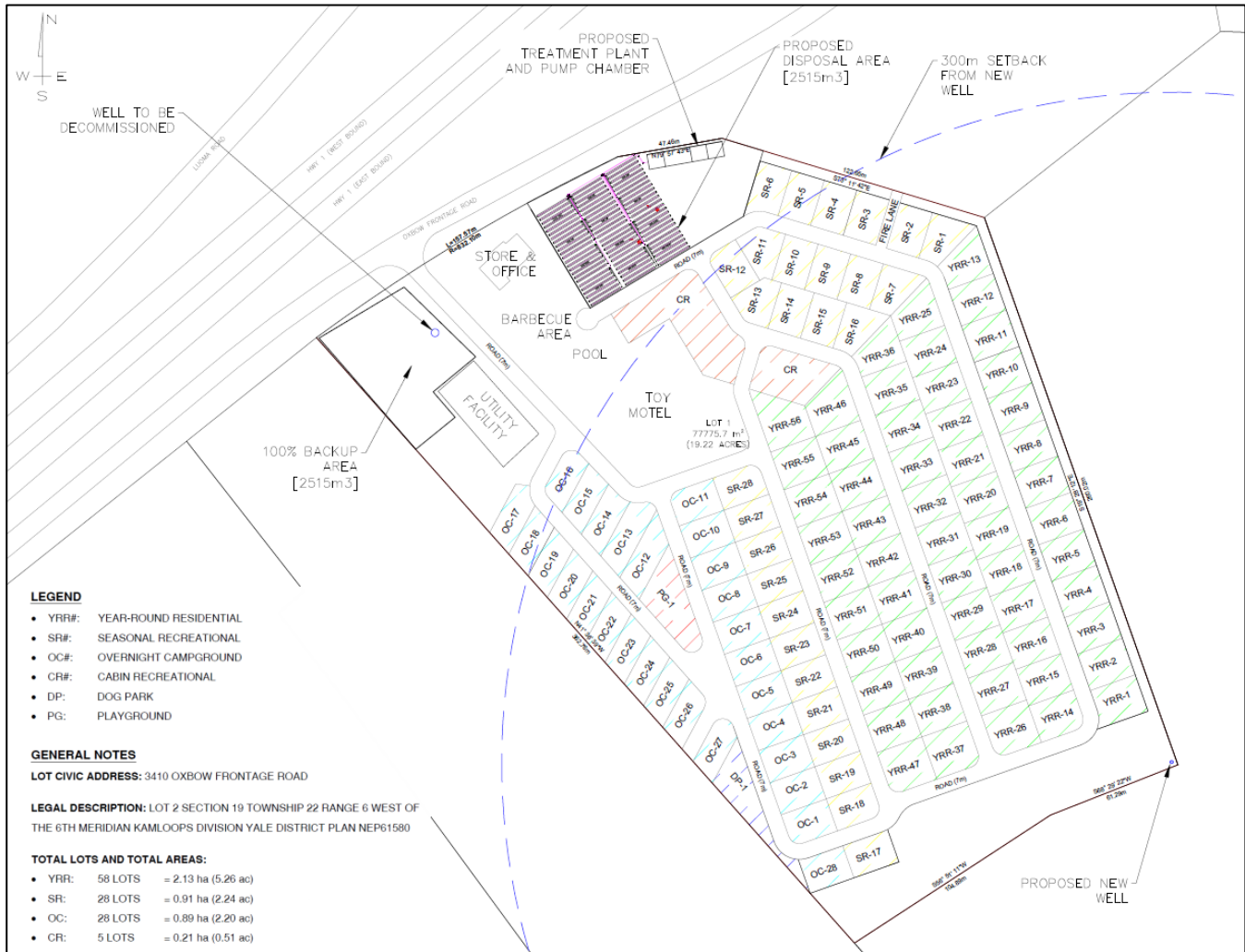


Orthophoto of Industrial parcels near the subject property

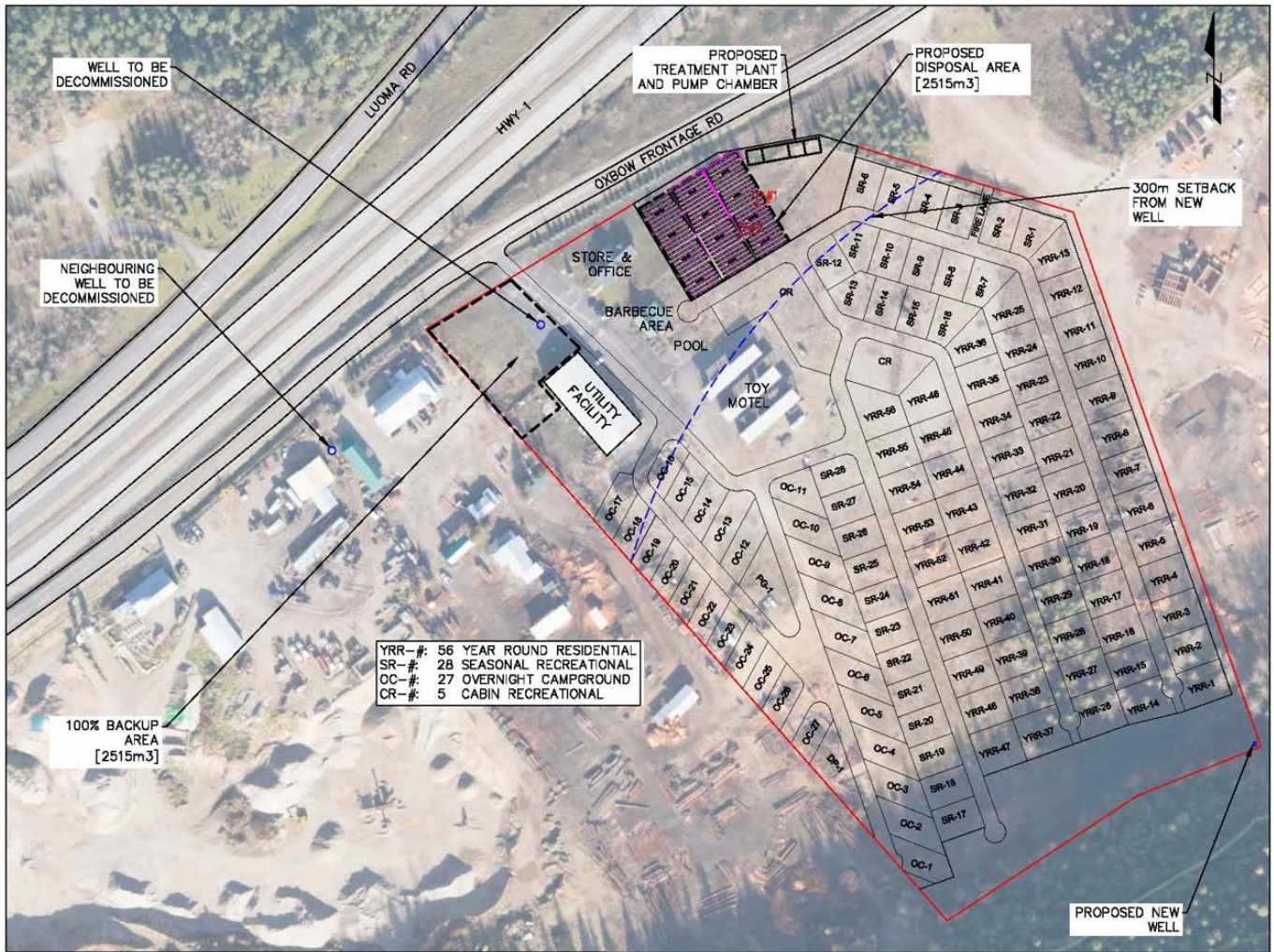


Site Plans (provided by agent)

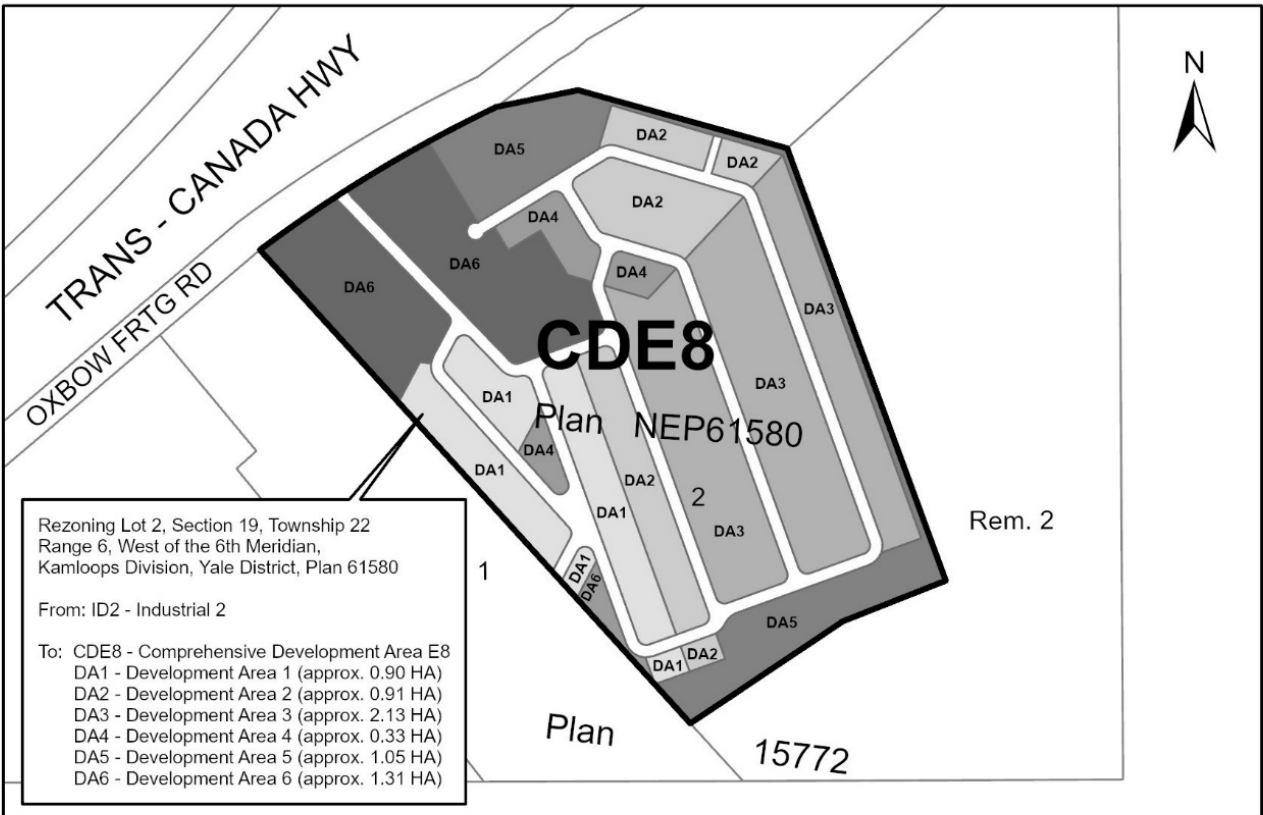
Resort Layout (updated plan provided April 25, 2023)



Servicing plan



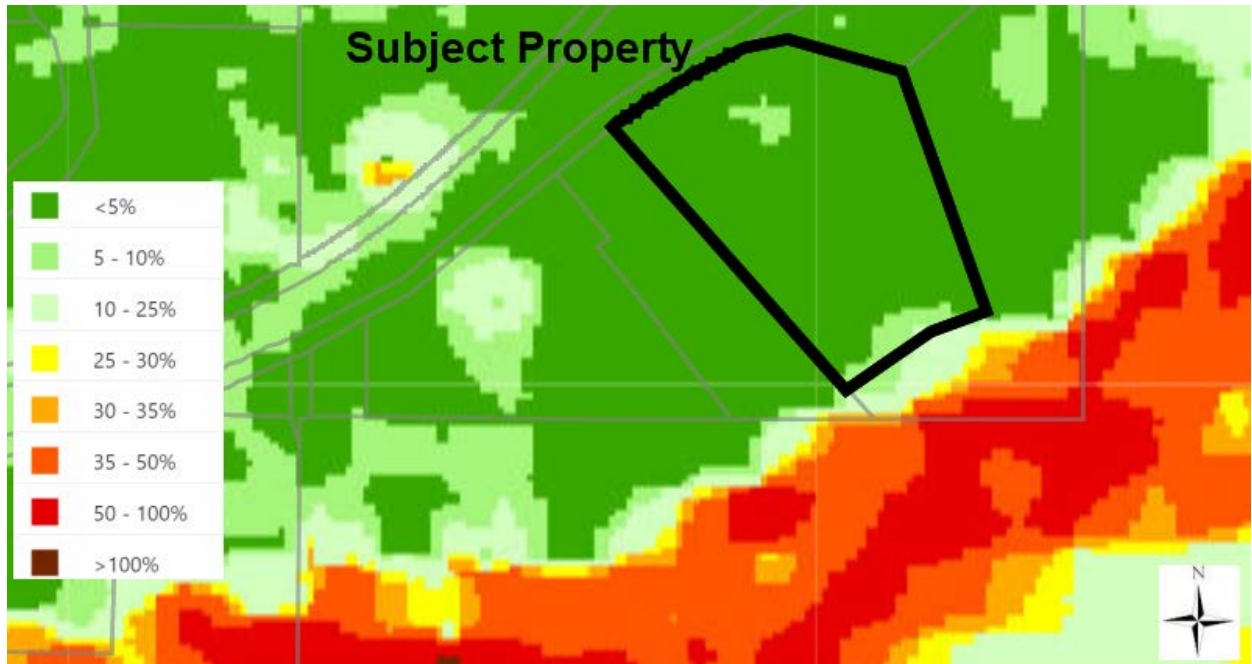
Proposed CDE8 Zone (updated by staff after first reading)



Orthophoto



Slope



Google Streetview of subject property (Oct 2018 looking Southeast)



Photos (provided by agent – taken Nov/Dec 2022)



Existing single detached dwelling



Existing storage building





BOARD REPORT

- TO:** Chair and Directors
- SUBJECT:** Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-24 and South Shuswap Zoning Amendment Bylaw No. 701-106
- DESCRIPTION:** Report from Denise Ackerman, Planner II, dated November 24, 2023. 4717 & 4719 Eagle Bay Road, Eagle Bay
- RECOMMENDATION #1:** THAT: Pursuant to Section 477 of the Local Government Act, the Board has considered "Electoral Area C Official Community Plan Amendment Bylaw No. 725-24" and "South Shuswap Zoning Amendment Bylaw No. 701-106" in conjunction with the Columbia Shuswap Regional District's Financial Plan and Waste Management Plan.
Stakeholder Vote Unweighted (LGA Part 14) Majority
- RECOMMENDATION #2:** THAT: "Electoral Area C Official Community Plan Amendment Bylaw No. 725-24" be read a second time as amended, this 8th day of December, 2023.
Stakeholder Vote Unweighted (LGA Part 14) Majority
- RECOMMENDATION #3:** THAT: "South Shuswap Zoning Amendment Bylaw No. 701-106" be read a second time, this 8th day of December, 2023
Stakeholder Vote Unweighted (LGA Part 14) Majority
- RECOMMENDATION #4:** THAT: a public hearing to hear representations regarding "Electoral Area C Official Community Plan Amendment Bylaw No. 725-24" and "South Shuswap Zoning Bylaw Amendment Bylaw No. 701-106" 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 Marty Gibbons, as Director of Electoral Area C being that in which the land concerned is located, or Alternate Director Margaret McCormick if Director Gibbons is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.
Stakeholder Vote Unweighted (LGA Part 14) Majority

SUMMARY:

The subject properties are located at 4717 and 4719 Eagle Bay Road in Eagle Bay. The subject properties are in the Agricultural Land Reserve (ALR), or have portions in the ALR, and are currently designated and zoned GC – Golf Course; however, a golf course has not been developed on the properties. The applicant would like to build a single family dwelling on one of the subject properties

but single family dwellings are not a permitted use in the GC – Golf Course zone. Single family dwellings are a permitted use in the AR2 – Agriculture zone. As such, the applicant has submitted this application to redesignate and rezone all three properties from GC – Golf Course to AR2 – Agriculture.

The Board gave first reading to the amending bylaws at their meeting held October 19, 2023 and directed staff to refer the application to applicable agencies and First Nations. Referral comments have been compiled and are attached to this report. It is now appropriate for the Board to consider the amending bylaws a second time and delegate a public hearing.

BACKGROUND:

See item 17.3 on the [October 19, 2023 Board Agenda](#) for the Board report recommending First Reading.

POLICY:

See attached "[BL725-24_701-106_BL_Excerpts.pdf](#)"

FINANCIAL:

There are no financial implications to the CSRD as a result of this application. Financial Services and Environmental and Utility Services Departments have reviewed the proposed OCP amendment as per S.477 of the Local Government Act and found it to be consistent with the CSRD's Financial Plan and Waste Management Plan.

KEY ISSUES/CONCEPTS:

Referrals were sent by staff to applicable agencies and First Nations. Referral responses have been summarized in this report and all responses have been compiled into one document, see attached "[BL725-24_BL701-106_Referral_Comments.pdf](#)".

OCP Amendment Bylaw No. 725-24 was revised after first reading as there were some administrative updates required because the word rezoning had been included in two locations in the bylaw where the word should have been redesignation. Therefore Recommendation #2 is to read the bylaw a second time as amended.

The Provincial Archaeological Branch referral response notes that there are no known archaeological sites recorded on the subject properties and a Provincial heritage permit is not required.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities.

Referrals were sent to Adams Lake Indian Band, Skwlāx (Little Shuswap Lake Band) and Neskonlith Indian Band. No responses were received from Adams Lake Indian Band or Neskonlith Indian Band. Skwlāx has no current objections to the proposed bylaw amendments. However, they recommend before any subdivisions or land altering activities proceed, a Preliminary Field Review and a Chance Find Procedure be conducted. Staff note that because the land associated with this application is privately owned property the CSRD Chance Find Procedure for CSRD properties does not apply.

The applicant was informed early in the review process about property owner responsibilities under the Heritage Conservation Act. Staff has also provided referral comments from the Archaeology Branch and Skwlāx to the applicant for their information. Staff will remind the applicant regarding property owner responsibilities under the Heritage Conservation Act as part of the follow up with them subsequent to

bylaw adoption (or denial) to help increase awareness of the recommended provincial protocols during land development activities.

Due to the tight timeline to receive referral comments and for staff to meet the December 8 Board Agenda deadline, if any referral comments are received after November 27, those referral comments will be added to the late agenda.

IMPLEMENTATION:

If the Board endorses the staff recommendations, staff will arrange for a public hearing to be held and undertake the communications related to advertising a public hearing as outlined below. [Policy P-25 Public Hearings](#) indicates that public hearings will be organized to provide for in person attendance and remote participation by way of electronic attendance via Zoom or telephone. Public Hearings are to be held in the Boardroom of the CSRD Office in Salmon Arm unless there are unique circumstances that necessitate holding the public hearing at an alternative location. In this case, staff recommend that the public hearing be held in the Boardroom because this application is considered to be relatively minor and staff anticipate little public interest in the application because it is to take the properties back to the agriculture designation and zoning, prior to the 2003 bylaw amendments which designated and zoned the properties to Golf Course. Holding the public hearing at the CSRD office saves considerable staff time in arranging, setting-up, and attending the public hearing, and a hall rental in the community is not required.

COMMUNICATIONS:

Notice of Development Sign

A Notice of Development sign was posted on the subject property on November 13, 2023 and the applicant provided a photo of the sign to staff.

Public Hearing

If the Board gives both Bylaw No. 725-24 and Bylaw No. 701-106 second reading and delegates a public hearing, staff will make the arrangements for the public hearing, including placing ads in local newspapers, posting the ad on the CSRD website and social media, and sending notices to all property owners of land located within 100 m of the subject property. The public hearing package will be made available on the CSRD website at least 10 days in advance of the public hearing.

Referrals

Agency	Response
CSRD Financial Services	Interests unaffected. The proposed bylaw has been reviewed as per S. 477 of the Local Government Act and is consistent with the CSRD's current financial plan.
CSRD Environmental and Utility Services	No concerns.
CSRD Community and Protective Services	No concerns.

Agricultural Land Commission	No concerns.
Ministry of Agriculture	No response
Ministry of Transportation & Infrastructure	Application is beyond 800 m from a controlled access highway, and therefore Ministry endorsement is not required.
Ministry of Forests – Archaeology Branch	<p>According to Provincial records, there are no known archaeological sites recorded on the subject properties.</p> <p>If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned on the subject properties, a Provincial heritage permit is not required prior to commencement of those activities. However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities.</p>
Interior Health Authority	Interests unaffected.
Adams Lake Indian Band	No response
Skwlāx (Little Shuswap Lake Band)	<p>Skwlāx has no current objections to this change in designation, however, when the time comes for any subdivision or land altering activities, please ensure the proponent creates a Chance Find Procedure.</p> <p>Skwlāx recommends a Preliminary Field Review (PFR) before any subdivisions or land altering activities proceed. Please send a new referral at that time. Please continue to keep Skwlāx updated and share any related reports (environmental and cultural heritage) as they become available.</p>
Neskonlith Indian Band	No response

DESIRED OUTCOMES:

That the Board endorse the 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.*

Report Approval Details

Document Title:	2023-12-08_Board_DS_BL725-24_BL701-106_Second.docx
Attachments:	<ul style="list-style-type: none">- BL725-24 Bylaw_Second.pdf- BL701-106 Bylaw_Second.pdf- BL725-24_BL701-106_Referral_Comments.pdf- BL725-24_701-106_Maps_Plans_Photos.pdf
Final Approval Date:	Nov 28, 2023

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



Corey Paiement



Gerald Christie



Ben Van Nostrand



Jodi Pierce



Jennifer Sham



John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA 'C' OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 725- 24

A bylaw to amend the "Electoral Area 'C' Official Community Plan Bylaw No.725- 20"

WHEREAS the Board of the Columbia Shuswap Regional District adopted bylaw No. 725,

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 725;

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

1. "Electoral Area 'C' Official Community Plan Bylaw No.725" is hereby amended as follows:

A. MAP AMENDMENT

1. Schedule B, Land Use Designations Overview, which forms part of the "Electoral Area 'C' Official Community Plan Bylaw No. 725" is hereby amended as follows:
 - i) Redesignating Legal Subdivision 9 of Section 5 Township 23 Range 9 W6M KDYD except:
 - (1) Parcel A (DD 121692F) on Plan B5870
 - (2) Parcel B (DD 151603F) on Plan B6984
 - (3) Plan H14991
 from Golf Course (GC) to Agriculture (AG), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.
 - ii) Redesignating Legal Subdivision 15 of Section 5 Township 23 Range 9 W6M KDYD, from Golf Course (GC) to Agriculture (AG), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.
 - iii) Redesignating Legal Subdivision 16 of Section 5 Township 23 Range 9 W6M KDYD except part included within Lot A shown on Plan attached to DD 228272F, from Golf Course (GC) to Agriculture (AG), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.
2. Schedule C, Land Use Designations Individual, which forms part of the "Electoral Area 'C' Official Community Plan Bylaw No. 725" is hereby amended as follows:
 - i) Redesignating Legal Subdivision 9 of Section 5 Township 23 Range 9 W6M KDYD except:
 - (1) Parcel A (DD 121692F) on Plan B5870
 - (2) Parcel B (DD 151603F) on Plan B6984
 - (3) Plan H14991
 from Golf Course (GC) to Agriculture (AG), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.

- ii) Redesignating Legal Subdivision 15 of Section 5 Township 23 Range 9 W6M KDYD, from Golf Course (GC) to Agriculture (AG), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.
- iii) Redesignating Legal Subdivision 16 of Section 5 Township 23 Range 9 W6M KDYD except part included within Lot A shown on Plan attached to DD 228272F, from Golf Course (GC) to Agriculture (AG), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.

This bylaw may be cited as "Electoral Area 'C' Official Community Plan Amendment Bylaw No. 725-24"

READ a first time this _____ 19th _____ day of _____ October _____, 2023.

READ a second time as amended this _____ day of _____, 2023.

PUBLIC HEARING held this _____ day of _____, 2023.

READ a third time this _____ day of _____, 2023.

ADOPTED this _____ day of _____, 2023.

CORPORATE OFFICER

CHAIR

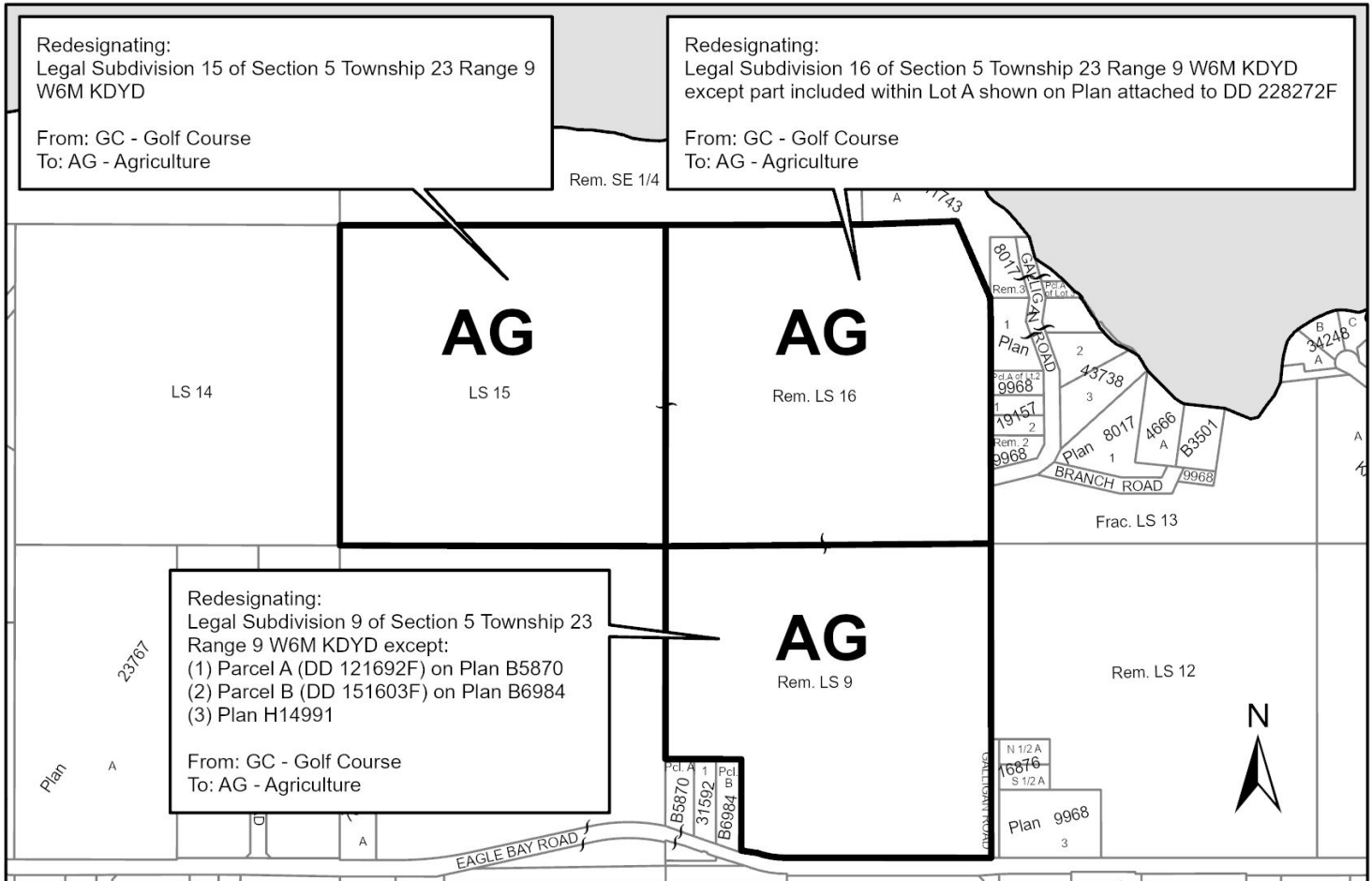
CERTIFIED a true copy of Bylaw No. 725 as read a third time.

CERTIFIED a true copy of Bylaw No. 725 as adopted.

CORPORATE OFFICER

CORPORATE OFFICER

Schedule 1 Electoral Area 'C' Official Community Plan Amendment Bylaw No. 725-24



COLUMBIA SHUSWAP REGIONAL DISTRICT**SOUTH SHUSWAP ZONING AMENDMENT BYLAW NO. 701-106****A bylaw to amend the "South Shuswap Zoning Bylaw No.701- 104"**

WHEREAS the Board of the Columbia Shuswap Regional District adopted bylaw No. 701,

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 701;

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

1. "South Shuswap Zoning Bylaw No.701" is hereby amended as follows:

A. MAP AMENDMENT

1. Schedule C, Zoning Maps, which forms part of the "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:
 - i) Rezoning Legal Subdivision 9 of Section 5 Township 23 Range 9 W6M KDYD except:
 - (1) Parcel A (DD 121692F) on Plan B5870
 - (2) Parcel B (DD 151603F) on Plan B6984
 - (3) Plan H14991from GC – Golf Course Zone to AR2 – Agriculture Zone (4 ha), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.
 - ii) Rezoning Legal Subdivision 15 of Section 5 Township 23 Range 9 W6M KDYD, from GC – Golf Course Zone to AR2 – Agriculture Zone (4 ha), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.
 - iii) Rezoning Legal Subdivision 16 of Section 5 Township 23 Range 9 W6M KDYD except part included within Lot A shown on Plan attached to DD 228272F, from GC – Golf Course Zone to AR2 – Agriculture Zone (4 ha), which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw.

This bylaw may be cited as "South Shuswap Zoning Amendment Bylaw No. 701-106"

READ a first time this 19th day of October, 2023.

READ a second time this _____ day of _____, 2023.

PUBLIC HEARING held this _____ day of _____, 2023.

READ a third time this _____ day of _____, 2023.

ADOPTED this _____ day of _____, 2023.

CORPORATE OFFICER

CERTIFIED a true copy of Bylaw No. 701
as read a third time.

CHAIR

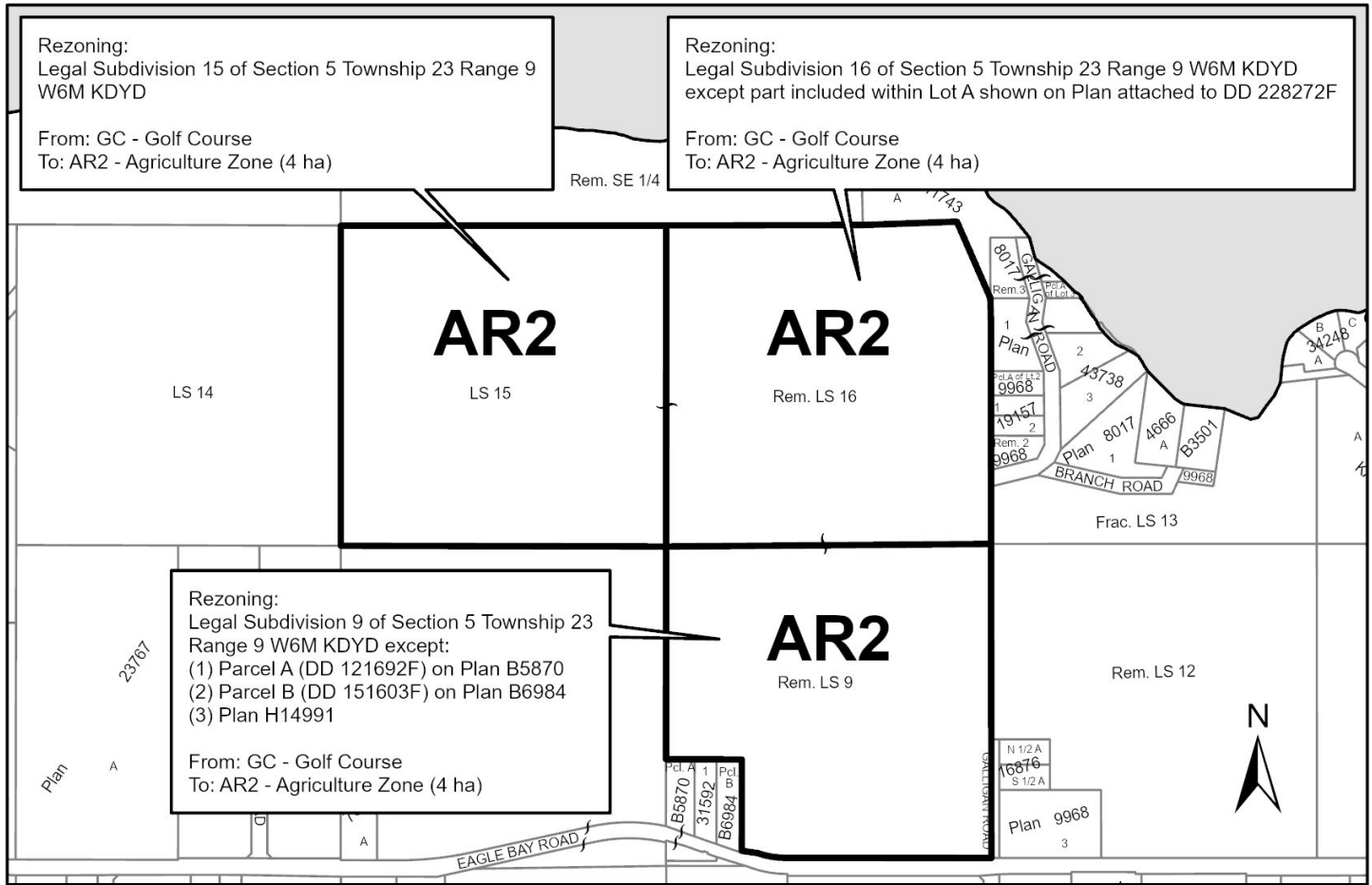
CERTIFIED a true copy of Bylaw No. 701
as adopted.

CORPORATE OFFICER

CORPORATE OFFICER

|

**Schedule 1
South Shuswap Zoning Amendment Bylaw No. 701-106**





COLUMBIA SHUSWAP REGIONAL DISTRICT

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

Staff Contact: Denise Ackerman
plan@csrd.bc.ca | dackerman@csrd.bc.ca

FILE:

BL725-24 & BL701-106
 PL2023_52 & PL2023_51

DATE: October 24, 2023

REFERRAL RESPONSE

RECOMMENDATION:

Please check one. Where indicated or required, please explain your answer below.

Approval recommended for reasons outlined below

Interests unaffected by bylaw

Approval recommended subject to conditions below

Approval not recommended due to reasons outlined below

No objections

RESPONSE TEXT:

The proposed bylaw has been reviewed as per S.477 of the Local Government Act and is consistent with the CSRD's current financial plan.

Signed By: 

Title General Manager, Financial Services (CFO)

Date: October 30, 2023

Agency CSRD


COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978 SALMON ARM BC V1E 4P1
 Telephone: 250.832.8194 Fax: 250.832.1083

FILE NO.
 PL20230000051 & 052

DATE RECEIVED:
 October 26, 2023

OPERATIONS MANAGEMENT

Function	Comments	Reviewed By
UTILITIES	No concerns with the proposed rezoning.	T Perepolkin
EMERGENCY MANAGEMENT	No concerns.	T Hansen
FIRE SERVICES	No concerns.	S Coubrough
SOLID WASTE AND RECYCLING	The proposed bylaw has been reviewed as per S.477 of the Local Government Act and is consistent with the CSRD's current Waste Management plan.	B Van Nostrand
PARKS AND COMMUNITY SERVICES	No concerns.	K Flackman
ADMINISTRATION	No concerns.	B Van Nostrand D Sutherland

From: [ALC Referrals ALC:EX](#)
To: [Denise Ackerman](#)
Subject: RE: BL725-24/BL701-106 Referral Request
Date: November 23, 2023 8:49:33 AM
Attachments: [image003.png](#)
[image004.png](#)
[BL725-24 BL701-106 Referral Request.pdf](#)
[BL725-24 BL701-106 Referral Response Form.docx](#)
[BL725-24 BL701-106 first Board Package.pdf](#)
[20231024_PID_007545070.kml](#)

Hello Denise,

ALC Staff have had a chance to review the referral request BL725-24/BL701-106. ALC Staff understand that the proposal is to change the zoning of three properties (PID: 007-545-070, PID: 007-545-118, and PID: 007-545-231) from Golf Course (GC) to Agriculture (AG).

As all three properties are either entirely within the ALR or have portions within the ALR and no golf course uses have been established on the properties, ALC Staff have no concerns about the proposed redesignation.

If you have any questions, please don't hesitate to contact me.

Sincerely,



Claire Buchanan, MRM (she/her)

Regional Planner - Okanagan | Agricultural Land Commission

201 – 4940 Canada Way, Burnaby, BC, V5G 4K6

T 236.468.2034

claire.buchanan@gov.bc.ca | www.alc.gov.bc.ca

If you are not the intended recipient of this e-mail and attachments please notify the sender by return e-mail and delete the e-mail and attachments immediately. This e-mail and attachments may be confidential and privileged. Confidentiality and privilege are not lost by this e-mail and attachments having been sent to the wrong person. Any use of this e-mail and attachments by an unintended recipient is prohibited.

From: eDAS@gov.bc.ca
To: [Planning Public Email address](#)
Subject: Applicant Notification - File #2023-05155 (Task Id: 25610818)
Date: November 15, 2023 1:35:11 PM

Date: 2023-Nov-15

Hello, The Ministry of Transportation Approval Application 2023-05155 is available for the next step and your action. You can access the file at <https://posse.th.gov.bc.ca/DAP/Default.aspx?PossePresentation=ApprovalApplication&PosseObjectId=25567054&PossePane=Tasks>

This application is beyond 800 m from a controlled access highway (Trans Canada Highway), and therefore Ministry endorsement is not required.

If you have any questions please feel free to contact me.

Sincerely,

Jake Lee
Assistant Development Technician
(778) 824-0109
Jake.Lee@gov.bc.ca

From: [Partridge, Erin FOR:EX](#)
To: [Karen Riopel](#)
Subject: RE: BL725-24/BL701-106 Referral Request
Date: November 1, 2023 2:32:29 PM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image011.png](#)
[image012.png](#)

Good afternoon,

Thank you for your archaeological information request regarding PID 007545070, LEGAL SUBDIVISION 9 OF SECTION 5 TOWNSHIP 23 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT: (1) PARCEL A (DD 121692F) ON PLAN B5870 (2) PARCEL B (DD 151603F) ON PLAN B6984 (3) PLAN H14991; PID 007545118, LEGAL SUBDIVISION 15 OF SECTION 5 TOWNSHIP 23 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT; and PID 007545231, LEGAL SUBDIVISION 16 OF SECTION 5 TOWNSHIP 23 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PART INCLUDED WITHIN LOT A SHOWN ON PLAN ATTACHED TO DD 228272F. Please review the screenshot of the properties below (outlined in yellow) and notify me immediately if it does not represent the properties listed in your information request.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject properties.

However, archaeological potential modelling for the area (shown as the brown areas in the screenshot below) indicates there is high to moderate potential for previously unidentified archaeological sites to exist on the property. Archaeological potential modelling is compiled using existing knowledge about archaeological sites, past indigenous land use, and environmental variables. Models are a tool to help predict the presence of archaeological sites and their results may be refined through further assessment.

Archaeology Branch Advice

If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned on the subject properties, a Provincial heritage permit is not required prior to commencement of those activities.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.

Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological sites.

Please notify all individuals involved in land-altering activities (e.g., owners, developers, equipment operators) that if archaeological material is encountered during development, they **must stop all activities immediately**

and contact the Archaeology Branch for direction at 250-953-3334.

If there are no plans for land-altering activities on the properties, no action needs to be taken at this time.

Rationale and Supplemental Information

- There is high to moderate potential for previously unidentified archaeological deposits to exist on the properties.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.
- If a permit is required, be advised that the permit application and issuance process takes approximately 15 to 35 weeks; the permit application process includes referral to First Nations and subsequent engagement.
- The Archaeology Branch must consider numerous factors (e.g., proposed activities and potential impacts to the archaeological site[s]) when determining whether to issue a permit and under what terms and conditions.
- The Archaeology Branch has the authority to require a person to obtain an archaeological impact assessment, at the person's expense, in certain circumstances, as set out in the *Heritage Conservation Act*.
- Occupying an existing dwelling or building without any land alteration does not require a Provincial heritage permit.

How to Find an Eligible Consulting Archaeologist

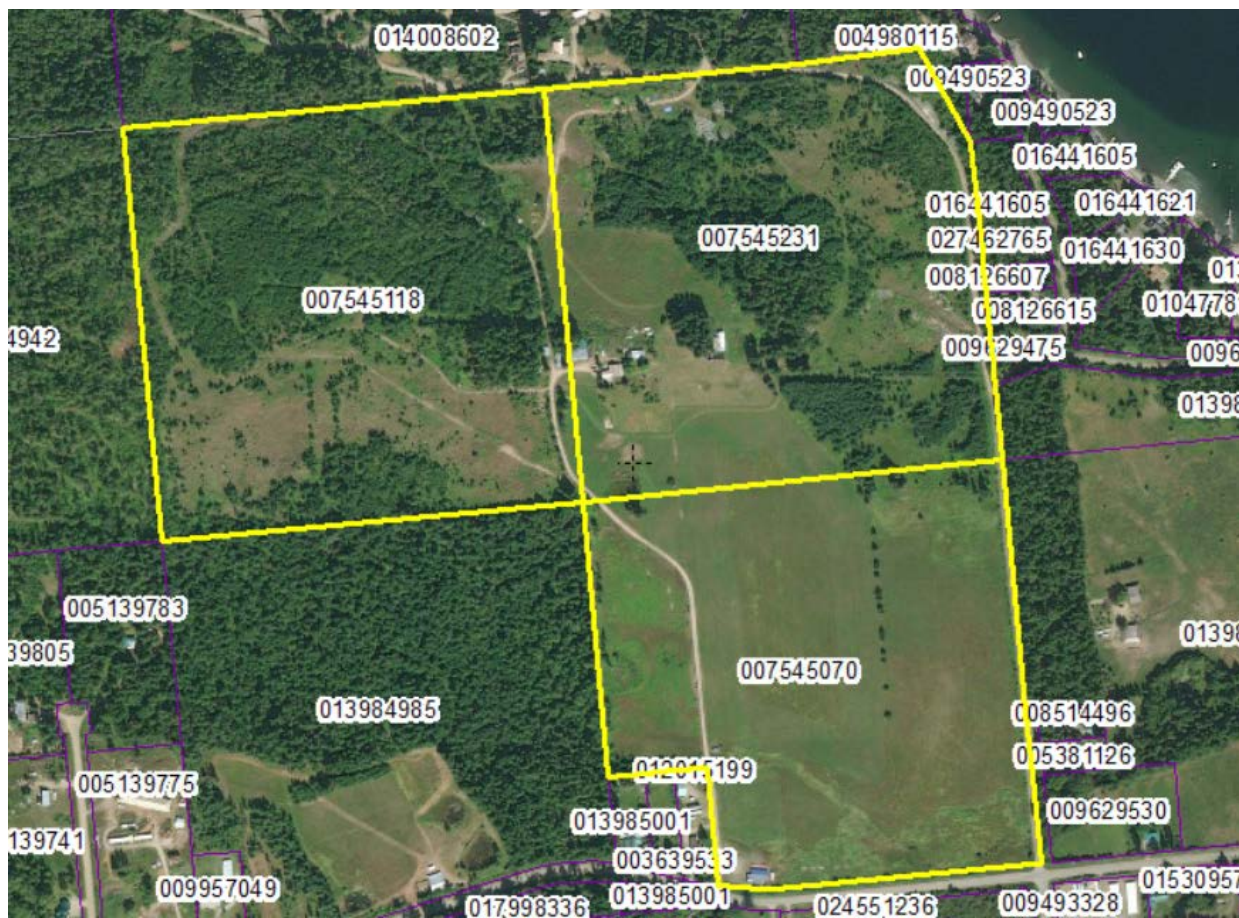
An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist's eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists are listed on the BC Association of Professional Archaeologists website (www.bcapa.ca) and in local directories. Please note, the Archaeology Branch cannot provide specific recommendations for consultants or cost estimates for archaeological assessments. Please contact an eligible consulting archaeologist to obtain a quote.

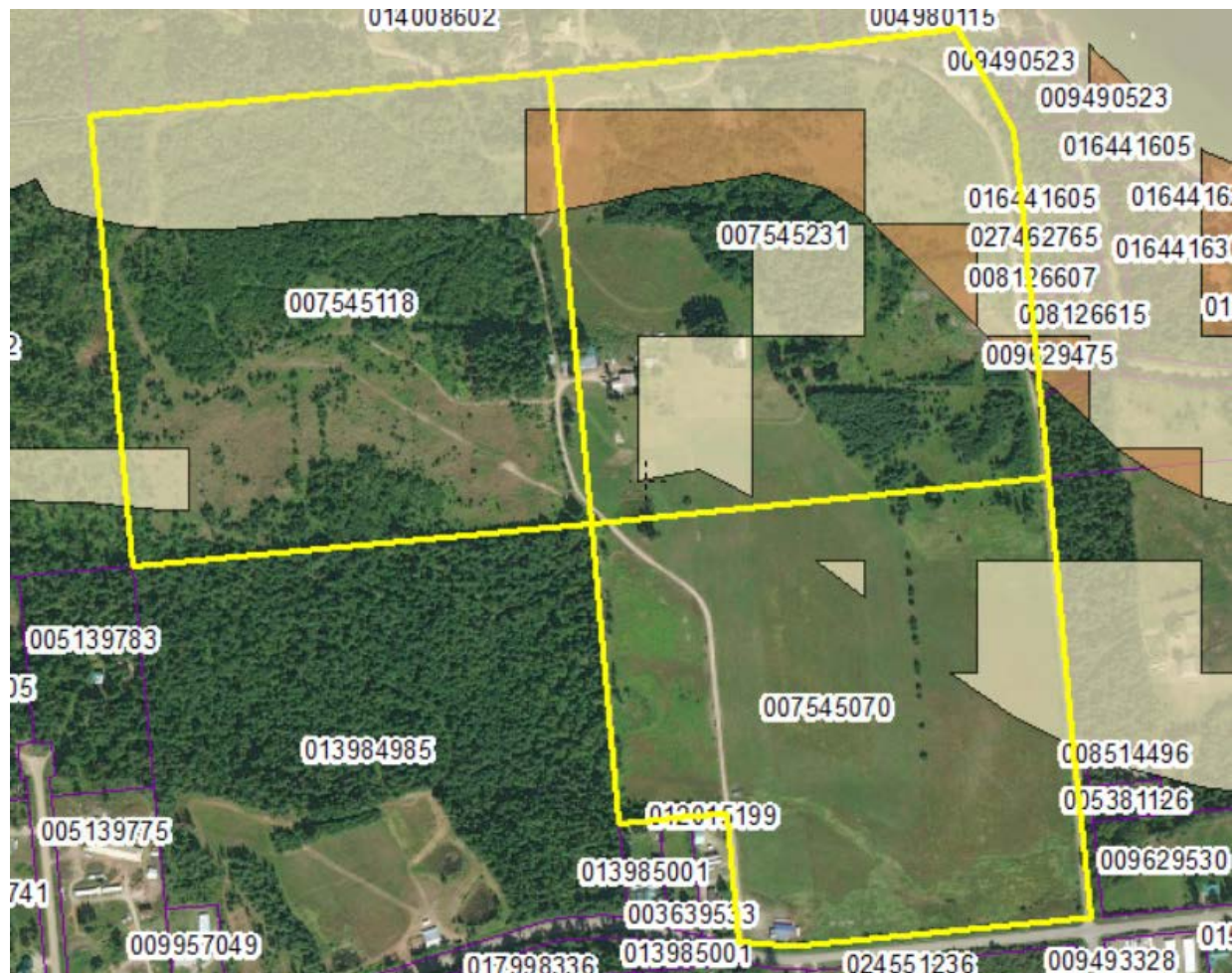
Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Warm regards,
Erin





Please note that subject lot boundaries (yellow) and areas of archaeological potential (brown = high potential, beige = moderate potential) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. Archaeological site boundaries may not be identical to actual site extent.



Erin Partridge (they/them)

Archaeological Information Specialist
| Inventory Archaeologist

Archaeology Branch
Ministry of Forests
Erin.Partridge@gov.bc.ca

From: Karen Riopel <KRiopel@csrd.bc.ca>

Sent: Thursday, October 26, 2023 11:40 AM

To: ALC Okanagan Land Use ALC:EX <ALC.Okanagan@gov.bc.ca>; Arch Data Request FOR:EX <ArchDataRequest@gov.bc.ca>; HBE@interiorhealth.ca; Jodi Pierce <JPierce@csrd.bc.ca>; Sheena Haines <SHaines@csrd.bc.ca>; Operations <Operations@csrd.bc.ca>; AGRIServiceBC AF:EX

From: [Denise Ackerman](#)
To: [Denise Ackerman](#)
Subject: FW: BL725-24/BL701-106 Referral Request
Date: November 22, 2023 11:30:50 AM
Attachments: [image011.png](#)
[image017.png](#)
[image018.png](#)

From: HBE [IH] <HBE@interiorhealth.ca>
Sent: Tuesday, November 21, 2023 10:52 AM
To: Denise Ackerman <DAckerman@csrd.bc.ca>
Subject: RE: BL725-24/BL701-106 Referral Request

Hi Denise,

We will not be providing any comments. Janelle Rimell reviewed it on Oct 27th and decided our interests are not affected.

For efficiency, we have been directed to only provide comments for referrals in which our interests are affected, and let the timeframe for comments run out for ones we that we don't have comments. I'm sorry about the confusion this causes.

Thanks for reaching out,

Anita Ely (she, her, hers)

Specialist Environmental Health Officer
 Healthy Community Development

Salmon Arm Health Centre
 851 16th St NE, Box 627, Salmon Arm, BC V1E 4N7
c: 250-253-3679
e: anita.ely@interiorhealth.ca
www.interiorhealth.ca



Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tsilhqot'in Nations where we live, learn, collaborate and work together.

The contents of this e-mail, including its attachments, are intended for the exclusive use of the recipient and may **contain** confidential or privileged information. If you are not the intended recipient and received this in error, you are notified that taking any action in reliance on the contents of this information is strictly prohibited. Please notify the sender by reply e-mail immediately and permanently delete this e-mail and its attachments, along with any copies thereof. Be advised that copies of your response to this email may be stored outside of Canada, not in the custody or control of Interior Health and subject to the laws of other countries.

From: Karen Riopel <KRIopel@csrd.bc.ca>
Sent: Thursday, October 26, 2023 11:40 AM
To: ALC Okanagan Land Use ALC:EX <ALC.Okanagan@gov.bc.ca>; Arch Data Request FOR:EX <Archdatarequest@gov.bc.ca>; HBE@interiorhealth.ca; Jodi Pierce <JPierce@csrd.bc.ca>; Sheena Haines <SHaines@csrd.bc.ca>; Operations <Operations@csrd.bc.ca>; 'agriservicebc@gov.bc.ca'

From: [Kwusen Support](#) on behalf of [NationsConnect](#)
To: [Karen Riopel](#)
Subject: NationsConnect: Feedback regarding PL2023000051 and PL2023000052
Date: November 15, 2023 10:54:16 AM

A new conversation has been started and you were indicated as a person to notify.

Subject: Feedback

Weytk,

Skwlax has no current objections to this change in designation, however, when the time comes for any subdivision or land altering activities, please ensure the proponent creates a Chance Find Procedure. A template is available here:

<https://portal.nrs.gov.bc.ca/documents/10184/0/ArchaeologicalChanceFindProcedure.pdf/b326b760-8cdd-259d-1ff1-dd124037af71>

Body:

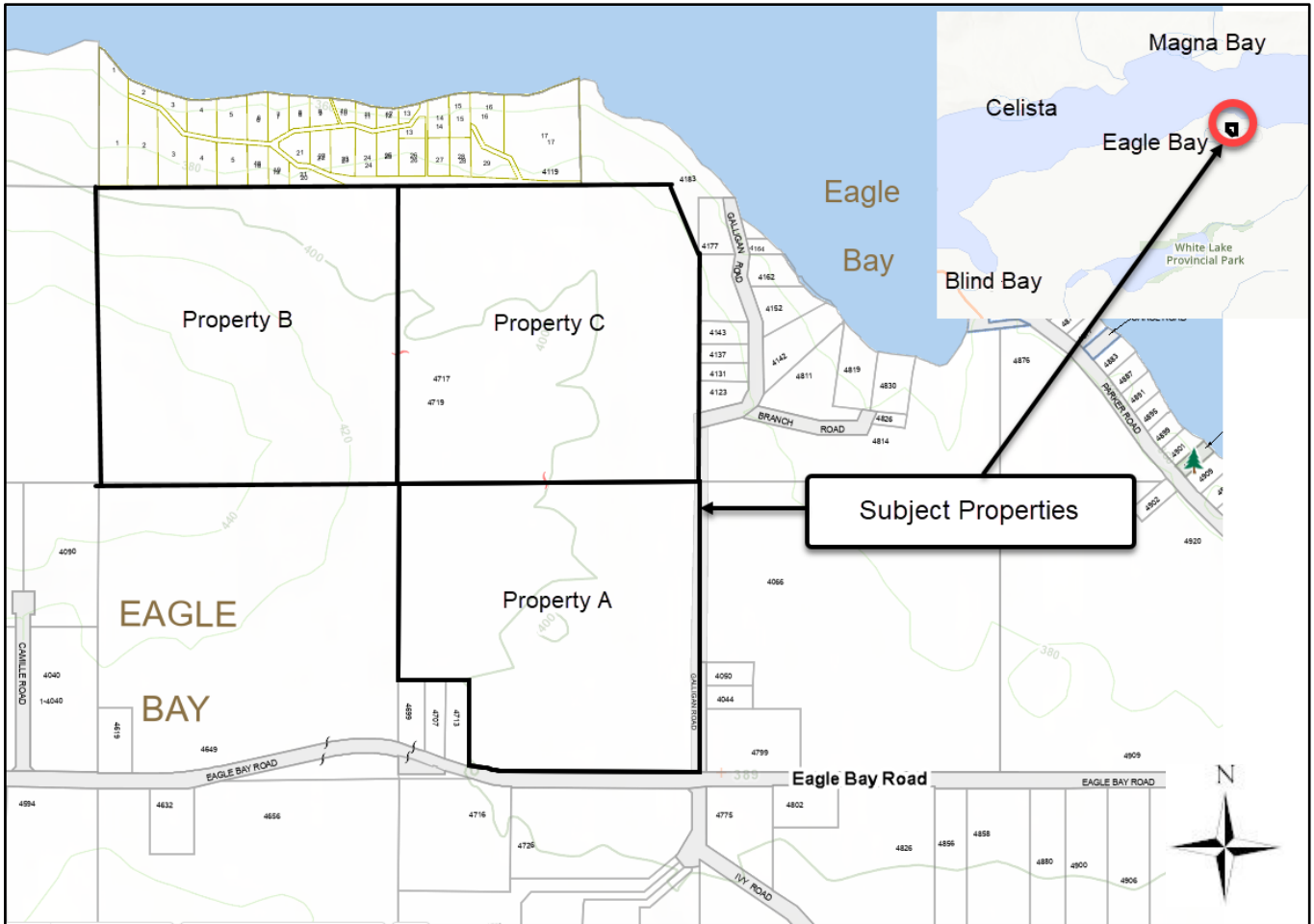
Skwlax recommends a PFR before any subdivisions or land altering activities proceed. Please send a new referral at that time. Please continue to keep Skwlax updated and share any related reports (environmental and cultural heritage) as they become available.

Kukstemc

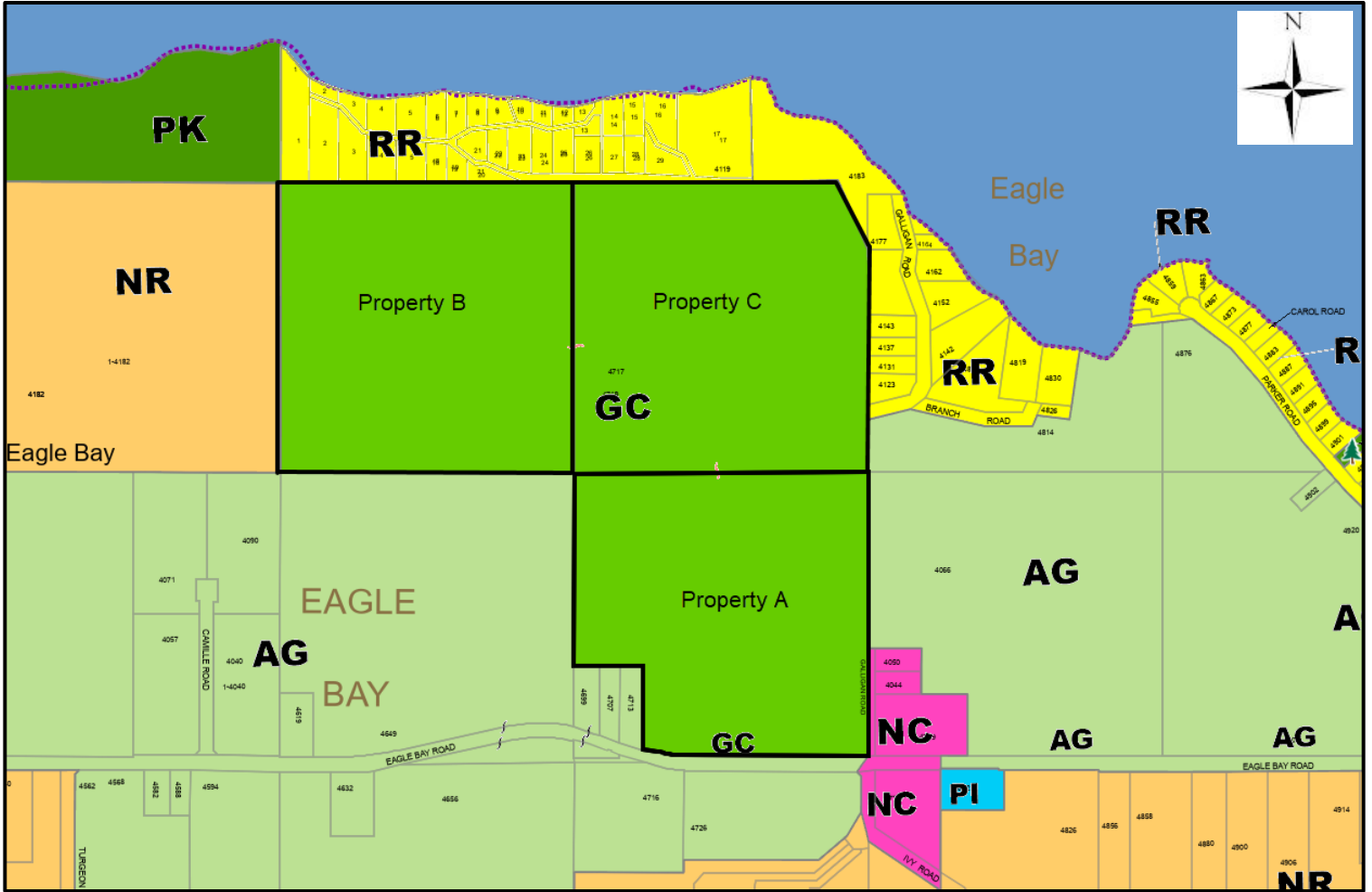
Celia Nord, Archaeologist

[View message and reply via NationsConnect](#)

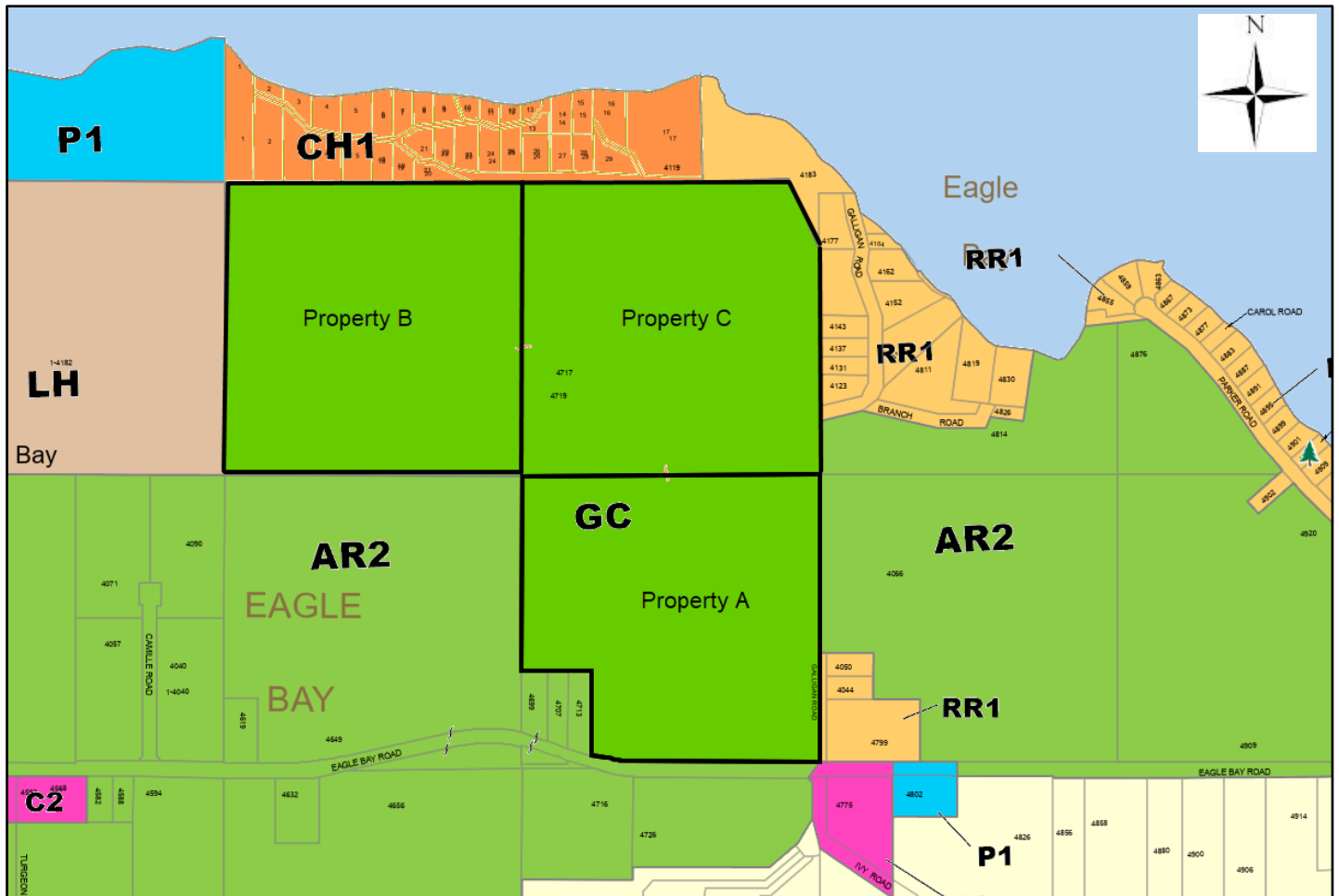
Location Map



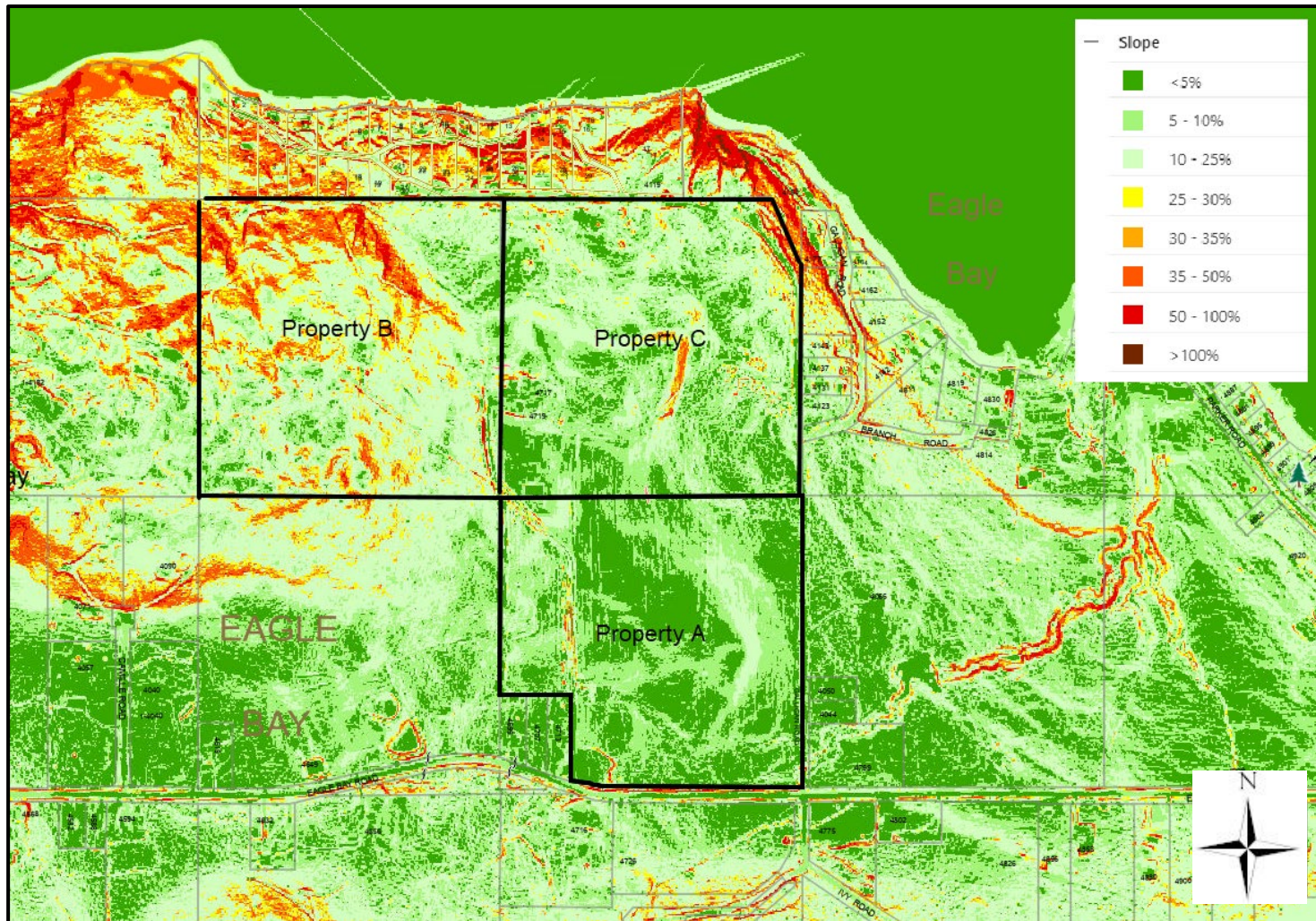
Electoral Area C Official Community Plan Bylaw No. 725



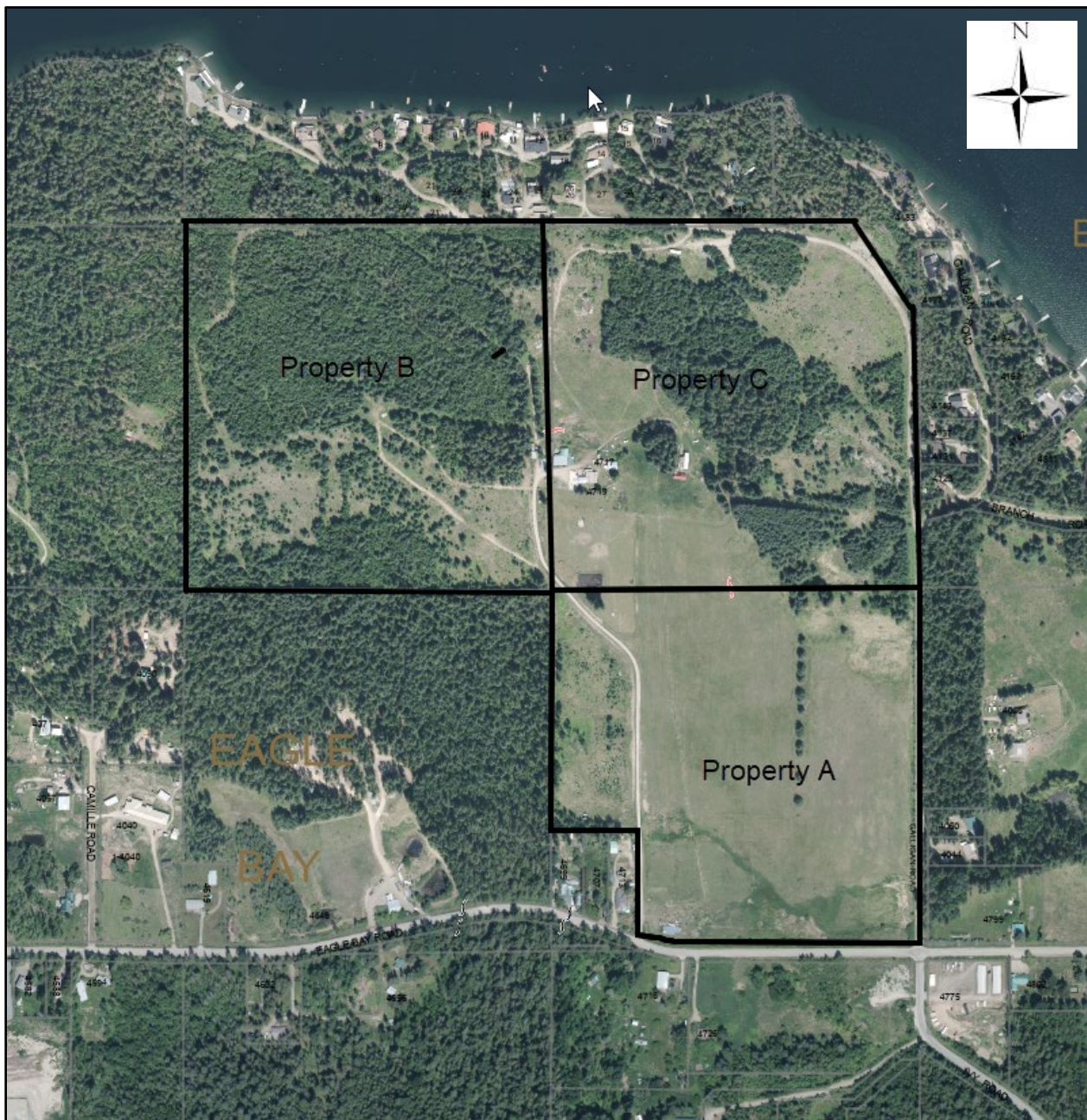
South Shuswap Zoning Bylaw No. 701



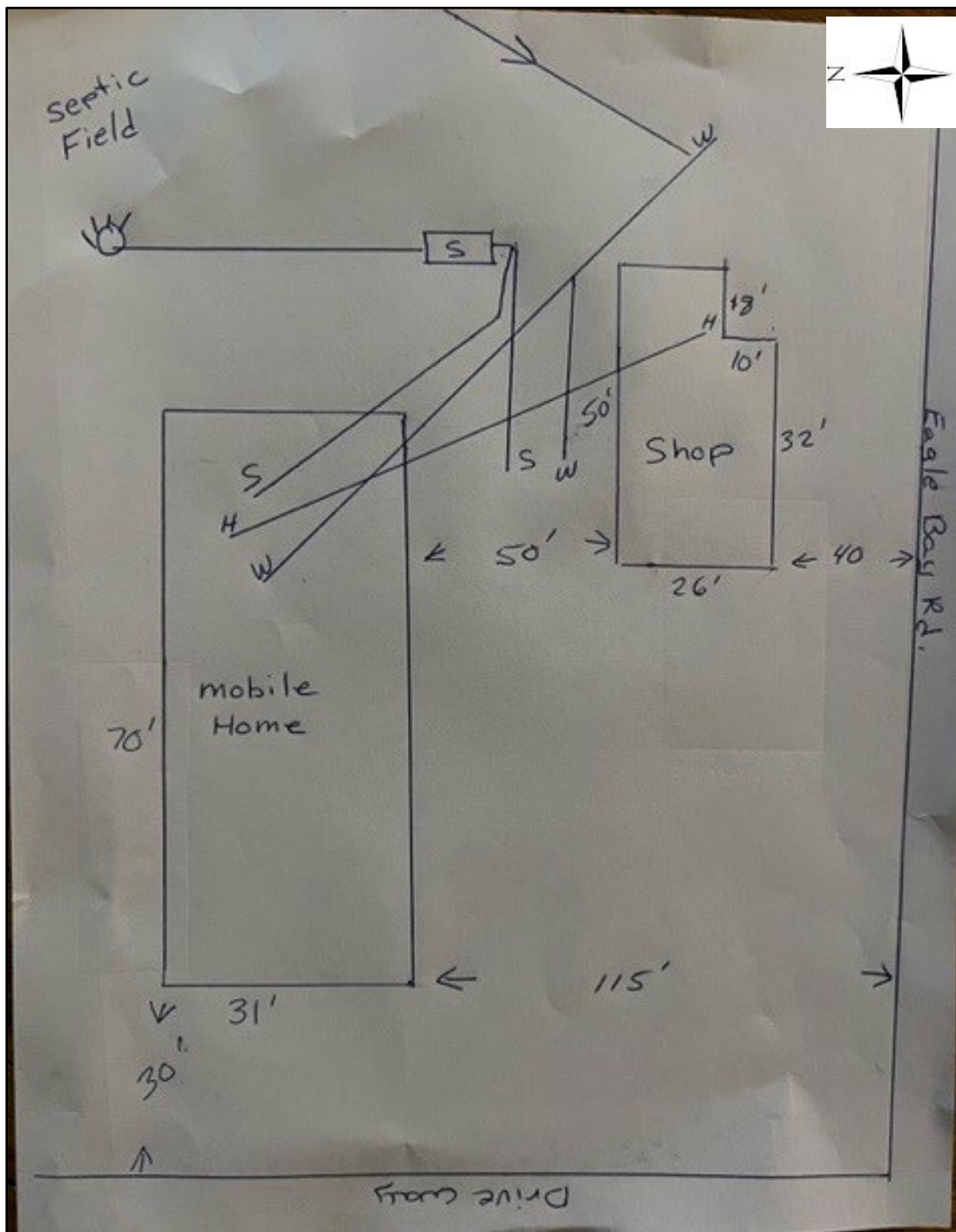
Slopes Mapping



2023 Ortho Photo



Site Plan



Site Photos



Old clubhouse/driving range building on Property A which will be converted to an accessory building to be used for storage/shop.



Property A looking northeast



Single family dwelling on Property C



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-102
DESCRIPTION:	Report from Ken Gobeil, Senior Planner, dated November 24, 2023 5193 Ivy Rd, Eagle Bay
RECOMMENDATION #1:	THAT: "South Shuswap Zoning Amendment Bylaw No. 701-102" be read a third time as amended this 8 th day of December 2023. <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>
RECOMMENDATION #2:	THAT: "South Shuswap Zoning Amendment Bylaw No. 701-102" be adopted this 8 th day of December 2023. <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>

SHORT SUMMARY:

The owners of 5193 Ivy Road are applying to amend the South Shuswap Zoning Bylaw No. 701 to permit a residential and commercial subdivision with a minimum lot size of 0.4 ha. The Board gave the gave first reading to South Shuswap Zoning Amendment Bylaw No, 701-102 (Bylaw No. 701-102) at their January 19, 2023, meeting.

In March 2023, the owner held a series of information meetings and revised their application to reduce the residential density and variety of commercial uses based on public feedback. The Board gave the amending bylaw second reading as amended at their August 17, 2023, meeting.

A public hearing was held on October 26, 2023. Based on feedback from the public hearing the owners have applied to revise the amending bylaw again to set a maximum limit of 35 residential lots (with a minimum size of 0.4 ha) that could be subdivided. The revised application is consistent with the Electoral Area C Official Community Plan and Local Government Act. It is now appropriate for the Board to consider the amending bylaw for third reading as amended and adoption.

BACKGROUND:

See Item No. 16.3 on [the January 19, 2023 Meeting Agenda](#) for the First Reading Board Report of Bylaw No. 701-102

See Item No. 17.2 of the [August 17, 2023 Meeting Agenda](#) for the Second Reading as Amended Board Report of Bylaw No. 701-102.

POLICY:

See [BL701-102 BL725 Excerpts](#) for relevant policies and regulations from the [Electoral Area C Official Community Plan Bylaw No. 725](#).

See [BL701-102 BL701 Excerpts](#) for excerpts of relevant policies and regulations from the [South Shuswap Zoning Bylaw No. 701](#).

FINANCIAL:

There are no financial implications with this application.

KEY ISSUES/CONCEPTS:

Updated Plan of Subdivision

The Board gave the amending bylaw second reading as amended and instructed staff to hold a public hearing at their August 17, 2023, meeting. On September 12, 2023, the owners submitted an updated plan of proposed subdivision. (see "BL701-102_Maps_Plans_Photos_2023-12-08.pdf" attached).

This revised plan of proposed subdivision includes 31 residential lots (29 residential lots ranging between 0.4 ha and 1 ha, and two large lots over 9 ha, a proposed linear park to be used as a trail connecting Ridge Rd to Shannon Beach Park, two lots for community sewer systems, and one commercial lot. The residential lots, park and community sewer system lots correspond with Development Area 1 and the commercial lot corresponds with Development Area 2 of the amending bylaw.

In previous subdivision concept plans presented at first reading and second reading as amended, there were over 60 residential lots proposed with all residential lots under 1 ha. However, this revised plan of proposed subdivision includes 31 residential lots with some lots over 1 ha.

The owners stated that following feedback they received from the public information meetings and following their technical review for servicing and road construction, they decided to only subdivide 29 residential lots with a minimum lot size of 0.4 ha and leave two large acreage properties. The owners noted there are no plans to further subdivide, and the two larger lots would be for the owners' personal use.

The proposed plan of subdivision is a technical document as part of the corresponding subdivision application. This plan of subdivision complies with the proposed amending bylaw considered at second reading as amended and at the Public Hearing. Therefore, staff included it in public hearing information package so that the public could have the most up to date information available in making their comments at the public hearing for the proposed zoning.

The changes in the plan of proposed subdivision plan comply with the amending zoning bylaw that received second reading as amended.

- All residential lots in Development Area 1 met or exceeded the minimum lot size, only the number of lots changed.
- There were no changes to the commercial lot (Development Area 2).

Public Participation

Residents and tenants in occupation of properties within 100m of the subject property received a written notification, notice of the hearing was posted on the CSRD website and social media, and notification of the hearing was advertised in the October 13, and October 20 editions of the Shuswap Market Newspaper.

Written Submissions and Comments

There were 23 written submissions were received prior to the close of the public hearing. The following is a summary of the concerns and comments from the submissions received:

- The public were primarily concerned with the impacts of additional residents and more density in the community.
- The public noted that Eagle Bay Road is not in good enough shape to serve the current community. The road is at full traffic capacity for the condition of the road and increasing traffic on Eagle Bay Rd will be dangerous to other vehicles and pedestrians.
- The existing beaches, parks and the boat launches are full or over capacity and, and any additional residents will worsen the issue.
- The potential negative impacts of sewer servicing to Shuswap Lake.
- The condition and capacity of the existing community water system.
- Subdividing or developing the property would negatively affect the wildlife that live on the property.
- The community does not feel there is adequate police, ambulance, or fire protection services available to serve additional residents.
- Eagle Bay Rd is the only road servicing the community and the logging roads that connect Eagle Bay and White Lake is not sufficient in the event of a wildfire that could block access through Eagle Bay Rd.
- A request was made for the developer to provide road access to an adjacent property to the east.
- A concern was raised from an adjacent property owner that a previous subdivision altered the natural drainage, and they requested that the current property owner address their drainage concerns.
- The potential variety of commercial development for the property is not appropriate for the community.
- Concerns with the possibility of short-term rentals.
- The portion of lands for a proposed trail connecting residents to Shannon Beach Park is not suitable for a trail.
- One comment supported the application and noted that all properties in Eagle Bay should be connected to a community water system and have the same zoning as proposed in this application.
- A comment was submitted outlining an online petition they created in February 2023 with 303 signatures in opposition of the proposed bylaw amendment prepared at First Reading. The reasons for opposition are largely based on the potential density.

While petitions are important, online petitions can attract signatories from people who are unaffected by the petition. From the 303 signatories submitted with this petition approximately 37% of the signatories identified as residents of Electoral Areas C, F, G or the City of Salmon Arm.

See "BL701-102_Written_Submissions_Redacted.pdf" for complete copies of all written submissions with personal information redacted.

Public Hearing

The CSRD held a public hearing (via Zoom and in person) at the Eagle Bay Hall at 6:30 PM on October 26, 2023, with 68 participants (58 in person and 10 via Zoom).

The following is a summary of the concerns received in the comments made during the hearing:

- Increasing residents in the community.
- Confusion of what is currently permitted and what would be permitted in the amending bylaws.
- Traffic, the condition, and capacity of Eagle Bay Rd.

- The condition of the existing water system.
- Fire, police, and ambulance services in the community.
- Potential commercial development.
- Drainage.
- Questions on technical details of a development.
- Potential increases to taxation.
- Comments both in favour and opposed to tiny homes.
- Questions whether the two large residential lots would not be left as large lots or could be future stages of residential development.
- Commenters also noted that the public would be supportive of the bylaw amendment if future subdivision was limited to the same number of lots that are currently permitted on the subject property.

A copy of the minutes with personal information redacted is attached to this report (see "BL701-102_Public_Hearing_Minutes_2023-10-26_Redacted.pdf").

Proposed Revisions to No. 701-102

In the version of the amending bylaw that received second reading as amended (and which was discussed at the public hearing), there was no total maximum number of lots that could be subdivided in Development Area 1. The total number of lots was limited by servicing requirements, physical development site constraints, and any requirements from recommendations of technical reports required by development permits.

After the public hearing the owners met with staff to discuss the public's concerns and how they could be addressed. The owners reconfirmed that the plan of 31 residential lots as shown on the September 12, 2023 plan with 31 residential lots is their full development plans for the subject property and requested that the amending bylaws be revised to include a maximum number of lots permitted in Development Area 1 to ease the public's concerns regarding the future potential density.

Staff determined that a maximum of 35 lots to be subdivided would be appropriate for Development Area 1; this would include residential lots and lots for utilities (community water systems and community sewer systems). Park dedication, road rights of way, or common access roads would not be included in this total number of lots as they are properties for a specific purpose that could not be used and developed in any other way than their intended use, these types of properties could not be used for residential development.

Although the September 12 proposed plan of subdivision only includes 33 lots (31 residential lots and two lots for a community sewer system) in Development Area 1 staff have included extra lots to accommodate any minor revisions to the subdivision plan, such as the need for an additional lot for utilities, or one more residential lot.

Staff have also included minor administrative revisions to provide clarity. These revisions do not alter the intended uses of the amending bylaw. All revisions are described below:

Revisions to Development Area 1

- The maximum number of lots created in Development Area 1 is 35 lots (for residential and utilities but excluding park and roads).
- Staff revised the servicing requirements to clarify servicing as a condition of lot size (whereas it was a separate regulation in previous versions). A comparison between the previous reading and the revision is below:

	COLUMN I MATTER TO BE REGULATED	COLUMN II REGULATIONS
Regulations at second reading as amended	Minimum parcel size created by subdivision:	<ul style="list-style-type: none"> • 4,000 m²
	servicing	<ul style="list-style-type: none"> • Community Sewer System • Community Water System
Revisions proposed for third reading as amended and adoption	Minimum parcel size created by subdivision: <ul style="list-style-type: none"> • where a parcel is served by a community water system and a community sewer system • in all other cases 	<ul style="list-style-type: none"> • 4000 m² • 1 ha

- This clarifies that lots over 1 ha do not require connection to community water or community sewer services.
- Staff have re-ordered the list of permitted uses in Development Area 1 from alphabetical to the uses most associated with the zone. This format is consistent with other zones in the South Shuswap Zoning Bylaw. The list of permitted uses in the revised order is below:
 - single family dwelling
 - secondary dwelling unit
 - accessory use
 - home business
 - bed and breakfast
 - community water system
 - community sewer system
- Community Water and Community Sewer systems have been added to the list of permitted uses in Development Area 1.
 - This revision clarifies that a sewage disposal can be the principal use on a private property where community sewer disposal fields were previously presented as accessory uses to larger residential lots in the previous subdivision concept plans.

Revisions to Development Area 2

- The servicing requirements for lots created by subdivision in Development Area 2 has been revised to have the same wording and formatting as Development Area 1.
- The term 'accessory use' has been added as a permitted use in Development Area 2.
 - This would permit accessory buildings such as storage sheds.
 - An accessory building could not be constructed until a principal use already established.

The owners have reviewed and support the proposed revisions to the amending bylaw.

Revising Amending Bylaws after a hearing

Public Hearings are regulated under the Local Government Act, specifically Sections 464 to 470. As per Section 470 of the Local Government Act, after a public hearing the Board can revise an amending bylaw provided revisions do not:

- Alter the use.
- Increase the density.
- Decrease density without the owners' consent.

These proposed revisions are consistent with Section 470 of the Local Government Act because no new uses are proposed, and the residential density is decreasing with the owners' consent.

Analysis

The submissions and verbal comments made at the public hearing have been summarized by staff and include:

1. Density
2. Traffic and Carrying capacity of Eagle Bay Rd
3. Alternative Access to Eagle Bay
4. Water Servicing
5. Sewer Servicing
6. Short term rentals
7. Potential Commercial Development
8. Park Dedication
9. Fencing and Access to Adjacent Properties
10. Drainage
11. Wildlife and Ecosystems
12. Tiny Homes
13. Taxation

1. Density

Under the current zoning (RR1 Rural Residential 4000m²), the minimum lot size for subdivision is 1 ha. Approximately 40 lots could be subdivided with each lot permitted a single-family dwelling and a cottage under the current zoning.

The majority of comments from written submissions and the public hearing were not opposed to the uses proposed in the amending bylaw, but rather concerned with the potential impacts that the higher density would have in the community. The public felt that a new zone that could permit 60 plus residential lots was too much for the community.

The owners have listened to the public input at the hearing and have proposed to revise the amending bylaw to set a limit of 35 lots as the maximum number of lots that can be created in Development Area 1. This includes residential lots and lots for utilities.

Reducing the number of potential lots from 60 to a maximum of 35 total lots addresses the following concerns included in the written submissions and verbal comments made at the public hearing:

- Fewer potential new residents which could affect the character of the community.
- Fewer potential vehicles on Eagle Bay Rd.
- Fewer users of beaches and parks and boat launches.
- Lesser demands on fire, ambulance, and police services.
- Fewer sewer systems on the subject property.
- Fewer water users.

2. Traffic and carrying capacity of roads:

Roads in the CSRD are regulated by the Ministry of Transportation and Infrastructure (MOTI), this includes road carrying capacity (trips per day), road designs, and establishing speed limits or approving access permits. The CSRD is not part of the review or approval of road access permits.

After first reading, staff submitted a referral to MOTI. However, MOTI did not comment on the condition of Eagle Bay Rd. Staff note that the Provincial Approving Officer (PAO) for subdivision is a function of MOTI, and technical details on potential impacts of additional vehicle traffic is part of their subdivision review.

3. Alternatives Access to Eagle Bay Rd

Several comments noted that Eagle Bay Rd is the only paved road access for Eagle Bay and people were concerned that there is no alternative emergency access route if the road is ever blocked.

Additional access to Eagle Bay was not mentioned in MOTI's response to the referral for this bylaw amendment.

Staff submitted the bylaw amendment referral to the Emergency Services Department after first reading. However, the response did not mention alternative access routes to Eagle Bay. After the public hearing, planning staff spoke to Emergency Services staff about these comments. CSRD Emergency Services staff are aware of an alternative access route through forest service roads for Eagle Bay residents to exit via White Lake or Sunnybrae if needed.

Emergency Services staff also noted that if a Local State of Emergency is declared, the CSRD has the authority to use forest service roads, open locked gates where access is blocked, or upgrade forests service roads.

Staff further note that through the 2023 wildfire response in Electoral Area F it was confirmed that regular vehicles are capable of navigating forest service roads and that barging vehicles and supplies is effective.

4. Water Servicing

One comment regarding the proposed amending bylaw noted that there is not enough water to support future development. The owners have provided technical documentation confirming that the Eagle Ridge Water System has capacity to serve the existing users of that system, and a subdivision on the subject property. Details on the condition of the water system and professional reports are discussed in more detail in the [August 17, 2023 Board Report](#).

When the amending bylaw was presented to the Board in January 2023 for first reading, the owners noted that they intend to utilize the Eagle Ridge Water System to serve a subdivision on the subject property. This is a privately owned system and is not maintained by the CSRD. After the bylaw was given first reading:

- The owners engaged Kala Geosciences to review the yield of the water system. It was noted that there are multiple wells drilled which are not all online and there is capacity for the flow to meet the servicing demands for the existing service with a potential subdivision of the subject property.
- In March 2023, Interior Health issued a letter to the owner of the water system (Eagle Ridge Investments) noting that the water system did not meet legislative requirements.
- In May 2023, the owners of the subject property bought the Eagle Ridge Water System from Eagle Ridge Investments and started taking steps to bring the water system into compliance.

The technical details of the community water system will be reviewed as part of the subdivision application. Before a subdivision can be given final approval, the community water system must comply with provincial regulations.

5. Sewer Servicing

Some comments noted concern with the cumulative impact of septic systems. The owners have submitted technical documentation which confirms the subject property can be subdivided and be adequately served by cluster style community sewer systems. Details on the sewer servicing and professional reports are discussed in more detail in the [August 17 Board Report](#)

At the time of first reading, the applicant requested that residential lots utilize independent on-site sewer systems. This was not supported by staff and following first reading, the owners changed their application and confirmed that residential lots under 1 ha would be served by community sewer systems. A community system in Zoning Bylaw No. 701 is required to service a minimum of five lots.

The owner engaged Kala Geosciences to review the property and provide information on sewer system considerations to serve the proposed subdivision. Kala Geosciences Ltd noted that a single community system or a series of cluster systems would be capable of serving a subdivision on the property, and that cluster systems are more favourable to one large community sewer system. Lots over 1 ha could utilize an independent on-site sewer system. The servicing is consistent with the Electoral Area C Official Community Plan, and Liquid Waste Management Plan.

The technical details of each system will be reviewed as part of the subdivision application. Before a subdivision can be given final approval, the applicant must confirm each community sewer system has been constructed to provincial requirements.

Staff further note that as part of a future building permit and plumbing permit application for a new dwelling, a property owner is required to confirm there is capacity in the sewer system for the proposed construction.

6. Short Term Rentals

Some comments noted a concern that future residential development would end up being used as short-term rentals such as Air BnB and that future houses would not be used for full time residents.

Short term rentals are a form of commercial lodging in South Shuswap Zoning Bylaw 701 (commercial use of buildings for temporary accommodation) and not a permitted use in Development Area 1. Development Area 1 is only intended to provide long-term housing in both the primary single-family dwelling and the secondary dwelling unit.

Recently, the provincial government has enacted the Short-Term Rental Accommodations Act to ensure that short term rental units that are intended for long term housing and are not used as short-term rentals. This includes establishing a provincial role in registration and enforcement of short-term rentals and providing local governments with stronger tools to enforce their bylaws regarding illegal short-term rentals.

Commercial lodging is permitted in Development Area 2. The owners have indicated that Development Area 2 would be primarily for commercial lodging in rental cabins.

7. Potential Commercial Development

Some people at the public hearing were concerned with the variety of potential commercial uses on the subject property.

At first reading, Development Area 2 was a mixed-use area with commercial, higher density residential, recreational, and utility uses in approximately 8.9 ha. Following first reading, the owners decided to remove the higher density residential uses and most commercial uses. Development Area 2 was reduced to approximately 2.8 ha. The commercial uses were limited to commercial lodging and recreation facilities (such as basketball courts, swimming pools etc.).

The new list of permitted uses in Development Area 2 was given second reading as amended on August 17, 2023. This new list reduces the potential variety of commercial uses more than what is currently permitted in the C5 Zone as show in the table below:

Current Permitted Uses (C5 Zone)	Proposed Permitted Uses - CDC 7 Zone (DA2)
<ol style="list-style-type: none"> 1. commercial lodging; 2. restaurant; 3. outdoor recreation facility; 4. indoor recreation facility; 5. campground; 6. convenience store; 7. bakery; 8. post office; 9. gasoline/vehicle fuel sales; 10. craft and gift shop; 11. personal service establishment; 12. neighbourhood pub; 13. gallery or studio (but not including television, music or radio studios); 14. police station; 15. ambulance station; 16. accessory upper floor dwelling units with or without sewer; 17. single family dwelling for caretaker of property; 18. accessory use. 	<ol style="list-style-type: none"> 1. commercial lodging; 2. community water system; 3. community sewer system; 4. indoor recreation facility; 5. outdoor recreation facility; 6. public assembly facility; 7. public recreation facility; 8. accessory use.

At the public hearing staff explained that the potential variety of commercial uses in Development Area 2 that was given second reading as amended is more restrictive than what is currently permitted in the Commercial C5 Zone.

8. Park Dedication

The owners' initial application included a community park and a public trail to connect residents in the Eagle Ridge Country Estates neighbourhood with Shannon Beach Park. The CSRD Parks Department noted in its referral response that the area is sufficiently served by local parks and that a trail for pedestrian connectivity is preferred. The trail corridor could be a dedicated park.

The owners have proposed to locate a trail through the middle of the property to connect the neighborhood to Shannon Beach Park. The owners' engineer has submitted a preliminary trail design for the Parks Department to review and the owners have volunteered to assist with building the trail. The CSRD has sole discretion on which lands are selected for park dedication, and the proposed trail design is currently under review.

The owners have also stated that if the area required for a trail is not satisfactory a park land, they are willing to work with the CSRD Parks Department and provide a statutory right of way for the trail.

9. Fencing and Access to Adjacent Properties

Adjacent property owners noted a concern with potential impacts of new development on their property. Specifically, maintaining access and potential trespassing by future residents.

Access (roads and/or trails) to properties is a technical requirement that is reviewed by the CSRD and MOTI during subdivision review. CSRD mapping indicates that all surrounding properties have road access and do not require access through the subject property. Additional access is a civil issue and property owners negotiate additional access without the CSRD's involvement.

The CSRD subdivision servicing and zoning bylaws do not include a requirement for property owners to provide fencing. Issues of civil trespass and/or damage to private property are civil in nature and the responsibility of property owners.

10. Drainage

Some comments noted concerns that drainage may be altered and damage neighbouring properties. The provincial approving officer for subdivision (with MOTI) considers drainage during their subdivision review.

The Lands Branch of the Ministry of Forests also noted in their bylaw referral response that permits will be required for works in and about the stream, this is a separate process than the Riparian Area Protection Regulation and is noted in the [August 17 2023 Board Report](#).

11. Wildlife and Ecosystems

Concerns were raised that any development on the subject property could impact the wildlife and ecosystems. The public comments were specifically concerned with any potential impacts to the stream that runs through the subject property. The Provincial Riparian Areas Protection Regulation (RAPR) regulates all lands within 30 m of the stream to protect the natural environment, eco-systems, and biological diversity. A Riparian Areas Protection Regulation development permit must be issued prior to final approval of a subdivision. More details of the development permits are in the [January 19, 2023 Board Report](#).

12. Tiny Homes

The discussion regarding tiny homes was related to their classification under the BC Building Code. All buildings constructed on the subject property must meet the BC Building Code.

13. Taxation

Comments noted that the proposed development would cost existing taxpayers more money because of a proposed trail connecting residents to Shannon Beach Park and utility costs.

While park maintenance is a CSRD service funded by taxes, it is an overall benefit to the community.

Staff note that the community water and community sewer systems are privately owned and therefore not funded through the CSRD.

Changes to Provincial Legislation

On November 3, 2023, the provincial government introduced changes to legislation intended to address the provincial housing shortage. These changes affect all local governments (including the CSRD) and include:

- All local governments are required to amend zoning bylaws to permit a secondary dwelling unit on all properties that are zoned for single family dwellings.
- Public hearings are prohibited for zoning amendments for residential development that is consistent with an official community plan.

The amending bylaw is consistent with the Official Community Plan and provincial changes to the Local Government Act as Development Area 1 includes secondary dwelling units as a permitted use.

Eagle Bay (and the subject property) are in a Secondary Settlement Area designation in the Official Community Plan. Secondary Settlement Areas are identified communities that are best suited for residential development and local commercial development. Eagle Bay (including the subject property) is designated Neighbourhood Residential (NR), the maximum density permitted is one unit per 0.2 ha if serviced by a community sewer system and community water system. The proposed 35 single family residential lots with secondary dwelling units on the 44 ha portion of the subject property is consistent with the total density permitted in the Official Community Plan.

SUMMARY:

Staff support third reading as amended and adoption of Bylaw No. 701-102 for the following reasons:

- The amending bylaw and development are consistent with the Electoral Area C Official Community Plan.
 - The subject property is in a Secondary Settlement Area.
 - The proposed density is consistent with the Neighbourhood Residential designation.
- The revisions are based on public feedback and are consistent with the Official Community Plan.
- The revision to establish a maximum of 35 total lots with a minimum lot size of 4,000 m² to be subdivided from Development Area 1 will address the concerns raised regarding density that were concerned with the potential of 60 or more new residential lots.
 - No more lots could be subdivided than what is permitted under the current Rural Residential 4000 m² RR1 Zone in the South Shuswap Zoning Bylaw.
- The revisions to Bylaw No. 701-102 made after the Public Hearing are consistent with Section 470 of the Local Government Act.
- Community water and community sewer systems for lots under 1 ha and independent on-site water and wastewater systems for lots over 1 ha are supported in the official community plan, subdivision servicing bylaw and liquid waste management plan.
- The applicant has provided sufficient information to confirm that the proposed development can be adequately served by community water and community sewer systems.
 - The specific technical details will be addressed as part of the subdivision review and approval process.
- The subdivision and residential development proposed in this bylaw amendment is supported in the Area C Housing Needs Assessment.
- This application is consistent with the provincial government direction for local governments to support new residential development and authorize secondary dwelling units on residential properties.

IMPLEMENTATION:

If the Board agrees with the staff recommendation, and the amending bylaws are given third reading as amended, and adopted, staff will continue to work with the owners on their subdivision application, including reviewing the water and sewer servicing, as well as park land dedication.

COMMUNICATIONS:

See, [Agency and First Nation Referral Responses](#) for comments received from referral agencies and First Nations;

See, [Public Meeting Summary](#) for notes from the Public Information meetings held by the owners.

See "BL701-102_Public_Submissions_Redacted.pdf" attached for submissions from the public regarding the proposed bylaw.

See "BL701-102_Public_Hearing_Notes_2023-10-26_Redacted.pdf" attached for notes from the October 26, 2023, public hearing.

The hearing was chaired by Director Gibbons and attended by three CSRD staff to assist in the hearing and to facilitate public participation. There was 68 members of the public attending (58 in person and ten participating via Zoom).

DESIRED OUTCOMES:

That the Board endorse the 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.*

Report Approval Details

Document Title:	2023_12_08_Board_DS_BL701-102_Third_Amended_Adopt.docx
Attachments:	- BL701-102_Third_Amended_Adopt.pdf - BL701-102_Public_Submissions_Redacted.pdf - BL701-102_Hearing_Notes_2023-10-26_Not_Signed_Redacted.pdf - BL701-102_Maps_Plans_Photos_2023-12-08.pdf
Final Approval Date:	Nov 29, 2023

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



Corey Paiement



Gerald Christie



Derek Sutherland

No Signature found

Ben Van Nostrand



Jennifer Sham

A handwritten signature in black ink, appearing to read 'John MacLean', with a long horizontal stroke extending to the right.

John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

SOUTH SHUSWAP ZONING AMENDMENT BYLAW NO. 701-102

A bylaw to amend the "South Shuswap Zoning Bylaw No. 701"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 701;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 701;

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

1. "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:

A. TEXT AMENDMENT

Schedule A, Zoning Bylaw Text, is hereby amended by:

- i. TABLE OF CONTENTS is hereby amended by adding a new section "CDC 7 – Comprehensive Development Zone 7";
- ii. SECTION 1 DEFINITIONS is amended by adding, in alphabetical order, the term 'secondary dwelling unit'

SECONDARY DWELLING UNIT means an additional, self-contained, dwelling unit that is accessory and subordinate to the single family dwelling on a parcel. Secondary dwelling units may be attached to the single family dwelling, or in a separate building.

- iii. Schedule A, Zoning Bylaw Text, is further amended by adding a new section, Section 38, as follows:

"CDC 7 Comprehensive Development 7 Zone

Section 38

Purpose

The purpose of the CDC 7 zone is to provide for a unique zone allowing for a mix of commercial and residential development.

Development Area 1

38.1 Permitted Uses

The following uses and no others are permitted in the CDC 7 Development Area 1:

1. single family dwelling
2. secondary dwelling unit
3. accessory use.
4. home business;
5. bed and breakfast;
6. community water system

7. community sewer system

38.2 Regulations

On an area zoned CDC 7 Development Area 1, there shall be no use and no building or structure constructed, located, or altered which contravenes the regulations established in the table below in which Column I sets out the matter to be regulated and Column II sets out the regulations:

COLUMN I MATTER TO BE REGULATED	COLUMN II REGULATIONS
.1 Minimum Parcel Size created by Subdivision: <ul style="list-style-type: none"> • where a parcel is served by a community water system and a community sewer system • in all other cases 	<ul style="list-style-type: none"> • 4000 m² • 1 ha
.2 Maximum density per parcel	<ul style="list-style-type: none"> • 1 single family dwelling; and • 1 secondary dwelling unit
.3 Maximum number of lots permitted in Development Area 1	35
.4 Maximum Parcel Coverage	35%
.5 Maximum height for: <ol style="list-style-type: none"> a) Single family dwelling b) Accessory buildings containing a secondary dwelling unit c) Accessory buildings (in all other cases) 	10 m 10 m 8.5 m
.6 Minimum setback from: <ol style="list-style-type: none"> a) Front parcel line: b) Rear parcel line c) Exterior side parcel line d) Interior side parcel line 	5 m 2.5 m 5 m 2.5 m
.7 Secondary dwelling unit	1 attached or detached Secondary dwelling unit
.8 Accessory Building Size <ul style="list-style-type: none"> • Accessory buildings containing a secondary dwelling unit • All other Accessory buildings and structures 	<ul style="list-style-type: none"> • 250 m² (2690.98 ft²) • 150 m² (1614.59 ft²)

Development Area 2

38.3 Permitted Uses

The following uses and no others are permitted in the CDC 7 Development Area 2:

1. commercial lodging;
2. community water system
3. community sewer system
4. indoor recreation facility;
5. outdoor recreation facility;
6. public assembly facility;
7. public recreation facility;
8. accessory use.

38.4 Regulations

On an area zoned CDC 7 Development Area 2, there shall be no use and no building or structure constructed, located, or altered which contravenes the regulations established in the table below in which Column I sets out the matter to be regulated and Column II sets out the regulations:

COLUMN I MATTER TO BE REGULATED	COLUMN II REGULATIONS
.1 Minimum Parcel Size created by Subdivision: a) where a parcel is served by a community water system and a community sewer system b) in all other cases	<ul style="list-style-type: none"> • 4000 m² • 1 ha
.2 Maximum Parcel Coverage	50%
.3 Maximum height:	11.5 m
.4 Minimum setback from: a) Front parcel line: b) Rear parcel line c) Exterior side parcel line d) Interior side parcel line	<ul style="list-style-type: none"> 5 m 2.5 m 5 m 2.5 m

<p>.5 Minimum Screening and buffering:</p> <ul style="list-style-type: none"> • Outdoor Storage • Camp and campgrounds • Community water system; community sewer system; or public utility facilities or buildings which produce noise or odours • Community sewer system dispersal fields 	<p>2 m tall solid fence or wall</p> <p>2 m tall solid fence or wall; and 3 m wide vegetation buffer along property lines adjacent to a residential property.</p> <ul style="list-style-type: none"> • 1 m wide vegetation buffer at least 1 m tall along property lines fronting a road. • 2 m tall solid fence or wall; and 3 m wide vegetation buffer along property lines adjacent to a residential property. <p>1 m wide vegetation buffer at least 1 m tall along property lines fronting a road or residential property line.</p>
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B. MAP AMENDMENT

1. Schedule C, Zoning Maps, which forms part of the "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:

- i) Rezoning portions of the southwest $\frac{1}{4}$ of section 3 township 23 range 9 west of the 6th meridian Kamloops division yale district excluding plans KAP59248 and KAP62671, from RR1 - Rural Residential (0.4ha); and P1 Public and Institutional to CDC 7 Zone Development Area 1; and
- ii) Rezoning portions southwest $\frac{1}{4}$ of section 3 township 23 range 9 west of the 6th meridian Kamloops division yale district excluding plans KAP59248 and KAP62671 from RR1 Rural Residential (0.4ha); C5 Tourist Commercial; and P1 Public and Institutional to CDC 7 Development Area 2;

which is more particularly shown outlined in bold on Schedule 1 attached hereto.

2. This bylaw may be cited as "South Shuswap Zoning Amendment Bylaw No. 701-102."

READ a first time this 19th day of January, 2023.

READ a second time as amended time this 17th day of August, 2023.

PUBLIC HEARING held this 26th day of October, 2023.

READ a third time as amended this _____ day of _____, 2023.

ADOPTED this _____ day of _____, 2023.

CORPORATE OFFICER

CHAIR

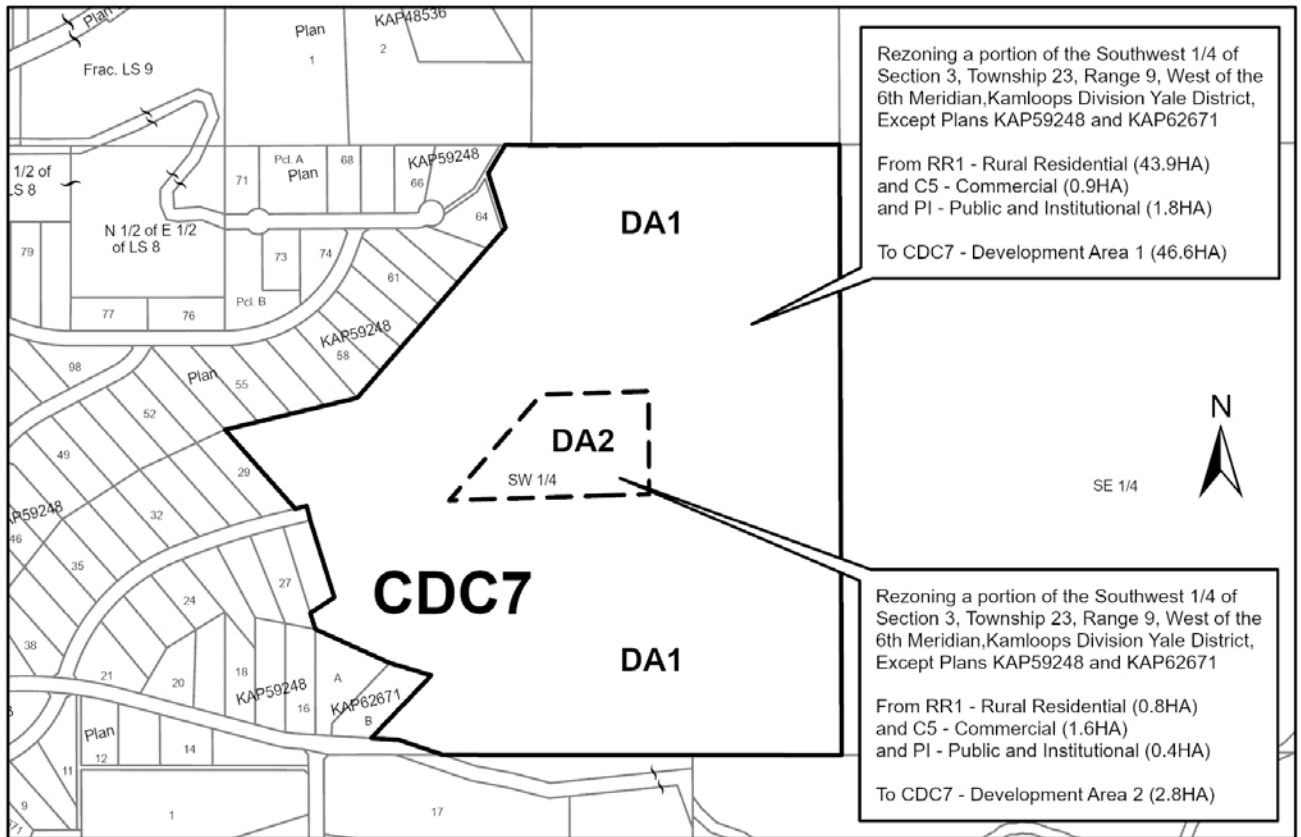
CERTIFIED a true copy of Bylaw No. 701-102
as read a third time.

CERTIFIED a true copy of Bylaw No. 701-102
as adopted.

Corporate Officer

Corporate Officer

Schedule 1 South Shuswap Zoning Amendment Bylaw No. 701-102



██████ and ██████ ██████
██████ Roncastle Road
Blind Bay, BC, V0E 1H1

**The Columbia Shuswap Regional District
Planning Department**

October 25, 2023

Dear Sir,

Public Hearing Submission – BL701-102 – Eagle Bay Development

We refer to the above referenced planning application, for which a public hearing is scheduled for the evening of October 26th at the Eagle Bay Hall.

We would like to register our strong objection to this proposed development for the following reasons.

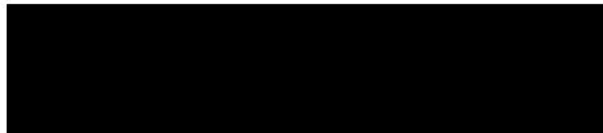
1. The development will result in dramatically increased traffic volumes from Blind Bay along Eagle Bay road. This road is already hazardous, especially in the summer months when the additional vacation and construction traffic make it very dangerous, especially for foot or biking activities. Most traffic significantly exceeds the posted speed limits and with the many twists and turns visibility is always restricted further reducing safety. This road simply cannot tolerate increased traffic.
2. The development is very remote from fire, ambulance and police services. Increasing the demand on these services will further reduce their ability to respond in a timely manner.
3. This summer's fire activity has highlighted the urgent need for emergency escape routes. The only current escape route for Eagle Bay is the forest dirt road from the top of Ivy through to White Lake. However, in the event of a fire this road, which is at times impassable to normal traffic, will most likely also be fully involved and threatened by the fire. There is simply no viable fire escape route.
4. Apart from one small grocery store in Eagle Bay, there are no stores or commercial facilities to service this development except for those at Blind Bay. This will again increase traffic significantly along Eagle Bay Road.
5. The increased population will lead to dramatically increased use of the very few public beach access points in the area. The present public beaches simply cannot handle the increased activity and the increased demand for parking and boat dockage/mooring.
6. We are already seeing significant adverse impacts on the local wildlife and their habitat. This development will further increase that impact.
7. Water supplies are already threatened by low lake levels and drought conditions, there is little room to service the increased demand for water.
8. Similarly, this development will result in a huge increase in pollutant loads leaching into the Shuswap lake from associated septic fields or wastewater treatment plants. This in turn threatens Shuswap Lake with the development of eutrophic conditions as a result of reduced

dissolved oxygen concentrations, increases in phosphorus, nitrate and other nutrient loads and consequently leading to increased toxic algal bloom activity close to public beach areas.


9. Many of these homes will be empty throughout the winter creating more opportunities for break-ins, robbery and a rise in local crime activity.

We trust that you will respect the views of the vast majority of the local residents and refuse this development. The area simply cannot handle increase development.

Regards



 and  

 Roncastle Road, Blind Bay, BC V0E 1H1

October 22, 2023

Mr. Ken Gobeil,
Senior Planner
plan@csrd.bc.ca

RE: Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701- 102

Thank you for bringing this matter to the attention of the community and for ensuring that this proposal be subject to a robust public consultation process.

We reside at [REDACTED] Ridge Road and our property [REDACTED] to the new proposed development by FLR. We have lived there seasonally since 2007 and more regularly since our [REDACTED] in 2013.

We understand that some of the recent proposals introduced by FLR currently exist within the original Eagle Ridge Country Estates development in their 1994 submission. Our concerns with the new proposed changes stem from the introduction of a planned commercial development and, consequently, its impact on the following areas:

Traffic flow:

- Traffic patterns would increase on Eagle Bay Road and Ivy Road, but most significantly on Ridge Road which is currently in need of attention and maintenance, especially during the winter months.
- Although the address of the proposed development is listed as 5193 Ivy Road, there is currently **no access** to the development property from Ivy Road. The only access road is Ridge Road.
- There needs to be serious-minded considerations given to the addition of throughfares for the development due to the huge influx of property residents as well as public users. Additional access and egress roadways would accommodate not only the increased traffic flow, but would also ensure greater safety and security of all residents in the event of emergencies or evacuations. In the current proposal residents would be restricted by a single dead-end roadway.

*** This concern is reflected in the CSRD Operations Management Function "Emergency Management". However, the comment reads **that it would be preferable not a requirement**. It needs to be seriously considered as a requirement given the increase in traffic flow with the proposed commercial uses and additional residential population.*

***The traffic concern is also noted in the Development Proposal Executive Summary No.5 "Increase access points in and out of the proposed development".*

- Water services:
 - The proposed plan to connect to the existing water service is being reviewed and that is welcome news. The current thirty-year-old service originally designed for 200 homes is currently stressed at times in providing service to the 90 or so homes in the existing Eagle Ridge Country Estates. Water pressure issues, intermittent disruption of the water delivery system and upkeep of an aging system pose growing concerns. Adding more users to the system would require not only substantial improvements and upgrades, but also a detailed and thorough impact study.
 - A review of the existing community fire suppression system (fire hydrants) is vital. With the addition of multiple dwellings and an increase in population, the system must ensure adequate water pressure and a water reserve for fire fighting.

*** This concern is reflected in the CSRD Operations Management Function “Utilities”. It is encouraging to see that the system will require CPCN approval along with that of Interior Health Authority.*

*** The water concern is also noted in the Development Proposal Executive Summary. No.3 Mitigate risk regarding water accessibility. No.7 Ensure the proposed lots do not negatively impact the fire department. However, there is no mention of meeting the requirements of an existing aging water system (which FLR has recently purchased) or any mention of meeting CSRD or Interior Health agency requirement for water services.*

(Note: Since FLR has taken over the ownership and operation of the existing water system in May, there has been an improved attention to service, operations maintenance and communication to users.)
- Septic System
 - Given the proposed introduction of single-family dwellings and commercial buildings, the sewage system needs careful study and assurance that it meets with provincial and CSRD standards.

*** This concern is reflected in the CSRD Operations Management Function “Solid Waste and Recycling”.*

*** The wastewater concern is also noted in the Development Proposal Executive Summary. No.4 Provide clarity around wastewater. This requires further action and commitment on the part of the developer and agreement to meet the requirements of CSRD and other governing bodies.*
- Commercial Use
 - The concern with regard to the commercial development stems from the introduction of a commercial space into a residential rural area.

- The commercial component will add to the concerns listed above (traffic, water, wastewater management etc.)
- The proposed short-term campground and amenities equates to a use similar to an Airbnb / Vrbo situation with an increased demand on infrastructure, traffic, noise, and park amenities (e.g., Shannon Beach) especially in the summer months when the area is already at maximum usage for services.

***This concern is NOT reflected in the CSRD Operations Management Function. The only reference is to the "Park and Community Service" which is silent on the commercial aspects of the development.*

*** The commercial aspect of the proposal is referenced in the Development Proposal Executive Summary. No2. Limits commercial usage that aligns with the current community's values and provide possible employment opportunities.*

We applaud your efforts in providing opportunities for input and in ensuring CSRD regulations are met. We also understand that CSRD covers an immense geographic area and overseeing all the details necessary for a development such as this is challenging for staff. Moreover, it is vital that the reports and analysis of traffic, water, septic, etc. are being carried out by third party companies and individuals independent of the developer.

Thank you for the opportunity to provide our thoughts and concerns. We would appreciate viewing additional information and reports as they unfold with regards to this application.

Regards,

██████████ and ██████████ ██████████

██████████ Ridge Road

Eagle Bay

██

cc.

Mr. Marty Gibbons
 CSRD Area C Director
 250-463-1484
mgibbons@csrd.bc.ca

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Public Hearing submission BL 701-102
Date: October 22, 2023 7:30:55 PM

To Whom it may concern:

I am opposed to development of this size without the proper infrastructure in place. Blind Bay road and Eagle Bay road were not designed and are not managed to have this kind of traffic from TCH through to said development. The traffic around Blind Bay Store and Finz Marina, Camp ground and boat launch is at maximum capacity in the Summer months. Developments of this size are not suited for our roadway, our water ways, or pedestrian traffic. This belongs in the city where these are all in place and the builders are taxed accordingly by the city. There are no tax implications for the builders to contribute to our community infrastructure. Being that it is rural the tax goes to a fund that is divided

amongst all rural communities in B.C. The most populated areas seeing the benefits first.

Safety is another concern. Having seen first hand from the fires this Summer the safety concern of just having one way in or out. It should be

mandatory to have two methods of access to property.

Perhaps a road through White Lake should be considered as a good alternative.

In closing this development does not belong in a rural setting such as Eagle Bay but very much belongs in a city planning department not the CSRD.

Regards,

[REDACTED]
Sent from my iPhone

From: [REDACTED] or [REDACTED]
To: [Planning Public Email address](#)
Subject: Public Hearing Submission -BL701-102
Date: October 22, 2023 6:58:37 PM

[REDACTED]
[REDACTED] Eagle Bay Road
Eagle Bay , Bc
VOE 1T0

Concerns:

Extra burden on the one road Eagle Bay Road, road is in horrible condition year round.

The road is inadequately maintained and cannot withstand more vehicles without a proper resurfacing and paved shoulders. The road edges are incredibly sharp, and there is no room for error we need paved shoulders.

Extra traffic and congestion on the road from contractors and bigger vehicles such as cement trucks, and building suppliers.

Posted speed limits are not adhered to as so many are inattentive looking at their phones.

We never see police doing any patrols we do hear of more crime and fear more people more crime.

Safety of pedestrians and bicyclists

Burden on the Eagle Bay fire department and emergency responders

When there is an emergency which could be as simple as a vehicular accident, storm damage, fires etc there is only one road in and out.

We pick up our mail at the bottom of Ivy road where there is not a safe place to turn around at the best of times.

Sent from my iPad

From: [Information Requests](#)
To: [Planning Public Email address](#)
Subject: FW: Proposed development in Eagle Bay up and off of Ivy Road.
Date: October 24, 2023 8:19:54 AM

Leanne Gullins
Receptionist
Corporate Administration
Columbia Shuswap Regional District

From: [REDACTED] <[REDACTED]>
Sent: Monday, October 23, 2023 5:35 PM
To: Information Requests <info@csrd.bc.ca>
Subject: Proposed development in Eagle Bay up and off of Ivy Road.

I own property immediately below the proposed development and share a property line with Shannon Beach Park on the west side. I am vehemently opposed to this proposal for two main reasons. The pressure it will put on the park as residents seek access to the lake and the potential for runoff across my property including effluent from any sewage treatment facility. I am at [REDACTED] Eagle Bay road. I will be willing to file a class action law suit and advertise that to the rest of the community for them to join should this proposal be approved. Respectfully [REDACTED]

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Public Hearing Submission - BL701-102
Date: October 25, 2023 8:49:33 PM

Good day,

This email is to oppose the development on Ivy Road. I do not believe that this development would be beneficial to the area in any way. I do not believe that the environmental, wildlife, community and infrastructure impacts have been properly and thoroughly evaluated. These also have not been provided to the public. The increase of traffic to Eagle Bay Road will be significant, however a Road Impact Study has not been completed or released to the public. This development will also put further strain on the already struggling water infrastructure.

There has also not been any proposal on any infrastructure upgrades to public beaches, parking for said beaches, sufficient boat launches to accommodate the size of this development to where it does not significantly affect the current residents. The developer has not shown any interest to accommodate any of the above concerns.

Thank you for your consideration in this matter. Regards,
[REDACTED] and [REDACTED]

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Bylaw amendment meeting Oct. 26
Date: October 26, 2023 7:56:27 PM

[REDACTED]
[REDACTED] Sunset drive

I am expressing my concerns with regards to the impact of this development on the existing area of the eagle bay community and more specifically the Ivy road development. My concern for the water systems that is already in existence and now owned by the developer are already inadequate for the current residents. How will current residents be served in the way of water supply improvements?

I have not heard any communication for compensation for the wildlife who live on the land . These animals have suffered great loss of habitat as a result of ongoing wildfires and there is evidence in the area already of wildlife crowding. The number of sightings of this wild life seems to have increased in the past 2 years.

I have additional concerns for the need for emergency services including fire fighting, paramedics, and policing. This is already a service that I believe has a difficult time meeting the needs of the community.

Finally, the volume of traffic on a narrow high use single way in road system. How is the province making a proper assessment in order to ensure safe passage and at whose expense will any improvement land on?

Kind regards
[REDACTED]

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: public hearing submission BL701-102
Date: October 22, 2023 7:03:12 PM

Hi,my name is [REDACTED] I own [REDACTED] cameron rd.I think spot zoning this property is not right.I think the whole hillside (cameron and ivy)should be zoned the same 1acre minimum.The water should also be run up cameron and down ivy.thanks [REDACTED]

To whom it may concern,

Myself, [REDACTED] and [REDACTED], [REDACTED] of [REDACTED] Ivy Rd., are opposed to spot-zoning to allow for two residences per 0.4h lot in the new development by FLR Developers. I choose the term 'spot zoning' because its defining characteristics are the application of zoning to a specific parcel of land, within a larger zoned area, that is at odds with current zoning restrictions and benefits to the particular property owner to the detriment of others in the area. Doubling the density of the proposed subdivision does not align with the rural atmosphere of the rest of Eagle Bay Country Estates (EBCE) and the surrounding neighborhood and is not in the best interest of the natural environment, including the lake itself.

Human density and development are known to have a negative impact on freshwater bodies including Shuswap Lake. Studies have shown that land development causes increased storm water runoff leading to erosion and ecological damage on lakeshores. Any increase in human density increases pollution to the lake water and throws the eco-system off balance, causing things like blue-green algae blooms. Limiting the number of houses in this subdivision will directly impact the health of Shuswap Lake.

We are opposed to any short-term cabin rentals, campground or tiny homes in the center of our neighborhood. Originally Eagle Bay Country Estates was clearly designed for permanent and seasonal residents, not transient visitors and tourists. Although the original development did include a Commercial area, it was planned to be facilities to be used by the residents of Eagle Bay Country Estates, such as a racquetball court. This is the neighborhood that the current residents (112 immediate properties) chose when we bought here.

I was very concerned initially as it didn't seem that the developer was taking into consideration protecting the Riparian Zones located on their property. Its troubling that FLR developments initially had no plans to respect the riparian zones and potentially were unaware that they even existed. This means a minimum 30m setback around the high water marks on the two creeks that run though this property, at least one of which, that runs out of Herman Lake. Herman Lake is a sensitive and valuable ecosystem for many species but most notably the fireflies, which can't be found anywhere else in BC. It should be protected and respected as such. I see in the developers amended plan an expanded P1 zoning in the southeast corner, which I assumed is situated around the more prominent creek. I am glad to see this, but still concerned to read mention of the future plan for a swimming pool in the Southeast corner that would increase traffic, pedestrians and pool chemical runoff into the riparian zone. I hope that a thorough evaluation of potential Riparian zones is done by a third party prior to development.

Another concern that I know is shared by others is the use of the ERCE community well as water source. As stated in the letter from the previous owners of the water system, it was determined to be able to serve the 300 homes, even though the developer only projected 250 lots in their plan. Wisely, they chose not to push the system to the limits of its capacity. There are currently only 112 original parcels developed by that developer and the proposed subdivision could potentially add another 100 parcels, each with the potential to have two full homes. That will far exceed the ability of this water system to meet demand, and doesn't even take into account the additional parcel of land that would have been Phase 3 of EBCE or any demand required by the commercial portion of the development, swimming pools, campground and waste treatment (should that be approved).

This water system was designed in the nineties when the climate unpredictability and frequent droughts were not yet a reality. This summer a number of our neighbors with private wells here in Eagle Bay

struggled due to low water levels through the summer. Some with shallow wells had to resort to hauling water from Salmon Arm. This summer for the first time, those of us serviced by the EBCE water system were asked by [REDACTED] new owner of our water system and President of FLR developments, to limit our water usage. This is a sure sign that the system will be heavily taxed to serve hundreds of additional homes. Given the predicted prevalence of forest fires in the future, pushing the limits of our only water source, the source that feeds our fire hydrants, and risking running it dry, does not seem wise.

The EBCE Schedule of Buildings Conditions and Restrictions also states that "Only selective thinning of trees is permitted in areas not used for building site, road allowance and garden. In order to preserve the natural water shed, no clear-cutting is permitted." I hope that the developers will be held to this standard as well, not just in the residential lots but then entire property, including commercial areas. The negative outcome of removing forest for development is obvious, for instance in the Okanagan where land slides plague the new tree-less neighborhoods or in Chase where the highway development caused land slides that closed Highway 1. Limiting the new development to a maximum density of one house per 1 acre lot with help ensure some forested area remains once the development is complete.

Over the past few years we have witnessed exponential growth and development in Eagle Bay. More houses are popping up every month in our neighborhood as people realize what a gem it is. The rapid rate of development of already existing properties in this area should be taken into consideration when projecting and limiting future growth. Even without this additional development FLR, our neighborhood density will increase drastically over the next few years, and with it, the environmental impact on the natural habitat.

I hope you will take our concerns into consideration.

Sincerely,

[REDACTED] and [REDACTED]

X [REDACTED]

X [REDACTED]

From: [REDACTED]
To: [Planning Public Email address](#)
Cc: [Director Gibbons](#)
Subject: Ivy road development
Date: October 25, 2023 9:06:05 PM

I oppose the development on Ivy Road, as a resident of Eagle Bay the lack of infrastructure does not support the community as it stands without adding more occupancy. Eagle Bay Road is in major need of repair, the only boat launch at Whitehead Road is ridiculously inadequate in parking, there is zero room to turn around and one must back down the highway and on a corner in order to back down to launch. There are a total of 4 parking spaces for truck and trailer but usually taken by a single car. You must travel 20 km to a grocery store, EB Mercantile is very under stocked. Eagle bay cannot and should not handle the large amount of occupancy that this development will open up.

[REDACTED]
[REDACTED] Eagle Bay Road
Eagle Bay, BC

Sent from my iPhone

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Public Hearing Submission - BL701-102
Date: October 26, 2023 9:48:40 AM

Public Hearing Submission - BL701-102

After reviewing the *Public Hearing Information Package* for the South Shuswap Zoning Amendment Bylaw No. 70-102, we have the following comments:

1. We are adamantly against Secondary dwellings and multiple dwelling units in Development Area 1 and 2. Neither currently exists in the area, and nor do they belong. The only realistic uses of these types of units will be for short-term, seasonal use by non-locals, most likely in the form of some type of air b-n-b. These types of short-term rentals have proven to be disastrous for local communities all over the world and are a major driver of gentrification. We request that short-term rentals be specifically prohibited on the subject property.
2. Our property [REDACTED] the Shannon beach park on the [REDACTED] of the park. Despite an abundance of signage, trespassing from park goers is a frequent issue on our property. It is fair to assume that more people frequenting the park will increase the amount of trespass on our property. We therefore request that steps be taken to prevent trespass onto our property by anyone residing on the subject property. The likelihood of trespassing events will increase exponentially should short-term rentals be permitted on the subject property. It is also very difficult to envision how Shannon beach could possibly accommodate the number of dwellings/people as proposed due to its small size.
3. As noted in the conceptual proposal provided by Deiseil Design & Planning, there is a watercourse that follows the east boundary to the north on the subject property. The watercourse is described as “unnamed and appears to be seasonal, likely as spring runoff for a wetland located to the west of Herman Lake”. This watercourse was in fact created by the previous developer Eagle Ridge Country Estates by channeling literally all the drainage water from the development site into a single location. It is not hard to see this on a satellite map as the watercourse follows a near straight line with the property boundary.

The damage created by Eagle Ridge Country Estates (ERCE) from the new watercourse resulted in more than a dozen lawsuits by the residents on the downslope of the subject property. The watercourse is still there to this day and runs through the center of our property for approximately 500 meters. The watercourse has created a riparian area on our property that comprises roughly 7.5 acres (3 ha), or 11% of the entire property. That is 11% of our property that can no longer be used for building or wastewater development due to provincial regulation.

In addition to the watercourse created by ERCE, there was approximately \$70,000 worth of timber that was harvested off our property illegally by ERCE. ERCE was successfully sued over the matter, but the company went bankrupt before damages could be collected.

Despite all the permits and regulations in place, the developer of the subject property was still able to cause immense damage and suffer little recourse. We therefore insist that the CSRD invest the appropriate resources to ensure that all regulations and permits are strictly adhered to, primary via in-person inspection of the site at regular intervals. The fact that damages have occurred in the past, and the magnitude of the resulting wrongdoing, is evidence that all involved parties have failed catastrophically in their duties to ensure that the development plans are completed in a legally and responsible matter. We do not want a repeat incident.

If there is to be major development on the drainage and waste water system of the subject property, then we humbly request that they “take their creek back”.

Sincerely,

██████████
██████ Eagle Bay Road
Eagle Bay, BC

Public Hearing Submission

BL 701-102

CSRD

OCT 24 2023

RECEIVED

submitted by

[REDACTED]

[REDACTED]

Ivy Road

Eagle Bay B.C.

In conversation this week with Senior Planner, Ken Gobeil
I was told to submit to Beth Bahm MOTI File 2022-03555
Dev. Officer

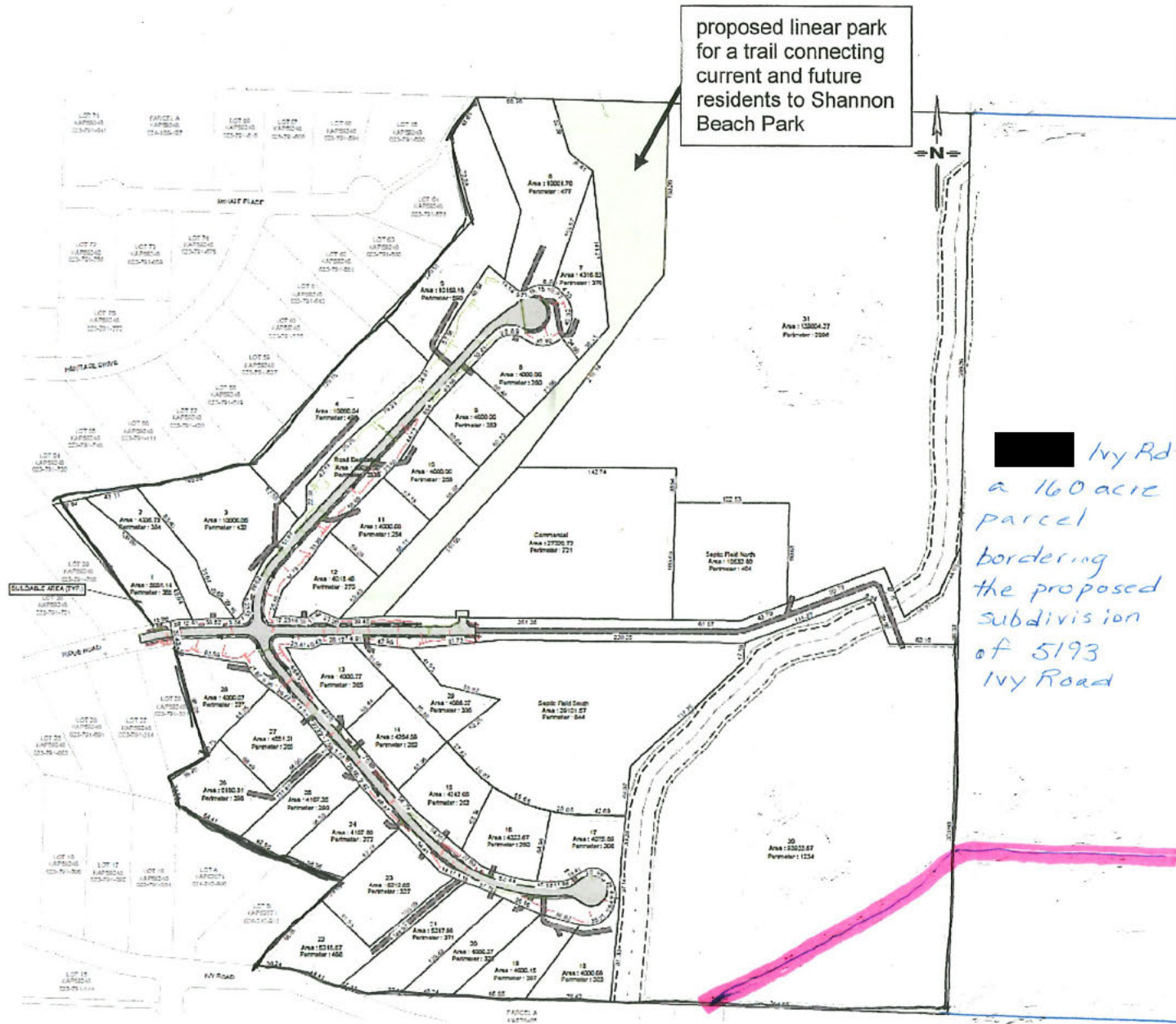
but CSRD notice gave the above information re: Public Hearing.

submitted by

[REDACTED]

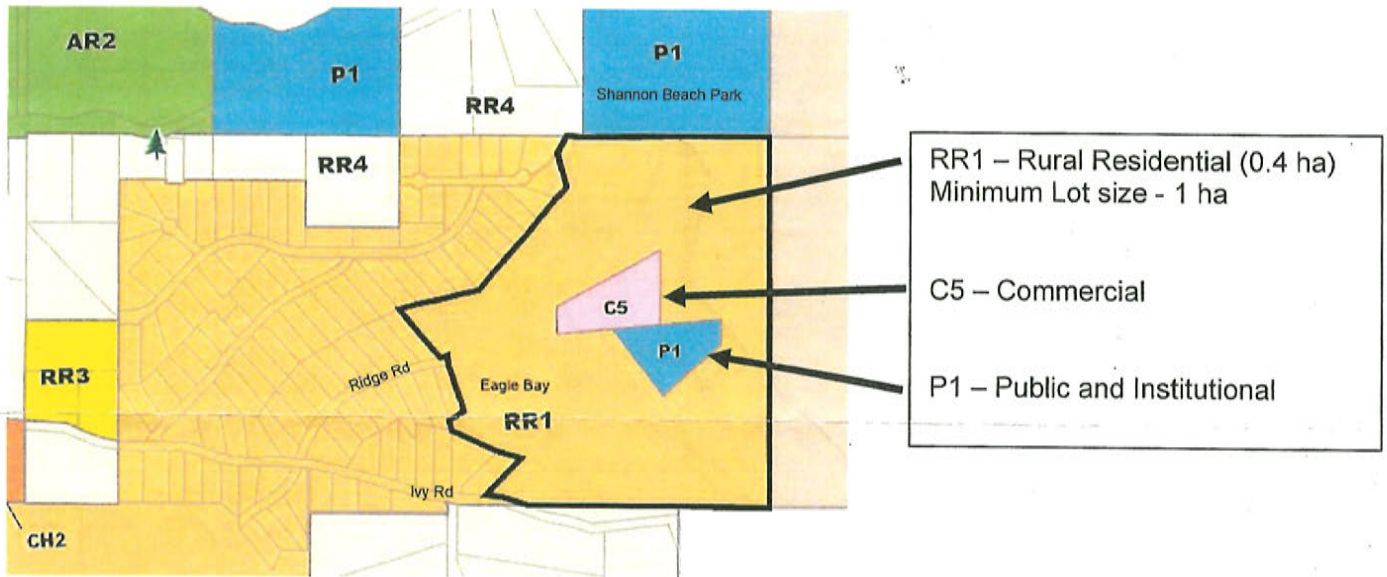
October 24, 2023

Subdivision Proposal – September 12, 2023

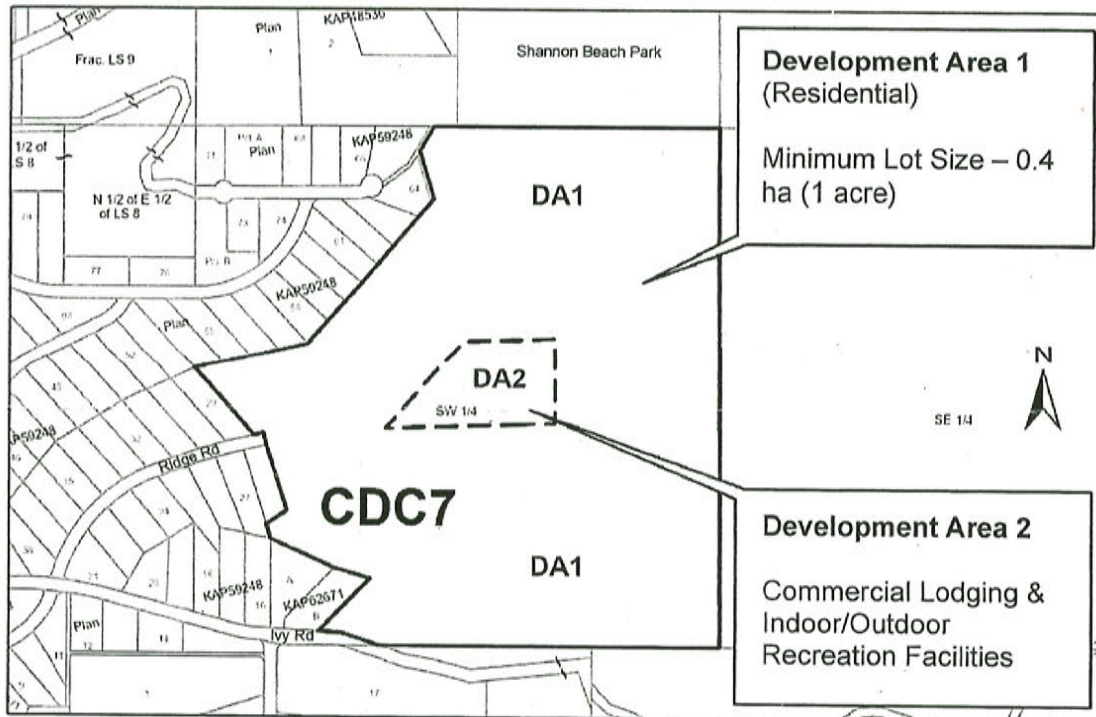


The approximate location of my existing driveway is hilited on this map. I was reassured by Todd, of FLR, that I would have access through the subdivision to my driveway. Enclosed are copies of the text messages from Todd, of FLR, including the development map File #2781 outlining the proposed subdivision layout and access to my driveway. This access is not on the Sept 12, 2023 subdivision proposal I received from the CSRD. I want to know what the plan is for my access. I want to know what the large plan is for the large parcel lots numbered 30 and 31, which border my property. Our entire western boundary is edged by the proposed development, therefore I want FLR to put up fencing, at their expense, to prevent people and pets from accessing my property.

Current Zoning (Existing):



Proposal – Comprehensive Development (CDC 7) Zone





Thu, May 11, 5:21 PM

Todd From FLR

Sat, May 13, 7:19 PM

Hi Great meeting you this week. Thank you for the information I really appreciate it. We have updated the layout and access to your lot. Let me know your thoughts.

Thanks Todd

pdf

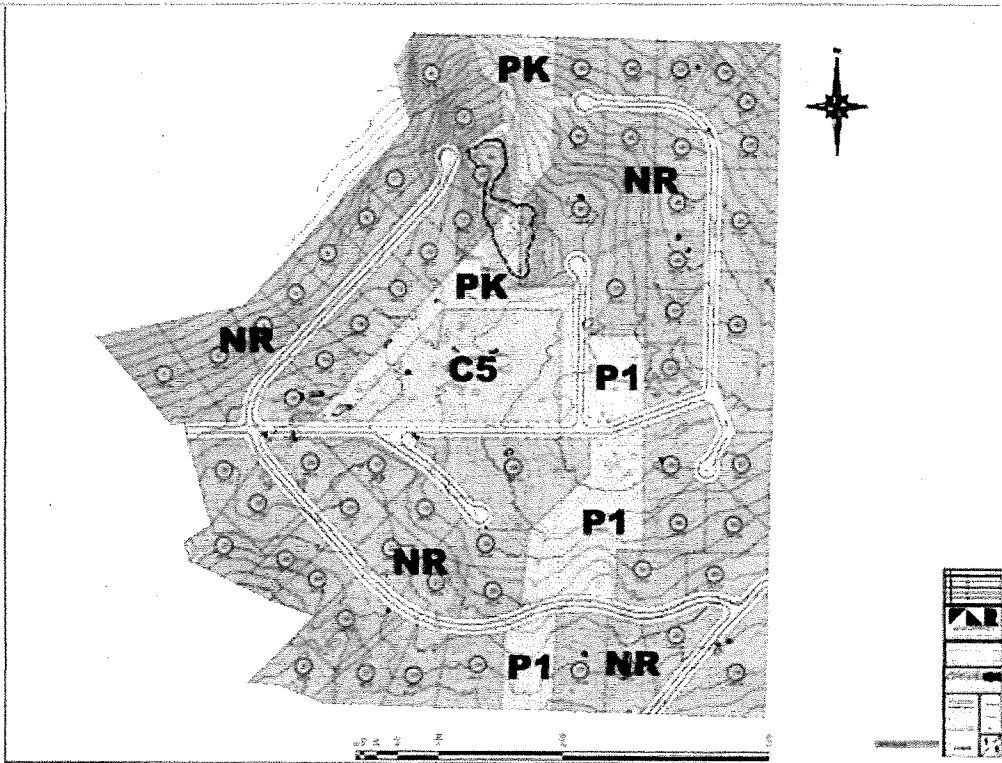


Message



Done

FILE_2781





appreciate it. we have updated the layout and access to your lot. Let me know your thoughts.

Thanks Todd



Delivered

Super have a great night!



iMessage 



From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Public Hearing Submission - BL701-102
Date: October 25, 2023 1:37:21 PM

I am a resident at [REDACTED] Justin Rd, Eagle Bay. **I oppose this development project.**

There are approximately 500 homes in Eagle Bay. Your proposal will increase the community by 20% via rental cabins while prior versions was a campground. The CSRD has no plans to upgrade infrastructure such as boat launch capacity, roads and other community services. The proposal does not align with the CSRD regional plan for this area.

[REDACTED]
[REDACTED] Justin Rd
Eagle Bay, BC

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www.imagelaundry.ca

PUBLIC HEARING SUBMISSION - BL701-102

Concern: Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-102

To Whom It May Concern.

We are the owners of the property at [REDACTED] Arlene Crescent in Eagle Bay. We have real concerns on this amendment and proposal for development.

This, parcel sizing and density, was established years ago for a good reason. Some of which were; how can surge of seasonal septic be handled and density of rental cabins.

Right off the bat I would be concerned how is it possible that the existing infrastructure can support this development. To built and then put in proper infrastructure later would be a disaster.

We presently have one very busy narrow winding road, not very well maintained, leading into our community and beyond. I cannot see how this can safely be addressed with this new development.

Also to be addressed is the issues of police coverage, fire protection and service among others such as the power grid.

We must also be concerned how this effects our tax structure and future property value.

Unless positive answers can be made on all our concerns this amendment on development needs to be denied.

[REDACTED] & [REDACTED]
[REDACTED] Arlene Crescent
Eagle Bay

Date: October 18 2023

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Public hearing submission-bl701-102
Date: October 23, 2023 6:54:15 AM

This email is concerning the application (public hearing submission- bl701-102) for development on ivy road , my name is [REDACTED], [REDACTED], [REDACTED] our address is [REDACTED] Justin road , we spend over 6 months per year at our residence and are 100% against the proposal, we have owned our property since 1974 ,my father before me now myself ,in all that time eagle bay road has not improved, and this plan will add additional traffic as well as traffic not familiar with the road ,the boat launch is a nightmare now ,sweet little Shannon beach will be destroyed , I can't think of any redeeming qualities this brings to the area , so put us down as a huge no to the development

Thank you

[REDACTED] Justin Road

From: [REDACTED]
To: [Planning Public Email address](#)
Date: October 24, 2023 10:14:08 AM

My name is [REDACTED] I live at [REDACTED] Ridge Rd., Eagle Bay British Columbia I do not oppose the new development taking place but I do pose the main access road that is in their plans for submission, I have already seen the plan on the cul-de-sacs and the lots that are going to be built and the main access road will be you Ridge Road which one I talk to the developer they said it would not be Ridge Road but I think that is false information, I do oppose any additional traffic on Ridge Rd., Eagle Bay if this development goes through, there is going to be a lot of heavy traffic on that road there are some houses that are only 30 yards away from the road and I can tell you right now, my neighbours will be annoyed I also will be annoyed on the heavy traffic also, who is responsible for building and keeping the maintenance on that road when that heavy traffic enters the new development. I wanna voice my opinion that I am opposed to the newer development using ridge road as their access point I feel it would be in their best interest to use Ivy Road for that is a main artery for Eagle Bay. I cannot attend the meeting that you guys are going to have for my work does not allow me to do that I am north of [REDACTED], please take this submission in consider on the public hearing. It's going to be taking place on October 26, 2023. [REDACTED]

You've received a Message from a TELUS phone.

Vous avez reçu un Message d'un téléphone TELUS.

If you don't hear or see the file, [download the Quick Time player.](#)

Si vous ne voyez ni n'entendez le fichier, [veuillez télécharger QuickTime.](#)



From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Eagle Bay development Ivey Rd.
Date: October 26, 2023 8:00:12 PM

I tentatively support this development and would encourage the developer to have multi-use commercial development so that people can have necessary services without having to drive to Blind Bay. (ie focus on making it a cohesive community, not just a bunch of new houses) If this is not supported with the new zoning, the CSRD should reconsider to encourage cohesive remote communities that don't have to endlessly drive somewhere else for everything. I also would like to see ***maximum*** house sizes rather than minimum sizes so that smaller sizes are encouraged. Additionally, it is critical that support services be fully considered (water, fire, sewage). Lastly, if the provincial environmental model is still the "professional reliance" model, it means that the developer can cherry pick the environmental consultant that gives them the answer the developer wants. If this is the case I would like to see the CSRD put additional restrictions around environmental issues—ie wider riparian limits, an accounting of species impacted, etc.

In general I believe that dense contained communities with lots of protected green spaces is superior to swathes of large lots, large houses, and no services.

Thank you.

[REDACTED]

PS It was crazy confusing that Ken was using 3 different measurements to tell us lot sizes: acres, hectares, and m2. Please stick to one in the future. It would also be nice if the summary in the beginning was an understandable, plain English summary rather than a boring monotonal re-read of the documents.

Acknowledging that I live and work on the unceded traditional lands of the Secwepemc People.

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: South Shuswap Zoning Ammendment Bylaw #701-102
Date: October 26, 2023 4:52:25 PM

To the South Shuswap CSRD,

Thank you for the opportunity to submit my letter and being able to speak.

My name is [REDACTED], and I have been the owner of [REDACTED] Ivy Road, since 2019. I have many objections, and am deeply concerned about numerous aspects of this proposed development amendment, however out of respect for everyone's time here, I will summarize my concerns.

I have additionally submitted a letter to the CSRD to express my concerns.

This development is a cause for great concern for myself and for my spouse [REDACTED]. Being from Squamish and North Vancouver (myself), and he from Whistler, we have seen these developments come into areas and completely change their character before. This is exactly why we left those areas, and exactly what drew us to this area in the first place.

The escape to a rural, quaint, and quiet neighborhood to raise our children is a dream of ours since we purchased on Ivy in 2019. Yet, if this proposal goes through, I fear this area will go the ways of others before- into congested communities, crowded roads, higher taxes, and stressed local and emergency services. This all leads to reducing the quality of life and the lifestyle of those who have always seen the community's true potential as a rural refuge and were drawn to it's low density, quiet neighborhoods with large private lots and single family homes.

OBJECTIONS:

The higher density proposed for "Development area 1" allowing for a detached secondary dwelling is contrary to the OCP Bylaw 725 recommended density, due to not having a Community sewer system. This seems to be solely for the benefit of the developer and not for the Community.

Nobody else in the area with 0.4 hectare lots is allowed a detached secondary dwelling on their properties- Nor should they be!

There is some lack of clarity as to whether the initial phase will have septic fields or community sewer systems as both are noted within the proposal.

If we do not call for this to be clearly stipulated, this will likely lead to the lower standard being adopted as it will be the least costly option for the developer. The RR1 standard currently in place allowing for a single dwelling should be retained.

There is also a lack of clarity regarding the locations of any sewage treatment plant and it's associated dispersal field required for the higher density residential, recreation and commercial developments. With an unknown location for Sewer treatment plant and the dispersal field, odors from this dispersal field could directly

affect the health and property values of existing residents. We need to know where this is going to be, and a clear plan needs to be provided before approval, and as such I am against this initial proposal.

In regards to the allowance for TINY HOMES:

The proposed commercial recreation site allowing for Tiny homes which are not built to any current building code standards, should not be permitted.

Any structure for habitation should meet minimal safety standards, and these do not. Even Mobile homes require a Silver Seal electrical certification, and these Tiny homes do not. There is no community benefit, and clearly community risk to safety, and to surrounding homes by allowing tiny homes on trailers.

The OCP should be there to maintain a certain character of neighborhoods, and I have never seen Tiny homes or non-compliant homes recommended in the OCP.

I would also note that use of tiny homes was not supported by CSRD staff.

In regards to the COMMERCIAL space:

Having commercial zoning accessed through a residential area was Bad planning to begin with, and the density of the CDC7 plan would further compound the associated issues of increased traffic volume on Eagle Bay, Ivy, and Ridge Road.

The C5 and P1 zoning already in place is more than adequate to support the commercial needs of the community without the CDC7 re-zoning.

Important to note is that CSRD staff state there is already a community store servicing the Eagle Bay population and this commercial development may be larger than necessary. This community store is also in a much more suitable location being on Eagle Bay Road.

In regards to DUPLEXES, and TOWNHOMES:

The addition of Duplexes and Townhomes, is not in character with the current single family home neighborhood.

This additionally will bring in much more traffic to Eagle Bay, Ivy and especially to Ridge Road! Making it noisier, busier, and less desirable for those of us who value the quiet and serene environment we currently enjoy.

Any increase in density beyond what is currently allowed with existing zoning is completely unacceptable! Especially one of such an extreme size! Potentially 5 fold no less!

This potential population increase associated with the addition of Duplexes and Townhomes, will further congest the roads, strain public services such as the Volunteer Fire Department, Ambulance and Police, and lead to increases in taxation to cover these costs.

Road wear and tear to Eagle Bay Road will further exacerbate taxes, and lead to an increase in commute times related to the increased volume and construction delays.

There is no maximum density regulation in "Development Area 2".

This is an unacceptable zoning for this area. The current zoning is far more conducive to the neighborhood.

Communities in this area are not well served by higher density.

In regards to the PARK:

A linear Park that connects to Shannon Beach Park has been offered to appease residents, however when looking at the location designated, this area is described as a "Steep sloped area" which would make this area expensive to build on and require special permitting for the developer. As such, this has been designated as a Park, and the maintenance of this linear park will be on the backs of the local taxpayers. This Park will draw more traffic to the area and further intensify parking demands at local beach access points.

In regards to TAXATION:

Everyone's taxes will increase.

Existing services such as Fire, Ambulance and Police will need to be upgraded.

Road wear and tear or future road improvements required to support the increased volume and large commercial vehicles will lead to taxes increasing.

In spite of the Water treatment system being upgraded by the developer initially (according to the proposal), future maintenance and repair will be borne by the community and fall to the local taxpayers.

Despite a larger tax base, an increase in population will lead to taxes going up disproportionately to inflation and the services offered to the community.

This is something that has been seen all over the province.

I welcome anyone to site me a community where the population has increased, but the taxes did not increase.

In CONCLUSION:

It would seem that the developer recently purchased this property, and seeks to benefit from rezoning beyond the current zoning in place.

This rezoning is not for the benefit of the existing communities.

This CDC7 proposal is vague and does not impose the restrictions on the residential area that would be required to preserve the character and property values of the neighborhood.

The CDC7 rezoning is not appropriate for this neighborhood, and should not be approved.

This CDC7 high density rezoning is not congruent with the zoning that I bought into, or an area where I would want to buy into.

People like myself bought in this area expecting that community character be maintained and the current zoning should be retained to protect this.

In light of these concerns as well as those posed by my fellow local owners, I strongly urge you to oppose this CDC7 rezoning proposal!

Thank you for your time and consideration,

██████████

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Public Hearing Submission – BL701-102
Date: October 22, 2023 8:06:34 PM

Please find this email my official opposition to this development.

As a resident whom lives very close to this development I oppose this due to many factors that will direct and indirectly effect me & my community.

[REDACTED]
[REDACTED] Goodwin Rd
Eagle Bay, BC
V0E 1T0

Sent from my iPhone

From: [REDACTED]
To: [Planning Public Email address](#)
Subject: Ivy Road Area Development
Date: October 25, 2023 11:16:36 AM

[REDACTED]
[REDACTED]
are opposed to the Ivy Road Development.

OCTOBER 26, 2023

* PUBLIC HEARING SUBMISSION - BL701-102
SOUTH SHUSWAP ZONING AMENOMENT BYLAW
ELECTORAL AREA C - FABLE BAY, BC.

To Whom It May Concern;

OUR FAMILY ARE IN COMPLETE DISAGREEMENT WITH THIS DEVELOPMENT PROPOSAL. WE LIVE ON ARLENE CRES.

HAS AN ENVIRONMENTAL ASSESSMENT BEEN COMPLETED?

HAS A WILDLIFE ASSESSMENT BEEN DONE? THIS IS A CORRIDOR FOR THEM + WE CAN'T KEEP TAKING AWAY THEIR HABITAT. HOGGING DOES THAT ENOUGH.

BELOW WE ARE GOING TO LIST MANY TALKING POINTS THAT HAVE NOT BEEN ADDRESSED + WE ARE EXTREMELY CONCERNED ABOUT. IT IS LITERALLY LIFE + DEATH CONCERNS, SOME OF THEM.

- THERE IS ONLY ONE WAY IN + OUT OF THESE COMMUNITIES AFFECTED BY THE DEVELOPMENT. WITH THE WILDFIRES THAT WILL CONTINUE TO HAPPEN EVERY YEAR, THIS IS EXTREMELY ALARMING TO THINK 100'S OF MORE VEHICLES WILL BE ON AN EVACUATION ROUTE.
- HOW WILL BE POLICING HANDLE ALL THE EXTRA PEOPLE (I'VE RARELY EVEN SEEN ANY RCMP/POLICE/CONSERVATION OFFICERS OUT THIS WAY)
- AMBULANCES + HOSPITALS + MEDICAL PROFESSIONALS CAN NOT HANDLE AN INFLUX OF PEOPLE OUT HERE RURALLY.

CONTINUED →

Pg #2

- OUR FIRE DEPT. CAN'T HANDLE HUNDREDS OF MORE HOMES.
- HOW WILL SEWAGE BE TREATED + DEALT WITH?
- ~~COULD~~ A SURGE OF SEASONAL SEPTIC EFFLUENT BE HANDLED?
- THERE IS A LACK OF BOAT LAUNCHES + BUOY'S TO HANDLE HUNDREDS OF EXTRA FAMILIES USING THE LACK + MARINAS.
- GROCERY STORES + THE PARKING LOTS IN THIS AREA ABSOLUTELY CAN'T HANDLE THE HUGE SURGE THIS WILL BRING IN THE SUMMER MONTHS.

PART 1 OF THIS DEVELOPMENT PROPOSES 100 LOTS WITH UP TO 2 RESIDENCES ON EACH LOT. HUNDREDS OF MORE PEOPLE.

PART 2 OF THIS DEVELOPMENT DOESN'T EVEN ADDRESS HOW MANY EXTRA FAMILIES + PEOPLE WITH RENTAL CABINS + CAMPING GROUNDS. THAT'S HUNDREDS OF MORE PEOPLE.

THE EXISTING INFRASTRUCTURE CAN NOT ACCOMMODATE THE INCREASED TRAFFIC.

THE NARROW WINDING ROAD IS A CHALLENGE + HECTIC ALREADY, (DANGEROUS)

NOT JUST EAGLE BAY WILL BE AFFECTED ALL THE COMMUNITIES FROM WHITE LAKE FRONTAGE ROAD, BALMORAL ROAD + EAGLE BAY ROAD WILL TAKE ON THIS HUGE IMPACT.

CONTINUED ...



OCTOBER 26, 2023

243
16#3

*PUBLIC HEARING SUBMISSION - BL701-102
SOUTH SHUSWAP ZONING AMENDMENT BYLAW
ELECTORAL AREA C - EAGLE BAY, BC.

OUR INFRASTRUCTURE OUT HERE IN EAGLE BAY WAS NOT DESIGNED FOR THIS DEVELOPMENT.

THIS AREA WAS IN WATER RATIONING ALREADY THIS YEAR AND MANY PRIOR YEARS.

HOW WILL THE EXTRA WATER USAGE BE HANDLED?
CAN SHUSWAP LAKE HANDLE HUNDREDS OF EXTRA FAMILIES?

LAKES IN ALBERTA ARE UNINHABITABLE DUE TO OVERDEVELOPMENT ON THEIR LAKES. MANY HAVE DEADLY ALGAE BLOOMS NOW.

PROPERTY TAXES WILL GO UP FOR ALL EAGLE BAY RESIDENTS TO CORRECT ALL THE ISSUES THIS DEVELOPMENT WILL BRING. AND TAXES WILL GO UP FOR ALL THE INFRASTRUCTURE NEEDED FOR IT. CONSTRUCTION TRAFFIC WILL MAKE EAGLE BAY ROAD UNBEARABLE + WILL DAMAGE THE POORLY MAINTAINED ROAD IN MORE.

OUR FAMILY DID NOT CHOOSE TO RESIDE OUT HERE FOR THE LAST DECADE PLUS TO BRING MORE CITY LIKE SUBDIVISIONS TO US LIVING RURALLY HERE. WE NEED MORE ROADWAYS, LIGHTING, SIDEWALKS, INTERSECTIONS, PEDESTRIAN TRAFFIC TRYING TO NAVIGATE EAGLE BAY ROAD.

THERE ARE MANY EXISTING HOMES FOR SALE IN THIS AREA. IT'S NOT LIKE WE HAVE A NO VACANCY PROBLEM HERE

CONTINUED ->

P#4

SO TO REPEAT ~~TO~~ OUR FAMILY IS COMPLETELY AGAINST THIS NEW DEVELOPMENT(S)
THERE ARE WAY TOO MANY CONCERNS FOR SAFETY + QUALITY OF LIFE FOR ALL EXISTING RESIDENTS.

Yours Truly,

[Redacted Name] to [Redacted Name]

ARLENE CRESCENT
EAGLE BAY, BC.

OCTOBER 26, 2023

* WE ARE SUPPOSED TO BE SAVING MORE WILD SPACES NOT TRYING TO DEVELOP MORE, PART OF CANADA + THE WORLD'S MANDATE.

PUBLIC HEARING NOTES

Bylaw No. 701-102

Notes of the Public Hearing held on Thursday, October 26, 2023 at 6:30 PM at the Eagle Bay Hall, 4326 Eagle Bay Road, Eagle Bay, BC, regarding South Shuswap Zoning Amendment Bylaw No. 701-102.

PRESENT: Chair Gibbons – Electoral Area E Director
Ken Gobeil – Senior Planner, Planning Services
Denise Ackerman – Planner II, Planning Services
Brad Payne, IT/ GIS Manager

58 members of the public in person, 10 on zoom, 68 members total

Call Meeting to Order

Chair Gibbons called the Public Hearing to order at 6:30 pm. The Chair stated that this public hearing is being held both in person and electronically and acknowledged that staff would be moderating the electronic part of the meeting. The Chair also provided instructions for technical assistance during the meeting.

Land Acknowledgement

The Chair acknowledged that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Skw'lax te Secwepemcúlecw Adams Lake Band, Neskonlith Indian Band. We are privileged and grateful to be able to live, work and play in this beautiful area.

Introductions

The Chair introduced the CSRD staff present at the public hearing.

Instructions

The Chair stated that the public hearing was convened pursuant to Section 464 of the Local Government Act to allow the public to make representations to the Board respecting matters contained in **South Shuswap Zoning Amendment Bylaw No. 701-102**.

Following instructions for the public hearing, the Chair advised that all persons who believe that their interest in property may be affected by the proposed bylaw shall be given a reasonable opportunity to be heard or to present written submissions respecting matters contained in the

proposed bylaw. None of you will be discouraged or prevented from making your views known; however, it is important that you restrict your remarks to matters contained in the proposed bylaw.

The Planner noted that the hearing has been called under Section 464 of the *Local Government Act*, which states:

- The Board shall not adopt a bylaw amendment unless it has held a public hearing.
- The Board has delegated the holding of the public hearing to **Electoral Area C Director Gibbons**.
- It is expected that the Public Hearing Report will be submitted to the Board for consideration at its meeting on **December 8, 2023**.
- The Chair may adjourn the hearing without further notice if the time and place for resumption of the hearing is stated to those present.

The Planner explained the notification requirements set out in the Local Government Act and noted the Public Hearing was placed in the Shuswap Market News on **October 13th** and **October 20th, 2023**. Property owners within 100 m of the subject property were given notification of this public hearing 10 days prior to the meeting date.

Proposed Bylaw Amendment Presentation

The Planner provided a summary of the proposed bylaw amendment and reviewed the purpose of the bylaw. The Planner also summarized the referral comments received by the CSRD to the public in attendance. The Planner stated more information on the application and process to date is available in the public information package. The link to the package is available on the webpage for this public hearing.

Public Participation

The Chair stated that everyone will be given an opportunity to speak to the bylaw amendment and provided instructions for those who wish to participate in the meeting via Zoom and for those who are in attendance in person. The Chair also explained that written comments could be submitted in person or through the public planning email plan@csrd.bc.ca, up until the closing of the floor of the public hearing.

The Chair opened the floor for comments at 6:49 pm.

██████████, ██████ Torrey Rd: Has concerns that the proposed development will put increased pressure on emergency services. Asked if there will be additional funds for continued fire support if there were to be a fire.

██████████, ██████ Ivy Road: Has concerns with the septic system the diagram does not show a communal sewage system – is this what is proposed? Ken Gobeil stated that technical details of

community sewage system will be worked out at the time of the subdivision. The technical details are not addressed at the time of rezoning.

██████████, ██████ Ridge Road: Has concerns about the access to the property; one road in and out on Ridge Road. They also asked what Section 52 of the Transportation Act was. Ken Gobeil stated the Ministry of Transportation and Infrastructure has requirements for roads and access and details are determined at the time of subdivision. Roads within the CSRD are under the jurisdiction of the Ministry of Transportation and Infrastructure. The proposed bylaw amendment does not require formal Ministry approval under Section 52 of Transportation Act. If the subject property was within 800 m of a controlled access highway, the proposed bylaw amendment would require formal approval.

██████████ ██████ McHale Place: Has concerns with the development increasing the number of people in the area and implications on roads, and access to Shannon Beach. Ken Gobeil stated the informal trail currently exists to access Shannon Beach.

██████████, ██████ Cameron Road: Has concerns that the proposed development will increase the number of people using Shannon Beach and the Increases in traffic and pressure on infrastructure and recreation. Chair Gibbons stated that their concerns are noted.

██████████, ██████ Cameron Road: Asked if a portion of the subject property will be dedicated to parkland for a trail to Shannon Beach. They had concerns that the trail would not be maintained. Ken Gobeil confirmed the subdivision concept included park land dedication and stated that as part of park dedication the park land and trail would be owned by the CSRD.

██████████, ██████ Arlene Crescent: Asked if written submissions will be considered. Ken Gobeil stated that written submissions can be submitted to plan@csrd.bc.ca up until the close of the public hearing tonight.

██████████ ██████ McHale Place: Has concerns with the increase of traffic in the area affecting road infrastructure and road maintenance. They also asked if the water system will be upgraded. Chair Gibbons stated that roads are jurisdiction of the Ministry of Transportation and Infrastructure and Ken Gobeil stated that implications of increased traffic and road access are considered by the Provincial Approving Officer during subdivision. Details of the water system are also addressed at the subdivision stage and there are requirements for water and septic systems. They asked what would happen if developer did not meet the water requirements? Ken Gobeil stated that if the technical requirements for subdivision cannot be met than a subdivision could not be approved.

██████████, ██████ Ivy Road: Asked for clarification about how many lots are proposed and has concerns that there will be campground on the commercial portion. Ken Gobeil stated that after 1st reading, the lots were reduced from approximately 60 to 30 lots. This amendment would allow 1 acre lots and the Development Area 2 area would allow for commercial lodging, which includes rental cabins, but not a campground.

██████████, ██████ Cameron Road: Stated that the developer noted they would like to have tiny homes. They are disappointed that CSRD building department did not support tiny homes. Ken Gobeil clarified what a tiny home is and noted that there are no minimum size requirements for single family dwellings, or secondary dwellings units. Director Gibbons said that tiny homes built are not recognized under the British Columbia Building Code.

██████████, ██████ Sunset Drive: Has concerns that the increase in homes will put pressure on garbage services and infrastructure. They also have concerns about increasing the number of homes if there was a fire.

██████████, ██████ Ridge Road: Has concerns about the number of rental cabins which could potentially be built and implications for population increase.

██████████, ██████ Sunset Drive: Wanted to submit written comments and asked for the email address. Ken Gobeil announced the email address again and wrote the plan email address out on a piece of paper and placed it on the sign-in table. The email address was also placed to the presentation, for all people in attendance in person on the projector screen and online via zoom.

██████████, ██████ Sunset Drive: Is opposed to the commercial area.

██████████, ██████ Eagle Bay Road: They live below the subject property and has concerns with the water coming down the hill from the proposed development. They would like to see smaller homes (tiny homes) on larger lots and no minimum size requirements for homes.

██████████, ██████ Arlene Crescent: Asked if there was a MOTI contact person? Ken Gobeil said he could provide this after the hearing.

██████████, ██████ Ivy Road: Opposed to development because it will change the character of the rural neighbourhood. The park and trail will bring more people and put pressures on infrastructure and emergency services, which will increase property taxes. Water and Sewer system will also lead to an increase in taxes. They stated that the CDC zone is not appropriate for the neighbourhood because it will increase density and jeopardize the character of the community. Ken Gobeil explained that a CDC zone is proposed because it would only apply specifically to this property.

██████████, ██████ Ivy Road: Opposed to the proposed development, more particularly the commercial portion. They are concerned with the implications of the commercial component and pressure on the septic and water system. Director Gibbons stated that this is not uncommon. Ken Gobeil stated that multiple zones and development areas can be applied in bylaw amendments. Ken Gobeil provided the outlined uses that would be permitted in the commercial portion if the bylaw amendment was adopted, and what is currently permitted on the property.

██████████, ██████ Ivy Road: Requested clarification about the number of lots proposed. They are concerned that this will be a phased development and there will be more than 30 lots. They are opposed to having 2 houses on 1 acre lots. Ken Gobeil showed the current plan of proposed subdivision. There is potential for the larger lots to be further subdivided in the future, however, that is not proposed at this time.

██████████, ██████ Sunset Drive: Asked if a restaurant or pub proposed on the commercial portion of the property. Ken Gobeil stated that within the currently zoned C5 Tourist Commercial zoned portion of the property, a restaurant or pub is permitted, but the proposed Development Area would not permit a restaurant or pub. Ken Gobeil showed a comparison of the proposed Development Area 2 permitted uses and the uses currently permitted in the existing C5 Tourist Commercial zone.

██████████, ██████ Ivy Road: Opposed to the proposed development due to the added pressure on the lake. They stated that there are already very few locations to put boats in the water.

Closing:

Hearing no more representations or questions regarding proposed Bylaw No. 701-102, the Chair called three times for further submissions before declaring the public hearing closed at 8:00 pm.

CERTIFIED as being a fair and accurate report of the public hearing.

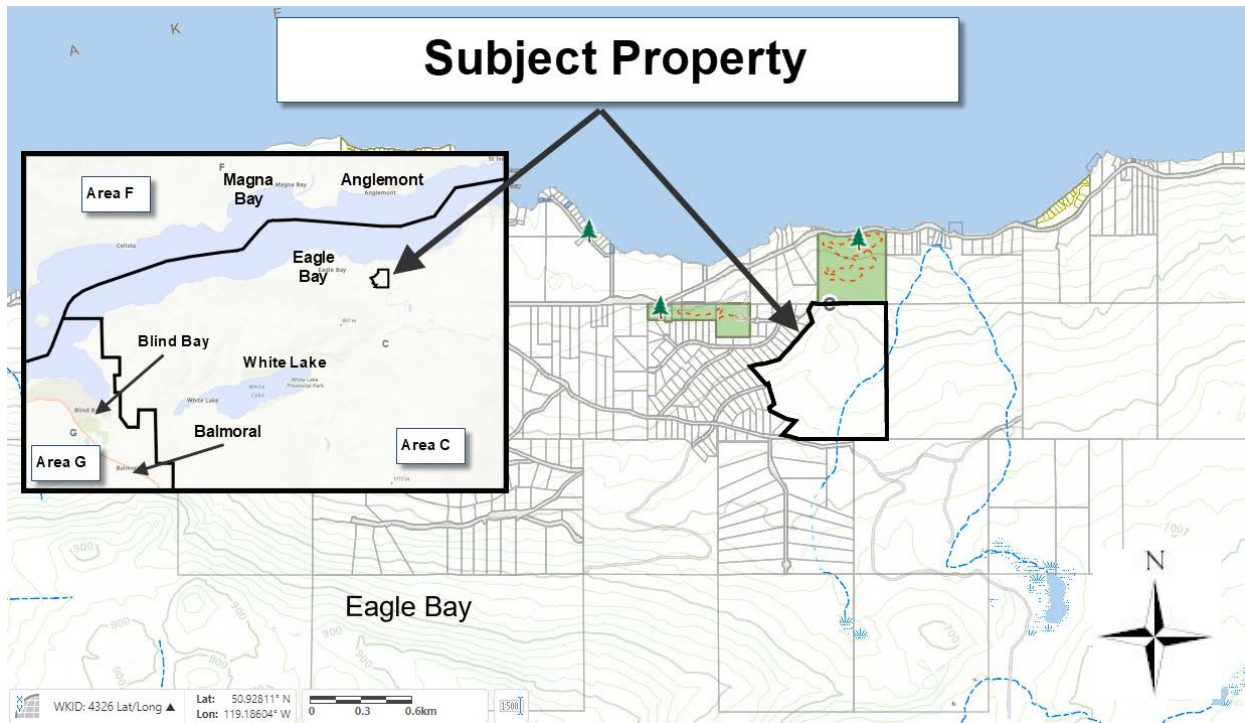


Director Gibbons
Public Hearing Chair



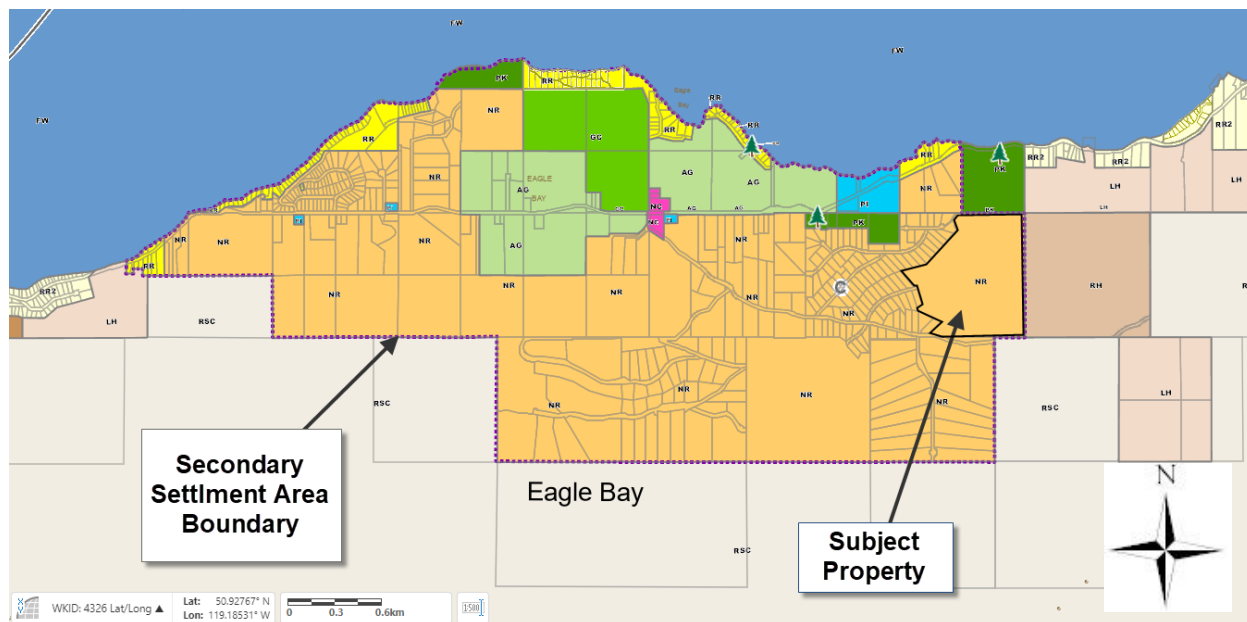
Ken Gobeil
Senior Planner

Location

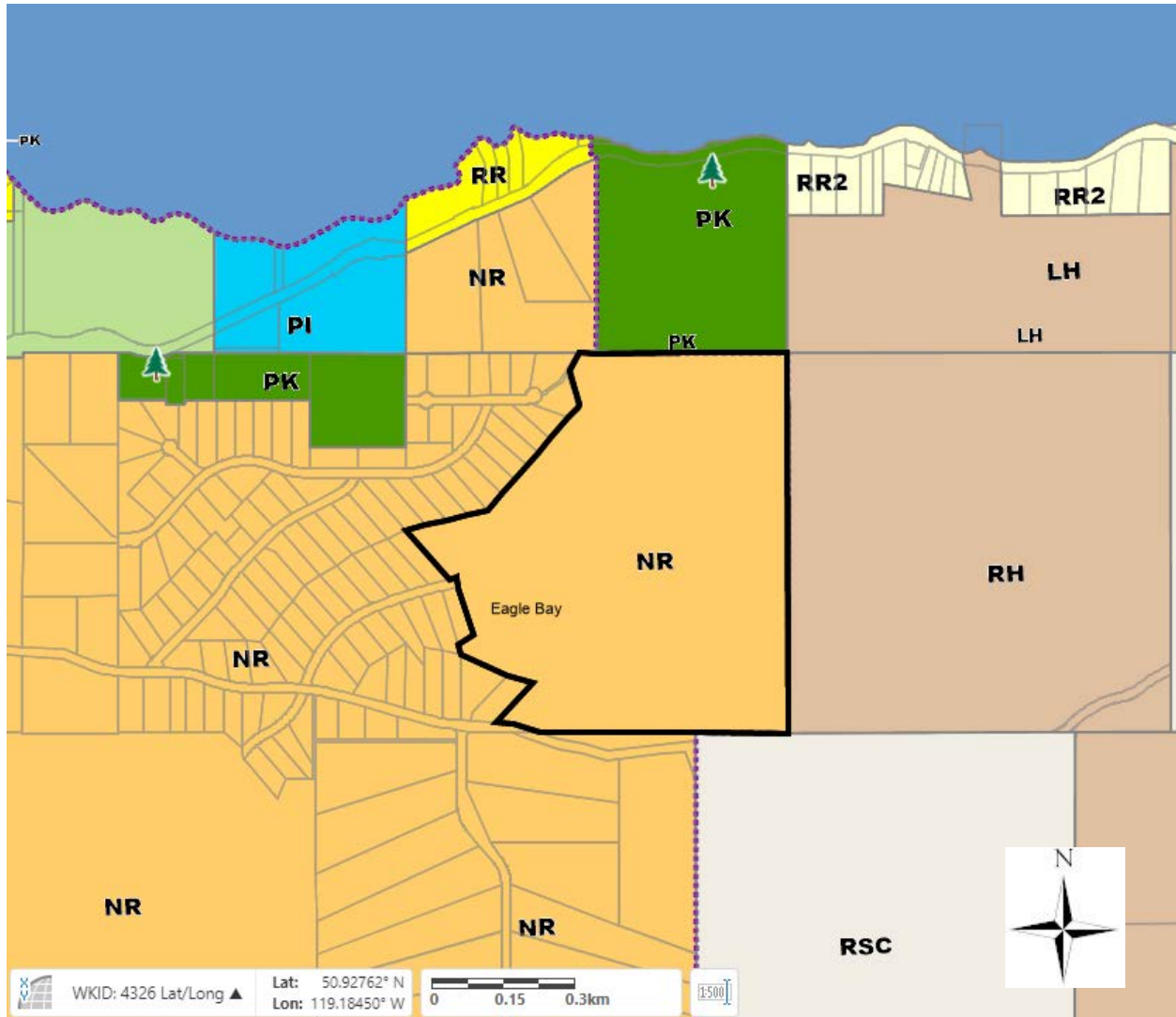


Electoral Area C Official Community Plan Bylaw No. 725:

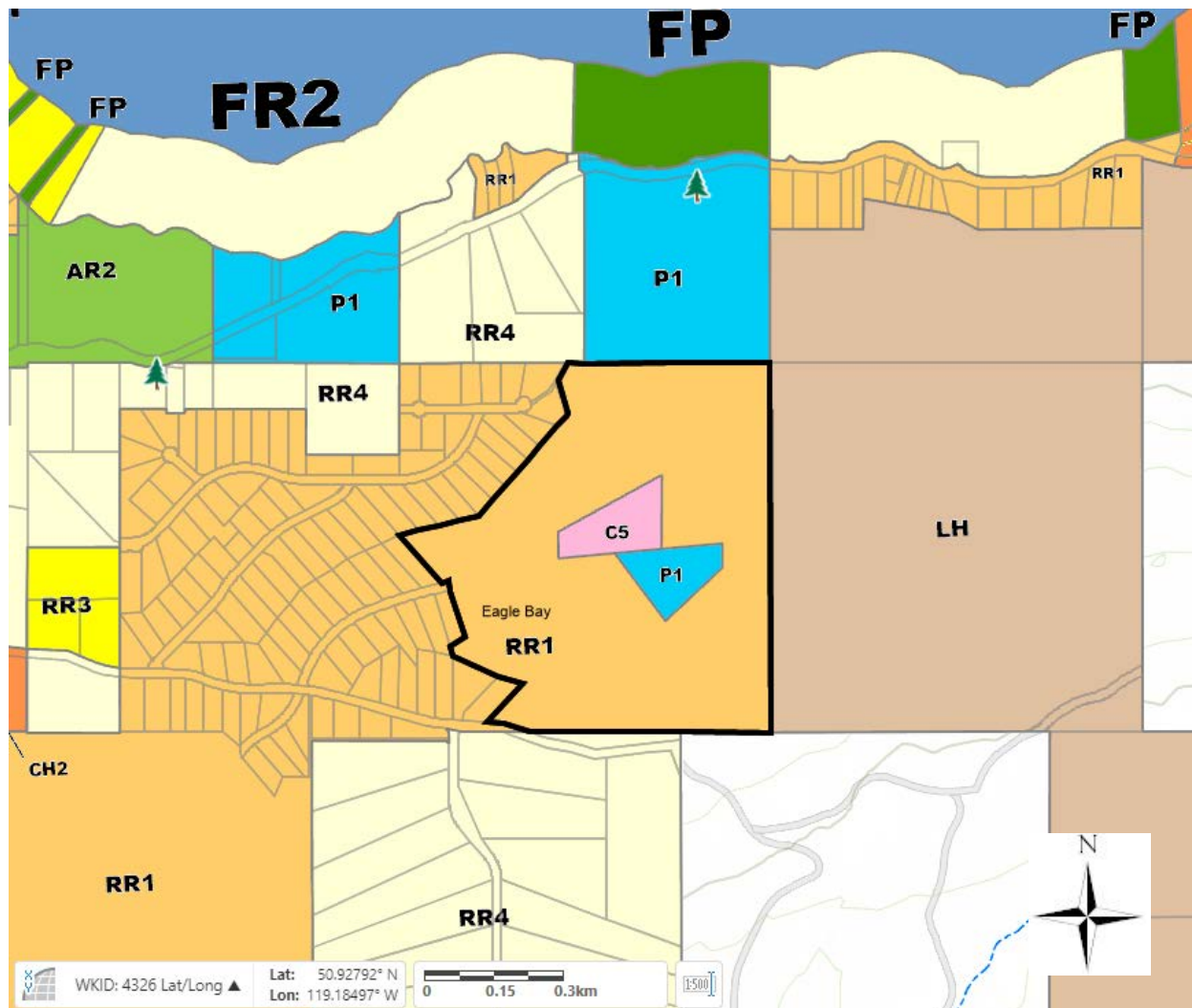
Eagle Bay Secondary Settlement Area



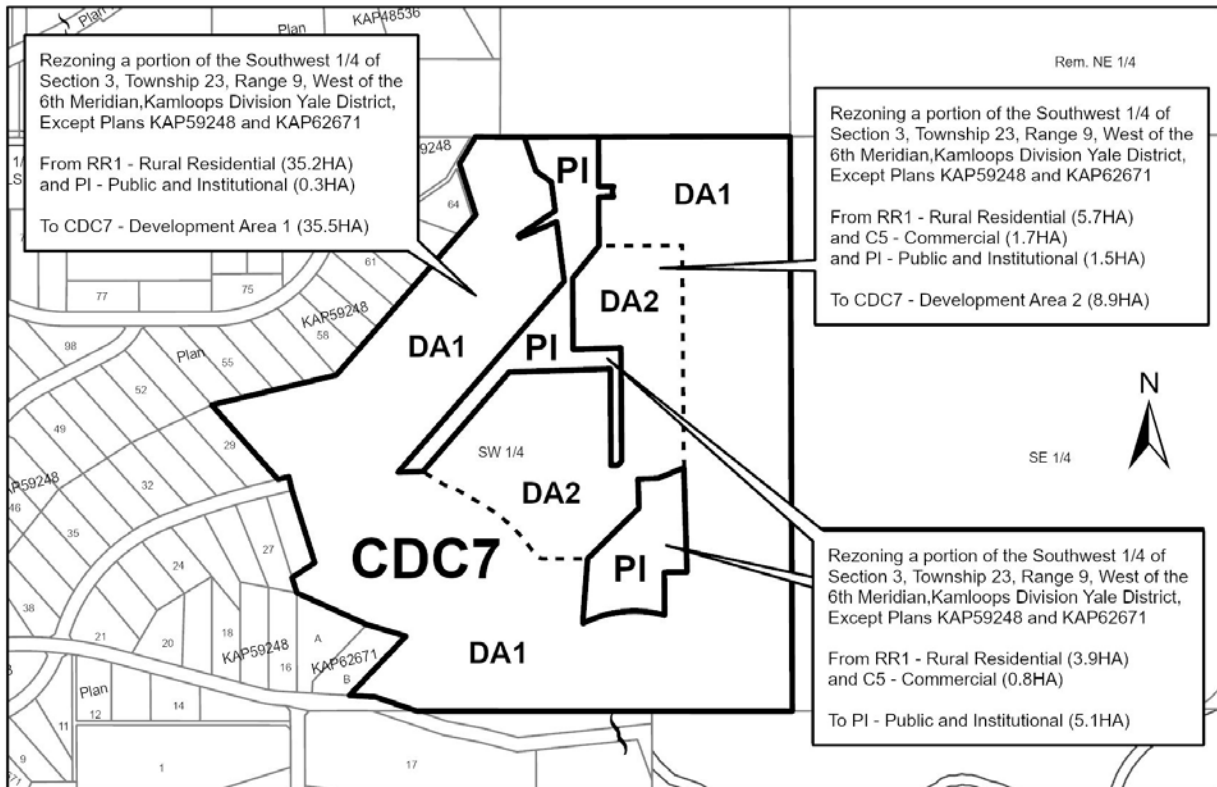
Electoral Area C Official Community Plan Bylaw No. 725: Land Use Designation



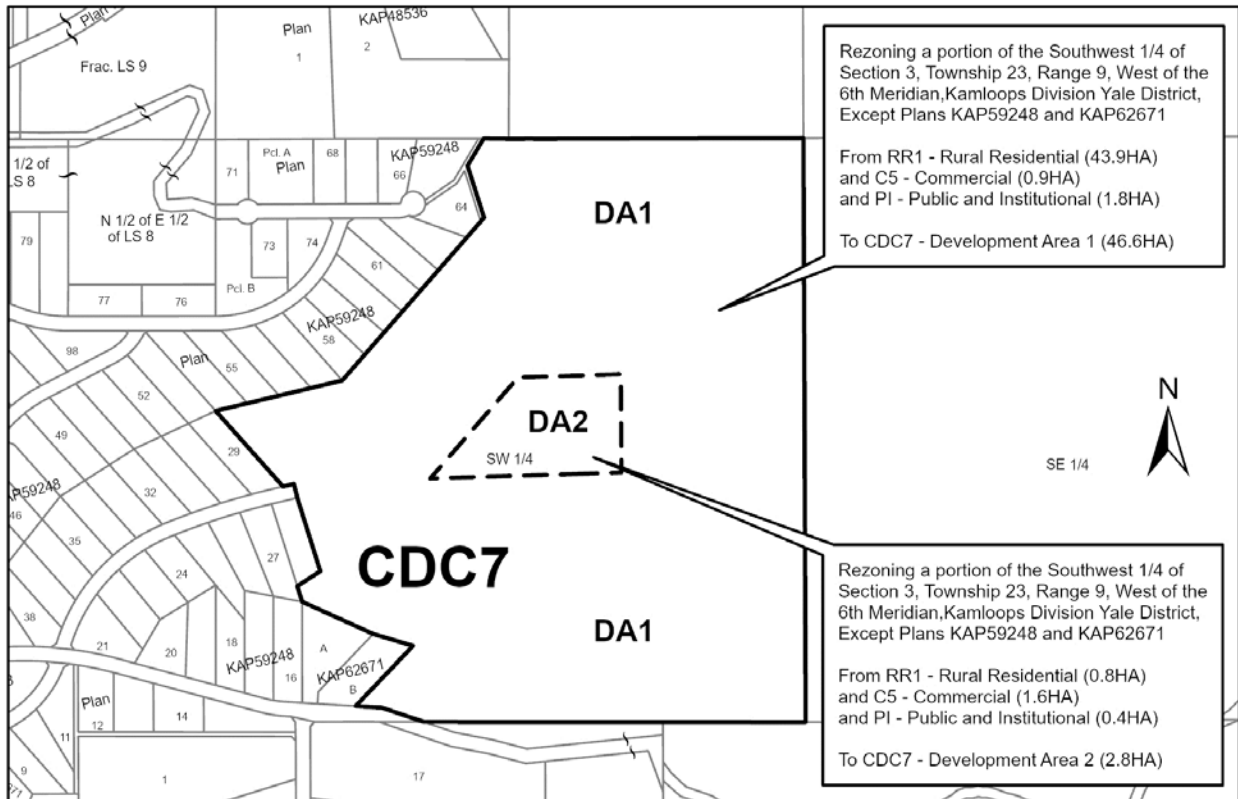
South Shuswap Zoning Bylaw No. 701



Bylaw No. 701-102 – First Reading (2023-01-19)



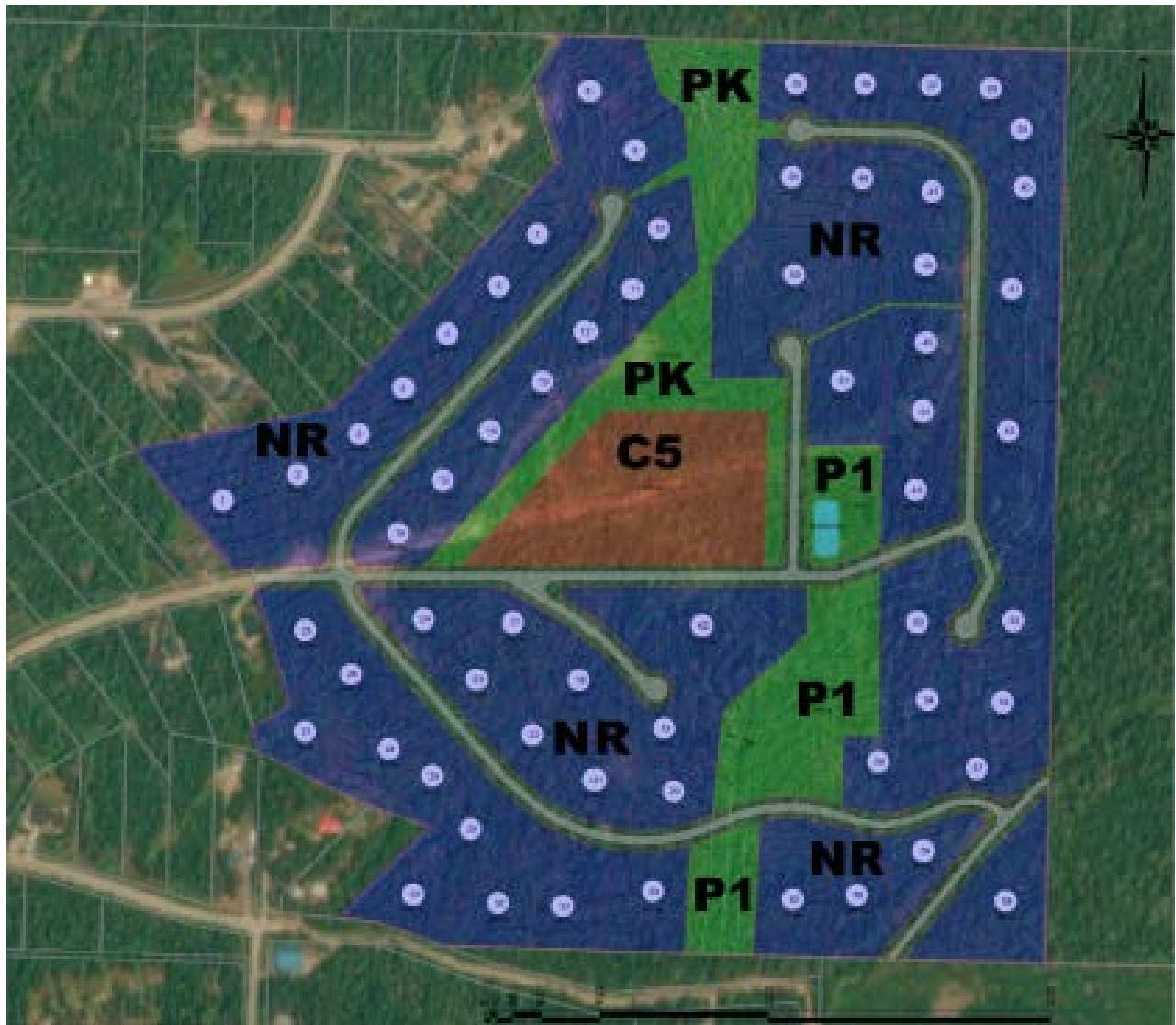
Bylaw No. 701-102 – Second Reading as Amended (2023-08-17)



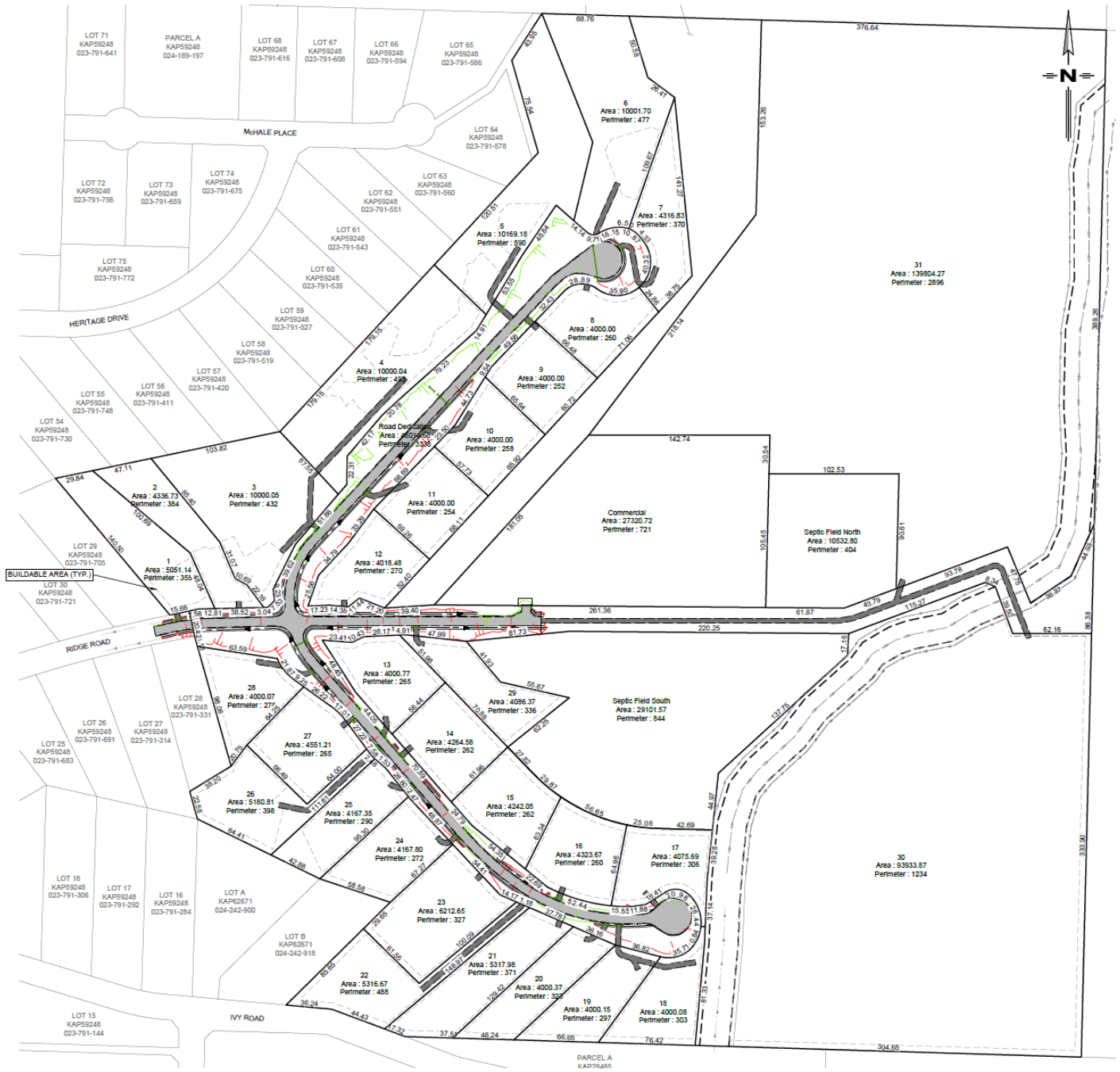
Original Application proposed at first reading (2023-01-19): Subdivision Concept
(Concept included multiple housing types, such as duplexes and multiple dwellings)



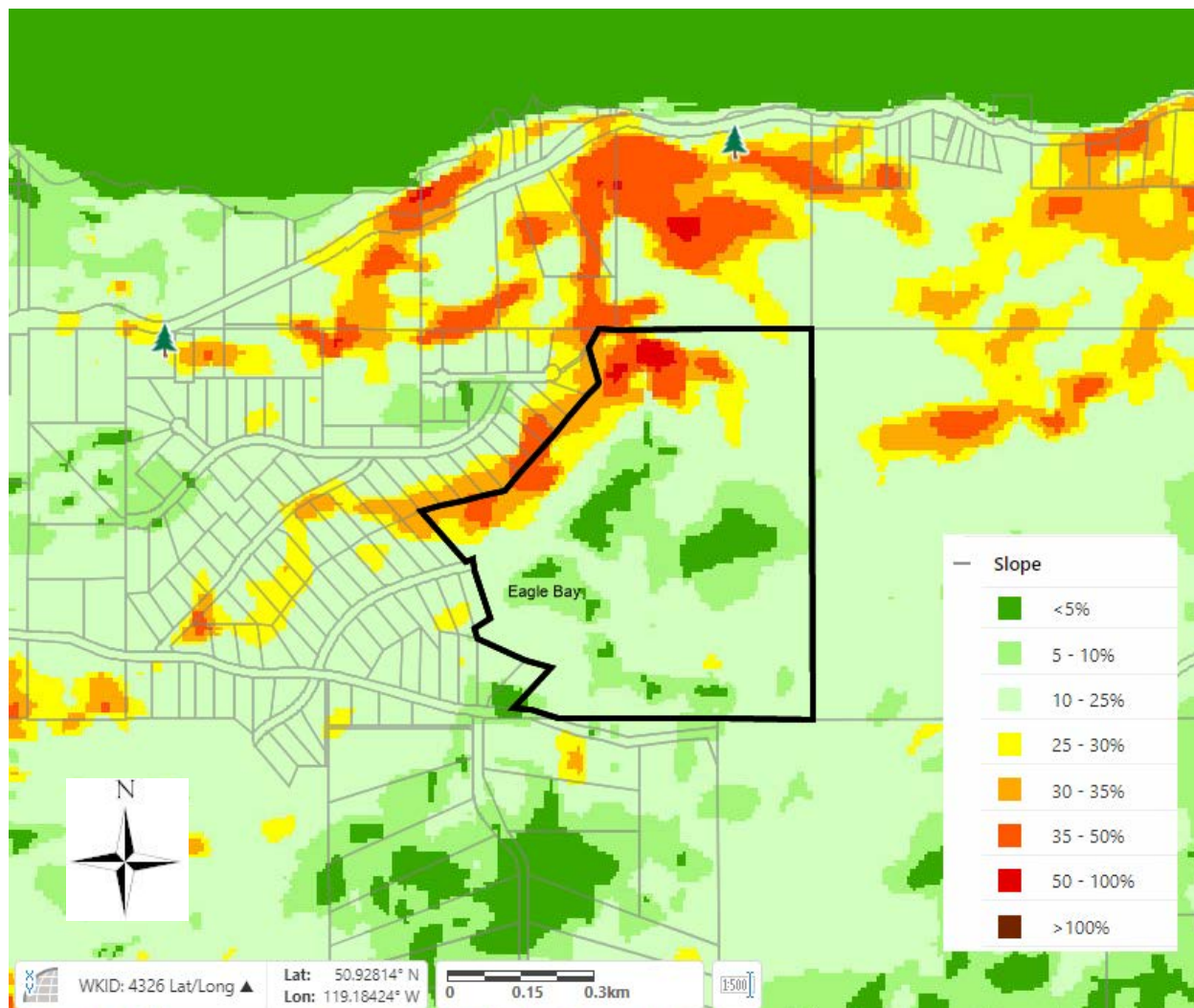
Revised application proposed for Second Reading as Amended (2023-08-19): development plans were revised so that all residential lots would be for single family dwellings with secondary dwellings.



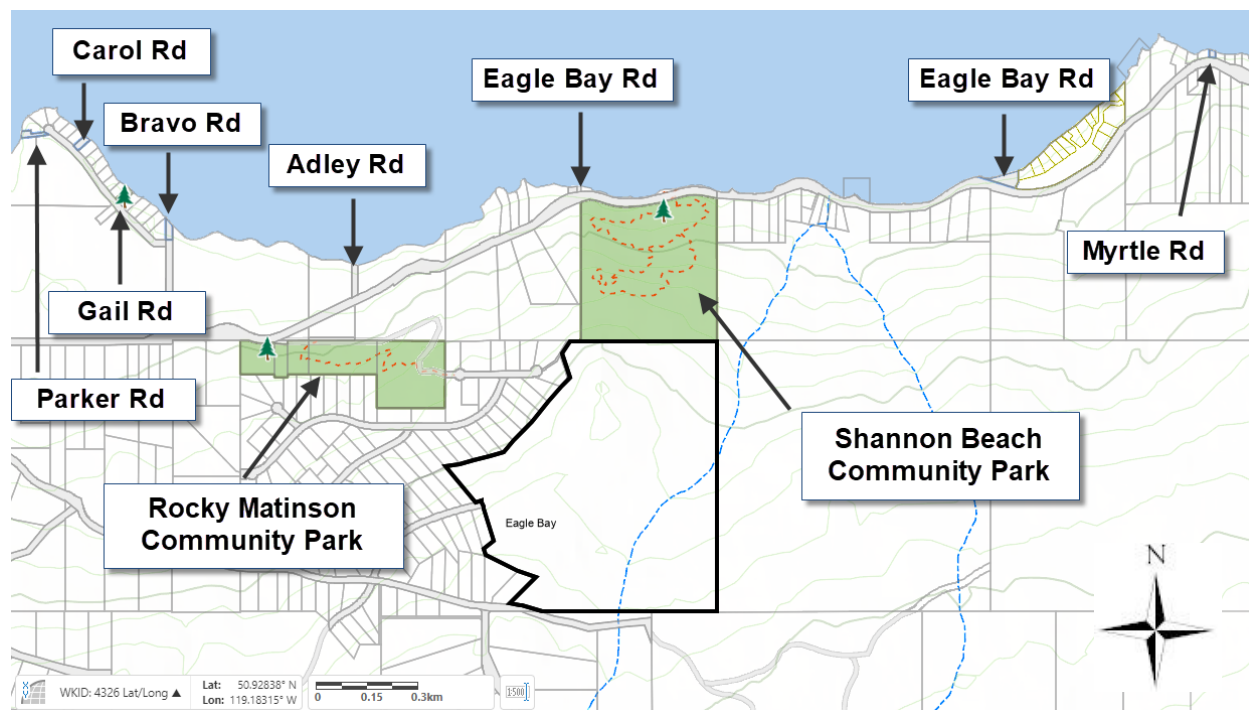
September 12, 2023 Subdivision Plan



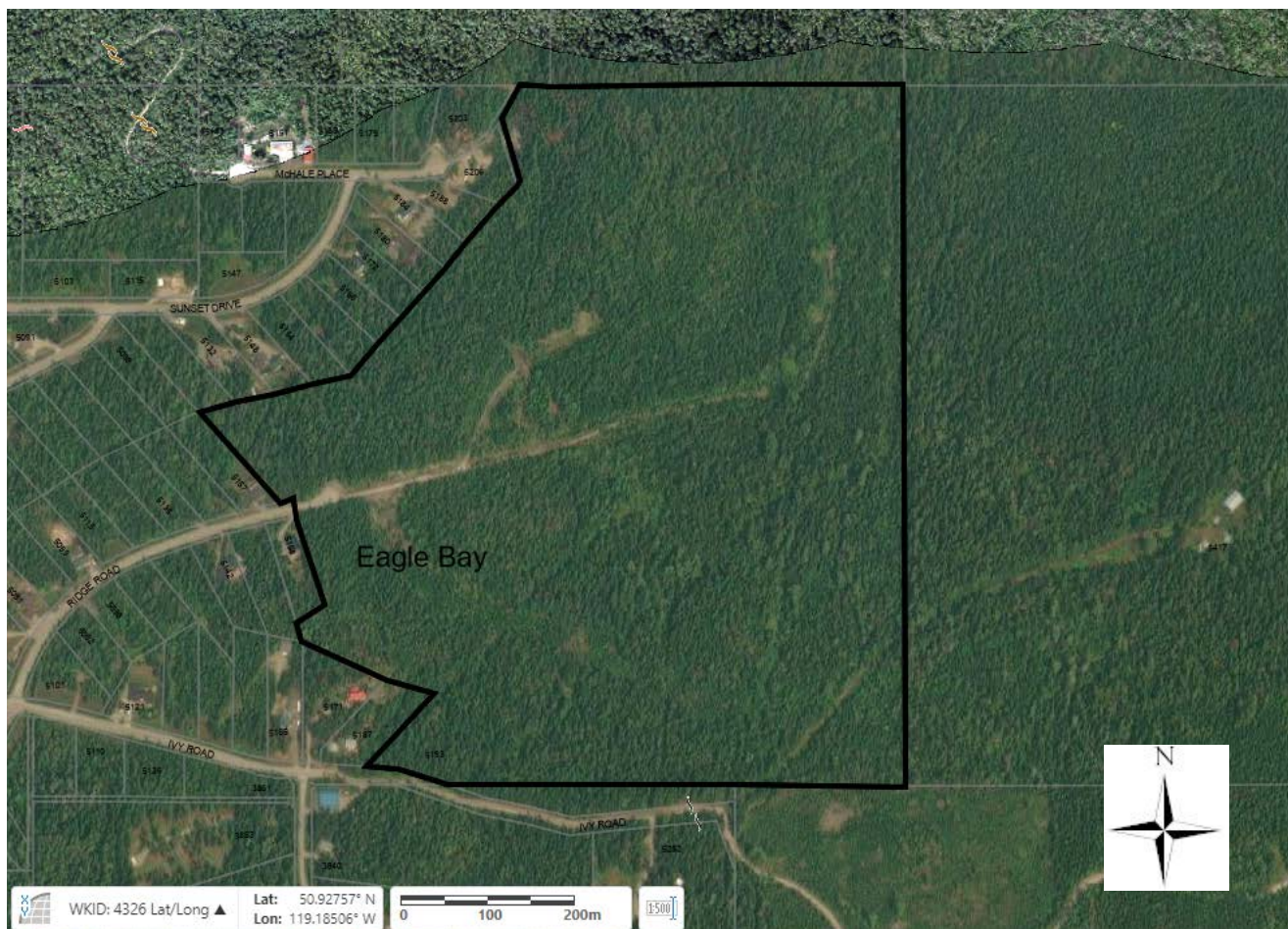
Slope



Water Access and CSRD Parks



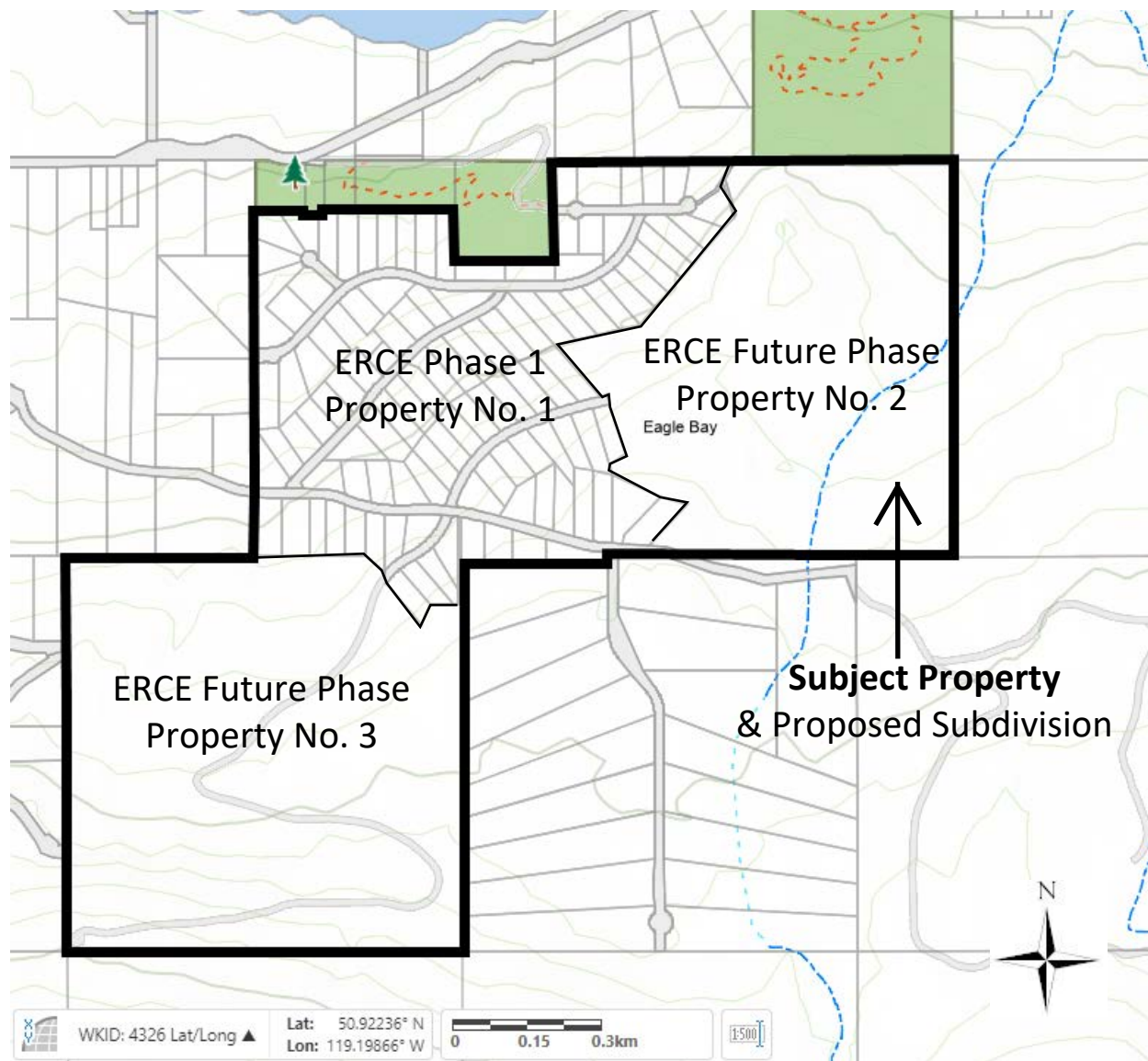
Orthophoto – Esri Imagery



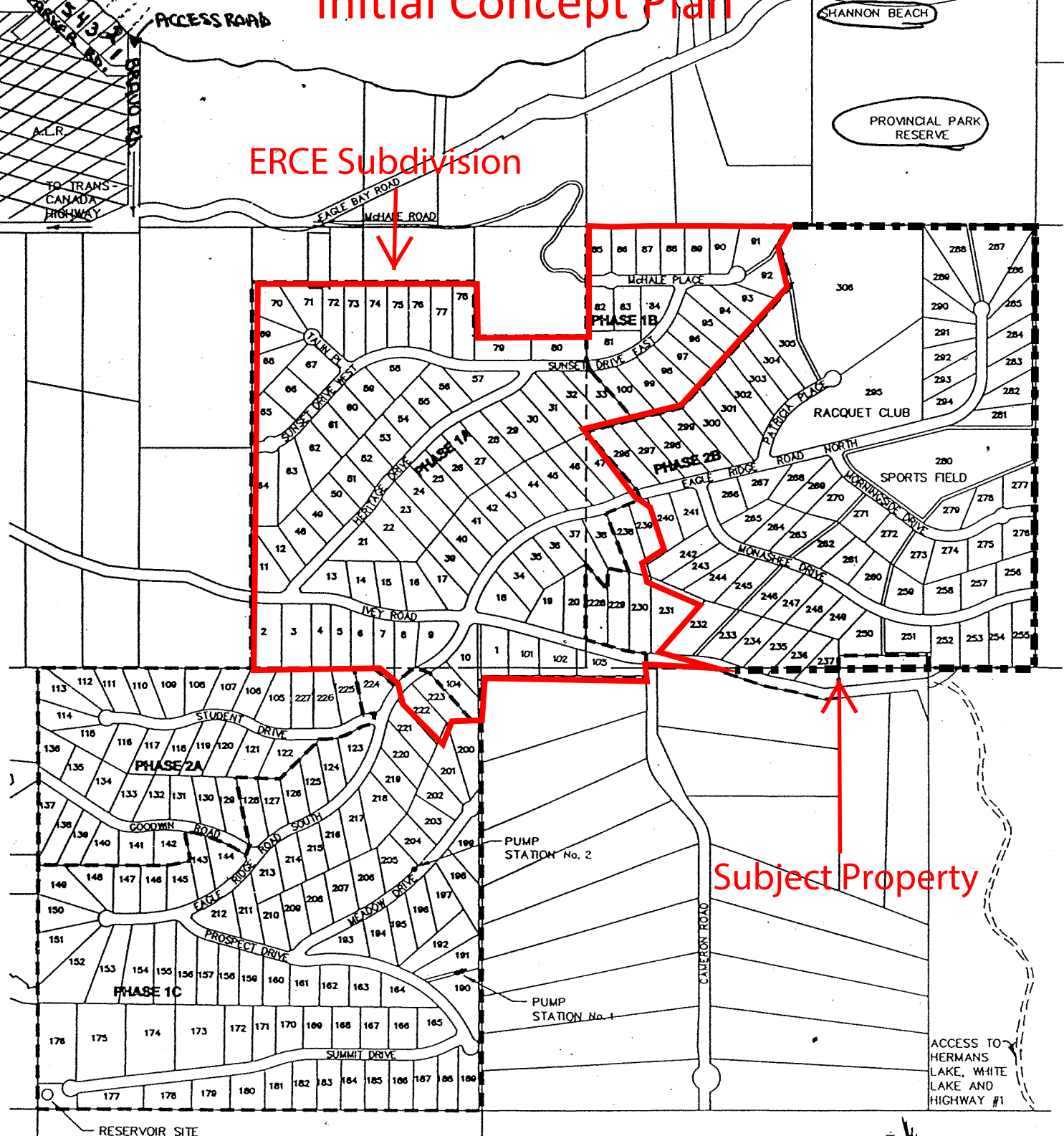
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Eagle Ridge Country Estates (ERCE) - 1994-1997



Eagle Ridge Country Estates (ERCE) 1994-1997 Initial Concept Plan



EAGLE RIDGE COUNTRY ESTATES

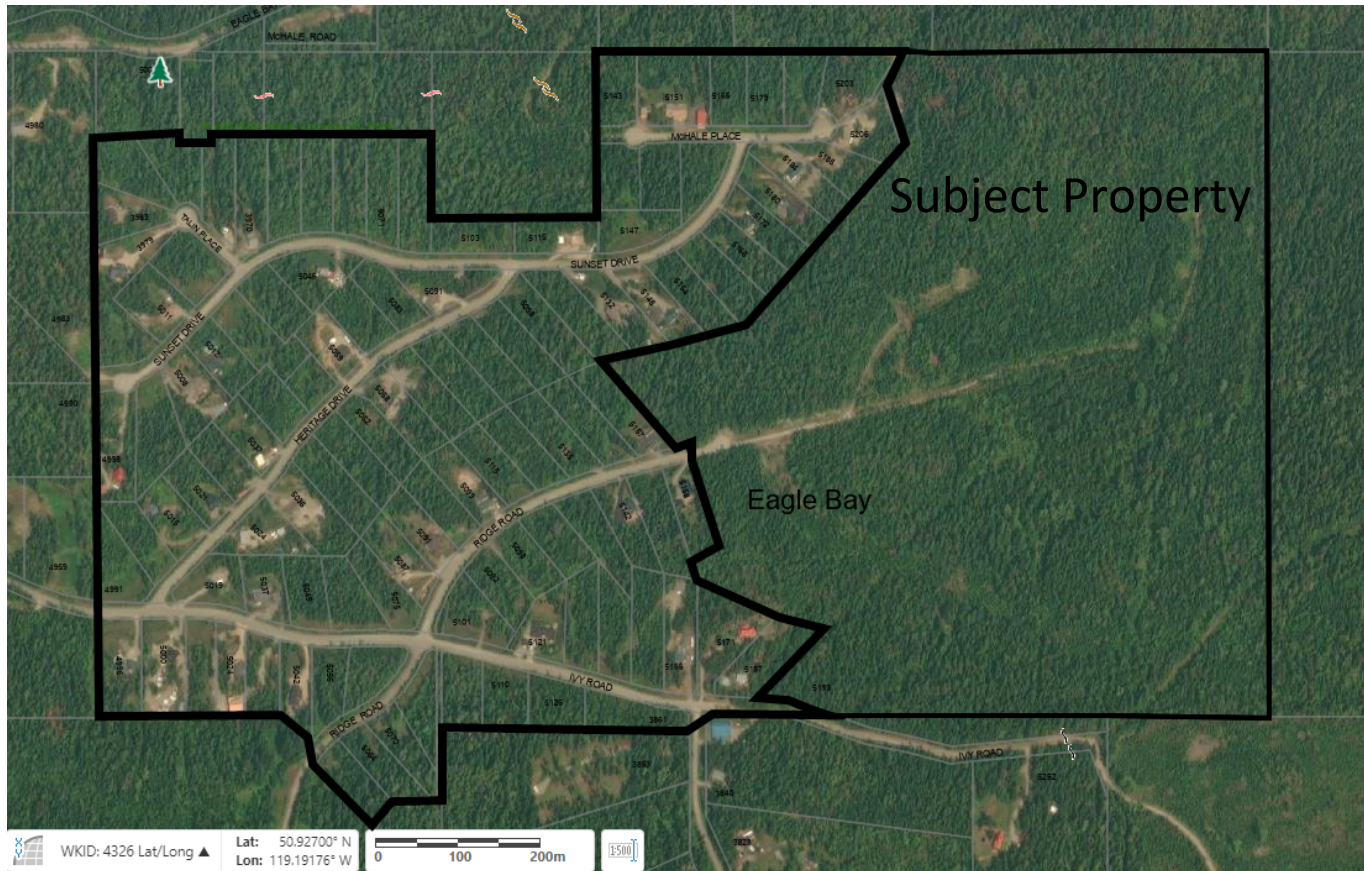
OVERALL LOT LAYOUT PLAN



EAGLE RIDGE COUNTRY ESTATES

Set Yourself Apart.

Developed Lots in Eagle Ridge Country Estates (ESRI Ortho Phtots)



Original Application Concept: Parks, Greenspace and Trail Connection

Proposed tie in to existing trails

