



COLUMBIA SHUSWAP REGIONAL DISTRICT

Committee of the Whole Meeting

LATE ITEMS AGENDA

Date: Wednesday, October 16, 2024
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

[Zoom Registration Link](#)

Pages

*5. Closed (In Camera)

Late Agenda - order of business change.

Motion

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

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

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

6. Business General

*6.1 **Policy Review**

1

Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated October 10, 2024.

Late Agenda - report added.

Motion

THAT: the Committee support the staff direction to bring forward "No Update" and "Rescind" policies to the November Regular Board Meeting, as attached to the October 16, 2024 Committee of the Whole Agenda.

- *6.2 Electoral Areas B, C, D, E, F, G: Short-Term Rental (STR) Temporary Use Permit Policy (P-28)** 98
- Report from Jan Thingsted, Planner III, dated October 3, 2024. Presentation of draft Short-Term Rental (STR) Temporary Use Permit (TUP) Policy, and update on CSRD STR communication.
- Late Agenda - PowerPoint presentation added.
- Motion**
 THAT: the Committee of the Whole support in principle the draft Short-Term Rental (STR) Temporary Use Permit (TUP) Policy P-28 for consideration and endorsement at the November 21, 2024 Board Meeting.
- *6.3 Water Utility Financial Health Update and User Fee Recommendations for 2025-29** 137
- Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated October 4, 2024. An overview of the financial health of water systems to support a utility rate review and update.
- Guest Speaker - John Weninger, JW Infrastructure Planning.
- Late Agenda - report added.
- Motion**
 THAT: the Committee of the Whole recommend to the Board of Directors to direct staff to base the 2025-2029 Annual Water User Fees, under the CSRD Waterworks Rates and Regulation Bylaw No. 5819, on Scenario 2 as outlined in this report;
 AND THAT: a board report be presented at the November 21, 2024, Regular Board meeting.
- *6.4 2025-2029 Pre-Budget Discussion** 205
- Late Agenda - presentation added.
- *6.5 Laserfiche Cloud Migration and Introduction of Process Automations** 220
- Report from Jennifer Sham, General Manager, Corporate Services, dated October 3, 2024.
- Late Agenda - report added.
- Motion**
 THAT: the Committee of the Whole receive the information regarding the potential partnership with Government Frameworks.



COMMITTEE OF THE WHOLE REPORT

TO: Chair and Directors

SUBJECT: 2024 Policy Review

DESCRIPTION: Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated October 10, 2024.

RECOMMENDATION: THAT: the Committee support the staff direction to bring forward "No Update" and "Rescind" policies to the November Regular Board Meeting, as attached to the October 16, 2024 Committee of the Whole Agenda.

BACKGROUND:

The Policy Manual was previously reviewed in 2021. Staff have reviewed the current Policy Manual and are recommending the attached policy packages for housekeeping amendments or to rescind.

Methodology

Each of the General Managers (GM), with their respective teams, reviewed each of the policies directly related to their departments. Any policies affecting other departments were forwarded to the GMs for further review. Each policy was entered into the spreadsheet under one of the following categories: Rescind; No Update; Minor Update; Major Update.

Any policies under the Rescind column are either obsolete or no longer applicable. No Update policies have been reviewed and are still valid and currently in use. Under the Minor or Major Update categories, staff have reviewed the policies and deemed them to require more attention and will set aside time in 2025 to bring forward to a future Board meeting for consideration.

See "Policy Review Summary 2024" attached for links to all active policies.

Policies Proposed to be Rescinded

A-14 Bylaw Copies
 A-25 Applications Requiring Board Consideration
 A-33 As-Built Drawings for Capital Works
 A-34 Maintenance of Logbook by Facility Managers
 A-45 Inspection of Woodburning Installations
 A-54 Aviation Fuel Management – Revelstoke Airport
 F-6 Building Permit Refund
 F-7 Mileage
 F-20 Revenue Arising from Legal Claims
 F-37 COVID-19 Safe Restart Electoral Area Grant-in-Aid Funding
 P-12 BC Building Code in Non-Inspection Areas
 W-7 Revelstoke Airport Security

Policies with No Updates

A-1 Occupational Health and Safety Program
 A-11 Regional Philosophy
 A-24 Disposal of Assets
 A-30 Office Closure

A-38 Method of Taxation
 A-47 Encumbrances on CSRD Owned Land
 A-61 Use of Corporate Vehicles
 A-62 – Electronic Sign Boards – CSRD Owned Facilities
 A-69 Bylaw Enforcement
 A-70 Asset Management
 A-71 Cannabis Related Business
 A-75 Commercial Bottled Water
 A-79 Electronic Submissions for Alternative Approval Process Elector Response Forms
 A-82 Anti-Racial Discrimination and Anti-Racism
 A-85 Provincially Tenured Lawfully Non-Conforming Docks Electoral Area E Adjacent to Rail Trail Lands
 A-86 Exempt Staff Compensation
 A-88 Shuswap-North Okanagan Rail Trail: Agricultural Access
 F-16 Parkland Dedication Deferral Fees
 F-18 Overtime – Non-Managerial Exempt Staff
 F-24 Signatories
 F-34 Reserve Funds
 F-35 Collection of Outstanding Debt
 F-38 Asset Retirement Obligations
 P-11 Consistent Use of Upland/Adjacent Foreshore and Aquatic Crown Land
 P-24 Agricultural Land Reserve Exclusion Applications
 W-3 Mosquito Control Programs
 W-6 Sewer System Acquisition
 W-8 Anglemont Estates Drainage
 W-13 Nicholson Aquifer Water Quality

Policies Proposed for Minor Updates – 2025 Workplan

F-8 Interview Costs and Relocation Expenses
 F-10 Telephone and Internet Costs
 F12 CSRD Firefighter and Officer Remuneration
 F-13 Non-Union Employee Benefits/Condition of Employment
 F-14 Travel and Expense Reimbursement
 F-19 Recognition of Managerial Hours Worked
 F-30 Electoral Area Grant-in-Aid Funding
 F-31 Constituency Expenses
 F-32 Procurement of Goods and Services
 F-33 Protection of Personal Information Collected from ICBC
 P-5 Parkland Dedication as a Function of Subdivision
 P-17 Enforcement of Covenants not Initiated by the CSRD
 P-19 Flood Plain Setbacks and Exemptions
 P-21 Development Services Referral Non-payment
 P-23 Farm Building Exemption
 P-25 Public Hearing
 P-26 Building Permit Geohazard Information Use and Procedure
 W-1 Fire Hydrant Servicing

W-9 Appointment of Fire Chiefs
 W-10 Fire Service Standard Operating Guidelines
 W-11 Parks and Recreational Trail Inspection and Maintenance
 W-12 Fire Department Levels of Service

Policies Proposed for Major Updates – 2025 Workplan

A-23 Economic Development Commission
 A-31 Contractor Liability Insurance Coverage
 A-43 Liability Insurance Requirements for Special Events on CSRD Property
 A-58 Volunteer Recognition
 A-63 Boat or Vessel Use for CSRD Business
 A-64 Respectful Workplace
 A-65 Complaint Resolution
 A-66 Bullying and Harassment
 A-67 Code of Ethics
 A-68 Code of Conduct Policy for Employees
 A-80 Return to Work COVID-19 Recovery Plan
 A-83 Chief Administrative Officer Succession
 A-84 COVID-19 Proof of Vaccination
 F-3 Electoral Area Community Works Fund
 F-9 Municipal Education Courses
 F-26 Vehicle Insurance
 F-29 BC Hydro Grants-in-Aid PILT
 F-36 Continuation of Benefits
 P-14 Contaminated Site Profile
 P-18 Consultation Process – Bylaws
 P-22 Telecommunications Facilities Siting and Consultation
 W-4 Water Utility Acquisition
 W-5 Flooding

NEXT STEPS:

If the Committee of the Whole wishes to pull any policies from the proposed list of Rescind or No Update, those policies will be moved to the Minor Update category. Any policies under the Minor or Major Update categories will be added to the respective department's 2025 workplan.

Due to the varying ages of the different policies and anticipating new policies, staff will initiate a housekeeping amendment to give all the policies the same look in the form of a template. The policies under the "No Update" category will all be "refreshed" with this new template and be brought forward to the November Regular Board meeting for consideration.

Report Approval Details

Document Title:	2024-10-16_COW_CS_Policy_Review.docx
Attachments:	- 2024 Policies - No Updates.pdf - 2024 Policies - Rescind.pdf - Policy Review Summary 2024.xlsx
Final Approval Date:	Oct 11, 2024

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



John MacLean

POLICY

A-1

OCCUPATIONAL HEALTH AND SAFETY PROGRAM

The CSRD is fully committed to the provision of a safe and healthy workplace. In addition, the CSRD recognizes its due diligence and responsibility to comply with, and where practicable exceed, the minimum standards as identified in the Workers Compensation Act and the Occupational Health and Safety Regulation.

The CSRD has developed a formal Occupational Health and Safety Program which will be maintained for the benefit of all Regional District workers.

Managers and supervisors are aware of their responsibility to remain knowledgeable about any and all health and safety legislation as it relates to the work they supervise. They must further ensure that workers under their direct supervision are informed of all known or reasonably foreseeable health and safety hazards associated with their work activities. The CSRD will establish and maintain a well functioned Joint Occupational Health and Safety Committee for CSRD workers and a separate Joint Occupational Health and Safety Committee specifically for CSRD Fire Services workers compliant with the Workers Compensation Act and the Occupational Health and Safety Regulation.

Workers are responsible to follow all policies and procedures established by the CSRD. They are further responsible to work in a safe and responsible manner and to protect themselves and their fellow workers from harm. Workers must know and exercise their right to refuse unsafe work if such work is assigned to them. In addition, workers are responsible to immediately report unsafe acts or conditions to their supervisor or a Joint Occupational Health and Safety Committee representative.

The CSRD's Joint Occupational Health and Safety Committees are tasked with monitoring the effectiveness of the Occupational Health and Safety Program. The Committees will meet at monthly intervals to discuss health and safety matters and concerns and, where applicable, will decide and initiate appropriate corrective and/or follow-up action.

The Joint Occupational Health and Safety Committees will be responsible for the on-going and periodic review of the CSRD's Occupational Health and Safety Program. Necessary updates and amendments to the Occupational Health and Safety Program will be recommended by the Joint Occupational Health and Safety Committees and will be subject to the approval by the Chief Administrative Officer.

MAY 2006
NOVEMBER 17, 2016
MARCH 23, 2017

REGIONAL DISTRICT OF COLUMBIA-SHUSWAP

POLICY

REGIONAL PHILOSOPHY

While the Board relies considerably on input from, and the viewpoint of, each member, it must not lose sight of the fact that matters should be approached with a regional over-view in mind, in keeping with the very concept of regional government.

APRIL 1981

POLICY**A-24****DISPOSAL OF ASSETS****PURPOSE AND INTENT**

To provide direction on the disposition of Columbia Shuswap Regional District (CSRD) surplus assets or assets that have reached the end of their economic life. The disposition of assets will support the CSRD's commitment to sustainability by following a process that maximizes economic value for the organization, is transparent, non-discriminatory and considers environmental impacts.

This policy does NOT apply to land held by the CSRD.

DEFINITIONS

"Asset" is an item of economic value that could be converted to cash.

"Minor Equipment Asset" is an asset that has a historical cost of less than \$10,000, has a relatively short economic life and has not been depreciated.

"Tangible Capital Asset" is an asset that has a historical cost in excess of \$10,000, has a useful economic life of several years, is capitalized in the fixed asset register and is depreciated over its useful life.

"Surplus Asset" is a tangible asset that has economic value that can be converted to cash but is no longer needed and cannot be used within any other function of the CSRD. This type of asset includes but is not limited to office furniture and equipment, computers, audio-visual equipment, fire equipment, construction tools and equipment, marine equipment, park equipment, and all fleet vehicles (including components such as storage boxes and tires).

"Obsolete Asset" is an asset that no longer has usefulness to the CSRD because it is no longer compatible with other assets or systems, is no longer supportable by IT or outside firms, is no longer operational, or is no longer safe to use.

"Economic Life" means the period of time during which an asset may be put towards efficient use in the operation of the CSRD. Economic life is often shorter than physical life because an asset may become obsolete or too costly to maintain before it is worn out.

"Net Book Value" is the historical cost of an asset less the depreciation realized during the life of the asset at the time of disposal.

PROCESS

1. When Staff has identified an Asset as a Surplus or Obsolete, an Asset Disposal Request ("ADR") Form will be completed and forwarded to the Department Manager. The Department Manager will be responsible to determine and declare when an Asset is deemed to be a Surplus or Obsolete Asset by signing the ADR form and forwarding to the Financial Services Manager.

2. The Financial Services Manager, in conjunction with the Department Manager, will consider the information provided and recommend the appropriate method of disposal. The Financial Services Manager will authorize the disposal, return the ADR form to the initiating department, and will coordinate the financial responsibilities for the disposition (assigning title, issuing invoices, etc.) as appropriate.
3. The Department Manager or Team Leader of the function responsible for the assets will coordinate the disposal in the manner deemed appropriate and finalize the Asset Disposal Request form and forward the ADR form back to the Finance department.
4. The Board must be informed of the intent to dispose of assets that have a historical cost in excess of \$100,000. Intent for disposal may be provided within the Five Year Financial Plan and does not require a Board resolution.

METHODS OF DISPOSAL

1. Internal Transfer: A CSRD function specific Asset that is deemed to be a Surplus Asset but still has Economic Life can be transferred to another CSRD function at the net book value of the asset.
2. Trade-in: An Asset at the end of its Economic Life can be traded in for another Asset of similar use and purpose as a replacement Asset.
3. Public Offering: An "Asset for Sale" listing can be prepared for advertising on an "as is, where is" basis and may use any of the following in an effort to maximize the proceeds of sale and remove any concern for conflict of interest:
 - a. CSRD website and related social media
 - b. BC Bid
 - c. Public disposal sites

Viewing of the Asset for sale may be required to solicit the appropriate level of interest. Viewings will be coordinated with the Department Manager responsible for the asset.

4. Donation: A Surplus Asset or an Asset at the end of its Economic Life must meet the following criteria:
 - a. The donation must provide a clear and positive community benefit;
 - b. The entity receiving the donation must be a registered charitable organization or a not-for-profit entity;
 - c. The Surplus Asset to be donated must have a net book value of less than \$1,000;
 - d. The Asset considered for donation must receive prior approval from the Chief Administrative Officer (CAO) or the Financial Services Manager, in the absence of the CAO.
5. Recycling:
 - a. If an Asset at the end of its Economic Life is not sold, traded for use or donated, it will be recycled to the fullest extent possible in a manner that minimizes environmental impact.

- b. Obsolete computer equipment will have its hard drive destroyed by the IT/GIS Manager and the remaining components (computer units, screens, keyboards, etc.) will be recycled at the nearest approved recycling facility.
- 6. Waste: If all other disposal options have been exhausted, an Asset that is at the end of its Economic Life or is deemed Obsolete will be taken to the nearest CSRD landfill facility.
- 7. If a more advantageous option to dispose of an Asset in an alternative method is realized that has not been identified above, the CAO will have the authority to approve of an alternative disposal method.

This policy will be reviewed on a regular basis to ensure awareness and understanding of the process by the CSRD Board members, CSRD staff, and member municipal administrative staff.

May 1982
January 1987
November 15, 2018

REGIONAL DISTRICT OF COLUMBIA-SHUSWAPPOLICYOFFICE CLOSUREPreamble

Due to reduced workload and prevalence of staff vacation time around the Christmas period, it has been both cost efficient and practical to close the office to the public for the period between December 25 and January 1. The present policy is designed to formalize this existing practice.

Policy

The Regional District Office is to be closed to the public for those work days between December 25 and January 1.

NOVEMBER 1985

COLUMBIA SHUSWAP REGIONAL DISTRICT
POLICY

METHOD OF TAXATION

Preamble

Numerous specified areas or benefiting areas have been proposed, with a preference by some local interest groups to have the parcel tax method of taxation employed rather than the more conventional property assessment.

Parcel tax taxation requires the preparation of a local tax roll - by folio - and the ongoing maintenance each and every year. Also included is the necessity to hold Local Courts of Revision, mailing of notices and the necessary advertising. The costs and administrative involvement is disproportionately onerous, and should be minimized to the extent possible.

Policy

That the Columbia Shuswap Regional District employ the parcel tax method of taxation only when all other more conventional methods of taxation have been excluded as being inappropriate.

A-38.SAV

APRIL 1987

A-47

POLICY**ENCUMBRANCES ON CSRD OWNED LAND**PREAMBLE

The Columbia Shuswap Regional District receives requests from local governments, corporations, and private landowners for permission to obtain an interest in CSRD owned land by way of agreements including easement, rights-of-ways, etc.

POLICY

Columbia Shuswap Regional District (CSRD) owned lands will not be encumbered by: tenancies; statutory rights of way; easements; contracts, leases or licenses, or any other interest in land which could expose the CSRD to liability and limit its ability to manage, plan or develop its lands.

Notwithstanding the foregoing, the CSRD and the Regional District of North Okanagan have purchased the CP rail corridor lands (rail corridor lands) from Sicamous to Armstrong; these lands were previously encumbered with a variety of agreements including: tenancies; statutory rights of way; easements; leases; licenses; and upland consent for docks. For the rail corridor lands only, these encumbrances may be recognized and renewed, and new agreements negotiated, until such time as they are terminated and discharged.

Additionally, where it is discovered that individuals have constructed objects and structures in trespass on the rail corridor lands, or on the water adjacent to these lands without the necessary upland consent and/or provincial approval, the CSRD and RDNO may enter into agreements once the necessary approvals are in place, or until such time that the owners have removed such structures and objects and the associated liability exposure is eliminated. The cost of preparing the agreements will be borne by the requestor.

April 1991

July 18, 2019

POLICY

POLICY NO. A-61

USE OF CORPORATE VEHICLES

Preamble

The CSRD has acquired a number of corporate vehicles through purchase or lease. This procedure is to provide direction to staff on the appropriate use of the corporate vehicles.

Policy

1. Corporate vehicles are to be used for business purposes only. Kilometers travelled in corporate vehicles must be allocated to the appropriate function and therefore recorded appropriately in log books.
2. Only CSRD employees or directors with a valid driver's license are permitted to drive corporate vehicles. The CSRD will annually request abstracts from the BC Motor Vehicle Branch on all staff who will be operating corporate vehicles as identified by department heads.
3. Corporate vehicles may only be used to transport CSRD employees, directors or other persons directly related to CSRD business. Transportation of other persons requires prior approval from the staff member's department head.
4. All employees operating Corporate Vehicles are expected to abide by Federal and Provincial laws and regulations and therefore employees will be held responsible for any violations which they incur while operating corporate vehicles; and disciplinary action depending on the violation(s) may be warranted at the discretion of the Chief Administrative Officer.
5. Use of alcohol, and illegal substances while operating corporate vehicles will NOT be tolerated in any circumstances and are grounds for immediate disciplinary action up to and including termination of employment at the discretion of the Chief Administrative Officer.
6. Smoking is not permitted in corporate vehicles.
7. Department heads are responsible for ensuring corporate vehicles are well-maintained and subjected to routine inspection for on-going safe operation.
8. Any damage sustained while operating a corporate vehicle must be immediately reported to the staff member's department head, and police and ICBC where warranted.
9. Corporate vehicles are NOT permitted to be used by a staff member for personal use (excepting deemed personal use per paragraph (11) at any time. Corporate vehicles used on evenings and weekends are for business purposes only.

10. In the event a corporate vehicle is required to be driven to an employee's home for corporate use during the evening or weekend, approval of the staff member's department head is required.
11. In the event that a staff member takes a vehicle home as per paragraph (10), the use of the vehicle to and from work is "deemed personal use" and therefore considered a taxable benefit. The staff member will provide the Finance Department with an accurate and up to date distance between the staff member's work location and the staff member's home immediately following the personal use.
12. The Fire Services Coordinator will have an assigned corporate vehicle clearly marked as a fire emergency response vehicle. The Coordinator will be permitted to drive to and from work providing that personal use of the corporate vehicle is limited to trips directly to and from home; the vehicle and contents are secure and protected; the corporate vehicles is parked at a CSRD facility while the Coordinator is on vacation or medical leave, and that taxable benefits be paid by the Coordinator for the use of the vehicle to and from work subject to paragraph (13).
13. The Finance Department will determine the taxable benefit associated with personal use in accordance with Income Tax Interpretation Bulletin IT-63R5. The taxable benefit will be added to staff members income in pay periods subsequent to the time of travel. The staff member is responsible for paying all taxes related to the taxable benefit.

JULY 2012

POLICY

A-62

ELECTRONIC SIGN BOARDS – CSRD OWNED FACILITIES**Preamble**

The CSRD owns electronic sign boards which have been installed for use as a communication medium at various CSRD owned facilities. The purpose of this policy is to provide eligibility criteria on the agencies that are tasked with posting sign board content, and to provide parameters for messaging on an Electronic Sign Board.

Policy

The CSRD may assign an agency to be responsible for posting messages to the Electronic Sign Board. In the case of CSRD owned Recreation Centres, the agency that has the contract for management and operation of the recreation centre will be responsible for posting messages to the Electronic Sign Board.

The Electronic Sign Board will be available to the following organizations:

- Host municipality
- CSRD
- Local Arts and Culture Organizations
- Local Minor Sports Organizations
- Local Community Organizations

Eligible organizations (non-municipal) must be registered non-profit and must be:

- a) physically located within the member municipality or electoral area that contribute to the subsidy of the CSRD facility; and
- b) primarily provide services to residents of the member municipality or electoral area in accordance with item (a) above. Eligible organizations will not be not subject to any message fees.

Non-eligible groups include commercial organizations, for-profit businesses, faith based organizations, private individuals, politicians (elected or campaigning) and political parties.

Related government or non-profit organizations (i.e. other municipalities, other Regional Districts, the Province of BC, etc.) may be permitted messaging access based on the relevancy of the message to local residents on a message-by-message basis (i.e. major community or regional events).

The name of a commercial organization may be displayed with the name of the event in circumstances where the commercial organization is sponsoring an event at a CSRD facility and the event qualifies to be posted on the Electronic Sign Board, in accordance with the criteria of this policy.

The procedure for posting a message on the Electronic Sign Board will be at the discretion of the agency that assigned as responsible for posting messages.

All messages must comply with the laws, statutes, regulations and bylaws in force within the CSRD and the relevant member municipality (if applicable). All messages must conform to the principles underlying the Canadian Charter of Rights and Freedoms, and in particular must be:

- a) free of any demeaning, derogatory, exploitive or unfair comment or representation of any person or group of persons; and
- b) free of any demeaning, derogatory, exploitive, or unfair comment or representation based on race, colour, ancestry, ethnic origin, creed, religious affiliation, sex, sexual orientation, disability, age, marital, or family status.

JULY 2013

AMENDED: AUGUST 15, 2019



Policy A-69

BYLAW ENFORCEMENT

Preamble

The Columbia Shuswap Regional District (the Regional District) Board of Directors (the Board) wishes to adopt the following bylaw enforcement policy to establish clear procedures, expectations and standards for the Regional District's bylaw enforcement program. The policy establishes:

- staff responsibilities;
- the procedure for submitting, assessing and responding to complaints;
- the criteria required to initiate an investigation;
- the prioritization of complaints;
- the procedures for dealing with frivolous, repeat and multiple complaints;
- the investigative processes that set out the basis for enforcement;
- the requirements for notice before enforcement is undertaken; and,
- the procedures for enforcement actions.

The Regional District bylaw enforcement function is founded on a complaint-based system. The program encourages voluntary compliance and aims to reduce the scope of enforcement to serious complaints. The Board adopts an annual budget for bylaw enforcement that it considers adequate for the program and remains affordable for taxpayers. Bylaw enforcement activities are impacted by the limits of the annual budget and priorities are set for bylaw enforcement.

The bylaw enforcement policy applies to the enforcement of all Regional District bylaws. Where an investigation of the Bylaw Enforcement Officer determines a bylaw offence has occurred that is subject to the provisions of a building regulation bylaw, a Building Official is authorized to proceed with the investigation and enforcement action as appropriate.

The Regional District has no duty to take enforcement action with respect to every contravention of every bylaw that may be occurring within its jurisdiction, allowing discretion guided by this policy.

The Board has adopted the Ticket Information Utilization Bylaw and the Bylaw Notice Enforcement Bylaw that identify which offences are subject to ticketing and bylaw notices, who can issue the ticket or bylaw notice for each offence and what penalties may be imposed for each offence. The Board may also provide other policy guidance or direction on a specific complaint. Enforcement of Regional District bylaw may be pursued in accordance with the terms of the Offence Act.

1.0 ROLES AND RESPONSIBILITIES

- 1.1** Board of Directors (the Board) – Approves Regional District bylaws, the bylaw enforcement policy and the bylaw enforcement budget. The Board appoints persons as Bylaw Enforcement Officers. Enforcement actions involving direct enforcement or legal proceedings are approved by a resolution of the Board. Each Director remains uninvolved in specific bylaw enforcement decisions unless and until the matter is put on the agenda for the entire Board to consider.
- 1.2** Corporate Officer – Makes recommendations to the Board regarding the bylaw enforcement budget and legal proceedings.
- 1.3** Manager of Development Services – Makes recommendations to the Board regarding the Bylaw Enforcement and Dog Control enforcement budgets, legal proceedings and bylaw enforcement policy and may, at times, assume the responsibilities of the Team Leader of Building and Bylaw Services.
- 1.4** Team Leaders
 - 1.4.1 Team Leader, Building and Bylaw Services provides a supervisory function for the Bylaw Enforcement Officers and Animal Control Officer;
 - 1.4.2 For departmental specific bylaws the applicable Manager, Team Leader, or Corporate Officer may:
 - 1.4.2.1 Authorize bylaw investigations in the absence of a written complaint (Section 3.1) and authorize exceptions to the required criteria for initiating enforcement action (Section 2.3);
 - 1.4.2.2 Authorize extensions to the time set to comply with a bylaw (Section 6.9);
 - 1.4.2.3 Authorize a decision to restrict contact with a person who is making repeated complaints about the same issue (Section 7.3 & 7.4); and,
 - 1.4.2.4 In consultation with applicable department manager, authorize correspondence with legal counsel (Section 6.13).
- 1.5** Bylaw Enforcement Officers and Animal Control Officers
 - 1.5.1 Receive, record, and investigate complaints;
 - 1.5.2 Seek voluntary compliance through education and negotiation;
 - 1.5.3 Attend on-site as necessary to investigate complaints and carry out enforcement actions, including issuing tickets and bylaw notices; and,
 - 1.5.4 Manage correspondence with legal counsel, prepare written reports and makes presentations to the Board regarding direct enforcement action or legal proceedings.
- 1.6** Building Official(s) – Where an investigation of the Bylaw Enforcement Officer determines a bylaw offense has occurred that was subject to the provisions of a building regulation bylaw, the Building Official(s) is authorized to proceed with the investigation and the enforcement action as appropriate and as outlined in this policy.
- 1.7** Planners – Receive, review and make recommendations regarding land use and development applications that may originate from bylaw enforcement complaints.

2.0 SUBMISSION OF A COMPLAINT

2.1 Alleged infractions of Regional District bylaws are to be reported by the complainant to the Bylaw Enforcement Officer or Animal Control Officer in accordance with the following procedures.

2.2 Each individual complaint shall be in writing – a letter, an email or the Regional District Bylaw Complaint Form, and shall contain the complainant's:

- name;
- address;
- phone number;
- email address, and,
- description of the nature and location of the alleged infraction as well as the impact on the complainant.

Exceptions may be granted where the complainant has a language or literacy barrier that prevents them from completing a written complaint.

2.3 To initiate enforcement action by the Regional District, complaints must be submitted in accordance with the following criteria:

- two (2) complete written bylaw complaints signed by unrelated; complainants from within the Electoral Area in which the property is located;
- one (1) complete written bylaw complaint signed by a complainant whose property is located within 100 meters of the subject property; or,
- one (1) written or verbal complaint from an RCMP officer.

2.3.1 The applicable Team Leader may consider and authorize exceptions to the above criteria.

2.3.2 Complaints classified as Class 1 complaints (Section 5.2), and complaints of violations of the Building Regulations Bylaw require only one (1) written bylaw complaint.

2.4 Anonymous or non-written complaints of alleged infractions may not be acted upon unless the alleged infraction is a Class 1 complaint (Section 5.2).

2.5 A complainant may be requested to sign an affidavit and/or be prepared to stand as a witness should enforcement action proceed to court.

3.0 OBSERVED INFRACTIONS

3.1 The Bylaw Enforcement Officer or Animal Control Officer may commence an investigation without a written complaint pursuant to the direction of a Team Leader where:

- a bylaw violation is a Class 1 infraction;
- a bylaw violation is observed by a Bylaw Enforcement Officer, Animal Control Officer, or other employee or agent of the Regional District in the course of duties;
- a notification or referral is received from an external agency that identifies a bylaw violation associated with the property; or,
- communication undertaken with the Regional District identifies a bylaw violation (e.g., property and zoning inquiries, requests for comfort letters).

4.0 CONFIDENTIALITY

- 4.1** Subject to the Freedom of Information and Protection of Privacy Act (FOIPPA) the identity of the complainant, any personal information they provide, and the written complaint itself, shall not be disclosed to the alleged offender or any member of the public. The response of the alleged offender shall not be disclosed to the complainant, whether it is in writing or made orally. The complainant and the alleged offender shall be informed that this information will be kept confidential unless required by court proceedings. The anonymity and confidentiality given to complainants and alleged offenders under this policy cannot be assured if the investigation results in court proceedings.
- 4.2** Complainants and alleged offenders are to be advised that any personal information that they provide about other parties is subject to disclosure by order of the BC Information and Privacy Commissioner. If persons apply to the Regional District for disclosure of personal information about them in complaints and in responses to the complaints under the Freedom of Information and Protection of Privacy Act, it shall be the policy of the Regional District to refuse disclosure, unless consent is obtained from the person who supplied the information and who would otherwise be assured of confidentiality. The Regional District, however, is subject to orders issued by the Information and Privacy Commissioner under the Act and will not necessarily appeal an order for disclosure.

5.0 PRIORITY CLASSIFICATION OF COMPLAINTS

- 5.1** Upon receipt of a bylaw complaint, all bylaw infractions shall be prioritized, first according to the classification of the complaint; and second, according to the date the complaint was received.
- 5.2** Class 1 violations involve public health and safety risks to humans, significant adverse environmental impacts and/or harm to Regional District infrastructure. Matters are typically those which, if not addressed in a timely fashion, could result in irreversible impacts. Class 1 violations are considered paramount and receive first priority for enforcement.
- 5.3** Class 2 violations do not pose an immediate hazard to persons or property and typically do not involve significant environmental impacts. Such violations tend to have limited off-site implications and may be cosmetic in nature. Investigation of Class 2 complaints will be ranked in the order received and investigated subject to staffing, other priorities, and budgetary resources.
- 5.4** Complaints that are not related to a CSRD bylaw will not be investigated and no file will be opened; for serious complaints related to health, safety or the environment, staff will make best efforts to make complainants aware of the applicable regulatory agency that may be able to deal with their complaint and make the applicable regulatory agency aware of the issue for their information and follow-up.
- 5.5** Where complaints first require authorizations or approvals from other agencies, provincial or federal governments, such complaints will be forwarded to the applicable organization having jurisdiction for their follow-up and consideration. CSRD Bylaw Enforcement may be held in abeyance until the organization having jurisdiction has dealt with the matter.

- 5.6** The CSRD has adopted Noise Bylaw No. 5754 to provide the RCMP with an additional enforcement tool to address noise-related concerns. The enforcement of Bylaw No. 5754 is at the sole discretion of the RCMP; the RCMP is authorized in MTI Bylaw No. 5850, 2022 to issue a municipal ticket for noise-related offences and in Bylaw Notice Enforcement Bylaw No. 5858, 2023 to issue a bylaw notice for noise-related offences. CSRD staff will not be enforcing this bylaw. Upon receipt of a noise complaint, CSRD staff will explain the purpose and content of Bylaw No. 5754 to residents and direct them to their local RCMP detachment for follow-up.

6.0 COMPLAINT PROCESSING PROCEDURE AND ENFORCEMENT

- 6.1** All written complaints are directed to the Bylaw Enforcement Officer or Animal Control Officer and are logged, and recorded within the electronic tracking system.
- 6.2** On receipt of a written complaint, the Bylaw Enforcement Officer or Animal Control Officer will endeavor to acknowledge receipt of the complaint in writing or by phone to the complainant.
- 6.3** The Bylaw Enforcement Officer or Animal Control Officer will advise the complainant of the criteria required to initiate enforcement action (Section 2.3) and may recommend to the complainant that additional steps be taken before further action is taken to pursue the complaint.
- 6.4** A preliminary review of the complaint is undertaken to ensure that the complaint is well founded. The preliminary review may be limited to a phone call to the complainant or it may include a site investigation.
- 6.5** If the Bylaw Enforcement Officer determines the alleged violation is in relation to a Building Regulations Bylaw, further investigation and enforcement may be undertaken by the Building Official.
- 6.6** The Bylaw Enforcement Officer or Animal Control Officer may not investigate an issue if, through the preliminary review it is determined by the Officer that:
- no violation exists;
 - the matter is a civil matter;
 - the matter falls outside the jurisdiction and authority of the Bylaw Enforcement Officer or Animal Control Officer; and/or,
 - the Regional District cannot take enforcement action.

Any persons involved may be notified by phone or in writing and the investigation may be halted. Correspondence with landowners and complainants will be documented by the Bylaw Enforcement Officer or Animal Control Officer.

- 6.7** When exercising discretion or determining a course of action, the Bylaw Enforcement Officer or Animal Control Officer can consider factors including, but not limited to, the following:
- the scale, number, and duration of the infraction(s);
 - the current, short and long term impacts caused by the infraction;
 - the potential for precedent; and,
 - the resources available to resolve the matter.

- 6.8** Should an infraction be verified, the person(s) who committed the infraction will be notified in writing with a warning letter, explaining the terms of confidentiality and providing an explanation of the relevant bylaw and how the person is alleged to have contravened it, time limits for voluntary compliance, and notification of fines and other potential enforcement measures associated with the offence. Depending upon the severity of the infraction, violators may be given the opportunity to respond and achieve voluntary compliance before further action is taken. Violators should cease the activity or construction immediately until the necessary approvals are granted.
- 6.9** The violator may be requested to take action within thirty (30) days, or less. More time may be authorized by the applicable Manager, Team Leader or Corporate Officer.
- 6.10** Intermediate enforcement steps may include: a second field inspection following the thirty (30) days set for voluntary compliance and negotiation of further time to comply at the discretion of the applicable Team Leader.
- 6.11** Enforcement action may be taken without providing notice where a violation requires immediate action in response to an immediate risk to health, safety or the environment. After enforcement action is taken, the affected person may be provided with written reasons for the decision.
- 6.12** Where unlawful activity has not ceased, the Bylaw Enforcement Officer or Animal Control Officer may proceed with enforcement action, including, but not limited to, issuing tickets or bylaw notices for bylaws listed within the Ticket Information Utilization Bylaw or Bylaw Notice Enforcement Bylaw, respectively.
- 6.13** Where unlawful activity has not ceased, or where compliance is not being actively pursued, final enforcement steps may be pursued. The Bylaw Enforcement Officer may undertake final field inspections and file updates, consult with the legal counsel in cooperation with the applicable Team Leader or Manager, and prepare a report based on the advice of legal counsel indicating whether or not direct enforcement or legal proceedings should be initiated.

If direct enforcement is recommended, the report may outline the recommended action by the Regional District, the anticipated expense, and the process to recover the costs incurred by the Regional District from the violator as a debt.

If legal proceedings are recommended, based on the advice of legal counsel, the report may identify whether the proceeding should involve:

- prosecution under the Offence Act;
- application for a Provincial Court compliance order under the Local Government Act; or,
- an application for a Supreme Court injunction.

The report may also include:

- an estimate of the cost of legal services; and,
- other possible options to the recommended course of action and the implications of those options.

The report will be approved by the Chief Administrative Officer and presented (during a closed meeting) to the Board for final consideration, by resolution. Upon Board

approval, the Regional District may initiate legal proceedings through legal counsel. If legal proceedings are to be withheld for cause (i.e., budget, extensive investment of staff time, not deemed to be in the public interest, etc.), the complainant and violator may be so advised, and the enforcement file will be closed.

If legal proceedings are approved, the Bylaw Enforcement Officer will prepare a complete review of the file for Regional District legal counsel, which may include all reports, correspondence, title documents and a certified bylaw, swearing information, preparation of a witness list, and may also appear in court as a witness if necessary.

If applicable, staff will make best efforts to advise witnesses and complainant(s) of the court action and that protection of anonymity through the Freedom of Information and Protection of Privacy Act may no longer apply in the legal proceedings.

- 6.14** It is expected that the landowner will cease their illegal activity until a determination on their permit or land use amendment application has been rendered. The Regional District may continue to pursue enforcement action during the consideration of an application for a permit or a land use amendment if the landowner is not proceeding in good faith with the Regional District in attempting to gain the necessary approvals that could result in the resolution of the violation.

- 6.15** At the end of legal proceedings, the Bylaw Enforcement Officer will advise the complainant and the Board of the outcome, and close the enforcement file once compliance has been established or the court decision renders continuing enforcement unnecessary.

7.0 FRIVOLOUS, REPEAT AND MULTIPLE COMPLAINTS

- 7.1** Bylaw Enforcement Officers or Animal Control Officers may decline to investigate some complaints based on the nature of the complaint and alleged violation, the impact of the violation on the community, the impact of the violation on the complainant or other individuals, and based on this policy.

- 7.2** In the case of frivolous, repeat and/or multiple complaints, each complaint will be dealt with on its own merits and according to this policy. However, Bylaw Enforcement Officers and Animal Control Officers will endeavor to focus on balancing fairly the interests of both the individual making the complaint and the broader community. The Regional District retains the discretion not to intervene in civil matters that are clearly disputes between individuals. The Regional District may consider responding to repeated complaints only where the complainant provides new information or raises a new issue.

- 7.3** If a decision is made to restrict contact with a person who is making repeated complaints about the same issue, the decision will be made by the applicable Manager, Team Leader or the Corporate Officer. The Bylaw Enforcement Officer will clearly communicate to the complainant in writing the nature of the restrictions, the reason for them and when they may be reconsidered. The decision to restrict complaints does not prevent or limit other necessary contact with staff that is unrelated to the person's complaints.

- 7.4** With respect to Dog Control, if a decision is made to restrict contact with a person making repeated complaints about the same issue, the decision will be made by the

Team Leader Building and Bylaw Services and will clearly communicate to the complainant in writing the nature of the restrictions, the reason for them and when they may be reconsidered. The decision to restrict complaints does not prevent or limit other necessary contact with staff that is unrelated to the person's complaints

- 7.5** Multiple complaints from different people about the same issue may be investigated as a group, rather than individually.

8.0 INSPECTION OF PRIVATE PROPERTY

- 8.1** Bylaw Enforcement Officers and Animal Control Officers are authorized by the Board, without a warrant or permission from the owner or occupant, to enter private property to determine if bylaws are being followed.

- 8.2** Bylaw Enforcement Officers and Animal Control Officers will take all reasonable steps to advise the owner or occupant before entering the property unless the situation is one which bylaw or policy states that notice is not necessary, or where the issue involves public health or safety risks to humans, significant adverse environmental impacts or harm to Regional District infrastructure.

- 8.3** Bylaw Enforcement Officers and Animal Control Officers will only conduct enforcement action related to the issue of complaint, unless during the course of their investigation they are made aware of other bylaw infractions or other issues arise which may cause public health or safety risks to humans, significant adverse environmental impacts or harm to Regional District infrastructure.

9.0 STAFF SAFETY

- 9.1** The safety of staff and agents of the Regional District is of utmost importance. If a Bylaw Enforcement Officer or other Regional District staff or contractor is verbally or physically threatened while administering the bylaws of the Regional District, no further action shall be carried out until a private security firm can be hired or a police officer accompanies the Bylaw Enforcement Officer or other Regional District staff or contractor in carrying out their duties.

FEBRUARY 16, 2017
 AMENDED JUNE 21, 2018
 AMENDED FEBRUARY 16, 2023

POLICY

A-70

ASSET MANAGEMENT

PURPOSE

This policy demonstrates the CSRD's commitment to asset management and that it is exercising good stewardship and delivering affordable services while considering its legacy to future residents. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility to develop and maintain guidelines and practices is delegated to staff.

DEFINITIONS

Asset Management: Is the coordinated activity of an organization to recognize value from its assets. Asset Management involves the balancing of costs, opportunities and risks against the desired performance of assets to achieve organizational objectives. Asset Management enables an organization to examine the need for, and performance of, assets and asset systems and apply analytical approaches towards managing assets over the different stages of their lifecycle.

Asset Management Plans: A service level plan for the management of infrastructure assets that combines multi-disciplinary management strategies (including technical and financial) over the lifecycle of an asset in the most cost-effective manner to deliver a specified level of service. Asset Management Plans specify the activities, resources and timescales required for individual assets (or asset groups). Asset Management Plans provide a long-term program of works and cash flow projection for the associated activities.

Asset Management System: The complete set of interrelated elements used to effect the Asset Management Policy. These elements include documents, strategies, plans, procedures, tools, data and the assets.

Lifecycle costs: Lifecycle costs refer to the total cost of ownership over the life of an asset. This may include but is not limited to capital costs, operating costs, maintenance costs, renewal costs, replacement costs, environmental costs and user delays.

POLICY

The Columbia Shuswap Regional District (CSRD) will utilize asset management in its delivery of sustainable community services through logical, methodical, consistent and informed decision-making for the life cycle planning and management of its assets.

The following policy statements will be undertaken to provide guidance in the creation, operation, maintenance and disposal of assets in the CSRD:

- The CSRD will maintain and manage assets at defined levels to support public safety.
- The CSRD will develop and maintain asset inventories of all of its assets and determine and maintain accurate information on the replacement value of its assets.
- The CSRD will determine and maintain the condition of assets and their expected service life.
- The CSRD will establish asset renewal and replacement strategies that are informed through the use of lifecycle costing and risk analysis.

Asset Management Policy A-70

- The CSRD will plan for and provide stable long term funding to renew and/or replace assets including their de-commissioning.
- The CSRD will financially plan for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of its assets.
- The CSRD will consider the effects of climate change on its assets where appropriate.
- CSRD staff will report to the Board regularly on the status and performance of the work related to the implementation of this asset management policy.
- The Chief Administrative Officer (CAO) is accountable for the implementation of this Asset Management Policy, as well as the supporting Asset Management System.

PRINCIPLES

The key principles of the Asset Management Policy are outlined in the following list:

The CSRD will:

- make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions.
- integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- consult with stakeholders where appropriate.
- define and articulate service, maintenance and replacement levels and outcomes.
- use available resources effectively.
- manage assets to be sustainable.
- minimize total life cycle costs of assets.
- consider environmental, social and sustainability goals.
- minimize risks to users and risks associated with failure.
- pursue best practices where available.
- report the performance of its Asset Management program.

POLICY**A-71****CANNABIS RELATED BUSINESSES POLICY****PREAMBLE**

Since the legalization of cannabis in Canada, the Columbia Shuswap Regional District (CSRD) has begun receiving licence application notifications and referrals for cannabis related businesses. This policy establishes a clear procedure and set of siting criteria for the CSRD to follow when reviewing cannabis related business proposals in the CSRD.

PURPOSE

The intent of Policy A-71 is to ensure that:

- Cannabis related business are located in such a manner that they comply with CSRD land use regulations and are sensitive to potential impacts on the surrounding community;
- The CSRD is provided sufficient information in the cannabis licence notification package; and
- Adequate public consultation is conducted when the Board provides a recommendation on a cannabis related business application.

DEFINITIONS

CANNABIS means all parts of the genus cannabis whether growing or not, the seed or clone of such plants, including derivatives and products containing cannabis.

CANNABIS PRODUCTION FACILITY means the use of land, buildings or structures for: research and development; testing; cultivation; production; processing; storage; packaging; labeling; or distribution of cannabis and related substances, as lawfully permitted and authorized under the Cannabis Act.

CANNABIS RETAIL SALES means a business that sells cannabis as lawfully permitted and authorized under the Cannabis Control and Licensing Act.

POLICY

This Policy will remain in effect until it is repealed or replaced.

This Policy is in effect for the following geographic areas: all of the lands within the CSRD that lie outside of municipal boundaries, Indian Reserves and National Parks.

For the purpose of this Policy, cannabis production facilities and cannabis retail sales are collectively referred to as “cannabis related business.”

Part One: Licence Application Procedure**1. Preliminary Consultation**

Proponents of cannabis related businesses are strongly encouraged to contact the CSRD to discuss their plans with staff before making any final decisions on site selection and construction.

Cannabis Related Business Referrals Procedure (PR-32) establishes the steps to be taken by CSRD Development Services Department staff upon receiving a notification that an application has been made for

either a cannabis retail licence, or a cannabis production licence in the CSRD. PR-32 should be consulted for more details on this procedure.

2. Description of Proposed Cannabis Related Business

Referral packages provided to the CSRD for cannabis related businesses should include the following information:

- Type of licence(s) applied for;
- Name, address, and signature of owner(s) or agent acting on the owner's behalf;
- Current Certificate of Title dated within thirty (30) days of the date of the notification for all affected properties;
- Legal description and civic address of the property(s);
- Plans and details of the proposal, including a site plan, building footprints, building setbacks from parcel boundaries, floor plan, signage details, number of parking stalls, and hours of operation;
- A listing of schools, parks, public beaches, or other public meeting spaces within *100 m of the subject property;
- A community impact statement that outlines the cannabis related business' positive impacts on the community, potential negative impacts on the community, and measures taken to address the facility's potential negative impacts (including glare and odour);
- Location of existing access roads, driveways, rights-of-way, easements, covenant areas, wells, septic fields, vehicle parking spaces, screening and fencing;
- Location, volume, and area of any fill placement or soil removal from the property (if located in the Agricultural Land Reserve); and
- Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.).

3. Agency Referrals

- A referral information package will be prepared by staff and distributed to the local Electoral Area Director, CSRD Operations Department, RCMP, Interior Health Authority, Agricultural Land Commission (if applicable) and any other relevant stakeholders for review and feedback.

4. Public Consultation for Cannabis Retail Applications

- When the CSRD provides recommendations on a cannabis retail application, the method of gathering public feedback will be in accordance with Procedure PR-32.
- The CSRD will take the views of local residents into account when making a recommendation on a licence application.

Part Two: Siting Criteria for Cannabis Related Businesses

Notwithstanding the following, the CSRD Board may modify these criteria on a site by site basis, in consideration of local factors.

1. Location

a. In cases where land use zoning exists:

- cannabis retail sales may only be permitted in zones that allow retail sales

CANNABIS RELATED BUSINESS POLICY A-71

- cannabis cultivation may only be permitted in zones that allow agriculture or cannabis production
- cannabis processing (in which more than 50% of the farm product is sourced off-site) may only be permitted in zones that allow processing or cannabis production

b. In locations where land use zoning does not exist:

- cannabis retail sales are preferred at, or near, existing retail businesses
- cannabis cultivation is preferred in areas with existing agriculture
- cannabis processing (in which more than 50% of the farm product is sourced off-site) is preferred in areas where processing or cannabis production is an established use

2. Minimum Separation Distance

a. Minimum separation distance* for cannabis production facilities (includes all buildings, structures, and outdoor cultivation areas) for both zoned and un-zoned areas:

- 100 m to any residential dwelling (not including any residential dwelling on the parcel on which the facility is located)
- 100 m to any school, park, public beach, or other public meeting space

*Separation distance is a horizontal distance measured from nearest part of the cannabis production facility to the:

- nearest exterior wall of a residential dwelling
- nearest lot line of any school, park, public beach, or other public meeting space

Refer to page 4 of this Policy for a diagram showing the minimum separation distance.

3. Minimum Setbacks

a. Minimum setbacks* for cannabis production facilities (includes all buildings, structures, and outdoor cultivation areas) for both zoned and un-zoned areas:

- 15 m setback to all lot lines for cannabis production facilities that are 500 m² or less in area (total footprint of all buildings, structures, and cultivation space required for the facility)
- 30 m setback to all lot lines for cannabis production facilities that are greater than 500 m² in area (total footprint of all buildings, structures, and cultivation areas required for the facility)

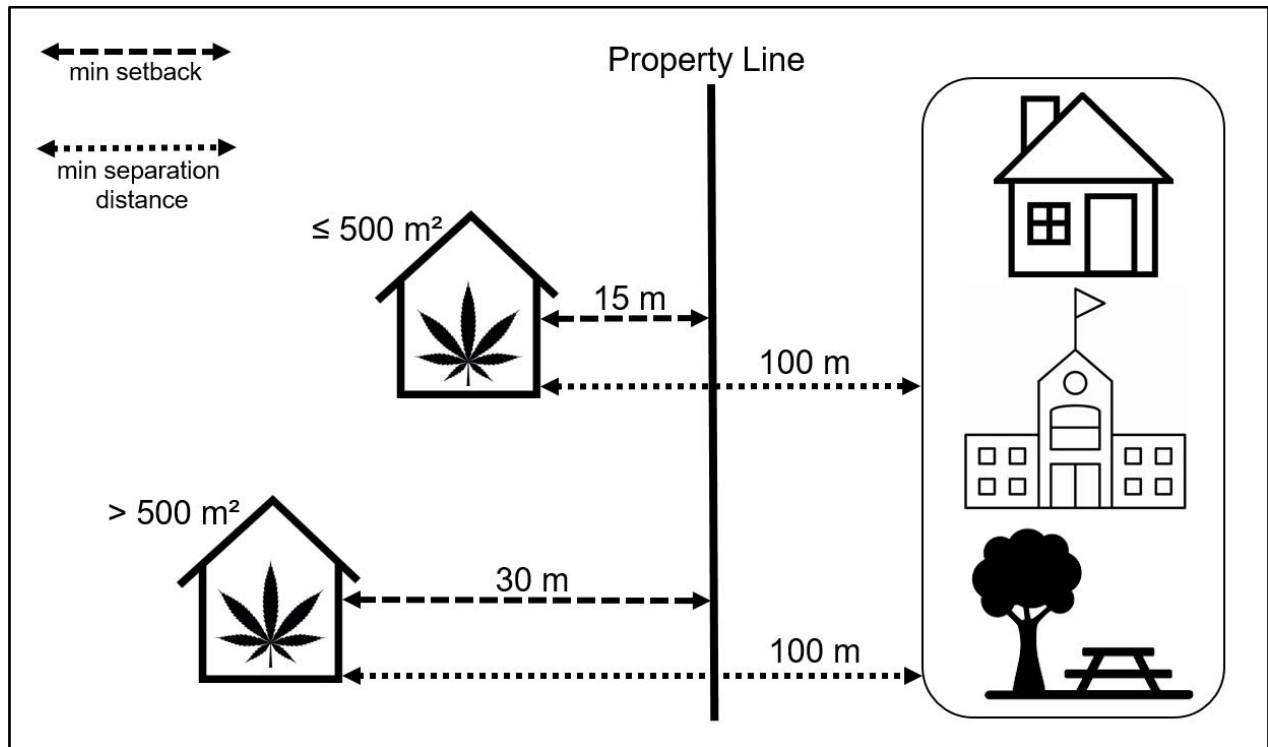
*Setbacks are a horizontal distance measured from the nearest part of the cannabis production facility to the lot line of that parcel.

Refer to page 4 of this Policy for a diagram showing minimum setbacks.

b. Minimum setback for cannabis production facilities (includes all buildings, structures, and cultivation areas) from watercourses:

- 30 m setback

Minimum Separation and Setback Distances



ADOPTED: JUNE 21, 2018

AMENDED: JULY 18, 2019

POLICY

A-75

COMMERCIAL BOTTLED WATER POLICY

PREAMBLE

In response to Town of Golden and the surrounding rural communities' residents' concerns related to water quality and quantity, water resource extraction, and the future of safe clean water for local consumption, the Board does not support the extraction of fresh water resources for the purposes of commercial bottled water sales. Recognizing that Electoral Area A does not have area-wide land use regulations, this policy is a clear stance on this topic.

SCOPE

This policy is only applicable to Electoral Area A.

POLICY

The Columbia Shuswap Regional District does not support the extraction of fresh water resources from surface or groundwater for the purpose of commercial bottled water sales.

OCTOBER 17, 2019

POLICY**A-79****Electronic Submissions for Alternative Approval Process Elector Response Forms****PURPOSE**

To establish a process to accept electronic submissions from the public.

SCOPE

This policy is only applicable to Alternative Approval Process (AAP) Elector Response Form submissions.

POLICY

1. Submissions will be accepted by email, to the specified email address on the CSRD form, and must:
 - a) be completed on the CSRD form;
 - b) be legible;
 - c) be attached in .pdf or .jpeg formats only;
 - d) follow the requirements outlined on the CSRD form; and,
 - e) be received at the CSRD office no later than the closing date and time listed on the CSRD form.
2. Fax/facsimiles will not be accepted.
3. In the event of a discrepancy between sender and receiver date/time stamps, the email date/time stamp received by the CSRD is the official date/time stamp.

MAY 21, 2020

POLICY

Policy No. A-82

ANTI-RACIAL DISCRIMINATION AND ANTI-RACISM POLICY

PREAMBLE

The Columbia Shuswap Regional District ("CSRD") recognizes the diversity of our community and believes that all members of our community including, but not limited to, residents, elected officials, employees, volunteers and visitors of colour and Indigenous Peoples have the right to live, work, do business and play in an environment that asserts and supports their fundamental rights, personal worth and human dignity.

PURPOSE

This Policy is intended to demonstrate the CSRD's commitment to conducting the day-to-day operations and governance in an anti-discriminatory and anti-racist manner and environment. The implementation of this Policy is a public commitment that the CSRD will continue to make best efforts to ensure that all who work and interact with the CSRD are able to do so in an environment and manner free of racism and racial discrimination.

PRINCIPLES

The CSRD:

- acknowledges and recognizes the existence in our community of racism in all its forms;
- is committed to breaking down barriers, deconstructing biases and fostering and promoting an inclusive, respectful, and welcoming environment for all, one that is free from racial discrimination and racism; and,
- acknowledges its role and responsibility in protecting every person's right to be free from racial discrimination and racism.

The CSRD is further committed to respecting and upholding the vision and principles of British Columbia's *Human Rights Code* and the implementation of the Calls to Action of the Truth and Reconciliation Commission.

SCOPE

This Policy applies to all employees, elected officials, contractors, volunteers, and students working or volunteering for the CSRD or providing professional services to it.

This Policy applies to the interpretation and application of current and new bylaws, regulations, policies, procedures, contracts, procurements, and activities carried out by the CSRD, all of which will be required to be compliant with the principles and particular requirements specified within this Policy.

The scope of this Policy includes all aspects of the CSRD's activities, including its working environment, procurement, services, meetings, and various public events. In addition, this scope will include ongoing relationships with individuals, businesses, community groups and contractors as well as with other local governments and public and private bodies.

This policy is intended to supplement and support British Columbia's *Human Rights Code* and related CSRD policies such as the Respectful Workplace Policy A-64 and Bullying and Harassment Policy A-66.

ROLES AND RESPONSIBILITIES

Board Members must:

- Take leadership to model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- Support, promote and foster the principles of this Policy in all their work and interactions;
- Participate in training and become familiar with this Policy;
- Ensure that Management is trained on this Policy and is implementing it;
- Report incidents of racial discrimination or racism experienced or witnessed, immediately to in accordance with Complaint Resolution Policy A-65;

Management must:

- Ensure that the workplace and the business of the CSRD is free from racial discrimination and racism in accordance with Respectful Workplace Policy A-64, and ensure the principles of this Policy are reflected in the execution of their duties, operational policies, and practices within their area of responsibility;
- Model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- Support, promote and foster the principles of this Policy in all their work and interactions;
- Ensure Board members receive training on this Policy at the beginning of each term of office and provide refresher training, if necessary.
- Train all new employees, volunteers, students, and contractors on this Policy at the commencement of their employment or services and provide refresher training, if necessary.
- Report incidents of racial discrimination or racism experienced or witnessed, immediately to the CAO (or their Deputy or designate);
- Listen to any complaint, treating it sensitively, seriously, and confidentially;
- When appropriate and required, provide a timely, thorough, confidential, and objective investigation of any allegation and answer any complaints in accordance with this Policy;
- If necessary or appropriate, appoint an independent third-party investigator to investigate allegations or complaints when required under the Complaint Resolution Policy A-65;
- Subject to procedures referred to in Complaint Resolution Policy A-65, review the findings and recommendations and determine, in consultation with Human Resources, Management, legal counsel and/or Board, as applicable, the outcome and the

appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results;

- Maintain the confidentiality of all involved in a complaint under this Policy;
- Cooperate and participate in good faith in any investigation under this Policy; and
- Ensure this Policy is reviewed every 2 years for effectiveness.

Employees, Volunteers, Students, and Contractors must:

- Not engage in racial discrimination or racism and conduct oneself and speak in an inclusive manner;
- Report incidents of racial discrimination or racism experienced or witnessed, immediately in accordance with Complaint Resolution Policy A-65;
- Maintain the confidentiality of all involved in a complaint under this Policy; and,
- Cooperate and participate in good faith in any investigation under this Policy.

CUPE 1908 must:

- Be encouraged to take an active role as partners in supporting, promoting, and fostering the principles of this Policy in all their work and interactions with their members, Management and Board.

Complainants have a right to:

- Make a complaint and receive a copy of the complaint;
- Be informed of the status and progress of the investigation;
- Be informed of a summary of the results of the investigation in writing including a summary of corrective action that has or will be taken as a result of the investigation;
- Not be subject to retaliation; and,
- Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO (or Deputy or designate) may determine that an investigation is required, and the process will continue despite the withdrawal.

Respondents have a right to:

- Be informed that a complaint has been filed;
- Be informed of the status and progress of the investigation;
- Have the allegations provided to any independent investigator;
- Be informed of the allegations against them and be provided an opportunity to respond; and,
- Be informed of a summary of the results of the investigation in writing.

Bystanders have:

- The right to not be subject to retaliation because they have participated as a witness; and,
- A responsibility to meet with the investigator and to cooperate in good faith with all those responsible for the investigation of the complaint.

COMPLAINT PROCESS:

All members of the Board of Directors, management, employees, volunteers, students, and contractors of the CSRD have a responsibility to treat all complaints under this Policy

seriously and to investigate all complaints of racism and racial discrimination pursuant to the complaint procedure set out in the CSRD's Complaint Resolution Policy A-65.

REMEDIES:

Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop racial discrimination or racist behaviour contrary to this Policy may be subject to appropriate action depending up on the severity of the misconduct as outlined in the Complaint Resolution Policy A-65.

LIMITATIONS:

This Policy articulates the position of the CSRD and demonstrates its support and commitment to an environment that is free of racial discrimination and racism. It is not intended to supersede or supplant the other processes available to individuals or groups wishing to pursue avenues of formal complaint or redress under other CSRD policies.

Appendix A

DEFINITIONS¹

Barrier – An overt or covert obstacle which must be overcome for equality and progress to be possible.

Bias – A subjective opinion, preference, prejudice, or inclination, often formed without reasonable justification, which influences the ability of an individual or group to evaluate a particular situation objectively or accurately.

Cultural Racism - The full adoption by an individual or group of the culture, values, and patterns of a different social, religious, linguistic, or national ethos, resulting in the diminution or elimination of attitudinal and behavioural characteristics of the original individual or group. Can be voluntary or forced.

Discrimination - Means the differential treatment of an individual or group, on the basis of prejudice, stereotypes or the Prohibited Grounds of Discrimination set out in provincial human rights legislation. Discrimination may be intentional or unintentional, conscious, or unconscious. Discrimination can result in one individual or group having an advantage over another and can cause an individual or group to be excluded from activities which they ought to have the right to be included in.

Diversity - A term used to encompass the acceptance and respect of various dimensions including race, gender, sexual orientation, ethnicity, socio-economic status, religious beliefs, age, physical abilities, political beliefs, or other ideologies.

Environmental Racism - A systemic form of racism in which toxic wastes and dangerous and toxic facilities are located into or near marginalized communities, such as People of Colour, Indigenous Peoples, working class, and poor communities, often causing chronic illness and change in their lifestyle due to pollution of lands, air, and waterways.

Inclusive Language / Inclusion - The deliberate selection of vocabulary that avoids explicit or implicit exclusion of particular groups and that avoids the use of false generic terms, usually with reference to gender. Making diverse members of society or an organization feel valued and respected.

Indigenous Peoples – Means the communities, peoples, and nations that have a historical continuity with pre-invasion, pre-settler, or pre-colonial societies that developed on their territories, as distinct from the other societies now prevailing on those territories (or parts of them). The original inhabitants of Canada who lived here for millennia before explorers arrived from Europe.

Individual Racism - Racist assumptions, beliefs and behaviours that stem from conscious and unconscious personal prejudice.

¹ The Canadian Race Relations Foundation maintains a glossary with definitions of key concepts relevant to race relations, the promotion of Canadian identity, belonging and the mutuality of citizenship rights and responsibilities. <https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1>

Institutional Racism (Systemic Discrimination) - The institutionalization of discrimination through policies and practices which may appear neutral on the surface, but which have an exclusionary impact on particular groups. This occurs in institutions and organizations, including government, where the policies, practices, and procedures (e.g. employment systems – job requirements, hiring practices, promotion procedures, etc.) exclude and/or act as barriers to racialized groups.

People of Colour - Non-White racial or ethnic groups; generally used by racialized peoples as an alternative to the term “visible minority.” The word is not used to refer to Indigenous peoples, as they are considered distinct societies under the Canadian Constitution. When including Indigenous peoples, it is correct to say “people of colour and Indigenous peoples.”

Prohibited Grounds of Discrimination - Race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, age of a person or class of persons.

Racial Discrimination – Means any distinction, exclusion, restriction, or preference based on race, colour, descent, or national or ethnic origin, which nullifies or impairs the recognition, enjoyment or exercise of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life.

Racism - A belief that one group is superior to others performed through any individual action, or institutional practice which treats people differently because of their colour or ethnicity. This distinction is often used to justify discrimination. There are many types of racism: Institutional, Systemic, and Individual.

Acknowledgement

I ACKNOWLEDGE that I have received a copy of the Columbia Shuswap Regional District's (CSRD) Anti-Racial Discrimination and Anti-Racism Policy, that I have read and fully understand the rights, duties and procedures contained in it.

I UNDERSTAND that the CSRD may change, withdraw or add, rules, duties or practices described in the Anti-Racial Discrimination and Anti-Racism Policy from time to time in its sole discretion without prior notice to me, provided that the CSRD advises me within a reasonable period of time.

I ACKNOWLEDGE that I have had an opportunity to discuss the content of the Anti-Racial Discrimination and Anti-Racism Policy with my immediate supervisor, Human Resources representative or the CAO.

I AGREE to abide by the CSRD's Anti-Racial Discrimination and Anti-Racism Policy and I understand that such compliance is a condition of my duties, responsibilities and obligations. I also understand that non-adherence to the CSRD's Anti-Racial Discrimination and Anti-Racism Policy or other rules may result in disciplinary action up to and including termination of employment or the consideration of appropriate sanctions, which may include censure, removal from appointments, referral to police or legal action.

SIGNATURE OF INDIVIDUAL

PRINTED NAME

DATE



PROVINCIALY TENURED LAWFULLY NON-CONFORMING DOCKS ELECTORAL AREA E ADJACENT TO RAIL TRAIL LANDS

PURPOSE AND INTENT

This Policy is intended to establish a process by which the Rail Trail Owner may enter into a Licence and Upland Consent Agreement with non-waterfront property owners who: submitted an application to the Province for Private Moorage and received provincial tenure approval to construct a dock adjacent and connected to the rail trail lands prior to the adoption of Lakes Zoning Bylaw No. 900 (Bylaw No. 900) on August 16, 2012; have submitted evidence to the Columbia Shuswap Regional District (CSR D) Development Services department that the dock was constructed/installed prior to the adoption of Bylaw No. 900 and Development Services staff has determined that the dock is considered to be non-conforming as per Division 14 of the Local Government Act; and have provided the Rail Trail Technical Operational Committee with dock connection designs indicating compliance with the Rail Trail Technical Encroachment Guidelines for docks. A lawfully non-conforming dock may be maintained but cannot be replaced unless the foreshore is rezoned to allow the dock as a legal permitted use.

The issue of docks located within Electoral Area E, adjacent to the Rail Trail Lands, was raised at the October 2019 CSR D Board meeting, and the Board passed a motion that a moratorium on any new upland consent be instituted until such time as a new Policy could be presented to the Rail Trail Governance Advisory Committee. At its regular monthly Board meeting on September 22, 2022, the CSR D Board of Directors requested that the Rail Trail Governance Advisory Committee establish a Policy to address the situation outlined above.

CSR D Policy P-11: Consistent Use of Upland/Adjacent Foreshore and Aquatic Crown Land, does not support provincial approval of tenures where the use does not comply with the CSR D zoning of the water or adjacent upland property. CSR D Policy P-11 was amended in 2019; endorsed by the CSR D Board at its August 15, 2019, regular Board Meeting, and approved for inclusion into the CSR D Policy Manual. The intent of Policy P-11 is to advise the Province that, where land use regulations are in place, the Province of BC be advised of the uses permitted in accordance with the CSR D's bylaws, and that any development of land, including the surface of the water, must be compatible with the uses permitted in such land use bylaws. Where the CSR D zoning bylaws do not permit the proposed use of the foreshore and aquatic crown land, the Province be requested to decline issuance of the licence, lease, general or specific permission.

The CSR D has enacted land use bylaws which regulate the use of Land, including the surface of the water. Consistent with the Provincial Private Moorage Policy, Bylaw No 900 does not permit docks for non-waterfront properties. Additionally, the recently adopted Electoral Area E Official Community Plan Bylaw No. 840, and Electoral Area E Zoning Bylaw No. 841, do not support private uses, including privately owned docks, on water adjacent to park lands.

The Province of BC is responsible for the issuance of leases, licences, and general and specific permissions as they pertain to the development of the Foreshore and Aquatic Crown Land. The Provincial Private Moorage Policy does not permit non-waterfront property owners to have a dock, in the absence of consent from the adjacent riparian landowner. Despite the Provincial Private Moorage Policy, there are individuals who own non-waterfront property located adjacent to the rail trail lands, who were granted provincial permission for a private moorage facility. The Province has now indicated that it will not renew

tenures or grant new tenures for private moorage facilities without the consent of the adjacent riparian landowner.

Policy A-85 - Provincially Tenured Lawfully Non-Conforming Docks – Electoral Area E Adjacent to Rail Trail Lands, will allow the Rail Trail Owner to consider entering into Licence and Upland Consent Agreements with dock owners, where the zoning does not permit the existing use, but the docks have been determined by the CSRD Development Services staff to have lawful non-conforming status, and where the province has previously granted permission for the docks. The Licence and Upland Consent Agreement between the dock owner and the Rail Trail Owner will satisfy the Province's requirement for the riparian landowner's consent as set out in the Provincial Private Moorage Policy.

POLICY:

Despite CSRD Policy P-11, the Rail Trail Owner will consider entering into Licence and Upland Consent Agreements with individuals who:

- own non-waterfront property adjacent to the rail trail lands in Electoral Area E of the CSRD;
- received Provincial Permission for Private Moorage prior to the adoption of Lakes Zoning Bylaw No. 900;
- have submitted evidence to the CSRD Development Services department that the dock was constructed/installed prior to the adoption of Bylaw No. 900 and Development Services staff has determined that the dock is considered to be non-conforming as per Division 14 of the Local Government Act; and
- have submitted dock design details to the Rail Trail Technical Operational Committee, which indicate compliance with the Rail Trail Technical Encroachment Guidelines.

February 16, 2023



POLICY

EXEMPT STAFF COMPENSATION POLICY

PURPOSE AND INTENT

The Exempt Staff Compensation Policy provides a management and exempt staff compensation structure that is committed to being fiscally responsible while balancing a sustainable compensation program which attracts, retains, and engages diverse employees with the necessary qualifications, to ensure the Columbia Shuswap Regional District (“CSR D”) is able to deliver the services of the Regional District.

POLICY

Exempt Staff Compensation is made up of several components which include: salary and salary ranges, vacation, overtime, health and related benefits, pension, and fringe benefits. This policy only addresses salary, salary ranges and vacation.

Compensation:

It shall be the policy of the CSR D to compensate managers within a 10% range of market. Market is defined as the median (P50) of the salaries of similar positions within a set group (“benchmark group”). P50 is the target for all positions and all salaries shall be set between 95% and 105% of the P50 market. A merit maximum is also allowed up to an additional 5% to attract and/or retain specialized positions or those positions with additional responsibilities than those in the benchmark group.

Salary Ranges and Categories:

Each exempt position has been placed within a category to achieve parity with other positions within the Regional District. The exempt staff salary scale is comprised of 5 steps with a 2.5% increment between steps.

Salary Ranges and Categories, continued:

The following table establishes the P50 salary (Step 3 of 5) for each management/excluded position and the absolute Merit Maximum for each category of employee.

Category	Position (s)	Step 3 (P50)	Merit Maximum
CAO	Chief Administrative Officer	\$204,300	\$225,241
CFO	General Manager, Financial Services (CFO)	\$153,500	\$169,234
Manager 2	General Manager, Corporate Services (Corporate Officer) General Manager, Community and Protective Services General Manager, Development Services General Manager, Environmental and Utility Services	\$139,300	\$153,578
Manager 1	Manager, Building and Bylaw Manager, Community Services Manager, Environmental Services Manager, Financial Services (Deputy Finance Officer) Manager, Human Resources Manager, Information Technology Manager, Planning Manager, Protective Services Manager, Tourism and Film Manager, Utility Services	\$113,500	\$125,134
Professional 2	Team Lead, Operations Administration Team Lead, Sicamous Arena Deputy Corporate Officer	\$87,000	\$95,918
Professional 1	Legislative Clerk/Executive Assistant	\$76,100	\$83,900

Except for the Chief Administrative Officer (CAO) position, it shall be the decision of the CAO where individual employees are placed within the salary scale and such decisions shall take into consideration the following factors:

- Level of experience/training relative to the requirements of the position
- Responsibility and complexity of decisions
- Degree to which individual manager meets performance expectations

A-86

Advancement within the salary range for all positions with the exception of the CAO position will be at the discretion of the CAO. Placement of the CAO will be the sole responsibility of the Board.

Salary Range Adjustments:

During non-market review years, the salary grid will be adjusted to include cost of living in accordance with the CUPE collective agreement. Every four years, during the market review, the grid will be calibrated to achieve P50 and ensure ongoing market parity.

Salary ranges will be adjusted annually, in accordance with wage adjustments provided in the CSRD CUPE Local 1908 collective agreement.

Market Review Periods:

Exempt staff compensation reviews occur in alignment with the general local government election cycles. Review of benchmark group market would begin in April of an election year to be effective January 1 of the subsequent year. Periodic events may initiate reviews outside of the election cycle as directed by the CAO or Board.

Benchmark Group:

When conducting compensation reviews, standard compensation review methodology shall be utilized with the following local governments being surveyed:

Cariboo Regional District
Central Okanagan Regional District
Comox Valley Regional District
Cowichan Valley Regional District
Regional District for East Kootenay
Kootenay Boundary Regional District

North Okanagan Regional District
Okanagan Similkameen Regional District
Thompson Nicola Regional District

City of Salmon Arm
City of Vernon

Vacation:

All Exempt staff will commence their service with a vacation entitlement of 20 days per year. Vacation entitlement is increased by one day for each year of service. The maximum vacation entitlement is capped at 30 days.

October 19, 2023

**Policy A-88****Shuswap-North Okanagan Rail Trail: Agricultural Access****Purpose**

The Board recognizes the value of farming to the local communities of the North Okanagan and Columbia Shuswap and support farmers having continued access to their properties in order to maintain the viability of a farm business.

The partners acknowledge that agricultural landowners adjacent to the railroad lands have had access across the rail line and that these landowners continue to claim legal rights under legislation including the *Railway Act* to support that continued access.

The purpose of this policy is to provide assurance that properties within the Agricultural Land Reserve will have the ability to cross the Shuswap North Okanagan Rail Trail properties to conduct farming activities.

Policy

Owners of agricultural properties within the Agricultural Land Reserve that border on the lands of the Shuswap-North Okanagan Rail Trail and require access for agricultural purposes, shall be granted the right to cross the Rail Trail at designated locations. For certainty, "Agricultural Purposes" includes access to a farm residence.

Procedure

For property owners who require access, an Agricultural Vehicle Trail Crossing Permit will be provided. This Permit will be assignable to future landowners subject to the continued inclusion of the property within the Agricultural Land Reserve.

February 16, 2023

POLICY

PARKLAND DEDICATION DEFERRAL FEES

PURPOSE AND INTENT

The Ministry of Transportation has final approval over all subdivision applications. The Columbia Shuswap Regional District is required to provide final comment to the Ministry of Transportation that the developer of the subdivision has met all the conditions under Section 941 of the *Local Government Act*. The key provision is that the developer must provide dedication of parkland, cash-in-lieu of parkland or have a signed parkland deferral agreement with the Regional District prior to the Regional District providing final comment to the Ministry of Transportation.

The intent of this policy is to recognize that there are significant staff resources utilized as well as a loss of interest to the Columbia Shuswap Regional District when a developer applies for, and is granted, a deferral of the payment or the dedication of park land, as required under Section 941 of the *Local Government Act*.

The purpose of this policy is to outline the procedure and determine the applicable fees and a reasonable rate of interest to be charged in respect of a request for: a deferral of cash in lieu of park land dedication; a deferral of park land dedication; or a request for an extension to an existing deferral agreement.

1. Requesting a deferral

- 1.1 The applicant must submit a request in writing to the Board, pursuant to Section 941(9) of the *Local Government Act*, requesting that the Board enter into a parkland deferral agreement and indicating whether the deferral is in respect of dedication of park land or cash-in-lieu of park land, and the expected expiry date of the agreement.
- 1.2 If the applicant is proposing that land will be dedicated at a future date, the land proposed for future park land must be appraised and an appraisal report must be provided to the CSRD at the time of application for a deferral. Such appraisal costs must be borne by the applicant.
- 1.3 If the applicant is requesting a deferral of the payment of the cash-in-lieu of park land, an appraisal report indicating the value of all the land in the proposed subdivision, in accordance with Section 941(6) of the *Local Government Act*, must be provided to the CSRD at the time of application for a deferral. Such appraisal costs must be borne by the applicant.
- 1.4 Requests to extend an existing deferral must be received by the CSRD at least six (6) months prior to the expiry of the existing deferral agreement.

2. Fees and Interest Rates

- 2.1 The application fee to accompany a request for a deferral of the payment of the cash in lieu of parkland, a deferral of park land dedication, or a request for an extension to an existing deferral, is \$650.00.
- 2.2 The interest rate applicable to parkland dedication under Section 941 of the Local Government Act will be equivalent to the Bank of Canada Prime Business rate plus two percent (2%) on the cash-in-lieu amount, calculated from the date the parkland deferral agreement is approved by the Board and is payable to the *Regional District* upon expiry of the parkland deferral agreement when the cash-in-lieu of parkland is finally paid. Interest shall be compounded annually on the anniversary date of Board approval of the deferral agreement.
- 2.3 All other costs associated with the registration of necessary documents, including but not limited to, legal costs, survey costs, appraisal costs, shall be borne by the applicant.
- 2.4 The cash-in-lieu of parkland deferral and accumulated interest can be paid, or the dedication of parkland can be registered, at any time during the parkland deferral agreement, there is no requirement to wait until the expiration date of the agreement.

3. Refunds

- 3.1 Where the application for deferral is withdrawn by the applicant prior to it being considered by the Board, 50% of the application fee will be refunded.
- 3.2 In the event the subdivision is not registered at the Land Title Office, no interest will accumulate to the applicant.

This policy is to be reviewed on a periodic basis, and in no event, should the review be in excess of 4 years.

January 15, 2015

POLICY
OVERTIME – NON-MANAGERIAL EXEMPT STAFF

PURPOSE AND INTENT

The intent of this policy is to acknowledge that non-managerial exempt staff are expected to be available outside of regular work hours and may be required to work additional hours to fulfill their duties.

The purpose is to recognize this additional responsibility and provide guidance to non-managerial exempt staff and their supervisors in reporting overtime.

PROCEDURE

1. Employees will receive an additional 5 days of vacation per year to in recognition of the following:
 - Missed coffee breaks
 - Starting or ending their day within 30 minutes of scheduled start and end times
 - Answering phone calls or emails outside regular working hours, while on flex days, etc.
 - Working through lunch on meeting days, if required.
2. Overtime outside the examples listed above will continue to paid/accrued as indicated by the employee on their timesheet.
3. Overtime shall be kept to a minimum and should not form part of the regular work schedule.
4. Overtime **MUST** be approved in advance by the immediate supervisor.
5. Employees should notify their supervisor at least one week in advance of any meetings or other commitments that require work outside of the employee's regular schedule. The employee and their supervisor should consult on the most effective way to prevent overtime including adjusting the hours and/or days of work for the period of time at issue.
6. Employees must record actual hours worked on their timesheets and will only receive overtime for hours as recorded.
7. Employees will be given the option of banking overtime and taking time off with pay at a time mutually agreeable with the employee's supervisor, within the calendar year that the overtime is earned. Banked overtime hours will be converted to equivalent hours as per labour standards.
8. Overtime worked in an Emergency Operations Centre activation will be paid in accordance with BC Labour Laws.

February, 2001
December 2, 2016
May 5, 2017

REGIONAL DISTRICT OF COLUMBIA-SHUSWAP

POLICY

SIGNATORIES

THAT: the Regional District authorize any two of the designated signatories of the Regional District for cheque signing purposes, as appointed by the Board from time to time.

AUGUST 1985

POLICY
RESERVE FUNDS

F-34

PURPOSE AND INTENT

To provide guidance on the development, maintenance and use of financial reserve funds in support of sustainable budgeting practices.

SCOPE

This policy applies to all reserve funds held by the Columbia Shuswap Regional District (CSRD).

DEFINITIONS

“Operating Reserve” means unappropriated surplus funds for services administered by the CSRD that have been placed into a reserve fund for operating expenditures.

“Annual Surplus” means excess of revenues over expenditures for the current year.

“Unappropriated Surplus” means accumulated surplus funds building in the CSRD’s various operating funds that have not been designated for specific purposes.

“Capital Reserve” means funds set aside in a statutory capital reserve fund to be utilized only for capital projects and are set aside for a specific purpose. The funds are established by bylaw and must be utilized as outlined in the bylaw.

POLICY

Reserves are funds that are appropriated as a means of providing financial security against an unforeseen financial loss, such as a revenue shortfall and unexpected expenditures, or for meeting future financial obligations. They are a key element of the CSRD’s long-term financial sustainability and provide a mechanism to ensure a strong financial position. The CSRD reserves are categorized as either Operating Reserves or Capital Reserves.

The CSRD should maintain adequate levels of reserve balances to mitigate current and future risks, and facilitate stable tax rates. The following guiding principles form the basis of this policy:

- Sufficient reserve funds are important in achieving financial health and stability for the CSRD; and,
- Reserve goals need to be consistent with, and supportive of, established long-term financial plans.

Reserve fund management will conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*, Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) recommendations.

OPERATING RESERVE FUNDS

The CSRD should maintain unappropriated surplus balances in its Operating Reserves for services administered by the CSRD. The primary purpose of an Operating Reserve is to:

1. Provide working capital for projects that utilize operating budget revenues which will eliminate or reduce the need to borrow funds;
2. Maintain a pool of funds that can be used to manage unexpected expenses as a result of events or emergencies that, if the funds were not available, would create a budget deficit position;
3. Maintain a pool of funds for those services that rely on user fees as a revenue source and where, if user fee revenue forecasts are not realized, could result in a budget deficit position;
4. Fund one-time operating costs which would otherwise require an increase in taxation, such as studies or assessments, or a sudden and unexpected decrease in external revenue funding; and
5. Maintain a pool of funds for those services where there can be significant external pressures that affect forecasting.

Minimums and Maximums

Operating Reserve fund balances must be maintained at the established minimum amounts in order to ensure security against unforeseen financial impacts as this financial security is paramount to financial sustainability. Should the Operating Reserve balance fall below the established minimum, the Operating Reserve must be replenished to the minimum level within two budget years.

The minimum level of operating reserves will be two months of regular operating expenditures rounded to the nearest higher \$1,000.

The maximum level of operating reserves will be five months of regular operating expenditures, rounded to the nearest higher \$1,000.

Responsibilities

The Manager, Financial Services will:

1. Determine the need for service Operating Reserves and may waive or increase the requirement depending on the type of service and planned use of the funds;
2. Conduct an annual review of all Operating Reserve fund balances; and
3. Recommend any revisions or amendment to this policy, as may be required from time to time, resulting from changes in applicable statutes, accounting standards and economic conditions.

The Department heads (Team Leaders or Senior Managers) will:

1. Regularly monitor and assess the Operating Reserves to ensure they are within policy limits; and
2. Work with the Manager, Financial Services to determine appropriate Operating Reserve fund levels and strategies to reach recommended levels without causing undue pressure on the budget.

Operating Reserves Exceeding Maximum Level

Department Heads with individual services having Operating Reserve funds in excess of the maximum level should review future plans for the funds with the Manager, Financial Services to determine if the following should be done:

1. Leave funds in the reserve based on the next Five-Year Financial Plan for operating;
2. Transfer excess funds not required by operating in the next financial plan into a Capital Reserve fund, or;
3. Consider a reduction in requisition if the funds are not required either by operating or capital financial plans.

Contributions and Withdrawals

Contributions to the Operating Reserves will be completed by the following methods:

1. Budgeting for transfers to Operating Reserves in the Five-Year Financial Plan in order to achieve minimum to maximum levels; or
2. At the end of the year, surplus funds from any service will be transferred by the Manager, Financial Services into the Operating Reserves.

Withdrawals

1. Operating Reserves may only be accessed when included in the Five-Year Financial Plan or an amended financial plan. The transfer from operating funds will be shown as a revenue transfer from the Operating Reserve line item.

Exemptions

The Manager, Financial Services has identified a number of services to be exempted from the Operating Reserve minimum fund balance. See Schedule A.

CAPITAL RESERVE FUNDS

The CSRD will ensure that Capital Reserve funds are established and maintained to meet the current and future capital needs of the CSRD as identified in capital plans and asset management plans.

Minimums and Maximums

The minimum level of Capital Reserves will be adequate to fund capital projects identified as capital funded over the next five years of the financial plan.

The maximum level of Capital Reserves will be to fund all capital projects identified as capital in the long-term financial plan of the service area in accordance with the asset management plans.

Responsibilities

The Manager, Financial Services will:

1. Conduct an annual review of all Capital Reserve fund balances; and

2. Recommend any revisions or amendments to this Policy, as may be required from time to time, resulting from changes in applicable statutes, accounting standards and economic conditions.

The Department Heads (Team Leaders or Senior Managers) will:

1. Regularly monitor and assess the Capital Reserves to ensure they are within policy limits;
2. Work with the Manager, Financial Services in determining appropriate Capital Reserve fund levels and strategies for reaching recommended levels without putting undue pressure on the budget; and
3. Advise and work with the Manager, Financial Services, in respect of adjustments to capital plans and asset management plans that may require adjustments to reserve targets.

Management of Reserve Funds

Although reserve funds are only to be used for their intended purpose, there may be instances when short-term borrowing is permitted to temporarily finance funding requirements to avoid external temporary borrowing or to fund emergencies as required, in accordance with the applicable legislation. If money from one reserve is used for temporary financing purposes, there must be repayment of the amount used from the reserve, plus interest within five years of borrowing.

Internal borrowing and transferring of funds from reserves must be approved by the Board through the Five Year Financial Plan or amended financial plan.

This policy will be reviewed on a regular basis to ensure awareness and understanding of the reserve fund balances by the CSRD Board members, CSRD staff, and member municipal administrative staff.

September 19, 2019

Policy F-34

Reserve Policy
Schedule A - Exemptions

All functions where the budget is is entirely a contribution agreement are exempted. Those functions include (but are not limited to):

- 024 GIA - North Shuswap First Responders
- 025 GIA - Electoral Areas
- 026 GIA - Area D Community Halls
- 027 GIA - Shuswap SPCA
- 028 GIA - Shuswap Search and Rescue
- 029 GIA - South Shuswap First Responders
- 030 Fire Protection - Annis Bay
- 043 Fire Protection - Electoral Area E
- 045 Fire Protection - Kault Hill
- 190 Woodstove Exchange Program
- 239 Cemetery - Area D GIA
- 282 Shuswap Watershed Council
- 286 Weed Control/Enforcement
- 292 Mosquito Control - Area E
- 295 Sterile Insect Release Program
- 304 Tourism Info Centre - Area C
- 306 Economic Development - Area A
- 307 EA F Ec Dev/Tourism Promotion
- 313 GIA - Area D Community Parks
- 320 Parks & Playgrounds - Area E
- 341 Golden/Area A Shared Services
- 344 Shuswap Multipurpose Recreation
- 381 Library - Okanagan Regional
- 385 Museum - Golden/Area A

Fire Departments are exempted until such time as the capital reserve balances have been fully funded to meet the long-term infrastructure needs as per the Asset Management Plan:

- 031 Fire Protection - EA B
- 033 Fire Protection - Falkland
- 034 Fire Protection - Swansea Point
- 036 Fire Protection - Nicholson
- 037 Fire Protection - Ranchero/Deep Creek
- 040 Fire Protection - Malakwa
- 041 Fire Protection - Silver Creek
- 046 Fire Protection - Regional
- 047 Fire Protection - Area C Sub-Regional
- 048 Fire Protection - Area F Sub-Regional

Waterworks are exempted until such time as the capital reserve balances have been fully funded to meet the long-term infrastructure needs as per the Asset Management Plan:

196	Lakeview Place Waterworks
197	Cottonwoods Waterworks
198	Sunnybrae Waterworks
199	Galena Shores Waterworks
200	Waterworks - Regional
201	Falkland Waterworks
202	Cedar Heights Waterworks
203	Eagle Bay Waterworks
204	Saratoga Waterworks
206	MacArthur/Reedman Waterworks
208	Sorrento Waterworks
209	Anglemont Waterworks

Solid Waste (function 219) is exempted as it is funded through tipping fees and there is a significant unfunded liability in solid waste closure and post-closure expenses.



F-35

POLICY

COLLECTION OF OUTSTANDING DEBT

PURPOSE AND INTENT

The Columbia Shuswap Regional District (CSR) provides a wide range of services to residents and corporations located within its jurisdiction, and also enters into agreements with individuals and corporations regarding tenure on CSR owned land. Some of these services and agreements have associated fees or charges, for which the CSR prepares invoices, calculates overdue service charges, and maintains customer lists and aging reports.

The purpose of this policy is to address the CSR's credit risk by establishing a policy for the collection of debt, when Invoice and Late Payment Charges remain outstanding over 90 days.

PROCESS

Unless otherwise specified, all CSR issued invoices are payable net 30 days from the date of the invoice. Schedule "A" of Administrative Rates and Charges Bylaw No. 5298, establishes an Invoice Late Payment Charge from the date the charge was due to the date of payment. The Terms of the Late Payment Charge are net 30 days from the date of the invoice and 2% per month (24% per annum) charged on invoices over 30 days.

For individuals who are in arrears of payments or fees invoiced by the CSR, proceedings may begin for collection of the debt as follows:

- When Invoice and Late Payment Charges are overdue for a period of 90 days, the Finance Department will send out a letter to the customer having an account in arrears, advising them that they have 10 business days in which to remit payment to the CSR. The letter will be signed by the Manager, Financial Services, the Deputy Treasurer or a designate. The letter will caution the individual that failure to comply with payment terms may result in revocation of credit privileges, restricted access at CSR Landfill Sites (for Landfill account customers) and/or termination of the agreement.
- Should the individual not remit payment within 30 days of the date of the first letter, a second notice will be issued advising that if payment is not received within 10 business days of the date of the second notice, the debt will be forwarded to a collection agency with the warning that collection proceedings will damage their credit rating.
- If payment is not received within 30 days following the second notice, the individual will be advised in writing that their debt has been turned over to a collection agency. The customer account with the CSR will be closed, and agreements may be terminated, provided that the Manager with responsibility for the service provided under the Agreement shall review the Agreement to confirm the termination process and then take all steps necessary under such Agreement to terminate. For CSR Landfill account customers, access will be restricted at all CSR disposal sites.
- Accounts which have been closed due to delinquency may be reopened on a one-year trial basis at the discretion of the Manager, Financial Services, the Deputy Treasurer, or a designate. If the account becomes more than 30 days past due at any point during the trial period the account will be closed permanently.

An account which remains outstanding despite all collection efforts or has been submitted to a collections agency may be designated as uncollectible and written off under the following authority:

Deputy Treasurer, Financial Services	Accounts equal to or less than \$1,000
Manager, Financial Services	Accounts equal to or less than \$5,000
Chief Administrative Officer	Accounts greater than \$5,000

When an account greater than \$50,000 is designated as uncollectible, the Board will be advised of the circumstances and the collection activities undertaken.

This policy may be reviewed every four (4) years to ensure that the collection process is meeting the purpose of addressing the CSRD's credit risk.

May 21, 2020



F-38

POLICY

ASSET RETIREMENT OBLIGATIONS

PURPOSE AND INTENT

The Columbia Shuswap Regional District (CSR) is required to account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

The purpose of this policy is to stipulate the accounting treatment for ARO's so that users of the financial report can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

DEFINITIONS

Accretion expense is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

Asset retirement activities include all activities related to an asset retirement obligation. These may include, but are not limited to:

- decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased;
- remediation of contamination of a tangible capital asset created by its normal use;
- post-retirement activities such as monitoring; and
- constructing other tangible capital assets to perform post-retirement activities.

Asset retirement cost is the estimated amount required to retire a tangible capital asset.

Asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.

Retirement of a tangible capital asset is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.

SCOPE

This Policy applies to all departments, branches, boards, and agencies falling within the reporting entity of the CSR, that possess asset retirement obligations, including:

- Assets with legal title held by the CSR;
- Assets controlled by the CSR; and
- Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos, retirement of landfills or hospital equipment, such as X-ray or MRI machines. Other obligations to retire tangible capital assets may arise from contracts or court judgments, or lease

arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the CSRD, will be recognized as liability in the books of the CSRD, in accordance with PS3280 which the CSRD will be adopting starting January 1, 2023.

A legal obligation establishes a clear duty or responsibility to another party that justifies recognition of a liability. A legal obligation can result from:

- Agreements or contracts;
- Legislation of another government;
- A government's own legislation; or
- A promise conveyed to a third party that imposes a reasonable expectation of performance upon the promisor under the doctrine of promissory estoppel.

Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

PROCESS

A. Recognition

A liability should be recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied. See Appendix A.

The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

The estimate of the liability would require professional judgement and could be supplemented by experience, third-party quotes and, in some cases, reports of independent experts.

Upon initial recognition of a liability for an asset retirement obligation, the CSRD will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a

component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the CSRD as an asset, the obligation is expensed upon recognition.

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset.

The liability for an asset retirement obligation should be estimated based on information available at the financial statement date.

The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

B. Subsequent Measurement

The carrying amount of existing liabilities will be reconsidered at each financial reporting date. The existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation.

Any new obligations identified during the year will also be assessed and recognized, if material.

C. Recoveries

Recoveries of asset retirement obligations may result when costs are able to be recovered from a third party.

A recovery related to asset retirement obligations should be recognized when:

- the recovery can be appropriately measured;
- a reasonable estimate of the amount can be made; and
- it is expected that future economic benefits will be obtained.

Recoveries will not be netted against the liability and will be accounted for in accordance with PS 3210 or PS 3320, dependent on which section is more suitable for classification of the recovery.

D. Presentation and Disclosure

The liability for asset retirement obligations will be disclosed in the CSRD Annual Audited Financial Statements.

E. Adoption

The CSRD will be implementing PS3280 effective January 1, 2023. The CSRD will use the modified retroactive transition method for the first year of reporting in its December 2023 Financial Statements.

RESPONSIBILITIES

All Departments

Departments are required to:

- Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines.
- Assist in the preparation of cost estimates for retirement obligations.
- Inform Finance of any legal or contractual obligations at inception of any such obligation.
- Inform Finance of any limitations in determining the estimated value of asset retirement obligations, and communicate if an external expert may need to be consulted.

Asset Management Coordinator

The Asset Management Coordinator is required to:

- Manage processes within the AssetFinda Asset accounting software
- Assist Departments in the identification of new ARO's and cost estimates for retirement obligations.

Financial Services

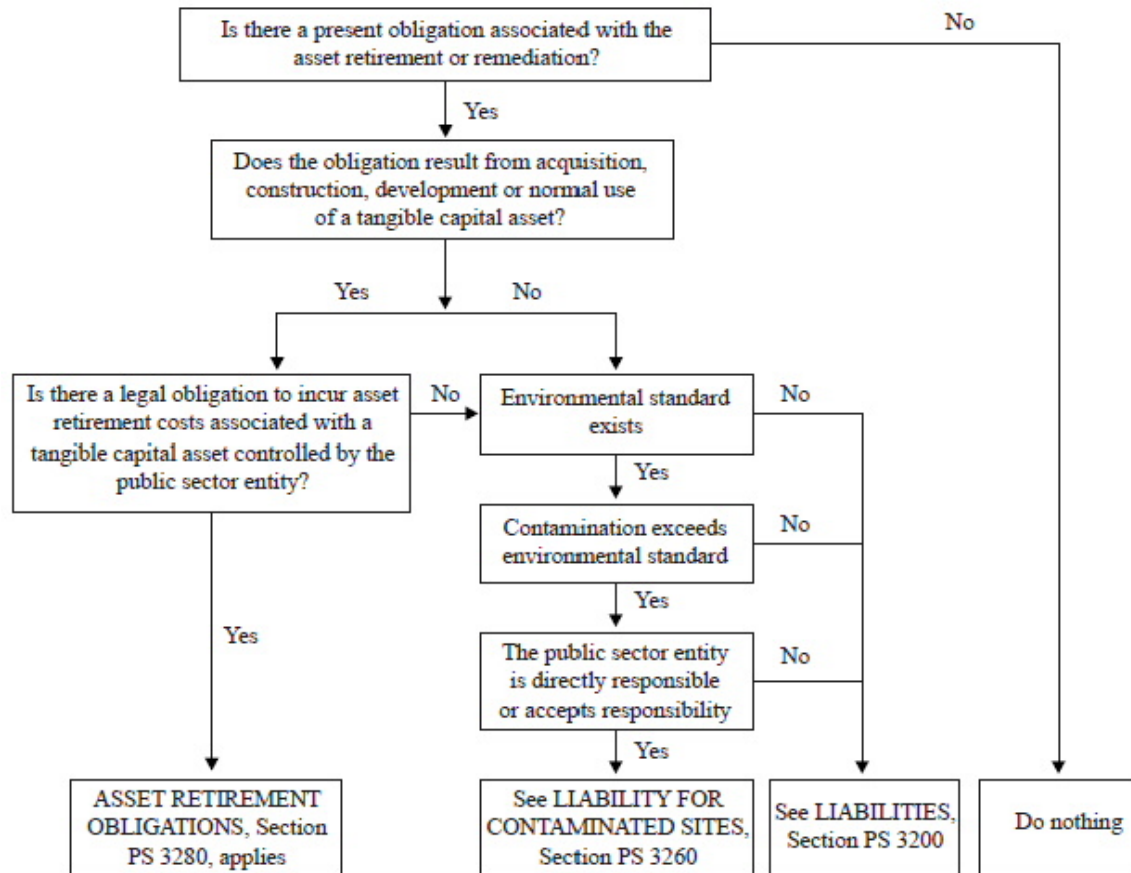
Finance is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

- Reporting asset retirement obligations in the financial statements of the CSRD and other statutory financial documents
- Monitoring the application of this Policy
- Managing processes within the Vadim Fixed Asset accounting module
- Investigating issues and working with asset owners to resolve issues

February 15, 2024

Appendix A

Decision tree – Scope of applicability



POLICY

CONSISTENT USE OF UPLAND/ADJACENT FORESHORE AND AQUATIC CROWN LAND

PURPOSE

1. The Province of BC is responsible for the issuance of leases, licences, and general and specific permissions as they pertain to the development of the *Foreshore* and *Aquatic Crown Land*.
2. The Columbia Shuswap Regional District (CSRD), where deemed appropriate, has enacted land use bylaws which regulate the *Use* of land, including the surface of water.
3. The CSRD receives referrals from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, requesting comments on proposed development of the *Foreshore* and *Aquatic Crown Land*.
4. In British Columbia, the Province owns nearly all freshwater *Foreshore* and *Aquatic Crown Land*. Land adjacent to *Foreshore* may be privately owned, but in common law the public retains the privilege or "bare licence" to access the *Foreshore*.
5. The *Use of Foreshore* and *Aquatic Crown Land* has an impact on the *Use* of the adjacent upland.
6. As the CSRD is a waterfront and upland owner, the CSRD must provide consent to the Province of BC for any *Foreshore* or *Aquatic Crown Land* application prior to the Province granting approvals for these adjacent lands.

DEFINITIONS

Aquatic Crown land is all the land, including the *foreshore*, from the *natural boundary* of streams, rivers, and lakes, out to the limits of provincial jurisdiction.

Foreshore is the land between the *natural boundary* of a stream, river, or lake, and the water.

Natural Boundary is the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water is so common and usual and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself.

Use is the use that land, including the surface of the water, buildings and structures are put to and if not in use then the use for which they are designed or intended to be put.

POLICY

It is the policy of the CSRD that, where land use regulations are in place, the Province of BC be advised of the *uses* permitted in accordance with the CSRD's bylaws, and that any development of land, including the surface of the water, must be compatible with the *uses* permitted in such land use bylaws.

Where the proposed *use* of the *foreshore* and *aquatic crown land* is not consistent with the permitted *use* as regulated in the CSRD's land use bylaws, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be requested to decline to issue the licence, lease, general or specific permission; alternatively, a landowner may request the CSRD to amend the land use bylaw(s) to be consistent with the proposed *use* of the *foreshore* or *aquatic crown land*. Alternatively, a landowner may request the CSRD to amend the land use bylaw(s) to be consistent with the proposed *use* of the *foreshore* or *aquatic crown land*, provided that any amendment is within the Board's legislative discretion and nothing in this policy shall limit or fetter such discretion. If CSRD regulations allow for the proposed use of the lands, and any CSRD required permits have been granted, the Province of BC may issue the license, lease, general or specific permission.

September 1985
Amended August 15, 2019

POLICY

AGRICULTURAL LAND RESERVE EXCLUSION APPLICATIONS

PREAMBLE

As a result of Bill 15-2019, effective September 30, 2020, private landowners are no longer able to make an application to the Agricultural Land Commission (ALC) for exclusion from the Agricultural Land Reserve (ALR). Only the Provincial Government, local or First Nation governments or prescribed public bodies may make such applications. This policy establishes a procedure and set of considerations for the Columbia Shuswap Regional District (CSRD) to follow when reviewing ALR exclusion requests from private landowners in the CSRD Electoral Areas.

PURPOSE

The intent of Policy P-24 is to establish:

- A three-stage procedure for the CSRD to review ALR exclusion requests from private landowners;
- A set of policy considerations that the CSRD may consider when reviewing ALR exclusions requests and is available to private landowners for them to consider prior to deciding to apply to the CSRD for exclusion from the ALR.

POLICY

This policy will remain in effect until it is repealed or replaced.

This policy is in effect for the following geographic areas: all of the lands within the CSRD that lie outside of municipal boundaries, Indian Reserves and National Parks.

Stage 1: Preliminary Application

Prior to submitting a preliminary application for ALR exclusion, private landowners are encouraged to contact Development Services staff to review the policy and discuss their potential application. Development Services staff will explain the set of considerations that the CSRD may take into account when reviewing ALR exclusion requests from private landowners.

Private landowners who wish for their land to be excluded from the ALR may submit a complete preliminary application to the CSRD using the Development Services ALR Exclusion application form. A preliminary application fee will be charged as per the Development Services Application Fees Bylaw No. 4000 (Bylaw No. 4000).

Development Services staff will review the application, the subject property, the CSRD considerations for exclusion requests, and other information submitted by the applicant and prepare a report for the CSRD Board. The staff report will provide an analysis of the considerations for the application, including relevant planning information, and make a recommendation to the Board.

The staff report and recommendation(s) will be reviewed by the CSRD Board at a regular Board meeting. The Board will make a motion whether to proceed with the public consultation requirements of an ALR exclusion application as required by the *ALC Act*, or not.

A preliminary application will only proceed to Stage 2: Public Consultation if the CSRD Board approves it to proceed to Stage 2.

Stage 2: Public Consultation

If the Board agrees to proceed with the public consultation process, a public consultation fee will be charged as per Bylaw No. 4000. Once the public consultation fee has been received from the applicant, Development Services staff will start an exclusion application on the ALC Application Portal for the subject property and give notice of the application, which includes the following, as set out in the *ALC Act*:

- Posting a sign on the affected parcel(s) advising of the exclusion application;
- Providing notice of a public hearing in at least two issues of a local newspaper; and,
- Providing a copy of the application to adjacent or affected local or First Nation governments, where applicable.

Development Services staff will hold a public hearing for the ALR exclusion application in accordance with s. 465 of the *Local Government Act*.

Staff will compile the information gathered through the public consultation process and prepare a supplementary staff report for the CSRD Board.

Stage 3: Board Resolution

The staff report and recommendation(s) will be reviewed by the CSRD Board at a regular Board meeting, and the Board will motion to support the exclusion application or not. If supported, the applicant will be charged the ALC application fee as per Bylaw No. 4000, and Development Services staff will complete the application in the ALC portal and submit the required fee to the ALC. If not supported, the application is cancelled.

The ALC will decide to exclude the property from the ALR or not.

If the property is excluded from the ALR, a landowner may still require other approvals from the CSRD including but not limited to bylaw amendments, development permits, subdivision, and/or building permits.

CSRD CONSIDERATIONS FOR EXCLUSION REQUESTS

1. Official Community Plan Policies
 - Is the property designated Agriculture?
 - If so, what are the policies of the Agriculture designation?
2. Zoning
 - Is the property zoned Agriculture?
3. Soil Capability
 - What Class soils are on the property?
 - Are there limitations to improving the soils or opportunities to improve the soils?
4. Farm Classification
 - Does the property have BC Assessment Farm Classification?
5. Surrounding Uses
 - Is the property surrounded by other agricultural uses or ALR land?
 - Will the application fragment ALR land?

6. Slopes and Hazards
 - Are there slopes or potential natural hazards on the property that prohibit or impede agricultural uses?
7. Public Interest
 - Is there a strategic public interest if the exclusion is successful?
8. Is another ALC approval more suitable?
 - Landowners should first apply to the ALC for subdivision, non-farm use, or non-adhering residential use if suited to the purposes of their proposal.

ADOPTED: December 2021

W-3

POLICY

MOSQUITO CONTROL PROGRAMS

PREAMBLE

The Columbia Shuswap Regional District has introduced mosquito control programs in several service areas, at the request of residents, to address the nuisance or annoyance aspect of mosquitoes.

The control method of choice is larviciding, using a bacterial medium to treat documented larval development sites in impounded water bodies. The use of adulticides (normally a fogging application of malathion or pyrethrin-based pesticide) is not favored because of their toxicity, the restrictions to application locations and their non-target-selective attributes.

Several species of mosquito, some of which are present within the existing control areas, are capable of becoming vectors for West Nile Virus. The lead agencies in BC for the management and control of West Nile Virus have been identified as Interior Health and the BC Centre for Disease Control.

POLICY

Mosquito control programs administered by the Columbia Shuswap Regional District shall be developed and delivered to address the control of nuisance and annoyance factors associated with mosquito activity.

For clarity, the Regional District's mosquito program is not directed at controlling or addressing the health impact of mosquitoes, including in relation to the West Nile Virus. The Regional District will not be investigating, responding to or in any way addressing the potential health impact of mosquitoes as part of this program.

JANUARY 2004

POLICY**W-6****SEWER SYSTEM ACQUISITION****Preamble**

The Columbia Shuswap Regional District undertook a study to establish policies and assessment criteria for the acquisition of new and existing sewer utilities. This policy is a result of that study and has been developed to minimize risks to the CSRD and to maximize benefits to sewer users when assessing requests for CSRD acquisition of existing and proposed sewer utilities.

To minimize risk, this policy is intended to ensure that:

1. The CSRD has a complete understanding of the condition of the candidate sewer system prior to acquiring that system.
2. The CSRD has the financial, organizational and technological resources to own and operate additional sewer systems.
3. The candidate sewer system will be financially viable over the long-term under CSRD ownership.

To maximize benefit, this policy is intended to ensure that:

1. CSRD ownership yields significant improvements in the quality and reliability of sewer service.
2. Economies of scope and scale are realized to reduce costs and improve affordability of user rates.
3. Sewer users are fairly represented within the governance system.

Policy

1. **Consistency with Liquid Waste Management Plans**

The CSRD will acquire, own, and operate community sewer systems in a manner that is consistent with adopted Liquid Waste Management Plans.

2. **Application of Policies**

The Sewer System Acquisition Strategy applies to all rural areas of the CSRD. The CSRD will consider acquisition of community sewer systems in any of its electoral areas regardless of whether a Liquid Waste Management Plan has been adopted.

3. **Acquisition of New Community Sewer Systems**

Upon request, the CSRD will consider the acquisition of any new community sewer system within its electoral areas which meet the criteria outlined in this Strategy.

NOVEMBER 2010
FEBRUARY 2011
OCTOBER 15, 2015

4. **Initiating the Acquisition of Existing Community Sewer Systems**

- (a) The CSRD will entertain requests to assume ownership of existing community sewer systems from:

- (i) sewer system users; or
- (ii) sewer system owners

provided that the Electoral Area Director concludes that there is sufficient local support for the potential acquisition, which is often provided by an informal petition signed by area residents requesting that the CSRD investigate the feasibility of acquiring a community sewer system. If sewer system users approach the CSRD directly to request acquisition, the CSRD will consult with the community sewer system owner to obtain the owner's consent prior to initiating the acquisition process.

- (b) Alternatively, the CSRD will initiate a community sewer system acquisition process itself if the owner of the community sewer system agrees and such an acquisition would:

- (i) result in measurable improvements to sewer service provision (i.e., compliance with the Municipal Sewage Regulation and the CSRD's Subdivision Servicing Bylaw);
- (ii) likely be supported by the users of that community sewer system;
- (iii) enable the CSRD to realize economies of scope or scale, which would result in cost savings relative to the sewer systems meeting the same standards on their own; and,
- (iv) support broader CSRD objectives

5. **Financial Viability of Community Sewer Systems**

The CSRD will consider acquiring only those community sewer systems that have at least 50 connections or serve at least 50 parcels and are expected to be financially viable to own and operate.

6. **Acquisition of Multiple Sewer Systems**

The CSRD will assess its capacity to acquire any additional community sewer systems prior to doing so. If required, potential acquisitions will be phased in over multiple years. The CSRD will acquire additional community sewer systems only if:

- (a) all community sewer systems owned by the CSRD at that time are compliant with Provincial legislation; or
- (b) system assessments have been completed and corresponding financial plans are in place to upgrade any non-compliant CSRD system to meet Provincial legislation.

7. **Public Assent Process for Acquiring Systems**

The CSRD will assume ownership of a community sewer system only upon a successful public assent process to establish a sewer service area. A public assent process should be completed before the end of August (in order to enable appropriate coding by the BC Assessment Authority) to ensure that a CSRD takeover is possible for the following year.

8. **Establishing Service Areas under Liquid Waste Management Plans**

The CSRD may waive the requirement for a separate public assent process for establishing a sewer service area if:

- (a) an Liquid Waste Management Plan has been recently adopted for the area;
- (b) the Liquid Waste Management Plan clearly delineates the service area; and,
- (c) the Liquid Waste Management Plan process provided adequate opportunity for public input into the establishment of that service area.

9. **Comprehensive Assessment**

The CSRD will not acquire a community sewer system until a comprehensive assessment has been carried out by qualified professionals consistent with the requirements established by the CSRD in its Terms of Reference for Sewer System Assessments.

10. **Limit to Number of Assessments**

- (a) The CSRD will limit the combined number of completed engineering assessments for water and sewer systems destined for CSRD acquisition at any point in time to a total of three (3).
- (b) In extenuating circumstances, the Board may waive this requirement.

11. **Existing Properties Connecting to a CSRD Sewer System**

- (a) Existing properties applying to connect to a CSRD sewer system shall pay a contribution into the respective sewer system's Capital Reserve Fund for future capital infrastructure at a rate of 10 times the current parcel tax of the respective sewer system, based on the number of residences and/or businesses on the property, in addition to the established connection fee.
- (b) In extenuating circumstances, the Board may deviate from this formula to calculate the contribution to a capital reserve account.

12. **Seed Fund for Long-Term Capital Replacement**

As a condition of acquisition of a new system, the CSRD will require the developer to provide 10% of the value of the community sewer system's tangible capital assets to the CSRD or \$50,000 (whichever is greater). This amount will be deposited into a reserve fund for long-term capital replacement.

13. **Payment for Community Sewer Systems**

- (a) The CSRD will not pay more than a consideration of \$1.00 for the acquisition of any sewer system.
- (b) In extenuating circumstances, the Board may waive this requirement.

14. **Transfer of All Financial Assets at Conversion**

- (a) The transfer of an existing community sewer system to CSRD ownership will be conditional on the transfer to the CSRD of all of the financial assets related to the community sewer system including all pertinent reserve and trust funds, bonds or other securities, as well as any pre-servicing or other prepaid commitments.
- (b) In extenuating circumstances, the Board may waive this requirement.

15. **Transfer of Systems and Legal Risk**

The CSRD will not acquire or assume responsibility for a community sewer system if the CSRD determines there is undue legal risk associated with doing so.

16. **Transfer of Systems without Valid Permits or Licenses**

The CSRD will not acquire or assume responsibility for a community sewer system if the CSRD determines that there is substantial risk that it will not be able to obtain valid permits for the construction or operation of the system.

17. **Constructed Works Protected by Rights-of-Way, Easements, Lease or Fee Simple Ownership**

The CSRD will not assume ownership or responsibility for a community sewer system where major facilities, mains and other constructed works are not located within registered rights-of-way or easements held by the owner of the system or within legal parcels owned or leased by the owner unless the CSRD deems that it, rather than the existing owner, is in a better position to acquire the required rights-of-way, easements or parcels.

18. **Connecting Properties within a Service Area**

- (a) The CSRD will require all properties within a service area for a CSRD-owned community sewer system to connect to that community sewer system within one year of the required infrastructure being available for connection.
- (b) This requirement will be discussed as part of the elector assent process.
- (c) In extenuating circumstances, the Board may deviate from this requirement.

19. **Service Delivery**

All activities related to the management, operation and maintenance of CSRD community sewer systems will be carried out by CSRD staff, its contractors and/or private sector partners.

20. **Emergency Response**

- (a) The CSRD will develop emergency response plans for its community sewer systems.
- (b) The CSRD will alert the IHA directly if there is a problem or an emergency (i.e., the CSRD will not wait for MoE to notify IHA).

21. Supervisory Control and Data Acquisition (SCADA) Systems

- (a) The CSRD will prioritize the development and installation of a regional SCADA system to ensure efficient and effective service delivery to all of its community sewer systems.
- (b) All upgrades to existing community sewer systems and all plans for new community sewer systems must either include SCADA system components or accommodate the future installation of SCADA systems.

22. Servicing Standards for New Community Systems

- (a) The CSRD will require all new community sewer systems serving fee simple developments to meet the sewer system design standards and construction specifications outlined in the CSRD's Subdivision Servicing Bylaw, or until such time as CSRD community sewer system standards are adopted, to the latest version of the Master Municipal Construction Documents.
- (b) As a condition of acquisition, new sewer systems must be built to the community sewer system design standards and construction specifications outlined in the CSRD's Subdivision Servicing Bylaw, or until such time as CSRD community sewer systems standards are adopted, to the latest version of the Master Municipal Construction Documents. This requirement applies to all types of systems, including those related to strata developments.
- (c) As a condition of acquisition and in accordance with the CSRD's Subdivision Servicing Bylaw, the CSRD may engage a third party (chosen by the CSRD) to review any document, report, or analysis related to the community sewer system that the developer has submitted to the CSRD. The developer will be responsible for the full cost of any required third party review.

23. Servicing Standards for Existing Community Systems

Over time, the CSRD will bring all existing community sewer systems it acquires into compliance with the community sewer system design standards and construction specifications outlined in the CSRD's Subdivision Servicing Bylaw, or until such time as CSRD community sewer systems standards are adopted, to the latest version of the Master Municipal Construction Documents, as system components are replaced and/or upgraded.

24. Sewer System Maintenance Standards

The CSRD will ensure all of its community sewer systems receive the same high level of preventative maintenance in accordance with its Master Sewer System Maintenance Task List.

25. Disposition of Residuals and Biosolids

The CSRD will develop a regional plan for the disposition of residuals and biosolids from CSRD-owned community sewer systems.

26. **Existing Committees/Governance Structures**

- (a) The CSRD will not delegate any decision-making authority related to sewer service provision to a commission, committee or any similar body.
- (b) A Regional Sewer System Advisory Committee will be created to provide advice regarding sewer service provision. The Regional Sewer System Advisory Committee will be advisory only and will not have any decision-making authority.
- (c) Upon the acquisition of an existing sewer system, the CSRD will establish a Local Transition Advisory Committee that will function for one year after acquisition by the CSRD. After this time, the Local Transition Advisory Committee will be dissolved, and the new sewer system will have one representative (plus an alternate) on the Regional Sewer System Advisory Committee, which will play the sole advisory role.
- (d) In order to plan, construct, operate and maintain sewer systems in a manner which reflects local objectives and views, the CSRD will ensure frequent and ongoing consultations with the MoE and the ratepayers of sewer systems owned by the CSRD.

27. **Cost Recovery Approach**

- (a) The CSRD will consider pooling costs across multiple community sewer systems where appropriate to improve the financial viability of service provision while maintaining fairness for sewer system users.
- (b) A system's existing debt and reserves will remain with that system and will not be pooled over other systems.

28. **Grants**

- (a) Where possible, the CSRD will apply for senior government grants for capital projects to help support its sewer systems. Suitable grant programs include:
 - (i) General Strategic Priorities Fund
 - (ii) Innovations Fund
 - (iii) Community Works Fund
 - (iv) Building Canada Fund
 - (v) FCM Green Municipal Fund
 - (vi) Towns for Tomorrow
- (b) Where possible, the CSRD will apply for senior government grants for non-capital initiatives to help support its sewer systems. Suitable grant programs include:
 - (i) Infrastructure Planning Grants
 - (ii) Restructure Implementation Grants
 - (iii) General Strategic Priorities Fund
 - (iv) Innovations Fund
 - (v) Community Works Fund
 - (vi) FCM Green Municipal Fund
 - (vii) Towns for Tomorrow

29. Loan Authorization Bylaw

- (a) Where capital improvements are required, the CSRSD will submit an application for a capital grant (if a suitable grant program is in place) and will not proceed with the elector assent process or the loan authorization bylaw until it is known whether the grant has been secured.
- (b) If borrowing is required, the CSRSD will advance the loan authorization bylaw (in the amount of the total improvements less committed grants) for elector assent at the same time as the establishing bylaw. Only those properties that benefit from the borrowing would be responsible for the debt payments.

30. Full Cost Recovery

- (a) The CSRSD will base its sewer user rates, parcel taxes, and other charges on full cost recovery.
- (b) The CSRSD will consider phasing in rate increases over multiple years to help mitigate the impact on sewer users.
- (c) The CSRSD will establish sewer user rates, taxes, and other charges to reflect use, and where possible, sewer user rates will be based on water metering.

31. Growth Financing

The CSRSD will use various development financing tools to ensure that new development pays its fair share of community sewer system infrastructure costs

32. Tangible Capital Assets

- (a) Developers must provide information on tangible capital assets in a form acceptable to the CSRSD for all new community sewer system infrastructure they construct/install. This information will be provided to the CSRSD as a condition of acquisition at no cost to the CSRSD.
- (b) For existing community sewer systems, the cost of assessing the system's tangible capital assets will be funded as per the "Costs of Conversions" section.

33. Cost of Conversions

- (a) The CSRSD will use its Rural Feasibility Study Fund for assessing the feasibility (see the "Comprehensive Assessment" section) of converting ownership of a community sewer system to the CSRSD.
- (b) Upon receipt of an expression of interest for CSRSD acquisition, the Electoral Area Director will request from the CSRSD Board, access to funds from the Rural Feasibility Study Fund to assess the feasibility of CSRSD ownership. Where the conversion is successful, the Regional District will recover its costs from Provincial grant programs and from the service area established as a result of the conversion, and this amount is to be repaid by the new function in its first fiscal year.
- (c) Where the conversion is not successful, the costs of the assessment will be borne by the CSRSD (net of grants).

34. **Compliance with Provincial Legislation and Directives**

The CSRD will operate and maintain its community sewer systems consistent with pertinent Provincial legislation, directives, and best practices including, but not limited to, the sampling, monitoring and reporting, emergency response planning and certification of operators.

35. **Shared-Interest Developments**

- (a) The CSRD does not support the provision of community sewer services by shared-interest developments.
- (b) The CSRD's official community plans and associated zoning bylaws will prohibit the establishment of new shared-interest developments.
- (c) The CSRD will not acquire any community sewer system owned by a shared-interest development. The shared-interest development must be converted to bare land strata or fee simple status prior to CSRD acquisition.

36. **Consistency with Land Use Planning Regulations and Policies**

The CSRD will coordinate its land use planning regulations and policies (e.g., official community plans and zoning regulations), where they exist, with CSRD service delivery objectives.

37. **Monitoring and Evaluating Sewer System Improvements**

- (a) The CSRD will monitor and evaluate the impact of its acquisition policies and practices in terms of the following:
 - (i) improvements to the reliability of sewer services provided;
 - (ii) improvements to sewer service delivery;
 - (iii) effectiveness of the CSRD's overall strategy for acquiring sewer systems; and
 - (iv) effectiveness of the acquisition process.
- (b) The CSRD will review its policies and practices every five years and will make any necessary changes to ensure that sewer system improvements are occurring and that the provision of sewer services is of the highest quality.

38. **Memoranda of Understanding**

The CSRD will work closely with relevant Provincial Ministries and agencies to improve sewer service provision in the unincorporated areas of the CSRD. The CSRD will periodically review these agreements and, if required, may negotiate new Memoranda of Understanding to better support improvements to sewer service provision in the CSRD's unincorporated areas.

POLICY

W-8

Anglemont Estates Drainage

Preamble

The CSRD does not provide storm drainage works in the unincorporated areas of the Regional District. The Ministry of Transportation and Infrastructure (MoTI) has the responsibility for maintenance of the highways and roads in the electoral areas and associated drainage structures integral to the road network. The status of the drainage infrastructure within the Anglemont Estates Subdivision is as follows:

- The subdivision lacks a proper storm water master drainage plan.
- MoTI has no Rights of Way to protect existing drainage systems that flow through private property in the subdivision, and MoTI has informed the CSRD that it has no intention to secure the Rights of Way.
- MoTI has advised the CSRD that there is no funding to invest in upgrades or improvements to the drainage system.
- At some locations, MoTI has placed culverts that discharge storm water from the ditch adjacent to the road onto a vacant lot. Over the years, many property owners have diverted storm water around their dwellings so that the storm water cascades down to a neighbouring property or towards a road.

The CSRD acquired the Anglemont Estates Water System in 2012. The CSRD is making significant capital upgrades to the water system. In the process of reconstructing the water system, alterations to the existing drainage system may be necessary.

This policy has been developed to clarify the role of the CSRD and MoTI with respect to the drainage issues at the Anglemont Estates Subdivision, and to minimize the risk to the CSRD.

Policy

The CSRD will design capital improvements to the Anglemont Estates Water System without altering the existing drainage system wherever possible. In the event that the drainage system must be altered, the CSRD will do the following:

- The CSRD will advise MoTI in advance of any proposed alterations to the existing drainage system at the Anglemont Estates Subdivision. The CSRD will provide engineered drawings to MoTI in advance and will invite comments on the proposed design.
- The CSRD will provide MoTI with the as-built drawings of the completed works including any alterations made to the existing drainage system.

The CSRD will not be responsible for any of the drainage system at the Anglemont Estates Subdivision, including responsibility as a result of required alterations made to the drainage system relative to the capital upgrades of the water system. The CSRD does not have the jurisdiction or any available financial resources to undertake any drainage improvement works in the Anglemont Estates Subdivision.

Upon request, the CSRD will advise property owners that reside in the Anglemont Estates Water Service Area that the responsibility for storm water drainage is MoTI.

MAY 2013

POLICY

W-13

NICHOLSON AQUIFER WATER QUALITY POLICY

Preamble

The Nicholson Aquifer is a source of water for approximately 350 residents in the unincorporated community of Nicholson, which includes the Nicholson Elementary School. The property owners in the area use on-site septic systems to dispose of their liquid waste and use private groundwater wells to obtain their water. Between 2005 and 2013, the CSRD carried out water quality monitoring of the Nicholson Aquifer due to septic influences detected in the water. The CSRD held a number of community meetings and provided mail out information of the monitoring program to advise property owners that septic influences were detected in their water.

The CSRD has historically funded the Nicholson Aquifer water quality monitoring program through the special project fund. In 2014, the CSRD advised property owners that in order to continue the monitoring program, or to put in place any mitigation measures, property owners would have to informally petition the CSRD to establish a local service for that purpose. Property owners did not express interest in establishing a service and, in 2014, the CSRD discontinued the monitoring program.

In 2017, the Nicholson Elementary School was placed on a Do Not Use order by the health authority. In 2019, Interior Health requested and contributed to financing two additional sample tests of the Nicholson Aquifer. To date property owners within the Nicholson Aquifer have not initiated an informal petition to request a service be established to mitigate groundwater quality or to monitor water quality.

Policy

The CSRD will undertake the following steps to mitigate the effects of the deteriorating water quality in the Nicholson Aquifer:

1. Groundwater quality monitoring in the Nicholson Aquifer will not be funded through the special project fund beyond December 31, 2019. Groundwater quality monitoring will only be carried out as a service, with an establishing bylaw, paid for by the benefitting property owners within the service area.
2. The CSRD has advised the Ministry of Environment and the Ministry of Health of its concerns with the Nicholson Aquifer water quality and has requested that the province undertake water quality monitoring in this area.
3. The CSRD has advised the Medical Health Officer of its concerns with the Nicholson Aquifer water quality and has requested that the Medical Health Officer consider if the situation constitutes a health hazard or an impediment to public health.
4. The CSRD will publish the historical results of the monitoring on its website and will inform the property owners who rely on the Nicholson Aquifer of this resource.

5. The CSRD will undertake a feasibility study to identify the costs associated with establishment of a community water system for the Nicholson community. Upon completion, the results of the study will be shared with the community.
6. The CSRD will proceed with an application for senior level capital grant funding to establish the service of community water system upon receipt of an informal petition from property owners representing at least 60% of the community. Upon approval of senior grant funds, the CSRD will proceed with a formal assent of the electors.
7. The CSRD will proceed with formal assent of the electors to establish the service of Nicholson Aquifer Water Quality Monitoring upon receipt of an informal petition from property owners representing at least 60% of the community.

AUGUST 15, 2019

REGIONAL DISTRICT OF COLUMBIA--SHUSWAP
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POLICY

BY-LAW COPIES

*Reduction of Paper: copies of by-laws be issued
to those Directors - Board members - directly
concerned.*

APRIL 1981

A-25

COLUMBIA SHUSWAP REGIONAL DISTRICT

POLICY

APPLICATIONS REQUIRING BOARD CONSIDERATION

All applications requiring Regional Board consideration, including but not limited to the following:

- ALR
- Rezoning
- Plan Amendments, etc.
- Development Permits

must be received at the Regional District Office in complete form not later than 12:00 PM (Noon), the first working day of the month to be considered for inclusion on the monthly Board meeting agenda.

This policy allows for staff preparation of all relevant material prior to agenda preparation deadline of Noon Wednesday of the week preceding the Board meeting.

JANUARY 1990
DECEMBER 1982

COLUMBIA SHUSWAP REGIONAL DISTRICT

POLICY

86-412

"AS-BUILT" DRAWINGS FOR CAPITAL WORKS

All capital works for which the CSRD is responsible or toward which the CSRD has advanced public funds shall be documented by "as-built" drawings retained on file with CSRD.

APRIL 1986

COLUMBIA SHUSWAP REGIONAL DISTRICT

POLICY

86-412

MAINTENANCE OF LOG BOOK BY FACILITY MANAGERS

All facility managers be required to maintain daily or weekly log of incidents arising that may result in legal action and of evidence that facility policies are being enforced.

APRIL 1986

POLICY

A - 45

INSPECTION OF WOODBURNING INSTALLATIONSPreamble

In 1987, BC Hydro introduced a "low power rate" program available to residences or buildings with a secondary heating system. If wood heat is that secondary system, it is a qualification requirement that woodburning installations be inspected and certified. In the absence of building inspection, in several areas, requests have been made, and could be made, of the local rural fire departments for inspection and comment.

CSRD fire departments presently do not have the authority, through the Municipal Act, to perform these services and by doing so, could incur liability for the CSRD.

A notice to all fire departments was issued in November 1987. A May 1988 bulletin from Harman, Wilson & Co. indicates that a policy in this regard is warranted.

Policy

In the absence of a building inspection service, fire departments operating under the auspices of the CSRD are in no way to provide inspection services or any measure of certification, either verbally or in writing, toward the adequacy of woodburning appliances or their installation.

DD/bb

FEBRUARY 1989

POLICY

A-54

AVIATION FUEL MANAGEMENT – REVELSTOKE AIRPORT

Preamble

Liability exposure for the storage and dispensing of aviation petroleum products requires strict management especially in light of the Contaminated Sites Regulation of the Waste Management Act.

The CSRD depends on the profits of aviation fuel sales to offset dependency on tax requisition for airport operations at Revelstoke.

Further, this policy has been developed in the interests of safety at the Revelstoke Airport.

Policy

All above-ground fuel storage/dispensing facilities will be under the control of the Columbia Shuswap Regional District. These facilities will include:

- 4 double walled, 5,000 gallon above-ground tanks c/w plumbing and dispensers (100 LL AvGas and jet fuel).
- 1 electronic credit card reader
- 1 above-ground 100 gallon tank for automobile fuel (airport maintenance purposes only)

No other above-ground fuel storage/dispensing facilities are permitted and no aviation fuel, including MOGAS for aviation purposes, is to be brought onto Revelstoke Airport property in drums or other containers with the intent of dispensing and utilizing fuel while at the Airport.

Tundra Helicopters Ltd. only is authorized to store its empty fuel trucks (maximum of two trucks) within its lease site, in a designated area established for that storage, provided the leak/spill containment is in place.

No other fuel trucks may be stored on Revelstoke Airport property.

The installation of underground storage facilities on Revelstoke Airport property will not be permitted.

JULY 1997

NOVEMBER 1997

JUNE 2001

APRIL 19, 2012

Resolution No. 2012-413 authorized an exemption to Policy A-54 allowing the Ministry of Forests to install a 1,300 litre above-ground fuel tank (for non-Aviation fuel only) for a 10 year term (expires 2022).

REGIONAL DISTRICT OF COLUMBIA-SHUSWAP

POLICY

BUILDING PERMIT REFUND POLICY

1. The full permit amount shall be refunded when a permit must be denied.
2. No refund shall be allowed for lapsed permits.

APRIL 1981

POLICY

POLICY NO. F -7

MILEAGE

Compensation for the use of private vehicles utilized for Columbia Shuswap Regional District or Columbia Shuswap Regional Hospital District purposes shall be tied to the annual reasonable allowance rates set by Canada Revenue Agency (CRA). Effective February 24, 2011, the rate shall be \$0.52/km, and will be subject to change as per CRA guidelines.

Where a director or employee's private vehicle is damaged by accident while travelling on corporate business, the CSRD shall reimburse the lesser of actual vehicle damage repair cost or the claimant's vehicle insurance deductible, to a maximum of \$500 per occurrence. This will not apply where a court holds that the claimant or driver of the vehicle is guilty of wilful, wanton or gross negligence.

Where the vehicle's windshield is damaged while travelling on corporate business, the CSRD shall reimburse the lesser of windshield repair cost or the claimant's vehicle insurance deductible for windshield damage, to a maximum of one claim per calendar year.

APRIL 1981
JULY 1981
FEBRUARY 1982
MARCH 1984
DECEMBER 1986
DECEMBER 1989
DECEMBER 1995
DECEMBER 2000
MARCH 2003
FEBRUARY 2011

POLICY

REVENUE ARISING FROM LEGAL CLAIMS

Effective with the endorsation of this policy by the Regional Board, all revenue received by the Regional District arising from any legal claims shall be subject to the recovery of direct legal administrative and advisory costs.

The balance of revenue over expenditures shall be credited to the function involved.

Implementation of this policy shall be limited to claims arising after the adoption of this policy.

MARCH 1983



F-37

POLICY

COVID-19 SAFE RESTART ELECTORAL AREA GRANT-IN-AID FUNDING

PURPOSE AND INTENT

The Columbia Shuswap Regional District ("CSR D") received COVID-19 Safe Restart Grants from the Province of BC in November of 2020 and March of 2021. The funding was provided to assist local governments in addressing operational issues and fiscal pressures as a result of COVID-19 and to ensure continued delivery of services to members of the community.

The Board recognizes the value to the electoral areas of non-profit organizations and charities maintaining a local presence, and that a contribution by the CSR D may support continued community services.

To ensure the continued and future viability of organizations delivering core community services and those delivering critical community-based supports to vulnerable populations, the CSR D has designated a proportion of the COVID-19 Safe Restart Grant to assist with COVID-related shortfalls and expenditures.

This policy is intended to set the parameters under which the Board will consider applications for COVID-19 Safe Restart Grant-in-Aid funding for eligible organizations. The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and non-profit core community services or services to vulnerable populations within the CSR D electoral areas.

COVID-19 Safe Restart Grant-in-Aids are provided at the discretion of the Board. There is no obligation to provide a grant.

Not all non-profit organizations meeting the basic criteria will automatically receive a grant, funding is not guaranteed, and may be dependent on the number of applications received.

POLICY

The CSR D may support charitable or non-profit organizations in their delivery of core community services or those delivering services to vulnerable populations; within limits set by the Annual Operating Budget by providing financial assistance from the COVID-19 Safe Restart Grant up to a maximum of \$5,000.00 per applicant under the following terms and conditions:

Section 1 - Eligibility Criteria

- 1.1 To be eligible for a COVID-19 Safe Restart Grant-in-Aid, an organization must comply with all the eligibility criteria outlined below. The application forms and supporting documentation are an integral part of this process.

The applicant(s):

- a. Must be a Non-Profit Organization;

Non-profits are defined as community organizations, associations or societies that are (whether incorporated or unincorporated) organized and operated exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except profit.

- b. Must provide services or programs that are compatible or complementary to those offered by the CSRD (i.e. core community services) or support vulnerable populations.

For the purposes of this policy, “vulnerable populations” means communities in the CSRD that experience physical, economic and social barriers that would typically include those living in poverty (i.e. low income cut-off) and diverse marginalized groups who are at risk of being socially excluded to inclusion, such as seniors, youth, Indigenous, veterans, visible minorities, women, LGTBQ2+, low income, unemployed, single parent families, individuals living with a disability, experiencing homelessness or from an official language minority community.

- c. Must provide services and supports to the benefit of CSRD electoral area residents;

Requests for financial assistance from applicants operating outside of the electoral area boundaries of the CSRD will not be considered unless its members are largely residents in the electoral areas of the CSRD and it is clear that there will be a benefit to the electoral areas.

- d. Must demonstrate a financial need by providing financial information, signed by the organizations’ Auditor or Treasurer, including:

- Comparative financial statements (i.e. Income Statement and Balance Sheet) for the previous two fiscal years;
- Year to date financial statements for the current fiscal year; and
- Revenue and expenditure budget for the current fiscal year.

- e. Must explain the intended use of any cash reserves or retained earnings shown on financial statements and must provide an explanation as to why such monies cannot be used to assist with the financial request.

- f. Must provide details of financial assistance received by other organizations or levels of government in the previous or current year together with details of current applications made or intended to be made to other organizations or levels of government.

Activities that would result in double recovery of funds will not be considered. Examples of items or services covered by other government assistance include Emergency Community Support Fund or the Canada Emergency Wage Subsidy or insurance.

- 1.2 The Board may, at its discretion, consider the relative size and/or scale of the non-profit organization.

F-37

- 1.3 The Board may, at its discretion, consider prior CSRD Grant-in-Aid funding awarded to applicants in determining potential awards under this funding stream.
- 1.4 Requests for financial assistance must be aligned with the general intent of the COVID-19 Safe Restart Grant Funding received by the CSRD, to address operational issues and fiscal pressures as a result of COVID-19.

Section 2 – Applications

- 2.1 The application form supplied by the CSRD must be utilized by all applicants. The application form requires organizations to:
 - Provide a full description of the organization, its purposes and programs;
 - Provide all necessary documentation, including financial information, to support the status they claim; and
 - Declare that the information provided is true and accurate.
- 2.2 Applications must be submitted on or before **June 30, 2021**. Applications received after the deadline cannot be considered unless a general extension is provided.

Section 3 – Process

- 3.1 Organizations may not submit more than one application.
- 3.2 Applications are reviewed for completeness by the Finance Department and applicants are contacted for additional information if necessary.
- 3.3 The Board will consider all applications received collectively.
- 3.4 Applications will be presented to the Board for consideration and approval.
- 3.5 All successful recipient organizations will be required to submit a narrative and financial report for the use of the funding received by **December 31, 2021**.

Section 4 – Extent and Conditions

- 4.1 The Board may, at its discretion, reject any or all applications brought forward for consideration.
- 4.2 COVID-19 Safe Restart Grant-in-Aids are subject to the CSRD's budgetary constraints.
- 4.3 The following activities and circumstances will not be considered as eligible for a grant:
 - Applications received from private sector, for-profit businesses and/or organizations not meeting the eligibility criteria as outlined in Section 1 of this policy.

F-37

- 4.4 Any financial assistance received from the CSRD must be spent by the applicant in compliance with the details of the project or purpose stated in its application.
- 4.5 It is the responsibility of any approved organization to notify the CSRD if significant changes occur with respect to the organization.

POLICY

P - 12

BC BUILDING CODE IN NON-INSPECTION AREASPreamble:

The CSRD receives inquiries, expressions of concern, or information regarding the noncompliance of buildings and structures to the BC Building Code in areas not designated by bylaw as building inspection areas.

Further, on occasion, a request is made for the services of a building inspector to inspect a building or structure in an area not designated for building inspection.

POLICY

The Regional Board accepts the expressed will of the public at various public forums that, at present, the service of building inspection is not desirable in non-designated areas both for political reasons (i.e. the will of the public) and for economic reasons (i.e. the requirement for general property taxation).

The CSRD will have no involvement in the application of the BC Building Code in areas of the Regional District not designated by bylaw for such.

And further, the Board undertake to pursue in 1990 the conducting of a representative survey, in areas not presently designated for building inspection, to determine more precisely the will of the public. At the discretion of the Board, a referendum* may be conducted in conjunction with the November 1990 General Election.

Reference:

- * Section 283 Municipal Act
Correspondence January 30, 1990 Lidstone Young Anderson

FEBRUARY 1990

POLICY**W-7****REVELSTOKE AIRPORT SECURITY****Preamble**

The Columbia River Flats (Flats) is located immediately adjacent to the Revelstoke Airport and is accessible to the public during the winter, spring, and fall months when the Columbia basin is at a low elevation. During the summer months the reservoir elevation is high and the access to the Flats is under water. The Flats is located immediately south of the airport runway, and there is no fencing to restrict the public from the runway.

The public is able to enter the Flats from a number of access points and the elevation change of the water reservoir in the Columbia Basin makes it difficult to block or restrict the public from accessing the Flats.

Annually, the Airport Committee develops a five year capital budget and submits the budget to the CSRD Board for approval. The capital upgrade project to construct fencing at the perimeter of the airport runway would be considered along with other airport capital upgrade projects and initiatives.

This policy has been developed to minimize risk to the Columbia Shuswap Regional District (CSRD).

Policy

- The CSRD will post signs along the south and west sides of the Revelstoke Airport runway that restricts the public from the active runway.
- The CSRD will inspect the signs along the south and west sides of the airport runway annually and replace/repair the signs as required.
- The CSRD will post information on the Canada Flight Supplement to advise pilots of the public accessing the Flats and unfenced runway.
- The Revelstoke Airport Management Committee will consider the airport runway fencing capital project with other capital project priorities in conjunction with the annual CSRD budget process.

AUGUST 2012

Policy	Adopted/ Last Amended	No Update	Minor Update	Major Update	Rescind
A-1 Occupational Health and Safety Program	2017	X			
A-7 Use of Staff for Election/Referenda	1981		X		
A-11 Regional Philosophy	1981	X			
A-14 Bylaw Copies	1981				X
A-23 Economic Development Commission	1999			X	
A-24 Disposal of Assets	2018	X			
A-25 Applications Requiring Board Consideration	1990				X
A-28 Board/Employee Relations	2005		X		
A-30 Office Closure	1985	X			
A-31 Contractor Liability Insurance Coverage	2015			X	
A-33 "As-Built" Drawings for Capital Works	1986				X
A-34 Maintenance of Log Book by Facility Managers	1986				X
A-37 Tenure of Public Lands	1986		X		
A-38 Method of Taxation	1987	X			
A-42 Liquor Licenses Applications	2015		X		
A-43 Liability Insurance Requirements for Special Events on CSRD Property	2015			X	
A-45 Inspection of Woodburning Installations	1989				X
A-47 Encumbrances on CSRD Owned Land	2019	X			
A-49 Use of Meeting Room Facilities	2003		X		
A-50 Weed Control Program - Private Property Inspection	1994		X		
A-51 Creek Maintenance Service	1994		X		
A-52 Volunteer Fire Department Involvement in Non Fire Suppression Activities	1996		X		
A-53 Medical First Responder, Highway Rescue and Search and Rescue Services	1996		X		
A-54 Aviation Fuel Management - Revelstoke Airport	2012				X
A-57 Retirement/Resignation Gift	2002		X		
A-58 Volunteer Recognition	2002			X	
A-60 Regional Service Checklist	2010	X			
A-61 Use of Corporate Vehicles	2012	X			
A-62 Electronic Sign Boards - CSRD Owned Facilities	2019	X			
A-63 Boat or Vessel Use for CSRD Business	2014			X	
A-64 Respectful Workplace	2016			X	
A-65 Complaint Resolution	2017			X	
A-66 Bullying and Harassment	2016			X	
A-67 Code of Ethics	2016			X	
A-68 Code of Conduct Policy for Employees	2016			X	
A-69 Bylaw Enforcement	2023	X			

A-70 Asset Management	2018	X			
A-71 Cannabis Related Business	2019	X			
A-72 Social Media Policy	2018		X		
A-73 Employee Service Recognition	2020		X		
A-74 Overt Video Surveillance	2019		X		
A-75 Commercial Bottled Water	2019	X			
A-76 Records and Information Management	2019		X		
A-77 Scanning Policy	2019		X		
A-79 Electronic Submissions for Alternative Approval Process Elector Response Forms	2020	X			
A-80 Return to Work COVID-19 Recovery Plan	2021			X	
A-81 Privacy Breach	2020		X		
A-82 Anti-Racial Discrimination and Anti-Racism	2021	X			
A-83 Chief Administrative Officer Succession	2021			X	
A-84 COVID-19 Proof of Vaccination	2022			X	
A-85 Provincially Tenured Lawfully Non-Conforming Docks- Electoral Area E Adjacent to Rail Trail Lands	2023	X			
A-86 Exempt Staff Compensations	2023	X			
A-88 Shuswap-North Okanagan Rail Trail: Agricultural Access	2023	X			
F-02 Administration Overhead Allocation	2016		X		
F-3 Electoral Area Community Works Fund	2020			X	
F-4 CSRD Ticket Information Collection	2011		X		
F-6 Building Permit Fund Refund	1981				X
F-7 Mileage	2011				X
F-8 Interview Costs and Relocation Expenses	2012		X		
F-9 Municipal Education Courses	1984			X	
F-10 Telephone and Internet Costs	2020		X		
F-12 CSRD Firefighter and Officer Remuneration	2022		X		
F-13 Non-Union Employee Benefits/Condition of Employment	1999		X		
F-14 Travel and Expense Reimbursement	2022		X		
F-16 Parkland Dedication Deferral Fees	2015	X			
F-18 Overtime- Non-Managerial Exempt Staff	2017	X			
F-19 Recognition of Managerial Hours Worked	2022		X		
F-20 Revenue Arising from Legal Claims	1983				X

F-24 Signatories	1985	X			
F-26 Vehicle Insurance	2017			X	
F-29 BC Hydro Grants-in-Aid PILT	2012			X	
F-30 Electoral Area Grant- in-Aid Funding	2019		X		
F-31 Constituency Expenses	2008		X		
F-32 Procurement of Goods and Services	2024		X		
F-33 Protection of Personal Information Collected from ICBC	2016		X		
F-34 Reserve Funds	2019	X			
F-35 Collection of Outstanding Debt	2020	X			
F-36 Continuation of Benefits	2020			X	
F-37 COVID-19 Safe Restart Electoral Area Grant-in-Aid Funding	2022				X
F-38 Asset Retirement Obligations	2024	X			
P-5 Parkland Dedication as a Function of Subdivision	2015		X		
P-11 Consistent use of Upland/Adjacent Foreshore and Aquatic Crown Land	2019	X			
P-12 BC Building Code in Non-Inspection Areas	1990				X
P-14 Contaminated Site Profile	2002			X	
P-17 Enforcement of Covenants not Initiated by the CSRD	2001		X		
P-18 Consultation Process - Bylaws	2002			X	
P-19 Flood Plain Setbacks and Exemptions	2012		X		
P-21 Development Services Referral Non-payment	2011		X		
P-22 Telecommunications Facilities Siting and Consultation	2012			X	
P-23 Farm Building Exemption	2019		X		
P-24 Agricultural Land Reserve Exclusion Applications	2021	X			
P-25 Public Hearing	2022		X		
P-26 Building Permit Geohazard Information Use & Procedure	2022		X		
W-1 Fire Hydrant Servicing	2005		X		
W-3 Mosquito Control Programs	2004	X			
W-4 Water Utility Acquisition	2013			X	
W-5 Flooding	2010			X	
W-6 Sewer System Acquisition	2015	X			
W-7 Airport Security	2012				X
W-8 Anglemont Estates Drainage	2013	X			
W-9 Appointment of Fire Chiefs	2017		X		
W-10 Fire Service Standard Operating Guidelines	2014		X		
W-11 Parks and Recreational Trail Inspection and Maintenance	2015		X		
W-12 Fire Department Levels of Service	2016		X		
W-13 Nicholson Aquifer Water Quality	2019	X			



COMMITTEE OF THE WHOLE REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Areas B, C, D, E, F, G: Short-Term Rental (STR) Temporary Use Permit Policy (P-28)
DESCRIPTION:	Report from Jan Thingsted, Planner III, dated October 3, 2024. Presentation of draft Short-Term Rental (STR) Temporary Use Permit (TUP) Policy, and update on CSRD STR communication.
RECOMMENDATION:	THAT: the Committee of the Whole support in principle the draft Short-Term Rental (STR) Temporary Use Permit (TUP) Policy P-28 for consideration and endorsement at the November 21, 2024 Board Meeting.

BACKGROUND:

This report provides follow-up information to the presentation on Short-Term Rentals (STRs) that was given at the [August 14, 2024 Committee of the Whole \(CoW\) meeting](#). An initial report regarding STRs was provided at the [March 21, 2024 Board meeting](#).

The [minutes of the August CoW meeting](#) note that the Committee was seeking additional information about STR rules and potential licencing options. Staff discussed the option of developing a draft policy to address Temporary Use Permits (TUPs) considered for STRs in the CSRD Electoral Areas. A draft policy has been prepared by staff and is attached to this report. The intent of the policy is to provide guidance to the public and Columbia Shuswap Regional District (CSRD) when considering TUP applications for STRs on specific properties.

This report also provides an update regarding the latest provincial STR information available from the Province about Bill 35 and new STR resources prepared by staff, including updates to the CSRD website and an application checklist.

EXISTING POLICY AND REGULATION:

The CSRD currently has a range of policy and regulation pertaining to vacation rentals (STRs). Electoral Area B OCP Bylaw No. 850, Electoral Area F OCP Bylaw No. 830, and Electoral Area E OCP Bylaw No. 840 all contain references to vacation rentals.

See attached "BL830_BL840_BL850_Excerpts.pdf" for relevant policy excerpts.

In addition to the OCP policies noted above, Electoral Area E Zoning Bylaw No. 841, Electoral Area B Bylaw No. 851 and Scotch Creek /Lee Creek Zoning Bylaw No. 825 provide additional regulations pertaining to vacation rental use, e.g. temporary use, parking, noise, and residential character. There are no other policies or regulations contained within other OCP, zoning or land use bylaws which pertain directly to the use of residential dwellings for vacation rental use. However, the regulations in Magna Bay Zoning Bylaw No. 800 that pertain to home occupation and home industry expressly exclude accommodation to the public.

The intent of Policy P-28 is to provide a consistent approach for reviewing and considering the approval and issuance of STR TUPs where CSRD zoning applies, and a TUP is an option.

The endorsement of Policy P-28 is recommended because it can be implemented at one CSRD Board meeting. In comparison, amending the five OCPs and one rural land use bylaw (Salmon Valley) would take several months to complete.

KEY ISSUES/CONCEPTS

Draft STR TUP Policy (Policy P-28)

Currently when considering TUP applications for STRs, staff utilize a process and set of requirements that have been created over the last 10 years using applicable Official Community Plan (OCP) policies and the criteria outlined in the "Vacation Rental Guiding Principles Sheet" (endorsed by the Board on July 21, 2016).

See attached "CSRD_Vacation_Rental_Guiding_Principles_Sheet_July_2016.pdf."

Although the existing process and requirements provide staff with a decent basis for evaluating STR TUP applications, a dedicated CSRD STR TUP policy is recommended as it will provide clear and consistent guidance to both the public and CSRD when considering TUP applications for STRs. The scope of this proposed policy is focused on the appropriateness of proposed STR to be permitted to operate on the subject property. The proposed policy does not provide guidance about how many STRs may be permitted in a neighbourhood or community.

It is recognized by the CSRD that STRs provide residents and property owners a way to participate in the tourism economy of the region. However, without appropriate consideration being given to the regulation of such commercial activity in residential, rural, and agricultural areas, STRs can when not managed appropriately by an owner/operator disrupt neighbourhoods, cause safety concerns, and negatively impact the environment. The goal of a STR TUP policy is to ultimately ensure that STRs operate with a valid TUP in a safe and responsible manner that do not cause disruption in the neighbourhood.

As designated under the Local Government Act, TUPs may be issued to properties within Electoral Areas of the CSRD that are subject to zoning or land use bylaws and subject to either Official Community Plan (OCP) or land use bylaw policy permitting the issuance of TUPs. TUPs may be approved for issuance by the Board by resolution.

The draft STR TUP Policy (Policy P-28) addresses mandatory criteria pertaining to the subject property in which the TUP is being considered. Consideration of the cumulative impacts that STRs can have on a neighbourhood, or community have not been included in the draft policy. Staff recommend further Board discussion and public engagement before including a policy section that addresses the cumulative impacts of STRs.

The table below lists the STR requirements included in the draft policy (section 4.3.1) that must be fulfilled by the owner/operator before a TUP can be considered for issuance. The list below highlights the mandatory criteria and provides rationale for why they are included. The right-hand column indicates requirements that are currently required, which have been revised, and which are proposed to be a new requirement:

Mandatory Criteria	Rationale	Requirement Status
a. TUPs for STRs may only be considered for properties in which the primary use of the property is residential, rural or agricultural.	STRs are not supported in commercial, industrial, institutional and other non-residential areas.	New requirement – provides more clarity regarding where STRs are acceptable.
b. The STR should keep with the	STRs should not disrupt	Currently required.

	residential, rural or agricultural character of the neighbourhood and not cause a nuisance or disturbance.	residential, rural or agricultural neighbourhoods.	
c.	A STR must be located within a dwelling unit permitted by the zone that applies to the property.	STRs cannot be located in illegal dwelling units. STR is not permitted in RVs, yurts, park models which are not dwellings as per the BC Building Code.	Currently required. Covered by zoning, but not explicitly stated in OCP policy.
d.	The STR should be limited to one dwelling unit per parcel.	Limiting the STR to one dwelling unit reduces the scale of the operation and potential for neighbourhood disturbance.	New requirement – intended to prevent multiple STRs on one property.
e.	The STR shall not be permitted on a parcel in which a Bed and Breakfast is located.	Permitting both a B&B and STR on the same property could result in servicing concerns, additional noise complaints and disruption in the neighbourhood.	Currently required.
f.	The STR shall be serviced by a sewerage system that has been confirmed appropriate for the use intended by an Authorized Person.	The CSRD will require documentation from an Authorized Person (AP) confirming that the sewerage system is appropriate for the use intended. The intent is to avoid systems failing because they are not sized or performing as needed.	Sewerage system confirmation is currently required in a variety of ways – requiring this directly from an AP will provide consistency to how this information is obtained. Staff have prepared information to explain the required documentation.
g.	The STR owner/operator shall provide potable water to guests.	STR operators are legally obligated to provide guests potable drinking water. Owner is responsible to provide guest potable water (owner to sign a declaration of potable water).	Confirmation of potable water is currently required in a variety of ways – proposed policy requires the owner to sign a declaration form confirming they will provide potable water to guests. This approach will provide consistency to

		how this information is obtained and is similar to what is required for a building permit.
h. The STR owner/operator shall identify a local contact person who will be available to address issues that may arise any time that STR accommodation is occupied. The name and contact information of the local contact must be provided in the application and must be posted along with the STR TUP in a visible place within the STR and provided to owners and tenants of adjacent properties (confirmed annually).	The local contact should be available to address issues that may arise any time STR. This approach will hopefully resolve most neighbour concerns and may result in less bylaw enforcement involvement.	Local contact person information is currently required; however, this has been revised to require the contact information to be posted in a visible place within the STR and provided to owners and tenants of adjacent properties.
i. The maximum allowable occupancy of the STR should not exceed 10 guests.	A maximum of 10 guests is a reasonable scale for a residential home and consistent with existing OCP policy. Occupancy beyond 10 guests would be considered a small-scale hotel or lodge and more appropriate in a suitably zoned area.	STR TUPs currently specify the maximum number of permitted guests. The new requirement specifies that the maximum number of guests should not exceed 10.
j. One (1) sign advertising the STR may be placed on the subject property. The maximum sign area is 1 m ² (0.5 m ² for each side).	Signage needs to keep with the residential, agricultural or rural character of the neighbourhood	One STR sign currently required – proposed policy specifies the maximum sign area.
k. A minimum number of off-street parking spaces shall be provided for a STR (this is in addition to the minimum number of off-street parking spaces required for the zone in which the STR is located): 2 (1-4 guests, 3 (5-8 guests) and 4 (9 or 10 guests).	On-site parking requirement eliminates concerns that could arise from guest parking on the street.	Currently required - proposed policy specifies the number of spaces required per number of guests.
l. STR TUP issuance is subject to proof of adequate vacation rental and liability insurance (minimum of \$3 million in coverage).	The requirement of \$3 million liability insurance for vacation rental TUPs is considered sufficient and is consistent within the insurance industry	Currently required.

	standards. A STR TUP is similar to issuing a licence to operate a short-term rental, versus general zoning. In the context of issuing TUPs to allow STR use of older homes that were not subject to CSRD building regulation and inspection, it is sensible to require sufficient liability insurance.	
m. STR TUP issuance is subject to registration of a s. 219 covenant on title releasing and indemnifying the CSRD for any damages arising from or relating to the issuance of the TUP.	The CSRD does not have the capacity to inspect STRs and ensure that they operate with 100% compliances. S. 219 covenant protects the CSRD interests is any damages arise from the issuance of a STR TUP.	Currently required.
n. The STR should comply within all applicable regulations of the Agricultural Land Commission when located within the Agricultural Land Reserve.	ALC regulates the use of residential structures in the ALR for STRs	Currently required.

Section 4.3.2 of the draft policy lists conditional criteria that would be considered by staff when reviewing a STR TUP application. An example of a conditional criteria would be to consider site conditions (e.g., parcel width) and require additional conditions prior to TUP issuance (e.g., owner/operator to install fence screening to maintain privacy of a neighbouring property). Conditional criteria could also be offered by the applicant to address neighbour concerns with a STR TUP application.

TUPs issued for STRs will list a set of conditions that must be followed by the owner/operator. Should the owner/operator of the STR fail to adhere to the conditions of a TUP, the land use regulations or an enactment, the CSRD may undertake enforcement action outlined in the CSRD Bylaw Enforcement Policy and may include fines, or cancellation of the STR TUP.

The required conditions are established in section 4.4 of the draft policy and include:

- The specified season of use (e.g., April 1 – October 31).
- Quiet time (e.g., 10 PM – 6 AM daily).
- The maximum number of guests (e.g., maximum of 8)
- The identification of a local contact person who will be available to address issues that may arise any time STR accommodation shall be provided to adjacent landowners and tenants (confirmed annually).
- A complaint response plan detailing how concerns and complaints will be immediately

addressed.

- f. The STR shall be limited to one dwelling unit on the subject property.
- g. The STR shall be serviced by a sewerage system that has been confirmed appropriate for the use intended by an Authorized Person.
- h. The owner/operator shall provide potable water to guests.
- i. The clear posting of the following information in the STR at a site accessible and visible to guests:
 - I. the owner or local contact information, with availability or accessibility by phone 24 hours a day and 7 days a week;
 - II. clear noise rules and quiet times;
 - III. emergency call number (9-1-1); and
 - IV. instructions regarding proper disposal of all garbage, recycling, and yard waste created by the operation of the STR.
- j. All parking must be accommodated on site; no parking shall occur on a public roadway.
- k. The owner/operator is wholly responsible for the proper disposal of all garbage, recycling, and yard waste created by the operation of the STR.
- l. Vacation rental signage shall be limited to one sign (maximum sign area is 1 m²).

Section 4.5 of the draft policy specifies TUP optional conditions. The CSRD could specify optional conditions for a unique application (e.g., limiting guest access to a specified portion of the property). Furthermore, the applicant could offer optional conditions, staff could recommend optional conditions to the applicant, or staff could recommend optional conditions to the Board if the applicant is not agreeable.

Bylaw Enforcement

Short term rentals are currently classified as Class II concerns by CSRD Board approved Bylaw Enforcement Policy A-69 - and as per policy; complaints meeting the standard set out in the policy will be triaged and processed for investigation by; the agency/higher level of government responsible taking the lead, budget, staff resources, higher Class I priorities taking precedent. Associated STR complaints for concerns such as septic, Policy A-69 will additionally manage noise or parking; septic - referral to IHA, parking - referral to MoTI and noise - direct referral to the RCMP for consideration for their enforcement response.

As of summer 2024, approximately 700 unique STR listings in CSRD Electoral Areas B-G were documented. As of fall 2024, approximately 700 unique STR listings in Electoral Area A were documented. Almost all STRs are not compliant with zoning where zoning applies. Should the Board wish to entertain elevating their current status and prioritize STR complaints within the enforcement policy, staff can provide a future report outlining the comparison for this request against potential increased budget and staffing resources.

The maximum fine that regional districts can set for prosecutions of bylaw offences under the Offence Act has increased from \$2,000 to \$50,000. This is consistent with the maximum fines for municipalities under the Community Charter.

The maximum municipal ticketing fine that a Regional Districts may set under the Community Charter Bylaw Enforcement Ticket Regulation has increased from \$1,000 to \$3,000 per infraction, per day.

Financial Considerations

The CSRD currently charges \$1,150.00 (includes \$150 registration fee) for TUP applications. Given the considerable staff time required to process TUPs and the cost of publishing the required newspaper

notifications, the Board may wish to review Development Services Application Fees Bylaw No. 4000, as amended, and consider increasing the TUP application fee to better reflect the true cost processing cost. It should be noted that other Regional Districts charge \$2,000 for TUP applications considered by a Board.

Principle residence requirement – option to opt-in

Effective May 1, 2024, the Province has implemented a principal residence requirement in some areas of the province which limits STRs to the host's principal residence, plus one secondary dwelling unit. Regional districts are exempt from this requirement but can submit a request by resolution to the Minister of Housing to "opt-in" to the principal residence requirement. A local government's resolution must be submitted to the Province by March 31 of each year for the change to take effect November 1 of the same year.

STRs located in the host's principal residence (primary or secondary dwelling unit) are considered "home sharing" operations in which the principal resident of a dwelling unit rents out a part or all of that dwelling unit on a temporary basis. Examples of this include a family renting a basement suite on Airbnb, or a homeowner who travels frequently for business renting out their entire unit while away.

A commercial operation, by contrast, is a STR which is not located in the host's principal residence and is operated in a typically year-round. Commercial STR operators often have multiple listings and result in long-term housing off the market.

Staff believe that the principal residence requirement may be worth considering in the future as it can help address some of the issues that arise from commercial STR operations. These issues include the elimination of housing from the long-term rental market and disruption of residential neighborhoods by dwelling units being used on a full-time commercial basis.

The proposed draft STR TUP policy does not include a principal residence requirement. However, if an owner/operator lives in another permitted dwelling unit on the subject property they may offer this condition in their STR TUP application as method to reduce or eliminate neighbours concerns with their application.

Update on Provincial STR Information

By early 2025, the Province expects to establish a STR registry. All short-term rental hosts and platforms will be required to register. Further details about the STR Registry, including whether hosts will be required to prove compliance with local land use, are expected to be announced later this year.

The Province launched a "Notice and Takedown Process" on May 1, 2024. Platforms must remove listings that do not comply with a local government business licence requirements at the request of a local government.

A STR Data Portal was launched on June 30, 2024. Access to the portal is currently only available to local governments that regulate STRs through business licencing. The Province will explore options for providing access to local governments that regulate STRs in other ways (such as through zoning or temporary use permits) in the future.

Local governments can annually request by resolution submitted to the Minister of Housing to opt-in to the Province's principal residence requirement. A local government's resolution must be submitted to the Province by March 31 of each year for the change to take effect November 1 of the same year

Update on CSRD STR Communication

The [CSRD's STR information webpage](#) has been updated with the latest Provincial STR information and

contact information. The webpage notes that the CSRD does not currently have a business licensing service for its Electoral Areas and therefore will not be issuing business licences for STRs.

A dedicated webpage explaining [Temporary Use Permits for Short-Term Rentals](#) has been added which includes a clear guide and checklist that needs to be followed when submitting a STR TUP application. Future website updates will be made as new Provincial information is obtained and as CSRD procedures for STR TUPs are fine-tuned.

Rationale for Recommendation

Staff recommend that the Committee of the Whole provide support in principle the draft Short-Term Rental (STR) Temporary Use Permit (TUP) Policy P-28 for consideration and endorsement at the November 21, 2024 Board Meeting for the following reasons:

- As a result of Provincial Bill 35 (Short-Term Rental Accommodation Act) the CSRD is currently receiving an influx of STR TUP applications which are challenging to review given the wide range of OCP policy and Zoning Bylaw regulation pertaining to STRs.
- The proposed policy confirms the expectations for the CSRD and the public for when STR TUP applications are considered by the CSRD.
- Expedient Board consideration and endorsement of Policy P-28 will provide a consistent and more efficient approach for reviewing and considering the approval and issuance of STR TUPs where CSRD zoning applies, and a TUP is an option.
- Policy P-28 can be endorsed by the Board and become applicable at one CSRD Board meeting. In comparison, amending the five OCPs and one rural land use bylaw (Salmon Valley Bylaw No, 2500) would take many months to complete.

IMPLEMENTATION

Following the October 16 CoW meeting, staff recommend the following steps:

1. Staff will review feedback received at the meeting regarding Policy P-28 and review/revise the policy as required.
2. Staff will recommend to the Board at the November 2024 Board Meeting that Policy P-28 be endorsed.

Staff have identified three different options for the Board to receive public feedback when considering Policy P-28:

1. Consider Policy P-28 without public engagement.
 - This approach will enable the policy to be considered by the Board soon, but without any public engagement.
2. Conduct public engagement after endorsing Policy P-28. Make any necessary revisions to Policy P-28 following public engagement.
 - This approach will enable the policy to be considered by the Board soon and the endorsed policy will provide guidance to the CSRD and the public about STR TUP applications, with any necessary policy changes being made once public engagement is completed.
3. Conduct public engagement and make necessary policy revisions prior to Board consideration of Policy P-28.
 - Board consideration the policy would be delayed until public consultation is completed. It is estimated that public consultation could take between two to three months to complete.

While option one proposes policy endorsement without public engagement, options two and three both include an opportunity for the public to provide input. Staff recommend that the Board choose option

two since it allows quick implementation of the policy, but also assures that public engagement would still be conducted. Staff suggest engaging with the public by employing a survey on the “CSRD Connect” page.

COMMUNICATION

This report, including draft STR TUP Policy P-28, will be added to the CSRD’s STR webpage.

Report Approval Details

Document Title:	2024-10-16_CoW_DS_STR_TUP_Policy.docx
Attachments:	<ul style="list-style-type: none">- P-28_STR_Policy_draft_Oct_2024.pdf- BL830_BL840_BL850_Excerpts.pdf- CSRD_Vacation_Rental_Guiding_Principles_Sheet_July_2016.pdf
Final Approval Date:	Oct 8, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham



John MacLean

POLICY

SHORT-TERM RENTAL TEMPORARY USE PERMIT POLICY

1. PREAMBLE

The intent of this policy is to provide guidance to the public and Columbia Shuswap Regional District (CSRD) when considering temporary use permit (TUP) applications for short-term rentals (STRs).

As a destination region, the CSRD welcomes tourists year-round, sparking a continued interest in commercial accommodation options. Many residents and property owners in the CSRD have identified STRs as a way to participate in the tourism economy.

It is recognized that the majority of STRs operating in the CSRD are doing so without the necessary zoning or permitting. While many STR owner/operators are responsible and provide safe accommodation that does not cause nuisance to neighbours, the CSRD has the authority to regulate accordingly should concerns arise.

2. PURPOSE

The intent of this policy is to provide guidance to the public and CSRD when considering TUP applications for STRs.

TUPs allow a use to occur on a temporary basis that would otherwise not be permitted in a zoning or land use bylaw. The CSRD's preference for managing STRs, where it is appropriate, is with TUPs as they provide a three-year trial period before a STR property may be considered for a renewal or rezoning.

When considering a TUP for a STR, the CSRD recognizes that the primary use of the property may be either residential, rural or agricultural.

3. DEFINITIONS

Dwelling Unit means one (1) or more rooms in a detached building with self-contained eating, living, sleeping and sanitary facilities and not more than one kitchen, used or intended to be used as a residence for no more than one (1) household. Dwelling unit does not include camping unit, park model, or a commercial lodging sleeping unit;

Secondary Dwelling Unit means an additional, self-contained, dwelling unit that is accessory to the single detached dwelling unit on a parcel. For clarity, attached dwelling, duplexes and multiple-dwellings, boarding rooms and rooming houses are excluded from the definition of secondary dwelling unit;

Short-Term Rental (STR) means the use of a dwelling unit for the temporary commercial accommodation of paying guests for a period of less than 28 consecutive days. This use does not include bed and breakfast. In some CSRD bylaws, STRs are referred to as vacation rental operations.

Single Detached Dwelling Unit means a detached building containing only one (1) principle dwelling unit and, where permitted, one (1) secondary dwelling unit. A manufactured home is considered a single detached dwelling.

4. POLICY

This policy will remain in effect until it is repealed or replaced.

This policy is in effect for the following geographic areas: all of the lands within the CSRD that lie outside of municipal boundaries, Indian Reserves and National Parks.

4.1 Regulation

As designated under the Local Government Act, TUPs may be issued to properties within Electoral Areas of the CSRD that are subject to zoning or land use bylaws and subject to either Official Community Plan (OCP) or land use bylaw policy permitting the issuance of TUPs. TUPs may be approved for issuance by the Board by resolution. If the TUP is approved for issuance, the applicant will be required to fulfill any outstanding conditions prior to final TUP issuance.

4.2 Term, Renewal and Cancellation

If the CSRD issues a STR TUP, a term limit shall apply of not greater than three years, with an opportunity to apply to renew the STR TUP once.

Should the owner/operator of the STR fail to adhere to the conditions of a TUP, the land use regulations or an enactment, the CSRD may undertake enforcement action outlined in the CSRD Bylaw Enforcement Policy and may include fines, or cancellation of the STR TUP.

4.3 Application Approval Criteria

The following criteria are considered by the CSRD when reviewing STR TUP applications.

4.3.1 Mandatory Criteria:

- a. TUPs for STRs may only be considered for properties in which the primary use of the property is residential, rural or agricultural.
- b. The STR should keep with the residential, rural or agricultural character of the neighbourhood and not cause a nuisance or disturbance.
- c. A STR must be located within a dwelling unit permitted by the zone that applies to the property.

- d. The STR should be limited to one dwelling unit per parcel.
- e. The STR shall not be permitted on a parcel in which a Bed and Breakfast already exists.
- f. The STR shall be serviced by a sewerage system that has been confirmed appropriate for the use intended by an Authorized Person.
- g. The STR owner/operator shall provide potable water to guests.
- h. The STR owner/operator shall identify a local contact person who will be available to address issues that may arise any time that STR accommodation is provided. The name and contact information of the local contact must be provided in the application and must be posted along with the STR TUP in a visible place within the STR and provided to owners and tenants of adjacent properties (confirmed annually by the owner/operator).
- i. The maximum allowable occupancy of the STR should not exceed 10 guests.
- j. One (1) sign advertising the STR may be placed on the subject property. The maximum sign area is 1 m² (0.5 m² for each side).
- k. The following minimum number of off-street parking spaces shall be provided for a STR (this is in addition to the minimum number of off-street parking spaces required for the zone in which the STR is located):

STR Permitted Guests	Minimum Number of Off-Street Parking Spaces
1-4	2
5-8	3
9-10	4

- l. STR TUP issuance is subject to proof of adequate STR and liability insurance (minimum of \$3 million in coverage).
- m. STR TUP issuance is subject to registration of a s. 219 covenant on title releasing and indemnifying the CSRD for any damages arising from or relating to the issuance of the TUP.
- n. The STR should comply within all applicable regulations of the Agricultural Land Commission when located within the Agricultural Land Reserve.

4.3.2 Conditional Criteria

- a. Consideration of measures taken to minimize conflict with neighbouring properties.
- b. Consideration of proposed accessory uses and/or amenities; site layout and other site characteristics.
- c. Consideration of other CSRD bylaws and policies.

4.4 TUP Required Conditions

When issuing a STR TUP, the CSRD will specify required conditions including, but not limited to:

- a. The specified season of use (e.g., year-round or April 1 – October 31).

- b. Quiet time (e.g., 10 PM – 6 AM daily).
- c. The maximum number of guests (e.g., maximum of 8).
- d. The STR owner/operator shall identify a local contact person who will be available to address issues that may arise any time that STR accommodation is provided. The name and contact information of the local contact must be provided in the application and must be posted along with the STR TUP in a visible place within the STR and provided to owners and tenants of adjacent properties (confirmed annually).
- e. A complaint response plan detailing how concerns and complaints will be immediately addressed.
- f. The STR shall be limited to one dwelling unit on the subject property.
- g. The STR shall be serviced by a sewerage system that has been confirmed appropriate for the use intended by an Authorized Person.
- h. The owner/operator shall provide potable water to guests.
- i. The clear posting of the following information in the STR at a site accessible and visible to guests:
 - I. the owner or local contact information, with availability or accessibility by phone 24 hours a day and 7 days a week;
 - II. clear noise rules and quiet times;
 - III. emergency call number (9-1-1); and
 - IV. instructions regarding proper disposal of all garbage, recycling, and yard waste created by the operation of the STR.
- j. All STR parking must be accommodated on site; no parking shall occur on a public roadway. The number of required STR parking spaces shall be specified.
- k. The owner/operator is wholly responsible for the proper disposal of all garbage, recycling, and yard waste created by the operation of the STR.
- l. Vacation rental signage shall be limited to one sign (maximum sign area is 1 m² - 0.5 m² for each side).

4.5 TUP Optional Conditions

When issuing a STR TUP, the CSRD may specify optional conditions including, but not limited to:

- a. The area of use if limited to a portion of the subject property to minimize potential disturbance of neighbours (e.g., location of outdoor firepit or hot tub);
- b. Screening or fencing to address potential impacts of the STR or to address privacy concerns;
- c. Where appropriate, the owner/operator may be required to reside on the property.

Relevant Excerpts from

[Electoral Area B Official Community Plan Bylaw No. 850](#)

[Electoral Area F Official Community Plan Bylaw No. 830](#)

[Electoral Area E Official Community Plan Bylaw No. 840](#)

The CSRD currently has a range of policies pertaining to vacation rentals (STRs). Electoral Area B Official Community Plan (OCP) Bylaw No. 850, Electoral Area F OCP Bylaw No. 830, and Electoral Area E OCP Bylaw No. 840 all contain references to vacation rentals.

Electoral Area B Official Community Plan Bylaw No. 850

Section 4.3.34 of Bylaw No. 850 states:

- 4.3.34 Vacation Rentals allow the use of temporary accommodation in residential areas on a commercial basis and are regulated either by a temporary use permit or through the zoning bylaw. Vacations Rentals shall:*
- a. first be considered on a three-year trial basis by the use of a temporary use permit (refer to Section 14);*
 - b. not create an unacceptable level of negative impact on surrounding residential uses;*
 - c. comply with all applicable regulations of the Provincial Agricultural Land Commission when located within the Agricultural Land Reserve; and*
 - d. be subject to local health authority requirements.*
 - e. be subject to all Ministry of Transportation and Infrastructure Access Permit requirements.*

Electoral Area F Official Community Plan Bylaw No. 830

Section 14 of Bylaw No. 830 states:

- 1. For all temporary use permits:*
 - a) Applicants must demonstrate how the proposed use will not markedly impact adjacent residents, local services and the environment. Where impacts are expected, applicants must provide details of those impacts and mitigative measures.*
- 2. For vacation rentals and similar short-term property rentals, applicants may be required to:*
 - a) Demonstrate that the proposed use will not alter the general character of the neighbourhood;*

- b) Screen, fence or provide vegetative buffers between the proposed use and adjacent properties for greater privacy and noise reduction;*
- c) Obtain approval from the ALC, if the proposed use is on ALR land;*
- d) Show proof of adequate servicing (water & sewer) for the proposed use at maximum capacity for the entire duration of the permit. This may include a required inspection by a registered professional.*
- e) Supply an occupancy permit or provide written proof from a qualified professional that the dwelling meets the fire code and is appropriate for the proposed use;*
- f) Designate a local caretaker to be available at times if the property owner is not available or does not reside in the area. The property owner or local caretaker's contact information should be made available to the CSRD and adjacent property owners along with a copy of the temporary use permit;*
- g) Demonstrate adequate parking. Generally, one parking space should be provided per let bedroom;*
- h) Limit the number of guests per bedroom. Generally, the limit should be 2 guests per bedroom;*
- i) Limit the number of pets on site at anytime;*
- j) Restrict signage;*
- k) Restrict number of vehicles and watercraft on site, including RVs, motorized personal watercraft & ATVs;*
- l) Restrict rentals of items and crafts, including motorized personal watercraft, ATVs;*
- m) Supply additional information or meet additional requirements deemed necessary for the safe and unobtrusive use of the site. Additional steps to ensure adequate notification of the proposed use to adjacent property owners may also be required.*

Electoral Area E Official Community Plan Bylaw No. 840

Section 4.1.2.13 of Bylaw No. 840 states:

13. Vacation Rentals involve the use of dwelling units for temporary accommodation in residential areas on a commercial basis and are regulated either by a temporary use permit or through the Zoning Bylaw. Vacation Rentals may be considered in the following designations: Rural Resource (RSC), Medium Holdings (MH) Agriculture (AG), and Residential (RR, MD, and VC). In areas not zoned for vacation rentals, it is recommended that they first be considered on a three-year trial basis by the use of a Temporary Use Permit prior to applying to rezone. Vacation Rentals shall:

- a. Not create an unacceptable level of negative impact on surrounding residential uses;*
- b. Comply with all applicable regulations of the Agricultural Land Commission (ALC) when located within the ALR;*

- c. *Be subject to provincial servicing requirements; and,*
- d. *Be subject to all Ministry of Transportation and Infrastructure permit requirements.*

CSRD Vacation Rental Guiding Principles Sheet

PURPOSE

The purpose of this Vacation Rental Guiding Principles Sheet is to aid CSRD staff and the Board in making land use and economic development recommendations and decisions as they pertain to the temporary/short term lodging of guests in residential dwelling units on a commercial basis. It is recognized by the Board that vacation rentals can contribute positively to the tourism economy of the region; however, it is also recognized that without appropriate consideration being given to the regulation of such commercial activity in residential areas, vacation rentals can negatively impact on the quality of life of existing nearby residents, while also creating an uneven playing field for existing and heavily regulated commercial property owners in the accommodation industry.

The intent therefore of these guiding principles are:

- To inform land use planning and economic development decisions of CSRD staff and the Board;
- To briefly describe the issues pertaining to vacation rentals and the purpose of the associated guiding principle;
- To provide consistency in decision-making when considering vacation rental issues;
- To provide information and direction to residents who may be considering establishing a vacation rental use on their property; and,
- To advise provincial ministries and agencies of the challenges facing local government in regard to vacation rentals.

GUIDING PRINCIPLES

1. Inappropriately sized, maintained, or installed sewer servicing of the dwelling(s) used for a vacation rental can lead to individual health issues and have significant environmental impacts on the neighborhood or downstream residents. Property owners are expected to meet all applicable Interior Health requirements for sewerage treatment and to have obtained a 'Letter of Certification' from Interior Health for the vacation rental use.
2. For the health and safety of renters, proof of the provision of potable water is required and landowners are expected to meet all appropriate provincial or Interior Health requirements in the provision of such water, e.g. wells, community water system.
3. Safety of guests staying in vacation rentals is of paramount concern to the CSRD. For this reason, confirmation from a Qualified Professional who is able to confirm that the dwelling unit proposed for vacation rental use meets with BC Building Code, and BC Fire Code, regulations is required.
4. A vacation rental should be restricted to a maximum occupancy of four (4) bedrooms per dwelling unit, and eight (8) guests, to minimize neighborhood impacts and to mitigate issues with the BC Building Code, e.g. fire separation for sleeping rooms, and BC Fire Code; there are difficulties in dealing with rescue and fire fighting operations in managing an incident at a residential structure where egress design has not been appropriately considered for large numbers of people compared to that of a commercial structure. At a minimum, a fire safety plan, portable fire extinguishers and carbon monoxide detectors are required for each level of the vacation rental, and integrated smoke detectors located in each bedroom, as required for BC Building Code compliance per location and number.




5. In keeping with a residential neighborhood character, one off-street parking space must be provided for each room used for vacation rental purposes.
6. As most vacation rental units are located within homes in residential areas, the vacation rental users must not cause a nuisance to other residents through excessive noise, lighting or traffic so as to allow existing residents to have quiet enjoyment of their property. This includes a quiet time between 10pm and 7am.
7. Recreational vehicles, tents or park models are not permitted to be used for habitation purposes as part of the vacation rental.
8. Vacation rentals shall not operate as a bed and breakfast, hotel, motel, lodge or inn, nor include ancillary uses typical of such operations, e.g. meeting rooms, restaurants, concierge or retail sales.
9. From a risk management perspective, and since the CSRD is the approval authority for a TUP or rezoning for a vacation rental, the landowner must also provide a \$5 million Commercial General Liability insurance policy naming the CSRD as the additional insured prior to issuance of the TUP.
10. The CSRD supports vacation rental operators paying into the Municipal and Regional District Tax, where applicable, and also encourages the Ministry of Job, Tourism, and Skills Training and Destination BC to provide for legislation and policy in this regard.
11. The increase in use of residential dwellings for vacation rentals has caused a significant decrease in housing affordability and long term and season rental for workers in the tourism industry, and others. The CSRD supports provincial initiatives aimed at housing affordability and maintaining a sustainable rental market for long term tenants of all housing types, demographics and income levels.
12. As the use of the property changes from primarily residential to part-time or full-time vacation rental, the CSRD will forward a copy of any verified vacation rental, approved permit or bylaw amendment to BC Assessment so that they are aware of the change in use; at this time there is no legislative framework for BC Assessment to change the tax classification system for vacation rentals, however the CSRD supports such changes being made.
13. Since the property owner is most often not located on-site of a vacation rental, an easily accessible representative and emergency contact must be provided for all vacation rental guests.
14. Temporary Use Permit or rezoning is required for any property not currently zoned for vacation rental use. If zoned for vacation rental use the property owner must meet all other zoning regulations as applicable and as amended from time to time. In situations where a landowner expects that they may not be able to comply with specific zoning regulations, e.g. special event, a landowner may always apply to vary specific zoning regulations, or apply for a TUP.
15. It is expected that the vacation rental home and property will be in keeping with the residential character of the neighborhood.
16. For the health and safety of residents and visitors, the CSRD will continue to work with the Union of BC Municipalities (UBCM) in lobbying the Province of BC to enact appropriate regulation, taxation and oversight of the vacation rental industry. The CSRD will also continue to work towards the implementation of a building regulation service as a method of oversight for structures built specifically for vacation rental purposes.

July 2016

Short-Term Rental Temporary Use Permit Policy (Policy P-28) Electoral Areas

Committee of the Whole – October 16, 2024



- A presentation on Short-Term Rentals (STRs) was given at the last the Committee of the Whole (CoW) meeting on August 14, 2024.
- Staff confirmed that a follow-up presentation would be given in the fall.
- The following next steps for completion in 2024 were noted:
 - Amendment to South Shuswap OCP BL725 to include the option for TUPs in Areas C and G -  completed
 - Updates to the CSRD STR TUP application process: application checklist, more info on STR webpage, fine-tune TUP review / processing -  completed
 - Consider a stand-alone CSRD STR Policy -  draft to be discussed
 - Determine the level of public engagement – options to be discussed

Today's Presentation

- Draft Short-Term Rental Temporary Use Permit Policy (Policy P-28)
 - Background/ Policy Criteria/ Bylaw Enforcement/ Financial Considerations/ Public Engagement Options
- Principle Residence Requirement – option to opt-in
- Update on Provincial STR Information
- Update on CSRD STR Communication
- Next Steps

Draft Short-Term Rental Temporary Use Permit Policy (Policy P-28)

Background

- The CSRD currently has a range of policy, regulation and guidance pertaining to vacation rentals (STRs):
 - Electoral Area B OCP Bylaw No. 850
 - Electoral Area F OCP Bylaw No. 830
 - Electoral Area E OCP Bylaw No. 840
 - Vacation Rental Guiding Principles Sheet
- The intent of Policy P-28 is to provide a consistent approach for reviewing and considering the approval and issuance of STR TUPs where CSRD zoning applies, and a TUP is an option.

Draft STR TUP Policy (P-28)

Purpose

- P-28 will provide guidance to the public and CSRD when considering TUP applications for STRs.
- TUPs allow a use to occur on a temporary basis that would otherwise not be permitted in a zoning or land use bylaw. The CSRD's preference for managing STRs is with TUPs as they provide a three-year trial period before a STR property may be considered for a renewal or rezoning.
- The goal of P-28 is to ensure that STRs operate legally in a safe and responsible manner that do not cause a disruption in the neighbourhood.

Draft STR TUP Policy (P-28)

Not included in the Policy

- Based on discussion at the August CoW meeting, cumulative impacts of STRs have not been included.
- Does not provide guidance about how many STRs may be permitted in a neighbourhood or community (e.g. density cap).
- Staff believe, however, that cumulative impacts are important and should be considered in the future.

Draft STR TUP Policy (P-28)

14 Mandatory Criteria

- a. Primary use is residential, rural, or agricultural*
- b. STR shall keep with the residential, rural, or agricultural character
- c. STR must be in a legal dwelling unit (no RVs, yurts etc.)
- d. STR is limited to one dwelling unit per parcel*
- e. STR is not permitted with a B&B
- f. Confirmation of appropriate sewerage system
- g. Potable water shall be provided to guests

* new requirement

Draft STR TUP Policy (P-28)

14 Mandatory Criteria (cont.)

- h) Identification of local contact person
- i) Maximum allowable occupancy should not exceed 10 guests*
- j) One advertising sign per parcel (1 m²)
- k) All parking shall be on-site and include the required number of spaces
- l) TUP issuance is subject to proof of adequate vacation rental and liability insurance (minimum of \$3 million in coverage)
- m) TUP issuance subject to registration of s.219 covenant
- n) STR should comply within all applicable regulations of the Agricultural Land Commission when located within the Agricultural Land Reserve

* new requirement

Draft STR TUP Policy (P-28)

Criteria (septic)

- Draft Policy:

The STR shall be serviced by a sewerage system that has been confirmed appropriate for the use intended by an Authorized Person.

- Staff have been working with a Registered On-Site and Wastewater Practitioner and received feedback from a local engineer, to develop consistent expectations that STR owner/operators must follow when requested to confirm appropriate septic.

Draft STR TUP Policy (P-28)

Septic Confirmation Expectations

The applicant is required to engage an Authorized Person to confirm:

1. That there is an existing septic system which has the required permits (since 1985) and is suitable for STR use (based on # of bedrooms guests etc). Any deficiencies of the system shall be specified.
2. If permits cannot be confirmed by the Authorized Person, the system must then conform to current sewerage regulations.

If any repairs or improvements are needed, they must be completed before the TUP will be issued.

Draft STR TUP Policy (P-28)

Bylaw Enforcement

Policy A-69 applies to the enforcement of CSRD Bylaws.

Bylaw Enforcement triages complaints and investigates based on the priorities established in Bylaw No. A-69.

STRs are currently classified as Class 2 concerns by Bylaw A-69 (violations that do not pose a hazard to persons, property or the environment).

Complaints regarding non-CSRD bylaw related issues (e.g., septic) will be forwarded to the applicable agency (e.g., Interior Health).

The CSRD may cancel a TUP prior to its expiry or the end of the 3-year term if conditions are not being met and warning have been provided.

Draft STR TUP Policy (P-28)

Financial Considerations

- TUP cost = \$1,150.00
- The Board could consider increasing the TUP application fee to better reflect the true processing costs (e.g., staff time, newspaper ads).
- Other Regional Districts charge \$2,000 for TUP applications considered by a Board (e.g., RDEK).

Draft STR TUP Policy (P-28)

Public Engagement

- Staff recommend that the Board endorse Policy P-28 at the November 21, 2024 Board meeting and direct staff to begin public engagement.
- Staff suggest engaging with the public by employing a survey on the “CSRD Connect” page
- This approach will enable staff to begin using the policy by next month which will assist with the current influx of STR TUP applications.

Principle Residence Requirement – option to opt-in

- The Province has implemented a principal residence requirement in some areas of the province which limits STRs to the host's principal residence, plus one secondary dwelling unit.
- Regional districts are exempt but can choose to "opt-in".
- Requests to opt-in must be submitted to the Province by March 31 of each year for the change to take effect November 1.
- Opting-in helps retain more long-term rental housing and can reduce the disruption of residential neighbourhoods.
- Based on feedback at the March 21, 2024 Board meeting P-28, does not propose that the CSRD opt in to the principal residence requirement.

Update on Provincial STR Information

- The Province expects to establish a STR registry by early 2025. All STRs must register. Further details are expected to be announced later this year.
- A “Notice and Takedown Process” was launched on May 1, 2024. Platforms must remove listings that do not comply with a local government business licence requirements.
- A STR Data Portal was launched on June 30, 2024. Access to the portal is currently only available to local governments with business licensing. The Province may open the port to governments without business licensing in the future.

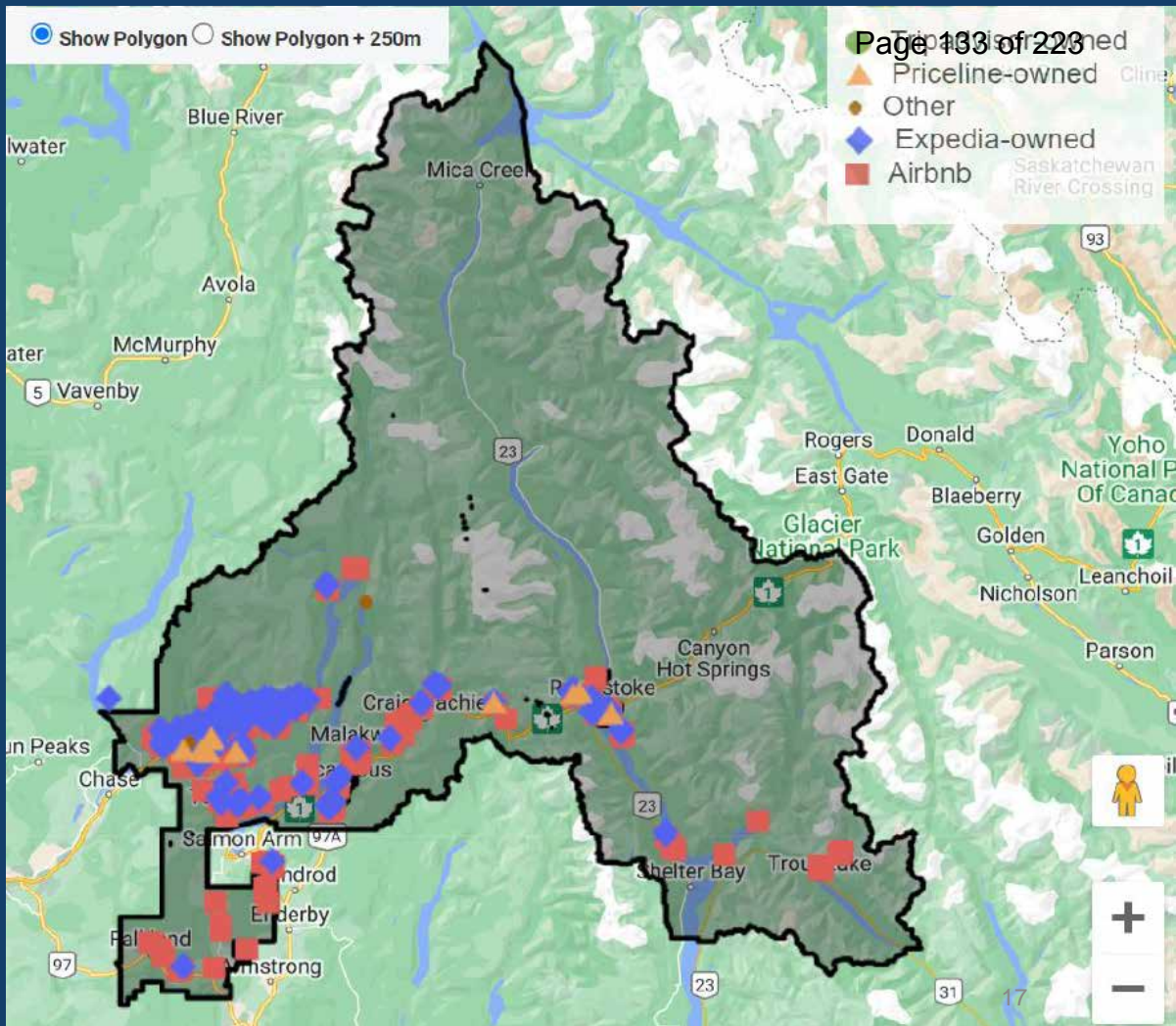
Update on CSRD STR Communication

- The CSRD's STR information webpage has been updated with the latest Provincial STR information and contact information.
- The webpage notes that the CSRD does not currently have a business licensing service.
- A dedicated webpage explaining TUPs for STRs has been added.
- Future website updates will be made as new Provincial information is obtained and as CSRD procedures for STR TUPs are fine-tuned.

Extent of STRs in the CSRD Electoral Areas

700 unique rental units
Area A

700 unique rental units
Areas B-G



Recommendation

THAT: the Committee of the Whole support in principle the draft Short-Term Rental (STR) Temporary Use Permit (TUP) Policy P-28 for consideration and endorsement at the November 21, 2024 Board Meeting.

Next Steps following CoW Support

- Board consideration of endorsement Policy P-28 at November 21, 2024 Board meeting.
- Staff initiate Public Engagement for Policy P-28.
- Following public engagement, update the policy as required and present to the Board again for consideration of amendments.
- Continue to update CSRD website with new CSRD and Provincial STR information.

Questions and Discussion



COMMITTEE OF THE WHOLE REPORT

TO:	Chair and Directors
SUBJECT:	Water Utility Financial Health Update and User Fee Recommendations for 2025-2029
DESCRIPTION:	Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated October 4, 2024. An overview of the financial health of water systems to support a utility rate review and update.
RECOMMENDATION:	<p>THAT: the Committee of the Whole recommend to the Board of Directors to direct staff to base the 2025-2029 Annual Water User Fees, under the CSRD Waterworks Rates and Regulation Bylaw No. 5819, on Scenario 2 as outlined in this report;</p> <p>AND THAT: a board report be presented at the November 21, 2024, Regular Board meeting.</p>

BACKGROUND:

The purpose of this report is to provide Directors with the presentation materials, which will be shared at the Committee of Whole (CoW) meeting on October 16, 2024, to engage in a review of the financial health of CSRD water utility systems, review options for funding asset management and selecting a preferred scenario for updating the 2025-2029 Annual Water User Fees.

At the May 2024 Board meeting staff were empowered to apply to the UBCM Asset Management Planning Grant program in the amount of \$25,000 to be used for engaging a consultant to facilitate better integration of asset management planning into long term financial planning. The CSRD was successful in getting the grant approved and engaged JW Infrastructure Planning Ltd to review the financial health of the CSRD's water utility systems and to provide options, which would incorporate asset management funding, into establishing new Annual Water User Fees for 2025-2029.

John Weninger from JW Infrastructure Planning Ltd. has provided the CoW with a report entitled *CSRD – Water Systems Sustainability Health Check-Up* (see attached). The report focuses on the public safety, environmental protection, economic stability, asset management and system resiliency for each of the CSRD's water systems. Furthermore, a presentation detailing funding scenarios will be shared with the CoW to inform Directors on how different funding levels impact the CSRD's ability to achieve appropriate financial targets, long term sustainability and health of water systems in the CSRD.

NEXT STEPS:

Staff will be on hand to answer questions and ultimately the information presented will be used by the CoW to select a preferred scenario, which will be used by staff to prepare a Board report for November 2024 Board meeting to amend CSRD Waterworks Rates and Regulation Bylaw No. 5819 and set the 2025-2029 Annual Water User Fees.

The following scenarios are being presented for the Committee's consideration:

Scenario 1 – Status Quo - Maintain existing ratios between parcel taxes and user fees and increase by a maximum of 5% (2025-2029).

Scenario 2 – Adjust parcel taxes to fund debt and capital replacement and increase funding to achieve 75% of funding target in 5 years.

Scenario 3 – Adjust parcel taxes to fund debt and capital replacement and increase funding to achieve 50% of funding target in 5 years.

The funding targets being proposed in these scenarios are described in the previously referenced report *CSRD - Water Systems Sustainability Health Check-Up*.

In Scenarios 2 and 3, parcel taxes will be solely allocated for servicing debt and funding infrastructure renewals and replacements, whereas user fees will be utilized for covering annual operating and maintenance costs. This realignment, occurring over the next five years, aims to enhance transparency for ratepayers and aligns with industry best practices.

Based on the information provided, staff are recommending to the CoW that Scenario 2 be approved for setting the 2025-2029 Annual Water User Fees. The information detailed in Scenario 2 will be used by staff to prepare a Board report which will amend CSRD Waterworks Rates and Regulation Bylaw No. 5819 to set new fees, at the November 21, 2024, regularly scheduled Board meeting.

Report Approval Details

Document Title:	2024-10-16_COW_EUS_Water_Uilities_Financial_Health_Review.docx
Attachments:	- 2024_CSRD Water Systems Sustainability Check and Funding Review_Presentation.pdf - 2024_CSRD Water Systems Sustainability Health Check Up_Report.pdf
Final Approval Date:	Oct 11, 2024

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



Jodi Pierce



Jennifer Sham



John MacLean

WATER SYSTEMS SUSTAINABILITY CHECK AND FUNDING REVIEW

Columbia-Shuswap Regional District
Committee of the Whole Meeting
October 16, 2024



PART 1 - SYSTEM SUSTAINABILITY CHECK

Examined 4 Categories:

Asset Condition

Asset Replacement Funding

Asset Management Reserves

Water Conservation

WATER SYSTEM SUSTAINABILITY HEALTH CHECK- UP SCORING

ALL CLEAR

This indicator is meeting or exceeding the desired target and no additional actions are required.

INVESTIGATE

This indicator shows that the target is not being met and merits further investigation to understand if action is required.

INTERVENE

This indicator shows that the target is not being met by a significant margin and that intervening action(s) are very likely required.

TARGET BASED ON % OF ASSET LIFE REMAINING

ASSET
CONDITION
HEALTH RATING
TARGET

	% LIFE REMAINING	
	FROM	TO
ALL CLEAR	60%	100%
INVESTIGATE	40%	60%
INTERVENE	0%	40%

ASSET CONDITION HEALTH RATING

	SCORE	HEALTH RATING
ANGLEMONT	58%	INVESTIGATE
CEDAR HEIGHTS	39%	INTERVENE
COTTONWOOD	72%	ALL CLEAR
EAGLE BAY	32%	INTERVENE
FALKLAND	48%	INVESTIGATE
GALENA	80%	ALL CLEAR
MAC-REED	60%	ALL CLEAR
SARATOGA	56%	INVESTIGATE
SORRENTO	56%	INVESTIGATE
SUNNYBRAE	67%	ALL CLEAR

TARGET BASED ON ASSETS LASTING 50% LONGER
THAN THE GENERALLY ACCEPTED CONSERVATIVE
LIFESPANS

ASSET
REPLACEMENT
FUNDING
HEALTH RATING
TARGET

	<div>% OF TARGET</div>	
	FROM	TO
ALL CLEAR	60%	100%
INVESTIGATE	40%	60%
INTERVENE	0%	40%

WATER PIPE EXAMPLE

200m of 150mm diameter PVC water pipe

Replacement Value = \$180,000

Lifespan from AM plans = 80 years

Annual sustainable funding level = $\$180,000 / 80$
years = \$2250/year

If assume asset lasts 50% longer than:

Annual sustainable funding level = \$1500/year

ASSET REPLACEMENT FUNDING HEALTH RATING

	SCORE	HEALTH RATING
ANGLEMONT	36%	INTERVENE
CEDAR HEIGHTS	7%	INTERVENE
COTTONWOOD	291%	ALL CLEAR
EAGLE BAY	17%	INTERVENE
FALKLAND	11%	INTERVENE
GALENA	11%	INTERVENE
MAC-REED	12%	INTERVENE
SARATOGA	108%	ALL CLEAR
SORRENTO	82%	ALL CLEAR
SUNNYBRAE	28%	INTERVENE

**TARGET BASED ON THE VALUE OF ASSETS
ESTIMATED TO BE IN POOR CONDITION***

ASSET
MANAGEMENT
RESERVES
TARGET

	<div>% OF TARGET</div>	
	FROM	TO
ALL CLEAR	60%	100%
INVESTIGATE	40%	60%
INTERVENE	0%	40%

* Minimum of 5% of replacement value

ASSET MANAGEMENT RESERVES HEALTH RATING

	SCORE	HEALTH RATING
ANGLEMONT	107%	ALL CLEAR
CEDAR HEIGHTS	24%	INTERVENE
COTTONWOOD	1143%	ALL CLEAR
EAGLE BAY	28%	INTERVENE
FALKLAND	30%	INTERVENE
GALENA	244%	ALL CLEAR
MAC-REED	18%	INTERVENE
SARATOGA	266%	ALL CLEAR
SORRENTO	76%	ALL CLEAR
SUNNYBRAE	55%	INVESTIGATE

**TARGET BASED ON SUMMER PEAK BEING
LESS THAN 1500L/DAY PER CONNECTION**

**WATER
CONSERVATION
TARGET**

	<div> <div>%</div> <div>OF TARGET</div> </div>	
	FROM	TO
ALL CLEAR	0%	125%
INVESTIGATE	125%	250%
INTERVENE	250%	>

WATER CONSERVATION HEALTH RATING

ANGLEMONT
CEDAR HEIGHTS
COTTONWOOD
EAGLE BAY
FALKLAND
GALENA
MAC-REED
SARATOGA
SORRENTO
SUNNYBRAE

SCORE	HEALTH RATING
304%	INTERVENE
163%	INVESTIGATE
122%	ALL CLEAR
183%	INVESTIGATE
269%	INTERVENE
42%	ALL CLEAR
271%	INTERVENE
136%	INVESTIGATE
142%	INVESTIGATE
172%	INVESTIGATE

PART 2 – WATER SYSTEM FUNDING

- Revenue requirements
- Role of user fees vs. parcel taxes
- Funding scenarios to achieve objectives

REVENUE REQUIREMENTS

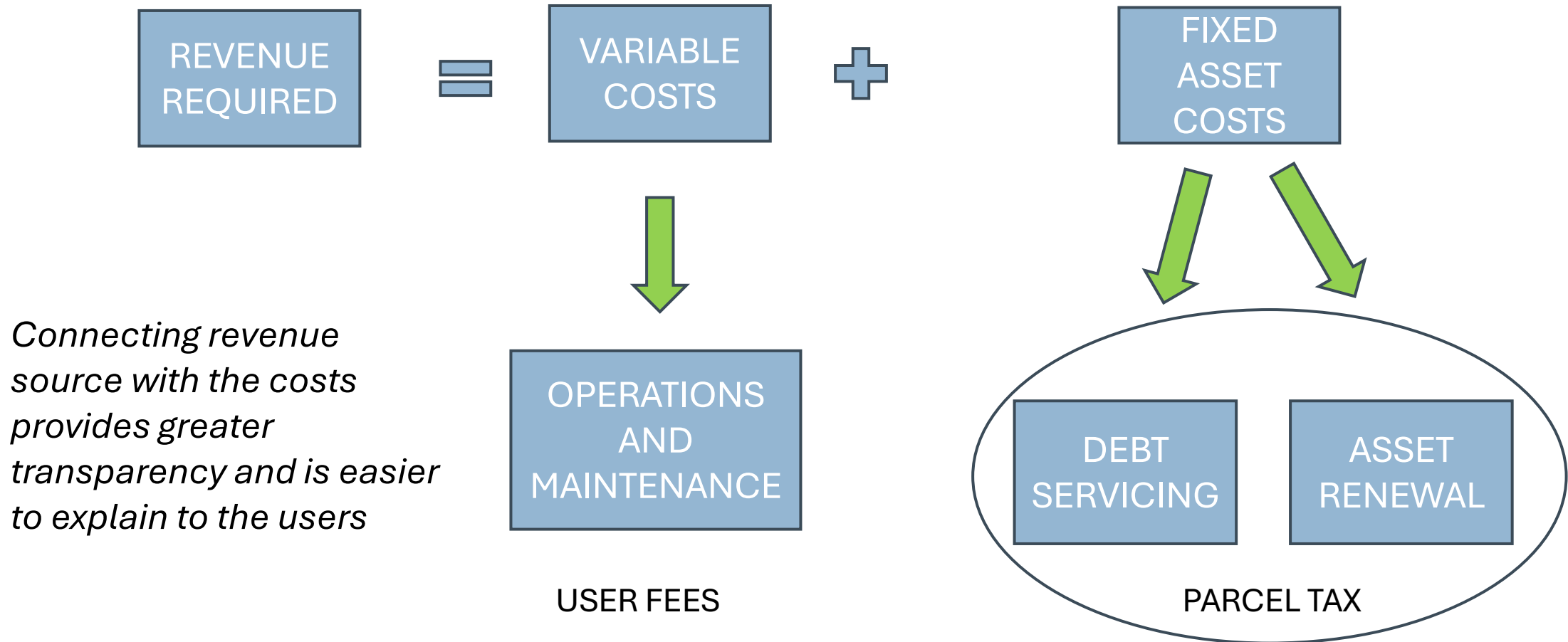


REVENUE SOURCES

- User Fees
- Parcel Taxes
- Other Miscellaneous (connections, bulk sales)

Currently no relationship between costs and revenue source

PROPOSED ADJUSTMENT TO ALIGN REVENUE SOURCE AND PURPOSE



PROPOSED FUNDING TARGET FOR 2025-2029

Initial funding targets for asset management will be based on the assumption* that assets will have useful lives that are 50% longer than the standard “rules of thumb”

** These standard rules of thumb are generally considered conservative. Ideally lifespans will be based on actual field observations. This target can be revised as better information is gained.*

FUNDING SCENARIOS

1. Status Quo - Maintain existing ratio between parcel taxes and user fees and increase by maximum 5% annually (2025-2029)
2. Adjust parcel taxes to fund debt and capital replacements and increase funding to achieve 75% of funding target in 5 years
3. Adjust parcel taxes to fund debt and capital replacements and increase funding to achieve 50% of funding target in 5 years

SCENARIO 1

Status Quo - Maintain existing ratio between parcel taxes and user fees and increase by maximum 5% annually (2025-2029)

COMBINED USER FEES AND PARCEL TAXES - SCENARIO 1

	<i>2024</i>	<i><u>2025</u></i>	<i><u>2026</u></i>	<i><u>2027</u></i>	<i><u>2028</u></i>	<i><u>2029</u></i>	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 1,249	\$ 1,311	\$ 1,377	\$ 1,446	\$ 1,518	\$ 1,594	5.0%
CEDAR HEIGHTS	\$ 538	\$ 565	\$ 593	\$ 623	\$ 654	\$ 687	5.0%
COTTONWOOD	\$ 549	\$ 533	\$ 516	\$ 500	\$ 485	\$ 470	-3.1%
EAGLE BAY	\$ 849	\$ 892	\$ 937	\$ 983	\$ 1,033	\$ 1,084	5.0%
FALKLAND	\$ 586	\$ 616	\$ 646	\$ 679	\$ 713	\$ 748	5.0%
GALENA	\$ 1,004	\$ 1,054	\$ 1,107	\$ 1,162	\$ 1,220	\$ 1,281	5.0%
MAC-REED	\$ 1,155	\$ 1,213	\$ 1,274	\$ 1,337	\$ 1,404	\$ 1,474	5.0%
SARATOGA	\$ 955	\$ 971	\$ 988	\$ 1,005	\$ 1,022	\$ 1,039	1.7%
SORRENTO	\$ 703	\$ 730	\$ 758	\$ 787	\$ 818	\$ 850	3.9%
SUNNYBRAE	\$ 1,218	\$ 1,279	\$ 1,343	\$ 1,410	\$ 1,481	\$ 1,555	5.0%

SCENARIO 1 – USER FEES

	<i>2024</i>	<i><u>2025</u></i>	<i><u>2026</u></i>	<i><u>2027</u></i>	<i><u>2028</u></i>	<i><u>2029</u></i>	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 700	\$ 735	\$ 772	\$ 810	\$ 851	\$ 893	5.0%
CEDAR HEIGHTS	\$ 349	\$ 366	\$ 385	\$ 404	\$ 424	\$ 445	5.0%
COTTONWOOD	\$ 214	\$ 208	\$ 203	\$ 197	\$ 192	\$ 187	-2.7%
EAGLE BAY	\$ 434	\$ 456	\$ 478	\$ 502	\$ 528	\$ 554	5.0%
FALKLAND	\$ 340	\$ 357	\$ 375	\$ 394	\$ 413	\$ 434	5.0%
GALENA	\$ 200	\$ 210	\$ 221	\$ 232	\$ 243	\$ 255	5.0%
MAC-REED	\$ 839	\$ 881	\$ 925	\$ 971	\$ 1,020	\$ 1,071	5.0%
SARATOGA	\$ 696	\$ 709	\$ 723	\$ 736	\$ 750	\$ 765	1.9%
SORRENTO	\$ 474	\$ 490	\$ 506	\$ 522	\$ 540	\$ 558	3.3%
SUNNYBRAE	\$ 784	\$ 823	\$ 864	\$ 908	\$ 953	\$ 1,001	5.0%

SCENARIO 1 – PARCEL TAXES

	<i>2024</i>	<i><u>2025</u></i>	<i><u>2026</u></i>	<i><u>2027</u></i>	<i><u>2028</u></i>	<i><u>2029</u></i>	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 549	\$ 576	\$ 605	\$ 635	\$ 667	\$ 700	5.0%
CEDAR HEIGHTS	\$ 189	\$ 198	\$ 208	\$ 219	\$ 230	\$ 241	5.0%
COTTONWOOD	\$ 335	\$ 324	\$ 314	\$ 303	\$ 293	\$ 284	-3.3%
EAGLE BAY	\$ 415	\$ 436	\$ 458	\$ 481	\$ 505	\$ 530	5.0%
FALKLAND	\$ 246	\$ 259	\$ 272	\$ 285	\$ 299	\$ 314	5.0%
GALENA	\$ 804	\$ 844	\$ 886	\$ 931	\$ 977	\$ 1,026	5.0%
MAC-REED	\$ 316	\$ 332	\$ 349	\$ 366	\$ 384	\$ 404	5.0%
SARATOGA	\$ 259	\$ 262	\$ 265	\$ 268	\$ 271	\$ 275	1.2%
SORRENTO	\$ 229	\$ 240	\$ 252	\$ 265	\$ 278	\$ 292	5.0%
SUNNYBRAE	\$ 434	\$ 456	\$ 479	\$ 503	\$ 528	\$ 554	5.0%

SCENARIO 2

Adjust parcel taxes to fund debt and capital replacements and increase funding to achieve 75% of funding target in 5 years

COMBINED USER FEES AND PARCEL TAXES - SCENARIO 2

	2024	2025	2026	2027	2028	2029	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 1,249	\$ 1,305	\$ 1,366	\$ 1,431	\$ 1,500	\$ 1,575	4.8%
CEDAR HEIGHTS	\$ 538	\$ 592	\$ 653	\$ 719	\$ 793	\$ 876	10.2%
COTTONWOOD	\$ 549	\$ 474	\$ 436	\$ 425	\$ 434	\$ 461	-3.5%
EAGLE BAY	\$ 849	\$ 931	\$ 1,023	\$ 1,130	\$ 1,253	\$ 1,394	10.4%
FALKLAND	\$ 586	\$ 647	\$ 714	\$ 789	\$ 871	\$ 962	10.4%
GALENA	\$ 1,004	\$ 1,034	\$ 1,138	\$ 1,355	\$ 1,741	\$ 2,391	19.0%
MAC-REED	\$ 1,155	\$ 1,276	\$ 1,411	\$ 1,562	\$ 1,730	\$ 1,918	10.7%
SARATOGA	\$ 955	\$ 955	\$ 956	\$ 957	\$ 960	\$ 963	0.2%
SORRENTO	\$ 703	\$ 717	\$ 734	\$ 752	\$ 772	\$ 794	2.5%
SUNNYBRAE	\$ 1,218	\$ 1,303	\$ 1,397	\$ 1,502	\$ 1,618	\$ 1,747	7.5%

SCENARIO 2 – USER FEES

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 700	\$ 753	\$ 810	\$ 872	\$ 938	\$ 1,009	7.6%
CEDAR HEIGHTS	\$ 349	\$ 391	\$ 438	\$ 491	\$ 551	\$ 617	12.1%
COTTONWOOD	\$ 214	\$ 244	\$ 277	\$ 316	\$ 360	\$ 409	13.9%
EAGLE BAY	\$ 434	\$ 505	\$ 587	\$ 683	\$ 795	\$ 925	16.3%
FALKLAND	\$ 340	\$ 381	\$ 427	\$ 478	\$ 536	\$ 601	12.1%
GALENA	\$ 200	\$ 315	\$ 495	\$ 780	\$ 1,227	\$ 1,932	57.4%
MAC-REED	\$ 839	\$ 911	\$ 988	\$ 1,073	\$ 1,164	\$ 1,264	8.5%
SARATOGA	\$ 696	\$ 684	\$ 672	\$ 660	\$ 648	\$ 637	-1.8%
SORRENTO	\$ 474	\$ 469	\$ 465	\$ 460	\$ 456	\$ 451	-1.0%
SUNNYBRAE	\$ 784	\$ 870	\$ 965	\$ 1,070	\$ 1,187	\$ 1,316	10.9%

SCENARIO 2 – PARCEL TAXES

	<i>2024</i>	<i><u>2025</u></i>	<i><u>2026</u></i>	<i><u>2027</u></i>	<i><u>2028</u></i>	<i><u>2029</u></i>	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 549	\$ 552	\$ 556	\$ 559	\$ 562	\$ 566	0.6%
CEDAR HEIGHTS	\$ 189	\$ 201	\$ 214	\$ 228	\$ 243	\$ 258	6.4%
COTTONWOOD	\$ 335	\$ 230	\$ 158	\$ 109	\$ 75	\$ 51	-31.3%
EAGLE BAY	\$ 415	\$ 426	\$ 436	\$ 447	\$ 458	\$ 469	2.5%
FALKLAND	\$ 246	\$ 266	\$ 287	\$ 310	\$ 335	\$ 362	8.0%
GALENA	\$ 804	\$ 719	\$ 643	\$ 575	\$ 514	\$ 460	-10.6%
MAC-REED	\$ 316	\$ 366	\$ 423	\$ 489	\$ 566	\$ 654	15.6%
SARATOGA	\$ 259	\$ 271	\$ 284	\$ 297	\$ 311	\$ 326	4.7%
SORRENTO	\$ 229	\$ 248	\$ 269	\$ 291	\$ 316	\$ 343	8.4%
SUNNYBRAE	\$ 434	\$ 434	\$ 433	\$ 432	\$ 432	\$ 431	-0.1%

SCENARIO 3

Adjust parcel taxes to fund debt and capital replacements and increase funding to achieve 50% of funding target in 5 years

COMBINED USER FEES AND PARCEL TAXES - SCENARIO 3

	2024	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 1,249	\$ 1,287	\$ 1,330	\$ 1,377	\$ 1,430	\$ 1,488	3.6%
CEDAR HEIGHTS	\$ 538	\$ 577	\$ 620	\$ 670	\$ 726	\$ 789	8.0%
COTTONWOOD	\$ 549	\$ 456	\$ 412	\$ 401	\$ 414	\$ 444	-4.2%
EAGLE BAY	\$ 849	\$ 897	\$ 958	\$ 1,033	\$ 1,126	\$ 1,237	7.8%
FALKLAND	\$ 586	\$ 626	\$ 671	\$ 721	\$ 778	\$ 842	7.5%
GALENA	\$ 1,004	\$ 978	\$ 1,042	\$ 1,230	\$ 1,599	\$ 2,238	17.4%
MAC-REED	\$ 1,155	\$ 1,248	\$ 1,348	\$ 1,456	\$ 1,573	\$ 1,700	8.0%
SARATOGA	\$ 955	\$ 934	\$ 913	\$ 893	\$ 873	\$ 854	-2.2%
SORRENTO	\$ 703	\$ 698	\$ 693	\$ 689	\$ 684	\$ 679	-0.7%
SUNNYBRAE	\$ 1,218	\$ 1,269	\$ 1,333	\$ 1,409	\$ 1,499	\$ 1,603	5.6%

SCENARIO 3 – USER FEES

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 700	\$ 753	\$ 810	\$ 872	\$ 938	\$ 1,009	7.6%
CEDAR HEIGHTS	\$ 349	\$ 391	\$ 438	\$ 491	\$ 551	\$ 617	12.1%
COTTONWOOD	\$ 214	\$ 244	\$ 277	\$ 316	\$ 360	\$ 409	13.9%
EAGLE BAY	\$ 434	\$ 505	\$ 587	\$ 683	\$ 795	\$ 925	16.3%
FALKLAND	\$ 340	\$ 381	\$ 427	\$ 478	\$ 536	\$ 601	12.1%
GALENA	\$ 200	\$ 315	\$ 495	\$ 780	\$ 1,227	\$ 1,932	57.4%
MAC-REED	\$ 839	\$ 911	\$ 988	\$ 1,073	\$ 1,164	\$ 1,264	8.5%
SARATOGA	\$ 696	\$ 684	\$ 672	\$ 660	\$ 648	\$ 637	-1.8%
SORRENTO	\$ 474	\$ 469	\$ 465	\$ 460	\$ 456	\$ 451	-1.0%
SUNNYBRAE	\$ 784	\$ 870	\$ 965	\$ 1,070	\$ 1,187	\$ 1,316	10.9%

SCENARIO 3 – PARCEL TAXES

	<i>2024</i>	<i><u>2025</u></i>	<i><u>2026</u></i>	<i><u>2027</u></i>	<i><u>2028</u></i>	<i><u>2029</u></i>	COMPOUND ANNUAL INCREASE
ANGLEMONT	\$ 549	\$ 534	\$ 520	\$ 506	\$ 492	\$ 479	-2.7%
CEDAR HEIGHTS	\$ 189	\$ 185	\$ 182	\$ 179	\$ 175	\$ 172	-1.9%
COTTONWOOD	\$ 335	\$ 212	\$ 134	\$ 85	\$ 54	\$ 34	-36.7%
EAGLE BAY	\$ 415	\$ 392	\$ 371	\$ 350	\$ 331	\$ 312	-5.5%
FALKLAND	\$ 246	\$ 245	\$ 244	\$ 243	\$ 242	\$ 241	-0.5%
GALENA	\$ 804	\$ 663	\$ 546	\$ 450	\$ 371	\$ 306	-17.6%
MAC-REED	\$ 316	\$ 337	\$ 360	\$ 383	\$ 409	\$ 436	6.6%
SARATOGA	\$ 259	\$ 250	\$ 241	\$ 233	\$ 225	\$ 217	-3.4%
SORRENTO	\$ 229	\$ 229	\$ 229	\$ 228	\$ 228	\$ 228	-0.1%
SUNNYBRAE	\$ 434	\$ 400	\$ 368	\$ 339	\$ 312	\$ 287	-7.9%

SUMMARY OF ANNUAL % CHANGE FOR TOTAL CHARGES

AND

RESULTING ASSET REPLACEMENT FUNDING HEALTH RATINGS

	SCENARIO 1	SCENARIO 2	SCENARIO 3
	STATUS QUO	75% OF TARGET	50% OF TARGET
ANGLEMONT	5.0%	4.8%	3.6%
CEDAR HEIGHTS	5.0%	10.2%	8.0%
COTTONWOOD	-3.1%	-3.5%	-4.2%
EAGLE BAY	5.0%	10.4%	7.8%
FALKLAND	5.0%	10.4%	7.5%
GALENA	5.0%	19.0%	17.4%
MAC-REED	5.0%	10.7%	8.0%
SARATOGA	1.7%	0.2%	-2.2%
SORRENTO	3.9%	2.5%	-0.7%
SUNNYBRAE	5.0%	7.5%	5.6%

ALL CLEAR

INVESTIGATE

INTERVENE

QUESTIONS AND DISCUSSION



CSRD WATER SYSTEMS

ASSET MANAGEMENT
SYSTEM SUSTAINABILITY
HEALTH CHECK-UP





WHY IS ASSET MANAGEMENT IMPORTANT?

1. Optimizing Value

Asset management ensures that utilities maximize the value of their infrastructure investments. Properly funded asset management programs allow for proactive maintenance, timely repairs, and efficient operation of assets such as pipes, pumps, and treatment facilities.

2. Long-Term Sustainability

Asset management isn't just about the present; it's about planning for the future. Adequate funding ensures that utilities can set aside resources for asset replacement and upgrades, promoting long-term sustainability.

3. Meeting Service Expectations

Reliable water services are an expectation for communities. Properly funded asset management programs help utilities meet service level agreements, avoid downtime, and maintain customer satisfaction.

4. Comprehensive Information

Adequate funding enables utilities to maintain accurate inventories of critical assets. This includes not only physical locations but also detailed information about asset condition, performance, and expected lifespan. Having this data facilitates informed decision-making.

5. Timely Interventions

Funding allows utilities to address asset needs promptly. Whether it's repairing aging pipelines or upgrading treatment plants, timely interventions prevent costly emergencies and service disruptions.

6. Emergency Preparedness

In emergencies—such as pipe bursts or natural disasters—well-maintained assets are crucial. Adequate funding allows utilities to respond swiftly and effectively during crises.



WATER SYSTEM SUSTAINABILITY QUESTIONS

What assets do we own?

Ensuring access to clean drinking water relies heavily on robust infrastructure. Water systems consist of numerous interconnected assets and components. A comprehensive understanding of this infrastructure is fundamental for effective operations and strategic capital planning.

How much are our assets worth?

The replacement value of infrastructure significantly impacts asset reinvestment levels and serves as a driver for future revenue requirements.

The presented replacement costs in this report reflect the investment needed to replace existing assets. However, it's essential to note that these costs do not encompass additional investments required for regulatory compliance, growth, safety enhancements, or economic development.

What condition are our assets in?

The condition informs decisions regarding asset reinvestment and guides the development of inspection programs.

In most cases the actual physical condition of the asset is unknown due to challenges with inspecting pressurized systems. In these situations, its age becomes a useful proxy for estimating its current state.

When will our assets need to be replaced?

Accurately predicting the replacement time for infrastructure is challenging due to the service life's unpredictability, which varies based on factors like materials, environmental conditions, and construction methods.

However, estimating when assets need replacing is crucial for the CSRD to effectively plan for future costs.

How much should we be funding AM annually?

Accurately predicting when infrastructure will require replacement is a formidable challenge. Engineers typically err on the side of caution by using conservative lifespan estimates. These estimates prioritize safety and reliability, but they may underestimate the actual longevity of assets.

In reality, numerous assets could surpass their projected lifespans by a significant margin—sometimes up to 25% or more. Recognizing this variability, we've developed three distinct funding scenarios. Each scenario accounts for different assumptions regarding lifespan extension, allowing us to plan for financial needs across a range of potential asset lifetimes.

How much water do we use?

Conserving water not only saves energy but also reduces the overall carbon footprint. Energy is essential for treating and distributing water to consumers; hence, using less water directly decreases energy consumption. Additionally, minimizing water usage helps maintain our natural ecosystems and supports the preservation of wetland habitats, which are crucial for wildlife sustenance.

SYSTEM SUSTAINABILITY CATEGORIES

ASSET CONDITION
ASSET REPLACEMENT FUNDING
ASSET MANAGEMENT RESERVES
WATER CONSERVATION

WATER SYSTEM SUSTAINABILITY HEALTH CHECK-UP SCORING

ALL CLEAR

This indicator is meeting or exceeding the desired target and no additional actions are required.

INVESTIGATE

This indicator shows that the target is not being met and merits further investigation to understand if action is required.

INTERVENE

This indicator shows that the target is not being met by a significant margin and that intervening action(s) are very likely required.



WHY IS ASSET CONDITION IMPORTANT?

1. Public Safety

Well-maintained water systems ensure the delivery of clean and safe drinking water, protecting communities from waterborne diseases and contaminants. This includes preventing the spread of bacteria, viruses, and toxic chemicals.

2. Environmental Protection

Properly functioning water infrastructure helps prevent pollution of local rivers, streams, and other water bodies. This is crucial for maintaining healthy ecosystems and biodiversity.

3. Economic Stability

Reliable water systems support economic activities by providing the necessary water for industries, agriculture, and daily life. They also help avoid costly repairs and disruptions caused by infrastructure failures.

4. Resilience and Security

Modern water infrastructure is designed to withstand physical and natural threats, ensuring continuous service even during emergencies. This resilience is essential for community safety and preparedness.

5. Quality of Life

Access to clean water is a fundamental human need. Good water infrastructure supports overall well-being, hygiene, and sanitation, contributing to a higher quality of life.

Summary

In summary, maintaining the condition of water system infrastructure is essential for public health, environmental protection, economic stability, resilience, and quality of life.

ASSET
CONDITION
HEALTH
RATING

TARGET BASED ON % OF ASSET LIFE REMAINING

	% LIFE REMAINING	
	FROM	TO
ALL CLEAR	60%	100%
INVESTIGATE	40%	60%
INTERVENE	0%	40%



WHY IS FUNDING ASSET REPLACEMENT IMPORTANT?

1. Prolonging Asset Life

Proper replacement funding ensures that maintenance and repairs can be conducted regularly, extending the lifespan of critical infrastructure components like pipes, pumps, and treatment facilities

2. Cost Efficiency

Investing in asset replacement helps avoid costly emergency repairs and replacements. By planning and funding maintenance activities, utilities can manage resources more effectively and reduce overall costs.

3. Service Reliability

Adequate funding allows for timely upgrades and replacements, ensuring that water systems can consistently meet consumer demands and regulatory requirements. This reliability is essential for providing safe and uninterrupted water services.

4. Risk Management

With proper asset replacement funding, utilities can identify and mitigate potential risks before they become significant issues. This proactive approach helps prevent service disruptions and environmental hazards.

5. Financial Planning

Asset replacement supports long-term financial planning, enabling utilities to set rates based on sound operational and financial strategies. This ensures that there are sufficient funds to maintain and improve the water system over time.

Summary

Asset replacement funding is vital for maintaining the efficiency, reliability, and safety of water systems, ultimately benefiting both the utility and the community it serves.

TARGET BASED ON ASSETS LASTING 50% LONGER
THAN THE GENERALLY ACCEPTED CONSERVATIVE
LIFESPANS

ASSET
REPLACEMENT
FUNDING

	% OF TARGET	
	FROM	TO
ALL CLEAR	60%	100%
INVESTIGATE	40%	60%
INTERVENE	0%	40%



WHY ARE RESERVE FUNDS IMPORTANT?

1. Financial Stability and Risk Mitigation

- **Unforeseen Events:** Water systems face unexpected challenges such as equipment breakdowns, natural disasters, or regulatory changes. Having reserve funds allows utilities to respond promptly without disrupting service.

2. Infrastructure Maintenance and Replacement:

- **Capital Expenditures:** Water systems require ongoing maintenance and eventual replacement of aging infrastructure (pipes, pumps, treatment plants, etc.). Reserve funds ensure that funds are available for these critical capital projects.
- **Avoiding Debt:** Without reserves, utilities might need to borrow funds to cover major expenses. Reserves reduce reliance on debt financing.

3. Compliance and Emergency Preparedness

- **Regulatory Compliance:** Reserves help utilities meet regulatory requirements (e.g., water quality standards, infrastructure upgrades) without straining their operating budgets.
- **Emergency Response:** In emergencies (e.g., water contamination, equipment failure), having reserves allows for rapid action to protect public health.

4. Rate Stability and Ratepayer Confidence

- **Rate Stabilization:** Reserves provide stability in rate-setting. Utilities can avoid sudden rate spikes by using reserves to absorb short-term cost fluctuations.
- **Ratepayer Confidence:** Knowing that the utility has reserves instills confidence in ratepayers that their water system is well-managed and financially secure.

5. Planning for the Future

- **Long-Term Vision:** Reserves support strategic planning. Utilities can allocate funds for future expansion, technology upgrades, or environmental initiatives.
- **Asset Management:** Reserves facilitate asset management by ensuring funds are available for planned replacements and upgrades

Summary

Reserve funds play a crucial role in ensuring the stability and sustainability of water systems.

Reserve funds are like a safety net they provide financial security, flexibility, and the ability to adapt to changing circumstances.

AM
RESERVES

TARGET BASED ON THE VALUE OF ASSETS
ESTIMATED TO BE IN POOR CONDITION*

	% OF TARGET	
	FROM	TO
ALL CLEAR	60%	100%
INVESTIGATE	40%	60%
INTERVENE	0%	40%

* Minimum of 5% of replacement value



WHY IS WATER CONSERVATION IMPORTANT?

1. Resource Preservation

Water scarcity is a global concern, and municipal water systems play a critical role in managing this precious resource. By promoting water conservation, communities ensure the sustainable use of water from natural sources such as rivers, lakes, and aquifers. This proactive approach helps prevent depletion and ensures a reliable water supply for current and future generations.

2. Environmental Impact

Beyond meeting human needs, water sustains ecosystems and wildlife. Conserving water minimizes the disruption of natural habitats and maintains healthy aquatic ecosystems. When we reduce water consumption, we indirectly protect the delicate balance of flora and fauna that rely on freshwater resources.

3. Drought Preparedness

Climate change exacerbates drought events, affecting water availability. Communities that prioritize water conservation are better equipped to withstand prolonged dry spells. Implementing water-saving measures during normal conditions builds resilience, ensuring that essential services remain functional even during water scarcity.

4. Public Health and Water Quality

Clean, safe water is fundamental to public health. When we conserve water, we reduce the strain on treatment facilities, maintain water quality standards, and minimize the risk of contamination. A healthy population relies on access to reliable and uncontaminated water sources.

5. Economic Efficiency

Efficient water use translates to cost savings. Communities invest significant resources in water treatment, distribution infrastructure, and maintenance. By encouraging conservation practices—such as fixing leaks, using water-efficient appliances, and implementing smart irrigation systems—local governments can reduce operational expenses.

6. Infrastructure Sustainability

Aging water infrastructure faces challenges due to increased demand and changing climate patterns. By promoting conservation, communities alleviate stress on pipes, pumps, and storage facilities. This proactive approach extends the lifespan of infrastructure components and avoids costly emergency repairs.

TARGET BASED ON SUMMMER PEAK BEING LESS THAN 1500L/DAY PER CONNECTION

WATER
CONSERVATION

	% OF TARGET	
	FROM	TO
ALL CLEAR	0%	125%
INVESTIGATE	125%	250%
INTERVENE	250%	>

SYSTEM SUSTAINABILITY HEALTH CHECK-UP RESULTS



ANGLEMONT WATER SYSTEM

What assets do we own?



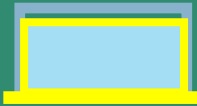
Watermain

32 km



Pumping Station

3



Reservoirs

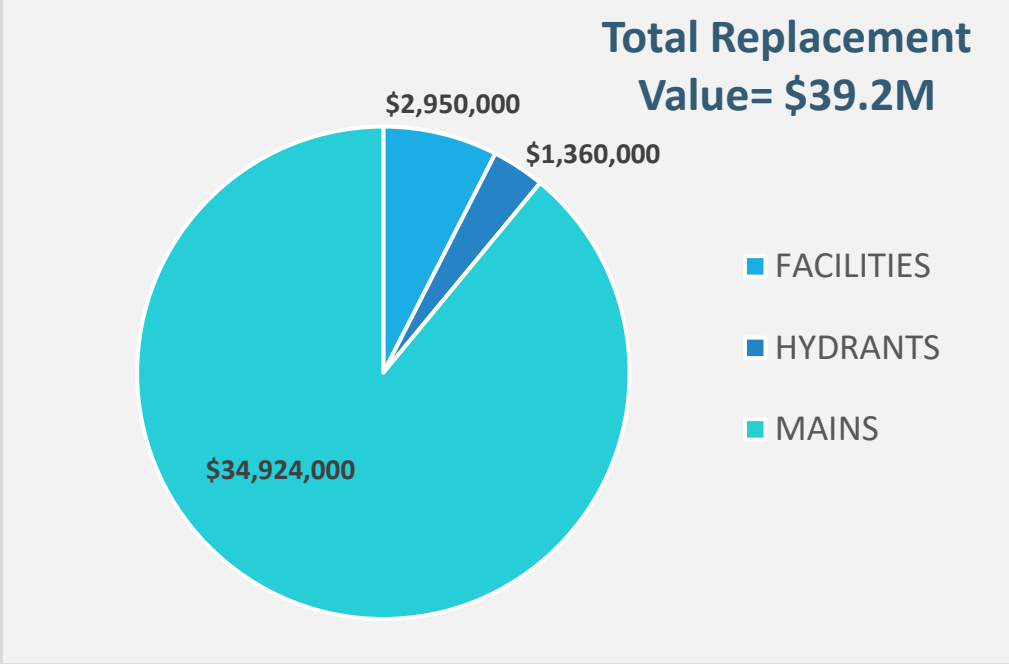
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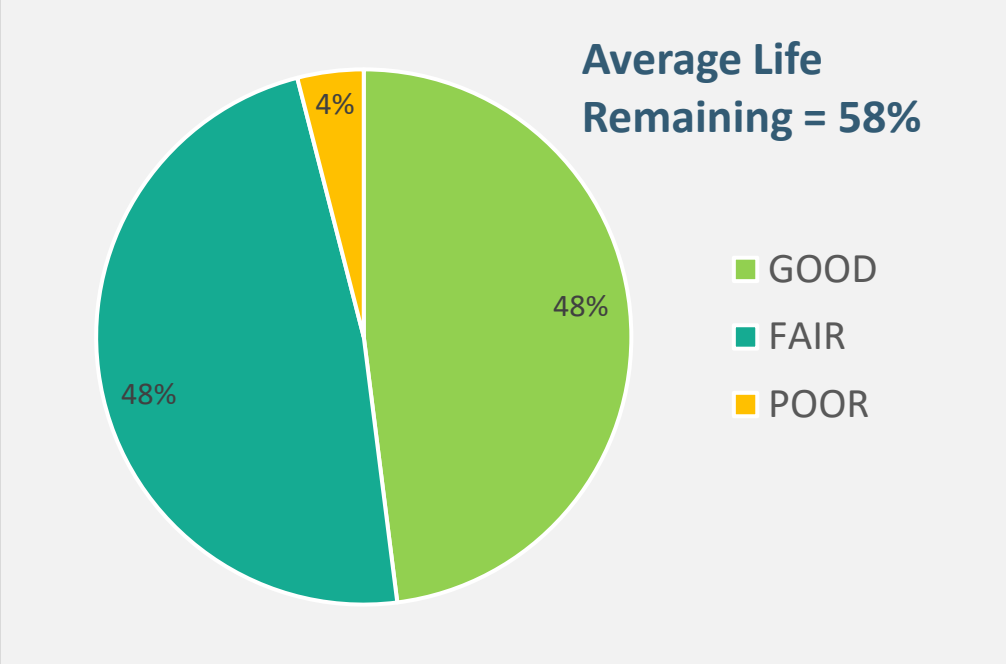
Hydrants

81

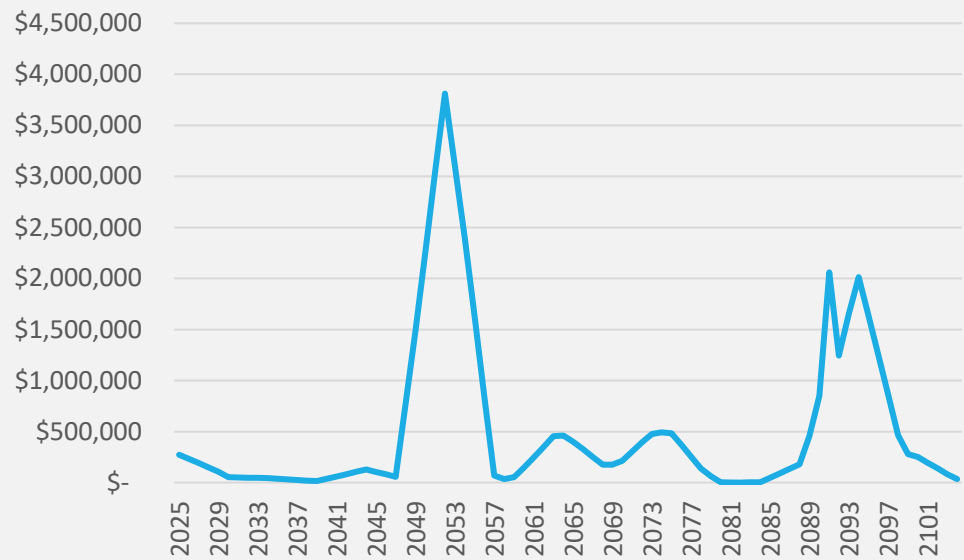
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



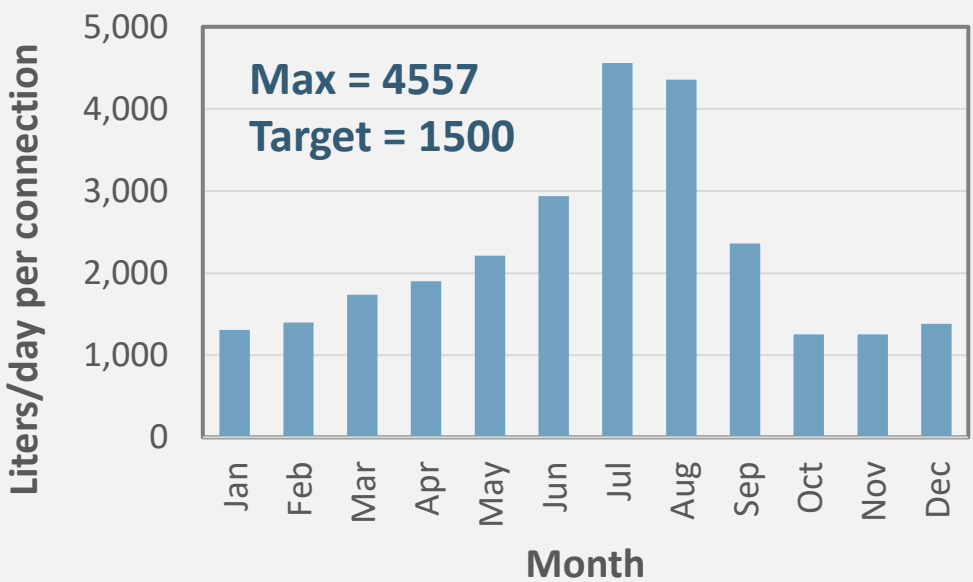
How much should we be funding capital replacements/reserves annually?

Scenario	Annual Funding
Base case asset lifespans	\$575,000
Assets last 50% longer (Target)	\$383,000
Current Funding	\$139,000

What is our current capital reserves status?

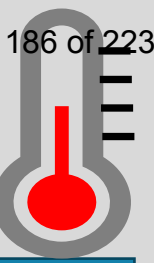
Category	Amount
Reserve Fund Target	\$1,962,000
Current Reserve Funds	\$2,107,000

How much water do we use?

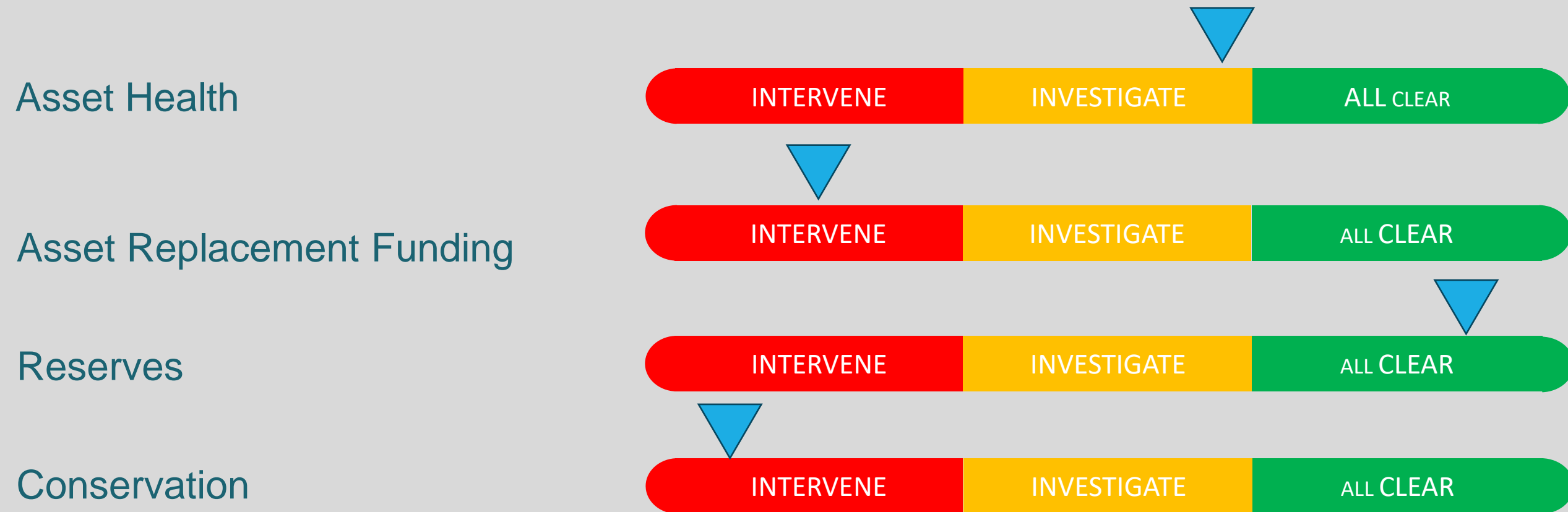


Do we have other concerns?

- \$100k/year budgeted for service replacements and blow-off upgrades
- Undersized mains on east side and lack of looping
- System leakage still a concern
- Undersized creek crossing
- Pumps will need rebuilding
- PRV's (12) need major service
- Hydrants are old and require replacement



SYSTEM HEALTH CHECK-UP



- Continued annual service replacements and correcting system leakage will help reduce high water usage
- Reserves will start to deplete as necessary upgrades/replacements are completed



CEDAR HEIGHTS WATER SYSTEM


What assets do we own?



Watermain
12 km



Pumping Station
3

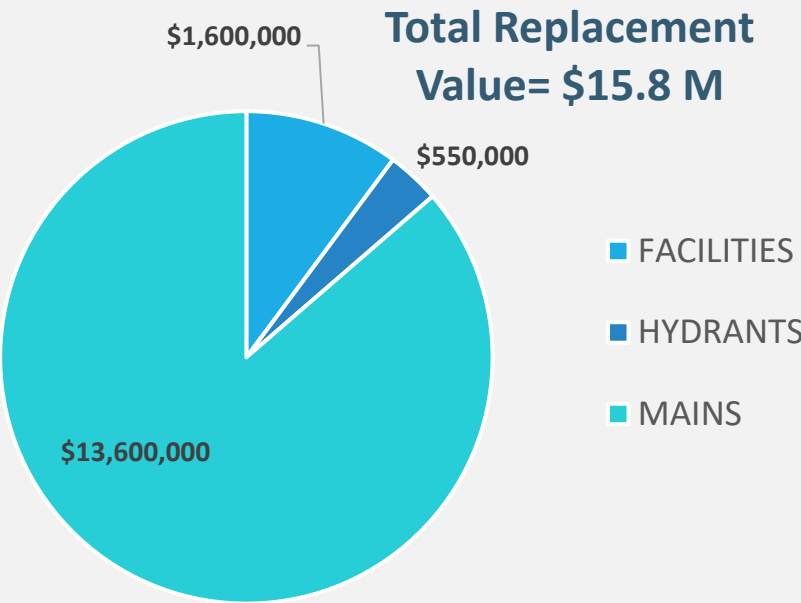


Reservoirs
3

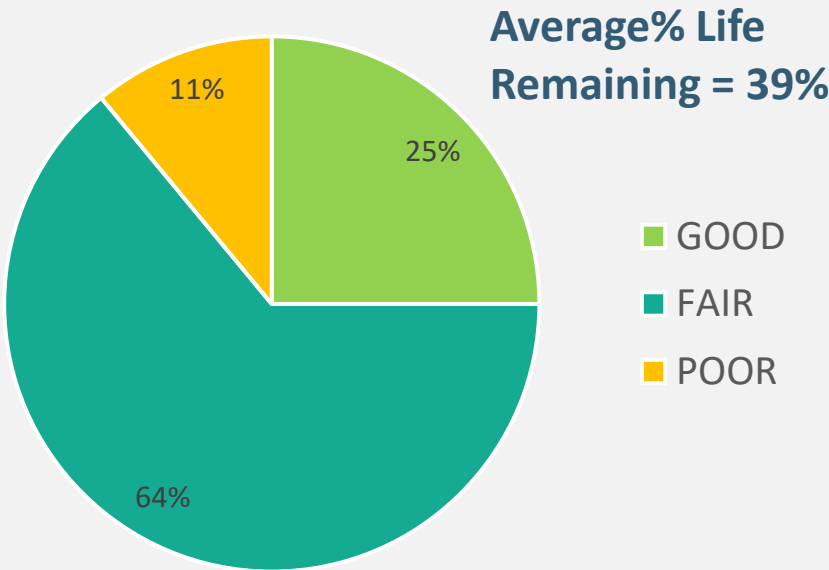


Hydrants
36

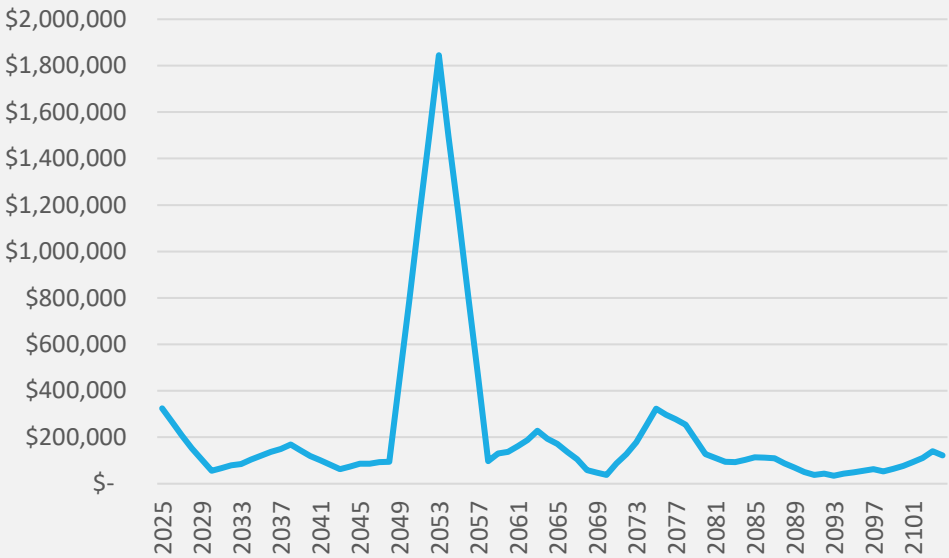
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



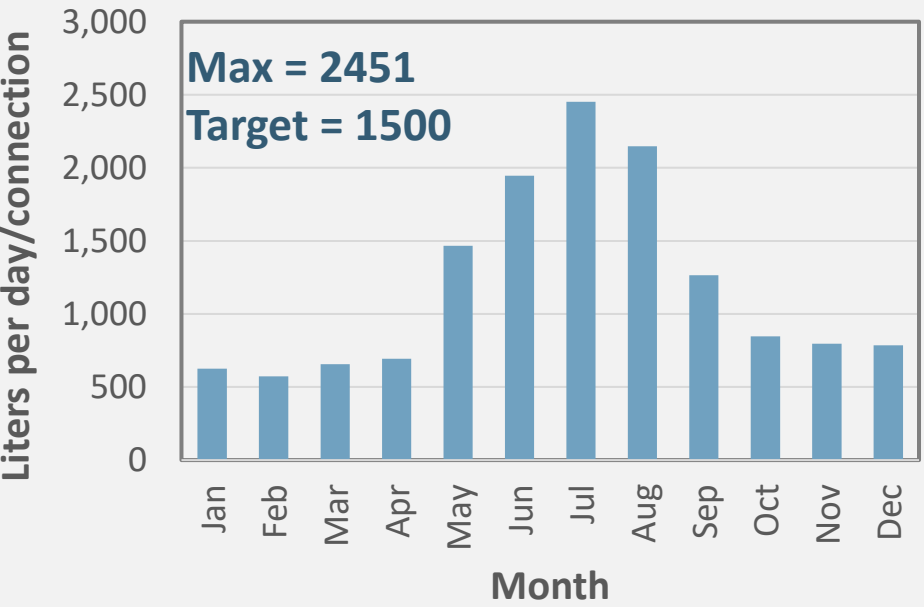
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$249,000
Assets last 50% longer (Target)	\$166,000
Current Funding	\$12,000

What is our current financial status?

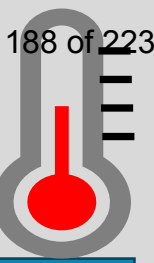
Category	Amount
Reserve Fund Target	\$1,735,000
Current Reserve Funds	\$408,000

How much water do we use?

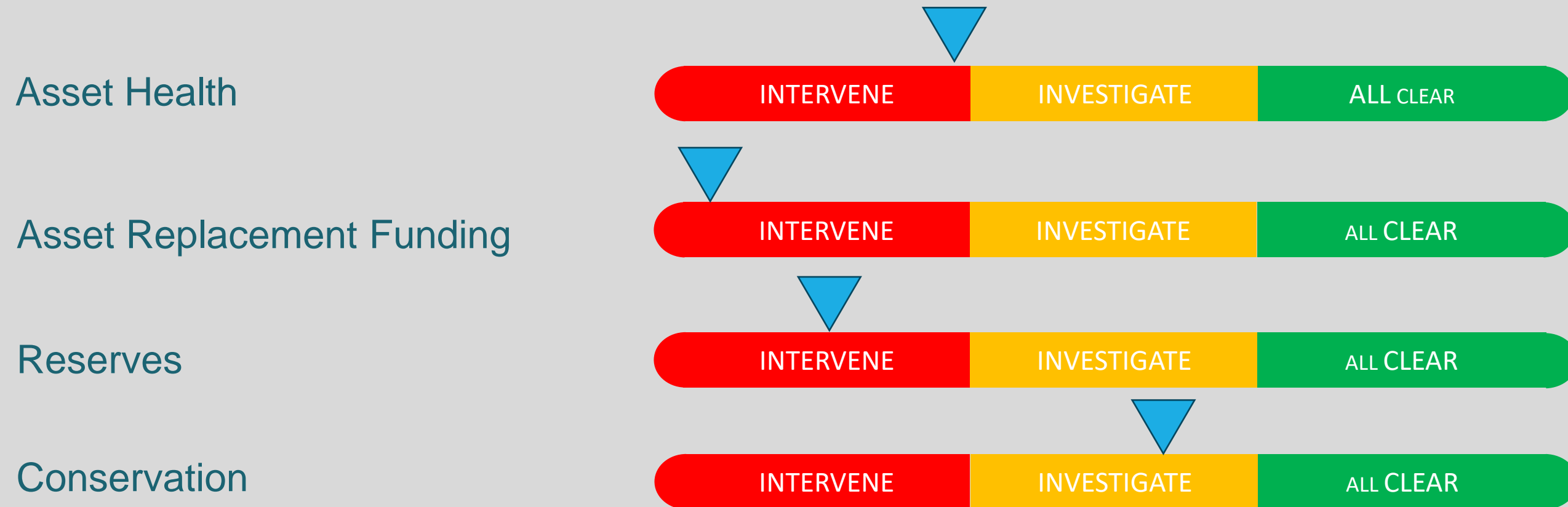


Do we have other concerns?

- Inadequate reservoir capacity
- UV - no parts available – replacing one in 2024 replace other in future
- Small quantity of Ductile Iron Pipe – condition unknown
- PRV's – 2024 upgrade x 2
- Most services do not have steel curb boxes (PVC riser pipes) – plan to upgrade
- Lake pumps failed in 2024, need replacing
- High lift pumps – vertical turbines need rebuild – 2025 budget



SYSTEM HEALTH CHECK-UP




- Inadequate reserves to fund required upgrades and replacements




COTTONWOOD WATER SYSTEM

What assets do we own?




Watermain

0.2 km



Pumping Station

1



Reservoirs

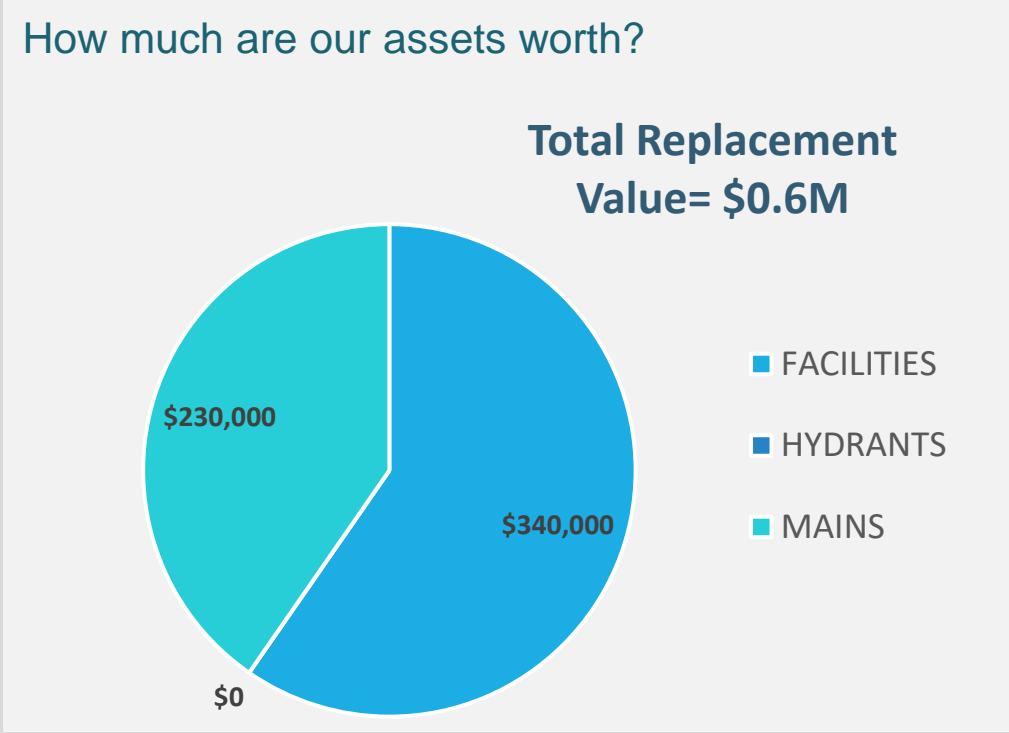
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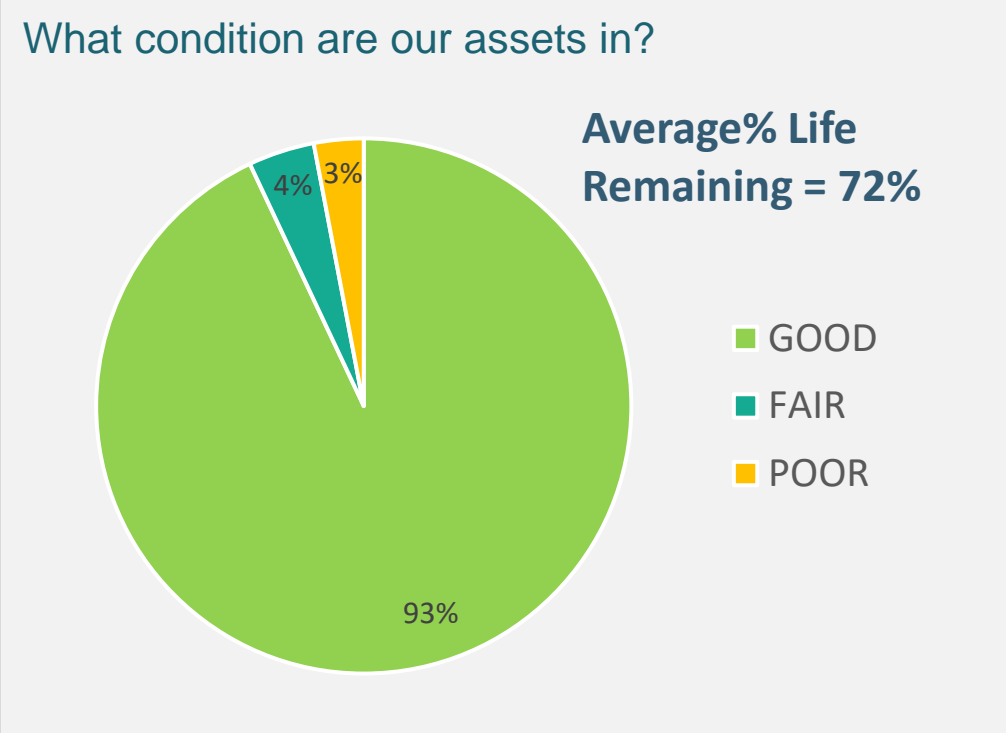
Hydrants

0

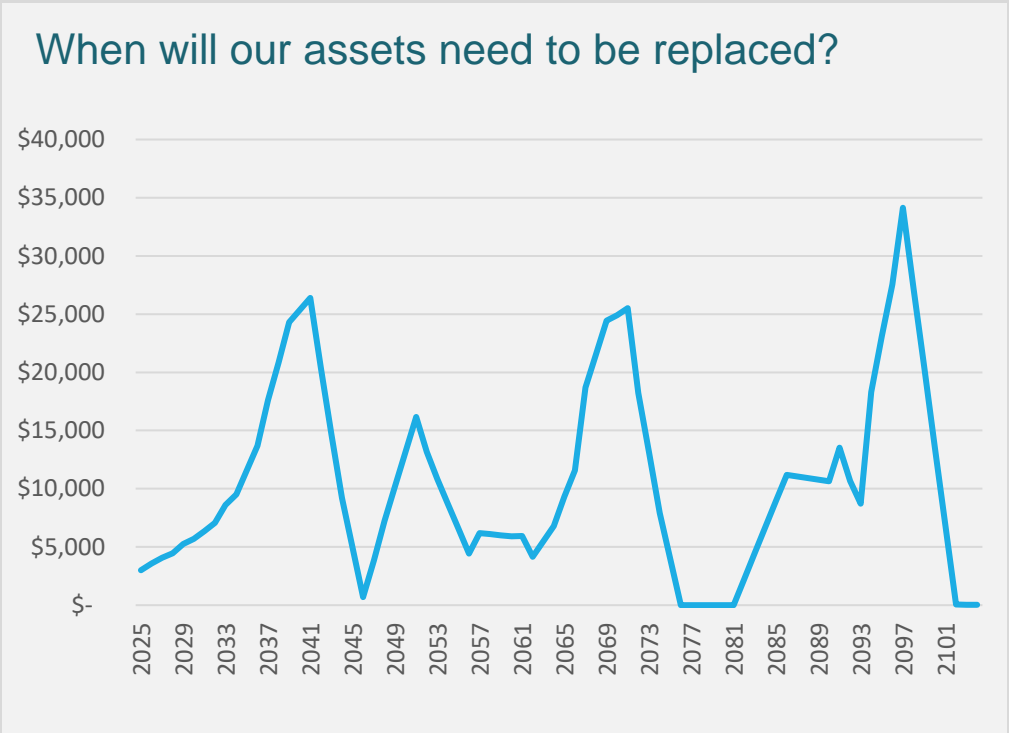
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



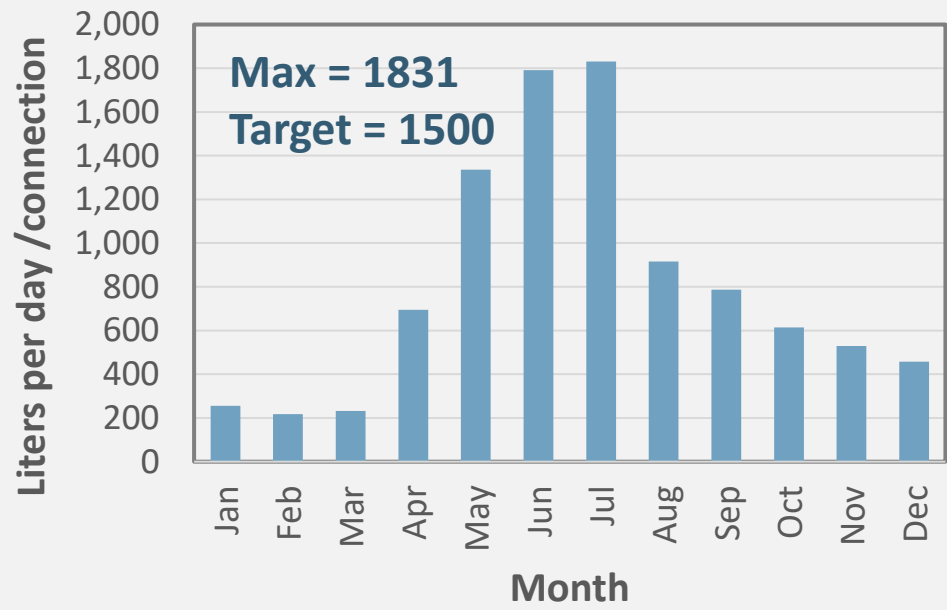
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$17,000
Assets last 50% longer (Target)	\$11,000
Current Funding	\$33,000

What is our current financial status?

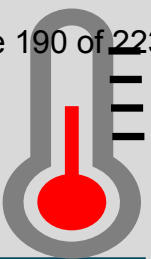
Category	Amount
Reserve Fund Target	\$30,000
Current Reserve Funds	\$328,000

How much water do we use?



Do we have other concerns?

- Distribution system is privately owned
- No concerns with supply and treatment



SYSTEM HEALTH CHECK-UP

Asset Health

INTERVENE

INVESTIGATE

ALL CLEAR



Asset Replacement Funding

INTERVENE

INVESTIGATE

ALL CLEAR



Reserves

INTERVENE

INVESTIGATE

ALL CLEAR



Conservation

INTERVENE

INVESTIGATE


ALL CLEAR






EAGLE BAY WATER SYSTEM

What assets do we own?




Watermain

2.3 km




Pumping Station

2



Reservoirs

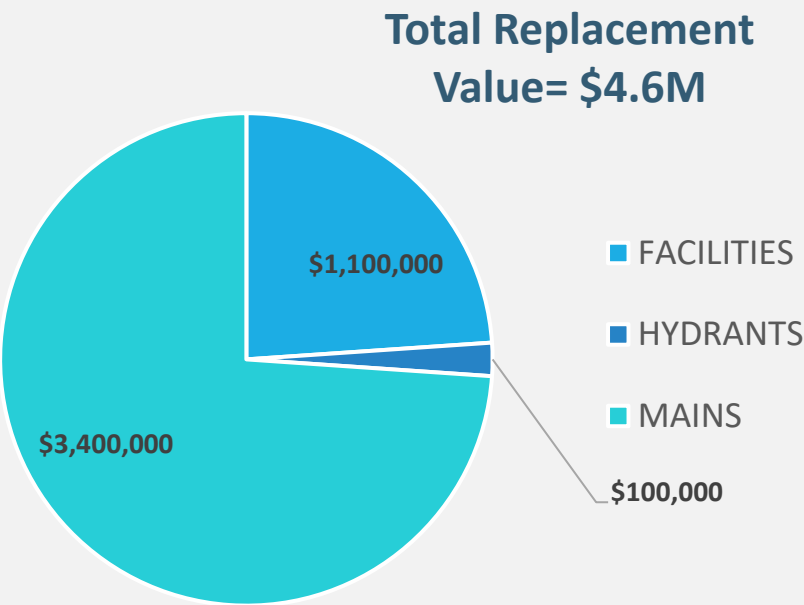
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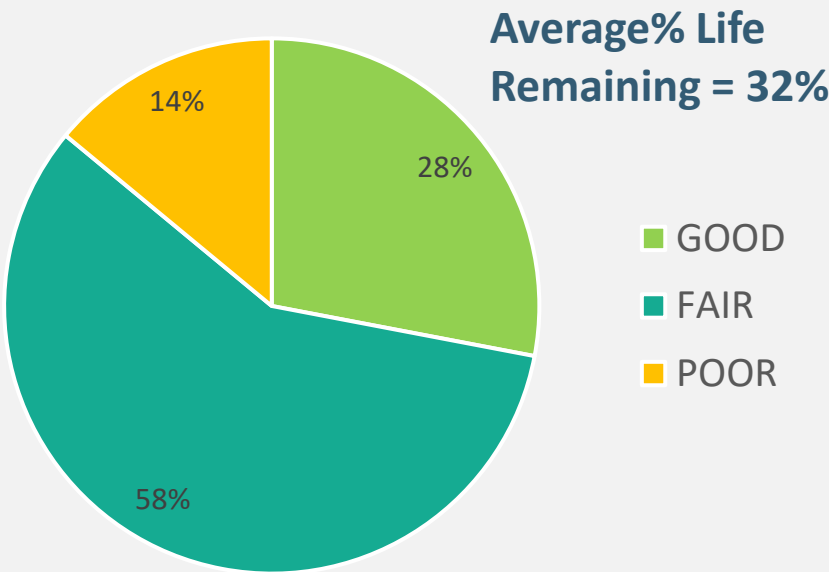
Hydrants

6

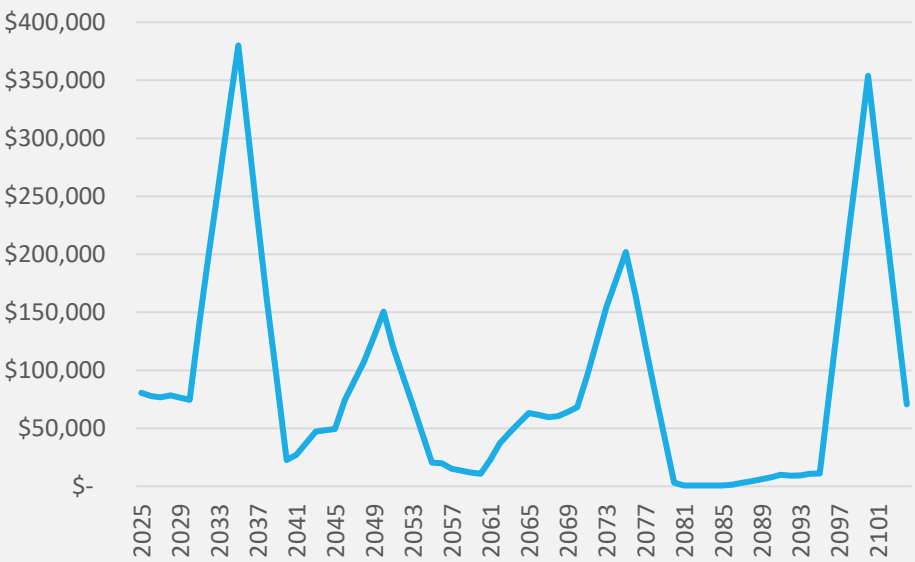
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



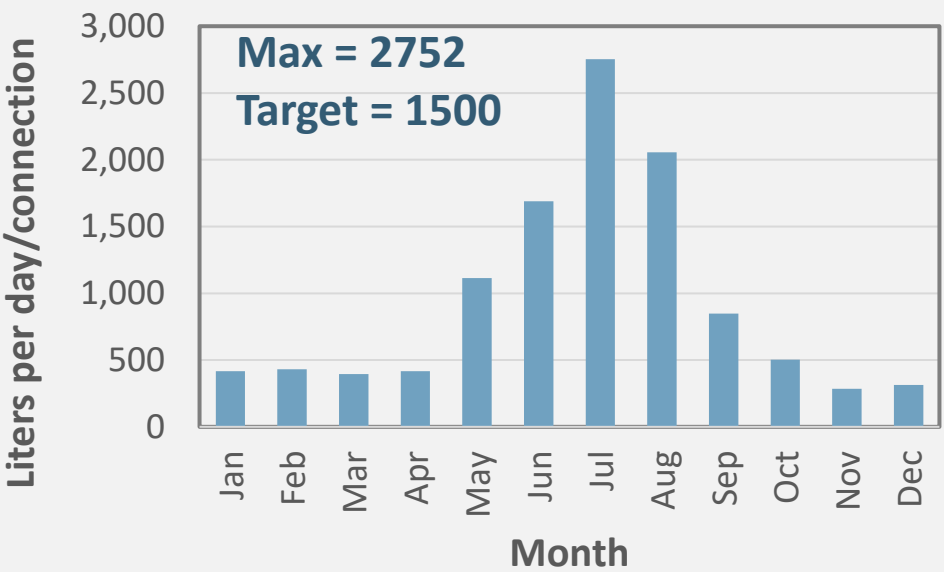
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$88,000
Assets last 50% longer (Target)	\$59,000
Current Funding	\$10,000

What is our current financial status?

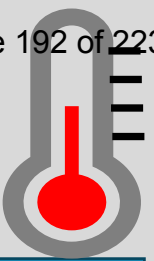
Category	Amount
Reserve Fund Target	\$640,000
Current Reserve Funds	\$181,000

How much water do we use?



Do we have other concerns?

- Most of distribution system AC 1970
- Some distribution pipe not in protected RW's – discovered in 2024
- Booster station at reservoir in need of replacement – 2025 budget item
- CSP intake will need replacing at some point – inspection done 2019
- No redundancy on UV



SYSTEM HEALTH CHECK-UP

Asset Health



Asset Replacement Funding



Reserves



Conservation



- Inadequate reserves to fund required upgrades and replacements




FALKLAND WATER SYSTEM

What assets do we own?




Watermain

6.1 km



Pumping Station

1



Reservoirs

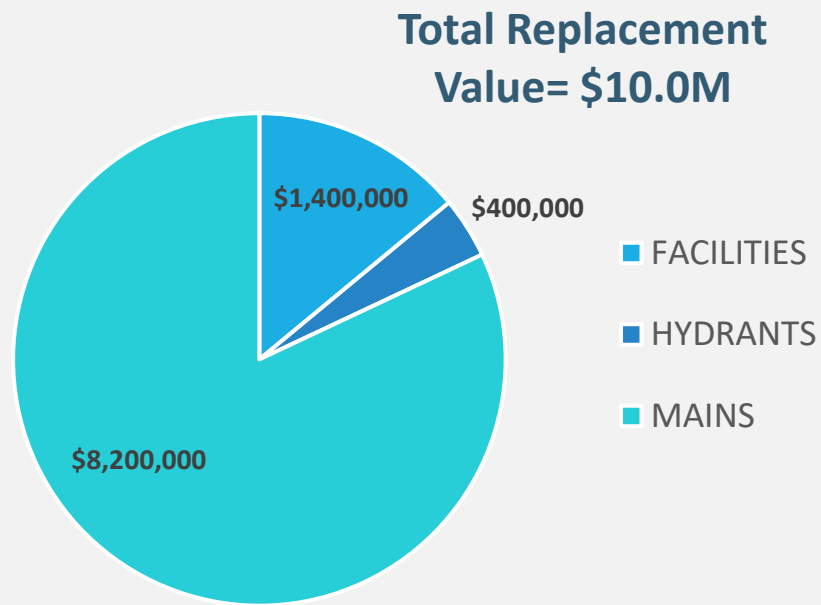
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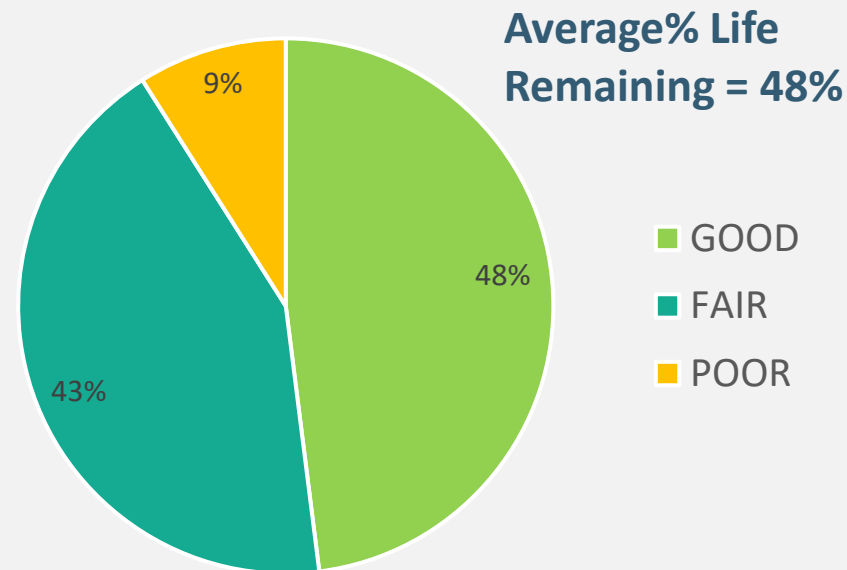
Hydrants

24

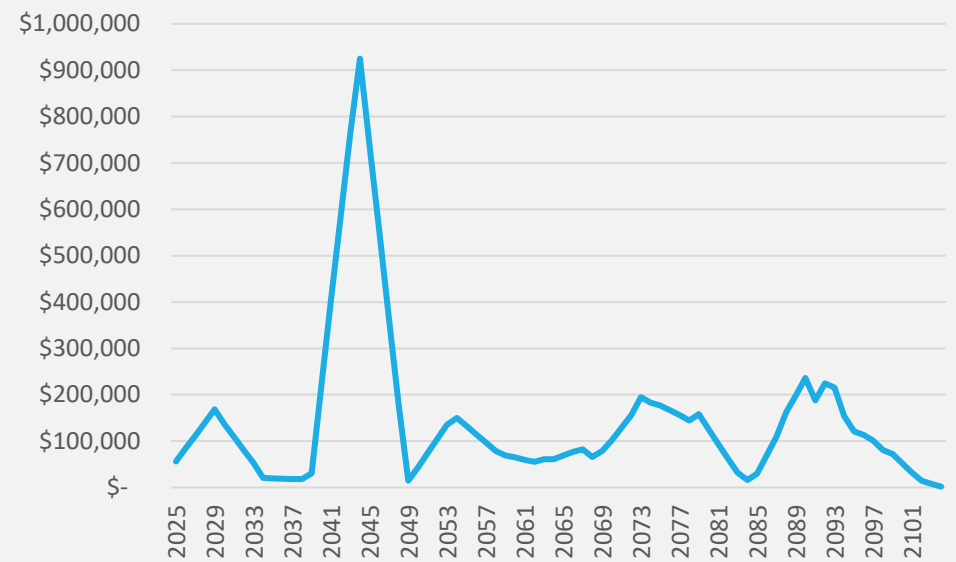
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



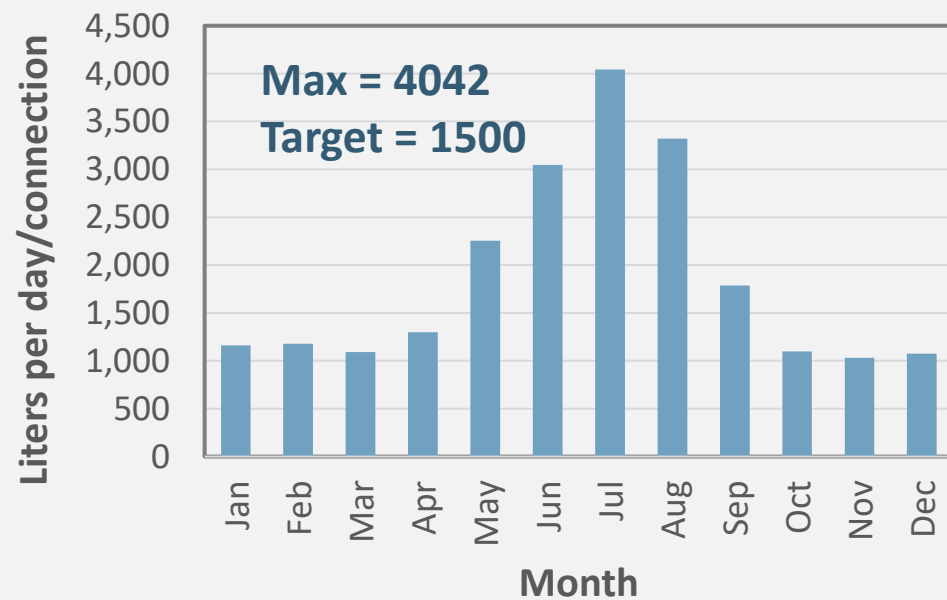
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$172,000
Assets last 50% longer (Target)	\$115,000
Current Funding	\$13,000

What is our current financial status?

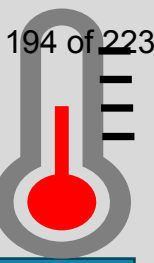
Category	Amount
Reserve Fund Target	\$900,000
Current Reserve Funds	\$270,000

How much water do we use?

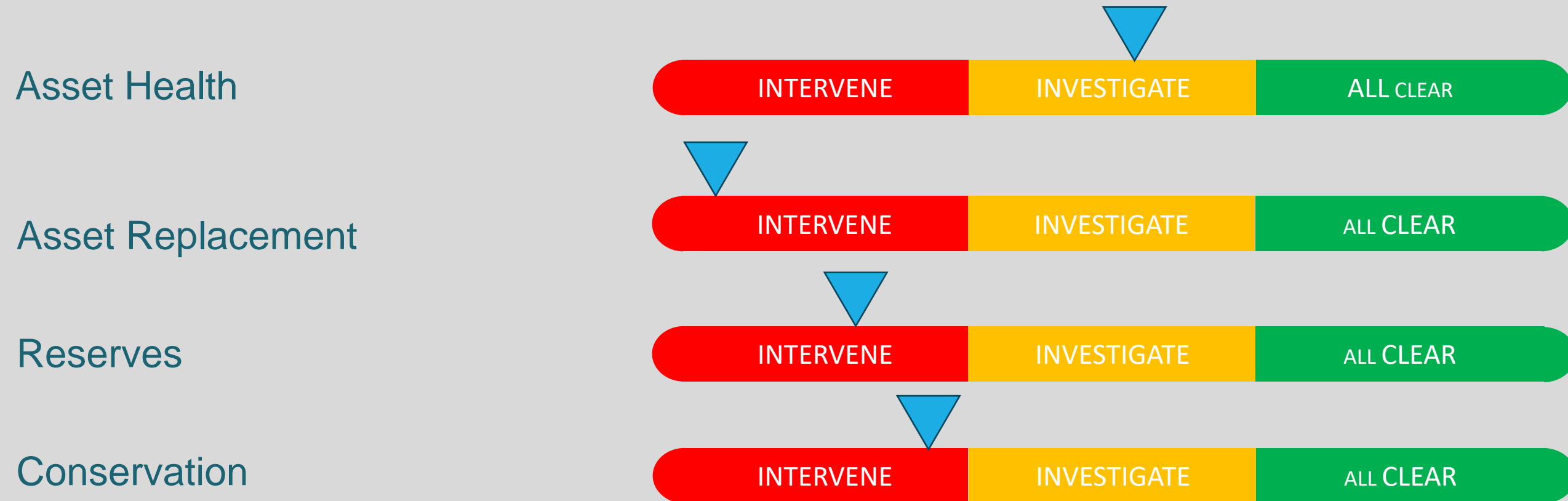


Do we have other concerns?

- Most of distribution piping AC - 1979
- Small amounts of steel/galvanized piping – 2025 budget replace Galvanized
- Reservoir size Inadequate
- Pump in old building – vertical turbine – needs replacement also inspect well casing
- Booster station pumps old need replacing also flow meter on upper zone
- High winter usage – may be result of leakage



SYSTEM HEALTH CHECK-UP




- Inadequate reserves to fund required upgrades and replacements
- High usage may be a result of system leakage, need to conduct leakage detection to determine




GALENA WATER SYSTEM

What assets do we own?




Watermain

2.2 km




Pumping Station

0



Reservoirs

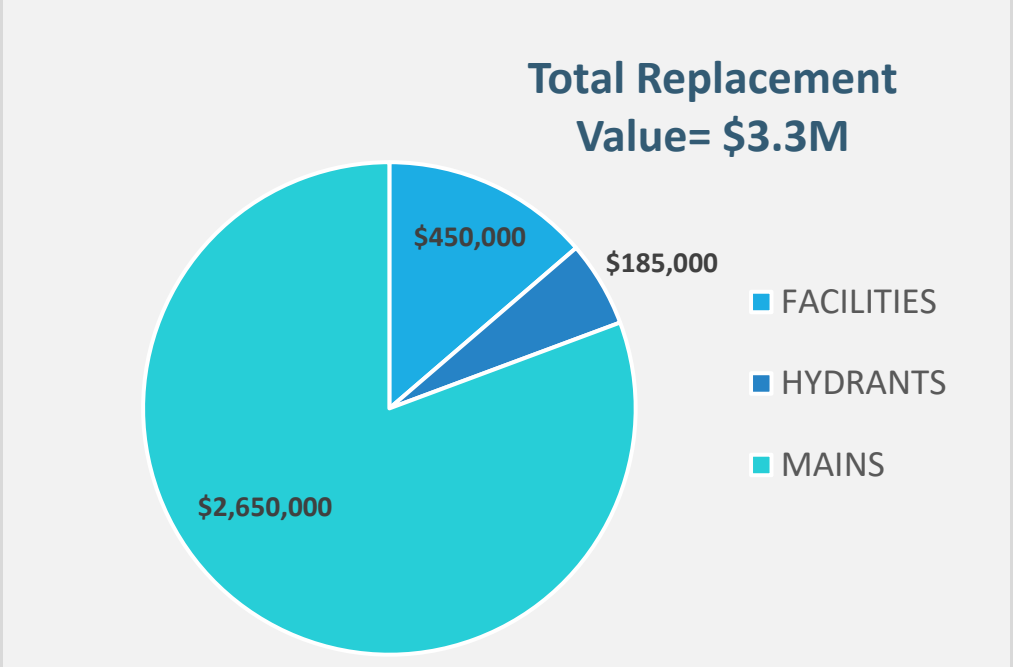
1



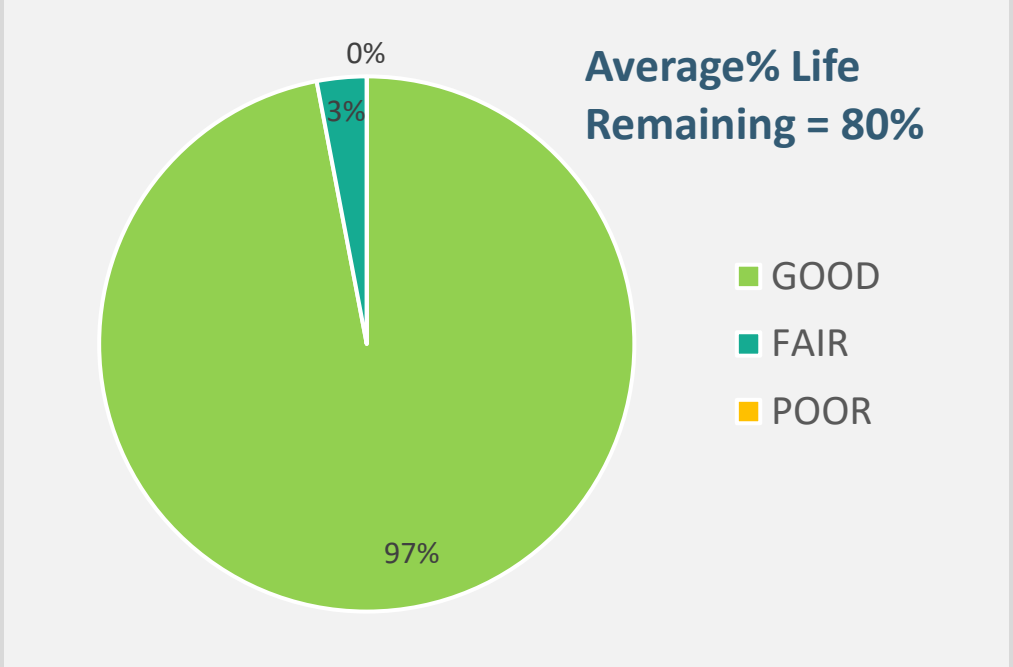
Hydrants

11

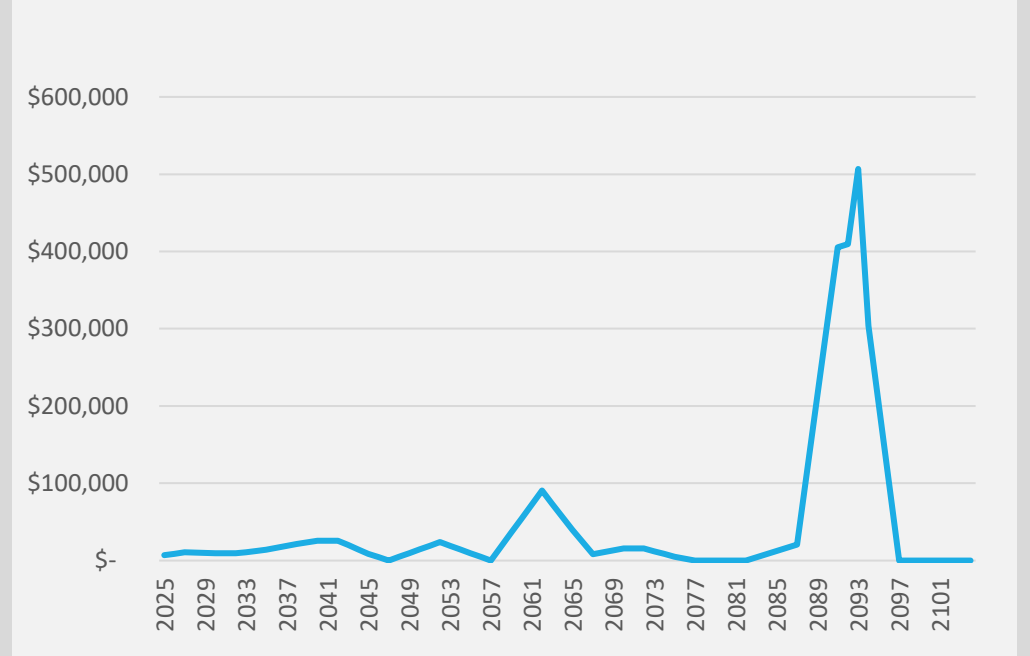
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



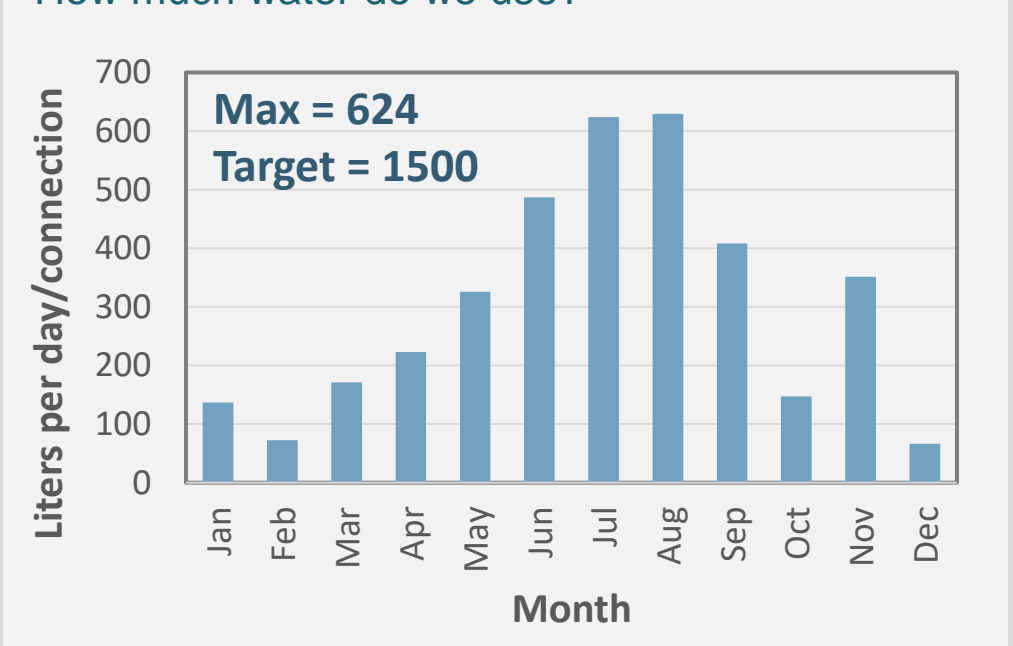
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$54,000
Assets last 50% longer (Target)	\$36,000
Current Funding	\$4,000

What is our current financial status?

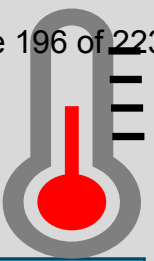
Category	Amount
Reserve Fund Target	\$166,000
Current Reserve Funds	\$405,000

How much water do we use?



Do we have other concerns?

- Well pumps 10+ years old – plan for major well pump maintenance
- Hydrants have not been serviced since installed in 2012, not in fire service area therefore not included in CSRD contracted hydrant maintenance program.



SYSTEM HEALTH CHECK-UP

Asset Health

INTERVENE

INVESTIGATE

ALL CLEAR

Asset Replacement Funding

INTERVENE

INVESTIGATE

ALL CLEAR

Reserves

INTERVENE

INVESTIGATE

ALL CLEAR

Conservation

INTERVENE

INVESTIGATE


ALL CLEAR

- Any major capital expenditures will quickly deplete reserves due to the small service area




MACARTHUR-REEDMAN WATER SYSTEM


What assets do we own?




Watermain
5.1 km



Pumping Station
3

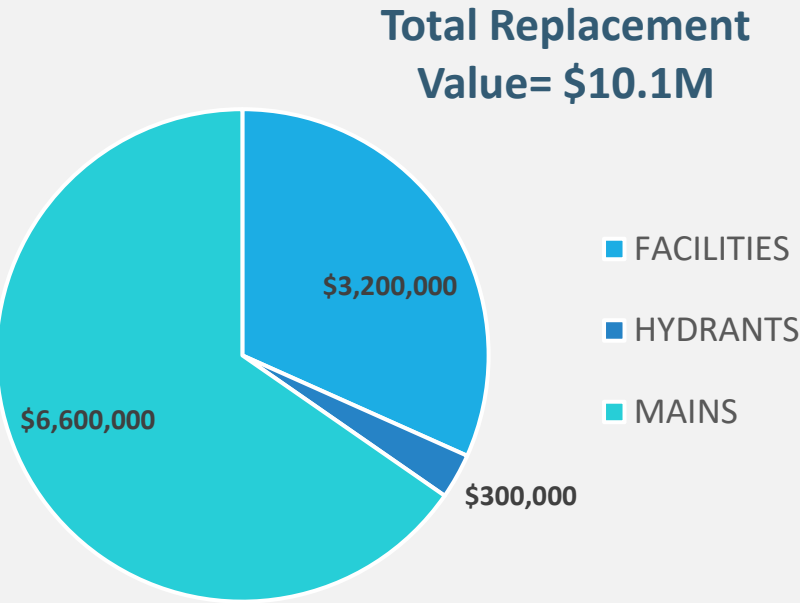


Reservoirs
2

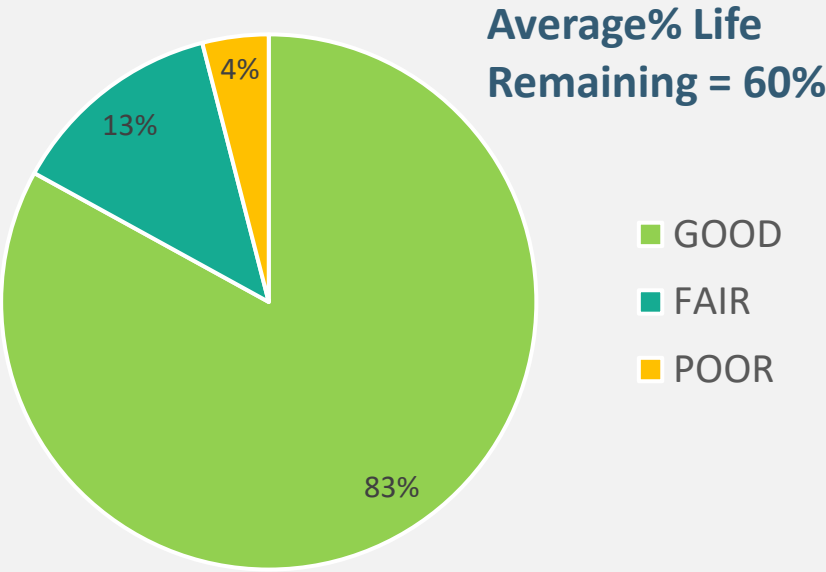


Hydrants
20

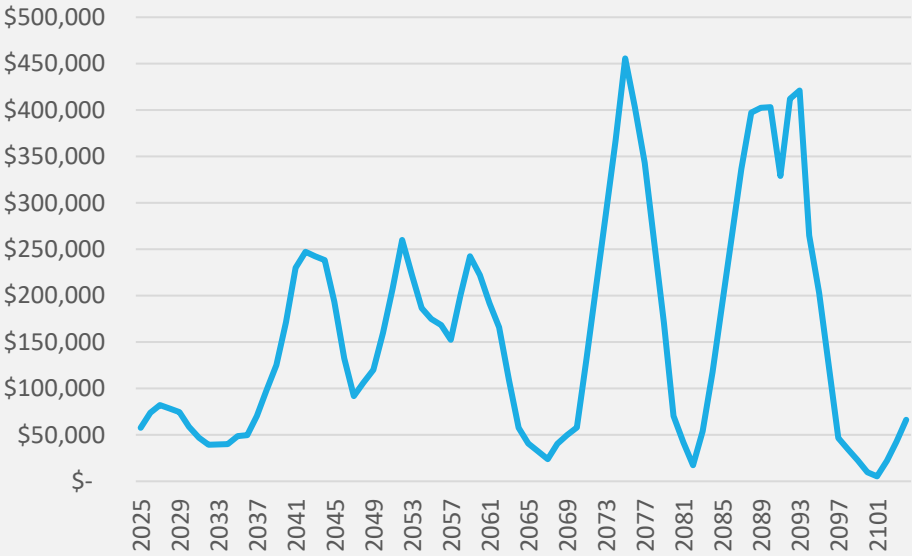
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



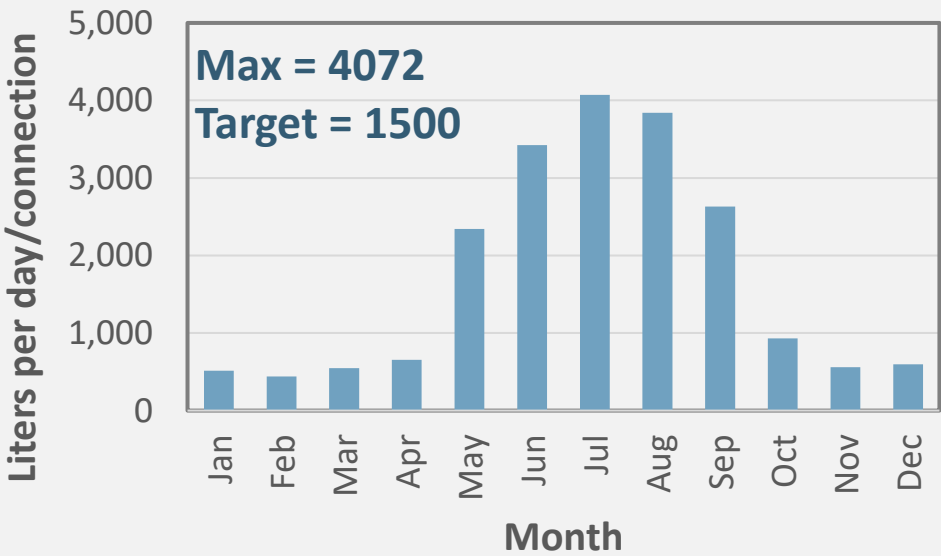
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$181,000
Assets last 50% longer (Target)	\$121,000
Current Funding	\$15,000

What is our current financial status?

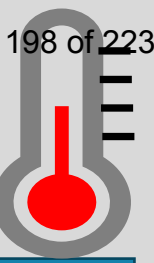
Category	Amount
Reserve Fund Target	\$503,000
Current Reserve Funds	\$90,000

How much water do we use?

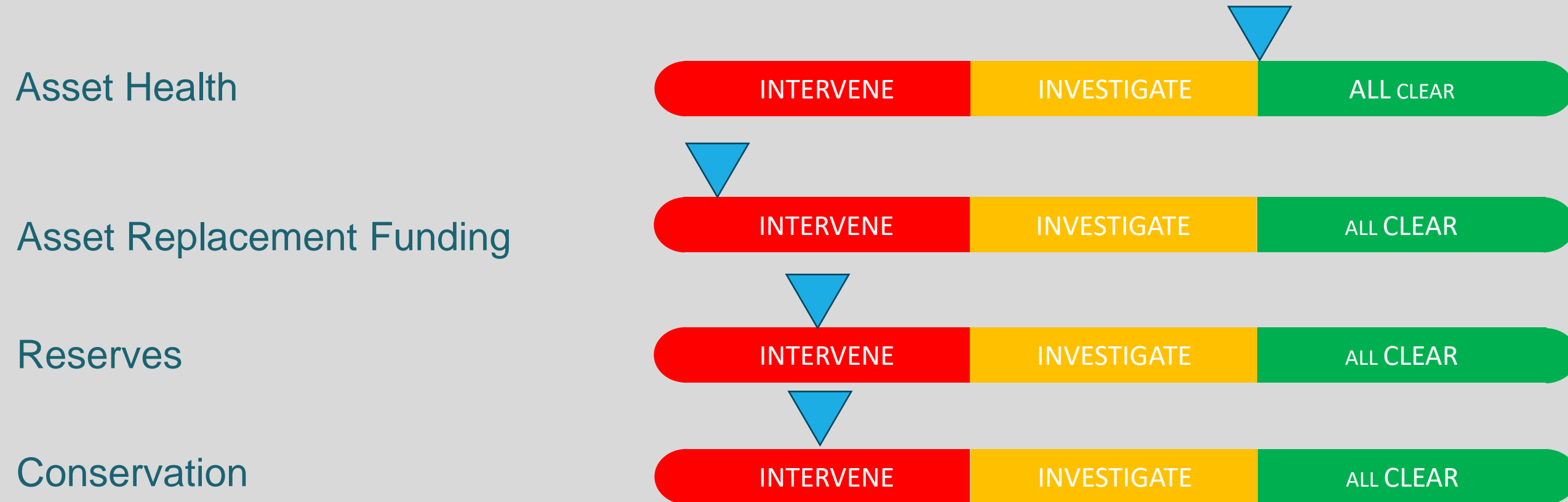


Do we have other concerns?

- Intake upgrade – 2024 budget
- Excessive summer usage - cannot run filtration during summer high demands
- Upper reservoir steel tank – above ground will need replacement in future
- PRV's – old need replacement and/or major rebuild
- AC mains in lower section from 1970's
- Booster station pumps over 10 years old – need replacement soon
- Backup generators -shared with Sunnybrae



SYSTEM HEALTH CHECK-UP




- Inadequate reserves to fund required upgrades and replacements
- High usage confirmed to not be a result of system leakage, need to implement water conservation and possibly metering to reduce water usage




SARATOGA WATER SYSTEM


What assets do we own?




Watermain
2.9 km



Pumping Station
1

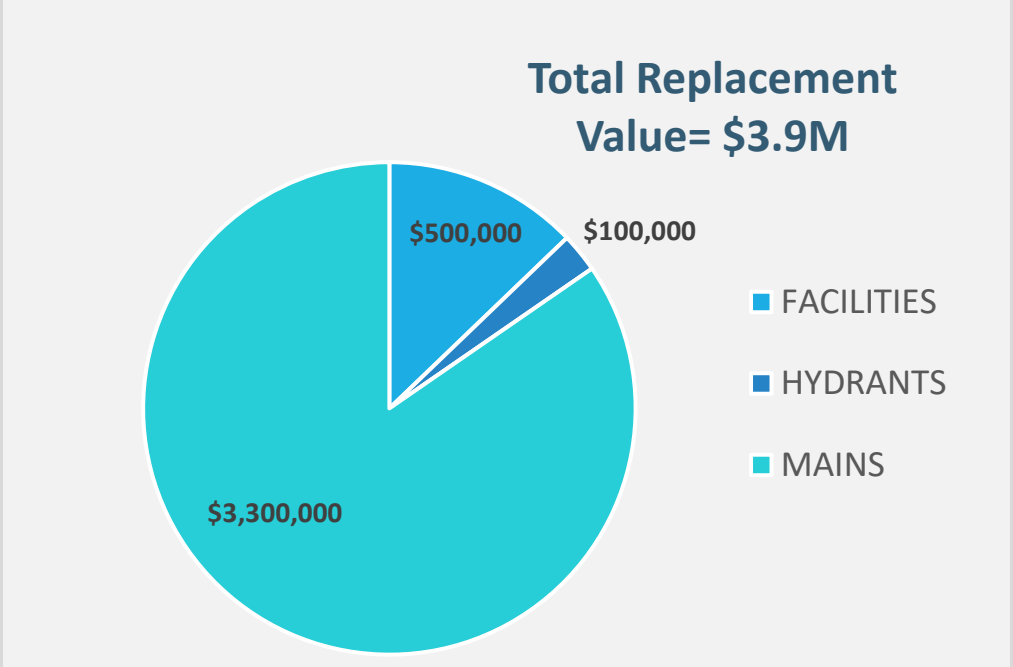


Reservoirs
1

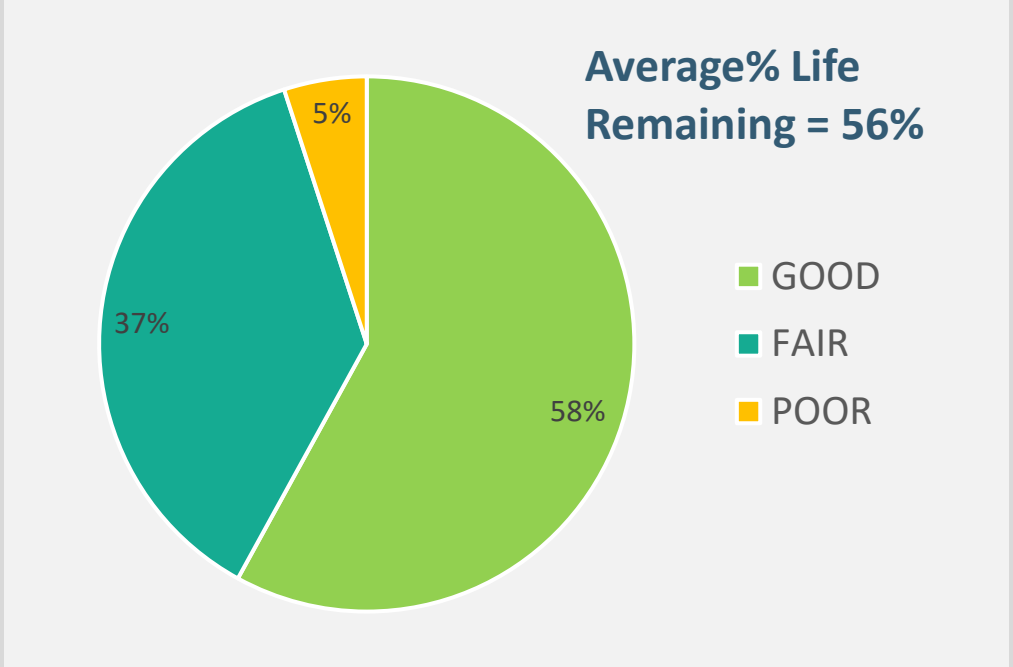


Hydrants
4

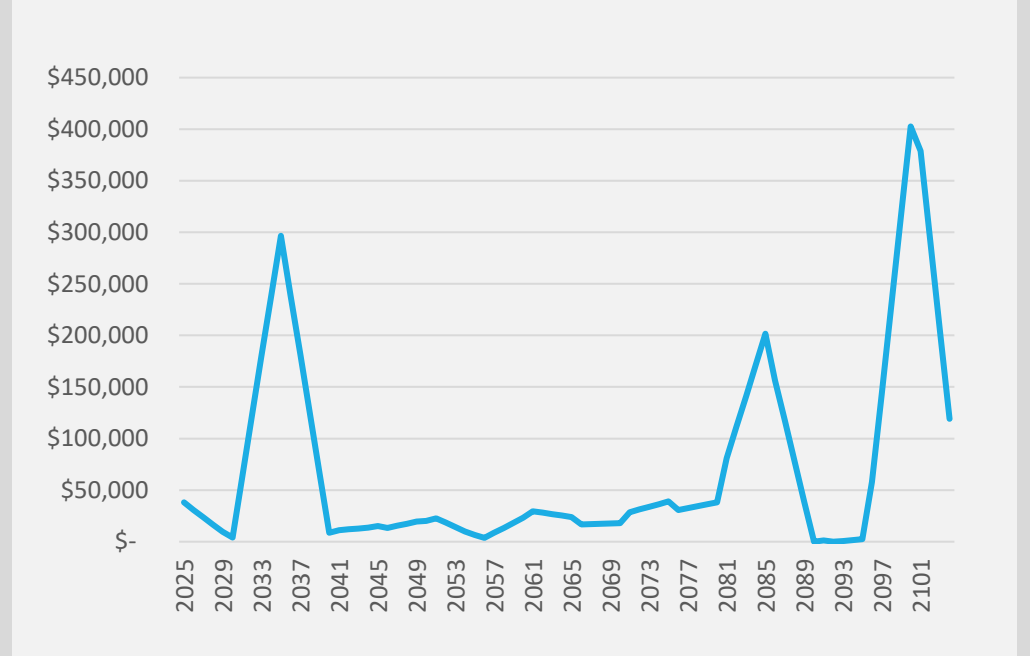
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



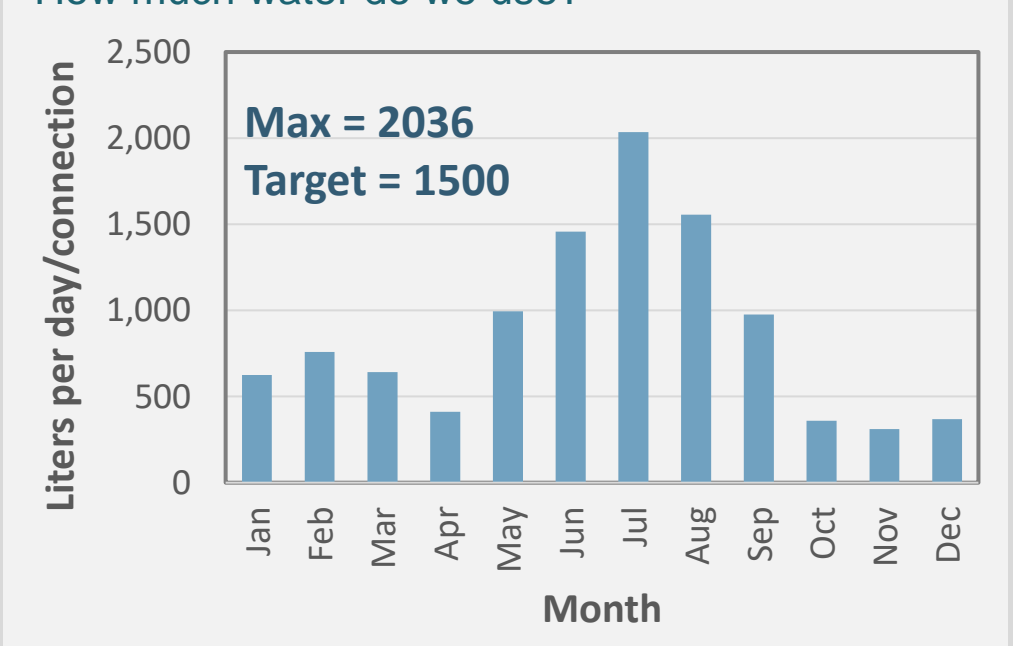
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$68,000
Assets last 50% longer (Target)	\$45,000
Current Funding	\$49,000

What is our current financial status?

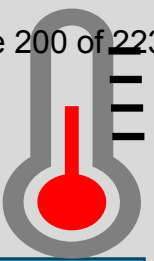
Category	Amount
Reserve Fund Target	\$195,000
Current Reserve Funds	\$520,000

How much water do we use?



Do we have other concerns?

- Original system distribution piping 100 AC – age unknown
- Pipe in back yards no access, shut-offs hard to locate – upgrade/replace will be challenging
- Hydrants do not provide adequate fire protection – low flow, undersized mains
- Reservoir size inadequate
- Backup generator -shared with Sunnybrae – 2024 budget
- Will likely need alternate funding source for upcoming capital



SYSTEM HEALTH CHECK-UP

Asset Health



Asset Replacement Funding



Reserves



Conservation




- Inadequate reserves to fund required upgrades and replacements




SORRENTO WATER SYSTEM


What assets do we own?




Watermain
18.2 km



Pumping Station
2

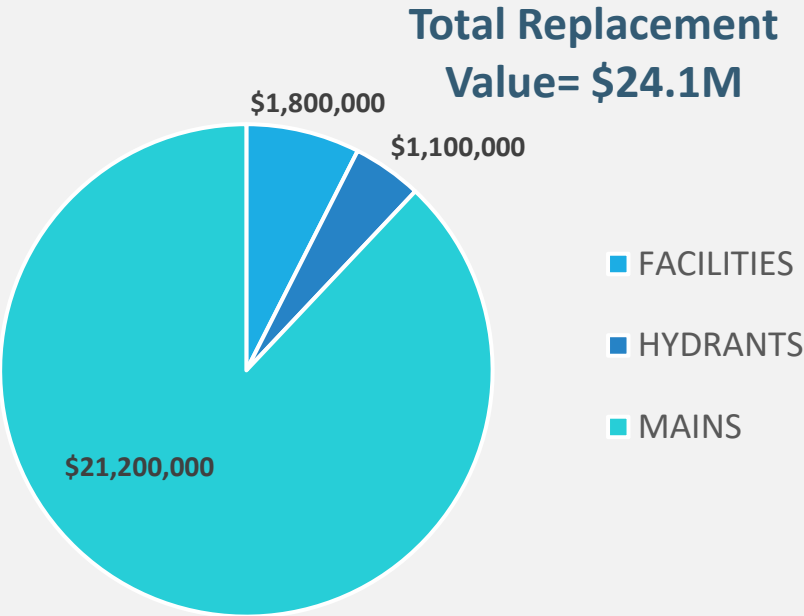


Reservoirs
5

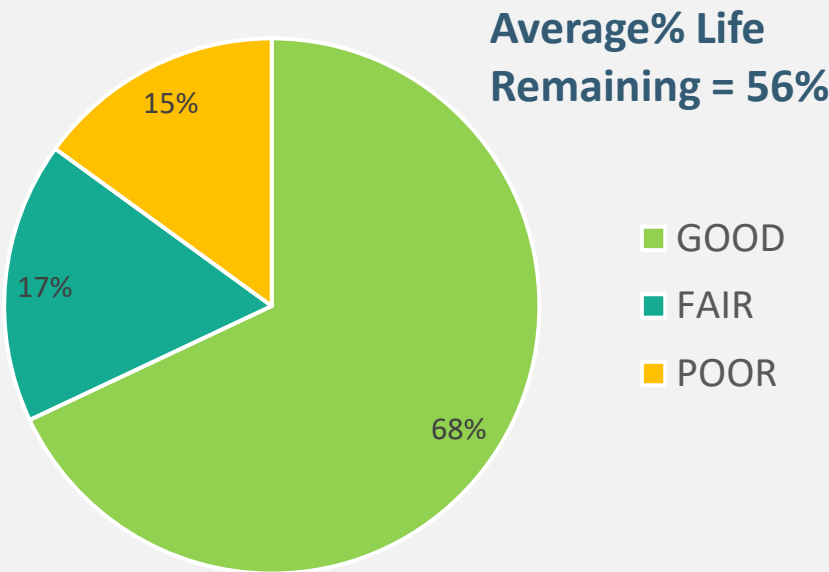


Hydrants
69

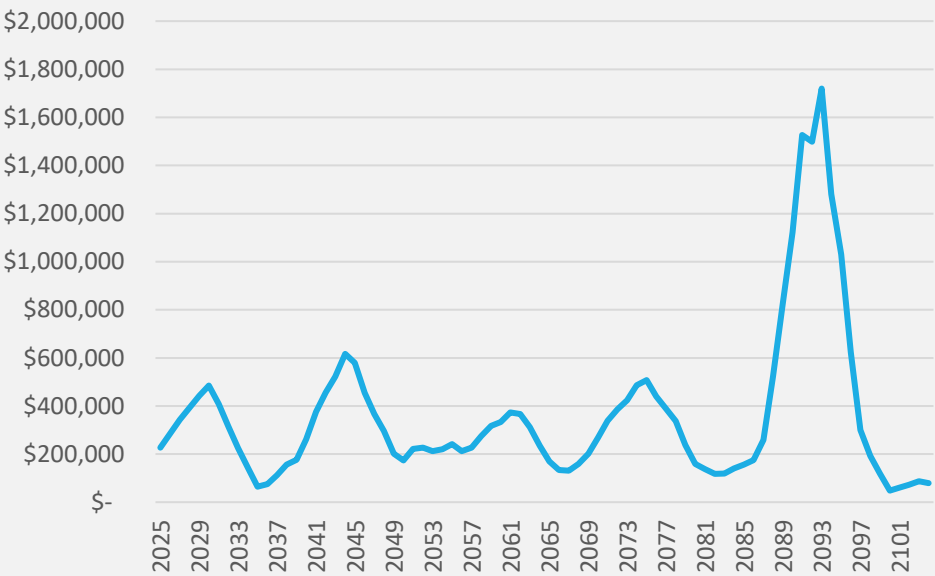
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



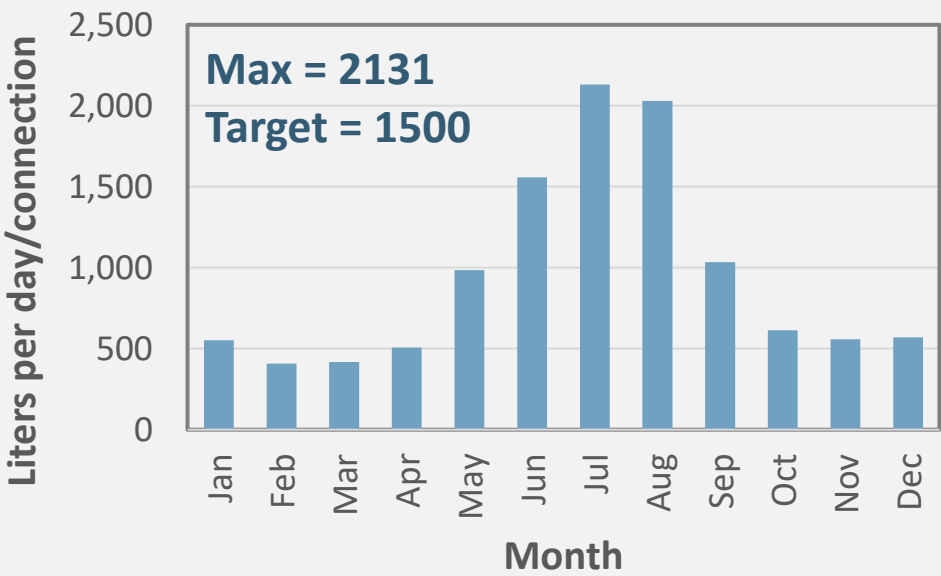
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$270,000
Assets last 50% longer (Target)	\$180,000
Current Funding	\$147,000

What is our current financial status?

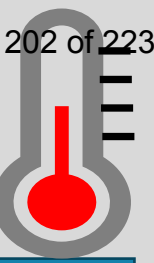
Category	Amount
Reserve Fund Target	\$3,618,000
Current Reserve Funds	\$2,734,000

How much water do we use?

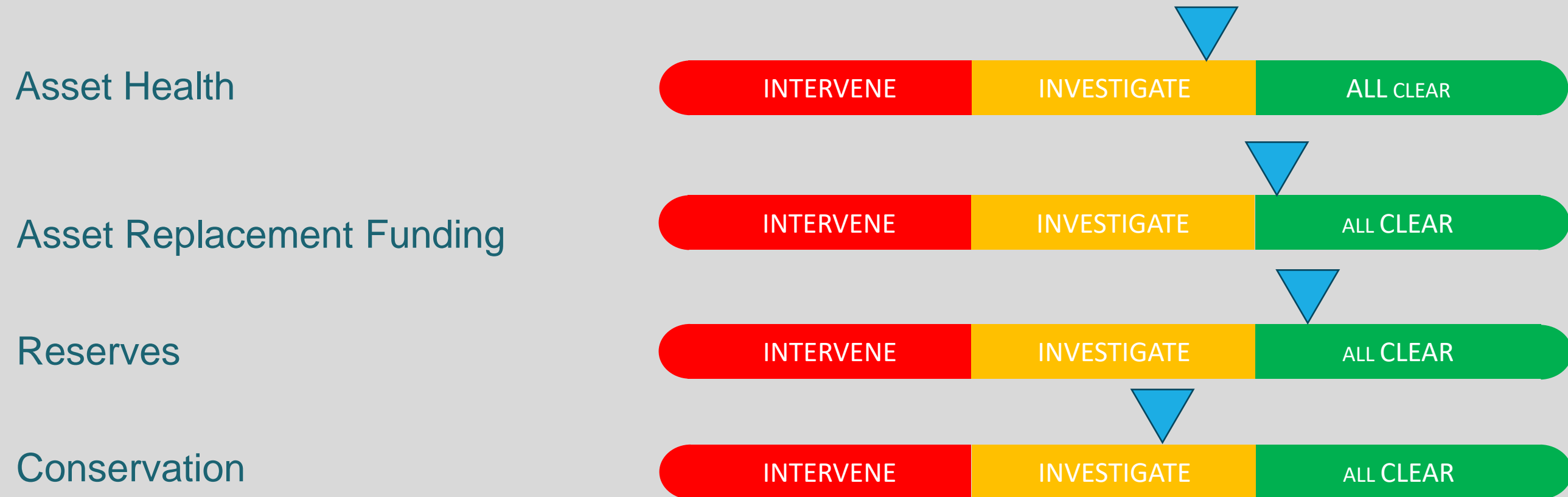


Do we have other concerns?

- 5km AC distribution piping – 1960's
- TCH crossings – high risk – AC pipe – undersized – missing valves
- Reservoir size inadequate – upper area supply expansion
- Turbidity from Newsome Creek – annual short duration boil water – filtration to rectify
- Lake pumps and booster pumps over 10 years old – need rebuild/replace soon
- PRV's – need major service 4 PRV's in area
- Low reserves for needed future major capital replacement work – will likely need alternate funding source



SYSTEM HEALTH CHECK-UP




- Reserves will start to deplete as necessary upgrades/replacements are completed
- Starting to implement AC replacement program beginning with highest risk areas.




SUNNYBRAE WATER SYSTEM


What assets do we own?




Watermain
2.6 km



Pumping Station
1

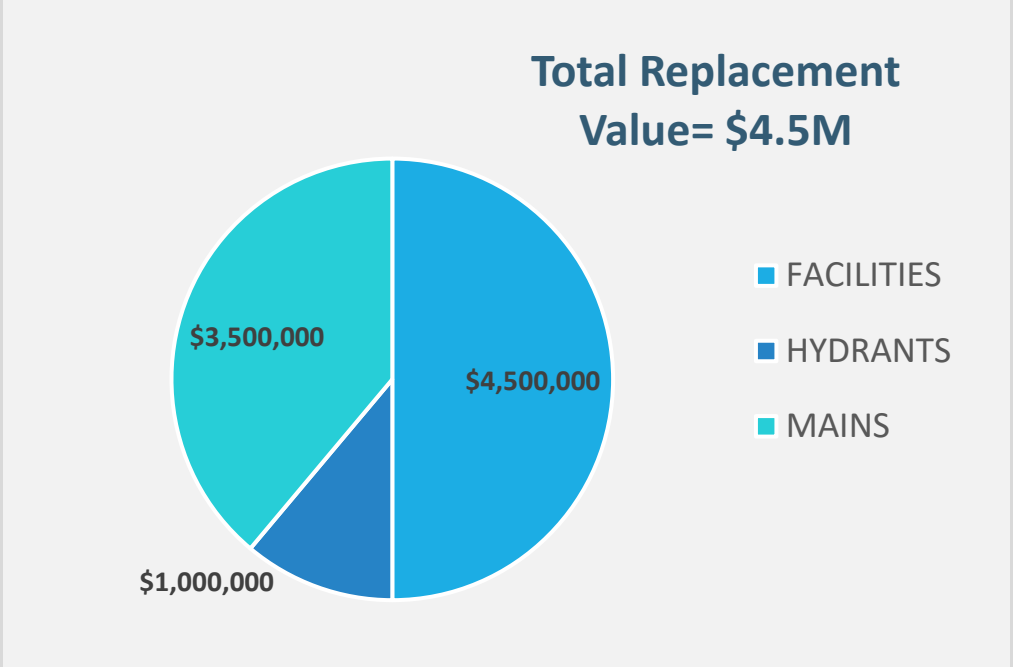


Reservoirs
1

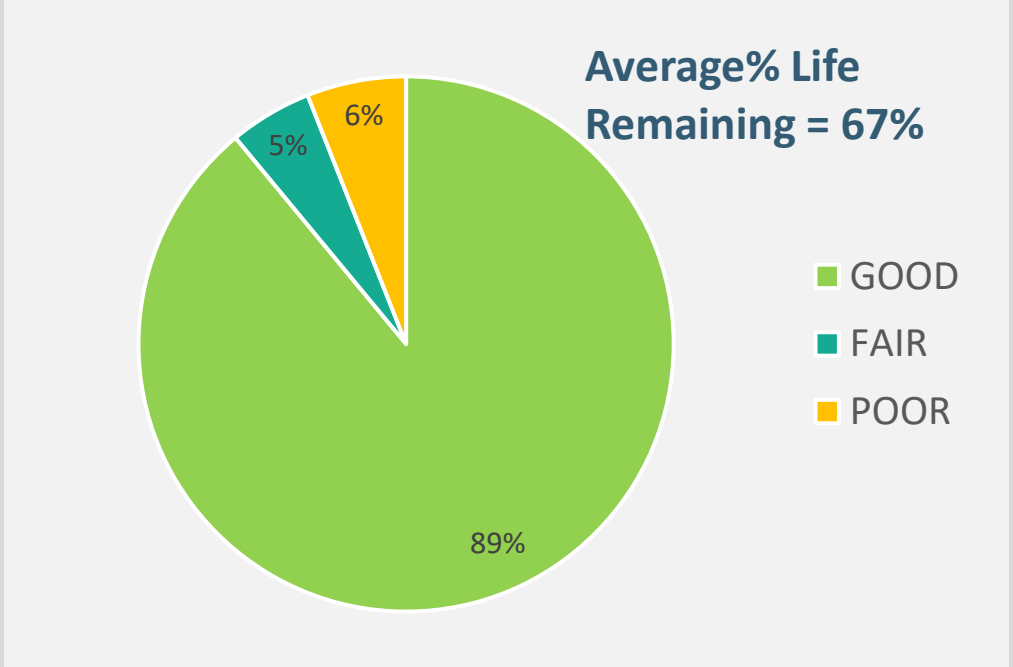


Hydrants
12

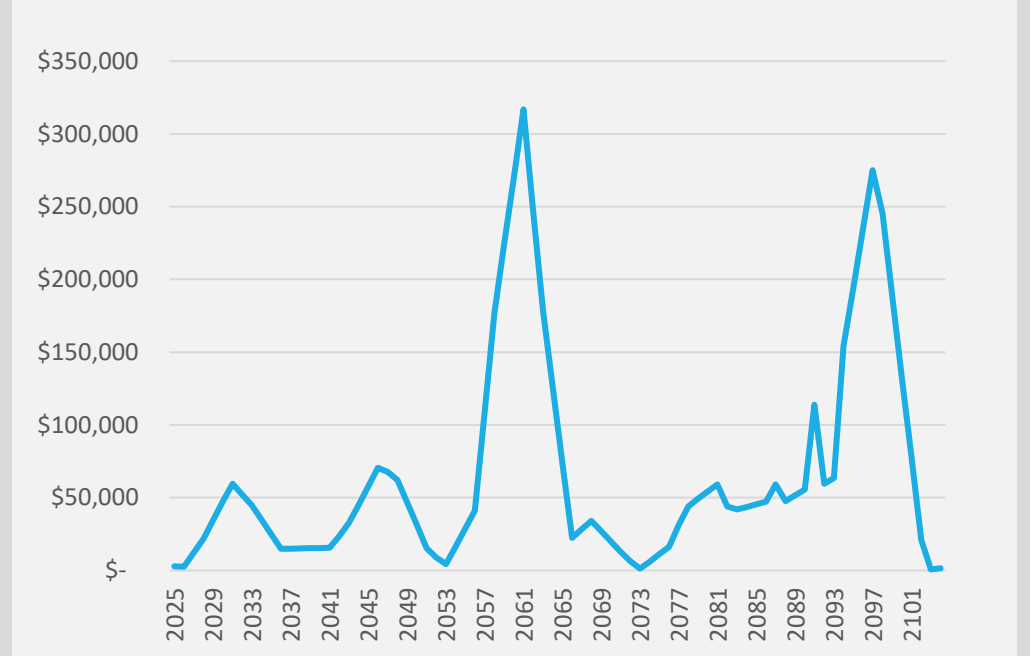
How much are our assets worth?



What condition are our assets in?



When will our assets need to be replaced?



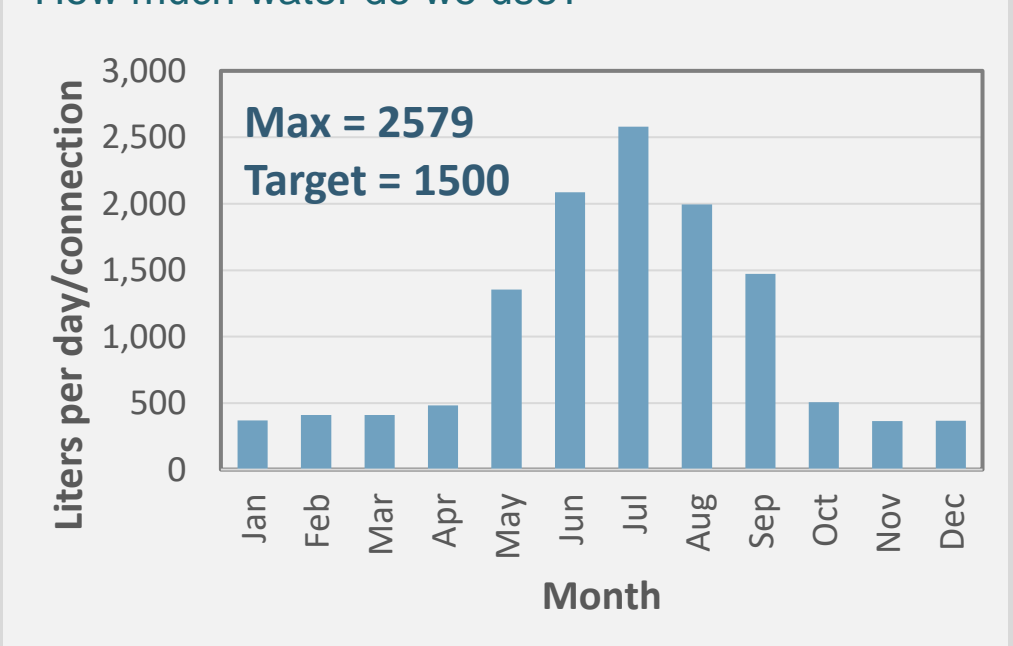
How much should we be funding AM annually?

Scenario	Annual Funding
Base case asset lifespans	\$76,000
Assets last 50% longer (Target)	\$51,000
Current Funding	\$14,000

What is our current financial status?

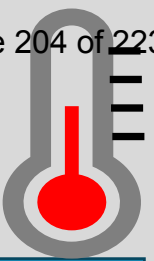
Category	Amount
Reserve Fund Target	\$272,000
Current Reserve Funds	\$150,000

How much water do we use?



Do we have other concerns?

- No redundancy on UV
- Reservoir size inadequate
- Backup gen – 2024 budget

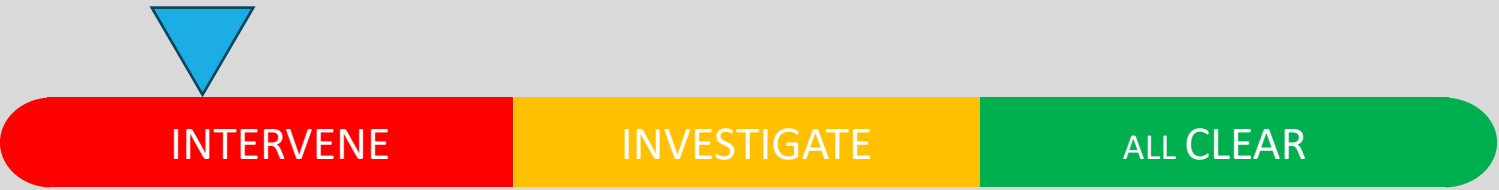


SYSTEM HEALTH CHECK-UP

Asset Health



Asset Replacement Funding



Reserves



Conservation



- Inadequate reserves to fund upcoming necessary upgrades/replacements
- Future proposed development may help with UV redundancy and reservoir capacity deficiencies

October
2024

Columbia Shuswap Regional District

2025-2029 Pre-Budget Discussion



Agenda

- Looking Forward
 - Staffing
 - Assent Processes
 - Previous Commitments
 - Major Projects
- Director Requests



Staffing Complement

- No Additional Staff Resources contemplated
- Total Salary Budget = \$8,839,000
- CSRD CUPE contract ends December 2025
- Sicamous Arena contract ends December 2024



Assent Processes

- Potential for Field Fire Protection Service
- Potential for Road Rescue x 3
- Long-term borrowing for Scotch Creek/Lee Creek firehall rebuild
- Random petition processes for service expansion (water/fire)

Previous Commitments

- Solid Waste Landfill Closure tax requisition increases from \$300,000 to \$600,000
- Continued taxation in general government
- First year of Kicking Horse Mountain Fire Protection
- First year of Scotch Creek Water Utility Sytem being operational
- Rebuild of Scotch Creek/Lee Creek firehall



Previous Commitments

- Accessibility Committee implementation
- Board training
- Code of Conduct
- Board Visioning Session (Strategic Plan)
- CSRD Occupational Health and Safety Plan implementation
- Path forward for Tourism/Economic Development
- Continuation of Area C/G Bylaw transition



Previous Commitments

- Laserfiche Cloud migration
- Expansion of parking lot and EV chargers
- Area F Community issues report
- MacArthur Reedman water system water intake upgrade
- Revelstoke Landfill fencing project
- 3 playgrounds approved using GCF



Major Projects

- Compliance and Policy Development
- Develop HR process improvements
- Continued asset management plans
- Master Parks and Recreation Plans for all Electoral Areas
- Potential rebuild of Anglemont firehall (economies of scale)



Major Projects

- Begin renewal process for OCP and zoning bylaws
- Investigate viability of reducing number of planning bylaws
- Continued work for compliance with new housing legislation



Major Projects

- Sorrento Water System – pipe replacement program
- Anglemont Water System – annual service replacements
- Anglemont/Hudson Creek pipe replacement (\$300K)
- Falkland distribution pipe replacement projects



Major Projects

- Eagle Bay booster pump upgrade (\$60K)
- Water conservation/meter program review and implementation
- Cross connection control implementation



Major Projects

- Salmon Arm landfill liner project
- Major upgrades to the Revelstoke compost facility
- Completing the Solid Waste Management Plan review
- Salmon Arm landfill optimization study
- Golden landfill expansion project
- Sicamous hazardous waste depot



Director Requests

- Area G Community Hall funding service establishment
- Potential advancement of Local Area Advisory Committees

Questions



THANK YOU

Budget Workshop #1

January, 2025





COMMITTEE OF THE WHOLE REPORT

TO: Chair and Directors

SUBJECT: Laserfiche Cloud Migration and Introduction of Process Automations

DESCRIPTION: Report from Jennifer Sham, General Manager, Corporate Services, dated October 3, 2024.

RECOMMENDATION: THAT: the Committee of the Whole receive the information regarding the potential partnership with Government Frameworks.

BACKGROUND:

Over the past year, Corporate staff including the IT team, have begun exploring options to streamline day-to-day processes by introducing automations. During this exploration, staff considered the recurring themes arising from staff concerns such as records management, manual or digital filing, and reporting, and also understand that the public expects timely responses and transactions.

Although staff have been moving the organization away from paper-based forms, manually organizing and searching for digital files is also proving to be challenging. The solution staff were looking for would need to reduce staff frustration and inefficiency, be easy to use by both staff and the public and be offered at a price with the taxpayer in mind.

GovernmentFrameworks.com (GFW) is a leading provider of governance solutions designed to help local governments drive better outcomes for both residents and administrators. Specializing in optimizing planning, processes, automation, records management, and corporate performance reporting, GFW is committed to transforming the efficiency and compliance of local governments.

One of the solutions offered by GFW potentially could save staff thousands of administrative hours, reduce human error, improve service levels, and streamline record filing (with automation). This technology is named FARMER: digitize forms, integrate them into automated workflows manage approvals and routing, and generate executive reports.

There are a number of reasons why staff would like to partner with GFW:

- They work exclusively with local governments. This specialization equips them with a unique understanding of the challenges and intricacies of local governance, enabling them to tailor solutions that are not just effective but also resonate with the nuanced needs of local government operations.
- GFW pioneered Forms, Automation, Records Management, Executive Reporting (FARMER) technology, a solution that addresses critical compliance and process challenges. FARMER enables local governments to improve records management, reduce manual labour, ensure compliance, and elevate service levels for their communities. It enables organizations to transition from traditional, labour-intensive processes to a streamlined, automated, and efficient digital environment. It effectively consolidates transactional data for strategic analysis, facilitating informed decision-making and comprehensive governance oversight.
- They are Laserfiche Cloud experts. The CSR D has committed to Laserfiche Cloud Migration as the on premise support for Laserfiche is set to end by 2030. GFW will move over our current information from our self-hosted/on premise servers to the Cloud and it is included in the FARMER solution package, at no additional cost. In other words, GFW will migrate the existing repositories and forms to the Laserfiche Cloud for no added cost. Staff inquired about a quote

to do this same move with our current contractor and were quoted it would take 2-3 years, require over 2500 hours, and cost over \$412,500.

- The move to cloud version of Laserfiche will also reduce the current number of servers (5) we currently maintain and support. This will also increase our disaster resiliency and allow for the ability to use Laserfiche form for mobile in Bylaw Enforcement and Building Inspection.
- Further, because they are Laserfiche Cloud experts, they are able to take advantage of the powerful new features only available in the Laserfiche Cloud, while reducing operational expenses and streamlining solution implementation and support.
- One of the more powerful features that we will be able to take advantage of is Laserfiche Portal. The portal will allow the CSRD to provide read-only access to Laserfiche documents and forms to the public (this will also reduce the number of documents we currently need to host on our website), as well as full access to staff to all documents and forms without the need for VPN tunnels.
- Global Expertise, Local Application: Their team, based in Canada and enriched with global experience, brings a unique combination of local understanding and international best practices. This blend ensures that we are fully equipped to meet Columbia Shuswap Regional Districts specific requirements while introducing globally recognized methodologies. With thousands of users and offices all across Canada, the USA, Australia, and New Zealand, GovernmentFrameworks.com is a global company that can offer responsive 24/7 technical support.
- Ability to integrate with the software and systems the CSRD is already using. This will help bring the majority, if not all, of the tools we have together and increase efficiency. With their team, GFW is able to offer responsive form building options that would otherwise take weeks to build with our current contractor, all included in the pricing package.

Video explaining [FARMER BY GFW](#)

Other Local Governments

Currently, the Fraser Valley Regional District and qathet Regional District are using GFW.

Procurement Considerations

Government Frameworks is in the final stages of signing on with Canoe Procurement, one of the largest public sector buying groups in Canada, of which the CSRD is a member. Canoe Procurement combines their purchasing power of over 5000 public and not-for-profit organizations to get members access to trade-compliant products and services at preferred rates. Generally, local governments are required to conduct open, competitive procurement processes, but this step will not be required if GFW signs on with Canoe Procurement because Canoe Procurement would complete the process.

Financial Considerations

GFW would like a 5 year agreement and has quoted the CSRD \$0 in 2024, will match what we are paying with our current provider in 2025 (~\$150,000), and then a gradual increase in costs until 2028.

NEXT STEPS:

Staff intend to bring forward a Board report to the November 21, 2024 Regular Board Meeting outlining detailed costing and addressing any unanswered questions that arise from the COW.

Report Approval Details

Document Title:	2024-10-16_COW_CS_LFCloud-Filing-Records-Software.docx
Attachments:	
Final Approval Date:	Oct 10, 2024

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



John MacLean