



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

AGENDA

Date: Friday, December 13, 2024
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

[Zoom Link Registration](#)

Pages

1. Land Acknowledgement

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

Declaration on the Rights of Indigenous Peoples Act

Article 25: Indigenous peoples have the right to maintain and strengthen their distinctive spiritual relationship with their traditionally owned or otherwise occupied and used lands, territories, waters and coastal seas and other resources and to uphold their responsibilities to future generations in this regard.

2. Call to Order

3. Adoption of Agenda

THAT: the Regular Board meeting agenda be adopted.

4. Meeting Minutes

4.1 Adoption of Minutes

THAT: the minutes attached to the Regular Board meeting agenda be adopted.

4.2 Business Arising from the Minutes

5. Announcements

5.1 New Staff

Michelle Wang, Planner I

6. Correspondence

6.1 For Information

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

6.1.1 Regional District North Okanagan (November 29, 2024) 20

Letter regarding safety concerns at the Hwy 97 and Hwy 97 B intersection.

6.1.2 Southern Interior Local Government Association (SILGA) (December 5, 2024) 21

Community excellence awards - submission deadline February 1, 2025.
Call for resolutions - submission deadline is February 21, 2025.
Call for nominations for the SILGA Board - deadline is February 28, 2025.

6.1.3 From the October 17, 2024 Regular Board Meeting

6.1.3.1 Premier of BC and Provincial Ministers (December 4, 2024) 27

Letter of support from the CSRD requesting funding commitment for the Bring the Salmon Home Initiative.

6.1.4 From the November 21, 2024 Regular Board Meeting

6.1.4.1 Connecting Communities BC (November 21, 2024) 29

Letter of support for the Shuswap Economic Development Society grant funding application.

6.2 Action Requested

6.2.1 District of Sicamous Request for Letter of Support 30

Request from District of Sicamous for Letter of Support for Royal Canadian Marine Search and Rescue Boat House

THAT: the Board approve the draft letter supporting the District of Sicamous application to the Province of BC for the Royal Canadian Marine Search and Rescue Boat House.

7. Committee Reports and Updates

7.1 For Information

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

7.1.1 Shuswap Watershed Council Media Release (December 1, 2024) 32

7.2 Action Requested

None.

8. Business General

8.1 Fire Services Asset Disposal 34

Report from Tom Hansen, Emergency Program Coordinator, Community and Protective Services, November 28, 2024. Disposal of fire apparatus.

THAT: the Board receive this report for information.

Corporate Vote Unweighted Majority

8.2 Recycle BC Master Services Agreement Renewal 38

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 25, 2024. An update for the Board regarding new depot collection revenue rates.

THAT: the Board approve the authorized signatories to renew the Master Services Agreement with Recycle BC to extend the terms in the Statements of Work to December 31, 2029.

Corporate Vote Weighted

8.3 Shuswap Refuse Hauling Contract Award 87

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 25, 2024. A report seeking Board authorization for awarding the Shuswap Refuse Hauling contract.

THAT: the Board endorse the authorized signatories to enter into an agreement, for the Shuswap Refuse Hauling contract, with SCV Contracting for a three-year term, including the two, one year options to renew, in the amount of approximately \$2,059,350 plus applicable taxes and annual CPI adjustments over the term of the agreement.

Corporate Vote Weighted

9. Business By Area

9.1 **Golden & Electoral Area A: Golden and District Arena – Community Works Funds request for Kitchen & Concession Upgrades** 91

Report from Fiona Barton, Manager, Community Services, dated November 27, 2024. To upgrade the Golden and District Arena kitchen and concession using Community Works Funds.

THAT: in accordance with Policy No. F-3 "Community Works Fund - Expenditure of Monies" access to the Community Works Fund be approved for a maximum amount of \$45,000 plus applicable taxes from the Electoral Area A Community Works Fund allocation for an upgrade to the Golden and District Arena kitchen and concession.

Stakeholder Vote Weighted – Electoral Area Directors

9.2 **Electoral Areas D, E, F: Grant-in-Aids** 94

Report from Jodi Pierce, General Manager, Financial Services, dated November 29, 2024. Funding requests for consideration.

THAT: the Board approve the following allocations from the 2024 Electoral Area Grant-in-Aids:

Area D

\$ 2,000 Falkland Fire Fighters Association (Halloween event)

Area E

\$5,000 Malakwa Playschool Society (operating costs)

Area F

\$1,500 Seymour Arm Snowmobile Club (trail maintenance)

\$5,000 North Shuswap Childcare Society (operating costs)

Stakeholder Vote Weighted – Electoral Area Directors

9.3 **Sicamous and District Recreation Centre**

Request from the District of Sicamous regarding the administration and operation of the Sicamous and District Recreation Centre.

THAT: CSRD staff be directed to enter into discussions with the District of Sicamous to negotiate the terms of an agreement that would have the District of Sicamous being responsible for the administration and operation of the Sicamous and District Recreation Centre as a contractor.

AND THAT: the terms of the agreement be finalized and presented to the Board for consideration no later than April 30, 2025.

Stakeholder Vote Weighted - District of Sicamous Director & EA E Director

10. Administration Bylaws

10.1 **2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024**

97

Report from Jodi Pierce, General Manager, Financial Services, dated November 29, 2024. A budget amendment is necessary to authorize the amendments to existing services.

THAT: the "2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024" be read a first, second and third time, this 13th day of December, 2024.

Corporate Vote Weighted

THAT: the "2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024" be adopted, this 13th day of December, 2024.

Corporate Vote Weighted

10.2 **Water Utility Rates and Regulation Bylaw No. 5891, 2024**

142

Report from Tim Perepolkin, Manager, Utility Services, dated November 27, 2024. A report summarizing the rationale used to amend the Water Utility Rates and Regulation Bylaw for the next five-year term (2025-29).

THAT: CSRD Waterworks Rates and Regulation Bylaw No. 5891, 2024 be read a first, second and third time this 13th day of December, 2024.

Corporate Vote Weighted

THAT: CSRD Waterworks Rates and Regulation Bylaw No. 5891, 2024 be adopted this 13th day of December, 2024.

Corporate Vote Weighted

11. Delegations & Guest Speakers

None.

12. Public Question & Answer Period

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

13. CLOSED (In Camera)

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

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

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

14. Development Services Business General

None.

15. ALR Applications**15.1 Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(2) Non-Farm Use (ALR) LC2608C**

173

Report from Jan Thingsted, Planner III, dated November 21, 2024.
820 Mobley Road, Tappen

THAT: Application No. LC2608C Section 20(2) – Non-Farm Use, for Legal Subdivision Lot 1 of Section 14 Township 21 Range 10 West of the 6th Meridian, Kamloops Division Yale District Plan KAP73637, be forwarded to the Provincial Agricultural Land Commission recommending approval, this 13th day of December, 2024.

Corporate Vote Unweighted Majority

16. Development Services Business by Area

None.

17. Planning Bylaws

17.1 Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-31

200

Report from Jan Thingsted, Planner III, dated November 28, 2024.
3311 Colton Road, Tappen

THAT: "Electoral Area C Official Community Plan Amendment Bylaw No.725-31" be denied first reading, this 13th day of December, 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

18. Release of Closed Session Resolutions

Attached to minutes, if any.

19. Next Board Meeting

Thursday, January 16, 2025 at 9:30 AM.
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

20. Adjournment

THAT: the Regular Board meeting be adjourned.



REGULAR BOARD MEETING MINUTES

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

Date: November 21, 2024
 Time: 9:30 AM - 4:00 PM
 Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Directors Present	K. Cathcart^	Electoral Area A Director
	D. Brooks-Hill^	Electoral Area B Director
	M. Gibbons	Electoral Area C Director
	D. Trumbley^	Electoral Area D Director
	R. Martin	Electoral Area E Director
	J. Simpson	Electoral Area F Director
	N. Melnychuk (Chair)	Electoral Area G Director
	R. Oszust*	Town of Golden Director
	T. Stapenhurst^*	City of Revelstoke Alternate Director
	K. Flynn (Vice Chair)*	City of Salmon Arm Director
	T. Lavery^*	City of Salmon Arm Director 2
	C. Anderson*	District of Sicamous Director
Directors Absent	G. Sulz	City of Revelstoke Director
Staff In		
Attendance	J. MacLean	Chief Administrative Officer
	J. Sham	General Manager, Corporate Services (Corporate Officer)
	C. Robichaud	Deputy Corporate Officer
	J. Freund*	Legislative Clerk
	J. Pierce*	General Manager, Financial Services (Chief Financial Officer)
	B. Van Nostrand*	General Manager, Environmental and Utility Services
	D. Sutherland*	General Manager, Community and Protective Services

*attended a portion of the meeting only

^electronic participation

1. Land Acknowledgement

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

Declaration on the Rights of Indigenous Peoples Act

Article 19: States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free, prior and informed consent before adopting and implementing legislative or administrative measures that may affect them.

2. Call to Order by the Corporate Officer

The Corporate Officer called the meeting to order at 9:31 AM.

3. Inaugural Proceedings

3.1 Election of Chair

2024-1101

Moved By Director Simpson

Seconded By Director Gibbons

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

CARRIED

The Corporate Officer called for nominations for the position of CSRD Board Chair for 2024/2025.

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

After calling three times for nominations and hearing no further nominations the Corporate Officer declared Director Melnychuk as CSRD Board Chair for 2024/2025 by acclamation.

Alternate Director Staphenurst entered the meeting at 9:36 AM.

3.2 Election of Vice Chair

The Corporate Officer called for nominations for the position of CSRD Board Vice Chair for 2024/2025.

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

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

After calling three times for nominations and hearing not further nominations the Corporate Officer provided the opportunity for each nominee to speak to the Board.

Corporate Officer then proceeded with the election by secret ballot and announced that Directors attending the meeting by electronic participation could cast their vote to Julie Freund by email.

The ballots were distributed and the vote was conducted. Following the counting of the ballots, the Corporate Officer declared a tie.

A second set of ballots were distributed to Directors and the vote was conducted. Following the second counting of ballots, the Corporate Officer declared Director Flynn as Board Vice Chair for 2024/2025.

2024-1102

Moved By Director Oszust

Seconded By Alternate Director Stapenhurst

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

CARRIED

3.3 Chair's Remarks

Chair Melnychuk expressed gratitude for Vice Chair Flynn's nomination and the reflective consideration for the transfer of leadership control. The new Board Chair spoke about her leadership style and that she focuses on inclusivity, transparent and regular communication and communication on a collaborative sense. Chair stated she would be prioritizing more conversations with each Board member in the future and thinking about how the Board needs to share responsibility. Chair thanked each member of the Board for extending their trust to her. To the public and staff Chair has the health of the organization as well as the whole region (Columbia and Shuswap) in mind and she wants to help lead a Board that collectively have a positive fact to the local regional government.

4. Adoption of Agenda

2024-1103

Moved By Director Oszust

Seconded By Director Flynn

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

Discussion on the motion:

Vice Chair Flynn requested to introduce the change of an Alternate Director for the City of Salmon Arm. Added under announcements as item 6.2.

Director Simpson requested a discussion regarding post-wildfire funding arrangement that was announced for Lytton and Jasper. Added under Business General as item 9.11.

CARRIED

Director Anderson took this time to indicate that pursuant to Part 5 Section 71 of CSRD Procedure Bylaw it is her intention to bring forward an item to the December 13, 2024 CSRD Regular Board meeting and to submit a resolution for the District of Sicamous to administer and operate the Sicamous arena pursuant to a contract with the Columbia Shuswap Regional District. Director Anderson said she would share the necessary information would with the General Manager, Corporate Services so that the item may be brought to the December meeting.

5. Meeting Minutes

5.1 Adoption of Minutes

2024-1104

Moved By Director Simpson

Seconded By Director Martin

THAT: the minutes attached to the Regular Board meeting agenda be adopted.

CARRIED

5.2 Business Arising from the Minutes

None.

6. Announcements

6.1 New Staff

Crystal Gauer, Wildfire Mitigation Specialist

6.2 New Alternate Director

Sylvia Lindgren, City of Salmon Arm, Councillor

City of Salmon Arm Councillors Kevin Flynn and Tim Lavery were both reappointed to the CSRD Board and Councillor Sylvia Lindgren was newly appointed as the Alternate Director for Kevin Flynn.

7. Correspondence

7.1 For Information

2024-1105

Moved By Director Lavery

Seconded By Director Cathcart

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

CARRIED

7.1.1 Union of British Columbia Municipalities (August 23, 2024)

Canada Community Building Fund - First Community Works Fund payment notice.

Discussion:

Director Trumbley was looking for information from staff to find a way for rural directors to access gas tax funds for non-profits.

CAO noted that the new Community Works Fund rules have implemented restrictions for funding third parties. He noted that this is a discussion that is taking place all over the province, fully recognizing how rural communities would be impacted. The Recreation Master Plan review would provide a better understanding of these third party facilities.

Director Martin asked to have this topic added to the Electoral Area Directors' Committee as a late agenda item.

CAO suggested the topic be forwarded to the Electoral Area Directors Forum in February 2025 and 2025 SILGA Convention in April, to discuss concerns with rural directors in BC.

7.1.2 Ministry of Water, Land and Resource Stewardship (October 24, 2024)

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

7.1.3 Ministry of Emergency Management and Climate Readiness (October 25, 2024)

Union of British Columbia Municipalities meeting follow up letter from the Deputy Minister.

7.1.4 Fraser Valley Regional District (November 7, 2024)

Letter requesting a governance review be initiated by the Union of BC Municipalities.

2024-1106

Moved By Director Martin

Seconded By Director Simpson

THAT: the Board support a letter of support requesting a governance review be initiated by UBCM.

CARRIED

7.1.5 Notice of Cancellation for a Community Charter Section 57 Notice on Title

In accordance with [Section 58 of the Community Charter](#), the Corporate Officer received a report from the Chief Building Official that the condition that gave rise to the filing of the [notice under section 57](#) has been rectified and a cancellation notice will be sent to the registrar of land titles to cancel the note against the property at 7517 Castle Heights, Anglemont, BC, Electoral Area F.

7.1.6 Skwlāx te Secwepemcúlecw (November 18, 2024)

Thank you letter sent to Kukpi7 Tomma and Council.

7.2 Action Requested

7.2.1 Shuswap Economic Development Society (SEDS)

Letter of support request for SEDS grant funding application to Connecting Communities BC Program.

2024-1107

Moved By Director Simpson

Seconded By Director Gibbons

THAT: the Board approve the draft letter supporting Shuswap Economic Development Society's grant application through Connecting Communities BC.

CARRIED

8. Committee Reports and Updates

8.1 For Information

2024-1108

Moved By Director Martin

Seconded By Director Cathcart

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

CARRIED

8.1.1 Municipal Finance Authority of BC Report (May 2024 to September 2024)

8.1.2 Thompson Regional Committee Meeting Summary (September 10, 2024)

8.1.4 Thompson Regional Committee Meeting Summary (November 12, 2024)

8.1.3 Committee of the Whole Meeting Minutes (October 16, 2024)

8.2 Action Requested

None.

9. Business General

9.1 Chief Administrative Officer Report

2024-1109

Moved By Director Gibbons

Seconded By Director Oszust

THAT: the Board receive the CAO report for information.

Discussion on the motion:

Directors Simpson and Gibbons voiced concerns about the extensive participation and potential hidden costs (staff time) with relation to the rail trail project.

The CAO noted that dedicated staff working on the rail trail project have their time tracked, however, the CAOs salary did not have a specific allocation of time identified for the project. He noted that there were front end costs to establish the rail trail have been intensive; however, once the trail was operational the costs would lessen overtime. If the Board wished, the CAO stated he would be willing to track his time spent on rail trail and provide formal reporting to the Board.

Director Gibbons inquired about the completion of the Eagle Bay Community Park as he did not see it on the CAO the report.

The CAO said he would be in contact with the Area Director and the community regarding the status of the park soon.

Director Lavery stated the rail trail has always been a legacy project and although there has been a focus on cost, there should also be equal attention given to the return that will be seen once the trail has been built. He supports the project and staff involvement.

CARRIED

9.2 Response to Legal Letter from Yankee Flats and Salmon River Roads Residents, Electoral Area D, re: Spa Hills Composting Facility and Request for Compost Facility Comprehensive Bylaw in the CSRD

Report from Marty Herbert, Manager, Building and Bylaw Services, dated, November 5, 2024. Compost zoning bylaws in the CSRD.

2024-1110

Moved By Director Trumbley

Seconded By Director Cathcart

THAT: the Board receive this report for information.

Discussion on the motion:

Director Trumbley thanked staff for the work on the complex issue and for bringing able to bring forward the subject into an open meeting. He understood that the local business provides an important service; however, also recognized that a sizable number of residents were negatively impacted by the business operation.

CARRIED

9.3 2024 Community Emergency Preparedness Fund Grant Application

Report from Sean Coubrough, Manager, Protective Services (Regional Fire Chief), dated November 7, 2024. A grant application for fire department equipment.

2024-1111

Moved By Director Simpson

Seconded By Director Gibbons

THAT: The Board empower the authorized signatories to submit an application to the 2024 Community Emergency Preparedness Fund for Volunteer and Composite Fire Departments Equipment and Training grant for up to \$520,000 for firefighting equipment for the CSRDs thirteen fire departments.

CARRIED

9.4 Household Hazardous Waste Collection Contract Award

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 6, 2024. A report seeking Board authorization for awarding the Household Hazardous Waste Collection contract.

2024-1112

Moved By Director Cathcart

Seconded By Director Gibbons

THAT: the Board endorse the authorized signatories to enter into an agreement, for servicing the CSRSD's Hazardous Waste Depots, with GFL

Environmental Services Inc. for a three-year term, including the two, one-year options to renew, in the amount of approximately \$750,000 plus applicable taxes and annual CPI adjustments over the term of the agreement.

CARRIED

9.5 CSRD Waterworks Rates and Regulation Bylaw Update

Verbal update from Ben Van Nostrand, General Manager, Environmental and Utility Services.

Discussion:

GM Environmental and Utility Services and the General Manager, Financial Services worked with Electoral Area Directors to spread out the financial cost calculations between 8 and 10 years and will bring the report and bylaw to the December 13, 2024 Regular Board meeting.

Directors expressed their thanks to staff for their willingness to have discussions with Directors to produce a rates bylaw with reduced tax increases for residents.

9.6 2024 Policy Review

At the [October 16, 2024 Committee of the Whole Meeting](#) staff requested the Committee's support to bring forward "No Update" and "Rescind" policies to the Board at the November Regular Board meeting.

2024-1113

Moved By Director Flynn

Seconded By Alternate Director Stapenhurst

THAT: the following policies be rescinded and removed from the Policy Manual:

- 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

this 21st day of November, 2024.

CARRIED

2024-1114

Moved By Director Flynn

Seconded By Alternate Director Stapenhurst

THAT: the following policies be approved to remain in the Policy Manual:

- 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-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-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

this 21st day of November, 2024.

CARRIED

9.7 Electoral Area D: Falkland and Glenemma Transfer Station Snow Removal Contract Award

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 8, 2024. Seeking Board authorization to award the Snow Removal Contract for the Falkland and Glenemma Transfer Stations.

2024-1115

Moved By Director Trumbley
Seconded By Director Flynn

THAT: the Board endorse the authorized signatories to enter into an agreement, for snow removal at the Falkland and Glenemma transfer stations, Westside Property Maintenance Ltd., for a three-year term, including the two, one-year options to renew, in the amount of approximately \$75,000 plus applicable taxes and annual CPI adjustments over the term of the agreement.

CARRIED

2024-1116

Moved By Director Trumbley
Seconded By Director Flynn

THAT: the Board endorse the authorized signatories to enter into a Municipal Insurance Association of British Columbia Service Provider Agreement between the Columbia Shuswap Regional District and Westside Property Maintenance Ltd., dated November 21, 2024.

CARRIED

9.8 2025 Committee Appointments and Recommendations

Directors submitted expressions of interest to sit on these Committees and/or Boards. The attached list is the summary of the responses.

2024-1117

Moved By Director Gibbons

Seconded By Director Simpson

THAT: the 2025 Committee Appointments and Recommendations attached to the November 21, 2024 Regular Board agenda be approved.

CARRIED

9.9 2025 Board and Committee Calendar

Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated November 19, 2024.

2024-1118

Moved By Director Oszust

Seconded By Director Trumbley

THAT: the 2025 Board and Committee Calendar be approved, this 21st day of November, 2024.

CARRIED

9.10 UBCM Community to Community Leadership Forum

Report from John MacLean, CAO, dated November 13, 2024.

A Board report asking for support for a Community to Community Leadership Forum with the Secwepemc First Nations.

2024-1119

Moved By Director Martin

Seconded By Director Simpson

THAT: the Board support submitting a funding application to UBCM in the amount of \$10,000 for a Community to Community Leadership Forum between the Board of the CSRD and the Secwepemc Bands consisting of Adams Lake Indian Band, Neskonlith Indian band, Skwlāx te Secwepemcúlecw, Splotsin and Shuswap Band.

CARRIED

9.11 Funding for Wildfire Funding

Request from Director Simpson regarding funding from Jasper and Lytton.

Discussion:

Director Simpson noted that the government had found ways to provide funds to wildfire ravaged areas of Lytton and Jasper and he requested staff time to research these funding streams for the impacted areas of the in the Shuswap. CAO thanked Director Simpson for providing the news released and confirmed that staff would review the funding proposals and for a potential fit for the North Shuswap and would provide a report though the Shuswap Emergency Program Committee.

10. Business By Area**10.1 Electoral Area B & Revelstoke: EOF Application – Revelstoke/Area B – Community Economic Development Initiatives**

Report from Jodi Pierce, General Manager, Financial Services, dated November 7, 2024. Funding requests for consideration.

2024-1120

Moved By Director Brooks-Hill

Seconded By Alternate Director Stapenhurst

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

\$12,500 to the City of Revelstoke to support the Government of BC's Rural Economic Development & Infrastructure Program (REDIP) grant for investment attraction that includes a land use Feasibility Study for the Westside Lands, which are subject to Section 17 of the BC Land Act.

CARRIED

10.2 Electoral Areas A and E: Grant-in-Aids

Report from Jodi Pierce, General Manager, Financial Services, dated November 8, 2024. Funding requests for consideration.

2024-1121

Moved By Director Martin

Seconded By Director Cathcart

THAT: the Board approve the following allocations from the 2024 Electoral Area Grant-in-Aids:

Area A

\$1390 Golden Kicking Horse Alpine Team (coaching)

Area E

\$14,000 Eagle Valley Community Support Society (social and crisis supports)

CARRIED

11. Administration Bylaws**11.1 Electoral Area G: Sorrento Waterworks Local Service Area Amendment Bylaw No. 5888, 2024**

Report from Tim Perepolkin, Manager Utility Services, dated November 6, 2024. Addition of one property to the Sorrento Water System.

2024-1122

Moved By Director Gibbons

Seconded By Director Simpson

THAT: Sorrento Waterworks Local Service Area Amendment Bylaw No. 5888, 2024 be read a first, second, and third time, this 21st day of November, 2024.

CARRIED

12. Delegations & Guest Speakers

None.

13. Public Question & Answer Period

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

There were not questions from the public.

14. CLOSED (In Camera)

Late Agenda - removed section (g) and added section (f).

2024-1123

Moved By Director Gibbons

Seconded By Director Oszust

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

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

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

CARRIED

The Board moved to the Closed session at 10:50 AM and the Regular Open Meeting Resumed at 12:33 PM.

Municipal Directors Flynn, Lavery, Anderson, Oszust and Alternate Director Stapenhurst left the meeting at this time.

15. Development Services Business General

None.

16. ALR Applications

None.

17. Development Services Business by Area

17.1 Electoral Area C : Development Variance Permit No. 701-139

Report from Hayley Johnson, Planner I, dated October 28, 2024.
4183 Galligan Road, Eagle Bay

2024-1124

Moved By Director Gibbons

Seconded By Director Simpson

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 701-139 for Lot A Sections 4, 5, 8, and 9 Township 23 Range 9 West of the 6th Meridian Kamloops Division Yale District Plan 11743, varying the South Shuswap Zoning Bylaw No. 701, as amended, as follows:

1. Section 7.2.4 the maximum height be increased from 11.5 m to 16.7 m only for the proposed single detached dwelling
2. Section 7.2.7 the maximum floor area, gross be increased from 250 m² to 256 m² only for the proposed accessory building

Be approved this 21st day of November 2024.

Discussion on the motion:

Director Gibbons suggested staff review future approval efficiencies with the delegation of this type of permit to senior staff for approval and he would like a discussion about this to be brought forward to a future Electoral Area Directors Committee meeting.

CARRIED

18. Planning Bylaws

18.1 Electoral Area B: Electoral Area B Official Community Plan Amendment Bylaw No. 850-18 and Electoral Area B Zoning Amendment Bylaw No. 851-25

Report from Christine LeFloch, Planner III , dated October 31, 2024.
20 Hwy 31, Galena Bay

2024-1125

Moved By Director Brooks-Hill

Seconded By Director Gibbons

THAT: “Electoral Area B Official Community Plan Amendment Bylaw No. 850-18” be read a third time, this 21st day of November, 2024.

CARRIED

2024-1126

Moved By Director Brooks-Hill

Seconded By Director Gibbons

THAT: “Electoral Area B Zoning Amendment Bylaw No. 851-25” be read a third time, this 21st day of November, 2024.

CARRIED

18.2 Electoral Area B: Electoral Area B Official Community Plan Amendment Bylaw No. 850-21 and Electoral Area B Zoning Amendment Bylaw No. 851-32

Report from Christine LeFloch, Planner III, dated October 24, 2024.
Fish River Road, Beaton

2024-1127

Moved By Director Brooks-Hill

Seconded By Director Cathcart

THAT: “Electoral Area B Official Community Plan Amendment Bylaw No. 850-21” be read a third time, this 21st day of November, 2024.

CARRIED

2024-1128

Moved By Director Brooks-Hill

Seconded By Director Cathcart

THAT: “Electoral Area B Zoning Amendment Bylaw No. 851-32” be read a third time, this 21st day of November, 2024.

CARRIED

2024-1129

Moved By Director Brooks-Hill

Seconded By Director Cathcart

THAT: “Electoral Area B Official Community Plan Amendment Bylaw No. 850-21” be adopted, this 21st day of November, 2024.

CARRIED

2024-1130

Moved By Director Brooks-Hill

Seconded By Director Cathcart

THAT: “Electoral Area B Zoning Amendment Bylaw No. 851-32” be adopted, this 21st day of November, 2024.

CARRIED

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

Report from Christine LeFloch, Planner III, dated October 29, 2024.
6169 Armstrong Road, Wild Rose Bay

2024-1131

Moved By Director Gibbons

Seconded By Director Simpson

THAT: Pursuant to Section 477 of the Local Government Act, the Board has considered “Electoral Area C Official Community Plan Amendment Bylaw No. 725-25” in conjunction with the Columbia Shuswap Regional District’s Financial Plan and Waste Management Plan.

CARRIED

2024-1132

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Electoral Area C Official Community Plan Amendment Bylaw No. 725-25” be read a second time, as amended this 21st day of November, 2024.

CARRIED

2024-1133

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “South Shuswap Zoning Amendment Bylaw No. 701-107” be read a second time as amended, this 21st day of November, 2024.

CARRIED

2024-1134

Moved By Director Gibbons

Seconded By Director Simpson

THAT: a public hearing to hear representations regarding “Electoral Area C Official Community Plan Amendment Bylaw No. 725-25” and “South Shuswap Zoning Amendment Bylaw No. 701-107” be held in the Board Room at the CSRD Office;

AND THAT: notice of the public hearing be given by staff of the Regional District on behalf of the Board in accordance with Section 466 of the Local Government Act;

AND FURTHER THAT: the holding of the public hearing be delegated to Director Marty Gibbons, as Director of Electoral Area C being that in which the land concerned is located, or Alternate Director Margaret McCormick, if Director Gibbons is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

CARRIED

18.4 Electoral Area D, E, F: Anglemont Zoning Bylaw No. 650, Electoral Area E Zoning Bylaw No. 841, and Rancho/Deep Creek Zoning Bylaw No. 751 Policy Resolution and Proposed Bylaw Amendments

Report from Christine LeFloch, Planner III, dated November 1, 2024.
Policy Resolution and Proposed Bylaw Amendments

2024-1135

Moved By Director Simpson

Seconded By Director Trumbley

THAT: the Board endorse a policy resolution to not enforce Sections 5.4.2(g), 5.4.2(h), 5.5.2(h), 5.5.2(i), 5.6.2(h), 5.6.2(i), 5.7.2(h), 5.7.2(i), 5.8.2(h), 5.8.2(i) of Anglemont Zoning Bylaw No. 650, Section 4.10.4(i) of Rancho/Deep Creek Zoning Bylaw No. 751, and Section 4.13.4(j) of Electoral Area E Zoning Bylaw No. 841;

AND THAT: the Board direct staff to initiate amendments to remove the above noted sections from Anglemont Zoning Bylaw No. 650, Rancho/Deep Creek Zoning Bylaw No. 751, and Electoral Area E Zoning Bylaw No. 841.

CARRIED

19. Release of Closed Session Resolutions

Electoral Area F: Acquisition of Land for the Scotch Creek/Lee Creek Fire Hall

THAT: the Board approve the purchase of new land to build the Scotch Creek/Lee Creek Fire Hall to a maximum of \$400,000.

20. Next Board Meeting

Friday, December 13, 2024 at 9:30 AM.

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Note: Not the third Thursday of the month

21. Adjournment

2024-1136

Moved By Director Gibbons

Seconded By Director Brooks-Hill

THAT: the Regular Board meeting be adjourned.

CARRIED

12:50 PM.

CORPORATE OFFICER

CHAIR



REGIONAL DISTRICT NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG

CITY OF ENDERBY

DISTRICT OF COLDSTREAM

VILLAGE OF LUMBY

CITY OF VERNON

TOWNSHIP OF SPALLUMCHEEN

ELECTORAL AREAS:

"B" – SWAN LAKE

"C" – BX DISTRICT

"D" – LUMBY (RURAL)

"E" – CHERRYVILLE

"F" – ENDERBY (RURAL)

OFFICE OF: CORPORATE SERVICES

OUR FILE No.: 0410.20.09

November 29, 2024

Erik Lachmuth
 District Manager, Transportation
 Okanagan Shuswap District - Ministry of Transportation
 300 – 1358 St Paul St
 Kelowna BC, V2Y 2E1

Dear Mr. Lachmuth:

Re: Safety Concerns Baird Hill (Intersection of Hwy 97 and Hwy 97B)

As the Director for Electoral Area 'F' of the Regional District of North Okanagan representing Rural Enderby, I have received several concerns regarding the safety of the Hwy 97 and Hwy 97B intersection particularly considering the recent changes implemented because of the Bruhn Bridge construction. As the Bruhn Bridge project is anticipated to proceed for some time and the significance of the risks associated with the current infrastructure, I urge the Province to consider improvements to this intersection including:

1. Lengthen the merge lane for traffic turning southbound on Hwy 97 – there appears to be sufficient space to accommodate a longer acceleration lane;
2. Lengthen the turning lane for traffic turning northbound on Hwy 97B – again there appears to be adequate room for a longer turning lane to accommodate more vehicles and;
3. Improve the signage and markings / delineations for the new left hand turn lane on Hwy 97B onto Hwy 97. The creation of this lane in conjunction with the elimination of the previous passing lane for northbound traffic on Hwy 97B has the potential to create significant confusion without adequate signage.

The RDNO supports improvements in infrastructure such as the Bruhn Bridge project but want to ensure that they are appropriately supported with measure to ensure the continued safety of residents and visitors to the North Okanagan.

Yours truly,

Allysa Hopkins
 Director, Electoral Area 'F' Regional District of North Okanagan
 /dbs



SILGA Community Excellence Awards

Are you proud of your community or regional area's accomplishments? Would you like it to be recognized at our convention and more broadly through social media and the news?

To promote the environmental, social, and economic well being of our member communities and to share ideas and best practices throughout the SILGA area, we have created awards to showcase a community in each of these categories.

To nominate your local government, please provide a letter describing a fantastic project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during our AGM. If your community or area has excelled in any of the following categories, let us know:

- **Environmental Sustainability**
- **Social Responsibility**
- **Economic Development**

The Rules:

Nominations must come in the form of a letter to the SILGA General Manager. We request that you be prepared to provide good quality pictures of the projects or event. Nomination Letters must be received by February 1st, 2025. A high quality logo from the local government also needs to be provided.

1. Letters must clearly state which award the nomination is for.
2. Nominations should be one page in length and should succinctly describe the project and itemize the beneficial outcomes. This information should be in the third person. For the video, please provide 300 words written in the third person describing the scope of the project, the outcomes and the parties involved. SILGA wants to share best practices in our region with the hope that every local government can learn from the winning submissions. In that regard, please provide contact information for the key individual(s) who worked on the projects/events.
3. These awards are for local governments, not individuals. Recipients must be SILGA members in good standing.
4. Nomination letters can come from anyone representing a local government, and there is no limit on the number of nominations per community. An official resolution is not required.
5. Submissions from previous years may be reused.

What you get if your local government wins:

1. Your local government will be officially recognized at the upcoming AGM.
2. Your local government will receive a beautiful plaque to permanently display at your government office.
3. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire SILGA media network.

These awards are an opportunity for us to share best practices, to get others from local governments thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that our SILGA local governments continue to implement remarkable, unique projects that make their communities a better place to live time and time again. We want to make sure we share our successes as much as possible, so others might benefit.

Script of around 300 words which succinctly describes the project. Story telling language why your project should win the award.

Please email your submission to the SILGA office at info@silga.ca

Good luck!



December 5, 2024

To: All SILGA Members

Call for Resolutions for 2025 Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Merritt between April 29th to May 2nd, 2025. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday, February 21, 2025 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2025 SILGA Convention, please forward by email your resolution to info@silga.ca. Any background information on the resolution would be helpful. Please be discerning when you submit a resolution as the volume of resolutions received becomes difficult to properly debate. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

- 1. If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.**
- 2. Please note it is the responsibility of the local government to follow up with the appropriate ministry on the recommendation from the resolution after it has been endorsed by both SILGA and UBCM.**
- 3. The earlier you can submit a resolution, the better. In the past over 50% of the resolutions are received less than three days prior to the deadline. SILGA has a very short deadline to get the resolutions to UBCM.**

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>



Resolutions not received by February 21, 2025 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

Late Resolutions

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.
- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater
General Manager, SILGA



December 5, 2024

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2025

As per the Constitution of the Southern Interior Local Government Association, the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2025/26 term. Elections will be held during the SILGA Convention from April 29th to May 2nd, 2025.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral



Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 28, 2025. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Past President Aimee Grice, Town of Oliver.

All those interested in serving are asked to contact Councillor Grice by email at agrice@oliver.ca or at the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Grice and the SILGA office (info@silga.ca).

Alison Slater
General Manager, SILGA



COLUMBIA SHUSWAP REGIONAL DISTRICT

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

December 4, 2024

Sent via email:

The Honourable David Eby, Premier of British Columbia

premier@gov.bc.ca

Minister of Water, Land, and Resource Stewardship and Minister Responsible for Fisheries

Honourable Randene Neill

WLRs.Minister@gov.bc.ca

Minister of Finance

Honourable Brenda Bailey

FIN.Minister@gov.bc.ca

Minister of Indigenous Relations and Reconciliation

Honourable Christine Boyle

IRR.Minister@gov.bc.ca

Dear Premier and Ministers:

Re: Sustainable Funding Support for Bringing the Salmon Home: The Columbia River Salmon Reintroduction Initiative

At the September 12, 2024 Regular Board Meeting, the Columbia Shuswap Regional District (CSRD) Board of Directors passed the following motion:

THAT: the Board support and send letters to BC Provincial and Federal governments requesting a funding commitment for the Bringing the Salmon Home Initiative.

The CSRD Board respectfully calls on your government to fulfill its commitment to provide sustainable core funding for Bringing the Salmon Home: The Columbia River Salmon Reintroduction Initiative before the current agreement runs out March 31, 2025.

Since 2019, this Initiative led by the Syilx Okanagan, Secwépemc, and Ktunaxa Nations has made significant progress towards returning salmon to the upper Columbia River. This collaboration is a model of success for Indigenous-led ecosystem stewardship and reconciliation.

The Columbia River, with nearly 40% of its length in Canada, is crucial for transboundary salmon reintroduction success, especially in this time of climate change. The US government recently committed \$1.2 billion USD over 20 years to Tribal-led salmon reintroduction on its end of the river. It is time for Canada and the province of BC to contribute their share here.

ELECTORAL AREAS

A GOLDEN-COLUMBIA

B REVELSTOKE-COLUMBIA

C EAGLE BAY-WHITE LAKE-TAPPEN

D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA

F NORTH SHUSWAP-SEYMOUR ARM

G BLIND BAY-SORRENTO-NOTCH HILL

MUNICIPALITIES

GOLDEN

REVELSTOKE

SALMON ARM

SICAMOUS

We call on the governments of BC and Canada to provide the Bringing the Salmon Home Initiative with sustaining core funding for the necessary Indigenous-led reintroduction work that will ensure adequate salmon stocks return to the Canadian portion of the Columbia River system. This will further ensure the Bringing the Salmon Home Initiative's mandate for ongoing Indigenous-led salmon reintroduction is reinforced under modernized Columbia River Treaty commitments and will ensure work in parallel with US Tribal-led salmon reintroduction programs.

A phased core funding model is proposed, starting with a transitional three-year minimum commitment of \$1 million per year each from Canada and BC to enable the Initiative to continue to evolve and build capacity as a sustainable fully Indigenous-led organization.

This is linked to the three Nations' proposal made to the BC and federal governments to negotiate a minimum 20-year agreement with a target of \$50 million in annual core funding for the first ten years. Supporting the Bringing the Salmon Home Initiative aligns with Canada's United Nations Declaration on the Rights of Indigenous People's (UNDRIP) commitments and 2030 Nature Strategy, and BC's UNDRIP Act and Watershed Security Strategy.

Your government's investment in this Initiative will provide improved food security, social, cultural, and economic benefits, benefiting the entire Pacific salmon ecosystem and communities.

We look forward to receiving your immediate response and specific commitment to providing the sustainable core funding the Bringing the Salmon Home Initiative requires for long-term success.

Yours truly,

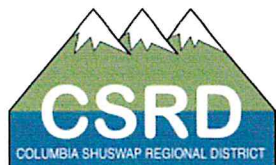
COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:



Natalya Melnychuk
Board Chair

cc: admin@columbiariversalmon.ca



COLUMBIA SHUSWAP REGIONAL DISTRICT

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

November 21, 2024

Sent by email: ConnectingCommunitiesBC@gov.bc.ca
 Connecting Communities BC CITZ:EX

Dear Sir/Madame:

Re: RFI CCBC-020038-5 for Shuswap Economic Development Society (SEDS) Broadband Network Shuswap Economic Development Society Grant Application – Letter of Support

Please accept this letter of support from the Columbia Shuswap Regional District (CSRD). We are writing this letter to once again show our support of the Shuswap Economic Development Society (SEDS) funding application to the Connecting Communities BC Program to provide high-speed broadband internet access to the underserved areas and households that have been identified in the SEDS service areas within the CSRD.

Efficient and effective internet connectivity will help people and businesses connect to healthcare, education, e-commerce, and remote work opportunities. Improving broadband internet access will help rural community's viability and growth potential. We agree that access to high-speed broadband services supports economic and social development to underserved communities.

SEDS is forming the Shuswap Regional Broadband Cooperative which will provide the opportunity for many community members, Indigenous communities, businesses, and other community stakeholders to be a part of the solution. The return on investment will stay in the areas served.

Connectivity became extremely important during the wildfires of 2023 when communication was extremely crucial. It is important to improve the communities and government to be able to communicate, coordinate, respond and recover from emergency events. This is a great benefit to those communities and Regional Districts (Thompson Nicola and North Okanagan), neighboring CSRD communities who are jointly affected by emergencies and rely on communication in connecting remote areas.

The CSRD recognizes the need for better broadband internet access and supports the funding application for the British Columbia Connecting Communities grant to improve internet connectivity and to invest in the future of our communities.

Yours truly,
COLUMBIA SHUSWAP REGIONAL DISTRICT
 Per:

Natalya Melnychuk
 Board Chair

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

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

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

MUNICIPALITIES

GOLDEN
 REVELSTOKE
 SALMON ARM
 SICAMOUS



COLUMBIA SHUSWAP REGIONAL DISTRICT

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

December 13, 2024

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

Honourable Randene Neill
 Minister of Water, Land and Resource Stewardship
 PO Box 9012 Stn Prov. Govt.
 Victoria, BC V8M 9L6

Dear Minister:

Re: Letter of Support for District of Sicamous' Application - Royal Canadian Marine Search and Rescue Boat House

The Columbia Shuswap Regional District (CSRD) Board of Directors acknowledges the crucial role that Royal Canadian Marine Search and Rescue (RCMSAR) plays in the District of Sicamous and the surrounding area. In support of the District of Sicamous' recent Section 11 application to the Province for the establishment of a new Boat House as the operational base for RCMSAR, the CSRD Board is fully supportive of this initiative due to its significant public safety benefits.

Investing in local emergency services enhances the capabilities and resources of local emergency responders. Key aspects of RCMSAR include its commitment to community-based marine safety including marine search and rescue, and emergency prevention through initiatives such as education and pleasure craft safety checks. The proposed Boat House will substantially enhance the community's safety and resilience by enabling a more efficient and thorough response to emergencies.

The tragic incident involving a transport truck on the Bruhn Bridge in Sicamous on August 24, 2024, highlights the essential role of RCMSAR. Through the multi-agency response coordination, this event sadly served as a poignant reminder of the indispensable role that marine rescue plays in ensuring public safety.

The ongoing construction of the new Bruhn Bridge will increase public safety risks over the next three to four years, necessitating immediate local assistance from RCMSAR in the event of an emergency.

The CSRD Board believes that establishing a new Boat House as the base of operations for RCMSAR in Sicamous is a vital initiative that aligns with the District of Sicamous' commitment to public safety. The potential impact on the region is significant, and we are fully supportive of the application to ensure its success.

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

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

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

MUNICIPALITIES

GOLDEN
 REVELSTOKE
 SALMON ARM
 SICAMOUS

Yours truly,
COLUMBIA SHUSWAP REGIONAL DISTRICT
Per:

Natalya Melnychuk
Board Chair

cc: District of Sicamous
Royal Canadian Marine Search and Rescue



c/o Fraser Basin Council
200A – 1383 McGill Road
Kamloops, BC V2C 6K7
250.314.9660
www.shuswapwater.ca



MEDIA RELEASE

1 December 2024

Shuswap Watershed Council opens Water Quality Grant Program for applications

The Shuswap Watershed Council (SWC) is inviting another round of applications to its Water Quality Grant Program, beginning December 1st.

“One of our objectives as a watershed council is to protect and maintain water quality in Shuswap and Mara Lakes,” explains Erin Vieira, program manager for the SWC. “We’re looking to partner with and support Shuswap-area farms to introduce new nutrient management strategies and improve soil health.”

Vieira says the grant program has a particular focus on reducing nutrient inputs from the landscape to rivers and lakes. That’s because excessive amounts of nutrients, especially phosphorus, contribute to algal blooms which reduce the quality of water for drinking and recreation, and may become toxic to people, pets and livestock.

“Water quality monitoring and research have shown us that agricultural and settled lands in the Salmon River valley and Shuswap River valley are significant contributors of nutrients to the lakes,” Vieira says. “Therefore, our grant program is geared toward helping farms in those areas undertake projects or implement new practices to improve nutrient management and soil health.”

By doing so, nutrients such as phosphorus will be retained on the landscape and continuously cycle in the soil, being used by crops and vegetation – not washing off into nearby creeks and rivers through rain, snowmelt, or erosion. It’s a win-win for farms and for water quality.

Up to \$45,000 is available in the current intake. Farmers, agri-businesses, First Nations governments, indigenous organizations, hobby farmers, wineries, nurseries, landowners, and stewardship groups within the Shuswap watershed are invited to apply. Applicants are required to contribute at least 50% of the total project cost in cash and/or in-kind contributions. Funding will be distributed to successful applicants in early 2025.

Since 2020 the SWC has provided 18 grants to Shuswap-area farms and stewardship groups for projects that protect water quality such as riparian planting and restoration, riverbank stabilization, wetland restoration, livestock fencing, manure and effluent storage, cover cropping, irrigation efficiency, fertigation, and no-till agriculture.



More information about the grant program and an application package is available at www.shuswapwater.ca. The application period is open from December 1st 2024 – January 31st 2025.

-30-

About: The Shuswap Watershed Council is a watershed-based partnership organization that works on water quality and safe recreation in the Shuswap.

Contact: For more information, please contact Erin Vieira or Alex de Chantal c/o the Fraser Basin Council in Kamloops at 250 314-9660 and visit www.shuswapwater.ca.



BOARD REPORT

TO: Chair and Directors

SUBJECT: Fire Services Asset Disposal

DESCRIPTION: Report from Tom Hansen, Emergency Program Coordinator, Community and Protective Services, November 28, 2024. Disposal of fire apparatus.

RECOMMENDATION: THAT: the Board receive this report for information.
Corporate Vote Unweighted Majority

SUMMARY:

The Columbia Shuswap Regional Districts (CSR D) Regional Fire Services has two early 1990s pumper trucks that have been removed from service and are no longer suitable for training or operations. As a result, staff are notifying the Board of the plan to dispose of the surplus equipment as per Asset Disposal Policy A-24. The revenues from the sale will be put towards the CSR D Regional Fire Services budget.

BACKGROUND:

The 1991 Ford F800 pumper truck was originally purchased for \$135,764 and has an estimated fair market value of \$2,500. The condition of the pump on this unit is unknown. The CSR D plans to sell this unit to a community group in the Southeast end of Adams Lake of CSR D Electoral Area F that is in the process of forming a non-profit society to increase their community wildfire preparedness and resiliency.

The 1990 GMC Top Kick pumper truck was originally purchased for \$110,077 and has an estimated fair market value of \$2,500. The pump is cracked on this unit. The CSR D plans to advertise this unit on public sale platforms to maximize the financial return from the sale.

Both units were previously downgraded to firefighter driver training only. In 2022 they were removed from service when no longer suitable for training or operations.

These assets have been completely amortized.

POLICY:

As per [Policy A-24 Disposal of Assets](#), the Board needs to be informed of the intent to dispose of assets that have a historical cost in excess of \$100,000 and approve the disposal of the asset.

FINANCIAL:

It is estimated that the sale of the two pumper trucks will amount to \$5,000.00 Canadian dollars in revenue. Proceeds from the sale will be directed to the CSR D Regional Fire Services budget.

KEY ISSUES/CONCEPTS:

N/A

IMPLEMENTATION:

After the Board has been informed of the disposal, staff will dispose of the two pumper trucks as previously described in this report.

COMMUNICATIONS:

Staff will reach out through several different means, including contacting local non-profit community groups that may be interested in the remaining truck, and posting to public sale platforms, to maximize the financial return on the sale.

DESIRED OUTCOMES:

That the Board receive this report as information only.

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_CPS_Fire_Services_Asset_Disposal.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

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



Sean Coubrough



Derek Sutherland



Jodi Pierce



Jennifer Sham

A handwritten signature in black ink, appearing to read 'John MacLean', with a long horizontal stroke extending to the right.

John MacLean



BOARD REPORT

TO: Chair and Directors

SUBJECT: Recycle BC Master Services Agreement Renewal

DESCRIPTION: Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 25, 2024. An update for the Board regarding new depot collection revenue rates.

RECOMMENDATION: THAT: the Board approve the authorized signatories to renew the Master Services Agreement with Recycle BC to extend the terms in the Statements of Work to December 31, 2029.

Corporate Vote Weighted

SUMMARY:

Recycle BC is a not-for-profit organization responsible for residential packaging and paper product recycling throughout British Columbia, servicing over two million households or over 99% of BC through curbside, multi-family and/or depot collection services, required by the BC Recycling Regulation to recover residential packaging and printed paper (PPP). The purpose of this report is to share with the Board information related to the new rates outlined in the Master Services Agreement extension with Recycle BC beginning in 2025 (see attached).

BACKGROUND:

The CSR D has operated a recycling collection program (depot program) throughout the CSR D at existing transfer stations, landfills, bottle depots and community locations. Prior to the Province of British Columbia introducing a stewardship program for PPP, the CSR D was responsible for all costs associated with the hauling, processing and managing of PPP. The depot network was not staffed, and many sites did not have restrictions to hours of operation, resulting in high contamination levels.

When the provincial government added PPP to the Recycling Regulation in 2011, the CSR D entered into an agreement with Recycle BC to manage the PPP depot collection network in 2014, with the service starting on January 1, 2015. The agreement required the CSR D to staff and secure depots, as well as move to a multi-stream collection program whereby materials are separated into specific categories at the depot sites. In return, the CSR D is compensated based on the annual tonnage for each category of material collected and was no longer responsible for costs associated with hauling and processing.

Recycle BC's compensation has been used to offset the costs associated with operating the CSR D's depot collection network, namely the costs to staff and administer the program. The CSR D, along with other regional districts operating similar depot collection programs, have long argued that the compensation rates did not cover the actual costs to administer the depot collection program, and therefore local governments were in effect subsidizing a Provincial Stewardship Program, which is not adhering to the intent of the Recycling Regulation.

However, in preparation for renewing Master Service Agreement, Recycle BC, to their credit, worked with CSR D staff, along with other local governments, to examine existing rates and develop new rates moving forward. Based on the information provided in the agreement extension negotiations, staff are

happy to share that the program will see a significant increase in funding beginning in 2025 (see attached).

POLICY:

N/A

FINANCIAL:

Staff are pleased to share the financial updates outlined in the Recycle BC Master Services Agreement extension offer. The new rates and a comparison with existing rates are attached to this report. The savings will be used to increase funding for existing recycling programs, explore new recycling programs and lower the overall tax requisition for the Recycling (218) budget. Final determination of the decrease in the tax requisition will be presented during budget deliberations.

KEY ISSUES/CONCEPTS:

The updated Recycle BC Master Services Agreement will result in significant increases to funding for the CSRD's Depot Recycling program.

IMPLEMENTATION:

Staff will adjust the Recycling (218) budget to reflect the increased revenues.

COMMUNICATIONS:

Environmental and Utility Services staff will collaborate with the General Manager, Financial Services to incorporate the rate increases into the 2025-29 budget.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_EUS_New_Recycle_BC_Rates.docx
Attachments:	- RBC Increase Summary.pdf - Recycle BC-Master-Services-Agreement – Columbia Shuswap Regional District – 2025-01-01.pdf - Columbia Shuswap Regional District - Recycle BC-Depot SOW - 2025-01-01.pdf
Final Approval Date:	Dec 4, 2024

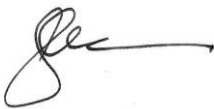
This report and all of its attachments were approved and signed as outlined below:



Jodi Pierce



Jennifer Sham



John MacLean

DEPOT	Annual Tonnage 2023	Old Rates (Total Revenue 2023)	New Rates (Total Revenue 2023)	Variance	% Increase
Sicamous Bottle Depot	88	\$19,709.27	\$53,493.93	\$33,784.66	271.42%
Sicamous LF	57	\$11,515.20	\$45,244.24	\$33,729.04	392.91%
Salmon Arm (Bills)	348	\$117,736.12	\$205,026.59	\$87,290.47	174.14%
Salmon Arm LF	275	\$49,102.71	\$110,332.50	\$61,229.78	224.70%
Revelstoke BD	136	\$28,538.80	\$61,829.39	\$33,290.59	216.65%
Revelstoke LF	58	\$10,256.49	\$47,112.47	\$36,855.98	459.34%
Golden BD	108	\$20,844.76	\$68,436.89	\$47,592.13	328.32%
Golden LF	62	\$11,185.56	\$52,704.17	\$41,518.61	471.18%
Sorrento	76	\$16,544.71	\$63,404.73	\$46,860.01	383.23%
Scotch Creek	148	\$29,825.99	\$61,708.92	\$31,882.92	206.90%
Skimikin	93	\$18,883.25	\$53,553.61	\$34,670.35	283.60%
Falkland	50	\$9,520.63	\$38,537.04	\$29,016.41	404.77%
Glenemma	28	\$5,979.14	\$22,431.69	\$16,452.55	375.17%
Malakwa	10	\$2,707.80	\$9,527.52	\$6,819.71	351.85%
Parson	5	\$1,238.77	\$4,239.70	\$3,000.93	342.25%
Trout lake	5	\$1,179.41	\$4,092.12	\$2,912.70	346.96%
Seymour Arm	9	\$2,112.43	\$7,642.14	\$5,529.71	361.77%
	GRAND TOTAL	\$356,881.05	\$909,317.60	\$552,436.55	

MASTER SERVICES AGREEMENT

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This Master Services Agreement (this “**Agreement**”) is entered into as of January 1, 2025 (“**Effective Date**”)

BETWEEN:

COLUMBIA SHUSWAP REGIONAL DISTRICT, having a place of business at 555 Harbourfront Drive, Salmon Arm, BC V1E 4P1 (“**Contractor**”),

AND:

MMBC RECYCLING INC., a not-for-profit company incorporated under the *Canada Not-for-profit Corporations Act*, carrying on business as Recycle BC (“**Recycle BC**”).

RECITALS:

- A. WHEREAS Recycle BC represents companies and organizations (“**Producers**”) that supply products in packaging and printed paper to residents of British Columbia obligated under the *Recycling Regulation* (the “**Regulation**”) under the *Environmental Management Act* (British Columbia);
- B. WHEREAS Recycle BC developed the Packaging and Printed Paper Stewardship Plan;
- C. WHEREAS the Packaging and Printed Paper Stewardship Plan was approved by the Director, Waste Management, Environmental Standards Branch, Ministry of Environment on April 15, 2013;
- D. WHEREAS Recycle BC is meeting Producers’ obligations under the Regulation by implementing the Packaging and Printed Paper Stewardship Plan, including through this Agreement; and
- E. WHEREAS Recycle BC wishes to receive, and Contractor wishes to provide, the services set out in this Agreement, and the parties wish to foster dialogue and a good business relationship in carrying out such services.

NOW THEREFORE, in consideration of the mutual covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Recycle BC and Contractor agree as follows:

SECTION 1. INTERPRETATION

1.1. Definitions. In this Agreement, the following terms will have the following meanings:

“**Affiliate**” means any entity controlled by, controlling, or under common control with a party.

“**Agreement**” has the meaning set out on the first page of this document.

“**Applicable Law**” means any domestic or foreign law, rule, statute, subordinate legislation, regulation, by-law, order, ordinance, protocol, code, guideline, treaty, policy, notice, direction or judicial, arbitral, administrative, ministerial or departmental judgment, award, decree, treaty, directive, or other requirement or guideline published or in force at any time during the Term which applies to or is otherwise intended to govern or regulate any person (including any party), property, transaction, activity, event or other matter, including any rule, order, judgment, directive or other requirement or guideline issued by any governmental or regulatory authority.

“**Business Continuity Plan**” has the meaning set out in Section 4.5.

“Business Day” means any day other than a Saturday, Sunday or statutory holiday in the Province of British Columbia.

“Change” has the meaning set out in Section 2.2.1.

“Change Proposal” has the meaning set out in Section 2.2.3.

“Change Response” has the meaning set out in Section 2.2.2.

“Change Request” has the meaning set out in Section 2.2.1.

“Confidential Information” means information of or relating to a party (the **“Disclosing Party”**) that has or will come into the possession or knowledge of the other party (the **“Receiving Party”**) whether such information is or has been conveyed verbally or in written or other tangible form, and whether such information is acquired directly or indirectly such as in the course of discussions or other investigations by the Receiving Party, that: (a) where Recycle BC is the Disclosing Party, is any information of Recycle BC or relating to its business or affairs including technical, financial and business information, ideas, concepts or know-how, Services performance and Services delivery reporting information, and the terms of this Agreement; and (B) where Contractor is the Disclosing Party, is limited to financial information of Contractor. However, Confidential Information does not include information that: (i) was already known to the Receiving Party, without obligation to keep it confidential, at the time of its receipt from the Disclosing Party; or (ii) is or becomes available to the public other than as a result of a breach hereof by the Receiving Party; provided that the foregoing exceptions will not apply with respect to any personal information that is subject to Privacy Laws.

“Contractor” has the meaning set out on the first page of this Agreement.

“Designated Post-Collection Facility” means the facility at which Contractor delivers Contractor-collected Inbound Material to the Designated Post-Collection Service Provider.

“Designated Post-Collection Service Provider” means the entity, designated by Recycle BC, to receive Contractor-collected Inbound Material.

“Dispute” has the meaning set out in Section 14.1.

“Effective Date” has the meaning set out on the first page of this Agreement.

“Fees” has the meaning set out in Section 5.1.

“Flexible Plastics” means material listed in the “Flexible Plastics” category of the Materials List.

“Foam Packaging” means material listed in the “Foam Packaging” category of the Materials List.

“Force Majeure” has the meaning set out in Section 15.3.

“Glass Bottles and Jars” means material listed in the “Glass Bottles and Jars” category of the Materials List.

“Inbound Material” has the meaning set out in Schedule 4.2.

“Intellectual Property Rights” means inventions, patents, copyrights, trademarks, industrial designs, integrated circuit topography rights, know-how, trade secrets, Confidential Information, and any other intellectual property rights whether registered or unregistered, and including rights in any application for any of the foregoing.

“Key Personnel” has the meaning set out in Section 6.2.

“Labour Disruption” has the meaning set out in Section 4.6.2.

“Materials List” means Recycle BC’s list of accepted materials which is incorporated herein by reference and available here: <https://recyclebc.ca/what-can-i-recycle/>.

“Mixed Containers” means material listed in the “Plastic Containers”, “Cartons and Paper Cups”, “Aluminum Containers” and “Steel Containers” categories of the Materials List.

“Other Service Providers” has the meaning set out in Section 11.2.

“Packaging and Printed Paper” or **“PPP”** means Paper and Cardboard, Mixed Containers, Glass Bottles and Jars, Flexible Plastics and Foam Packaging.

“Paper and Cardboard” means material listed in the “Paper” and “Paper Packaging and Cardboard” categories of the Materials List.

“Privacy Laws” has the meaning set out in Section 9.4.

“Recycle BC” has the meaning set out on the first page of this Agreement.

“Recycle BC Policies and Standards” has the meaning set out in Section 4.2.

“Regulation” has the meaning set out on the first page of this Agreement.

“Representatives” has the meaning set out in Section 9.1.

“Service Level Failure” has the meaning set out in Section 4.4.2.

“Service Level Failure Credit” has the meaning set out in Schedule 4.4.

“Service Levels” has the meaning set out in Section 4.4.1.

“Services” has the meaning set out in Section 2.1.

“Statement of Work” or **“SOW”** means any statement of work attached hereto or as may from time to time be issued hereunder.

“Term” has the meaning set out in Section 3.1.

“Withheld Taxes” has the meaning set out in Section 5.5.

“Work Product” means the deliverables to be created or provided to Recycle BC by Contractor pursuant to any Statement of Work and any data, records, and reports that have been prepared, created, written or recorded in performance of the Services, whether by Contractor, Recycle BC, or Contractor and Recycle BC together.

1.2. Interpretation.

1.2.1. The terms ‘including’ and ‘includes’ are not terms of limitation.

1.2.2. Any capitalized term used in this Agreement that is not defined herein will have the generally accepted industry or technical meaning given to such term.

- 1.2.3. In this Agreement, words importing the singular number will include the plural and vice versa, and words importing the use of any gender will include the masculine, feminine and neuter genders and the word “person” will include an individual, a trust, a partnership, a body corporate, an association or other incorporated or unincorporated organization or entity.
- 1.2.4. The headings in this Agreement are solely for convenience of reference and will not be used for purposes of interpreting or construing the provisions hereof.
- 1.2.5. Unless otherwise provided for herein, all monetary amounts referred to herein will refer to the lawful money of Canada.
- 1.2.6. When calculating the period of time within which or following which any act is to be done or step taken pursuant to this Agreement, the date which is the reference date in calculating such period will be excluded. If the last day of such period is not a Business Day, then the time period in question will end on the first Business Day following such non-Business Day.
- 1.2.7. Any references in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body, including any Applicable Law, will be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.
- 1.3. Schedules. As of the Effective Date, the following Schedules form part of this Agreement (note that Schedule numbering is not sequential and is based on a related section reference):

Schedule	Description
Schedule 2.1(c)	– Statement of Work for Depot Collection Services
Schedule 4.2	– Recycle BC Policies and Standards
Schedule 4.4	– Service Level Methodology
Schedule 12.1	– Insurance Requirements

- 1.4. Priority. In the event of any inconsistency between any of the provisions of the main terms and conditions of this Agreement, any Schedule that is not a Statement of Work, and any Statement of Work, the inconsistency will be resolved by reference to the following descending order of priority: (i) Section 1 through Section 15 of this Agreement; (ii) the Schedules annexed to this Agreement that are not Statements of Work; and (iii) the applicable Statement of Work, except to the extent a Statement of Work expressly states that it is intended to have priority over the main body of this Agreement or a Schedule referred to in subsection (ii), in which case the Statement of Work will have priority but solely with respect to such Statement of Work.

SECTION 2. SCOPE OF SERVICES

- 2.1. Services. Contractor will perform the services set out in each Statement of Work, including the delivery of any Work Product, and any services that are inherent, necessary, or customarily provided as part of those services (collectively, the “**Services**”), all in accordance with the terms and conditions of this Agreement and the applicable Statement of Work, which shall be appended hereto as part of Schedule 2.1. Each Statement of Work will be effective, incorporated into and form a part of this Agreement when mutually accepted and duly executed by both parties.
- 2.2. Changes.
- 2.2.1. Recycle BC may, at any time and from time to time, request additions, deletions, amendments or any other changes to the Services set out in any Statement of Work or the manner in which such Services shall be performed (a “**Change**”) by issuing a “**Change Request**”. Contractor

acknowledges that Recycle BC may be dependent on Contractor for the provision of the Services and, accordingly, acknowledges and agrees that Contractor shall be required to make a good faith Change Proposal (as defined below).

- 2.2.2. Contractor will provide an initial response to any Change Request (a “**Change Response**”) within twenty (20) Business Days following receipt of such Change Request, such response to indicate whether Contractor is able to implement such Change Request. If is not technically possible for Contractor to implement the Change Request, the parties will, on Recycle BC’s request, meet to discuss, in good faith, whether it would be technically possible for Contractor to implement the Change Request.
- 2.2.3. Unless the parties have agreed that it would not be technically possible for Contractor to implement a Change Request, Contractor will provide a detailed proposal (a “**Change Proposal**”) within thirty (30) Business Days of providing the Change Response. Such Change Proposal must include details with respect to the implementation of the Change Request and details of any costs or other changes required to this Agreement or the applicable Statement of Work to comply with the Change Request.
- 2.2.4. Contractor may, at any time and from time to time, request a Change by delivering a Change Proposal (which proposal may be in the form of a business case) to Recycle BC.
- 2.2.5. If Recycle BC, in its sole discretion, accepts a Change Proposal, an authorized Recycle BC representative will provide Contractor with written approval of Recycle BC’s acceptance in the form of an executed change order. If Recycle BC does not accept a Change Proposal, the parties will, on Recycle BC’s request, negotiate in good faith the terms pursuant to which the parties may agree to implement the proposed Change. For the avoidance of doubt, Contractor will not implement any Change to any Statement of Work without Recycle BC’s prior written approval.
- 2.2.6. Contractor will make requested Changes at no additional charge to Recycle BC unless implementing the Change will require Contractor to incur material additional costs, in which case Contractor will deal transparently with Recycle BC, including that Contractor will make available to Recycle BC all supporting information and documentation reasonably requested by Recycle BC that relates to the pricing of the proposed Change.
- 2.3. Non-Exclusive. Neither this Agreement nor any Statement of Work will grant Contractor exclusivity of supply unless expressly stated otherwise, with reference to this Section, in the applicable Statement of Work (and in no event will the scope of such exclusivity extend beyond the scope of Services under such Statement of Work).

SECTION 3. DURATION

- 3.1. Term of Agreement. This Agreement will commence on the Effective Date and will continue until the expiration or termination of the last Statement of Work under this Agreement (the “**Term**”).
- 3.2. Term of Statement of Work. Each Statement of Work will set out the term of the Statement of Work and any terms and conditions relating to the renewal of the Statement of Work.

SECTION 4. SERVICE STANDARDS

- 4.1. Performance. Contractor warrants that Contractor will perform, or cause to be performed (including through appropriate supervision and inspection), the Services and otherwise fulfill its obligations hereunder honestly and in good faith, exercising reasonable skill, care and diligence, in accordance with recognized professional and North American industry standards, practices, and methods, in the applicable jurisdiction, in a timely manner and in accordance with the terms and conditions of this Agreement and any Statement of Work, having regard for the concerns, needs, and interests

of residents and the environment. Except where otherwise set out in the Agreement, all weighing and measurement to be performed by Contractor will be made in accordance with the Recycle BC Policies and Standards on weights and measurements identified in Schedule 4.2.

4.2. Contractor to Comply with Recycle BC Policies and Standards. Contractor will comply at all times with all terms and requirements set out in the policies and standards set out in Schedule 4.2, as such policies and standards may be updated by Recycle BC from time to time, and such other policies and standards that Recycle BC brings to the attention of Contractor from time to time (collectively, "**Recycle BC Policies and Standards**"). Notice of updating of, or new, Recycle BC Policies and Standards may be made by Recycle BC by e-mail to the address set out in Section 15.5 (as such address may be updated pursuant to Section 15.5) and, notwithstanding Section 15.5, such notice will be deemed duly given when so e-mailed, without the need to confirm receipt. If compliance with updated or new Recycle BC Policies and Standards would require a Change and would require Contractor to incur material additional costs, then Contractor may request a Change pursuant to Section 2.2.4 for the implementation of the updated or new Recycle BC Policies and Standards; provided that Contractor must make any such request within thirty (30) days of Recycle BC providing notice of the updated or new Recycle BC Policies and Standards.

4.3. Compliance with Law. Contractor will perform its obligations under this Agreement in a manner that complies with all Applicable Laws, including:

- (a) the *Employment Standards Act* (British Columbia);
- (b) the *Workers' Compensation Act of the Province* (British Columbia) and the *Occupational Health and Safety Regulations* thereunder;
- (c) the *Environmental Management Act* (British Columbia); and
- (d) the *Waste Management Act* (British Columbia).

4.4. Service Levels.

4.4.1. Contractor will continuously monitor each Service in order to identify, measure and report and correct problems and to ensure that Contractor is meeting or exceeding the following service levels (the "**Service Levels**"):

- (a) all service levels set out in this Agreement, including in the applicable Statement of Work; and
- (b) if no service level is provided for a Service or component thereof, all performance levels and measurements for such Service or component that are industry best practices,

provided that in the event of a conflict between any service levels, the highest service level standard will apply. Contractor will notify Recycle BC in writing immediately if Contractor knows that Contractor has failed, or believes Contractor will fail, to achieve a Service Level.

4.4.2. Contractor recognizes that Contractor's failure to meet a Service Level (each such failure a "**Service Level Failure**") will have a material adverse impact on the business and operations of Recycle BC and that damages resulting from a Service Level Failure may not be capable of precise determination. As such (and without limiting Recycle BC's rights or remedies), Recycle BC will be entitled to any express remedies for Service Level Failures that may be set out in Schedule 4.4 or the applicable Statement of Work. Contractor agrees that it is obligated to meet all Service Levels, even if no express remedy for a failure to meet such Service Level is provided in Schedule 4.4 or in a Statement of Work.

- 4.4.3. In the event of a Service Level Failure in respect of a Service Level expressly set out in a Statement of Work, Contractor will credit to Recycle BC the applicable Service Level Failure Credit set out in such Statement of Work. Contractor agrees that Service Level Failure Credits compensate Recycle BC in part for the reduced value of the Services actually provided by Contractor (and not as a penalty or exclusive liquidated damages). Contractor agrees that the Service Level Failure Credits are only partial compensation for the damage that may be suffered by Recycle BC as a result of Contractor's failure to meet a Service Level and that payment of any Service Level Failure Credit is without prejudice to any entitlement Recycle BC may have to damages or other remedies under this Agreement, at law or in equity. Service Level Failure Credits will be due regard-less of the manner in which the Service Level Failure is identified (including where reported by Contractor or identified by Recycle BC).
- 4.4.4. Upon Recycle BC's request, and in any event at least once per year, Recycle BC will meet with Contractor (which meeting may be in person or by phone as determined by Recycle BC) to review and discuss Contractor's performance level of the Services and Service Levels.
- 4.5. Contingency Planning. Without limiting Contractor's liability for performance of its obligations under this Agreement, Contractor will implement and maintain throughout the Term such contingency measures as may be appropriate, in Recycle BC's sole discretion (acting reasonably), including a comprehensive business continuity plan (the "**Business Continuity Plan**"), to continue the performance of its obligations under this Agreement under various scenarios including equipment failure, fuel shortage, strike, road closures (including due to weather, construction or otherwise), fire, pandemic, quarantine, and natural disasters. Recycle BC will have the right, upon demand from time to time, to review the Business Continuity Plan. Contractor will update its Business Continuity Plan at least once each year and in the event of any material change in operations or circumstance. Contractor will invoke its Business Continuity Plan where necessary due to any incident or event, including an event of Force Majeure, that has the potential to have a material impact on Contractor's ability to provide any material part of the Services for any material period of time, or upon the request of Recycle BC. Without limiting Contractors' obligations under this Agreement, whenever an incident or event that invokes the Business Continuity Plan also impacts other services provided by Contractor, and as a result Contractor is allocating resources or implementing temporary service changes or workarounds, Contractor will treat Recycle BC and the Services no less favourably than: (i) where Contractor is a local government, any other non-essential services it provides, or (ii) where Contractor is not a local government, any of its other customers, in each case in the allocation of such resources or in the implementation of such temporary service changes or workarounds.
- 4.6. Labour Disruption.
- 4.6.1. Contractor will provide Recycle BC with at least thirty (30) days prior written notice of the expirations of any labour agreement and, as soon as reasonably possible after providing such notice, Contractor will provide an assessment of the likelihood of a Labour Disruption (as defined below) in connection with the expiry of such labour agreement.
- 4.6.2. In the event that a labour disruption of any kind causes a reduction in Service Levels (a "**Labour Disruption**"), Contractor will inform Recycle BC within four (4) hours by phone and e-mail of the nature and scope of the disruption, as well as Contractor's immediate plans to invoke any or all of its Business Continuity Plan.
- 4.6.3. Without limiting Contractor's obligations under this Agreement, where a Labour Disruption also impacts other services provided by Contractor, and as a result Contractor is allocating resources or implementing temporary service changes or workarounds, Contractor will treat Recycle BC no less favourably than any of its other customers, in the allocation of such resources or in the implementation of such temporary service changes or workarounds (for example, if Contractor provides collection Services hereunder and other collection services, and Contractor proposed to

provide temporary drop-off sites in respect of its other collection services, then Contractor will also propose to provide such sites in respect of the Services hereunder).

- 4.6.4. Recycle BC will have the right to make a proportionate reduction to any Fees to reflect the value of any Services not received by Recycle BC due to a Labour Disruption.
- 4.6.5. In the event that a Labour Disruption lasts more than three (3) collection cycles (i.e. bi-weekly), and for so long as the Labour Disruption continues, Recycle BC will have the right to suspend payment of Fees (defined below) and terminate this Agreement or any Statements of Work, for cause, immediately upon delivery of written notice of termination by Recycle BC to Contractor.

SECTION 5. PAYMENT

- 5.1. Fees. In consideration of the complete and proper fulfillment of Contractor's obligations in accordance with the terms and conditions of this Agreement, Recycle BC will pay Contractor the amounts set forth in any Statement of Work (the "**Fees**"). Except as expressly set out in a Statement of Work, there will be no other amounts payable by Recycle BC to Contractor in respect of the Services or this Agreement, including any amounts for expenses or costs of travel, personnel, fuel, equipment or facilities relating to the Services or this Agreement.
- 5.2. Set-Off. Recycle BC may set-off and deduct from any amounts payable to Contractor: (a) any amounts owing by Contractor to Recycle BC pursuant to this Agreement or any other agreement between Contractor and Recycle BC that deals with the Services, including any Service Level Failure Credits; and (b) any costs incurred by Recycle BC in collecting any amounts owing by Contractor to Recycle BC pursuant to this Agreement or any other agreement between the parties that deals with the Services. The failure by Recycle BC to set-off or deduct any amount from an invoiced payment will not constitute a waiver of Recycle BC's right to set-off, deduct or collect such amount.
- 5.3. Invoicing.
 - 5.3.1. Unless otherwise set out in a Statement of Work, Contractor will submit claims using the Recycle BC claims reporting portal, or through such other method as Recycle BC may designate. Recycle BC will review submitted claims and will issue a purchase order to Contractor for valid approved claims.
 - 5.3.2. After receipt of a purchase order from Recycle BC, Contractor will invoice Recycle BC for the validated claim, with reference to the issued purchase order; provided that Recycle BC may, in its discretion, choose to issue payment to the Contractor based on the approved purchase order without the need for Contractor to submit an invoice. Where invoices are required by Recycle BC, Contractor will invoice Recycle BC using the contact information provided by Recycle BC for such purpose (as may be updated by Recycle BC from time to time).
 - 5.3.3. Where applicable as may be set out in a Statement of Work, Contractor must submit all claims within thirty (30) days of the performance of the applicable Services, and all invoices (where required to be submitted by Recycle BC) within thirty (30) days of the purchase order date. In no event will Recycle BC be liable for payment of any claim submitted more than ninety (90) days after the performance of the applicable Services, or payment of any invoice submitted more than ninety (90) days after the purchase order date.
- 5.4. Taxes. Except where otherwise noted, the Fees exclude all applicable sales, goods and services, value added, use or other commodity taxes that may be lawfully imposed upon the Services; where Contractor clearly and separately itemizes such taxes on Contractor's invoice to Recycle BC, Recycle BC will pay and Contractor will remit such taxes to the appropriate taxing authority. On request, Contractor will provide reasonable assistance to Recycle BC to challenge the validity of

any tax imposed on it due to this Agreement. If it is determined that Recycle BC paid Contractor an amount for tax that was not due, Contractor will refund the amount to Recycle BC. The parties will cooperate with each other to enable each party to determine its tax liabilities accurately and to reduce such liabilities to the extent permitted by Applicable Law.

- 5.5. Withholding Taxes. Recycle BC may deduct or withhold from any payment(s) made to Contractor any amount that Recycle BC is required to deduct or withhold in accordance with Applicable Law, including administrative practice (“**Withheld Taxes**”) and will remit such Withheld Taxes to the appropriate taxing authority in a timely manner. All such Withheld Taxes will be treated as having been paid to Contractor by Recycle BC.
- 5.6. Payment. Subject to the terms and conditions of this Agreement and any Statement of Work, Recycle BC will pay Contractor, via electronic funds transfer, the undisputed Fees for the Services within thirty (30) days of the purchase order date. Contractor will provide Recycle BC with complete and accurate billing and contact information, including all information required by Recycle BC to effect electronic funds transfers and a billing email address to which Recycle BC may send submission reports and purchase orders. Contractor will promptly provide Recycle BC with any updates to such billing and contact information.
- 5.7. No Volume Commitment. Notwithstanding anything to the contrary in the Agreement, Contractor acknowledges that Recycle BC makes no representation or warranty as to the nature, timing, quality, quantity or volume of Services required from Contractor under this Agreement or the compensation that may be earned by Contractor, including as to any amounts of materials to be collected or managed through post-collection services by a Contractor.

SECTION 6. PERSONNEL

- 6.1. Suitable Personnel. Upon Recycle BC’s request, Contractor will promptly investigate any written complaint from Recycle BC regarding any unsatisfactory performance by any of Contractor’s personnel (including employees of a subcontractor or agent) and take immediate corrective action. If the offending conduct is repeated, and Contractor is not restricted by a collective agreement from doing so, Recycle BC may require that such person be removed from all performance of additional work for Recycle BC. Removal of such person will be addressed by Contractor immediately.
- 6.2. Key Personnel. During the term of each Statement of Work, Contractor will not remove any of the persons identified as “**Key Personnel**” in such Statement of Work (or their replacements) except (a) for cause or (b) if such person is replaced at the time of removal by personnel approved in advance by Recycle BC acting reasonably, it being understood that any such replacement shall have applicable ability, experience and expertise equal to or greater than the person being replaced. If any Key Personnel (or their replacement) ceases to serve in the applicable role for any reason whatsoever, Contractor shall (i) notify Recycle BC in writing within five (5) Business Days and (ii) use commercially reasonable efforts to replace such person with personnel approved in advance by Recycle BC acting reasonably, and shall provide Recycle BC with the updated contact information as soon as it is available, it being understood that any such replacement shall have applicable ability, experience and expertise equal to or greater than the person being replaced.
- 6.3. Subcontracting. Contractor will not delegate or subcontract all or any part of Contractor’s obligations under this Agreement to anyone without the prior written consent of Recycle BC (not to be unreasonably withheld), including that Recycle BC’s prior written consent is required by Contractor to continue to delegate or subcontract to a person following a change in control (including a sale of all or substantially all assets) of such person. The delegation or subcontracting of all or any part of Contractor’s obligations under this Agreement will not relieve Contractor from any obligation or liability hereunder. Any breach of this Agreement by any delegate or subcontractor will be deemed to be a breach of this Agreement by Contractor.

SECTION 7. REPORTING AND AUDIT

- 7.1. Record Keeping. During the Term and thereafter until the later of three (3) years (or such longer period as may be required by Applicable Law) or the date all Disputes or other matters relating to this Agreement are resolved, Contractor will keep and maintain complete and accurate data, records, and documents in accordance with generally accepted accounting principles consistently applied to support and document all claims and amounts becoming payable to Contractor by Recycle BC hereunder, and all data, records, and documents relating to the performance of the Services, and compliance with Contractor's obligations under this Agreement.
- 7.2. Reporting. In addition to any other reporting obligations under this Agreement or a Statement of Work, Contractor will provide the following reporting to Recycle BC:
- (a) at least quarterly (or such other period as may be set out in a Statement of Work), Contractor will report, through Recycle BC's claims reporting portal, or through such other method as Recycle BC may designate, the reporting information set out in the applicable Statement of Work for Services performed. Such reporting may include applicable sites, amount, type, or weight of materials and service dates;
 - (b) upon such frequency as Recycle BC may request (but not more frequently than monthly), reports pertaining to the performance of the Services and Contractor's other obligations under this Agreement reasonably sufficient to permit Recycle BC to monitor and manage Contractor's performance; and
 - (c) such additional reports as Recycle BC may reasonably identify from time to time to be generated and delivered by Contractor on an ad-hoc or periodic basis.
- 7.3. Audit.
- 7.3.1. Without limiting any other audit right, during the Term and for the period Contractor is required to comply with Section 7.1, Recycle BC (or its audit representative) will have the right upon reasonable prior written notice to audit and inspect: (a) any site, facility, vehicle, or equipment relating to the performance of the Services; and (b) all data, records, documentation and other information of Contractor relating to this Agreement or the Services, in order to verify Contractor's performance and compliance with its obligations under this Agreement, including that Recycle BC (or its audit representative) may conduct a financial audit to verify the amounts paid or payable by Recycle BC hereunder. If any audit reveals that Recycle BC has been overbilled, Contractor will reimburse the overcharged amount to Recycle BC. If the overbilled amount exceeds five percent of the total amounts charged during the time period audited, Contractor will bear all of Recycle BC's costs in relation to such audit.
- 7.3.2. Without limiting any other audit right, during the Term and for the period Contractor is required to comply with Section 7.1, Contractor will make the data, records, and documents retained pursuant to Section 7.1 available for inspection or audit by Recycle BC (or its audit representative) upon Recycle BC's request.
- 7.3.3. Without limiting any other audit right, during the Term, Recycle BC (or its audit representative) may conduct composition studies, without notice, of any materials collected, transported, processed, or otherwise handled under this Agreement, at any stage of the Services and regardless of the location of such materials.
- 7.3.4. Contractor will co-operate with and provide to Recycle BC (or its audit representative) such reasonable assistance as they require in order to exercise the rights set out in this Section 7.3. Contractor will ensure that it has agreements in place with all subcontractors to enable Recycle BC

(or its audit representative) to directly exercise the audit rights under this Section 7.3 in respect of such subcontractor.

SECTION 8. REPRESENTATIONS AND WARRANTIES

8.1. Contractor Representations and Warranties. Contractor represents and warrants to and covenants with Recycle BC that:

- (a) it is duly incorporated, validly existing, and in good standing under the laws of its jurisdiction of incorporation, and is duly qualified to do business in all jurisdictions in which qualification is necessary in order to transact its business and perform its obligations set out in this Agreement;
- (b) it has full power, authority, and right to execute and deliver this Agreement, to make the representations, warranties, and covenants set out herein, and to perform its obligations under this Agreement in accordance with its terms;
- (c) this Agreement has been validly executed by an authorized representative of Contractor, and constitutes a valid and legally binding and enforceable obligation of Contractor;
- (d) it has and will, at its own expense, procure all permits, certificates and licenses required by Applicable Law for the performance of the Services;
- (e) the representations, warranties, covenants, claims, inducements, and agreements made by Contractor in Contractor's written response to any procurement process related to the Services or this Agreement are true and correct as of the Effective Date, including those in any proposal submitted in response to a request for proposals and any statements or claims in any completed and submitted questionnaire in response to any offer of a collection fee; and
- (f) it has not given and will not give commissions, payments, kickbacks, gifts, lavish or extensive entertainment, or other inducements of more than minimal value to any employee or agent of Recycle BC in connection with this Agreement and, to the best of its knowledge, no officer, director, employee, agent or representative of Contractor has given any such commissions, payments, kickbacks, gifts, entertainment or other inducements to any employee or agent of Recycle BC.

SECTION 9. CONFIDENTIALITY

9.1. Confidentiality Covenant. The Receiving Party will: (i) take all measures reasonably required to maintain the confidentiality and security of the Confidential Information of the Disclosing Party; (ii) not use or reproduce Confidential Information for any purpose, other than as reasonably required to exercise or perform its rights or obligations under this Agreement; (iii) not disclose any Confidential Information other than to employees, agents or subcontractors of the Receiving Party ("**Representatives**") to the extent, and only to the extent, they have a need to know the Confidential Information in order for Receiving Party to exercise its rights or perform its obligations under this Agreement and who are bound by a legal obligation to protect the received Confidential Information from unauthorized use or disclosure; and (iv) be responsible for any breach of this Agreement by any of its Representatives.

9.2. Legal Requirement. Notwithstanding Section 9.1, the Receiving Party may disclose Confidential Information of the Disclosing Party to the extent required by a court of competent jurisdiction or other governmental authority or otherwise as required by Applicable Law, provided that, unless prohibited by Applicable Law, the Receiving Party gives the Disclosing Party an opportunity to oppose the disclosure or to seek a protective order protecting such Confidential Information prior to any such disclosure.

- 9.3. Return of Confidential Information. Upon expiry or termination of this Agreement, or upon request by the Disclosing Party, the Receiving Party will return to the Disclosing Party, or irrecoverably destroy, any Confidential Information of the Disclosing Party.
- 9.4. Privacy Laws. Contractor will not access, collect, use, disclose, dispose of or otherwise handle information of or about individuals that is subject to Applicable Laws relating to privacy (“**Privacy Laws**”) in the performance of its obligations under this Agreement, except: (a) to the extent necessary to perform the Service; (b) in accordance with all Privacy Laws; and (c) in a manner that enables Recycle BC to comply with all Privacy Laws, including that Contractor will obtain appropriate consents from the applicable individuals to allow Contractor and Recycle BC to exercise their rights and to perform their obligations under this Agreement as they relate to such information. Unless prohibited by Applicable Law, Contractor will immediately notify Recycle BC of any demand, or request by a third party (including any government or a regulatory authority) for the disclosure of any information of Recycle BC that is subject to Privacy Laws, and, to the maximum extent permitted by law, will oppose, seek judicial relief of and appeal any such demand or request. Contractor will immediately notify Recycle BC if Contractor becomes aware that Contractor has failed to comply with Privacy Laws in connection with the performance of this Agreement.

SECTION 10. PROPRIETARY RIGHTS

- 10.1. Ownership. Except as otherwise specifically provided in any Statement of Work, or as otherwise agreed to by the parties in writing, the Work Product, together with any Intellectual Property Rights therein, will be owned by Recycle BC; accordingly, Contractor will assign and hereby assigns to Recycle BC all rights, title and interest it may have from time to time in the Work Products effective upon creation. During the Term, Contractor will have a non-exclusive, non-transferable license to use the Work Products for the sole purpose of providing and completing the Services. Contractor will obtain from all individuals involved in the development of the Work Product an express and irrevocable waiver in favour of Recycle BC, its successors and assigns of any and all moral rights arising under the *Copyright Act (Canada)* as amended (or any successor legislation of similar force and effect) or under similar legislation in other jurisdictions or at common law that Contractor or such individuals, as authors, have with respect to the Work Products. Notwithstanding the foregoing, Recycle BC shall not acquire any Intellectual Property Rights with respect to Contractor’s tools, equipment, methodologies, questionnaires, responses, and proprietary research and data, as well as any and all computer software, code or codes and technology, used by Contractor in connection with the provision of the Services under this Agreement that is created or acquired prior to the Effective Date or otherwise created or acquired independent of the Services (“**Contractor Background IP**”). Contractor hereby grants to Recycle BC a perpetual, worldwide, fully-paid, and sub-licensable license to the Contractor Background IP as necessary for Recycle BC to exercise its rights in and to the Work Product and otherwise use the Services and obtain the rights granted to Recycle BC under this Agreement. All Work Product in the possession of Contractor will be promptly delivered to Recycle BC following termination of this Agreement or at such other time as Recycle BC may reasonably request.

SECTION 11. INDEMNITY

- 11.1. Indemnity. Contractor will indemnify and save harmless Recycle BC, its Affiliates, and their respective directors, officers, contractors, employees, volunteers, and agents from and against any and all manner of actions or causes of actions, damages, costs, losses or expenses of whatever kind (including related legal fees on a solicitor and client basis) which may be sustained or incurred by reason of or directly or indirectly arising out of any act or omission of Contractor or any person for whom the Contractor is, at law or under this Agreement, responsible, in relation to the Services or this Agreement, including those arising out of any (i) breach of this Agreement; (ii) damages to persons or property, personal injury or death; (iii) breach of Applicable Law; (iv) spill, leak, contamination, or other environmental damage; or (v) infringement, violation or misappropriation of any third party’s right, including any Intellectual Property Right.

- 11.2. Available Remedies. If Contractor sustains damage in the course of performing the Services that is caused by another contractor of Recycle BC with whom Contractor is obligated under this Agreement to interact with directly (an “**Other Service Provider**”), Recycle BC will, upon Contractor’s reasonable and good faith request, use commercially reasonable efforts to exercise, for Contractor’s benefit, such contractual remedies of indemnification or receipt of Service Level Failure Credits as Recycle BC may have with the Other Service Provider that apply to the damage sustained by Contractor and the event which caused the damage; provided that Contractor: (i) has first used reasonable efforts to address the damage directly with the Other Service Provider, including exercising direct remedies Contractor may have under Applicable Law, contract or otherwise; and (ii) will have a duty to mitigate its damages.

SECTION 12. INSURANCE AND PERFORMANCE BOND

- 12.1. Insurance. During the Term, and for any additional period following the end of the Term set out in Schedule 12.1, Contractor will have and maintain in force in Canada, and will cause it subcontractors to have and maintain in force in Canada, at a minimum, the insurance coverages set out in Schedule 12.1, and Contractor will (and will cause its subcontractors to) otherwise comply with the provisions of Schedule 12.1. Failure to secure or maintain such insurance coverage, or the failure to comply fully with any of Schedule 12.1 will be deemed to be a material breach of this Agreement. None of the requirements contained herein as to types, limits and approval of insurance coverage to be maintained by Contractor are intended to and will not in any manner limit the liabilities and obligations assumed by Contractor under this Agreement.
- 12.2. Performance Bond. Contractor will comply with any performance bond requirements that may be set out in a Statement of Work.

SECTION 13. TERMINATION

- 13.1. Termination for Convenience. Either party may, at any time and without cause, terminate this Agreement or any Statements of Work for convenience upon giving the other party one hundred eighty (180) days’ prior written notice (or such shorter amount of notice as mutually agreed in writing by the parties).
- 13.2. Termination by Recycle BC for Cause. Recycle BC may elect to terminate this Agreement or any Statements of Work by providing written notice of such termination, effective immediately or at such other time set out in the notice of termination, to Contractor in the event that:
- (a) Contractor becomes subject to proceedings in bankruptcy or insolvency, voluntarily or involuntarily, if a receiver is appointed with or without Contractor’s consent, if Contractor assigns its property to its creditors or performs any other act of bankruptcy or if the other party becomes insolvent and cannot pay its debts when they are due;
 - (b) Contractor commits a material breach of this Agreement and does not cure such breach within thirty (30) days of receipt of notice thereof from Recycle BC;
 - (c) Contractor fails to provide all or a material portion of the Services for a consecutive period of more than seven (7) days, unless this is a result of a Labour Disruption or Force Majeure as per Section 4.6;
 - (d) Contractor’s performance creates a hazard to public health or safety or to the environment;
 - (e) Contractor is assessed five separate Service Level Failure Credits during any rolling six (6) month period; or
 - (f) any other termination right described in this Agreement or a Statement of Work is triggered.

- 13.3. Termination by Contractor for Cause. Contractor may elect to terminate this Agreement or any Statement of Work by providing written notice of such termination, effective immediately, to Recycle BC in the event that Recycle BC fails to pay undisputed Fees, as they become due, in the preceding three months and Recycle BC does not cure such non-payment within sixty (60) days of receipt of notice thereof from Contractor.
- 13.4. Change in Applicable Law. Recycle BC may elect to terminate this Agreement or any Statement of Work by providing written notice of such termination, effective immediately or at such other time set out in the notice of termination, to Contractor in the event that there is a material change in Applicable Law applicable to Recycle BC or the Services, including if there is a material change to an approved plan under the Regulation or if any new plan (whether submitted by Recycle BC or any other person) is approved thereunder.
- 13.5. Disruption of Service. The parties expressly agree that the failure or inability of Contractor to perform its obligations under this Agreement will constitute a breach hereunder, and that any costs and expenses reasonably incurred by Recycle BC for any replacement services as a result of such a failure or inability will be considered direct damages hereunder.
- 13.6. Termination Obligations and Assistance. Upon termination or expiration of this Agreement, Contractor will cooperate with Recycle BC to ensure the orderly wind down of the Services including, if requested by Recycle BC, continuing to provide such Services as are necessary to ensure an orderly transfer of the Services following termination of this Agreement on terms and conditions acceptable to each of the parties acting reasonably. Upon receipt of a notice of termination by either party under this Section 13 (Termination), Contractor will prepare its statement of account on the basis of the effective date of termination specified in the notice, and immediately return all Work Product to Recycle BC, whether completed or not.
- 13.7. Survival. The following sections will survive the expiration or termination of this Agreement, regardless of the reasons for its expiration or termination, in addition to any other provision which by law or by its nature should survive: Section 9 (Confidentiality), Section 11 (Indemnity), Section 12 (Insurance and Performance Bond), Section 14 (Dispute Resolution) and Section 15 (General Provisions) in their entirety, and Sections 7.1, 7.3, 10.1, 13.6, and 13.7. The expiry or termination of this Agreement will not affect the rights of any party to make a claim for damages arising from a breach of any provision of this Agreement which occurred prior to such expiry or termination.

SECTION 14. DISPUTE RESOLUTION

- 14.1. Disputes. Any dispute that touches upon the validity, construction, meaning, performance or effect of this Agreement or the rights or liabilities of the parties or any matter arising out of, or in connection with this Agreement (a "**Dispute**"), between Recycle BC and Contractor will be addressed as follows:
- (a) The parties will first attempt to resolve the Dispute through representatives from each of Recycle BC and Contractor who work most closely with each other on related matters, within fifteen (15) days after written notice of the Dispute was first given, or as otherwise agreed upon.
 - (b) If the Dispute is not resolved in accordance with Section 14.1(a), either party may escalate the Dispute to the senior Recycle BC and Contractor representatives, who will meet and work together in good faith to attempt to resolve the Dispute within a further fifteen (15) days, or as otherwise agreed upon.
 - (c) If the Dispute is not resolved in accordance with Section 14.1(b), then either party may escalate the Dispute to non-binding third party mediation. The mediation will take place at a time and place mutually agreed by the parties and will be led by a third-party facilitator

jointly selected by the parties (who, unless otherwise mutually agreed by the parties, will be an individual accredited to provide such services). If the Dispute remains unresolved within forty-five (45) days from the point at which a party escalated the Dispute to non-binding third party mediation, either party may escalate the Dispute by delivering a written notice to the other party referring the matter to binding arbitration.

- (d) If the Dispute is not resolved in accordance with Section 14.1(c) unless otherwise mutually agreed by the parties in writing, the Dispute will be conclusively settled by means of private and confidential binding arbitration, to the exclusion of courts of law. The arbitration will take place before a single arbitrator in Vancouver in the English language and will otherwise be undertaken under the auspices and rules of the British Columbia Arbitration & Mediation Institute. The decision of the arbitrator will be final and binding on the parties and will not be subject to appeal on any grounds whatsoever, and will be enforceable against Recycle BC and Contractor as the case may be. The parties will mutually agree on an arbitrator, where the parties are unable to mutually agree on an arbitrator, the arbitrator will be determined pursuant to the rules of the British Columbia Arbitration & Mediation Institute.
- (e) Notwithstanding anything to the contrary in this Section 14.1, either party may start litigation proceedings in a court of law at any time for an application for a temporary restraining order or other form of injunctive relief and each party hereby attorns to the non-exclusive jurisdiction of the courts of the province of British Columbia for such purpose.

SECTION 15. GENERAL PROVISIONS

- 15.1. Relationship of the Parties. It is acknowledged by the parties hereto that the Contractor is being retained by Recycle BC in the capacity of independent contractor and not as an employee of Recycle BC. The Contractor and Recycle BC acknowledge and agree that this Agreement does not create a partnership, joint venture, agency, or other special relationship between them. Except as may be specified in writing, neither party will have the power to obligate or bind the other party. Personnel supplied by Contractor will work exclusively for Contractor and will not be considered employees or agents of Recycle BC for any purpose.
- 15.2. Assignment. This Agreement may not be assigned by either party in whole or in part, without the other party's prior written consent, except that Recycle BC may assign this Agreement without Contractor's consent to a person with an approved plan under the Regulation, or who otherwise has obligations similar to those of Recycle BC or one or more Producers under any successor regulation or legislation, or to a person as part of a corporate reorganization of Recycle BC. Any attempt by a party to assign all or any part of this Agreement without prior written consent (where such consent is required) is void. Any assignment occurring by operation of law such as on a bankruptcy or amalgamation will be deemed to be an assignment and will be subject to this Section 15.2.
- 15.3. Force Majeure. Neither party to this Agreement or any Statement of Work will be liable to the other party for any failure or delay in fulfilling an obligation hereunder, if said failure or delay is attributable to an act of God, natural disaster, earthquake, fire, flood, war, riot, civil disturbance, epidemic, prolonged power failure or court or governmental order beyond such party's reasonable control ("**Force Majeure**"). The parties agree that the deadline for fulfilling the obligation in question will be extended for a period of time equal to that of the continuance of the Force Majeure. The party to which the Force Majeure applies will use all commercially reasonable efforts to minimize the effect of the Force Majeure on its performance under this Agreement or any Statement of Work. If Contractor's failure or delay in fulfilling its obligations under this Agreement due to a Force Majeure Event exceeds [30] days, then Recycle BC may immediately terminate this Agreement in whole or in part by giving written notice of termination.
- 15.4. Governing Law. This Agreement and any Statement of Work will be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable

therein without regard to conflicts of law that would apply a different body of law. Subject to Section 14 (Dispute Resolution), the parties hereby irrevocably attorn to the non-exclusive jurisdiction of the courts of the Province of British Columbia for any legal proceedings arising out of this Agreement, any Statement of Work or the performance of the obligations hereunder.

- 15.5. Notices. All notices, requests, demands or other communications given by one party to the other party, will be in writing, in the English language, and will be deemed duly given (i) when delivered by hand; (ii) by e-mail (with receipt confirmed), (iii), on the designated day of delivery after being given to an express overnight courier with a reliable system for tracking delivery, or (iv) six (6) days after the day of mailing, when mailed by Canada Post, registered or certified mail, return receipt requested and postage prepaid, and addressed as follows:

To Contractor:

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

E-mail: bvannostrand@csrd.bc.ca

Attention: Ben Van Nostrand

To Recycle BC:

MMBC Recycling Inc.
405-221 West Esplanade
North Vancouver, BC V7M 3J3

E-mail: agreements@recyclebc.ca

Attention: Director, Collection Recycle BC

or to such other address as may be designated by notice given by either party to the other.

- 15.6. Further Assurances. The parties will do, execute or deliver all such further acts, documents and things as the other party may reasonably require from time to time for the purpose of giving effect to this Agreement and will use reasonable efforts and take all such steps as may be reasonably within its power to implement to their full extent the provisions of this Agreement.
- 15.7. No Publicity. Contractor will not use the name or trademarks of Recycle BC nor make any statement or issue any advertisement, publicity release, press releases to the public or the media with respect to this Agreement or Recycle BC, unless it has obtained Recycle BC's prior written approval, including that Contractor will not disclose or otherwise publicly report on any Service performance metrics (including volumes of material collected or processed).
- 15.8. Timing. Time will be of the essence of this Agreement and of every part hereof and no extension or variation of this Agreement will operate as a waiver of this provision.
- 15.9. Severability. If any provision, or portion thereof, of this Agreement or any Statement of Work is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable, such determination will not impair or affect the validity, legality or enforceability of the remaining provisions of this Agreement or any Statement of Work, and each provision, or portion thereof, is hereby declared to be separate, severable and distinct.

- 15.10. Waiver. A waiver of any provision of this Agreement or any Statement of Work will only be valid if provided in writing and will only be applicable to the specific incident and occurrence so waived. No omission, delay or failure to exercise any right or power, or any waiver by either party of any breach or default, whether expressed or implied, or any failure to insist on strict compliance with any provision of this Agreement, will be a waiver of any other provision. Any waiver of any provision or breach of this Agreement will not be a continuing waiver unless otherwise stated.
- 15.11. Remedies Cumulative. No single or partial exercise of any right or remedy under this Agreement or any Statement of Work will preclude any other or further exercise of any other right or remedy in this Agreement or any Statement of Work or as provided at law or in equity. Rights and remedies provided in this Agreement or any Statement of Work are cumulative and not exclusive of any right or remedy provided at law or in equity.
- 15.12. Amendment. This Agreement or any Statement of Work may only be amended by written agreement duly executed by authorized representatives of the parties.
- 15.13. Entire Agreement. This Agreement, including all Schedules hereto, and any Statement of Work will constitute the entire agreement between the parties with respect to the subject matter hereof and will replace all prior promises or understandings, oral or written. There is no representation, warranty, collateral term or condition or collateral agreement affecting this Agreement, other than as expressed in writing in this Agreement. Any purchase order or other instrument of Contractor accompanying a Statement of Work, an invoice or otherwise is for Contractor's internal use only and its terms will not alter or amend the terms of this Agreement.
- 15.14. Counterparts. This Agreement and any Statement of Work may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument. Delivery of an executed signature page to this Agreement or any Statement of Work by any party by electronic transmission will be as effective as delivery of a manually executed copy of this Agreement or the Statement of Work by such party.

(Signature page follows.)

IN WITNESS WHEREOF the parties have executed this Agreement effective as of the Effective Date.

MMBC RECYCLING INC.

Per: _____
(I have authority to bind Recycle BC)

Name: _____
(Please Print)

Title: _____

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per: _____
(I have authority to bind Contractor)

Name: _____
(Please Print)

Title: _____

Per: _____
(I have authority to bind Contractor)

Name: _____
(Please Print)

Title: _____

Note: Second signatory to be completed by Contractor only if Contractor requires two signatories (and by leaving the second signatory blank and returning the Agreement to Recycle BC, Contractor and the first signatory represent that no additional signatories are required).

SCHEDULE 4.2 RECYCLE BC POLICIES AND STANDARDS

As of the Effective Date, the following are Recycle BC Policies and Standards:

1. Recycle BC's Weight and Measurement Standards, a copy of which is set out below:

Recycle BC requires that materials collected by Contractor in connection with the Services ("**Inbound Material**") be weighed, and that accurate weights be reported to Recycle BC.

Weight is defined by Recycle BC as the following:

"Gross Weight" means the weight of the truck or container plus its contents, measured in kilograms unless otherwise noted.

"Tare Weight" means the weight of the empty truck, container or equipment without its contents, measured in kilograms unless otherwise noted.

"Net Weight" means the weight of the contents of the container or truck, calculated as Gross Weight minus Tare Weight, measured in kilograms unless otherwise noted.

The following equation must always be true.

$$\text{Net Weight} = \text{Gross Weight} - \text{Tare Weight}$$

Measurement Canada has produced a comprehensive guide on taking and recording weights, available at <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00205.html>.

Contractor Responsibilities

All loads must be documented in a manner specified by Recycle BC, as amended by Recycle BC from time to time, including a certified scale ticket. The certified scale ticket may be provided by the Designated Post-Collection Service Provider to the Contractor if the weighing is performed by the Post-Collection Service Provider. If the Contractor is performing the actual weighing, the Post-Collection Service Provider responsibilities noted below must be followed by the Contractor.

Contractors are to maintain the following Net Weight records and provide upon request to Recycle BC:

- Curbside Collection: Tonnage of Inbound Material by collection date and individual truck number
- Multi-Family Building Collection: Tonnage of Inbound Material by collection date and individual truck number
- Depot Collection: Tonnage of Inbound Material by each container type, material category, and by the date on which the Designated Post-Collection Service Provider removed the PPP from the depot

SCHEDULE 4.4
SERVICE LEVEL METHODOLOGY

1. Contractor will measure and record all data reasonably required by Recycle BC to determine Contractor's performance of the Services against the applicable Service Levels. Contractor will retain such records in accordance with Section 7.1 of the Agreement. Upon request, and upon such frequency as Recycle BC may indicate (which may not be more frequently than monthly), Contractor will deliver to Recycle BC a report, in a form and format approved by Recycle BC, setting out details of Contractor's actual performance of the Services as measured against each Service Level during the applicable reporting period.

**SCHEDULE 12.1
INSURANCE REQUIREMENTS**

1. **Insurance Coverage.** The insurance coverage required pursuant to Section 12.1 of the main body of the Agreement is as follows:
 - (a) Comprehensive General Liability coverage with limits of not less than \$2,000,000 (two million dollars) per occurrence with a deductible not exceeding \$5,000 per occurrence, or, where Contractor is a local government, Contractor may self-insure for equivalent or better coverage (in which case Contractor will respond to all claims, actions, demands, expenses and losses by whomsoever made in the same manner as if commercial comprehensive general liability insurance was purchased for same and as if Recycle BC were included in such policy as an additional insured);
 - (b) Contractor will seek advice and obtain any necessary environmental impairment liability insurance or other such policy as may be recommended by their insurance broker or legal counsel to adequately protect against risks of environmental liability, with typical environmental impairment liability insurance for the Services having a limit of not less than \$1,000,000 (one million dollars) per occurrence with a deductible not greater than \$100,000 (for clarity, neither the amount nor type of environmental impairment liability insurance obtained by Contractor will in any manner limit or qualify the liabilities and obligations assumed by Contractor under this Agreement);
 - (c) Workers' Compensation Insurance or Workplace Safety & Insurance coverage with the applicable Provincial (including in all cases British Columbia) or Territorial Workplace Safety & Insurance Board or Employer's Liability Insurance or both with limits as required by Applicable Law covering all Contractor personnel; and
 - (d) Such other insurance coverage as may be set out in a Statement of Work.
2. **Requirements for Insurer.** All insurers must be reputable and financially creditworthy insurers with an A.M. Best financial strength rating of "A-" or higher (or equivalent rating by a similar agency, in Recycle BC's sole discretion).
3. **Recycle BC as Additional Insured.** Contractor will add Recycle BC as an additional insured on its Commercial General Liability policy with the following language: "MMBC Recycling Inc. and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as Additional Insureds for Comprehensive General Liability. Such coverage is primary and non-contributing."
4. **Evidence of Insurance.** Contractor will cause its insurers to issue to Recycle BC certificates of insurance on the Effective Date, and once each calendar year thereafter, evidencing that the coverages and policy endorsements required under this Agreement are maintained in force. Where Contractor is a local government and opts to self-insure pursuant to Section 1(a), Contractor will provide a written attestation stating and evidencing such self-insurance (including evidence of authority and financial ability to self-insure), in a form acceptable to Recycle BC, on the Effective Date and once each calendar year thereafter.
5. **Changes to Insurance Coverage.** Contractor will not reduce any insurance coverage below the requirements set out in this Schedule without Recycle BC's prior written consent. Contractor will provide not less than 30 days' notice to Recycle BC prior to any material change to its insurance coverage or to its insurer.
6. **Coverage Details.** The insurance coverages under which Recycle BC is named as additional insured will be primary, and all coverage will be non-contributing with respect to any other insurance

or self-insurance that may be maintained by Recycle BC. All coverage required by this Agreement will, where allowed by Applicable Law, include a waiver of subrogation and a waiver of any insured-versus-insured exclusion regarding Recycle BC.

Additional Period of Coverage. Contractor will continue to have and maintain in force the insurance coverages set out in this Schedule, and Contractor will continue to comply with Section 12.1 of the main body of the Agreement and Schedule 12.1, beyond the end of the Term for an additional 2 years thereafter.

SCHEDULE 2.1(c)
STATEMENT OF WORK FOR DEPOT COLLECTION SERVICES

This Statement of Work is incorporated into and forms part of the Master Services Agreement made between Columbia Shuswap Regional District (“**Contractor**”) and MMBC Recycling Inc. carrying on business as Recycle BC (“**Recycle BC**”) made as of January 1, 2025 (the “**Agreement**”). The effective date of this Statement of Work (the “**SOW Effective Date**”) is January 1, 2025.

SECTION 1. Interpretation

1.1 Definitions. In this Statement of Work (including the attachments hereto), the following terms will have the following meanings. Capitalized terms used but not defined in this Statement of Work will have the respective meanings ascribed to them in the Agreement.

“**Agreement**” has the meaning set out on the first page of this Statement of Work.

“**Approved Depots**” means, at any time, the Depots listed in Attachment 2.1.1 (as such attachment may be amended from time to time), and “**Approved Depot**” means any one of them.

“**Claim Information**” has the meaning set out in Section 3.4.2(b).

“**Collection Container**” means any container used for storage of In-Scope PPP at a Depot.

“**Contamination**” means any material collected that is Not Accepted Material.

“**Contractor**” has the meaning set out on the first page of this Statement of Work.

“**Cross Contamination**” means In-Scope PPP that has been collected in the incorrect In-Scope PPP category.

“**Customer**” means all British Columbia residential users of a Depot.

“**Determined Household Amount**” has the meaning set out in Section 2.1.6(a).

“**Depot**” means a fixed location collection site operated by Contractor to which In-Scope PPP can be delivered by Customers, whether designated as a Principal Depot or Satellite Depot and including, in each case, all surrounding portions of such site from the public entrance way onward, including any parking lots, buildings and storage facilities.

“**Depot Collection Services**” has the meaning set out in Section 2.1.

“**Determined ICI Amount**” has the meaning set out in Section 2.1.6(b).

“**Hazardous Waste**” means any waste that may pose a risk to health, safety or the environment if not properly managed, including materials that are corrosive, reactive, toxic, leachable or ignitable (e.g. used oil, paint, pesticides, batteries, chemicals).

“**Household In-Scope PPP**” means In-Scope PPP from a residential household.

“**ICI Management Option**” has the meaning set out in Section 2.1.6(b).

“**ICI PPP**” means In-Scope PPP from an ICI location.

“**In-Scope PPP**” means the PPP set out in Attachment 2.1.2 and such other materials identified as In-Scope PPP by Recycle BC in writing from time to time.

“Industrial, Commercial and Institutional” or **“ICI”** means any operation or facility other than a residential premises as defined in the Regulation, including industrial operations of any size; commercial operations of any size including small businesses with one or more employees, retail stores, offices, strip malls and vacation facilities, such as hotels, motels, cottages, cabins and rental, co-operative, fractional ownership, time-share or condominium accommodation associated with sports and leisure facilities (e.g., ski resorts); and, institutional operations of any size including schools, churches, community buildings, local government buildings, arenas, libraries, fire halls, police stations, social or community service organizations and residences at which medical care is provided, such as nursing homes, long-term care facilities and hospices.

“Not Accepted Materials” means, collectively, any material that is not PPP.

“Principal Depot” means an Approved Depot from which In-Scope PPP is picked up by the Designated Post-Collection Service Provider.

“Reuse” means conventional reuse where the item is used again whole and intact for the same function (e.g. an egg carton reused to carry new eggs), and next-life reuse where the item is used for a different function (e.g. an olive oil bottle reused to hold flowers).

“Satellite Depot” means an Approved Depot from which Contractor transports In-Scope PPP to a designated Principal Depot for pick-up by the Designated Post-Collection Service Provider.

“Scavenge” means unauthorized rerouting of collected In-Scope PPP to anyone other than the Designated Post-Collection Service Provider. Scavenging does not include the diversion of In-Scope PPP for Reuse.

“Service Commencement Date” means January 1, 2025.

“SOW Effective Date” has the meaning set out on the first page of this Statement of Work.

“SOW Services” has the meaning set out in Section 2.

“Temporary Collection Site” means a temporary or mobile collection site to which In-Scope PPP can be delivered by Customers.

- 1.2 Attachments. As of the SOW Effective Date, the following attachments form part of this Agreement (note that attachment numbering is not sequential and is based on a related section reference):

Attachment	Description
Attachment 2.1.1	– Approved Depots
Attachment 2.1.2	– In-Scope PPP
Attachment 3.5	– Service Level Failures
Attachment 5	– Fees

SECTION 2. Services

Contractor will provide, on the terms and conditions set out in the Agreement as supplemented and modified by the terms and conditions of this Statement of Work, the following Services (the **“SOW Services”**):

- 2.1 Depot Collection Services. Beginning on the Service Commencement Date, Contractor will collect In-Scope PPP from Customers at each of the Approved Depots as further described in this Section 2.1 (**“Depot Collection Services”**) and in accordance with the terms of the Agreement and this SOW.

2.1.1 Depots.

- (a) Contractor may not collect In-Scope PPP at any collection site other than an Approved Depot or Temporary Collection Site.
- (b) Contractor may not add any Depot to the list of Approved Depots without the prior written approval of Recycle BC. Effective as of the date such Depot is added to the list of Approved Depots, Attachment 5 will be amended if and to the extent necessary.
- (c) Contractor may not remove any Depot from the list of Approved Depots without the prior written approval of Recycle BC, such written approval to specify a date mutually acceptable to the parties, which will be at minimum ninety (90) days, on which such Depot will be removed from the list of Approved Depots. Effective as of the date such Depot is removed from the list of Approved Depots, Attachment 5 will be amended if and to the extent necessary.
- (d) Contractor may not operate or collect In-Scope PPP at a Temporary Collection Site except (i) with the prior written approval of Recycle BC and (ii) in accordance with the terms and conditions set forth in such written approval.
- (e) In the event of a Depot ownership change, Contractor will provide written notice to their Recycle BC collection specialist with a minimum ninety (90) day notice prior to new ownership commencement.

2.1.2 PPP Materials.

- (a) Contractor will collect all In-Scope PPP that Customers bring to an Approved Depot.
- (b) Materials collected under this Statement of Work may not contain more than 5% by weight of Not Accepted Materials. Materials exceeding 5% by weight of Not Accepted Materials may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
- (c) Contractor will ensure that individual material categories not contain more than the specified percent of Cross Contamination of In-Scope PPP by weight listed below. Loads of segregated material categories exceeding the weight percentage listed individually (or in the aggregate) may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
 - (i) Paper and Cardboard do not contain more than 1% by weight of other In Scope PPP materials categories;
 - (ii) Mixed Containers do not contain more than 3% by weight of other In Scope PPP material categories;
 - (iii) Foam Packaging does not contain more than 5% by weight of other In Scope PPP material categories;
 - (iv) Flexible Plastics does not contain more than 5% by weight of other In Scope PPP material categories; and
 - (v) Glass Bottles and Jars does not contain more than 1.5% by weight of other In-Scope PPP material categories.

- (d) Materials collected under this Statement of Work may not contain Hazardous Waste.
- (e) Contractor will implement and maintain reasonable procedures to ensure that materials deposited into Collection Containers at each Depot comply with the requirements set forth in this Section 2.1.2, including procedures to monitor the content of collected material and procedures to notify and reject material from Customers who do not comply with such requirements. Such procedures are subject to review by Recycle BC at any time and from time to time. If Recycle BC determines that such procedures are inadequate, Contractor will adopt such procedures as Recycle BC may reasonably require in order to ensure compliance with this Section 2.1.2.

2.1.3 Collection.

- (a) Contractor will not place unreasonable limits on the quantity of In-Scope PPP delivered by Customers to a Principal Depot if the In-Scope PPP is from a household. Limits may be placed on the quantity or types of In-Scope PPP delivered by Customers to Satellite Depots, at Contractor's sole discretion. For clarity, In-Scope PPP may not be delivered by businesses on behalf of Customers unless agreed to in writing beforehand with Recycle BC.
- (b) Each Depot must be fully staffed when open to Customers. A Depot is considered to be "fully staffed" when there are a sufficient number of staff members that staff are able to (i) regularly check the Collection Containers into which Customers place In-Scope PPP throughout the period of time the Depot is open to Customers, (ii) instruct and direct Customers to place In-Scope PPP in the appropriate Collection Containers or locations, (iii) promptly and regularly remove items that are not In-Scope PPP, (iv) promptly and regularly remove items which Customers did not properly place in the appropriate Collection Containers or locations, (v) communicate with Customers about Contamination problems or improperly sorted In-Scope PPP and (vi) otherwise comply with the requirements of this Agreement (including Sections 2.1.2(e) and 2.2).
- (c) Each Depot must be securely fenced and/or locked when closed to Customers. A Depot is considered to be "securely fenced and/or locked" when (i) Customers are not able to deliver In-Scope PPP to the Depot and (ii) access to the Depot is restricted and the In-Scope PPP stored at the Depot and awaiting pick-up by the Designated Post-Collection Service Provider is safe from tampering and vandalism.

2.1.4 Collection Containers.

- (a) The type of Collection Container used for the collection of PPP categories at individual Depots will be determined by the Designated Post-Collection Service Provider working in good faith with the Contractor. If the Designated Post-Collection Service Provider and Contractor cannot agree on the appropriate Collection Container for a given Depot, Recycle BC will facilitate resolution of the issue.
- (b) Collection Containers will be provided by and remain the property of the Designated Post-Collection Service Provider, provided that, to the extent any Collection Containers are owned and provided by the Contractor, such Collection Containers shall remain the property of the Contractor. Upon termination or expiration of this Statement of Work or the Agreement, any Collection Containers provided by the Designated Post-Collection Service Provider in accordance with

this Section 2.1.4(a), will be returned to the Designated Post-Collection Service Provider.

- (c) Any Collection Containers that are not intended to be removed from the Depot for transport of In-Scope PPP by the Designated Post-Collection Service Provider will be provided by Contractor. Upon termination or expiration of this Statement of Work or the Agreement, any Collection Containers provided by Contractor to provide the Depot Collection Services will remain the property of Contractor.
- (d) Except for the collection of Flexible Plastics, Contractor may not allow Customers to deposit In-Scope PPP into Collection Containers in single-use bags.

2.1.5 Designated Post-Collection Service Provider.

- (a) The Designated Post-Collection Service Provider will only pick-up In-Scope PPP collected by Contractor pursuant to this Statement of Work (including In-Scope PPP collected at a Satellite Depot or Temporary Collection Site) at a Principal Depot. In the case of In-Scope PPP collected at a Satellite Depot, Contractor is solely responsible, at its own cost and expense, for (i) transporting such In-Scope PPP to the designated Principal Depot, (ii) consolidating In-Scope PPP collected at the Satellite Depot with In-Scope PPP collected at the designated Principal Depot (iii) preparing the In-Scope PPP for pick-up by the Designated Post-Collection Service Provider.
- (b) Contractor will make best effort to ensure only full Collection Containers of In-Scope PPP are prepared for the Designated Post-Collection Service Provider to pick up. Recycle BC reserves the right to direct the Designated Post-Collection Service Provider to reject the pickup of material where best efforts to set out full Collection Containers has not been made.
- (c) Contractor will maintain all In-Scope PPP collected by Contractor pursuant to this Statement of Work (including In-Scope PPP collected at a Satellite Depot or Temporary Collection Site) for pick-up by the Designated Post-Collection Service Provider in a manner that is segregated, at a minimum, as set out in Attachment 2.1.2, and which is baled (or not baled) in accordance with the selections in the table(s) in Section 1(a) of Attachment 5.
- (d) Contractor will (i) ensure all In-Scope PPP collected by Contractor pursuant to this Statement of Work (including In-Scope PPP collected at a Satellite Depot or Temporary Collection Site) Principal Depot is made available for pick-up by the Designated Post-Collection Service Provider at a Principal Depot and (ii) may not charge any amounts to the Designated Post-Collection Service Provider for collecting such In-Scope PPP from a Principal Depot. Without limiting the generality of the foregoing, Contractor will not deliver In-Scope PPP collected by Contractor pursuant to this Statement of Work to any person or facility (including a landfill, incinerator or energy recovery facility) other than the Designated Post-Collection Service Provider or otherwise dispose of any In-Scope PPP collected at a Depot without prior written authorization from Recycle BC.
- (e) Contractor will store In-Scope PPP collected by Contractor pursuant to this Statement of Work in a manner acceptable to the Designated Post-Collection Service Provider and Recycle BC. Without limiting the generality of the foregoing, Contractor will, at the request of Recycle BC, adopt such procedures and measures, whether permanent or temporary, as Recycle BC determines is necessary to ensure that such In-Scope PPP is adequately protected from rain,

snow and other inclement weather or otherwise to protect the recyclability and marketability of such In-Scope PPP.

- (f) Recycle BC may change the Designated Post-Collection Service Provider upon thirty (30) days' notice.
- (g) If the Designated Post-Collection Service Provider rejects any material made available for pick-up at a Principal Depot due to (i) more than 5% by weight of Not Accepted Materials or (ii) any Hazardous Waste, Recycle BC reserves the right to designate alternative procedures and requirements associated with respect to such material and to deduct any additional costs associated therewith from the Fees otherwise due to Contractor.

2.1.6 PPP from Industrial, Commercial and Institutional Sources.

- (a) Contractor will not be entitled to receive any Fees or other payments in respect of ICI PPP and will be solely responsible for any costs associated with the collection and management of ICI PPP. The amount of Household In-Scope PPP collected at a Depot (the "**Determined Household Amount**") will be determined in accordance with Section 2.1.6(b). Without limiting the generality of the foregoing, Contractor acknowledges and agrees that Contractor will be solely responsible for any costs or fees charged by the Designated Post-Collection Service Provider in respect of ICI PPP.
- (b) For purposes of determining the Determined Household Amount in respect of a Depot, Contractor will adopt one of the following options (each, an "**ICI Management Option**") for such Depot, in each case as set forth in Attachment 2.1.1, to be approved by Recycle BC.

Option 1 – Separation of Household In-Scope PPP from ICI PPP – Contractor will ensure that Household In-Scope PPP is received, weighed and processed separately from ICI PPP. Contractor will implement and maintain rules and procedures acceptable to Recycle BC to ensure that Household In-Scope PPP is received, weighed and processed separately from ICI PPP in such manner (including ensuring that Collection Containers are clearly marked to indicate which are for Household In-Scope PPP and which are for ICI PPP) as is necessary to ensure that the amount of Household In-Scope PPP collected at the Depot is accurately determined. The separation of Household In-Scope PPP and ICI PPP will be clearly communicated to Customers in a manner acceptable to Recycle BC and consistently applied and enforced by Contractor.

Option 2 – No Collection of ICI PPP – Contractor will not accept ICI PPP at the Depot. Contractor will implement and maintain rules and procedures acceptable to Recycle BC to ensure that only Household In-Scope PPP is collected at the Depot. The fact that ICI PPP may not be delivered to the Depot will be clearly communicated to Customers in a manner acceptable to Recycle BC and consistently applied and enforced by Contractor.

Option 3 – Calculation of Mix of Household In-Scope PPP and ICI PPP – Contractor will determine the percentage of In-Scope PPP collected at the Depot that is comprised of ICI PPP (the "**Determined ICI Amount**") using a methodology acceptable to Recycle BC in its sole discretion. Once the Determined ICI Amount has been determined in accordance with such methodology, Contractor will provide to Recycle BC such records and information as Recycle BC reasonably requires in order to confirm that the Determined ICI Amount accurately reflects ratio of Household In-Scope PPP to ICI PPP collected at the Depot.

Every two years, on a date to be determined by Recycle BC, and at such other time as the parties may agree, Contractor will determine the then-current ratio of Household In-Scope PPP to ICI PPP collected at the Depot. If Recycle BC determines that Determined ICI Amount does not accurately reflect the then-current ratio of Household In-Scope PPP to ICI PPP collected at the Depot, Recycle BC will be entitled to make such adjustments to the Determined ICI Amount as it considers necessary.

- (c) All rules, procedures and methodologies adopted by Contractor pursuant to this Section 2.1.6 are subject to review by Recycle BC at any time and from time to time. If Recycle BC determines that such rules, procedures or methodologies in respect of a Depot are inadequate for purposes of ensuring that Contractor only receives Fees or other payments under this Statement of Work for Household In-Scope PPP, Contractor will adopt such rules, procedures or methodologies as Recycle BC may reasonably require in order to ensure compliance with this Section 2.1.6.
- (d) Contractor may change the ICI Management Option for a Depot with the prior written approval of Recycle BC. A decision to accept a request to change the ICI Management Option for a Depot is solely at Recycle BC's discretion, but will not generally be withheld if Recycle BC determines that such change will not impair the ability of Recycle BC to accurately determine the amount of Household In-Scope PPP collected at the Depot.
- (e) Recycle BC may, upon thirty (30) days' written notice, change the ICI Management Option applicable to a Depot if Recycle BC, in its sole discretion, determines that (i) the rules and procedures necessary to operate such Depot in a manner consistent with the applicable ICI Management Option are not being consistently applied and enforced or (ii) the application of the applicable ICI Management Option does not enable Recycle BC to accurately determine the amount of Household In-Scope PPP collected at the Depot.

2.1.7 Spillage.

- (a) All In-Scope PPP collected at a Depot will be completely contained in Collection Containers at all times, except when material is actually being loaded.
- (b) Any spillage of materials that occurs at a Depot or while transporting In-Scope PPP from a Satellite Depot to the designated Principal Depot will be immediately cleaned up or removed by Contractor at its sole expense. Contractor will keep accurate records of each occurrence of spillage that occurs outside of the Principal Depot property and of its clean-up and will make such records available to Recycle BC on request. Contractor expressly acknowledges it is solely responsible for any violations of Applicable Law that may result from said spillage.
- (c) Without limiting Section 2.1.7(b) above, any discharge of liquid wastes or oils that may occur at Depots or while transporting materials from a Satellite Depot to the designated Principal Depot will be promptly cleaned up or removed by Contractor and will be remediated by Contractor at its sole expense. Such clean-up or removal will be documented with photographs and notice of such clean-up or removal will be provided to Recycle BC in writing. Contractor will comply with all Applicable Laws in respect of groundwater or drainage systems safety and standards. Contractor will immediately notify the Recycle BC of any spills that enter groundwater or drainage systems.

2.1.8 Schedule.

- (a) Contractor will clearly indicate at each Depot (i) the day(s) of the week that the such Depot will be open and (ii) on each day that the Depot is open, the hours of operation when In-Scope PPP can be delivered to the Depot. To the extent possible, open hours will remain consistent.
- (b) Each Depot will remain open for collection of In-Scope PPP on the day(s) of the week and at the hours specified under Section 2.1.8(a) regardless of weather conditions, unless weather conditions are such that continued operation would result in danger to Contractor personnel, Customers or property. In the case of closure, Contractor will send a service disruption notice to their Recycle BC collection specialist.

2.1.9 Pilot Programs.

- (a) Recycle BC may wish to test or implement one or more new services, technology systems or developments in PPP material segregation, processing or collection technology (collectively, "**Pilot Program**"). Recycle BC will provide at least ninety (90) days' written notice of its intention to implement a Pilot Program. The allocation of any costs (or savings) accrued by Recycle BC-initiated Pilot Programs will be negotiated prior to implementation pursuant to the change process in Section 2.2 of the Agreement. If Recycle BC deems the Pilot Program a success and desires to incorporate the service, technology or development from the Pilot Program into this Statement of Work, such a change will be made pursuant to the change process set out in Section 2.2 of the Agreement.
- (b) Contractor-initiated Pilot Programs will require prior written approval by Recycle BC and will be performed at no additional cost to Recycle BC.

2.2 Customer Service.

2.2.1 Customer Service Requirements.

- (a) Contractor will maintain sufficient staffing to answer and handle complaints and service requests in a timely manner made by all methods including in-person, over the phone or through correspondence.
- (b) Without limiting the generality of Section 2.1.3(b), at all times when a Depot is open for collection of In-Scope PPP, Contractor will ensure that the Depot is sufficiently staffed to provide personal Customer service, educate Customers regarding In-Scope PPP accepted and avoid Customer delay.
- (c) Contractor will place signage at each Depot to assist Customers in delivering In-Scope PPP to the appropriate areas of the Depot. Signage is to incorporate images and graphics available from Recycle BC and is subject to approval by Recycle BC.
- (d) Contractor's Customer service will be accessible by a local area code and prefix phone number or toll-free number. Customer service representatives will apply best efforts be available during Depot open hours for communication with Customers and Recycle BC representatives. When the Depot is closed, Contractor will have an answering or voice mail service available to record messages from all incoming telephone calls.

2.2.2 Customer Complaints and Requests.

- (a) Contractor will record all Customer complaints and service requests, regardless of how received, including date, time, Customer's name and address, if the Customer is willing to give this information, method of transmittal and nature, date and manner of resolution of the complaint or service request in a computerized daily log. Contractor will use commercially reasonable efforts to resolve all complaints and service requests within two (2) Business Days of the original contact.
- (b) Contractor's customer service log will be available for inspection by Recycle BC with considerations to Contractors confidentiality obligations, if requested by Recycle BC.

2.3 Promotion and Education.

- 2.3.1 Where the Contractor is not a local government, Recycle BC will have primary responsibility for developing, designing and executing public promotion, education and outreach programs. Contractor will provide Recycle BC with assistance and cooperation, including distributing Recycle BC-developed promotional and educational brochures and assisting with promotion, education and outreach programs at the direction of Recycle BC. Where Contractor is a local government, Contractor will have primary responsibility for executing public promotion, education and outreach programs, incorporating Recycle BC-developed communications messages and images in Contractor public promotion, education and outreach programs.
- 2.3.2 Recycle BC reserves the right, in its sole discretion, to require Contractor to seek advance approval of any or all public promotion, education and outreach materials associated with the collection of In-Scope PPP, including recycling guides, website content and Depot signage.
- 2.3.3 Depot Collection Fees for Local Governments are inclusive of amounts intended to cover resident education spending for promotion, education and outreach programs on an annual basis. Recycle BC reserves the right to request proof of resident education spending by Contractor.
- 2.3.4 Contractor will have primary responsibility for providing Customers service-oriented information such as hours of operation of the Depots.

SECTION 3. Performance Standards and Operational Requirements

- 3.1 Personnel Conduct. Contractor personnel performing Depot Collection Services will at all times be courteous, refrain from loud, inappropriate or obscene language, exercise due care, perform their work without delay, minimize noise and avoid damage to public or private property.
- 3.2 Facility Standards. Without limiting any other requirements or obligations of Contractor, Contractor will meet or exceed the following standards:
 - 3.2.1 Depots will be of sufficient size and dimension to provide Depot Collection Services to Customers and access for Designated Post-Collection Service Provider.
 - 3.2.2 Depots will be maintained in a clean and sanitary manner. All collection areas will have appropriate safety markings, all in accordance with applicable law. Equipment will be maintained in good condition at all times. All facilities and the equipment to manage the In-Scope PPP will operate properly and be maintained in a condition compliant with all applicable laws, good industry standards and be in a condition satisfactory to Recycle BC. All vehicles used by the facility for the management of In-Scope PPP will be equipped with variable tone or proximity activated reverse movement back-up alarms.

- 3.2.3 Contractor will receive prior written approval from Recycle BC for all Depot signage, including Contractor labeling and program information. Contractor will place Recycle BC-provided logos on Depots as directed at no additional cost to Recycle BC.
- 3.3 In-Scope Material Management. Without limiting any other requirements or obligations of Contractor, Contractor will meet or exceed the following standards:
- 3.3.1 Contractor will ensure Collection Containers are reasonably full prior to requesting pick up from the Designated Post-Collection Service Provider.
- 3.3.2 Reasonably full Collection Containers will be staged in the format appropriate to the material category (such as full super sacks of Glass Bottles and Jars on a pallet), and in a location which allows ease of access by the Designated Post-Collection Service Provider. Contractor will ensure all full Collection Containers be affixed with the appropriate reporting documents prior to shipment.
- 3.4 SOW Record and Reporting Requirements.
- 3.4.1 Service Delivery Reporting. In addition to the record keeping and reporting requirements in the Agreement, Contractor will:
- (a) provide to Recycle BC, on the Service Commencement Date and at such other times as Recycle BC may request, a complete inventory of the equipment to be used by Contractor to perform Depot Collection Services;
 - (b) maintain such other records as may be requested by Recycle BC, including:
 - (i) in respect of each Principal Depot, tonnage by each date on which the Designated Post-Collection Service Provider removed the In-Scope PPP from the Principal Depot; and
 - (ii) changes to equipment or inventory;
 - (c) make all records maintained pursuant to this Statement of Work available to Recycle BC upon request;
 - (d) provide a report to Recycle BC on associated collection metrics necessary to calculate the greenhouse gas emissions associated with the performance of Depot Collection Services no more frequently than once per quarter and no less frequently than once per year;
 - (e) upon Recycle BC's request, provide a report to Recycle BC on the costs associated with the performance of Depot Collection Services, no more frequently than once per year;
 - (f) upon Recycle BC's request, provide a response to questions posed by Recycle BC's non-financial auditor; and
 - (g) upon Recycle BC's request, provide up to two ad-hoc reports each year, at no additional cost to Recycle BC, and such ad-hoc reports (i) may include Customer service database tabulations to identify specific Service Level or participation patterns or other similar information reports; and (ii) will not require the Contractor to expend more than forty (40) staff hours per year to complete,

and such records and reports will be provided in Recycle BC-defined format and software compatibility. For reports that are provided at Recycle BC's request, Recycle BC will use best efforts to communicate such request sixty (60) days in advance of due date. Contractor and Recycle BC will meet to discuss requests outside of this scope, all parties being reasonable.

3.4.2 Claims Reporting.

- (a) Responsibility for claim reporting under Section 3.4.2(b) shall be assigned to the Designated Post-Collection Service Provider.
- (b) All Household In-Scope PPP picked-up by the Designated Post-Collection Service Provider from a Principal Depot will be documented in a manner specified by Recycle BC, including by a certified scale ticket provided by the Designated Post-Collection Service Provider, with Depot name and address, Designated Post-Collection Service Provider name and address, date, time, truck number, net weight by material type (as set out in Attachment 2.1.2, by baled versus loose and, for Foam Packaging, by white versus coloured) and such other information as Recycle BC may designate (collectively, "**Claim Information**").
- (c) The Designated Post-Collection Service Provider will report the Claim Information with respect to any Household In-Scope PPP picked up by the Designated Post-Collection Service Provider from a Principal Depot through Recycle BC's claims reporting portal or through such other method as Recycle BC may designate within ten (10) business days of the pick-up date.
- (d) Recycle BC will issue a claim summary to Contractor based on Claim Information provided to Recycle BC by the Designated Post-Collection Service Provider, and Contractor will review the claim summary for accuracy. Contractor must report to Recycle BC any content in the claim summary that Contractor disputes within thirty (30) days of the claim summary being issued.
- (e) After Recycle BC has approved the Claim Information, Recycle BC will issue a purchase order to Contractor, including a reference number. Recycle BC will issue payment to Contractor based on the approved purchase order without the need for Contractor to submit an invoice.

3.5 Service Levels. If Contractor fails to meet any Service Level set out in Attachment 3.5, Recycle BC will, in Recycle BC's sole discretion, be entitled to the applicable Service Level Failures set out in Attachment 3.5.

SECTION 4. SOW Term

This Statement of Work will commence on the SOW Effective Date and its initial term will continue until December 31, 2029. Recycle BC may extend this Statement of Work for up to two further periods of one year each, by giving Contractor notice in writing not less than ninety (90) days before the expiration of the initial term or any such additional term or terms. The initial term and any such additional term or terms are herein referred to as the "**SOW Term**".

SECTION 5. Fees

The Fees payable by Recycle BC for the performance by Contractor of the SOW Services are set out in Attachment 5 to this Statement of Work, and such Fees begin after the Service Commencement Date. For the avoidance of doubt, Contractor acknowledges and agrees that it will not be entitled to receive any Fees in respect of ICI PPP collected at Depots.

SECTION 6. Additional Terms

- 6.1 No Double Charge. Contractor will not directly or indirectly charge Customers, including by way of tax, levy or other surcharge, for the cost of providing the SOW Services if and to the extent that such costs are covered by Fees (prior to deducting any Service Level Failure Credits) or other payments that Contractor is entitled to receive from Recycle BC under this Statement of Work. In the event that the Fees do not fully cover the Contractors costs of the program, the Contractor may directly or indirectly charge Customers for the portion of the costs of providing the SOW Services that are not covered by the Fees; provided that the Contractor shall not profit from such amounts.
- 6.2 Reuse. With prior written approval from Recycle BC, the Contractor may establish a re-use program for certain materials (e.g., egg cartons, plant pots). This program will allow residents to collect these items from designated areas at the Depot at no charge, promoting the re-use of materials that are in good condition and can be repurposed. For the avoidance of doubt, no beverage container, as defined in Schedule 1 of the Regulation, deposited into a Recycle BC Collection Container may be considered for reuse.
- 6.3 Scavenging Forbidden. Except as defined in Section 6.2, Contractor will not Scavenge, or permit any person (including its employees) to Scavenge, any materials from In-Scope PPP that have been delivered by Customers to the Depot at any time and at any location during Contractor's performance of the SOW Services or otherwise.
- 6.4 Risk. Contractor will bear all costs of receipt and storage of the In-Scope PPP. Contractor will be responsible for all risks, including risk of loss of, or damage caused by, the In-Scope PPP from the time that the In-Scope PPP is received by Contractor until the Contractor delivers such In-Scope PPP to the Designated Post-Collection Service Provider. In-Scope PPP will be deemed to be delivered to the Designated Post-Collection Service Provider when picked up from Contractor's facility and accepted by receipt of scale ticket or bill of lading from the Designated Post-Collection Service Provider. Contractor will be responsible for the cost of any damage to Collection Containers caused by Contractor.
- 6.5 Shared Services. Contractor may collect material other than In-Scope PPP at the Depot if (a) the activities do not interfere with Depot Collection Services of Household In-Scope PPP from Customers and (b) Contractor adopts such rules and procedures as are necessary to ensure that such materials are not mixed with Household In-Scope PPP. Such rules and procedures are subject to review by Recycle BC at any time and from time to time. If Recycle BC determines that such rules and procedures or methodologies in respect of a Depot are inadequate, Contractor will adopt such rules and procedures as Recycle BC may reasonably require in order to ensure compliance with this Section 6.5.
- 6.6 No Exclusivity. Execution of this Statement of Work does not confer on Contractor exclusive access to Customers in proximity to the Depots or otherwise.

(Signature page follows.)

IN WITNESS WHEREOF the parties have executed this Statement of Work effective as of the SOW Effective Date.

MMBC RECYCLING INC.

Per: _____
(I have authority to bind Recycle BC)

Name: _____
(Please Print)

Title: _____

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per: _____
(I have authority to bind Contractor)

Name: _____
(Please Print)

Title: _____

Per: _____
(I have authority to bind Contractor)

Name: _____
(Please Print)

Title: _____

Note: Second signatory to be completed by Contractor only if Contractor requires two signatories (and by leaving the second signatory blank and returning the Statement of Work to Recycle BC, Contractor and the first signatory represent that no additional signatories are required).

**ATTACHMENT 2.1.1 TO SCHEDULE 2.1(c)
APPROVED DEPOTS**

Principal Depot Details					
Depot Name	Street Number	Street Name	Municipality	Postal Code	ICI Management Option
Bill's Bottle Depot	2840	13th Ave SW	Salmon Arm	V1E 3K1	2
Falkland Transfer Station	2830	Wetaskiwin Rd	Falkland	V0E 1W0	2
Glenemma Transfer Station	3125	McTavish Rd	Glenemma	V1E 3J1	2
Golden Bottle Depot	916	11th Ave South	Golden	V0A 1H0	2
Golden Landfill	350	Golden-Donald Upper Rd	Golden	V0A 1H1	1
Malakwa Depot	4087	Malakwa Rd	Malakwa	V0E 2J0	2
Parson	3583	Hwy 95	Parson	V0A 1L0	2
Revelstoke Bottle Depot	97	Cartier St	Revelstoke	V0E 2S0	2
Revelstoke Landfill	330	Westside Rd	Revelstoke	V2L 2Y9	1
Salmon Arm Landfill	4290	20th Ave SE	Salmon Arm	V1E 1X9	1
Scotch Creek Transfer Station	3508	Squilax-Anglemont Rd	Scotch Creek	V0E 1M5	1
Seymour Arm Transfer Station	9997	Seymour Arm Main FSR	Seymour Arm	V0E 2J1	2
Sicamous Downtown Depot	322	Finlayson St	Sicamous	V0E 2V1	2
Sicamous Landfill	950	Two Mile Rd	Sicamous	V0E 2V1	1
Skimikin Transfer Station	2281	Skimikin Lake Rd	Tappen	V0E 2X3	2
Sorrento Fire Hall Depot	1164	Passchendaele Rd	Sorrento	V0E 2W1	2
Trout Lake Transfer Station	5100	Hwy 31	Trout Lake	V0G 1R1	2

Satellite Depot Details						
Depot Name	Street Number	Street Name	Municipality	Postal Code	ICI Management Option	Delivery Location - Principal Depot
Kicking Horse Mountain Resort Recycling Depot	7229	Mershon St	Golden	V2V 4M5	1	Golden Landfill

ATTACHMENT 2.1.2 TO SCHEDULE 2.1(c)
IN-SCOPE PPP

For the purpose of this Statement of Work, In-Scope PPP will mean the material described in the categories of PPP below that have been selected as indicated by an "x" in the associated check box (and the In-Scope PPP shall be segregated, at a minimum, in the streams that have been selected below):

- Paper and Cardboard, which must be segregated from all other PPP.
- Mixed Containers, which must be segregated from all other PPP.
- Flexible Plastics, which must be segregated from all other PPP.
- White Foam Packaging, which must be segregated from all other PPP.
- Coloured Foam Packaging, which must be segregated from all other PPP.
- Glass Bottles and Jars, which must be segregated from all other PPP.

To the extent beverage containers as defined in Schedule 1 of the Regulation are comingled with In-Scope PPP that Customers drop off at the Depot, such beverage containers shall be deemed to be In-Scope PPP for the purposes of this Statement of Work, with polycoated beverage containers, plastic beverage containers and metal beverage containers defined as Mixed Containers and glass beverage containers defined as Glass Bottles and Jars.

**ATTACHMENT 3.5 TO SCHEDULE 2.1(c)
SERVICE LEVELS FAILURES**

Contractor may incur Service Level Failure Credits for the Service Level Failures described in this Attachment 3.5; provided, however, that the aggregate amount of Service Level Failure Credit in respect of any calendar year shall not exceed the aggregate amount of Fees payable to Contractor in respect of such calendar year:

	Service Level Failure	Service Level Failure Credit								
1	Failure to clean-up or collect PPP that has spilled outside the Depot boundary within 2 hours.	Twice the cost of cleanup incurred by Recycle BC (if Recycle BC performs the cleanup) plus \$500 per incident (regardless of who performs the cleanup).								
2	Pick up by the Designated Post-Collection Service Provider of materials that contain more than 5% by weight of Not Accepted Materials.	<p>The Per Load Amount for each weigh-scale ticketed load that results in a Service Level Failure, provided that the aggregate Service Level Failure Credit for this Service Level Failure Credit in respect of any calendar year shall not exceed 75% of the Fees paid in the preceding 12 months or, in the event that the Service Level Failure occurs before 12 months of Fees have been paid, the Service Level Failure Credit shall not exceed 75% of the annualized Fees paid.</p> <p>For the purpose of this Service Level Failure, the “Per Load Amount” in respect of any year will be determined by an escalating percentage of annualized Fees in accordance with the following table:</p> <table border="1"> <thead> <tr> <th>Occurrence</th> <th>Per Load Amount</th> </tr> </thead> <tbody> <tr> <td align="center">1st</td> <td>2.5% of annualized Fees up to a maximum of \$2500</td> </tr> <tr> <td align="center">2nd</td> <td>5.0% of annualized Fees up to a maximum of \$5000</td> </tr> <tr> <td align="center">3rd and onwards</td> <td>10.0% of annualized Fees up to a maximum of \$10,000</td> </tr> </tbody> </table>	Occurrence	Per Load Amount	1 st	2.5% of annualized Fees up to a maximum of \$2500	2 nd	5.0% of annualized Fees up to a maximum of \$5000	3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000
Occurrence	Per Load Amount									
1 st	2.5% of annualized Fees up to a maximum of \$2500									
2 nd	5.0% of annualized Fees up to a maximum of \$5000									
3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000									
3	Pick up by the Designated Post-Collection Service Provider of materials that contain more than the specified Cross Contamination percent threshold indicated in section 2.1.2.	<p>The Per Load Amount for each weigh-scale ticketed load that results in a Service Level Failure, provided that the aggregate Service Level Failure Credit for this Service Level Failure Credit in respect of any calendar year shall not exceed 75% of the Fees paid in the preceding 12 months or, in the event that the Service Level Failure occurs before 12 months of Fees have been paid, the Service Level Failure Credit shall not exceed 75% of the annualized Fees paid.</p> <p>For the purpose of this Service Level Failure, the “Per Load Amount” in respect of any year will be determined by an escalating percentage of annualized Fees in accordance with the following table:</p>								

Service Level Failure		Service Level Failure Credit	
		Occurrence	Per Load Amount
		1 st	2.5% of annualized Fees up to a maximum of \$2500
		2 nd	5.0% of annualized Fees up to a maximum of \$5000
		3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000
4	Contractor delivers In-Scope PPP collected at a Depot to any person or facility (including a landfill, incinerator or energy recovery facility) other than the Designated Post-Collection Service Provider or otherwise disposes of any In-Scope PPP collected at a Depot without the prior written authorization of Recycle BC.	50% of annualized Fees per incident, up to a maximum of \$25,000.	
6	Failure to provide a required report pursuant to Section 3.4 on time.	Withholding of all Fees due to Contractor until the required report is submitted.	
7	Contractor fails to provide Recycle BC with the required notice of a Depot ownership change or termination.	25% of annualized Fees if termination notice does not meet the required term up to a maximum of \$25,000, or suspension of service, including material pick up and payment, until the ninety (90) day required notice period is fulfilled, at Recycle BC's choice.	

**ATTACHMENT 5 TO SCHEDULE 2.1(c)
FEES**

1. In consideration for Contractor's performance of the SOW Services, Recycle BC will pay Contractor the following amounts for Household In-Scope PPP collected pursuant to this Statement of Work and made available to the Designated Post-Collection Service Provider for pick-up at a Principal Depot:
- (a) The selected (as indicated by an "x" in the associated check box) Depot Collection Fee (including, if selected, the Baling Fee), to be invoiced and paid pursuant to the claims submission process in accordance with the terms of the Agreement.

For the following Depots:

Falkland Transfer Station

Glenemma Transfer Station

Golden Landfill

Malakwa Depot

Parson

Revelstoke Landfill

Seymour Arm Transfer Station

Sicamous Landfill

Sorrento Fire Hall Depot

Trout Lake Transfer Station

Depot Collection Fees (\$/Tonne)						
Depot Fee Group	Materials					
	Paper and Cardboard	Mixed Containers	Flexible Plastics	White Foam Packaging	Coloured Foam Packaging	Glass Bottles and Jars
<input checked="" type="checkbox"/> Depot Fee Group 1 (< 80 Tonnes)						
Fee	<input checked="" type="checkbox"/> \$505.00	<input checked="" type="checkbox"/> \$1,010.00	<input checked="" type="checkbox"/> \$2,095.00	<input checked="" type="checkbox"/> \$8,250.00	<input checked="" type="checkbox"/> \$8,250.00	<input checked="" type="checkbox"/> \$790.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 2 (≥ 80 or < 125 Tonnes)						
Fee	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$800.00	<input type="checkbox"/> \$1,375.00	<input type="checkbox"/> \$6,195.00	<input type="checkbox"/> \$6,195.00	<input type="checkbox"/> \$595.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 3 (≥ 125 or < 400 Tonnes)						
Fee	<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$790.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$3,330.00	<input type="checkbox"/> \$3,330.00	<input type="checkbox"/> \$340.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 4 (≥ 400 Tonnes)						
Fee	<input type="checkbox"/> \$130.00	<input type="checkbox"/> \$530.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$2,365.00	<input type="checkbox"/> \$2,365.00	<input type="checkbox"/> \$295.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a

For the following Depots:
Golden Bottle Depot
Sicamous Downtown Depot
Skimikin Transfer Station

Depot Collection Fees (\$/Tonne)						
Depot Fee Group	Materials					
	Paper and Cardboard	Mixed Containers	Flexible Plastics	White Foam Packaging	Coloured Foam Packaging	Glass Bottles and Jars
<input type="checkbox"/> Depot Fee Group 1 (< 80 Tonnes)						
Fee	<input type="checkbox"/> \$505.00	<input type="checkbox"/> \$1,010.00	<input type="checkbox"/> \$2,095.00	<input type="checkbox"/> \$8,250.00	<input type="checkbox"/> \$8,250.00	<input type="checkbox"/> \$790.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input checked="" type="checkbox"/> Depot Fee Group 2 (≥ 80 or < 125 Tonnes)						
Fee	<input checked="" type="checkbox"/> \$350.00	<input checked="" type="checkbox"/> \$800.00	<input checked="" type="checkbox"/> \$1,375.00	<input checked="" type="checkbox"/> \$6,195.00	<input checked="" type="checkbox"/> \$6,195.00	<input checked="" type="checkbox"/> \$595.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 3 (≥ 125 or < 400 Tonnes)						
Fee	<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$790.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$3,330.00	<input type="checkbox"/> \$3,330.00	<input type="checkbox"/> \$340.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 4 (≥ 400 Tonnes)						
Fee	<input type="checkbox"/> \$130.00	<input type="checkbox"/> \$530.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$2,365.00	<input type="checkbox"/> \$2,365.00	<input type="checkbox"/> \$295.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a

For the following Depot:
Bill's Bottle Depot

Depot Collection Fees (\$/Tonne)						
Depot Fee Group	Materials					
	Paper and Cardboard	Mixed Containers	Flexible Plastics	White Foam Packaging	Coloured Foam Packaging	Glass Bottles and Jars
<input type="checkbox"/> Depot Fee Group 1 (< 80 Tonnes)						
Fee	<input type="checkbox"/> \$505.00	<input type="checkbox"/> \$1,010.00	<input type="checkbox"/> \$2,095.00	<input type="checkbox"/> \$8,250.00	<input type="checkbox"/> \$8,250.00	<input type="checkbox"/> \$790.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 2 (≥ 80 or < 125 Tonnes)						
Fee	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$800.00	<input type="checkbox"/> \$1,375.00	<input type="checkbox"/> \$6,195.00	<input type="checkbox"/> \$6,195.00	<input type="checkbox"/> \$595.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input checked="" type="checkbox"/> Depot Fee Group 3 (≥ 125 or < 400 Tonnes)						
Fee	<input checked="" type="checkbox"/> \$215.00	<input checked="" type="checkbox"/> \$790.00	<input checked="" type="checkbox"/> \$1,250.00	<input checked="" type="checkbox"/> \$3,330.00	<input checked="" type="checkbox"/> \$3,330.00	<input checked="" type="checkbox"/> \$340.00

Baling Fee	<input checked="" type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 4 (≥ 400 Tonnes)						
Fee	<input type="checkbox"/> \$130.00	<input type="checkbox"/> \$530.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$2,365.00	<input type="checkbox"/> \$2,365.00	<input type="checkbox"/> \$295.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a

For the following Depots:
Revelstoke Bottle Depot
Salmon Arm Landfill
Scotch Creek Transfer Station

Depot Collection Fees (\$/Tonne)						
Depot Fee Group	Materials					
	Paper and Cardboard	Mixed Containers	Flexible Plastics	White Foam Packaging	Coloured Foam Packaging	Glass Bottles and Jars
<input type="checkbox"/> Depot Fee Group 1 (< 80 Tonnes)						
Fee	<input type="checkbox"/> \$505.00	<input type="checkbox"/> \$1,010.00	<input type="checkbox"/> \$2,095.00	<input type="checkbox"/> \$8,250.00	<input type="checkbox"/> \$8,250.00	<input type="checkbox"/> \$790.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 2 (≥ 80 or < 125 Tonnes)						
Fee	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$800.00	<input type="checkbox"/> \$1,375.00	<input type="checkbox"/> \$6,195.00	<input type="checkbox"/> \$6,195.00	<input type="checkbox"/> \$595.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input checked="" type="checkbox"/> Depot Fee Group 3 (≥ 125 or < 400 Tonnes)						
Fee	<input checked="" type="checkbox"/> \$215.00	<input checked="" type="checkbox"/> \$790.00	<input checked="" type="checkbox"/> \$1,250.00	<input checked="" type="checkbox"/> \$3,330.00	<input checked="" type="checkbox"/> \$3,330.00	<input checked="" type="checkbox"/> \$340.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a
<input type="checkbox"/> Depot Fee Group 4 (≥ 400 Tonnes)						
Fee	<input type="checkbox"/> \$130.00	<input type="checkbox"/> \$530.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$2,365.00	<input type="checkbox"/> \$2,365.00	<input type="checkbox"/> \$295.00
Baling Fee	<input type="checkbox"/> + \$180.00	<input type="checkbox"/> + \$190.00	<input type="checkbox"/> + \$790.00	n/a	n/a	n/a

Any change in whether Contractor bales or does not bale In-Scope PPP must be made pursuant to the change procedure in Section 2.2 of the Agreement.

A Principal Depot will initially be in a particular Depot Collection Fee category (“**Depot Fee Group**”), as identified in the Depot Collection Fees table immediately above, based on:

- if collection of Household In-Scope PPP at such Principal Depot pursuant to the Agreement commenced on or before August 1, 2023, the aggregate weight of Household In-Scope PPP collected at such Principal Depot in the twelve (12) month period from August 1, 2023 to July 31, 2024;
- if collection of Household In-Scope PPP at such Principal Depot pursuant to the Agreement commenced after August 1, 2023 but on or before July 1, 2024, the annualized aggregate weight of Household In-Scope PPP collected at such Principal Depot from such date to July 31, 2024; or

- if collection of Household In-Scope PPP at such Principal Depot pursuant to the Agreement commenced or commences after July 1, 2024, Recycle BC's good faith estimate (based on discussions with Contractor and the best available information at such time) of the aggregate weight of Household In-Scope PPP to be collected at such Principal Depot over a twelve (12) month period.

Recycle BC will adjust the Depot Fee Group on the first day of each calendar year, based in each case on the aggregate weight of Household In-Scope PPP collected at such Principal Depot in the twelve (12) month period ending on August 31 of the immediately preceding calendar year (pro-rated in the case of a partial year).

Recycle BC reserves the right at its sole discretion to adjust a Principal Depot's Depot Fee Group for a calendar year if the aggregate weight of Household In-Scope PPP collected at such Principal Depot is 5% more (or less) than the upper (or lower) tonne threshold for such Depot Fee Group. Upon changing the Depot Fee Group for a calendar year, which may be done retroactively:

- if the Principal Depot is moved to a higher Depot Fee Group (i.e. from Depot Fee Group 3 to Depot Fee Group 4), any incremental Household In-Scope PPP collected at the Principal Depot that is more than 5% greater than the upper threshold for the initial Depot Fee Group will be paid at the Depot Collection Fee rates of the next higher Depot Fee Group; or
- if the Principal Depot is moved to a lower Depot Fee Group (i.e. from Depot Fee Group 3 to Depot Fee Group 2), Recycle BC will pay Contractor such amount as is necessary to ensure that Contractor receives, in the aggregate, the amount Contractor would have been entitled to receive if the Principal Depot had been in the lower Depot Fee Group for such calendar year.

2. Recycle BC will adjust the Depot Collection Fees each year, up or down, on the first day of January of each year. Recycle BC reserves the right to choose the adjustment mechanism to be used each year, as between (i) the results of a cost study that samples collection service providers to determine the costs associated with the performance of Depot Collection services; and (ii) an adjustment that is based on the Consumer Price Index (CPI) for BC (All Items), which will be calculated as follows:

- (a) Depot Collection Fee = Depot Collection Fee in the previous year x (1 + (percentage change in CPI/100)), where
 - (i) percentage change in CPI = (current year CPI – previous year CPI)/(previous year CPI) x 100%; and
 - (ii) each year's CPI is the published CPI on September 1st of the year prior.



BOARD REPORT

TO: Chair and Directors

SUBJECT: Shuswap Refuse Hauling Contract Award

DESCRIPTION: Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 25, 2024. A report seeking Board authorization for awarding the Shuswap Refuse Hauling contract.

RECOMMENDATION: THAT: the Board endorse the authorized signatories to enter into an agreement, for the Shuswap Refuse Hauling contract, with SCV Contracting for a three-year term, including the two, one year options to renew, in the amount of approximately \$2,059,350 plus applicable taxes and annual CPI adjustments over the term of the agreement.

Corporate Vote Weighted

SUMMARY:

The contract in place for the refuse hauling in the Shuswap expires December 31, 2024. The purpose of this Board report is to outline the results of the procurement process and the associated recommendation to award a three-year contract, plus two, one-year options to renew, to SCV Contracting.

BACKGROUND:

The Shuswap Refuse Hauling Contract outlines the requirements for hauling bins from the following transfer stations in the Shuswap; Falkland, Glenemma, Skimikin, Scotch Creek, Seymour Arm and Malakwa. The collected bins deliver refuse and recyclable materials to the Salmon Arm Refuse Disposal Site and empty bins are returned to the transfer stations.

In the fall of 2024, in preparation for the expiry of the refuse hauling contract for the Shuswap, the CSRD conducted a Request for Proposal procurement process, whereby bidders were required to submit proposals that outlined their experience, operations methodology and pricing for a three-year contract, plus two, one year options to renew.

The CSRD received two submissions which were evaluated by the CSRD's Environmental Services department, guided by Pryce Advisory, the CSRD's procurement specialist. A summary of results and recommendations are attached to this report.

POLICY:

[Policy F-32](#), the CSRD Procurement of Goods and Services Policy, states any agreement with a value greater than \$500,000 requires Board approval.

FINANCIAL:

The annual contract value, beginning January 1, 2025, is projected to be \$411,870 based on the estimated number of hauling transactions. Over the course of the five-year term, the total value of the contract is projected to be \$2,059,350. Associated costs for delivering the Shuswap hauling services are accounted for in the Solid Waste (219) budget and represent inflationary increases over the previous contract.

KEY ISSUES/CONCEPTS:

The procurement process for soliciting and evaluating bids, via a request for proposal process, allowed staff to consider not only the price for service but also the value to the CSRD. Staff are confident that the successful proponent will provide the CSRD with the service required to deliver the effective and efficient hauling for servicing Shuswap refuse transfer stations.

IMPLEMENTATION:

Based on the Board's endorsement of the recommendation contained in this report, staff will conduct meetings with the successful proponents to ensure that the requirements of the contract are clearly understood.

COMMUNICATIONS:

All bidders will be informed of the results of the procurement process.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_EUS_Shuswap_Hauling_Contract_Award.docx
Attachments:	- Refuse Hauling Services - Award Recommendation Summary.pdf
Final Approval Date:	Dec 4, 2024

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



Jodi Pierce



Jennifer Sham



John MacLean



On October 16, 2024 the CSRD posted Request for Proposals 2024-219-0069-03 on BC Bid to receive proposals for Refuse Hauling – Salmon Arm/Sicamous Wasteshed. This posting closed on November 12, 2024.

CSRD received 2 compliant Proposals. The proposals were reviewed by 3 evaluators, all staff of CSRD. The evaluation was facilitated by Pryce Advisory Services Inc.

As stated in the request for proposal's the evaluation criteria weighting was as follows in the Matrix below:

Profile, Experience and Qualifications	30%
Pricing Proposal	70%

Through the evaluation process the following ranking was established:

Proponent	Ranking	Est Annual Price
SCV Contractors Corp	1	\$411,870.00
Seldom Silent Environmental Ltd.	2	\$467,091.30

At the end of the evaluation process SCV Contractors Corp. was deemed the first ranked proposal.

SVC Contractors Corp. has a long history as a CSRD hauling contractor..

Estimated Annual rate provided for hauling services, based on the previous two years of average hauls, is \$411,870.00 per year and pricing will be reviewed against CPI on an annual basis.



BOARD REPORT

- TO:** Chair and Directors
- SUBJECT:** Golden & Electoral Area A: Golden and District Arena – Community Works Funds request for Kitchen & Concession Upgrades
- DESCRIPTION:** Report from Fiona Barton, Manager, Community Services, dated November 27, 2024. To upgrade the Golden and District Arena kitchen and concession using Community Works Funds.
- RECOMMENDATION:** THAT: in accordance with Policy No. F-3 "Community Works Fund - Expenditure of Monies" access to the Community Works Fund be approved for a maximum amount of \$45,000 plus applicable taxes from the Electoral Area A Community Works Fund allocation for an upgrade to the Golden and District Arena kitchen and concession.
- Stakeholder Vote Weighted – Electoral Area Directors*

SUMMARY:

The average age of concession at the Golden and District Arena is 36 years, putting the kitchen and concession in an asset category of "very poor". With Regional Board approval, Community Services staff will proceed with a Request for Proposal process to undertake a kitchen and concession renovation.

BACKGROUND:

The concession area renovation was identified during a facility tour and discussions with the Town of Golden Recreation staff. An estimate of \$40,000 was received by town staff for the work and the area director is supportive of the project using community works funds.

POLICY:

Policy No. F-3 "Community Works Fund - Expenditure of Monies" states that the expenditure of monies from the Community Works Fund will be approved by the Board.

FINANCIAL:

The project proposes to utilize \$45,000.00 of Community Works Funds from the Electoral Area A budget. The balance of the Area A Community Works Fund as of October 31, 2024 is approximately \$319,000 after all previously approved commitments. Expenditure of the funds will be in accordance with the 2024-2034 Agreement between the UBCM and CSRD.

KEY ISSUES/CONCEPTS:

In accordance with CSRD Policy No. F-3 "Electoral Area Community Works Fund" authorization to expend monies from the Community Works Fund must be approved by the Board.

IMPLEMENTATION:

The authorized signatories will undertake a Request for Proposal process to secure quotations for the kitchen and concession renovation.

COMMUNICATIONS:

Upon Board approval, Community Services staff will update the Parks & Facilities Planning and Development page on www.csr.d.bc.ca advising of the project progress.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_CPS_Golden_Area_A_Recreation_Centre_Kitchen_Concession_Upgrades.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

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



Derek Sutherland



Jodi Pierce



Jennifer Sham



John MacLean



BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Areas D, E, F: Grant-in-Aids

DESCRIPTION: Report from Jodi Pierce, General Manager, Financial Services, dated November 29, 2024. Funding requests for consideration.

RECOMMENDATION: THAT: the Board approve the following allocations from the 2024 Electoral Area Grant-in-Aids:

Area D

\$ 2,000 Falkland Fire Fighters Association (Halloween event)

Area E

\$5,000 Malakwa Playschool Society (operating costs)

Area F

\$1,500 Seymour Arm Snowmobile Club (trail maintenance)

\$5,000 North Shuswap Childcare Society (operating costs)

Stakeholder Vote Weighted – Electoral Area Directors

BACKGROUND:

N/A

POLICY:

These requests meet the requirements of [Policy F-30](#) Electoral Area Grant-in-Aid Funding, and have been supported by the respective Area Directors. The required source documentation for the applications have been received.

FINANCIAL:

These requests are within the Electoral Area's Grant-in-Aid budget from the [2024-2028 Five Year Financial Plan](#).

KEY ISSUES/CONCEPTS:

N/A

IMPLEMENTATION:

The respective Electoral Director will advise each organization of the Board's decision. The successful organization will be sent a cheque accompanied by a congratulatory letter.

COMMUNICATIONS:

Information on Grant-in-Aid is included within the [CSRD Annual Report](#).

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_FIN Grant in Aids.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

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



Jennifer Sham



John MacLean



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024
DESCRIPTION:	Report from Jodi Pierce, General Manager, Financial Services, dated November 29, 2024. A budget amendment is necessary to authorize the amendments to existing services.
RECOMMENDATION #1:	<p>THAT: the "2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024" be read a first, second and third time, this 13th day of December, 2024.</p> <p><i>Corporate Vote Weighted</i></p>
RECOMMENDATION #2:	<p>THAT: the "2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024" be adopted, this 13th day of December, 2024.</p> <p><i>Corporate Vote Weighted</i></p>

SUMMARY:

Pursuant to the Local Government Act, a budget amendment is a requirement when planned expenditures will exceed the approved budget. During the year, staff have brought forward Board reports as itemized below in background information. The budgets for the applicable services have been amended to reflect the higher planned expenditures and the source of funding for these expenditures. In addition to those previously approved reports, the Economic Development Function 302 required an amendment to complete the contract to the Society as well as fund legal fees for the removal of the CSR D from the Society. These costs will be funded from the existing operating reserve.

BACKGROUND:

Community Works Funds approvals – [March 2024](#)

White Lake Firehall Expansion – [May 2024](#)

Community Works Funds approvals – [June 2024](#)

SPU Storage Building Scope change – [September 2024](#)

Community Works Funds approvals – [October 2024](#)

Scotch Creek/ Lee Creek Firehall Land Acquisition – [November 2024](#)

POLICY:

In accordance with section 374(2) of the Local Government Act, the Financial Plan may be amended by bylaw at any time.

FINANCIAL:

The amendments have all been summarized on the attached Summary of Budget Amendments and all key changes have been highlighted in yellow on Schedule A for the 2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024.

KEY ISSUES/CONCEPTS:

An increase in the budget is a requirement to legally meet the financial liabilities undertaken within the affected functions.

IMPLEMENTATION:

Payments for expenses within the affected functions will be made in accordance with the amended budget.

COMMUNICATIONS:

The 2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024 will be posted to the CSRD website.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations to ensure the financial responsibility for addressing liabilities of the affected functions.

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_FIN Financial Plan Amendment Bylaw.docx
Attachments:	<ul style="list-style-type: none">- BL5890, 2024 Five Year Financial Plan Amendment FINAL.pdf- Budget adjustments final to amendment 1.pdf- Schedule A.pdf- Schedule B.pdf
Final Approval Date:	Dec 4, 2024

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



Jennifer Sham



John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5890, 2024

A bylaw to amend the 2024 Five Year Financial Plan for the period 2024 to 2028, inclusive

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

1. Schedule 'A' and Schedule 'B' of Bylaw No. 5876, 2024 are deleted in their entirety and replaced with the attached Schedule 'A' and Schedule 'B'.
2. This bylaw may be cited as "2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024."

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

Corporate Officer

Chair

CERTIFIED a true copy of
Bylaw No. 5890, 2024 as adopted.

Corporate Officer

Columbia Shuswap Regional District
2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024
Schedule A

		2024	2025	2026	2027	2028
REVENUES						
Surplus		1,150,073	-	-	-	-
Tax Requisitions		19,879,015	21,416,050	22,804,081	23,106,837	23,725,724
Sales and User Fees		8,951,046	9,012,840	9,139,108	9,181,157	9,311,384
Grants		14,874,837	6,335,515	6,940,842	5,981,526	4,699,575
Operating Reserve		566,545	138,800	188,300	149,300	22,800
Proceeds of Borrowing		943,850	1,500,000	-	2,120,127	-
Reserves (Excluding Operating)		4,920,813	498,000	4,001,000	623,000	82,000
Other Revenue		5,223,228	4,059,211	3,145,497	3,133,994	3,165,399
Parcel Taxes		1,228,603	1,259,969	1,283,976	1,309,120	1,331,734
Municipal Debt		3,979,434	3,979,434	3,975,456	3,875,106	3,424,052
TOTAL REVENUES		\$ 61,717,444	\$ 48,199,820	\$ 51,478,259	\$ 49,480,167	\$ 45,762,669
EXPENDITURES						
Corporate Services and Finance						
General Government	010	2,017,434	1,894,900	1,943,769	2,030,586	2,097,396
Electoral Area Government	011	2,007,795	2,062,428	2,196,745	2,176,799	2,236,649
Admin and IT	012	2,106,543	1,711,962	1,728,808	1,768,508	1,800,298
Fleet	013	137,470	140,873	134,969	137,418	139,241
Feasibility Study	015	60,000	60,000	60,000	60,000	60,000
Asset Management	016	70,000	70,000	70,000	20,000	20,000
BC Hydro Grant Distribution	019	2,751,963	2,807,002	2,863,142	2,920,405	2,978,813
Electoral Area GIA	025	485,713	269,000	269,000	269,000	269,000
Total Corporate Services and Finance		\$ 9,636,918	\$ 9,016,165.56	\$ 9,266,433	\$ 9,382,716	\$ 9,601,397
Information Technology						
GIS/Mapping	260	393,801	407,903	452,263	531,890	441,790
House Numbering	264	34,920	35,910	36,930	37,980	39,062
Total Information Technology		\$ 428,721	\$ 443,812.50	\$ 489,193	\$ 569,870	\$ 480,852

Columbia Shuswap Regional District
2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024
Schedule A

Economic Development and Tourism

Shuswap Tourism	300	781,328	588,542	596,923	649,615	613,143
Shuswap Ec Dev	302	263,553	261,200	261,200	261,200	261,200
Film Commission	305	100,445	57,782	58,406	59,048	59,710
EA A Ec Dev	306	86,500	76,500	76,500	76,500	76,500
EA F Tourism Promotion	307	25,500	25,500	25,500	25,500	25,500

Total Economic Development and Tourism

		\$ 1,257,326	\$ 1,009,523.97	\$ 1,018,529	\$ 1,071,864	\$ 1,036,053
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Other

Shuswap Health Services Society	023	101,000	101,000	101,000	101,000	101,000
EA F First Responders	024	31,540	31,540	31,540	31,540	31,540
Area D Community Halls	026	27,950	28,452	28,964	29,486	30,248
Shuswap SPCA	027	12,250	12,250	12,250	12,250	12,250
Shuswap Search and Rescue	028	131,750	131,750	131,750	131,750	131,750
Shuswap First Responders GIA	029	51,000	51,000	51,000	51,000	51,000
Shuswap Airport	074	125,962	128,366	130,818	133,320	135,871
Revelstoke Airport	075	599,516	503,436	517,684	536,731	540,834
Golden Airport	076	45,610	47,075	48,195	49,352	50,557
Area C/D Transportation	101	53,845	52,704	53,279	53,866	54,465
Waverly Park Water Users Loan	189	25,513	25,513	25,513	25,513	25,513
Woodstove Exchange	190	15,300	15,300	15,300	15,300	15,300
Community Works Fund	192	3,385,618	70,000	6,829	-	-
Area D Cemetery GIA	239	3,700	3,700	3,700	3,700	3,700
Golden/Area A Cemetery	240	37,457	35,888	35,518	35,117	35,491
Revelstoke/Area B Cemetery	241	140,801	144,988	149,305	153,753	158,660
Anti Whistling – Elson Road	255	800	828	856	887	919
Anti-Whistling – Cambie Solsqua	256	800	828	856	887	919
Anti-Whistling - Taft Road	257	800	828	856	887	919
Shuswap Watershed Council	282	4,458	-	-	-	-
Area B Recreation	330	227,518	227,518	227,518	227,518	227,518
Golden/Area A Shared Services	341	160,000	125,000	125,000	125,000	125,000

Columbia Shuswap Regional District

2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024

Schedule A

Shuswap Multipurpose Recreation	344	61,200	61,200	61,200	61,200	61,200
Golden/Area A Library	380	430,830	451,888	465,499	479,498	492,812
Okanagan Regional Library	381	936,115	936,510	940,668	967,610	995,360
Golden/Area A Museum	385	56,250	56,250	55,000	55,000	55,000
Debt from Member Munis	495	3,979,434	3,979,434	3,975,456	3,875,106	3,424,052
Total Other		\$ 10,647,017	\$ 7,223,244.43	\$ 7,195,554	\$ 7,157,270	\$ 6,761,876
Planning						
Development Services	265	1,502,946	1,543,682	1,585,603	1,628,678	1,673,005
Special Projects	266	139,980	134,980	134,980	69,980	104,980
Total Planning		\$ 1,642,926	\$ 1,678,661.93	\$ 1,720,583	\$ 1,698,658	\$ 1,777,985
Building and Bylaw						
Dog Control Area D	060	45,954	47,900	49,941	50,875	51,828
Dog Control - South Shuswap	061	49,313	51,328	53,413	57,094	57,250
Dog Control Area F	062	5,380	5,498	5,613	5,732	5,853
Building Inspection – Area F	171	238,414	245,477	252,098	258,915	265,656
Bldg Inspection – Subregional	172	599,676	615,701	632,159	649,105	666,552
Bylaw Enforcement	180	582,814	596,524	610,646	625,191	640,172
Total Building and Bylaw		\$ 1,521,552	\$ 1,562,428.31	\$ 1,603,870	\$ 1,646,911	\$ 1,687,312
Environmental Health						
Hummingbird Creek Maintenance	183	585	585	585	585	585
Sims Creek Maintenance	184	1,000	1,000	1,000	1,000	1,000
Recycling	218	2,632,129	2,553,852	2,620,776	2,617,907	2,625,252
Solid Waste	219	5,515,000	6,605,000	9,310,000	8,230,127	6,410,000
Shuswap Milfoil Control	280	688,464	354,474	359,061	363,831	368,742
Weed Control	286	98,464	100,834	103,230	105,653	108,104
Revelstoke/Area B Mosquito Control	290	81,068	81,739	82,424	83,125	83,840
Golden/Area A Mosquito Control	291	210,140	212,560	212,684	212,811	212,942
Area E Mosquito Control	292	8,174	8,334	8,497	8,663	8,831
Scotch/Lee Creek Mosquito Control	294	44,560	44,620	44,681	44,744	44,807
Sterile Insect Control	295	69,733	72,483	75,342	78,316	81,408
Total Environmental Health		\$ 9,349,318	\$ 10,035,480.75	\$ 12,818,280	\$ 11,746,761	\$ 9,945,511

Columbia Shuswap Regional District
2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024
Schedule A

Protective Services

Annis Bay Fire	030	15,790	16,080	16,376	16,678	16,986
Area B Fire	031	151,492	150,121	153,707	153,590	157,067
Falkland Fire	033	390,886	253,923	257,031	265,215	268,106
Swansea Point Fire	034	212,954	207,063	209,356	213,841	218,176
Nicholson Fire	036	798,334	275,093	278,378	282,141	285,970
Ranchero/Deep Creek Fire	037	358,529	327,967	332,372	347,102	351,470
Malakwa Fire Protection	040	794,917	221,385	221,150	227,950	231,156
Silver Creek Fire	041	323,331	247,675	245,680	248,963	252,007
Area E Fire	043	41,299	41,550	42,719	42,714	42,794
Kault Hill Fire	045	19,730	20,118	20,514	20,917	21,329
Regional Fire	046	568,804	504,814	518,221	532,200	546,219
South Shuswap Subregional Fire	047	3,129,667	1,523,320	1,485,147	1,506,995	1,527,312
North Shuswap Subregional Fire	048	1,804,974	2,440,502	958,522	970,965	982,523
911 Emergency Telephone	049	283,115	286,969	301,667	316,039	329,782
Shuswap Emergency Program	050	1,060,079	625,421	406,460	414,803	423,178
Program	051	168,116	172,572	177,155	181,866	187,089
Golden Area A Emergency Program	052	118,941	115,433	116,615	118,335	120,096

Total Protective Services

\$ 10,240,958 \$ 7,430,006.08 \$ 5,741,070 \$ 5,860,315 \$ 5,961,259

Utilities

St Ives Street Light	084	4,399	4,510	4,725	4,951	5,188
C Strata Street Light	085	2,553	2,616	2,734	2,858	2,989
Swansea Point Streetlight	086	10,906	11,342	11,873	12,130	12,716
Falkland Streetlight	088	17,690	18,269	19,128	20,031	20,978
Blind Bay Streetlight	089	24,749	30,389	36,482	42,720	44,113
Area E Streetlight	090	7,326	7,507	7,744	7,998	8,370
Sorrento Streetlight	093	3,659	3,644	3,813	3,991	4,179
Waterworks - Scotch Creek	195	2,969,016	84,630	88,862	93,305	97,970
Cottonwoods Water	197	93,210	97,871	102,764	107,902	111,131
Sunnybrae Water	198	94,807	99,547	104,525	109,751	115,238
Galena Shores Water	199	54,779	54,779	54,779	54,779	54,779

Columbia Shuswap Regional District
2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024
Schedule A

Regional Water	200	491,738	299,613	307,723	316,075	324,674
Falkland Water	201	164,511	172,239	180,601	189,381	195,213
Cedar Heights Water	202	523,720	264,412	277,432	291,104	305,459
Eagle Bay Water	203	79,702	83,687	87,871	92,265	96,878
Saratoga Water	204	126,548	132,876	139,520	146,496	153,820
Mac Reedman Water	206	861,509	148,584	156,013	163,814	172,005
Sorrento Water	208	399,947	419,345	439,712	461,098	483,553
Anglemont Water	209	1,124,225	1,014,550	1,014,550	1,014,550	1,014,550
Area C LWMP	210	64,900	59,905	59,910	59,915	59,900
N Shuswap LWMP	211	31,800	32,560	32,560	32,560	32,560
Seymour Arm LWMP	212	14,152	9,152	14,152	9,152	14,152
Area E LWMP	213	31,608	24,210	24,220	25,731	26,241
Total Utilities		\$ 7,197,454	\$ 3,076,234.67	\$ 3,171,693	\$ 3,262,556	\$ 3,356,655
Parks and Recreation						
Area D Parks GIA	313	20,400	20,400	20,400	20,400	20,400
Rail Trail Corridor	316	1,918,669	568,063	613,657	629,342	632,614
Area E Parks & Playgrounds	320	24,131	24,274	24,046	23,970	24,122
Community Parks – Area A	321	307,186	365,434	2,662,232	771,228	272,923
Community Parks – Area B	322	4,250	1,750	1,750	1,750	1,750
Community Parks – Area C	323	793,483	881,272	378,155	370,404	377,358
Community Parks – Area D	324	546,395	195,516	180,985	183,602	186,213
Community Parks – Area E	325	375,601	267,092	228,706	232,950	237,295
Community Parks – Area F	326	1,196,823	535,661	498,816	656,994	495,670
Community Parks - Area G	328	1,201,042	1,419,203	582,276	531,131	478,099
Golden Recreation - Arena	340	1,269,060	1,357,020	2,157,981	1,422,866	1,306,619
Golden Recreation - Aquatic Facility	342	925,833	-	-	-	-
Sicamous Arena	345	977,793	967,135	967,273	1,741,346	988,836
Golden Curling Rink	370	234,587	121,442	136,777	497,265	131,871
Total Parks and Recreation		\$ 9,795,255	\$ 6,724,261.40	\$ 8,453,055	\$ 7,083,248	\$ 5,153,769
TOTAL EXPENDITURES		\$ 61,717,444	\$ 48,199,820	\$ 51,478,259	\$ 49,480,167	\$ 45,762,669
SURPLUS / DEFICIT		-	-	-	-	-

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2024																			
Function	Revenues										Expenses								
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses
010 - General Government	665,393			915,754				500	355,000	80,788	2,017,434				2,007,434		10,000		2,017,434
011 - Electoral Area Government	369,196			914,761					100,000	623,838	2,007,795				1,987,795		20,000		2,007,795
012 - Admin and IT	80,000		100,000						330,000	1,550,351	2,106,543				1,471,543	380,000	255,000		2,106,543
013 - Fleet				137,470							137,470				112,970		24,500		137,470
014 - Miscellaneous Flow-thru																			
015 - Feasibility Study										60,000	60,000						60,000		60,000
016 - Asset Management	70,000										70,000				70,000				70,000
019 - BC Hydro Grant Distribution	2,751,963										2,751,963				1,651,178		1,100,785		2,751,963
023 - Confederation Agreement - No/At Shuswap																			
Health Services Society										101,000	101,000	100,000			1,000				101,000
024 - EA F First Responders										31,540	31,540	31,000			540				31,540
025 - Electoral Area GIA									186,713	299,000	485,713	387,729			97,984				485,713
026 - Area D Community Halls										27,950	27,950	27,500			450				27,950
027 - Shuswap SPCA										12,250	12,250	12,000			250				12,250
028 - Shuswap Search and Rescue										131,750	131,750	130,750			1,000				131,750
029 - Shuswap First Responders GIA										51,000	51,000	50,000			1,000				51,000
030 - Annie Bay Fire										15,790	15,790								15,790
031 - Area B Fire	82,558		4,000							64,934	151,492		4,767		146,725				151,492
033 - Falkland Fire										145,000	145,000	1,800			161,830		45,000		390,830
034 - Swansea Point Fire										8,000	12,000	1,100			167,854		44,000		212,954
036 - Nicholson Fire				100,000						428,000	278,334	1,100			175,234		528,000		794,917
037 - Rancho/Deep Creek Fire					27,000	112,355				219,174	358,529	1,500			262,029	15,000	80,000		358,529
040 - Malakwa Fire Protection										25,000	294,917	1,250			178,867		580,000	35,000	794,917
041 - Silver Creek Fire										85,000	238,331	1,250			172,081	85,000	65,000		323,331
043 - Area E Fire										41,299	41,299		2,181		39,118				41,299
045 - Kault Hill Fire										19,730	19,730				19,730				19,730
046 - Regional Fire				478,804		65,000		25,000			568,804				478,804	90,000			568,804
047 - South Shuswap Subregional Fire	40,000			24,780			1,680,000			1,384,887	3,129,667	5,200			1,104,467	1,470,000	550,000		3,129,667
048 - North Shuswap Subregional Fire	350,000			19,566		150,000	420,000			865,408	1,804,974	3,800			601,174	920,000	280,000		1,804,974
049 - 911 Emergency Telephone			28,500	9,093						245,522	283,115		17,766		250,349		15,000		283,115
050 - Shuswap Emergency Program				679,239						380,840	1,060,079				390,051	648,028	22,000		1,060,079
051 - Revelstoke Area B Emergency Program			10,000							158,116	168,116				167,116		1,000		168,116
052 - Golden Area A Emergency Program										118,941	118,941				116,441		2,500		118,941
060 - Dog Control Area D								2,695		43,259	45,954				45,954				45,954
061 - Dog Control - South Shuswap				250				5,000		7,578	36,485				49,313				49,313
062 - Dog Control Area F			1,300							4,080	5,380				5,380				5,380
074 - Shuswap Airport										125,962	125,962				125,962				125,962
075 - Revelstoke Airport				6,560			90,000	308,750		194,206	599,516	1,100			499,516	65,000	35,000		599,516
076 - Golden Airport			5,000							40,610	45,610				45,610				45,610
084 - St Ives Street Light						4,399					4,399				4,399				4,399
085 - C Strata Street Light								2,238	315		2,553				2,553				2,553
089 - Swansea Point Streetlight										10,906	10,906						150		10,906
088 - Falkland Streetlight	150			200						17,216	17,690				17,390		300		17,690
089 - Blind Bay Streetlight										24,746	24,746				24,746				24,746
090 - Area E Streetlight										7,326	7,326				6,826		500		7,326
093 - Sorrento Streetlight			350							3,309	3,659		77		3,582				3,659
101 - Area C/D Transportation			1,705							52,140	53,845	22,000	1,705		30,140				53,845
171 - Building Inspection - Area F								110,000	21,000	107,414	238,414				238,414				238,414
172 - Bldg Inspection - Subregional			55,000						290,000	60,000	194,676				599,676				599,676
180 - Bylaw Enforcement									92,176	490,638	582,814				580,814		2,000		582,814
183 - Hummingbird Creek Maintenance										585	585						585		585
184 - Sims Creek Maintenance										1,000	1,000						1,000		1,000
189 - Waverly Park Water Users Loan					25,513						25,513		24,589		924				25,513
190 - Woodstove Exchange										15,300	15,300	15,000			300				15,300
192 - Community Works Fund	3,385,618										3,385,618	645,163		50,000	2,682,477			7,978	3,385,618
195 - Waterworks - Scotch Creek	2,333,266					608,850		26,900			2,969,016				25,121	2,641,358	1,779		2,969,016

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2024																			
Function	Revenues										Total Revenue	Expenses							Total Expenditures
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	
196 - Lakeview Place Water			2,293		(2,293)														
197 - Cottonwoods Water					55,780			37,430							60,543		32,667	93,210	
198 - Sunnybrae Water					38,359			56,448							80,728		14,079	94,807	
199 - Galena Shores Water					47,362			7,417							54,398		381	54,779	
200 - Regional Water	200,000			291,738											291,738	200,000		491,738	
201 - Falkland Water					58,754			105,757							163,380		1,130	164,511	
202 - Cedar Heights Water	211,709				91,395		60,000	160,616							246,519	271,709	5,492	523,720	
203 - Eagle Bay Water					39,083			40,619							78,685		1,017	79,702	
204 - Saratoga Water					27,047			99,502							86,929		39,619	126,548	
206 - Mac Reedman Water	700,000				43,872		20,000	97,636							135,544	720,000	5,965	861,509	
208 - Sorrento Water					90,455			309,492							292,167	45,000	62,780	399,947	
209 - Anglemont Water					605,800		100,000	418,425						335,926	569,813	200,000	18,485	1,124,225	
210 - Area C LWMP			5,000		59,900										64,900			64,900	
211 - N Shuswap LWMP			2,000		29,800										31,800			31,800	
212 - Seymour Arm LWMP			8,500		5,652										14,152			14,152	
213 - Area E LWMP			13,000		1,861										16,747			16,747	
214 - Sorrento/Blind Bay Community Sewer																			
218 - Recycling				30,250				1,227,500	100,000	1,274,379	2,632,129				2,632,129			2,632,129	
219 - Solid Waste	305,000			10,000				4,850,000							5,155,000	385,000	688,972	5,515,000	
239 - Area D Cemetery GIA								3,700		3,700			1,200		2,500			3,700	
240 - Golden/Area A Cemetery								37,457		37,457					37,457			37,457	
241 - Revelstoke/Area B Cemetery								140,801		140,801					140,801			140,801	
244 - Fireworks/Firecrackers - Area C																			
246 - Fireworks/Firecrackers - Area E																			
247 - Fireworks/Firecrackers - Area F																			
250 - Marine Noise Control																			
255 - Anti Whistling - Elson Road								800		800					800			800	
256 - Anti Whistling - Cambie Solsqua								800		800					800			800	
257 - Anti Whistling - Taft Road								800		800					800			800	
260 - GIS/Mapping								4,322	389,478	393,801					363,801	30,000		393,801	
264 - House Numbering									34,920	34,920					34,920			34,920	
265 - Development Services				1,000				81,850	50,000	1,370,096	1,502,946				1,502,946			1,502,946	
266 - Special Projects	20,000		65,000							21,394	33,586				139,980			139,980	
280 - Shuswap Millfill Control				15,674		120,000	230,000			322,790	688,464				306,964	350,000	31,500	688,464	
282 - Shuswap Watershed Council			4,407							51	4,458				4,458			4,458	
286 - Weed Control				1,967				4,889	91,608	98,464					98,464			98,464	
290 - Revelstoke/Area B Mosquito Control			2,500						78,568	81,068					81,068			81,068	
291 - Golden/Area A Mosquito Control	425			86,988				1,414	121,313	210,140					208,440	1,700		210,140	
292 - Area E Mosquito Control									8,174	8,174					7,974	200		8,174	
294 - Scotch/Lee Creek Mosquito Control									44,560	44,560					44,560			44,560	
295 - Sterile Insect Control					5,865				63,869	69,733					69,733			69,733	
300 - Shuswap Tourism	245,250			11,600				55,000	469,476	781,326					746,326	35,000		781,326	
302 - Shuswap Ec Dev			15,490						248,063	263,553			155		263,398			263,553	
304 - EA C Tourism Info Centre																			
305 - Film Commission	15,000		16,000	690				27,270	41,486	100,445					98,445	2,000		100,445	
306 - EA A Ec Dev									86,500	86,500					86,500			86,500	
307 - EA F Tourism Promotion									25,500	25,500					25,500			25,500	
313 - Area D Parks GIA									20,400	20,400					20,400			20,400	
315 - Rose Clifford Park																			
316 - Rail Trail Corridor	939,879		160,000	394,046				40,000	384,744	1,918,669					310,361	1,457,425	42,550	1,918,669	
320 - Area E Parks & Playgrounds									24,131	24,131					23,381	750		24,131	
321 - Community Parks - Area A	117,559								129,627	307,186					262,186	35,000	10,000	307,186	
322 - Community Parks - Area B			2,500						1,750	4,250					4,250			4,250	
323 - Community Parks - Area C	187,200		50,000						366,283	793,483					318,783	384,700	90,000	793,483	
324 - Community Parks - Area D	256,928								107,982	171,485					166,435	364,960	15,000	546,395	

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2024																					
Function	Revenues											Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures	
325 - Community Parks - Area E	55,039		5,000				160,000			155,562	375,601					175,601	160,000	40,000		375,601	
326 - Community Parks - Area F	500,000			2,300			245,000			449,523	1,196,823					421,823	665,000	110,000		1,196,823	
327 - Community Parks - Regional																					
328 - Community Parks - Area G	653,500						93,831			453,711	1,201,042					437,711	702,331	61,000		1,201,042	
330 - Area B Recreation	110,079		9,000							108,439	227,518					227,518				227,518	
340 - Golden Recreation - Arena	110,079						219,667	204,161		735,154	1,269,060					874,393	219,667	175,000		1,269,060	
341 - Golden/Area A Shared Services	35,000									125,000	160,000					160,000				160,000	
342 - Golden Recreation - Aquatic Facility				500,000						425,833	925,833					34,321	891,513			925,833	
344 - Shuswap Multipurpose Recreation										61,200	61,200					61,200				61,200	
345 - Sicamous Arena	82,559						50,000	213,750	13,166	618,318	977,793					865,793	52,000	60,000		977,793	
355 - EA A Television Rebroadcast																					
370 - Golden Curling Rink							121,333	28,300		84,954	234,587					88,254	121,333	25,000		234,587	
380 - Golden/Area A Library				25,500						360,930	430,830			13		423,818		7,000		430,830	
381 - Okanagan Regional Library	500									934,841	936,115					886,115		50,000		936,115	
385 - Golden/Area A Museum										56,250	56,250					54,000	1,000	1,250		56,250	
495 - Debt from Member Munis		3,979,434									3,979,434					3,979,434				3,979,434	
Total	14,874,837	3,979,434	566,545	5,223,228	1,228,603	943,850	4,920,813	8,951,046	1,150,073	19,879,015	61,717,444	1,513,242	506,304	332,329	50,000	40,111,830	14,795,024	4,400,737	7,978	61,717,444	

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2025																			
Function	Revenues										Expenses								
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses
197 - Cottonwoods Water					58,569			39,301		97,871					65,075		32,796		97,871
198 - Sunnybrae Water					40,277			59,270		99,547					85,440		14,108		99,547
199 - Galena Shores Water					47,362			7,417		54,779					50,441		4,338		54,779
200 - Regional Water				299,613						299,613					299,613				299,613
201 - Falkland Water					61,444			110,795		172,239					158,801		13,437		172,239
202 - Cedar Heights Water					95,965			168,447		264,412					250,827		13,585		264,412
203 - Eagle Bay Water					41,037			42,650		83,687					76,069		7,618		83,687
204 - Saratoga Water					28,399			104,477		132,876					84,137		48,739		132,876
206 - Mac Reedman Water					46,066			102,518		148,584					133,865		14,719		148,584
208 - Sorrento Water					94,978			324,367		419,345					271,624		147,721		419,345
209 - Anglemont Water					605,800			408,750		1,014,550			335,926		540,429	100,000	38,195		1,014,550
210 - Area C LWMP					59,905					59,905					59,905				59,905
211 - N Shuswap LWMP					32,560					32,560					29,800		2,760		32,560
212 - Seymour Arm LWMP					9,152					9,152					4,152		5,000		9,152
213 - Area E LWMP					2,221					2,221					2,221				2,221
218 - Recycling					30,845			1,227,500		1,295,507					2,553,852				2,553,852
219 - Solid Waste					1,010,000			50,000	4,850,000	6,900,000					5,338,454	120,000	1,146,546		6,605,000
239 - Area D Cemetery GIA									3,700	3,700		1,200			2,500				3,700
240 - Golden/Area A Cemetery									35,988	35,988					35,988		1,500		35,988
241 - Revelstoke/Area B Cemetery									144,988	144,988					144,988				144,988
255 - Anti-Whistling - Elson Road									828	828					828				828
256 - Anti-Whistling - Cambie Solsqua									828	828					828				828
257 - Anti-Whistling - Taft Road									828	828					828				828
260 - GIS/Mapping									407,903	407,903					372,903		35,000		407,903
264 - House Numbering															35,910				35,910
265 - Development Services				1,000				81,850	1,460,832	1,543,682					1,543,682				1,543,682
266 - Special Projects			70,000						64,980	134,980					134,980				134,980
280 - Shuswap Milfoil Control				15,847					338,627	354,474					322,624		31,850		354,474
282 - Shuswap Watershed Council																			
286 - Weed Control				2,006					98,828	100,834					100,834				100,834
290 - Revelstoke/Area B Mosquito Control									81,739	81,739					81,739				81,739
291 - Golden/Area A Mosquito Control		425		88,845					123,290	212,560					209,560		3,000		212,560
292 - Area E Mosquito Control									8,334	8,334					8,134		200		8,334
294 - Scotch/Lee Creek Mosquito Control									44,620	44,620					44,620				44,620
295 - Sterile Insect Control					6,213				66,270	72,483					72,483				72,483
300 - Shuswap Tourism	35,000		20,000	9,692					523,850	588,542					572,042		16,500		588,542
302 - Shuswap Ec Dev									261,200	261,200					261,200				261,200
305 - Film Commission	15,000			704					42,078	57,782					55,782		2,000		57,782
306 - EA A Ec Dev									76,500	76,500					76,500				76,500
307 - EA F Tourism Promotion									25,500	25,500					25,500				25,500
313 - Area D Parks GIA									20,400	20,400	20,000				400				20,400
316 - Rail Trail Corridor					37,150				48,000	85,150			108,333		399,680		60,050		588,113
320 - Area E Parks & Playgrounds									24,274	24,274					23,524		750		24,274
321 - Community Parks - Area A				169,210					40,000	25,000					283,434		12,000		365,434
322 - Community Parks - Area B									1,750	1,750					1,750				1,750
323 - Community Parks - Area C									170,951	170,951					286,272		90,000		368,272
324 - Community Parks - Area D							15,000	10,000		170,516					163,176	15,000	17,340		195,516
325 - Community Parks - Area E				86,140											182,066		40,000		268,146
326 - Community Parks - Area F					2,346			65,000		468,315					470,461		65,200		535,661
328 - Community Parks - Area G				830,000					135,000	1,419,272					374,203	965,000	80,000		1,419,272
330 - Area B Recreation			112,280	7,000						108,238					227,518				227,518
340 - Golden Recreation - Arena			112,280							935,011					846,985	285,035	225,000		1,357,020
341 - Golden/Area A Shared Services										125,000					125,000				125,000
342 - Golden Recreation - Aquatic Facility																			
344 - Shuswap Multipurpose Recreation										61,200					61,200				61,200
345 - Sicamous Arena		84,210						209,750		673,175					829,135		138,000		967,135

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2025																				
Function	Revenues										Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
370 - Golden Curling Rink								28,300		93,142	121,442					91,442		30,000		121,442
380 - Golden/Area A Library				26,010				44,400		381,478	451,888					443,888		8,000		451,888
381 - Okanagan Regional Library		500								936,010	936,510					911,510		25,000		936,510
385 - Golden/Area A Museum										56,250	56,250	54,000				1,000		1,250		56,250
495 - Debt from Member Munis		3,979,434									3,979,434					3,979,434				3,979,434
Total	6,335,515	3,979,434	138,800	4,059,211	1,259,969	1,500,000	498,000	9,012,840		21,416,050	48,199,820	703,522	551,356			37,872,310	3,909,035	5,163,596		48,199,820

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2026																				
Function	Revenues										Total Revenue	Expenses								Total Expenditures
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	
197 - Cottonwoods Water					61,498				41,266										102,764	
198 - Sunnybrae Water					42,281				62,234										104,525	
199 - Galena Shores Water					47,362				7,417										54,779	
200 - Regional Water				307,723															307,723	
201 - Falkland Water					64,516				116,085										180,601	
202 - Cedar Heights Water					100,763				176,669										277,432	
203 - Eagle Bay Water					43,088				44,783										87,871	
204 - Saratoga Water					29,819				109,701										139,520	
206 - Mac Reedman Water					48,369				107,644										156,013	
208 - Sorrento Water					99,727				339,985										439,712	
209 - Anglemont Water					605,800				408,750				335,926		551,691	100,000		28,933	1,014,550	
210 - Area C LWMP					59,910				59,910						59,910				59,910	
211 - N Shuswap LWMP					32,560				32,560						29,800		2,760		32,560	
212 - Seymour Arm LWMP			5,000		9,152										14,152				14,152	
213 - Area E LWMP					2,422				21,798						24,220				24,220	
218 - Recycling					31,452			1,227,500		1,361,824					2,520,776		100,000		2,620,776	
219 - Solid Waste					10,000			3,550,000	4,850,000	900,000					4,389,191	3,525,000		1,415,809	9,310,000	
239 - Area D Cemetery GIA									3,700				1,200		2,500				3,700	
240 - Golden/Area A Cemetery									35,518						34,768		750		35,518	
241 - Revelstoke/Area B Cemetery									149,305						149,305				149,305	
255 - Anti-Whistling - Elson Road									856						856				856	
256 - Anti-Whistling - Cambie Solsqua									856						856				856	
257 - Anti-Whistling - Taft Road									856						856				856	
260 - GIS/Mapping			30,000						422,263						422,263		25,000		452,263	
264 - House Numbering									35,518						36,930				36,930	
265 - Development Services				1,000					81,850						1,585,603				1,585,603	
266 - Special Projects			70,000						64,980						134,980				134,980	
280 - Shuswap Milfoil Control					16,024				343,037						326,854		32,207		359,061	
286 - Weed Control					2,046				101,184						103,230				103,230	
290 - Revelstoke/Area B Mosquito Control									82,424						82,424				82,424	
291 - Golden/Area A Mosquito Control		425			88,905				123,354						209,684		3,000		212,684	
292 - Area E Mosquito Control									8,497						8,297		200		8,497	
294 - Scotch/Lee Creek Mosquito Control									44,681						44,681				44,681	
295 - Sterile Insect Control							6,461		68,881						75,342				75,342	
300 - Shuswap Tourism	35,000		1,500	9,786					45,000						581,923		15,000		596,923	
302 - Shuswap Ec Dev									261,200						261,200				261,200	
305 - Film Commission	15,000			718					42,688						58,406		2,000		58,406	
306 - EA A Ec Dev									76,500						76,500				76,500	
307 - EA F Tourism Promotion									25,500						25,500				25,500	
313 - Area D Parks GIA									20,400				20,000		400				20,400	
316 - Rail Trail Corridor					37,813			40,000	535,844				108,333		427,774		77,550		613,657	
320 - Area E Parks & Playgrounds									24,046						24,046				24,046	
321 - Community Parks - Area A	2,485,894						20,000	25,000	131,338						230,232	2,420,000	12,000		2,662,232	
322 - Community Parks - Area B									1,750						1,750				1,750	
323 - Community Parks - Area C									378,154						283,154	5,000	90,000		378,154	
324 - Community Parks - Area D								10,000	170,985						180,985		20,000		200,985	
325 - Community Parks - Area E	57,263								171,444						178,706		50,000		228,706	
326 - Community Parks - Area F					2,393				20,000						394,412		134,408		488,816	
328 - Community Parks - Area G								100,000	482,276						400,876	100,000	81,400		582,276	
330 - Area B Recreation				5,000					107,885						227,518				227,518	
340 - Golden Recreation - Arena	114,526								311,000	212,905					899,073	1,058,908	200,000		2,157,981	
341 - Golden/Area A Shared Services									125,000						125,000				125,000	
342 - Golden Recreation - Aquatic Facility									107,885						107,885				107,885	
344 - Shuswap Multipurpose Recreation									61,200						61,200				61,200	
345 - Sicamous Arena	85,894								209,750						671,629		148,000		967,273	
370 - Golden Curling Rink									28,300						108,477		30,000		136,777	

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2026																				
Function	Revenues										Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
380 - Golden/Area A Library				26,530				44,400		394,569	465,499				456,499			9,000		465,499
381 - Okanagan Regional Library	500									940,168	940,668				937,668			3,000		940,668
385 - Golden/Area A Museum										55,000	55,000	54,000			1,000					55,000
495 - Debt from Member Munis		3,975,456								3,975,456	3,975,456				3,975,456					3,975,456
Total	6,940,842	3,975,456	188,300	3,145,497	1,283,976		4,001,000	9,139,108		22,804,081	51,478,259	704,034	551,356		37,380,542	7,210,908	5,631,419			51,478,259

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2027																				
Function	Revenues										Total Revenue	Expenses								Total Expenditures
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	
197 - Cottonwoods Water					64,573				43,330										107,902	
198 - Sunnybrae Water					44,405				65,346										109,751	
199 - Galena Shores Water					47,362				7,417										54,779	
200 - Regional Water				316,075															316,075	
201 - Falkland Water					67,742				121,639										189,381	
202 - Cedar Heights Water					105,801				185,303										291,104	
203 - Eagle Bay Water					45,243				47,022										92,265	
204 - Saratoga Water					31,310				115,186										146,496	
206 - Mac Reedman Water					50,788				113,026										163,814	
208 - Sorrento Water					104,713				356,384										461,098	
209 - Anglemont Water					605,800				408,750				335,926		563,402	100,000		15,221	1,014,550	
210 - Area C LWMP					59,915				59,915										59,915	
211 - N Shuswap LWMP					32,560				32,560									2,760	32,560	
212 - Seymour Arm LWMP					9,152				9,152									5,000	9,152	
213 - Area E LWMP					2,573				23,158									1,500	25,731	
218 - Recycling					32,071				1,227,500									100,000	2,617,907	
219 - Solid Waste					10,000		2,120,127		50,000		4,850,000							1,335,748	8,230,127	
239 - Area D Cemetery GIA									3,700				1,200		2,500				3,700	
240 - Golden/Area A Cemetery									35,117										35,117	
241 - Revelstoke/Area B Cemetery									153,753										153,753	
255 - Anti-Whistling - Elson Road									887										887	
256 - Anti-Whistling - Cambie Solsqua									887										887	
257 - Anti-Whistling - Tait Road									887										887	
260 - GIS/Mapping			100,000						431,890						391,890	100,000		40,000	531,890	
264 - House Numbering									37,980										37,980	
265 - Development Services				1,000					81,850						1,628,678				1,628,678	
266 - Special Projects									69,980						69,980				69,980	
280 - Shuswap Milfoil Control					16,205				347,626						331,260		32,571		363,831	
286 - Weed Control					2,087				103,566						105,653				105,653	
290 - Revelstoke/Area B Mosquito Control									83,125						83,125				83,125	
291 - Golden/Area A Mosquito Control		425			88,967				123,419						209,811		3,000		212,811	
292 - Area E Mosquito Control									8,663						8,463		200		8,663	
294 - Scotch/Lee Creek Mosquito Control									44,744						44,744				44,744	
295 - Sterile Insect Control							6,720		71,596						78,316				78,316	
300 - Shuswap Tourism		35,000		45,000	9,882				559,734						648,115		1,500		649,615	
302 - Shuswap Ec Dev									261,200						261,200				261,200	
305 - Film Commission		15,000			732				43,316						57,048	2,000			59,048	
306 - EA A Ec Dev									76,500						76,500				76,500	
307 - EA F Tourism Promotion									25,500						25,500				25,500	
313 - Area D Parks GIA									20,400				20,000						20,400	
316 - Rail Trail Corridor					37,813				40,000				108,333		430,959		90,050		629,342	
320 - Area E Parks & Playgrounds									23,970						23,970				23,970	
321 - Community Parks - Area A		587,612					20,000	25,000	138,616						231,228	520,000	20,000		771,228	
322 - Community Parks - Area B									1,750						1,750				1,750	
323 - Community Parks - Area C									370,404						280,404		90,000		370,404	
324 - Community Parks - Area D							10,000		107,802						183,002				293,802	
325 - Community Parks - Area E		58,408							174,542						182,950		50,000		232,950	
326 - Community Parks - Area F					2,441		165,000		489,558						376,984	140,000			656,984	
328 - Community Parks - Area G									531,131						448,303		82,828		531,131	
330 - Area B Recreation		116,816		3,000					107,802						227,618				227,618	
340 - Golden Recreation - Arena		116,816						78,000	219,272						868,941	378,925	175,000		1,422,866	
341 - Golden/Area A Shared Services									125,000						125,000				125,000	
342 - Golden Recreation - Aquatic Facility									107,802						107,802				107,802	
344 - Shuswap Multipurpose Recreation									61,200						61,200				61,200	
345 - Sicamous Arena		587,612						270,000	209,750						836,346	770,000	135,000		1,741,346	
370 - Golden Curling Rink		369,000							28,300						98,265	369,000	30,000		497,265	

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2027																				
Function	Revenues										Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
380 - Golden/Area A Library				27,061				46,500		405,937	479,498					469,498		10,000		479,498
381 - Okanagan Regional Library	500									967,110	967,610					964,610		3,000		967,610
385 - Golden/Area A Museum										55,000	55,000	54,000				1,000				55,000
495 - Debt from Member Munis		3,875,106								3,875,106	3,875,106					3,875,106				3,875,106
Total	5,981,526	3,875,106	149,300	3,133,994	1,309,120	2,120,127	623,000	9,181,157		23,106,837	49,480,167	704,556	551,356			37,654,375	4,904,925	5,664,954		49,480,167

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2028																			
Function	Revenues										Total Revenue	Expenses							
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses
197 - Cottonwoods Water					67,801			43,330			111,131				69,070		42,061		111,131
198 - Sunnybrae Water					46,625			68,613			115,238				93,060		22,178		115,238
199 - Galena Shores Water					47,362			7,417			54,779				53,379		1,400		54,779
200 - Regional Water				324,674							324,674				324,674				324,674
201 - Falkland Water					67,742			127,471			195,213				170,110		25,103		195,213
202 - Cedar Heights Water					111,091			194,368			305,459				269,370		36,089		305,459
203 - Eagle Bay Water					47,505			49,373			96,878				80,888		15,990		96,878
204 - Saratoga Water					32,875			120,945			153,820				91,217		62,604		153,820
206 - Mac Reedman Water					53,327			118,678			172,005				145,471		26,533		172,005
208 - Sorrento Water					109,949			373,603			483,553				293,297		190,255		483,553
209 - Anglemont Water					605,800			408,750			1,014,550		335,926		575,369	100,000	3,254		1,014,550
210 - Area C LWMP					59,900						59,900								59,900
211 - N Shuswap LWMP					32,560						32,560				29,800		2,760		32,560
212 - Seymour Arm LWMP			5,000		9,152						14,152				14,152				14,152
213 - Area E LWMP					2,624						2,624				24,241		2,000		26,241
218 - Recycling					32,702			1,227,500			1,365,050				2,525,252		100,000		2,625,252
219 - Solid Waste					10,000			4,850,000			4,860,000				4,385,003	25,000	1,989,997		6,410,000
239 - Area D Cemetery GIA									3,700		3,700	1,200			2,500				3,700
240 - Golden/Area A Cemetery									35,491		35,491				35,491				35,491
241 - Revelstoke/Area B Cemetery									158,660		158,660				158,660				158,660
255 - Anti-Whistling - Elson Road									919		919				919				919
256 - Anti-Whistling - Cambie Solsqua									919		919				919				919
257 - Anti-Whistling - Taft Road									919		919				919				919
260 - GIS/Mapping									441,790		441,790				401,790		40,000		441,790
264 - House Numbering															39,062				39,062
265 - Development Services				1,000				81,850			1,590,155				1,673,005				1,673,005
266 - Special Projects											104,980				104,980				104,980
280 - Shuswap Milfoil Control					16,389						352,353				335,799		32,943		368,742
286 - Weed Control					2,129						105,975				108,104				108,104
290 - Revelstoke/Area B Mosquito Control											83,840				83,840				83,840
291 - Golden/Area A Mosquito Control		425			89,030						123,487				209,942		3,000		212,942
292 - Area E Mosquito Control											8,831				8,631		200		8,831
294 - Scotch/Lee Creek Mosquito Control											44,807				44,807				44,807
295 - Sterile Insect Control						6,720					74,689				81,408				81,408
300 - Shuswap Tourism	35,000		1,500	9,979				45,000			521,664				598,143		15,000		613,143
302 - Shuswap Ec Dev											261,200				261,200				261,200
305 - Film Commission	15,000			747							43,964				57,710	2,000			59,710
306 - EA A Ec Dev											76,500				76,500				76,500
307 - EA F Tourism Promotion											25,500				25,500				25,500
313 - Area D Parks GIA											20,400				400				20,400
316 - Rail Trail Corridor					37,813			40,000			554,801		108,333		434,231		90,050		632,614
320 - Area E Parks & Playgrounds											24,122				23,972		150		24,122
321 - Community Parks - Area A	89,364						20,000	25,000			138,558				232,923	20,000	20,000		272,923
322 - Community Parks - Area B											1,750				1,750				1,750
323 - Community Parks - Area C											377,358				287,358		90,000		377,358
324 - Community Parks - Area D						10,000					176,215				186,215				186,215
325 - Community Parks - Area E	59,576										177,719				187,295		50,000		237,295
326 - Community Parks - Area F					2,490						493,190				355,670		140,000		495,670
328 - Community Parks - Area G											478,099				393,815		84,285		478,099
330 - Area B Recreation											119,153				227,518				227,518
340 - Golden Recreation - Arena	119,153							12,000	225,836		949,630				889,569	242,050	175,000		1,306,619
341 - Golden/Area A Shared Services											125,000				125,000				125,000
342 - Golden Recreation - Aquatic Facility																			
344 - Shuswap Multipurpose Recreation											61,200				61,200				61,200
345 - Sicamous Arena	89,364										209,750				689,722		135,000		988,836
370 - Golden Curling Rink											28,300				103,571		30,000		131,871

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2028																			
Function	Revenues									Total Revenue	Expenses						Total Expenditures		
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus		Tax Requisitions	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes		Tangible Capital Asset	Transfer to Reserves
380 - Golden/Area A Library				27,602				48,705		416,505	492,812				482,812		10,000		492,812
381 - Okanagan Regional Library	500									994,860	995,360				992,360		3,000		995,360
385 - Golden/Area A Museum										55,000	55,000	54,000			1,000				55,000
495 - Debt from Member Munis		3,424,052									3,424,052				3,424,052				3,424,052
Total	4,699,575	3,424,052	22,800	3,165,399	1,331,734	82,000	9,311,384	23,725,724	45,762,669	705,089	551,356	37,722,407	389,050	6,394,766	45,762,669				

Summary of Budget Adjustments

Adjustments from March approved plan to Amendment #1

2024-2028 Five Year Amended Financial Plan

Function #	Function Name	Description	Board Notification Date	Projected Change to 2024 Budget	Projected Change to 2025 Budget	Projected Change to 2026 Budget	Projected Change to 2027 Budget	Projected Change to 2028 Budget	
047	South Shuswap Sub-regional Fire Services	White Lake Hall expansion	May-24	350,000					Capital Reserves
047	South Shuswap Sub-regional Fire Services	Eagle Bay Firehall Bay Doors	Mar-24	10,000					Community Works Funds
048	Area F Sub-regional Fire Services	Scotch Creek Firehall land acquisition	Nov-24	400,000					Capital Reserves
050	Shuswap Emergency Program	SPU Storage Building	Sep-24	148,028					Deployment reserves
192	Community Works Funds	various approved projects	Various	720,397					Community Works Funds
202	Cedar Heights Water System	Valve replacements	Oct-24	65,000					Community Works Funds
302	Economic Development	Disolution of service	n/a	15,490					Operating reserves
328	Area G Parks	Loftus Lake Fen	n/a	90,831					Realign funding - grant/reserves
Total change to budget				1,799,746	-	-	-	-	
March 31 Approved Five Year Financial Plan				59,917,698	48,199,820	51,478,259	49,480,167	45,762,669	
Final Five Year Plan Budget				\$ 61,717,444	\$ 48,199,820	\$ 51,478,259	\$ 49,480,167	\$ 45,762,669	

Columbia Shuswap Regional District
2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024
Schedule A

		2024	2025	2026	2027	2028
REVENUES						
Surplus		1,150,073	-	-	-	-
Tax Requisitions		19,879,015	21,416,050	22,804,081	23,106,837	23,725,724
Sales and User Fees		8,951,046	9,012,840	9,139,108	9,181,157	9,311,384
Grants		14,874,837	6,335,515	6,940,842	5,981,526	4,699,575
Operating Reserve		566,545	138,800	188,300	149,300	22,800
Proceeds of Borrowing		943,850	1,500,000	-	2,120,127	-
Reserves (Excluding Operating)		4,920,813	498,000	4,001,000	623,000	82,000
Other Revenue		5,223,228	4,059,211	3,145,497	3,133,994	3,165,399
Parcel Taxes		1,228,603	1,259,969	1,283,976	1,309,120	1,331,734
Municipal Debt		3,979,434	3,979,434	3,975,456	3,875,106	3,424,052
TOTAL REVENUES		\$ 61,717,444	\$ 48,199,820	\$ 51,478,259	\$ 49,480,167	\$ 45,762,669
EXPENDITURES						
Corporate Services and Finance						
General Government	010	2,017,434	1,894,900	1,943,769	2,030,586	2,097,396
Electoral Area Government	011	2,007,795	2,062,428	2,196,745	2,176,799	2,236,649
Admin and IT	012	2,106,543	1,711,962	1,728,808	1,768,508	1,800,298
Fleet	013	137,470	140,873	134,969	137,418	139,241
Feasibility Study	015	60,000	60,000	60,000	60,000	60,000
Asset Management	016	70,000	70,000	70,000	20,000	20,000
BC Hydro Grant Distribution	019	2,751,963	2,807,002	2,863,142	2,920,405	2,978,813
Electoral Area GIA	025	485,713	269,000	269,000	269,000	269,000
Total Corporate Services and Finance		\$ 9,636,918	\$ 9,016,165.56	\$ 9,266,433	\$ 9,382,716	\$ 9,601,397
Information Technology						
GIS/Mapping	260	393,801	407,903	452,263	531,890	441,790
House Numbering	264	34,920	35,910	36,930	37,980	39,062
Total Information Technology		\$ 428,721	\$ 443,812.50	\$ 489,193	\$ 569,870	\$ 480,852

Columbia Shuswap Regional District
2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024
Schedule A

Economic Development and Tourism

Shuswap Tourism	300	781,328	588,542	596,923	649,615	613,143
Shuswap Ec Dev	302	263,553	261,200	261,200	261,200	261,200
Film Commission	305	100,445	57,782	58,406	59,048	59,710
EA A Ec Dev	306	86,500	76,500	76,500	76,500	76,500
EA F Tourism Promotion	307	25,500	25,500	25,500	25,500	25,500

Total Economic Development and Tourism

		\$ 1,257,326	\$ 1,009,523.97	\$ 1,018,529	\$ 1,071,864	\$ 1,036,053
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Other

Shuswap Health Services Society	023	101,000	101,000	101,000	101,000	101,000
EA F First Responders	024	31,540	31,540	31,540	31,540	31,540
Area D Community Halls	026	27,950	28,452	28,964	29,486	30,248
Shuswap SPCA	027	12,250	12,250	12,250	12,250	12,250
Shuswap Search and Rescue	028	131,750	131,750	131,750	131,750	131,750
Shuswap First Responders GIA	029	51,000	51,000	51,000	51,000	51,000
Shuswap Airport	074	125,962	128,366	130,818	133,320	135,871
Revelstoke Airport	075	599,516	503,436	517,684	536,731	540,834
Golden Airport	076	45,610	47,075	48,195	49,352	50,557
Area C/D Transportation	101	53,845	52,704	53,279	53,866	54,465
Waverly Park Water Users Loan	189	25,513	25,513	25,513	25,513	25,513
Woodstove Exchange	190	15,300	15,300	15,300	15,300	15,300
Community Works Fund	192	3,385,618	70,000	6,829	-	-
Area D Cemetery GIA	239	3,700	3,700	3,700	3,700	3,700
Golden/Area A Cemetery	240	37,457	35,888	35,518	35,117	35,491
Revelstoke/Area B Cemetery	241	140,801	144,988	149,305	153,753	158,660
Anti Whistling – Elson Road	255	800	828	856	887	919
Anti-Whistling – Cambie Solsqua	256	800	828	856	887	919
Anti-Whistling - Taft Road	257	800	828	856	887	919
Shuswap Watershed Council	282	4,458	-	-	-	-
Area B Recreation	330	227,518	227,518	227,518	227,518	227,518
Golden/Area A Shared Services	341	160,000	125,000	125,000	125,000	125,000

Columbia Shuswap Regional District

2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024

Schedule A

Shuswap Multipurpose Recreation	344	61,200	61,200	61,200	61,200	61,200
Golden/Area A Library	380	430,830	451,888	465,499	479,498	492,812
Okanagan Regional Library	381	936,115	936,510	940,668	967,610	995,360
Golden/Area A Museum	385	56,250	56,250	55,000	55,000	55,000
Debt from Member Munis	495	3,979,434	3,979,434	3,975,456	3,875,106	3,424,052
Total Other		\$ 10,647,017	\$ 7,223,244.43	\$ 7,195,554	\$ 7,157,270	\$ 6,761,876
Planning						
Development Services	265	1,502,946	1,543,682	1,585,603	1,628,678	1,673,005
Special Projects	266	139,980	134,980	134,980	69,980	104,980
Total Planning		\$ 1,642,926	\$ 1,678,661.93	\$ 1,720,583	\$ 1,698,658	\$ 1,777,985
Building and Bylaw						
Dog Control Area D	060	45,954	47,900	49,941	50,875	51,828
Dog Control - South Shuswap	061	49,313	51,328	53,413	57,094	57,250
Dog Control Area F	062	5,380	5,498	5,613	5,732	5,853
Building Inspection – Area F	171	238,414	245,477	252,098	258,915	265,656
Bldg Inspection – Subregional	172	599,676	615,701	632,159	649,105	666,552
Bylaw Enforcement	180	582,814	596,524	610,646	625,191	640,172
Total Building and Bylaw		\$ 1,521,552	\$ 1,562,428.31	\$ 1,603,870	\$ 1,646,911	\$ 1,687,312
Environmental Health						
Hummingbird Creek Maintenance	183	585	585	585	585	585
Sims Creek Maintenance	184	1,000	1,000	1,000	1,000	1,000
Recycling	218	2,632,129	2,553,852	2,620,776	2,617,907	2,625,252
Solid Waste	219	5,515,000	6,605,000	9,310,000	8,230,127	6,410,000
Shuswap Milfoil Control	280	688,464	354,474	359,061	363,831	368,742
Weed Control	286	98,464	100,834	103,230	105,653	108,104
Revelstoke/Area B Mosquito Control	290	81,068	81,739	82,424	83,125	83,840
Golden/Area A Mosquito Control	291	210,140	212,560	212,684	212,811	212,942
Area E Mosquito Control	292	8,174	8,334	8,497	8,663	8,831
Scotch/Lee Creek Mosquito Control	294	44,560	44,620	44,681	44,744	44,807
Sterile Insect Control	295	69,733	72,483	75,342	78,316	81,408
Total Environmental Health		\$ 9,349,318	\$ 10,035,480.75	\$ 12,818,280	\$ 11,746,761	\$ 9,945,511

Columbia Shuswap Regional District
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Schedule A

Protective Services

Annis Bay Fire	030	15,790	16,080	16,376	16,678	16,986
Area B Fire	031	151,492	150,121	153,707	153,590	157,067
Falkland Fire	033	390,886	253,923	257,031	265,215	268,106
Swansea Point Fire	034	212,954	207,063	209,356	213,841	218,176
Nicholson Fire	036	798,334	275,093	278,378	282,141	285,970
Ranchero/Deep Creek Fire	037	358,529	327,967	332,372	347,102	351,470
Malakwa Fire Protection	040	794,917	221,385	221,150	227,950	231,156
Silver Creek Fire	041	323,331	247,675	245,680	248,963	252,007
Area E Fire	043	41,299	41,550	42,719	42,714	42,794
Kault Hill Fire	045	19,730	20,118	20,514	20,917	21,329
Regional Fire	046	568,804	504,814	518,221	532,200	546,219
South Shuswap Subregional Fire	047	3,129,667	1,523,320	1,485,147	1,506,995	1,527,312
North Shuswap Subregional Fire	048	1,804,974	2,440,502	958,522	970,965	982,523
911 Emergency Telephone	049	283,115	286,969	301,667	316,039	329,782
Shuswap Emergency Program	050	1,060,079	625,421	406,460	414,803	423,178
Program	051	168,116	172,572	177,155	181,866	187,089
Golden Area A Emergency Program	052	118,941	115,433	116,615	118,335	120,096

Total Protective Services

\$ 10,240,958 \$ 7,430,006.08 \$ 5,741,070 \$ 5,860,315 \$ 5,961,259

Utilities

St Ives Street Light	084	4,399	4,510	4,725	4,951	5,188
C Strata Street Light	085	2,553	2,616	2,734	2,858	2,989
Swansea Point Streetlight	086	10,906	11,342	11,873	12,130	12,716
Falkland Streetlight	088	17,690	18,269	19,128	20,031	20,978
Blind Bay Streetlight	089	24,749	30,389	36,482	42,720	44,113
Area E Streetlight	090	7,326	7,507	7,744	7,998	8,370
Sorrento Streetlight	093	3,659	3,644	3,813	3,991	4,179
Waterworks - Scotch Creek	195	2,969,016	84,630	88,862	93,305	97,970
Cottonwoods Water	197	93,210	97,871	102,764	107,902	111,131
Sunnybrae Water	198	94,807	99,547	104,525	109,751	115,238
Galena Shores Water	199	54,779	54,779	54,779	54,779	54,779

Columbia Shuswap Regional District
2024 Five Year Financial Plan Amendment Bylaw No. 5890, 2024
Schedule A

Regional Water	200	491,738	299,613	307,723	316,075	324,674
Falkland Water	201	164,511	172,239	180,601	189,381	195,213
Cedar Heights Water	202	523,720	264,412	277,432	291,104	305,459
Eagle Bay Water	203	79,702	83,687	87,871	92,265	96,878
Saratoga Water	204	126,548	132,876	139,520	146,496	153,820
Mac Reedman Water	206	861,509	148,584	156,013	163,814	172,005
Sorrento Water	208	399,947	419,345	439,712	461,098	483,553
Anglemont Water	209	1,124,225	1,014,550	1,014,550	1,014,550	1,014,550
Area C LWMP	210	64,900	59,905	59,910	59,915	59,900
N Shuswap LWMP	211	31,800	32,560	32,560	32,560	32,560
Seymour Arm LWMP	212	14,152	9,152	14,152	9,152	14,152
Area E LWMP	213	31,608	24,210	24,220	25,731	26,241
Total Utilities		\$ 7,197,454	\$ 3,076,234.67	\$ 3,171,693	\$ 3,262,556	\$ 3,356,655
Parks and Recreation						
Area D Parks GIA	313	20,400	20,400	20,400	20,400	20,400
Rail Trail Corridor	316	1,918,669	568,063	613,657	629,342	632,614
Area E Parks & Playgrounds	320	24,131	24,274	24,046	23,970	24,122
Community Parks – Area A	321	307,186	365,434	2,662,232	771,228	272,923
Community Parks – Area B	322	4,250	1,750	1,750	1,750	1,750
Community Parks – Area C	323	793,483	881,272	378,155	370,404	377,358
Community Parks – Area D	324	546,395	195,516	180,985	183,602	186,213
Community Parks – Area E	325	375,601	267,092	228,706	232,950	237,295
Community Parks – Area F	326	1,196,823	535,661	498,816	656,994	495,670
Community Parks - Area G	328	1,201,042	1,419,203	582,276	531,131	478,099
Golden Recreation - Arena	340	1,269,060	1,357,020	2,157,981	1,422,866	1,306,619
Golden Recreation - Aquatic Facility	342	925,833	-	-	-	-
Sicamous Arena	345	977,793	967,135	967,273	1,741,346	988,836
Golden Curling Rink	370	234,587	121,442	136,777	497,265	131,871
Total Parks and Recreation		\$ 9,795,255	\$ 6,724,261.40	\$ 8,453,055	\$ 7,083,248	\$ 5,153,769
TOTAL EXPENDITURES		\$ 61,717,444	\$ 48,199,820	\$ 51,478,259	\$ 49,480,167	\$ 45,762,669
SURPLUS / DEFICIT		-	-	-	-	-

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2024

Function	Revenues										Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
010 - General Government	665,393			915,754				500	355,000	80,788	2,017,434					2,007,434		10,000		2,017,434
011 - Electoral Area Government	369,196			914,761					100,000	623,838	2,007,795				1,987,795			20,000		2,007,795
012 - Admin and IT	80,000		100,000						330,000	1,550,351	2,106,543				1,471,543	380,000		255,000		2,106,543
013 - Fleet				137,470							137,470				112,970			24,500		137,470
014 - Miscellaneous Flow-thru																				
015 - Feasibility Study										60,000	60,000							60,000		60,000
016 - Asset Management	70,000										70,000				70,000					70,000
019 - BC Hydro Grant Distribution	2,751,963										2,751,963				1,651,178			1,100,785		2,751,963
023 - Confederation Agreement - North Shuswap Health Services Society										101,000	101,000	100,000			1,000					101,000
024 - EA F First Responders										31,540	31,540	31,000			540					31,540
025 - Electoral Area GIA									186,713	299,000	485,713	387,729			97,984					485,713
026 - Area D Community Halls										27,950	27,950	27,500			450					27,950
027 - Shuswap SPCA										12,250	12,250	12,000			250					12,250
028 - Shuswap Search and Rescue										131,750	131,750	130,750			1,000					131,750
029 - Shuswap First Responders GIA										51,000	51,000	50,000			1,000					51,000
030 - Annie Bay Fire										15,790	15,790									15,790
031 - Area B Fire	82,558		4,000							64,934	151,492			4,767	146,725					151,492
033 - Falkland Fire									145,000	244,855	389,855	1,800	37,456		161,830	145,000		45,000		390,886
034 - Swansea Point Fire								8,000	12,000	192,954	212,954	1,100			167,854			44,000		212,954
036 - Nicholson Fire				100,000						428,000	528,000	1,100			175,234	528,000				794,917
037 - Rancho/Deep Creek Fire						27,000	112,355			219,174	358,529	1,500			262,029	15,000	80,000			358,529
040 - Malakwa Fire Protection										25,000	294,917	1,250			178,667	580,000		35,000		794,917
041 - Silver Creek Fire									85,000	238,331	323,331	1,250			172,081	85,000	65,000			323,331
043 - Area E Fire										41,299	41,299			2,181	39,118					41,299
045 - Kault Hill Fire										19,730	19,730				19,730					19,730
046 - Regional Fire				478,804		65,000		25,000		568,804	568,804				478,804	90,000				568,804
047 - South Shuswap Subregional Fire	40,000			24,780						1,384,887	3,129,667	5,200			1,104,467	1,470,000		550,000		3,129,667
048 - North Shuswap Subregional Fire	350,000			19,566		150,000				865,408	1,804,974	3,800			601,174	820,000		280,000		1,804,974
049 - 911 Emergency Telephone			28,500	9,093						245,522	283,115		17,766		250,349			15,000		283,115
050 - Shuswap Emergency Program				679,239						380,840	1,060,079				390,051	648,028		22,000		1,060,079
051 - Revelstoke Area B Emergency Program			10,000							158,116	168,116				167,116			1,000		168,116
052 - Golden Area A Emergency Program										118,941	118,941				116,441			2,500		118,941
060 - Dog Control Area D									2,695	43,259	45,954				45,954					45,954
061 - Dog Control - South Shuswap				250				5,000	7,578	36,485	49,313				49,313					49,313
062 - Dog Control Area F			1,300							4,080	5,380				5,380					5,380
074 - Shuswap Airport										125,962	125,962				125,962					125,962
075 - Revelstoke Airport				6,560					90,000	308,750	599,516				499,516	65,000	35,000			599,516
076 - Golden Airport			5,000							40,610	45,610				45,610					45,610
084 - St Ives Street Light								4,399			4,399				4,399					4,399
085 - C Strata Street Light									2,238	315	2,553				2,553					2,553
089 - Swansea Point Streetlight										10,806	10,806				10,806			150		10,806
088 - Falkland Streetlight	150			200						17,216	17,690				17,390			300		17,690
089 - Blind Bay Streetlight										24,749	24,749				24,749					24,749
090 - Area E Streetlight										7,326	7,326				6,826			500		7,326
093 - Sorrento Streetlight				350						3,309	3,659			77	3,582					3,659
101 - Area C/D Transportation			1,705							52,140	53,845	22,000	1,705		30,140					53,845
171 - Building Inspection - Area F									110,000	21,000	131,000				238,414					238,414
172 - Bldg Inspection - Subregional			55,000							290,000	60,000				599,676					599,676
180 - Bylaw Enforcement										92,176	490,638				582,814			2,000		582,814
183 - Hummingbird Creek Maintenance										585	585				585					585
184 - Sims Creek Maintenance										1,000	1,000				1,000					1,000
189 - Waverly Park Water Users Loan					25,513						25,513		24,589		924					25,513
190 - Woodstove Exchange										15,300	15,300	15,000			300					15,300
192 - Community Works Fund	3,385,618										3,385,618	645,163		50,000	2,682,477				7,978	3,385,618
195 - Waterworks - Scotch Creek	2,333,266					608,850		26,900			2,969,016			300,758	25,121	2,641,358		1,779		2,969,016

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2024

Function	Revenues										Total Revenue	Expenses							Total Expenditures
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	
196 - Lakeview Place Water			2,293		(2,293)														
197 - Cottonwoods Water					55,780			37,430							60,543		32,667		93,210
198 - Sunnybrae Water					38,359			56,448							80,728		14,079		94,807
199 - Galena Shores Water					47,362			7,417							54,398		381		54,779
200 - Regional Water	200,000			291,738											291,738	200,000			491,738
201 - Falkland Water					58,754			105,757							163,380		1,130		164,511
202 - Cedar Heights Water	211,709				91,395		60,000	160,616							246,519	271,709	5,492		523,720
203 - Eagle Bay Water					39,083			40,619							78,685		1,017		79,702
204 - Saratoga Water					27,047			99,502							86,929		39,619		126,548
206 - Mac Reedman Water	700,000				43,872		20,000	97,636							135,544	720,000	5,965		861,509
208 - Sorrento Water					90,455			309,492							292,167	45,000	62,780		399,947
209 - Anglemont Water					605,800		100,000	418,425					335,926		569,813	200,000	18,485		1,124,225
210 - Area C LWMP			5,000		59,900										64,900				64,900
211 - N Shuswap LWMP			2,000		29,800										31,800				31,800
212 - Seymour Arm LWMP			8,500		5,652										14,152				14,152
213 - Area E LWMP			13,000		1,861										16,747				16,747
214 - Sorrento/Blind Bay Community Sewer																			
218 - Recycling				30,250				1,227,500	100,000	1,274,379	2,632,129				2,632,129				2,632,129
219 - Solid Waste	305,000			10,000				50,000	4,850,000	5,515,000					4,441,928	385,000	688,072		5,515,000
239 - Area D Cemetery GIA									3,700	3,700					1,200	2,500			3,700
240 - Golden/Area A Cemetery									37,457	37,457					37,457				37,457
241 - Revelstoke/Area B Cemetery									140,801	140,801					140,801				140,801
244 - Fireworks/Firecrackers - Area C																			
246 - Fireworks/Firecrackers - Area E																			
247 - Fireworks/Firecrackers - Area F																			
250 - Marine Noise Control																			
255 - Anti-Whistling - Elson Road									800	800					800				800
256 - Anti-Whistling - Cambie Solsqua									800	800					800				800
257 - Anti-Whistling - Taft Road									800	800					800				800
260 - GIS/Mapping								4,322	389,478	393,801					363,801		30,000		393,801
264 - House Numbering									34,920	34,920					34,920				34,920
265 - Development Services				1,000				81,850	50,000	1,370,096	1,502,946				1,502,946				1,502,946
266 - Special Projects	20,000		65,000						21,394	33,586	139,980				139,980				139,980
280 - Shuswap Millfill Control				15,674		120,000	230,000			322,790	688,464				306,964	350,000	31,500		688,464
282 - Shuswap Watershed Council			4,407							51	4,458				4,458				4,458
286 - Weed Control				1,967				4,889	91,608	98,464					98,464				98,464
290 - Revelstoke/Area B Mosquito Control			2,500						78,568	81,068					81,068				81,068
291 - Golden/Area A Mosquito Control	425			86,988				1,414	121,313	210,140					208,440		1,700		210,140
292 - Area E Mosquito Control									8,174	8,174					7,974		200		8,174
294 - Scotch/Lee Creek Mosquito Control									44,560	44,560					44,560				44,560
295 - Sterile Insect Control					5,865				63,869	69,733					69,733				69,733
300 - Shuswap Tourism	245,250			11,600				55,000	469,476	781,326					746,326		35,000		781,326
302 - Shuswap Ec Dev			15,490						248,063	263,553			155		263,398				263,553
304 - EA C Tourism Info Centre																			
305 - Film Commission	15,000		16,000	690				27,270	41,486	100,445					98,445	2,000			100,445
306 - EA A Ec Dev									86,500	86,500					86,500				86,500
307 - EA F Tourism Promotion									25,500	25,500					25,500				25,500
313 - Area D Parks GIA									20,400	20,400					20,400				20,400
315 - Rose Clifford Park																			
316 - Rail Trail Corridor	939,879		160,000	394,046				40,000	384,744	1,918,669					310,361	1,457,425	42,550		1,918,669
320 - Area E Parks & Playgrounds									24,131	24,131					23,381		750		24,131
321 - Community Parks - Area A	117,559								129,627	307,186					262,186	35,000	10,000		307,186
322 - Community Parks - Area B			2,500						1,750	4,250					4,250				4,250
323 - Community Parks - Area C	187,200		50,000					190,000	366,283	793,483					318,783	384,700	90,000		793,483
324 - Community Parks - Area D	256,928							107,982	10,000	171,485	546,395				166,435	364,960	15,000		546,395

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2024																				
Function	Revenues										Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
325 - Community Parks - Area E	55,039		5,000				160,000			155,562	375,601					175,601	160,000	40,000		375,601
326 - Community Parks - Area F	500,000			2,300			245,000			449,523	1,196,823					421,823	665,000	110,000		1,196,823
327 - Community Parks - Regional																				
328 - Community Parks - Area G	653,500						93,831			453,711	1,201,042					437,711	702,331	61,000		1,201,042
330 - Area B Recreation	110,079		9,000							108,439	227,518					227,518				227,518
340 - Golden Recreation - Arena	110,079						219,667	204,161		735,154	1,269,060					874,393	219,667	175,000		1,269,060
341 - Golden/Area A Shared Services	35,000									125,000	160,000					160,000				160,000
342 - Golden Recreation - Aquatic Facility				500,000						425,833	925,833					34,321	891,513			925,833
344 - Shuswap Multipurpose Recreation										61,200	61,200					61,200				61,200
345 - Sicamous Arena	82,559						50,000	213,750	13,166	618,318	977,793					865,793	52,000	60,000		977,793
355 - EA A Television Rebroadcast																				
370 - Golden Curling Rink							121,333	28,300		84,954	234,587					88,254	121,333	25,000		234,587
380 - Golden/Area A Library				25,500				44,400		360,930	430,830		13			423,818		7,000		430,830
381 - Okanagan Regional Library	500								774	934,841	936,115					886,115		50,000		936,115
385 - Golden/Area A Museum										56,250	56,250		54,000			1,000		1,250		56,250
495 - Debt from Member Munis		3,979,434								3,979,434	3,979,434					3,979,434				3,979,434
Total	14,874,837	3,979,434	566,545	5,223,228	1,228,603	943,850	4,920,813	8,951,046	1,150,073	19,879,015	61,717,444	1,513,242	506,304	332,329	50,000	40,111,830	14,795,024	4,400,737	7,978	61,717,444

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2025																				
Function	Revenues										Total Revenue	Expenses								Total Expenditures
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	
197 - Cottonwoods Water					58,569				39,301										97,871	
198 - Sunnybrae Water					40,277				59,270										99,547	
199 - Galena Shores Water					47,362				7,417										54,779	
200 - Regional Water								299,613											299,613	
201 - Falkland Water					61,444				110,795										172,239	
202 - Cedar Heights Water					95,965				168,447										264,412	
203 - Eagle Bay Water					41,037				42,650										83,687	
204 - Saratoga Water					28,399				104,477										132,876	
206 - Mac Reedman Water					46,066				102,518										148,584	
208 - Sorrento Water					94,978				324,367										419,345	
209 - Anglemont Water					605,800				408,750										1,014,550	
210 - Area C LWMP					59,905				59,905				335,926		540,429	100,000		38,195	1,014,550	
211 - N Shuswap LWMP					32,560				32,560						29,800		2,760		32,560	
212 - Seymour Arm LWMP					9,152				9,152						4,152		5,000		9,152	
213 - Area E LWMP					2,221				19,969						24,210				24,210	
218 - Recycling					30,845				1,227,500						1,295,507				2,553,852	
219 - Solid Waste					50,000				4,850,000						5,338,454		120,000		6,805,000	
239 - Area D Cemetery GIA									3,700						3,700			1,200	3,700	
240 - Golden/Area A Cemetery									35,888						35,888			1,500	35,888	
241 - Revelstoke/Area B Cemetery									144,988						144,988				144,988	
255 - Anti-Whistling - Elson Road									828						828				828	
256 - Anti-Whistling - Cambie Solsqua									828						828				828	
257 - Anti-Whistling - Taft Road									828						828				828	
260 - GIS/Mapping									407,903						407,903		35,000		407,903	
264 - House Numbering									35,910						35,910				35,910	
265 - Development Services					1,000				81,850						1,460,832				1,543,682	
266 - Special Projects					70,000				64,980						134,980				134,980	
280 - Shuswap Millfoil Control					15,847				338,627						354,474			31,850	354,474	
282 - Shuswap Watershed Council																				
286 - Weed Control					2,006				98,828						100,834				100,834	
290 - Revelstoke/Area B Mosquito Control									81,739						81,739				81,739	
291 - Golden/Area A Mosquito Control					425				88,845						123,290			3,000	212,560	
292 - Area E Mosquito Control									8,334						8,334			200	8,334	
294 - Scotch/Lee Creek Mosquito Control									44,620						44,620				44,620	
295 - Sterile Insect Control					6,213				66,270						72,483				72,483	
300 - Shuswap Tourism					35,000				20,000						523,850			16,500	588,542	
302 - Shuswap Ec Dev															588,542				588,542	
305 - Film Commission					15,000				704						261,200				261,200	
306 - EA A Ec Dev															42,078				42,078	
307 - EA F Tourism Promotion															57,782		2,000		57,782	
308 - EA G Tourism Promotion															76,500				76,500	
313 - Area D Parks GIA									20,400						76,500				76,500	
316 - Rail Trail Corridor									20,400						20,400			20,000	20,400	
320 - Area E Parks & Playgrounds									40,000						40,000				40,000	
321 - Community Parks - Area A									24,274						24,274			750	24,274	
322 - Community Parks - Area B									1,750						1,750				1,750	
323 - Community Parks - Area C									15,000						15,000			10,000	170,516	
324 - Community Parks - Area D									10,000						163,176		15,000	17,340	195,516	
325 - Community Parks - Area E									86,272						170,951				170,951	
326 - Community Parks - Area F									65,000						468,315			65,200	535,661	
328 - Community Parks - Area G					2,346				65,000						468,315				535,661	
330 - Area B Recreation					112,280				7,000						470,461				535,661	
340 - Golden Recreation - Arena					112,280										374,203			965,000	1,419,203	
341 - Golden/Area A Shared Services															182,066			45,000	267,066	
342 - Golden Recreation - Aquatic Facility															470,461				535,661	
344 - Shuswap Multipurpose Recreation															61,200				61,200	
345 - Sicamous Arena					84,210										61,200			138,000	149,410	

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2025																				
Function	Revenues										Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
370 - Golden Curling Rink								28,300		93,142	121,442					91,442		30,000		121,442
380 - Golden/Area A Library				26,010				44,400		381,478	451,888					443,888		8,000		451,888
381 - Okanagan Regional Library		500								936,010	936,510					911,510		25,000		936,510
385 - Golden/Area A Museum										56,250	56,250	54,000				1,000		1,250		56,250
495 - Debt from Member Munis		3,979,434									3,979,434					3,979,434				3,979,434
Total	6,335,515	3,979,434	138,800	4,059,211	1,259,969	1,500,000	498,000	9,012,840		21,416,050	48,199,820	703,522	551,356			37,872,310	3,909,035	5,163,596		48,199,820

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2026																				
Function	Revenues										Total Revenue	Expenses								Total Expenditures
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	
197 - Cottonwoods Water					61,498				41,266		102,764					66,429		36,335	102,764	
198 - Sunnybrae Water					42,291				62,234		104,525					87,328		17,196	104,525	
199 - Galena Shores Water					47,362				7,417		54,779					51,395		3,384	54,779	
200 - Regional Water				307,723							307,723					307,723			307,723	
201 - Falkland Water					64,516				116,085		180,601					162,744		17,857	180,601	
202 - Cedar Heights Water					100,763				176,669		277,432					256,897		20,535	277,432	
203 - Eagle Bay Water					43,088				44,783		87,871					77,627		10,244	87,871	
204 - Saratoga Water					29,819				109,701		139,520					87,104		52,416	139,520	
206 - Mac Reedman Water					48,369				107,644		156,013					137,028		18,985	156,013	
208 - Sorrento Water					99,727				339,985		439,712					278,157		161,556	439,712	
209 - Anglemont Water					605,800				408,750		1,014,550			335,926		551,691	100,000	28,933	1,014,550	
210 - Area C LWMP					59,910				59,910		59,910					59,910			59,910	
211 - N Shuswap LWMP					32,560				32,560		32,560					29,800		2,760	32,560	
212 - Seymour Arm LWMP			5,000		9,152						14,152					14,152			14,152	
213 - Area E LWMP					2,422				21,798		24,220					24,220			24,220	
218 - Recycling					31,452			1,227,500	1,361,824		2,620,776					2,520,776		100,000	2,620,776	
219 - Solid Waste					10,000			3,550,000	4,850,000		9,910,000					4,389,191		3,525,000	9,310,000	
239 - Area D Cemetery GIA									3,700		3,700	1,200			2,500				3,700	
240 - Golden/Area A Cemetery									35,518		35,518					34,768		750	35,518	
241 - Revelstoke/Area B Cemetery									149,305		149,305					149,305			149,305	
255 - Anti-Whistling - Elson Road									856		856					856			856	
256 - Anti-Whistling - Cambie Solsqua									856		856					856			856	
257 - Anti-Whistling - Taft Road									856		856					856			856	
260 - GIS/Mapping			30,000						422,263		452,263					427,263		25,000	452,263	
264 - House Numbering									35,518		35,518					36,930			36,930	
265 - Development Services				1,000				81,850	1,502,753		1,585,603					1,585,603			1,585,603	
266 - Special Projects			70,000						64,980		134,980					134,980			134,980	
280 - Shuswap Milfoil Control				16,024					343,037		359,061					326,854		32,207	359,061	
286 - Weed Control				2,046					101,184		103,230					103,230			103,230	
290 - Revelstoke/Area B Mosquito Control									82,424		82,424					82,424			82,424	
291 - Golden/Area A Mosquito Control		425		88,905					123,354		123,354					209,684		3,000	212,684	
292 - Area E Mosquito Control									8,497		8,497					8,297		200	8,497	
294 - Scotch/Lee Creek Mosquito Control									44,681		44,681					44,681			44,681	
295 - Sterile Insect Control						6,461			68,881		75,342					75,342			75,342	
300 - Shuswap Tourism	35,000		1,500	9,786				45,000	505,637		596,923					581,923		15,000	596,923	
302 - Shuswap Ec Dev									261,200		261,200					261,200			261,200	
305 - Film Commission	15,000			718					42,688		58,406					56,406		2,000	58,406	
306 - EA A Ec Dev									76,500		76,500					76,500			76,500	
307 - EA F Tourism Promotion									25,500		25,500					25,500			25,500	
313 - Area D Parks GIA									20,400		20,400	20,000				400			20,400	
316 - Rail Trail Corridor				37,813				40,000	535,844		613,657		108,333			427,774		77,550	613,657	
320 - Area E Parks & Playgrounds									24,046		24,046					23,871		175	24,046	
321 - Community Parks - Area A	2,485,894					20,000	25,000		131,338		2,662,232					230,232	2,420,000	12,000	2,662,232	
322 - Community Parks - Area B									1,750		1,750					1,750			1,750	
323 - Community Parks - Area C									378,154		378,154					283,154	5,000	90,000	378,154	
324 - Community Parks - Area D								10,000	170,985		180,985					180,985			180,985	
325 - Community Parks - Area E	57,263								171,444		228,706					178,706		50,000	228,706	
326 - Community Parks - Area F				2,393			20,000		476,423		498,816					384,412		134,404	498,816	
328 - Community Parks - Area G							100,000		482,276		582,276					400,876	100,000	81,400	582,276	
330 - Area B Recreation			5,000						107,985		112,985					227,518			227,518	
340 - Golden Recreation - Arena	114,526							311,000	212,905		1,519,550					899,073	1,058,908	200,000	2,157,981	
341 - Golden/Area A Shared Services									125,000		125,000					125,000			125,000	
342 - Golden Recreation - Aquatic Facility									125,000		125,000					125,000			125,000	
344 - Shuswap Multipurpose Recreation									61,200		61,200					61,200			61,200	
345 - Sicamous Arena	85,894							209,750	671,629		967,273					819,273		148,000	967,273	
370 - Golden Curling Rink								28,300	108,477		136,777					106,777		30,000	136,777	

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2026																				
Function	Revenues										Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
380 - Golden/Area A Library				26,530				44,400		394,569	465,499				456,499		9,000			465,499
381 - Okanagan Regional Library	500									940,168	940,668				937,668		3,000			940,668
385 - Golden/Area A Museum										55,000	55,000	54,000			1,000					55,000
495 - Debt from Member Munis		3,975,456								3,975,456	3,975,456				3,975,456					3,975,456
Total	6,940,842	3,975,456	188,300	3,145,497	1,283,976		4,001,000	9,139,108		22,804,081	51,478,259	704,034	551,356		37,380,542	7,210,908	5,631,419			51,478,259

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2027																			
Function	Revenues										Total Revenue	Expenses							
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses
197 - Cottonwoods Water					64,573				43,330		107,902				67,816		40,087		107,902
198 - Sunnybrae Water					44,405				65,346		109,751				91,182		18,569		109,751
199 - Galena Shores Water					47,362				7,417		54,779				52,376		2,403		54,779
200 - Regional Water				316,075							316,075				316,075				316,075
201 - Falkland Water					67,742				121,639		189,381				166,539		22,842		189,381
202 - Cedar Heights Water					105,801				185,303		291,104				263,169		27,935		291,104
203 - Eagle Bay Water					45,243				47,022		92,265				79,234		13,031		92,265
204 - Saratoga Water					31,310				115,186		146,496				89,135		57,361		146,496
206 - Mac Reedman Water					50,788				113,026		163,814				142,103		21,711		163,814
208 - Sorrento Water					104,713				356,384		461,098				284,979		176,119		461,098
209 - Anglemont Water					605,800				408,750		1,014,550		335,926		563,402	100,000	15,221		1,014,550
210 - Area C LWMP					59,915				59,915		59,915				59,915				59,915
211 - N Shuswap LWMP					32,560				32,560		32,560				29,800		2,760		32,560
212 - Seymour Arm LWMP					9,152				9,152		9,152				4,152		5,000		9,152
213 - Area E LWMP					2,573				23,158		25,731				24,231		1,500		25,731
218 - Recycling					32,071				1,227,500	1,358,336	2,617,907				2,517,907		100,000		2,617,907
219 - Solid Waste					10,000		2,120,127		50,000	4,850,000	7,030,127				4,388,378		2,525,000		8,230,127
239 - Area D Cemetery GIA										3,700	3,700		1,200		2,500				3,700
240 - Golden/Area A Cemetery										35,117	35,117				35,117				35,117
241 - Revelstoke/Area B Cemetery										153,753	153,753				153,753				153,753
255 - Anti-Whistling - Elson Road										887	887				887				887
256 - Anti-Whistling - Cambie Solsqua										887	887				887				887
257 - Anti-Whistling - Taft Road										887	887				887				887
260 - GIS/Mapping			100,000							431,890	531,890				391,890	100,000	40,000		531,890
264 - House Numbering										37,980	37,980				37,980				37,980
265 - Development Services				1,000				81,850		1,545,828	1,628,678				1,628,678				1,628,678
266 - Special Projects										69,980	69,980				69,980				69,980
280 - Shuswap Milfoil Control				16,205						347,626	363,831				331,260		32,571		363,831
286 - Weed Control				2,087						103,566	105,653				105,653				105,653
290 - Revelstoke/Area B Mosquito Control										83,125	83,125				83,125				83,125
291 - Golden/Area A Mosquito Control		425		88,967						123,419	123,419				209,811		3,000		212,811
292 - Area E Mosquito Control										8,663	8,663				8,463		200		8,663
294 - Scotch/Lee Creek Mosquito Control										44,744	44,744				44,744				44,744
295 - Sterile Insect Control						6,720				71,596	78,316				78,316				78,316
300 - Shuswap Tourism	35,000		45,000	9,882						559,734	649,615				648,115		1,500		649,615
302 - Shuswap Ec Dev										261,200	261,200				261,200				261,200
305 - Film Commission	15,000			732						43,316	59,048				57,048	2,000			59,048
306 - EA A Ec Dev										76,500	76,500				76,500				76,500
307 - EA F Tourism Promotion										25,500	25,500				25,500				25,500
313 - Area D Parks GIA										20,400	20,400		20,000		20,400				20,400
316 - Rail Trail Corridor					37,813			40,000		551,529	629,342		108,333		430,959		90,050		629,342
320 - Area E Parks & Playgrounds										23,820	23,820				23,820				23,820
321 - Community Parks - Area A	587,512					20,000	25,000			138,616	771,228				231,228	520,000	20,000		771,228
322 - Community Parks - Area B										1,750	1,750				1,750				1,750
323 - Community Parks - Area C										370,404	370,404				280,404		90,000		370,404
324 - Community Parks - Area D					10,000					107,802	117,802				183,002		20,000		233,802
325 - Community Parks - Area E	58,408									174,542	232,950				182,950		50,000		232,950
326 - Community Parks - Area F				2,441		165,000				486,555	654,000				376,394	140,000	140,000		656,394
328 - Community Parks - Area G										531,131	531,131				448,303		82,828		531,131
330 - Area B Recreation	116,816		3,000							107,802	227,518				227,518				227,518
340 - Golden Recreation - Arena	116,816					78,000	219,272			1,008,777	1,422,866				868,941	378,925	175,000		1,422,866
341 - Golden/Area A Shared Services										125,000	125,000				125,000				125,000
342 - Golden Recreation - Aquatic Facility										17,802	17,802				17,802				17,802
344 - Shuswap Multipurpose Recreation										61,200	61,200				61,200				61,200
345 - Sicamous Arena	587,512					270,000	209,750			673,984	1,741,346				836,346	770,000	135,000		1,741,346
370 - Golden Curling Rink	369,000							28,300		99,965	497,265				98,265	369,000	30,000		497,265

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2027																				
Function	Revenues										Expenses									
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
380 - Golden/Area A Library				27,061				46,500		405,937	479,498					469,498		10,000		479,498
381 - Okanagan Regional Library	500									967,110	967,610					964,610		3,000		967,610
385 - Golden/Area A Museum										55,000	55,000	54,000				1,000				55,000
495 - Debt from Member Munis		3,875,106								3,875,106	3,875,106					3,875,106				3,875,106
Total	5,981,526	3,875,106	149,300	3,133,994	1,309,120	2,120,127	623,000	9,181,157		23,106,837	49,480,167	704,556	551,356			37,654,375	4,904,925	5,664,954		49,480,167

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2028																			
Function	Revenues										Total Revenue	Expenses							
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions		Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses
197 - Cottonwoods Water					67,801			43,330			111,131				69,070		42,061		111,131
198 - Sunnybrae Water					46,625			68,613			115,238				93,060		22,178		115,238
199 - Galena Shores Water					47,362			7,417			54,779				53,379		1,400		54,779
200 - Regional Water				324,674							324,674				324,674				324,674
201 - Falkland Water					67,742			127,471			195,213				170,110		25,103		195,213
202 - Cedar Heights Water					111,091			194,368			305,459				269,370		36,089		305,459
203 - Eagle Bay Water					47,505			49,373			96,878				80,888		15,990		96,878
204 - Saratoga Water					32,875			120,945			153,820				91,217		62,604		153,820
206 - Mac Reedman Water					53,327			118,678			172,005				145,471		26,533		172,005
208 - Sorrento Water					109,949			373,603			483,553				293,297		190,255		483,553
209 - Anglemont Water					605,800			408,750			1,014,550		335,926		575,369	100,000	3,254		1,014,550
210 - Area C LWMP					59,900						59,900								59,900
211 - N Shuswap LWMP					32,560						32,560				29,800		2,760		32,560
212 - Seymour Arm LWMP			5,000		9,152						14,152				14,152				14,152
213 - Area E LWMP					2,624						2,624				24,241		2,000		26,241
218 - Recycling				32,702			1,227,500			1,365,050	2,625,252			2,525,252		100,000		2,625,252	
219 - Solid Waste - Elson Road					10,000		50,000	4,850,000			5,000,000				4,385,003	25,000	1,989,997		6,410,000
239 - Area D Cemetery GIA									3,700		3,700		1,200		2,500				3,700
240 - Golden/Area A Cemetery									35,491		35,491				35,491				35,491
241 - Revelstoke/Area B Cemetery									158,660		158,660				158,660				158,660
255 - Anti-Whistling - Elson Road									919		919				919				919
256 - Anti-Whistling - Cambie Solsqua									919		919				919				919
257 - Anti-Whistling - Taft Road									919		919				919				919
260 - GIS/Mapping									441,790		441,790			401,790		40,000			441,790
264 - House Numbering														39,062					39,062
265 - Development Services				1,000				81,850		1,590,155	1,673,005			1,673,005					1,673,005
266 - Special Projects											104,980			104,980					104,980
280 - Shuswap Milfoil Control				16,389						352,353	368,742			335,799		32,943			368,742
286 - Weed Control				2,129						105,975	108,104			108,104					108,104
290 - Revelstoke/Area B Mosquito Control										83,840	83,840			83,840					83,840
291 - Golden/Area A Mosquito Control		425		89,030						123,487	212,942			209,942		3,000			212,942
292 - Area E Mosquito Control										8,831	8,831			8,631		200			8,831
294 - Scotch/Lee Creek Mosquito Control										44,807	44,807			44,807					44,807
295 - Sterile Insect Control						6,720				74,689	81,408			81,408					81,408
300 - Shuswap Tourism	35,000		1,500	9,979				45,000		521,664	613,143			598,143		15,000			613,143
302 - Shuswap Ec Dev										261,200	261,200			261,200					261,200
305 - Film Commission	15,000			747						43,964	59,710			57,710		2,000			59,710
306 - EA A Ec Dev										76,500	76,500			76,500					76,500
307 - EA F Tourism Promotion										25,500	25,500			25,500					25,500
313 - Area D Parks GIA										20,400	20,400		20,000		400				20,400
316 - Rail Trail Corridor				37,813				40,000		554,801	632,614		108,333	434,231		90,050			632,614
320 - Area E Parks & Playgrounds										24,122	24,122			23,972		150			24,122
321 - Community Parks - Area A	89,364					20,000	25,000			138,558	272,923			232,923	20,000	20,000			272,923
322 - Community Parks - Area B										1,750	1,750			1,750					1,750
323 - Community Parks - Area C										377,358	377,358			287,358		90,000			377,358
324 - Community Parks - Area D					10,000					176,215	186,215			186,215					186,215
325 - Community Parks - Area E	59,576									177,719	237,295			187,295		50,000			237,295
326 - Community Parks - Area F				2,490						493,190	495,670			355,670		140,000			495,670
328 - Community Parks - Area G										478,099	478,099			393,815		84,285			478,099
330 - Area B Recreation				119,153						102,518	227,518			227,518					227,518
340 - Golden Recreation - Arena	119,153						12,000	225,836		949,630	1,306,619			889,569	242,050	175,000			1,306,619
341 - Golden/Area A Shared Services										125,000	125,000			125,000					125,000
342 - Golden Recreation - Aquatic Facility																			
344 - Shuswap Multipurpose Recreation										61,200	61,200			61,200					61,200
345 - Sicamous Arena	89,364							209,750		689,722	988,836			853,836		135,000			988,836
370 - Golden Curling Rink								28,300		103,571	131,871			101,871		30,000			131,871

Columbia Shuswap Regional District Five Year Financial Plan (2024) - Year 2028																				
Function	Revenues									Expenses										
	Grants	Municipal Debt	Operating Reserve	Other Revenue	Parcel Taxes	Proceeds of Borrowing	Reserves (Excluding Operating)	Sales and User Fees	Surplus	Tax Requisitions	Total Revenue	Community Grants	Debt Servicing	Deficit Prior Year	Other Expense	Other Purposes	Tangible Capital Asset	Transfer to Reserves	Uncategorized Expenses	Total Expenditures
380 - Golden/Area A Library				27,602				48,705		416,505	492,812					482,812		10,000		492,812
381 - Okanagan Regional Library	500									994,860	995,360					992,360		3,000		995,360
385 - Golden/Area A Museum										55,000	55,000	54,000				1,000				55,000
495 - Debt from Member Munis		3,424,052								3,424,052	3,424,052					3,424,052				3,424,052
Total	4,699,575	3,424,052	22,800	3,165,399	1,331,734		82,000	9,311,384		23,725,724	45,762,669	705,089	551,356			37,722,407	389,050	6,394,766		45,762,669



BOARD REPORT

- TO:** Chair and Directors
- SUBJECT:** Water Utility Rates and Regulation Bylaw No. 5891, 2024
- DESCRIPTION:** Report from Tim Perepolkin, Manager, Utility Services, dated November 27, 2024. A report summarizing the rationale used to amend the Water Utility Rates and Regulation Bylaw for the next five-year term (2025-29).
- RECOMMENDATION #1:** THAT: CSR D Waterworks Rates and Regulation Bylaw No. 5891, 2024 be read a first, second and third time this 13th day of December, 2024.
Corporate Vote Weighted
- RECOMMENDATION #2:** THAT: CSR D Waterworks Rates and Regulation Bylaw No. 5891, 2024 be adopted this 13th day of December, 2024.
Corporate Vote Weighted

SUMMARY:

The purpose of this report is to provide the Board with an overview of the work completed to establish the updated CSR D Waterworks Rates and Regulation Bylaw No. 5891, 2024 (Bylaw). The rates set out in the Bylaw are for a five-year period, to begin in 2025, and reflect a shift to eliminate the use of Parcel Taxes to fund operations through User Fees and to improve water conservation measures.

BACKGROUND:

The CSR D engaged a consultant in 2024 to review the financial conditions of all ten CSR D owned water systems. The results of the review were shared with the Board members at the October 16, 2024, Committee of the Whole (CoW) meeting. The review looked at condition and value of the assets as well as status of current reserve accounts. Each system was provided a report card with Asset Health, Asset Replacement Funding, Reserves and Conservation all being looked at and assigned a grade (*intervene, investigate and all clear*).

During the review it was discovered that in most cases User Fees have not been fully funding the costs associated with annual operating expenses and that Parcel Taxes are being used to offset operating expenses, resulting in reduced funds being transferred to reserves for future capital asset replacement projects. Furthermore, the consultant presented to the Board three scenarios for transitioning to a model whereby User Fees are funding the annual operating expenses and Parcel Taxes are funding debt, capital replacement projects and asset management requirements. The models also included a plan to improve funding of the water utility assets.

At the CoW three funding scenarios were presented to the committee, with staff recommending scenario two, where i) User Fees would be transitioned over a five-year term to cover the annual operating expenses of each system and ii) Parcel Taxes be adjusted to achieve 75% of the recommended funding target. The committee requested that staff rework the options to reduce the immediate financial impacts to the users, suggesting that a longer term (eight to ten years vs. five years) be used.

Since the CoW meeting staff have considered the committee's request and reworked the budgets, reducing the immediate impacts to the users and spreading the costs over a longer term. Furthermore, staff have negotiated a 60-month extension with the water utility service contractor, as per the terms

of the current agreement, and factored any increases into the proposed User Rates for the next five years. Lastly, staff have met with Electoral Area Directors individually, whose users will be impacted by the new rates, to explain the rationale and answer any questions. These meetings were productive and resulted in a favourable level of comfort with the rates outlined in this report and reflected in the updated Bylaw.

POLICY:

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

FINANCIAL:

The annual residential User Rates for each CSRD water system will be established at the following rates over the next five-year term (2025-29):

Annual Residential User Fees	2024 Cost	Compound Annual Increase	2025 Cost	2026 Cost	2027 Cost	2028 Cost	2029 Cost
Anglemont	\$700	5.0%	\$735	\$772	\$811	\$851	\$894
Cedar Heights	\$349	7.2%	\$374	\$401	\$430	\$461	\$494
Cottonwood	\$214	8.0%	\$231	\$250	\$270	\$291	\$315
Eagle Bay	\$434	9.2%	\$474	\$517	\$565	\$617	\$674
Falkland	\$340	10.0%	\$374	\$411	\$452	\$497	\$547
Galena Shores	\$200	27.0%	\$254	\$323	\$410	\$521	\$661
Mac/Reedman	\$839	8.5%	\$923	\$1,015	\$1,117	\$1,229	\$1,261
Saratoga	\$696	5.0%	\$731	\$768	\$806	\$846	\$888
Scotch Creek (New System)	N/A	5.0%	\$650	\$683	\$717	\$752	\$790
Sorrento	\$474	0.7%	\$478	\$481	\$485	\$488	\$492
Sunnybrae	\$784	6.6%	\$836	\$891	\$950	\$1,013	\$1,080

Multi-Stage Water Use Restrictions

Included in the consultant's comprehensive health assessment reports, conducted for each system, and a grade was assigned for water use and conservation. Based on this assessment work for each system; two systems were rated clear, five required further investigation, and three necessitated interventions. Staff have examined the current water use restrictions outlined in the Bylaw and compared them with those being used by member municipalities and neighbouring jurisdictions. It is clear that the existing restrictions require revisions to more effectively manage water demand and ensure adequate water supply is safeguarded during the summer months and in the event of more severe drought conditions.

As a result, the updated bylaw is proposing four-stage water use restriction plan (Schedule H in the Bylaw). The framework of Schedule H focuses on implementing stricter water use measures based on environmental conditions, the capacity of the water supply system, and the demand placed on these systems. Implementation of the new restriction plan will include upgraded signs in water system service

areas and a significant outreach program, which will be developed over the winter and ready for the spring.

MULTI-STAGE WATER USE RESTRICTIONS

Stage 1 (Normal) restrictions are in effect year-round. Restrictions may be increased to Stages 2, 3 or 4 depending on environmental conditions, water supply system capacity and demand on the system. Users will be notified by signage, social media, CSRD website and/or other means available.

Water Use Activity		Stage 1	Stage 2	Stage 3	Stage 4
LAWNS	Sprinkler Irrigation (automatic or manual)	3 days/week	2 days/week	1 day/week	NOT PERMITTED
	Hand Watering (spring loaded nozzle or <u>hand held</u> water can)	Max 3 hrs/day ¹	Max 3 hrs/day ¹	Max 3 hrs/day ¹	
	New lawns (seed/sod) (Permit required for additional watering)	In Accordance with Permit	In Accordance with Permit	NOT PERMITTED	NOT PERMITTED
TREES SHRUBS PLANTS FLOWERS	Sprinkler or Soaker Hose (automatic or manual)	3 days/week	2 days/week	1 day/week	NOT PERMITTED
	Drip Irrigation Hand Watering (spring loaded nozzle or <u>hand held</u> water can)	7 days/week	7 days/week	3 days/week	NOT PERMITTED
FOOD PRODUCING PLANTS	Sprinkler or Soaker Hose (automatic or manual)	7 days/week	7 days/week	7 days/week	7 days/week
	Drip Irrigation Hand Watering (spring loaded nozzle or <u>hand held</u> water can)	Max 3 hrs/day ¹	Max 3 hrs/day ¹	Max 3 hrs/day ¹	Max 3 hrs/day ¹
OTHER OUTDOOR USES	Washing Vehicle or Boat	As Needed ²	As Needed ²	As Needed ²	Permitted to wash boat for invasive species
	Washing Hard Surfaces Sidewalks, Driveways, Patios, Building Exteriors	As Needed ²	As Needed ²	Permitted for Health & Safety	Permitted for Health & Safety

Water use restrictions permit outdoor water use on designated days of the week depending on the number of your street address, as follows:

Water Use Schedule	3 days / week	2 days / week	1 days / week
Odd numbered address	Tue, Thu, Sat	Tue, Sat	Sat
Even numbered address	Wed, Fri, Sun	Tue, Sun	Sun

Note: ~~Stratas~~ mobile home parks and RV parks are to use the **street address** NOT the unit address.

- On designated days, water use is permitted for a **MAXIMUM** of 3 HOURS as the follows:
 - No irrigation between 10 AM and 6 PM to minimize evaporation.
 - Preferred time for automatic systems is between **12 AM and 6 AM** to reduce peak demand.
- Avoid watering food producing plants between the hours of **10 AM and 6 PM** to minimize evaporation.
- Water use for non-irrigation purposes is discretionary and can be done when required, per chart above.

Irrigating parcels of land in excess of 0.5 acres is not permitted (including those parcels with farm status). Please minimize frequency and conserve water wherever possible.

KEY ISSUES/CONCEPTS:

The User Rates set out in the updated Bylaw have been recommended based on the work of a consultant, Director engagement and staff expertise. The User Rates being proposed represent a shift to fully fund the operations of the systems over the next eight to ten years. Meanwhile, it should be noted that Parcel Taxes will be reviewed annually with the Directors and set in the annual budgeting process.

In addition, the Bylaw includes an updated water use restriction plan, which will help ensure that drinking water quality and quantity is maintained during times where environmental conditions typically increase demand on the systems.

IMPLEMENTATION:

Upon adoption.

COMMUNICATIONS:

Utility Services staff will work with Communication and Finance staff to develop a robust outreach program to ensure that residents impacted by the updated Bylaw will be fully informed of the new User

Rates and the updated Multi-Stage Water Use Restriction program. Outreach will be carried by a number of means including; press, information reports, social media, signage and web site updates.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

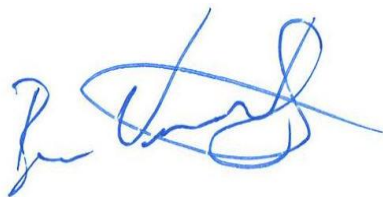
BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_EUS_Water_Utility_Rates_and_Regulation_Bylaw_Amendment.docx
Attachments :	- BL5891, 2024 CSRD Waterworks Rates and Regulation.docx - Projected USER FEES based on revised Option 2.pdf - Projected Reserves with Blended Option 2.pdf
Final Approval Date:	Dec 5, 2024

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



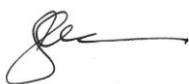
Ben Van Nostrand



Jodi Pierce



Jennifer Sham



John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT**BYLAW NO. 5891, 2024**

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

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

REPEAL

1. Bylaw No. 5819, 2020, cited as "CSRD Waterworks Rates and Regulation Bylaw No. 5819, 2020" and its amendments is hereby repealed.

DEFINITIONS

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

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

"Disconnect" or "Disconnection" means the physical disconnection of a water connection at the property line.

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

"Premises" means any residence, building or structure located on a property that is connected to a Regional District water system.

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

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

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

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

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

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

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

APPLICATION FOR CONNECTION

3. Applications for the installation and connection of a water service from properties within a Regional District Waterworks Service Area must be made to the Regional District on the Application for Water Service Connection form document similar to that contained in Schedule B of this bylaw and must be accompanied by the fees as specified in Schedule A of this bylaw.
4. Applications for installation and connection of a water service from properties outside a Regional District Waterworks Service Area must be made to the Regional District on the Application for Extension to Water System form document similar to that contained in Schedule C of this bylaw and must be accompanied by the fee as specified in Schedules A and D of this bylaw.
5. Each application, when duly signed by the property owner(s) , will be an undertaking whereby the property owner(s) agrees to abide by the terms and conditions of this bylaw. Each residential property will only be provided one water connection. Any costs associated with upgrading an inadequate sized service will be the responsibility of the applicant.

DISCONNECTION

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

TERMS AND CONDITIONS OF USE

8. No individual on-site wells, surface water intakes or any other water source will be permitted to supply domestic water to any property within a Regional District Waterworks Service Area.
9. Applications for the use of individual on-site wells or surface water intakes for farm irrigation and industrial use must be made to the Regional District on the Application for Use of On-Site Well or Surface Water for Irrigation Purposes form document similar to that contained in Schedule E of this bylaw.
10. Applications for use of a pump, booster or other device for the purpose of, or having the effect of, increasing water pressure in service lines to a higher pressure than the normal pressure in the said service line must be made to the Regional District on the Application for Use of Booster Device form document similar to that contained in Schedule F of this bylaw. The Regional District may, without notice, disconnect service to any customer employing such pump, booster or other device.
11. No unauthorized person will conduct work of any kind connected with the water system, either for the laying of new or repair of old service pipes on or under any street or lane within a Regional District Waterworks Service Area.
12. No unauthorized person will in any way interfere or tamper with any pipe, curb stop, fixture or fitting,

or appliance of, or connected with, the water system of a Regional District Waterworks Service Area, whether on his own premises or elsewhere.

13. No person will place or introduce contaminants or pollutants into a Regional District Waterworks system.
14. All customers must keep the service pipe, fixtures and fittings on their own premises in good order and repair, and protect them from frost at their own risk and expense.

OUTDOOR MULTI-STAGE WATER USE RESTRICTIONS

15. Water usage restrictions are implemented to manage water demand and ensure there is sufficient water supply during summer months and more severe drought conditions. The Regional District has implemented a four-stage water use restriction plan for outdoor water usage. The restrictions apply to all properties within a Regional District water service area.
16. Multi-stage water restrictions will be in place year round. No sprinkling permitted between 10am and 6pm, only sprinkle on designated days for a maximum of 3 hours as outlined in Schedule H.
17. Properties equipped with automated time clock sprinkler systems are encouraged to sprinkle between the hours of 12 AM and 6 AM on their permitted days.
18. Irrigating parcels of land in excess of 0.5 acres is not permitted, no exception.
19. Water use schedule is based on property address, specific details on days and stages is contained in Schedule H of this bylaw.
20. New trees and shrubs may be watered during installation and for the following 24 hours. After the 24 hour period has expired, compliance with outdoor water use restrictions must resume.
21. Applications for a sprinkling restriction exemption for watering new lawns and sod must be made to the Regional District on the Special Use Permit – Exemption from Sprinkling Restrictions form document similar to that contained in Schedule G of this bylaw and must be accompanied by the fee specified.

PRESSURE, SUPPLY AND QUALITY

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

INSTALLATION OF WATER METERS

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

INSTALLATION OF BACKFLOW PREVENTION DEVICES

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

amendments.

FEES AND CHARGES

28. The rates and charges as defined in Schedule A of this bylaw are hereby imposed and levied for all water services supplied by the Regional District and all rates and charges will be billed annually on or before the 15th day of March and will be due and payable on or before the 31st day of December in each year. A 10% discount will be applied to the User Fee if full payment is received by the Regional District on or before the 30th day of April in each year.
29. Metered rates for golf course irrigation will be billed semi-annually after the 30th day of June and again after the 30th day of November in each year. No discount for golf course irrigation will be offered. Metered rates are being administered to encourage water conservation, if the metered rate exceeds the annual maximum fixed fee, only the maximum will be charged.
30. In the event that applicable rates or charges for water service commence after the 1st day of April, the billing will be issued within 60 days and will be due and payable within 60 days of issue. Water rates will be prorated for the initial year only; thereafter the annual rate will apply.
31. Pursuant the Local Government Act, any unpaid balance owing at the fiscal year end will be deemed to be property taxes in arrears.

LIMITATION OF LIABILITY

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

RIGHT OF ENTRY

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

VIOLATION AND PENALTIES

34. A person who:
 - a) violates any provision of this bylaw;
 - b) permits any act to be found in contravention of this bylaw; or
 - c) neglects to or refrains from action required to be done by any provision of this bylaw
 will be deemed to have committed an offence against this bylaw and each day that a violation continues to exist is deemed to be a separate offence against this bylaw and:
 - i. will be liable to a fine as set out in the CSRD Ticket Information Utilization Bylaw No. 5776; and
 - ii. will be liable, upon summary conviction, to penalties prescribed by the Offence Act (British Columbia) and amendments.

CITATION

35. This bylaw may be cited as "CSRD Waterworks Rates and Regulation Bylaw No. 5819, 2020."

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

Corporate Officer

Chair

CERTIFIED a true copy of
Bylaw No. 5891, 2024 as adopted.

Corporate Officer

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

<u>ANGLEMONT WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$735	\$772	\$811	\$851	\$894
Institution/Care Home (per room)	\$525	\$551	\$579	\$608	\$638
Motel/Hotel/Resort (per room or unit)	\$158	\$165	\$174	\$182	\$191
Commercial	\$735	\$772	\$811	\$851	\$894
Public House/Restaurant	\$1,260	\$1,323	\$1,389	\$1,459	\$1,532
Heavy Commercial Water Use	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914
Golf Course Irrigation* <i>Metered rate per m3, invoiced semi-annual June 30 & Nov 30, No discount for early payments. (annual max amount)</i>	\$0.60 <small>(\$9,000 max)</small>	\$0.63 <small>(\$9,450 max)</small>	\$0.66 <small>(\$9,923 max)</small>	\$0.69 <small>(\$10,419 max)</small>	\$0.73 <small>(\$10,940 max)</small>
<i>*Subject to irrigation restrictions and water availability</i>					
Connection Fees					
Connection Inspection Fee.....\$500					
New Residential ¾" (19mm) to 1" (25mm) diameter..... Actual Cost + 10% Administration + Water Meter and Remote Read					
New Commercial and/or over 1" (25mm) diameter Actual Cost + 10% Administration + Water Meter, Remote Read & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
▶ Cost of Materials plus 25%					
▶ Serviceman \$130 per hour (minimum charge two (2) hours)					
▶ Trades or Expertise – Rate plus 25%					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

<u>CEDAR HEIGHTS WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$374	\$401	\$430	\$461	\$494
Community Hall	\$374	\$401	\$430	\$461	\$494
Golf Course Irrigation* <i>Metered rate per m3, invoiced semi-annual June 30 & Nov 30, No discount for early payments. (annual max amount)</i>	(\$0.60) (\$456 max)	(\$0.63) (\$488 max)	(\$0.66) (\$524 max)	(\$0.69) (\$561 max)	(\$0.73) (\$602 max)
<i>*Subject to irrigation restrictions and water availability</i>					
Connection Fees					
Connection Inspection Fee.....\$500					
New Residential ¾" (19mm) to 1" (25mm) diameter.....Actual Cost + 10% Administration + Water Meter and Remote Read					
New Commercial and/or over 1" (25mm) diameterActual Cost + 10% Administration +Water Meter, Remote Read & Backflow Prevention Device (if applicable)					
<i>Note: Connection Fees that were pre-paid prior to the Regional District's takeover of the water system in 1988 will be valued at \$320 and that amount will be deducted from the current connection inspection fee.</i>					
Chargeable Rates for Miscellaneous Works					
▶ Cost of Materials plus 25%					
▶ Serviceman \$130 per hour (minimum charge two (2) hours)					
▶ Trades or Expertise – Rate plus 25%					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

<u>COTTONWOOD WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$231	\$250	\$270	\$291	\$315
Motel/Hotel/Resort (per room or unit)	\$115	\$125	\$135	\$146	\$157
Commercial	\$231	\$250	\$270	\$291	\$315
Public House/Restaurant	\$386	\$416	\$450	\$486	\$525
Heavy Commercial Water Use	\$616	\$665	\$718	\$775	\$838
Connection Fees					
Connection Inspection Fee.....\$500					
New Residential ¾" (19mm) to 1" (25mm) diameter.....Actual Cost + 10% Administration + Water Meter and Remote Read					
New Commercial and/or over 1" (25mm) diameterActual Cost + 10% Administration +Water Meter, Remote Read & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
▶ Cost of Materials plus 25%					
▶ Serviceman \$130 per hour (minimum charge two (2) hours)					
▶ Trades or Expertise – Rate plus 25%					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

<u>EAGLE BAY WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$474	\$517	\$565	\$617	\$674
Community Hall	\$513	\$560	\$612	\$668	\$730
Connection Fees					
Connection Inspection Fee.....	\$500				
New Residential ¾" (19mm) to 1" (25mm) diameter.....	Actual Cost + 10% Administration + Water Meter and Remote Read				
New Commercial and/or over 1" (25mm) diameter	Actual Cost + 10% Administration + Water Meter, Remote Read & Backflow Prevention Device (if applicable)				
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$130 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

<u>FALKLAND WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$374	\$411	\$452	\$497	\$547
Residential Suites (under 70 m ²)	\$285	\$313	\$345	\$379	\$417
Schools (per classroom)	\$374	\$411	\$452	\$497	\$547
Condominiums (per unit)	\$374	\$411	\$452	\$497	\$547
Motel/Hotel (per unit)	\$193	\$212	\$233	\$256	\$282
Business	\$374	\$411	\$452	\$497	\$547
Public House/Restaurant	\$567	\$623	\$685	\$754	\$829
Community Hall	\$383	\$421	\$463	\$510	\$560
Connection Fees					
Connection Inspection Fee.....					\$500
Residential ¾" (19mm) to 1" (25mm) diameter.....	Actual Cost + 10% Administration +				
.....	Water Meter and Remote Read				
Commercial and/or over 1" (25mm) diameter	Actual Cost + 10% Administration +				
.....	Water Meter, Remote Read &				
.....	Backflow Prevention Device (if applicable)				
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$130 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

<u>GALENA SHORES WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$254	\$323	\$410	\$521	\$661
Connection Fees					
Connection Inspection Fee.....\$500					
Residential ¾" (19mm) to 1" (25mm) diameter..... Actual Cost + 10% Administration + Water Meter and Remote Read					
Commercial and/or over 1" (25mm) diameterActual Cost + 10% Administration +Water Meter, Remote Read & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
▶ Cost of Materials plus 25%					
▶ Serviceman \$130 per hour (minimum charge two (2) hours)					
▶ Trades or Expertise – Rate plus 25%					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

MACARTHUR REEDMAN WATERWORKS					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$923	\$1,015	\$1,117	\$1,229	\$1,261
Connection Fees					
Connection Inspection Fee.....\$500					
Residential ¾" (19mm) to 1" (25mm) diameter..... Actual Cost + 10% Administration + Water Meter and Remote Read					
Commercial and/or over 1" (25mm) diameterActual Cost + 10% Administration +Water Meter, Remote Read & Backflow Prevention Device (if applicable)					
<i>Note: Connection Fees that were pre-paid prior to the Regional District's takeover of the water system in 2008 will be valued at the amount paid (proof of payment required) and that amount will be deducted from the current connection inspection fee.</i>					
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$130 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

<u>SARATOGA WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$731	\$768	\$806	\$846	\$888
Self-contained Rental Unit	\$731	\$768	\$806	\$846	\$888
Condominiums (per unit)	\$731	\$768	\$806	\$846	\$888
Pub/Bar/Restaurant (up to 20 seats)	\$757	\$795	\$835	\$876	\$920
Pub/Bar/Restaurant (per seat over 20)	\$12	\$12	\$13	\$13	\$14
Pub/Motel Rooms	\$91	\$96	\$101	\$106	\$111
Restaurant Separate Banquet Room	\$757	\$795	\$835	\$876	\$920
Watering Vacant Neighbouring Property	\$351	\$368	\$387	\$406	\$426
Connection Fees					
Connection Inspection Fee.....\$500					
Residential ¾" (19mm) to 1" (25mm) diameter.....Actual Cost = 10% Administration + Water Meter and Remote Read					
Commercial and/or over 1" (25mm) diameterActual Cost + 10% Administration + Water Meter, Remote Read & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
▶ Cost of Materials plus 25%					
▶ Serviceman \$130 per hour (minimum charge two (2) hours)					
▶ Trades or Expertise – Rate plus 25%					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5891, 2024
 SCHEDULE A**

<u>SCOTCH CREEK WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$650	\$683	\$717	\$752	\$790
RV Resort (per unit)	\$400	\$420	\$441	\$463	\$486
Commercial (Marina)	\$1300	\$1,365	\$1,433	\$1,505	\$1,580
Connection Fees					
Connection Inspection Fee.....\$500					
New Residential ¾" (19mm) to 1" (25mm) diameter.....Actual Cost + 10% Administration + Water Meter and Remote Read					
New Commercial and/or over 1" (25mm) diameterActual Cost + 10% Administration +Water Meter, Remote Read & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
▶ Cost of Materials plus 25%					
▶ Serviceman \$130 per hour (minimum charge two (2) hours)					
▶ Trades or Expertise – Rate plus 25%					

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

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024
SCHEDULE A**

<u>SORRENTO WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$478	\$481	\$485	\$488	\$492
Schools (per classroom)	\$341	\$344	\$346	\$349	\$351
Institution/Care Home (per room)	\$341	\$344	\$346	\$349	\$351
Motel/Hotel/Resort (per room or unit)	\$136	\$137	\$138	\$139	\$140
Commercial	\$478	\$481	\$485	\$488	\$492
Public House/Restaurant	\$820	\$825	\$831	\$837	\$843
Heavy Commercial Water Use	\$1,093	\$1,100	\$1,108	\$1,116	\$1,124
Spray Park (up to 5,000 m ³)	\$0.83	\$0.83	\$0.84	\$0.84	\$0.85
Spray Park (over 5,000 m ³)	\$1.30	\$1.31	\$1.32	\$1.33	\$1.34
Bulk Water Fill Station (m ³) (\$2 Minimum Per Use Charge)	\$3	\$3	\$3	\$3	\$3
Connection Fees					
Connection Inspection Fee.....\$500					
Residential ¾" (19mm) to 1" (25mm) diameter..... Actual Cost + 10% Administration + Water Meter and Remote Read					
Commercial and/or over 1" (25mm) diameterActual Cost + 10% Administration +Water Meter, Remote Read & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
▶ Cost of Materials plus 25%					
▶ Serviceman \$130 per hour (minimum charge two (2) hours)					
▶ Trades or Expertise – Rate plus 25%					

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024
SCHEDULE A**

<u>SUNNYBRAE WATERWORKS</u>					
Annual Water User Fee	2025	2026	2027	2028	2029
Single Family Residential (per Premises)	\$836	\$891	\$950	\$1,013	\$1,080
Community Hall	\$836	\$891	\$950	\$1,013	\$1,080
Connection Fees					
Connectionm Inspection Fee.....	\$500				
Residential ¾” (19mm) to 1” (25mm) diameter.....	Actual Cost + 10% Administration + Water Meter and Remote Read				
Commercial and/or over 1” (25mm) diameter	Actual Cost + 10% administration + Water Meter, Remote Read & Backflow Prevention Device (if applicable)				
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$130 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

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

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024
SCHEDULE B**

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

Water System _____

I, _____

Name

of _____ being the owner

Physical/Civic address

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

Legal description

Mailing address

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

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

Dated this _____ day of _____, 2 _____

Owner Signature

Tax Assessment Folio No. _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024
SCHEDULE C**

APPLICATION FOR EXTENSION TO WATER SYSTEM

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

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

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

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

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

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

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

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

Date: _____

Signature: _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024
SCHEDULE D**

CONTRIBUTION TO CAPITAL RESERVE ACCOUNT

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

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024**

SCHEDULE E

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

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

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

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

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

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

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

Date: _____ Signature: _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024
SCHEDULE F**

APPLICATION FOR USE OF BOOSTER DEVICE

Name of Applicants/Owners: _____

Contact Information: _____

Type of Device _____

Physical Address of Property _____

Name of Water System _____

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

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

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

Date: _____ Signature: _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024
SCHEDULE G**

SPECIAL USE PERMIT – EXEMPTION FROM SPRINKLING RESTRICTIONS

Name of Applicants/Owners: _____

Contact Information: _____

Physical Address of Property _____

Name of Water System _____

Reason/Fee for Special Use Permit:

\$20 Special Use Permit Fee

New Sod

Newly Seeded Lawn

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

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

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

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

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

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

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

DATE OF ISSUE _____

DATE OF EXPIRY: _____

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

Date: _____

Signature: _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5891, 2024
SCHEDULE H**

MULTI-STAGE WATER USE RESTRICTIONS

Stage 1 (Normal) restrictions are in effect year-round. Restrictions may be increased to Stages 2, 3 or 4 depending on environmental conditions, water supply system capacity and demand on the system. Users will be notified by signage, social media, CSRD website and/or other means available.

Water Use Activity		Stage 1	Stage 2	Stage 3	Stage 4
LAWNS	Sprinkler Irrigation (automatic or manual)	3 days/week Max 3 hrs/day ¹	2 days/week Max 3 hrs/day ¹	1 day/week Max 3 hrs/day ¹	NOT PERMITTED
	Hand Watering (spring loaded nozzle or hand held water can)				
	New lawns (seed/sod) (Permit required for additional watering)	In Accordance with Permit	In Accordance with Permit	NOT PERMITTED	NOT PERMITTED
TREES SHRUBS PLANTS FLOWERS	Sprinkler or Soaker Hose (automatic or manual)	3 days/week Max 3 hrs/day ¹	2 days/week Max 3 hrs/day ¹	1 day/week Max 3 hrs/day ¹	NOT PERMITTED
	Drip Irrigation Hand Watering (spring loaded nozzle or hand held water can)	7 days/week Max 3 hrs/day ¹	7 days/week Max 3 hrs/day ¹	3 days/week Max 3 hrs/day ¹	NOT PERMITTED
FOOD PRODUCING PLANTS	Sprinkler or Soaker Hose (automatic or manual)	7 days/week Max 3 hrs/day ¹	7 days/week Max 3 hrs/day ¹	7 days/week Max 3 hrs/day ¹	7 days/week Max 3 hrs/day ¹
	Drip Irrigation Hand Watering (spring loaded nozzle or hand held water can)	As Needed ²	As Needed ²	As Needed ²	As Needed ²
OTHER OUTDOOR USES	Washing Vehicle or Boat	As Needed ³	As Needed ³	As Needed ³	Permitted to wash boat for invasive species
	Washing Hard Surfaces Sidewalks, Driveways, Patios, Building Exteriors	As Needed ³	As Needed ³	Permitted for Health & Safety	Permitted for Health & Safety

Water use restrictions permit outdoor water use on designated days of the week depending on the number of your street address, as follows:

Water Use Schedule	3 days / week	2 days / week	1 days / week
Odd numbered address	Tue, Thu, Sat	Tue, Sat	Sat
Even numbered address	Wed, Fri, Sun	Tue, Sun	Sun

Note: Stratas, mobile home parks and RV parks are to use the **street address** NOT the unit address.

- On designated days, water use is permitted for a **MAXIMUM of 3 HOURS** as the follows:
 - No irrigation between 10 AM and 6 PM to minimize evaporation.
 - Preferred time for automatic systems is between **12 AM and 6 AM** to reduce peak demand.
- Avoid watering food producing plants between the hours of **10 AM and 6 PM** to minimize evaporation.
- Water use for **non-irrigation** purposes is discretionary and can be done when required, per chart above.

Irrigating parcels of land in excess of 0.5 acres is not permitted (*including those parcels with farm status*).
Please minimize frequency and conserve water wherever possible.

SCENARIO 2 - COLLECT O&M FROM USER FEES AND CAPITAL FROM PARCEL TAX - Phased in over 5 to 10 years

	O&M	DEBT SERVICING	CAPITAL RESERVE CONTRIBUTION % AACLI	CAPITAL RESERVE CONTRIBUTION TARGET	SUBTRACT OTHER REVENUE	TOTAL TARGET PROCEEDS	NET FROM USER FEES	NET FROM PARCEL TAX	INVOICED USER FEES (ALLOW FOR DISCOUNTS)	TOTAL PARCEL TAX (ADD COLLECTION FEE)	TOTAL
ANGLEMONT	\$ 553,726	\$ 335,926	50.0%	\$ 287,000	\$ 15,000	\$ 1,161,652	\$ 538,725.58	\$ 622,926.48	\$ 588,771.13	\$ 657,442	\$ 1,246,213.32
CEDAR HEIGHTS	\$ 260,061	\$ -	50.0%	\$ 124,500	\$ 4,000	\$ 380,561	\$ 256,061.21	\$ 124,500.00	\$ 279,848.31	\$ 131,398	\$ 411,246.73
COTTONWOOD	\$ 65,564	\$ -	50.0%	\$ 8,500	\$ -	\$ 74,064	\$ 65,564.11	\$ 8,500.00	\$ 71,654.77	\$ 8,971	\$ 80,625.75
EAGLE BAY	\$ 79,594	\$ -	50.0%	\$ 44,000	\$ -	\$ 123,594	\$ 79,593.51	\$ 44,000.00	\$ 86,987.44	\$ 46,438	\$ 133,425.44
FALKLAND	\$ 163,453	\$ -	50.0%	\$ 86,000	\$ -	\$ 249,453	\$ 163,453.20	\$ 86,000.00	\$ 178,637.37	\$ 90,765	\$ 269,402.55
GALENA	\$ 55,022	\$ -	50.0%	\$ 27,000	\$ 2,000	\$ 80,022	\$ 53,021.51	\$ 27,000.00	\$ 57,947.01	\$ 28,496	\$ 86,443.05
MAC-REED	\$ 139,929	\$ -	50.0%	\$ 90,500	\$ -	\$ 230,429	\$ 139,928.83	\$ 90,500.00	\$ 152,927.69	\$ 95,515	\$ 248,442.20
SARATOGA	\$ 83,356	\$ -	50.0%	\$ 34,000	\$ -	\$ 117,356	\$ 83,355.66	\$ 34,000.00	\$ 91,099.08	\$ 35,884	\$ 126,982.98
SORRENTO	\$ 273,312	\$ -	50.0%	\$ 135,000	\$ 12,000	\$ 396,312	\$ 261,311.61	\$ 135,000.00	\$ 285,586.46	\$ 142,480	\$ 428,066.67
SUNNYBRAE	\$ 87,912	\$ -	50.0%	\$ 38,000	\$ -	\$ 125,912	\$ 87,912.06	\$ 38,000.00	\$ 96,078.76	\$ 40,106	\$ 136,184.30

COMBINED PARCEL TAX AND USER FEES

	2024	2025	2026	2027	2028	2029	TOTAL % CHANGE	COMPOUND ANNUAL INCREASE	YEAR 1 DOLLAR CHANGE	COW Option 2 as presented October 16 2024	DIFFERENCE COW OPTION VS CURRENT OPTION
ANGLEMONT	\$ 1,248.71	\$ 1,295.00	\$ 1,343.00	\$ 1,393.00	\$ 1,445.00	\$ 1,500.00	20%	3.7%	\$ 46	4.8%	-1.1%
CEDAR HEIGHTS	\$ 537.98	\$ 572.00	\$ 609.00	\$ 648.00	\$ 690.00	\$ 734.00	36%	6.4%	\$ 34	10.2%	-3.8%
COTTONWOOD	\$ 549.48	\$ 509.00	\$ 480.00	\$ 461.00	\$ 449.00	\$ 446.00	-19%	-4.1%	-\$ 40	-3.5%	-0.6%
EAGLE BAY	\$ 849.50	\$ 910.00	\$ 975.00	\$ 1,046.00	\$ 1,122.00	\$ 1,204.00	42%	7.2%	\$ 61	10.4%	-3.2%
FALKLAND	\$ 586.37	\$ 645.00	\$ 709.00	\$ 780.00	\$ 858.00	\$ 944.00	61%	10.0%	\$ 59	10.4%	-0.4%
GALENA	\$ 1,004.01	\$ 1,014.00	\$ 1,053.00	\$ 1,110.00	\$ 1,191.00	\$ 1,301.00	30%	5.3%	\$ 10	19.0%	-13.7%
MAC-REED	\$ 1,155.27	\$ 1,271.00	\$ 1,398.00	\$ 1,538.00	\$ 1,692.00	\$ 1,770.00	53%	8.9%	\$ 116	10.7%	-1.8%
SARATOGA	\$ 954.79	\$ 1,003.00	\$ 1,054.00	\$ 1,106.00	\$ 1,161.00	\$ 1,219.00	28%	5.0%	\$ 48	0.2%	4.8%
SORRENTO	\$ 702.86	\$ 730.00	\$ 758.00	\$ 790.00	\$ 824.00	\$ 862.00	23%	4.2%	\$ 27	2.5%	1.7%
SUNNYBRAE	\$ 1,218.11	\$ 1,292.00	\$ 1,370.00	\$ 1,453.00	\$ 1,541.00	\$ 1,634.00	34%	6.1%	\$ 74	7.5%	-1.4%

RESIDENTIAL USER RATES

	2024	2025	2026	2027	2028	2029	TOTAL % CHANGE	COMPOUND ANNUAL INCREASE	YEAR 1 DOLLAR CHANGE	COW Option 2 as presented October 16 2024	DIFFERENCE
ANGLEMONT	\$ 700.00	\$ 735.00	\$ 772.00	\$ 811.00	\$ 851.00	\$ 894.00	28%	5.0%	\$ 35	7.6%	-2.6%
CEDAR HEIGHTS	\$ 349.00	\$ 374.00	\$ 401.00	\$ 430.00	\$ 461.00	\$ 494.00	42%	7.2%	\$ 25	12.1%	-4.9%
COTTONWOOD	\$ 214.00	\$ 231.00	\$ 250.00	\$ 270.00	\$ 291.00	\$ 315.00	47%	8.0%	\$ 17	13.9%	-5.9%
EAGLE BAY	\$ 434.00	\$ 474.00	\$ 517.00	\$ 565.00	\$ 617.00	\$ 674.00	55%	9.2%	\$ 40	16.3%	-7.1%
FALKLAND	\$ 340.00	\$ 374.00	\$ 411.00	\$ 452.00	\$ 497.00	\$ 547.00	61%	10.0%	\$ 34	12.1%	-2.1%
GALENA	\$ 200.00	\$ 254.00	\$ 323.00	\$ 410.00	\$ 521.00	\$ 661.00	231%	27.0%	\$ 54	57.4%	-30.4%
MAC-REED	\$ 839.00	\$ 923.00	\$ 1,015.00	\$ 1,117.00	\$ 1,229.00	\$ 1,261.00	50%	8.5%	\$ 84	8.5%	0.0%
SARATOGA	\$ 696.00	\$ 731.00	\$ 768.00	\$ 806.00	\$ 846.00	\$ 888.00	28%	5.0%	\$ 35	-1.8%	6.8%
SORRENTO	\$ 474.00	\$ 478.00	\$ 481.00	\$ 485.00	\$ 488.00	\$ 492.00	4%	0.7%	\$ 4	-1.0%	1.7%
SUNNYBRAE	\$ 784.00	\$ 836.00	\$ 891.00	\$ 950.00	\$ 1,013.00	\$ 1,080.00	38%	6.6%	\$ 52	10.9%	-4.3%

PARCEL TAX

	2024	2025	2026	2027	2028	2029	TOTAL % CHANGE	COMPOUND ANNUAL INCREASE	YEAR 1 DOLLAR CHANGE	COW Option 2 as presented October 16 2024	DIFFERENCE
ANGLEMONT	\$ 548.71	\$ 560.00	\$ 571.00	\$ 582.00	\$ 594.00	\$ 606.00	10%	2.0%	\$ 11	0.6%	1.4%
CEDAR HEIGHTS	\$ 188.98	\$ 198.00	\$ 208.00	\$ 218.00	\$ 229.00	\$ 240.00	27%	4.9%	\$ 9	6.4%	-1.5%
COTTONWOOD	\$ 335.48	\$ 278.00	\$ 230.00	\$ 191.00	\$ 158.00	\$ 131.00	-61%	-17.1%	-\$ 57	-31.3%	14.2%
EAGLE BAY	\$ 415.50	\$ 436.00	\$ 458.00	\$ 481.00	\$ 505.00	\$ 530.00	28%	5.0%	\$ 21	2.5%	2.5%
FALKLAND	\$ 246.37	\$ 271.00	\$ 298.00	\$ 328.00	\$ 361.00	\$ 397.00	61%	10.0%	\$ 25	8.0%	2.0%
GALENA	\$ 804.01	\$ 760.00	\$ 730.00	\$ 700.00	\$ 670.00	\$ 640.00	-20%	-4.5%	-\$ 44	-10.6%	6.1%
MAC-REED	\$ 316.27	\$ 348.00	\$ 383.00	\$ 421.00	\$ 463.00	\$ 509.00	61%	10.0%	\$ 32	15.6%	-5.6%
SARATOGA	\$ 258.79	\$ 272.00	\$ 286.00	\$ 300.00	\$ 315.00	\$ 331.00	28%	5.0%	\$ 13	4.7%	0.3%
SORRENTO	\$ 228.86	\$ 252.00	\$ 277.00	\$ 305.00	\$ 336.00	\$ 370.00	62%	10.1%	\$ 23	8.4%	1.7%
SUNNYBRAE	\$ 434.11	\$ 456.00	\$ 479.00	\$ 503.00	\$ 528.00	\$ 554.00	28%	5.0%	\$ 22	-1.0%	6.0%

Projected Reserve Summary based on Revised Option 2

		Reserve Fund					ANNUAL CAPITAL RESERVE CONTRIBUTION TARGET	
		Balance	2025	2026	2027	2028	2029	
Cottonwoods	Opening	287,389						\$ 8,500
	Expenditures		23,500	-	-	-	-	
	Contributions		19,176	11,818	7,999	4,222	1,932	
	Closing balance		283,065	294,883	302,881	307,103	309,035	
Sunnybrae	Opening	131,640						\$ 38,000
	Expenditures		12,000	-	-	95,000	-	
	Contributions		11,013	21,377	24,492	29,437	34,873	
	Closing balance		130,653	152,030	176,522	110,959	145,832	
Galena Shores	Opening	394,348						\$ 27,000
	Expenditures		39,000	-	-	-	-	
	Contributions		1,580	354	247	374	1,266	
	Closing balance		356,928	357,282	357,529	357,903	359,168	
Falkland	Opening	262,359						\$ 86,000
	Expenditures		181,000	85,000	150,000	25,000	-	
	Contributions		- 817	29,371	46,287	63,667	64,055	
	Closing balance		80,542	24,913	- 78,800	- 40,133	23,922	
Cedar Heights	Opening	430,193						\$ 124,500
	Expenditures		177,099	30,000	10,000	92,000	10,000	
	Contributions		11,855	23,095	37,948	50,951	64,612	
	Closing balance		264,949	258,044	285,992	244,944	299,555	
Eagle Bay	Opening	175,057						\$ 44,000
	Expenditures		60,000	25,000	95,000	200,000	-	
	Contributions		1,974	12,569	18,193	23,583	29,492	
	Closing balance		117,031	104,599	27,792	- 148,625	- 119,133	
Saratoga	Opening	467,013						\$ 34,000
	Expenditures		10,000	10,000	-	-	-	
	Contributions		31,474	44,777	50,279	48,934	60,677	
	Closing balance		488,487	523,264	573,543	622,477	683,153	
Mac Reedman	Opening	82,017						\$ 90,500
	Expenditures		55,000	172,000	-	-	-	
	Contributions		- 5,105	35,855	49,003	64,627	71,882	
	Closing balance		21,913	- 114,233	- 65,230	- 602	71,280	
Sorrento	Opening	2,601,239						\$ 135,000
	Expenditures		730,000	590,000	500,000	500,000	500,000	
	Contributions		121,609	130,098	133,806	133,239	134,696	
	Closing balance		1,992,848	1,532,946	1,166,753	799,992	434,688	
Anglemont	Opening	2,118,139						\$ 287,000
	Expenditures		535,000	575,000	180,000	180,000	180,000	
	Contributions		160,164	193,722	212,636	223,133	236,064	
	Closing balance		1,743,303	1,362,026	1,394,662	1,437,794	1,493,858	



BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area C: Agricultural Land Commission (ALC) Application
Section 20(2) Non-Farm Use (ALR) LC2608C

DESCRIPTION: Report from Jan Thingsted, Planner III, dated November 21, 2024.
820 Mobley Road, Tappen

RECOMMENDATION: THAT: Application No. LC2608C Section 20(2) – Non-Farm Use, for Legal Subdivision Lot 1 of Section 14 Township 21 Range 10 West of the 6th Meridian, Kamloops Division Yale District Plan KAP73637, be forwarded to the Provincial Agricultural Land Commission recommending approval, this 13th day of December, 2024.

Corporate Vote Unweighted Majority

SUMMARY:

The owner of the subject property has made a Non-Farm Use application to use 0.8 ha of the subject property in the ALR for the purpose of four Recreational Vehicle (RV) camping pads and six storage sheds. These uses have already been established on the property and enforcement action has been initiated by the Agricultural Land Commission (ALC). Staff are recommending that the application be sent to the ALC recommending approval.

BACKGROUND:

ELECTORAL AREA:
C (Tappen)

LEGAL DESCRIPTION:
Legal Subdivision 1 of Section 14 Township 21 Range 10 West of the 6th Meridian, Kamloops Division Yale District Plan KAP73637

PID:
025-678-981

CIVIC ADDRESS:
820 Mobley Road, Tappen

SURROUNDING LAND USE PATTERN:
North = Agricultural (forested)
South = Rural Residential (unconstructed road)
East = Rural Holdings (Crown Provincial - forested)
West = Agricultural (forested)

CURRENT USE:
One single detached dwelling, six commercial RV camping pads (four in the ALR), and six accessory buildings (personal storage sheds) all in ALR.

PROPOSED USE:

Same as current use.

PARCEL SIZE:

1.0 ha

DESIGNATION:

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

AG - Agriculture

ZONING:

N/A - No zoning bylaw in effect.

AGRICULTURAL LAND RESERVE:

91%

SOIL CAPABILITY:

4 FM & 6PT

According to the Canada Land Inventory Mapping, the portion of the subject property in the ALR has the agricultural capability classification of 4FM. Class 4 soils in this class have severe limitations that restrict the range of crops or require special conservation practices. Low fertility and moisture are the noted limitations.

The portion of the subject property outside the ALR has Class 6 soils which have severe limitations (stoniness and topography) that restrict their capability in producing perennial forage crops and improvement practices are not feasible.

HISTORY:

See ALC Application History Map in "LC2606F_Maps_Plans_Photos.pdf":

- #1991-C (1986) the ALC approved a subdivision to create a 13.0 ha and 2.0 ha parcel.
- #LC2363 (2002) the ALC approved a homesite severance (1.0 ha) of the subject property.

SITE COMMENTS:

The subject property is located in Tappen and is accessed by a pan-handle driveway connecting to Mobley Road. The property has been cleared of trees and includes a single detached dwelling, six RV camping pads and six storage sheds. The property is mostly flat except the very east side which is situated at the base of Mt. Bastion and has slopes over 30%. The Crown land to the immediate east of the subject property is steep and not within the ALR.

See: "LC2608C_Maps_Plans_Photos.pdf" for site plan, orthophotos and photos of existing buildings.

BYLAW ENFORCEMENT:

There is no CSRD bylaw enforcement related to this file, however, ALC Compliance and Enforcement sent a letter to the subject property owner on July 12, 2023 noting that a Non-Farm Use (storage sheds and RVs) was occurring and that over 1,000 m² of fill had been placed on the property without ALC permission.

POLICY:

Please see attached: "LC2608C_Excerpts_BL725.pdf" for all applicable Official Community Plan (OCP) policies related to this application.

[Electoral Area C Official Community Plan Bylaw Number 725](#)

- 1.2 Sustainable Planning Principles
- 3.10 Agriculture (AG)
- 12.1 Hazardous Lands Development Permit Areas (*Steep Slope*)

Applicable Provincial regulations:

ALC Information Bulletin IB06: [Tourist and Agri-Tourism Accommodation in the ALR](#).

FINANCIAL:

There are no financial implications associated with this application.

KEY ISSUES/CONCEPTS:

The owner has submitted an application to the ALC for Non-Farm Use for existing RV camping pads and storage sheds. The application indicates a 0.8 ha area proposed for Non-Farm Uses on the subject property. The site plan provided identifies several "outbuildings" and points to the general location of RV camping pads on the east side of the subject property. A phone call with the owner has confirmed that the Non-Farm Use activity includes four existing RV camping pads on the ALR portion of the subject property. The duration of stay for the RV camping pads is intended to be from April 1 – October 31 annually. The owner also confirmed that the existing storage sheds on the subject property are for personal storage, not commercial storage or storage for RV camping pad users. Staff consider the storage sheds as accessory buildings that are accessory to the single detached dwelling.

The application submitted indicates that there is currently no agricultural activity taking place on the subject property and BC Assessment records confirm that the subject property does not have farm class.

The application includes a memo ("Opinion on a Non-Farm Use Application") prepared by a registered agrologist who states that the RV camping pads will not impact farming in the area. The memo notes that the property has Class 6 soils with capacity for grazing and that farming is somewhat limited on the eastern side of subject property since Mt. Bastion limits early morning sun in the growing season. It should be noted that the subject property was mis-labeled on the Canadian Land Inventory inset map provided by the agrologist. The ALR portion of the subject property actually has Class 4FM soils in the ALR portion and Class 6 PT in the non-ALR portion. For Class 4 soils, the Canada Land Inventory indicates that soils in this class have severe limitations that restrict the range of crops or require special conservation practices.

The memo purports that, contrary to assertions made by ALC enforcement officers, fill placed on the property was native to the lot and not brought to the parcel.

See attached: "LC2608C_ALC_Application_Proposal_redacted.pdf" for application details.

History

The 1.0 ha subject property was created by a subdivision in 2003 after the ALC approved a homesite severance of the property in 2002. The Non-Farm Use application notes that the previous and current property owners were not aware that the land is in the ALR, alleging that the property's title did not

include this notation. The storage sheds were apparently constructed with the understanding that the property was not in the ALR.

The property was purchased by the current owner in 2018 who has since developed RV camping pads. The application notes that a septic system was installed on the non-ALR portion of the subject property for the RV camping pads. The application also indicates that the property was used previously for cannabis production.

Official Community Plan

The Electoral Area C Official Community Plan Bylaw No. 725 (Bylaw No. 725), as amended designates the subject property AG – Agriculture (section 3.10). Policies related to the AG designation are intended to support the long-term viability of agriculture in the South Shuswap and to ensure that agricultural lands are preserved for agricultural purposes. Policies for this land use designation discourage subdivision and identify agriculture as the primary and dominant land use. The AG designation supports agri-tourism operations and agri-accommodation and notes that such activities are subject to the guidelines of the ALC. The OCP supports RVs in the Residential Resort designation that are located in a park-like setting with shared amenities. Policies for the AG designation do not refer to RVs.

Section 12.1 of Bylaw No. 725 establishes a Hazardous Lands Development Permit Areas (Steep Slope DPA) which applies to all properties, any portion of which, that contain slopes 30% or greater. Mapping indicates that there may be slopes exceeding 30% at the northeast corner of the subject property. A Steep Slope Development Permit (DP) may be required for any building or structure constructed with a gross floor area of 10 m² or greater. The geotechnical report required for the DP, will determine the conditions and requirements of the DP and certify that the land may be used safely for the use intended. The development of RV pads does not require a Steep Slope DP.

Please see attached "LC2608C_Excerpts_BL725.pdf" for all applicable OCP policies related to this application.

ALR Use Regulation

Section 12 of the ALR Use Regulation makes a distinction between the two types of tourist accommodation that are permitted on ALR land. In cases where a property has farm class and agri-tourism activities are taking place (i.e., activities that promote farming), the ALR Use Regulation permits a maximum of 10 sleeping units (e.g., bedrooms, sleeping area in a tent or RV).

In cases where a property does not have farm class, only tourist accommodation is permitted. The ALC considers tourist accommodation as a form of "bed and breakfast" which can only occur in a principal residence where the landowner resides. Since the subject property does not have farm class or any active form of agriculture, only a bed and breakfast is permitted in the principal residence.

The ALC notes that the absence of a local zoning bylaw does not relieve a landowner from complying with the restrictions in the Agricultural Land Commission Act and ALR Use Regulation. In other words, a landowner must not exceed the agri-tourism accommodation or tourist accommodation permissions set out in the ALR Use Regulation, regardless of whether or not a zoning bylaw applies to their property, without seeking approval from the ALC first.

See: Information Bulletin IB06: [Tourist and Agri-Tourism Accommodation in the ALR](#).

Analysis

ALR mapping indicates that 91% of the subject property is within the ALR and has soils rated Class 4 and 6. The division between the two classes aligns generally with the ALR boundary, with the Class 4 soils being inside the ALR and the Class 6 soils outside. Soils in these two classes have limitations that

restrict the range of crops that can be grown but improvement practices are feasible. For Class 4 soils, the Canada Land Inventory data indicates while these soils are low to fair in productivity for a fair range of crops, they may have high productivity for a specially adapted crop. For Class 6 soils the limitations are so severe that soils are not capable of use for sustained production of annual field crops but can produce perennial forage crops and may be improved by the use of farm machinery. In this case, the soils are limited by a lack of moisture and fertility.

As noted, the subject property was created following homesite severance approval being given by the ALC in 2022. Although the property is only 1.0 ha in size, it is still within the ALR and as such has been designated AG in Bylaw No. 725. Notwithstanding, the agricultural potential and viability of the subject property was reduced considerably after it was subdivided into a 1 ha parcel.

Since there is no active farming on the subject property and the property does not have farm class, the existing RV camping pads are not considered a form of agri-tourism.

Nevertheless, staff do not believe that the four RV camping pads pose any negative impact to agriculture or agriculture potential on the subject property, or adjacent and nearby properties. The lands to the north, east and south of the subject property are forested and not used for agriculture. The Crown land immediately to the east of the subject property (next the RV pads) is forested, steep, and not located in the ALR.

The four RV pads are concentrated on the eastern portion of the subject property in an area that is shadowed by Mt. Bastion and noted in the agrologist's memo as having limited growing potential.

The memo also notes that non soil-based agriculture is a future option for the subject property as it would not be impacted by the four RV pads. Finally, the RV pads do not include permanent structures or impervious surfaces that could limit agricultural potential.

Rationale for Recommendation

The owner has made an application to the ALC for a Non-Farm Use to request approval for RV camping pads and storage sheds. Development Services staff are recommending that the CSRD Board send LC2608C to the ALC with a recommendation to approve the application for the following reasons:

- The subject property is not zoned - zoning regulations are not in place to regulate land use;
- Staff consider the six personal storage sheds to be accessory building that are accessory to the existing single detached dwelling;
- The agrologist memo notes that there is limited agricultural potential on the subject property, especially on the eastern portion, given the Class 4 soil limitations and shadowing effect of Mt. Bastion;
- Agricultural potential and viability are generally more limited on smaller parcels (in this case 1 ha);
- The agrologist memo ascertains that fill used for the RV pads was sourced on-site;
- The septic system constructed for the RV pads has been constructed on the non-ALR portion of the subject property;
- The use of four RV pads concentrated on the eastern side of the subject property is unlikely to negatively impact the agriculture potential on adjacent or nearby properties; and,
- The agrologist memo notes that there is potential for non soil-based agriculture that will not conflict with the RV pad use.

IMPLEMENTATION:

If the ALC approves this Non-Farm Use application, the owners will be contacted to determine if a Steep Slope DP is required for this development.

COMMUNICATIONS:

The recommendation of the Board, staff report, and supporting documents will be forwarded to the ALC for consideration during its review of the application.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation.

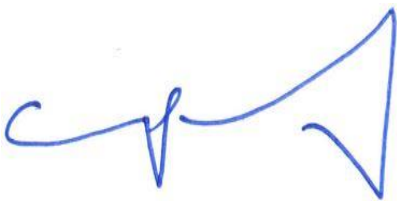
BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_DS_LC2608C.docx
Attachments:	- LC2608C_ALC_Application_Proposal_redacted.pdf - LC2608C_Excerpts_BL725.pdf - LC2608C_Maps_Plans_Photos.pdf
Final Approval Date:	Dec 4, 2024

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



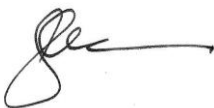
Corey Paiement



Gerald Christie



Jennifer Sham



John MacLean



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 70195
Application Type: Non-Farm Uses within the ALR
Status: Under Review by L/FNG
Applicant: Unknown
Local/First Nation Government: Columbia Shuswap Regional District

1. Parcel(s) Under Application

Parcel #1

Parcel Type Fee Simple
Legal Description LOT 1 SECTION 14 TOWNSHIP 21 RANGE 10 WEST OF THE 6TH MERIDIAN
KAMLOOPS DIVISION YALE DISTRICT PLAN KAP73637
Approx. Map Area 1 ha
PID 025-678-981
Purchase Date Feb 15, 2018
Farm Classification No
Civic Address 820 Mobley Road, Tappen, BC
Certificate Of Title title-1712123.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
██████████	No Data	██████████	██████████	Not Applicable

2. Other Owned Parcels

Do any of the land owners added previously own or lease other parcels that might inform this application process? No Data

3. Primary Contact

Will one of the landowners or government contacts added previously be the primary contact? No

Type Third-Party Agent

First Name No Data

Last Name No Data

Organization (If Applicable) Regency Consultants Ltd. R.G. (Bob) Holtby, P.Ag.

Phone (250) 804-1798

Email bholtby@shaw.ca

4. Government

Local or First Nation Government: Columbia Shuswap Regional District

5. Land Use

Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s). None currently; was in cannabis production.

Describe all agricultural improvements made to the parcel(s). None.

Describe all other uses that currently take place on the RV pads; storage sheds.

parcel(s).

Choose and describe neighbouring land uses

	Main Land Use Type	Specific Activity
North	Unused	Unimproved land
East	Unused	Bastion Mountain
South	Residential	Rural Residential
West	Residential	Rural Residential

6. Proposal

How many hectares are proposed for non-farm use?	0.8 ha
What is the purpose of the proposal?	To allow the use of RV pads and existing sheds for storage.
Could this proposal be accommodated on lands outside of the ALR?	Due to the lack of notice on Title, the previous owner constructed storage sheds thinking the land was not in the ALR. The applicant also believed that the land was not in the ALR. In my opinion, this was a reasonable belief.
Does the proposal support agriculture in the short or long term?	In my opinion, the proposal will have no effect on agriculture.
Proposal Map / Site Plan	Site Plan.pdf
Do you need to import any fill to construct or conduct the proposed Non-farm use?	No

7. Optional Documents

Type	Description	File Name
Professional Report	No Data	An Opinion on a Non Farm use.pdf

An Opinion on a Non-Farm Application within the Agricultural Land Reserve

1.0 Introduction and Background

On February 15, 2018, [REDACTED] purchased property for [REDACTED] in the Tappen area. Namely:

Lot 1 Section 14 Township 21 Range 10 West of the 6th Meridian
Kamloops Division Yale District Plan Kap73637, PID 025-678-981,
located at 860 Mobley Road containing one hectare (2.471 acres).

This lot had been approved for subdivision from the larger lot on June 20, 2002 under the homesite severance policy.

An aerial view of the parcel is shown in Figure 1

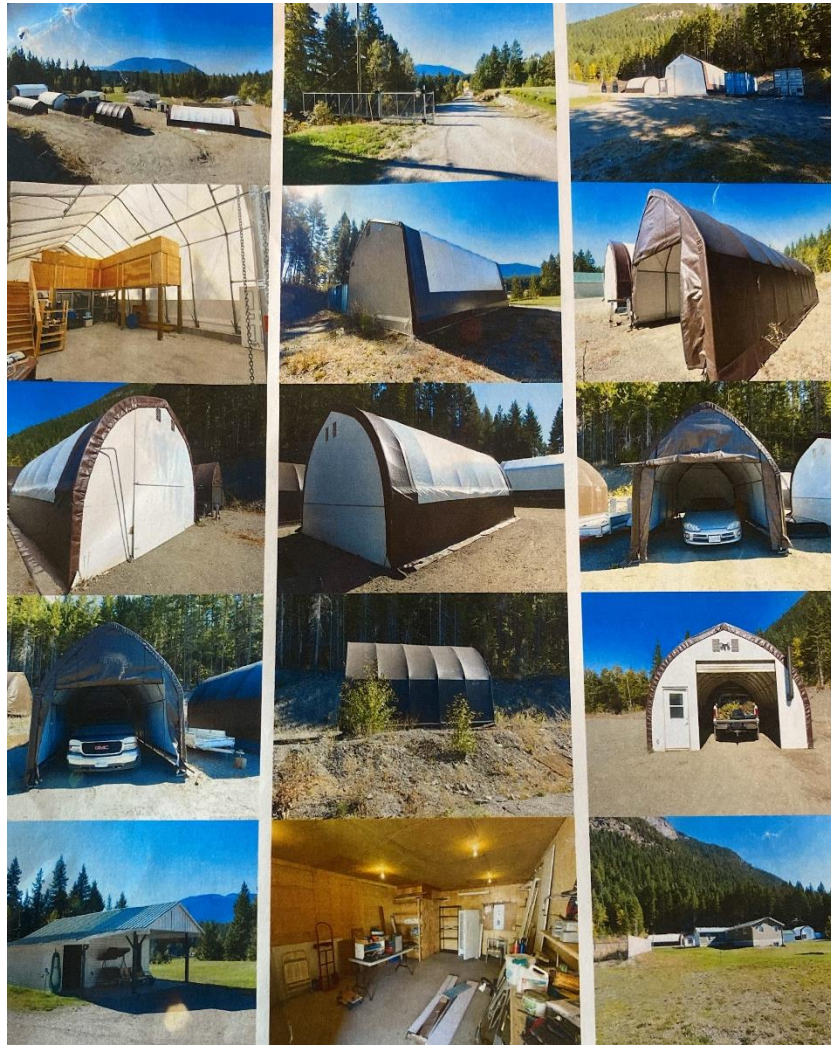
Figure 1: Aerial View of Subject Parcel



As shown in Figure 1, the lot had been sculpted to level the ground and buildings and a house and outbuildings constructed by a previous owner. According to the applicant, there has been no additional site preparation or building construction since he purchased the property.

Figure 2 shows the buildings from the real estate listing:

Figure 2: Photographs of Buildings



There has been a septic system developed for the RV sites. The field for the septic lies in the corner land outside the ALR as shown in Figure 3.

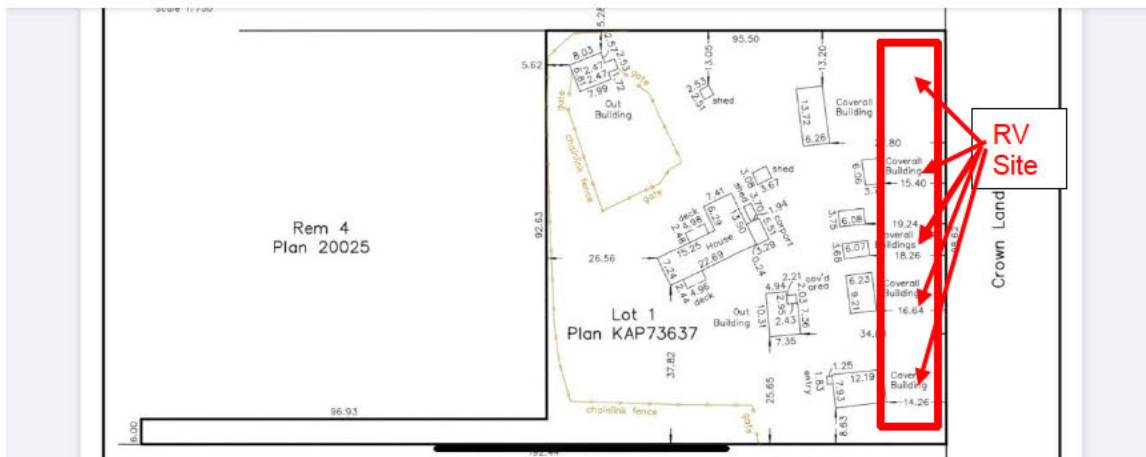
The RV sites are located on the eastern boundary of the property as shown in Figure 4.

Some of the smaller structures have been removed according to the applicant. The remaining structures are available for storage.

Figure 3: ALR of the Area



Figure 4: Location of the RV Sites



Some improvements to the driveway have been made by depositing gravel. Such improvements are permitted under Section 5(1)(b) of the Agricultural Land Reserve Use Regulation.

On July 12, 2023, a letter from Sara-Hart Kennedy, ALC Compliance and Enforcement Officer, alleging that a Non-Farm Use was being conducted on the property and that “an estimated amount of aggregate more that 1,000 m2 (sic) was recently deposited on the property.”

A title search of the property on January 7, 2024 revealed that the notation of the land being in the ALR was missing. After consultation with ALC staff, this notation has been placed.

2.0 Qualifications

I am a licensed Agrologist and have been a full member of the B.C. Institute of Agrologists since 1971 (except 2001-2002). I am a graduate from the University of British Columbia with a Bachelor of Science degree in 1967, specializing in Agriculture

Economics, and a Master of Science degree in 1972, specializing in Farm Management. My thesis for my Master's degree was entitled *Resource Allocation for the Median Peace River Farm in British Columbia*

I was District Agriculturist for the British Columbia Ministry of Agriculture in Prince George from 1974 - 78. In October 1978 I entered private practice and have provided professional opinions on a wide range of topics, mainly dealing with farm management issues on a variety of crops and livestock.

In 1980, I received my first Order in Council appointment to the Pesticide Control Appeal Board and was appointed to its successor, the Environmental Appeal Board of BC off and on until 2020. In that role, I authored or co-authored decisions based on evidence and the law. I received training from the Justice Institute of BC which facilitated that ability. None of my decisions have been subject to judicial review.

All agricultural assessments, whether they are for feasibility or management purposes, start with the soils. Past that point one needs an understanding of plant science, animal science and farm management to properly assess the farming potential of any site. I have demonstrated that understanding throughout my career.

During my years in both public and private practice, Courts and Review Boards have accepted me as an expert regarding farming practices in British Columbia. My qualifications and experience allow me to comment on the value of agricultural land and the practices of farming on that land.

I am registered with these areas of practice with the BC Institute of Agrologists with one exception. That is, the drop down menus include Land Evaluation, Classification, Mapping, Conservation, and Management. I do not consider myself an expert in the origination of Land Classification and Mapping but am competent in understanding and interpreting the results of those activities.

My expertise qualifies me to provide expert opinions regarding Section 6 of the Agricultural Land Commission Act which, in part, states:

(1) The following are the purposes of the commission: ...

(b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest;

(2) The commission, to fulfill its purposes under subsection (1), must give priority to protecting and enhancing all of the following in exercising its powers and performing its duties under this Act: ...

(b) the use of the agricultural land reserve for farm use.

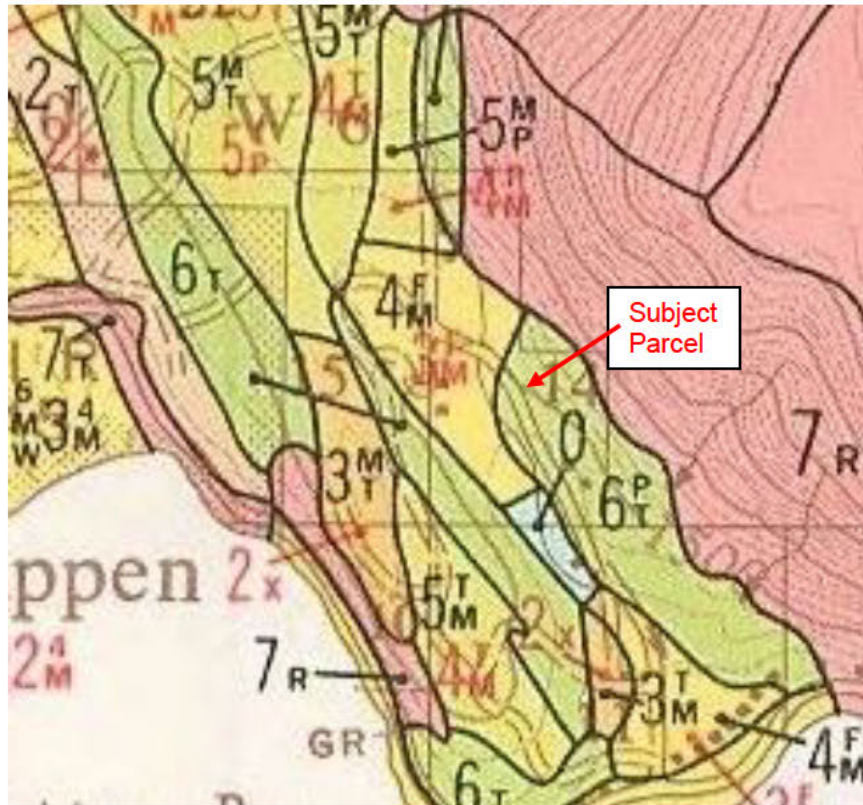
My commission in this paper is to provide an opinion on the impact on agriculture from approval of this application for a Non Farm Use permit.

3.0 Farming Potential for the Subject Parcel

Figure 3 outlines the Canada Land Inventory classification for the subject parcel. The rating signifies that the parcel is Class 6 limited by stoniness and topography. Generally, this rating specifies the capability for grazing and was included in the ALR when attached to other, more diverse capabilities which allowed for forage production.

However, as my inspection revealed, the aggregate material on the parcel has been cut and placed throughout the parcel, leaving a level site which has been used for the house and buildings as shown in Figure 1. The cut is shown in Photograph 1.

Figure 5: CLI of Subject Area



The cut illustrates the result of the sculpting and levelling as outlined above. Consequently, the material does not meet the definition of “fill” in the *Agricultural Land Commission Act* which states:

“fill” means any material brought onto agricultural land other than materials exempted by regulation;

since the material was native to the lot and not “brought unto” the parcel.

There is some limitation to farming on the land as Bastion Mountain to the east of the parcel limits the early morning sun in the growing season. The limitation is small given the southern aspect of the parcel. Figure 5 illustrates the limitation.

Figure 6: Contour Map of the Subject Area



Photograph 1: Cut on East Side of Parcel

██████████ operated a cannabis grow operation in one of the existing buildings from 2018 to 2020 but ceased operation because of the market failure. If he were to restart this non soil-based farm enterprise, he would have to obtain the appropriate licences.

4.0 Summary and Conclusion

Based on my inspection of the property on January 8, 2024, and my review of documents, I conclude the following:

- There is no evidence that fill has been “recently placed” on the property. Rather, the evidence indicates that the material was relocated within the property by the previous owner or owners.
- It is reasonable to conclude that both the current owner and the previous one believed that the parcel was not within the Agricultural Land Reserve and acted accordingly.
- I do not disagree with the Class 6 rating of the soil. The site has been improved by sculpting of the gravel material and levelling.
- There may be a non soil-based agriculture in the future on the site. However, that use will not conflict with the RV pad use.
- The proposal will retain the land within the Agricultural Land Reserve and will not impact farming in the area.

I remain available to discuss my findings and conclusions in this Opinion.

Respectfully submitted,



R.G. (Bob) Holtby, P.Ag.

February 6, 2024

Relevant Excerpts from Electoral Area C Official Community Plan Bylaw No. 725

(See [Bylaw No. 725](#) for all policies and land use regulations)

Electoral Area C Official Community Plan Bylaw No. 725

1.2 Sustainable Planning Principles

Principle 4

Agriculture, tourism and forestry are supported as the foundations of the economy, while economic diversification that has low impact on the area's character and natural environment is encouraged. The establishment of a business park that attracts clean industries and complements existing businesses is also encouraged.

3.10 Agriculture (AG)

3.10.1 Policies

- .1 The lands designated as Agriculture (AG) are shown on Schedules B and C. In general, these are lands with half or more of their area lying within the Provincially-designated Agricultural Land Reserve at the time of writing of this Plan. Land lying within the Agricultural Land Reserve is identified on Schedule E – ALR Map. Agriculture is the primary and dominant land use, with a full range of crop and livestock production activities permissible, as well as homes, buildings and structures associated with agricultural operations.
- .2 The minimum parcel size of land for subdivision within the Agriculture land use designation is 60 hectares (148 acres).
- .3 New subdivision is discouraged within the Agriculture designation, other than subdivision along ALR boundaries or subdivision or parcel consolidations demonstrated not to have an intrusive or conflicting impact on the surrounding agricultural community.
- .4 The Agriculture land use designations encompass agricultural uses, and uses accessory to agriculture. Subject to the guidelines of the Agricultural Land Commission and the zoning bylaw the following uses are appropriate in lands designated Agriculture: agritourism operations and agri-accommodation, and uses which will not affect the long-term agricultural capability of the land.
- .5 Development will only be considered in areas with lower environmental values within the Village Centre and Secondary Settlement Areas, thereby allowing for the protection of areas with higher environmental values as well as agricultural lands.
- .7 Agricultural uses on ALR lands are supported in all land use designations. Agricultural uses on non-ALR lands may be supported in all land use designations subject to compatibility with adjacent land uses and setbacks set out in the zoning bylaw.

12.1 Hazardous Lands Development Permit Areas (*Steep Slope*)

12.1.1 *Purpose*

The Hazardous Lands Development Permit Area is designated under the Local Government Act for the purpose of protecting development from steep slope hazardous conditions.

12.1.2 *Justification*

Whereas steep slopes pose a potential landslide risk, a Hazardous Lands Development Permit Area is justified so that DP guidelines and recommendations from qualified engineering professionals are utilised prior to development in steep slope areas in order to provide a high level of protection from ground instability and/or slope failure.

12.1.3 *Area*

All properties, any portion of which, contain slopes 30% or greater are designated as Hazardous Lands Development Permit Area (Steep Slope). These are referred to as 'steep slope' areas below. The CSRD requires a slope assessment of slope conditions as a condition of development permit issuance. Provincial 1:20,000 TRIM mapping, using 20m (66ft) contour information, may provide preliminary slope assessment; however, a more detailed site assessment may be required.

12.1.4 *Exemptions*

A Hazardous Lands Development Permit is not required for the following:

- .1 A single storey accessory building with a gross floor area less than 10 m² (107.4 ft²) which are placed on slopes of less than 30%;
- .2 Non-structural **external** repairs or alterations exempted by the BC Building Code; or
- .3 Non-structural **internal** repairs or alterations exempted by the BC Building Code which do not create sleeping accommodations or bedrooms.

12.1.5 *Guidelines*

- .1 Whenever possible placement of buildings and structures should be considered first in non-steeply sloped areas, i.e. less than 30% slope;
- .2 In order to protect against the loss of life and to minimize property damage associated with ground instability and/or slope failure, development in steep slope areas is discouraged;
- .3 Occupant and public safety shall be the prime consideration of the qualified geotechnical professional and the CSRD prior to approval of development in steeply sloped areas; and,
- .4 Geotechnical reports from qualified geotechnical professionals must address best engineering practices in the field of geotechnical engineering and provide detailed recommendations. At the

discretion of CSRD staff an independent third party review of the submitted report(s) may be undertaken.

Where steep slope areas are required for development, development permits addressing Steep Slopes shall be in accordance with the following:

For subdivision, either 12.1.5.5 or 12.1.5.6 applies:

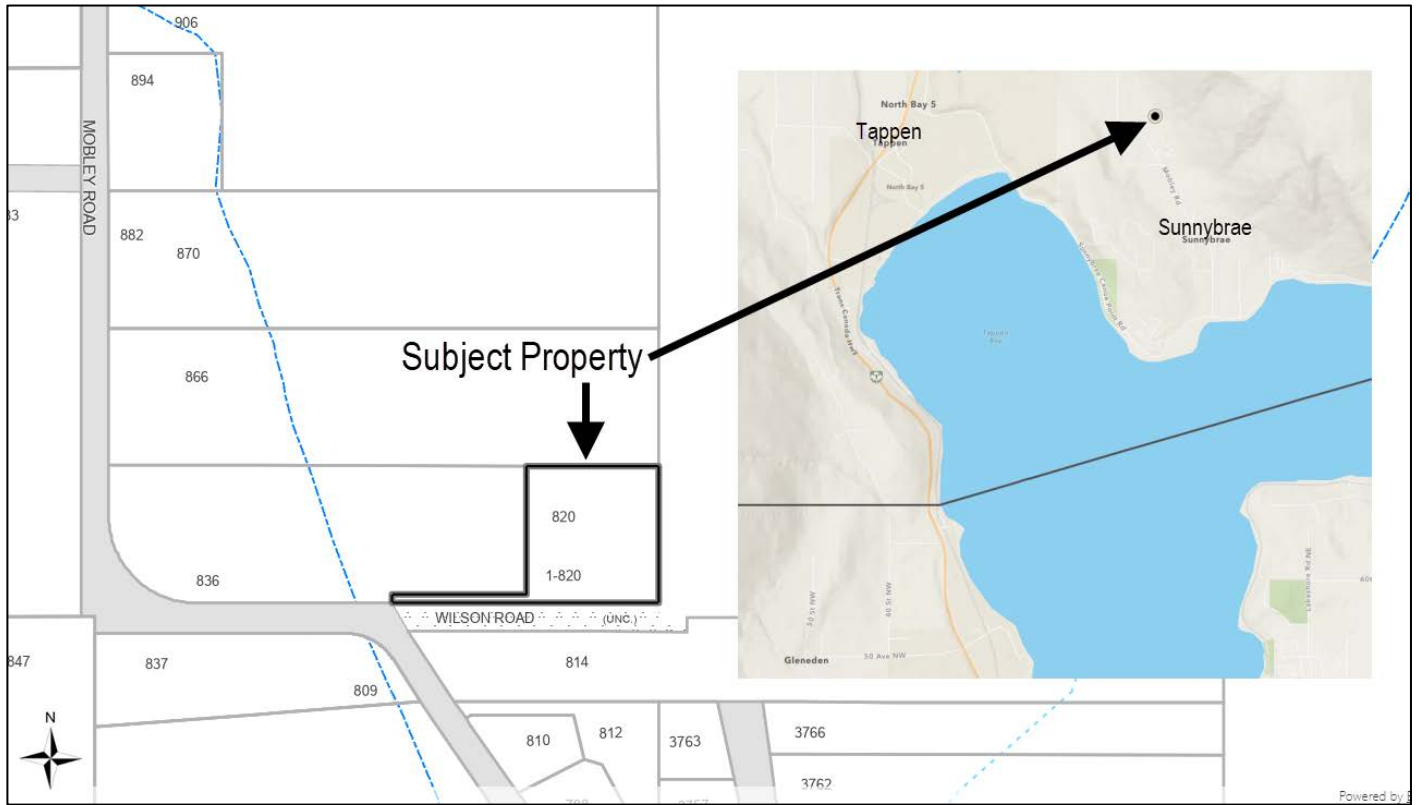
- .5 Submission of a geotechnical report by an Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) registered professional with experience in geotechnical engineering.
 - a. The geotechnical report, which the Regional District will use to determine the conditions and requirements of the development permit, must certify that the land may be used safely for the use intended.
 - b. The geotechnical report must explicitly confirm all work was undertaken in accordance with the APEGBC Legislated Landslide Assessment Guidelines.
 - c. The report should include the following types of analysis and information:
 - i. site map showing area of investigation, including existing and proposed: buildings, structures, septic tank & field locations, drinking water sources and natural features, including watercourses;
 - ii. strength and structure of rock material, bedding sequences, slope gradient, landform shape, soil depth, soil strength and clay mineralogy;
 - iii. surface & subsurface water flows & drainage;
 - iv. vegetation: plant rooting, clear-cutting, vegetation conversion, etc.
 - v. recommended setbacks from the toe and top of the slope;
 - vi. recommended mitigation measures; and
 - vii. recommended 'no-build' areas.
 - d. Development in steep slopes should avoid:
 - i. cutting into a slope without providing adequate mechanical support;
 - ii. adding water to a slope that would cause decreased stability;
 - iii. adding weight to the top of a slope, including fill or waste;
 - iv. removing vegetation from a slope;
 - v. creating steeper slopes; and
 - vi. siting Type 1, 2 and 3 septic systems and fields within steep slopes.
 - e. A Covenant may be registered on title identifying the hazard and remedial requirements as specified in the geotechnical or engineering reports for the benefit and safe use of future owners.
- .6 Registration of a Covenant on title identifying hazards and restrictions regarding construction, habitation or other structures or uses on slopes of 30% and greater.

For construction of, addition to or alteration of a building or other structure:

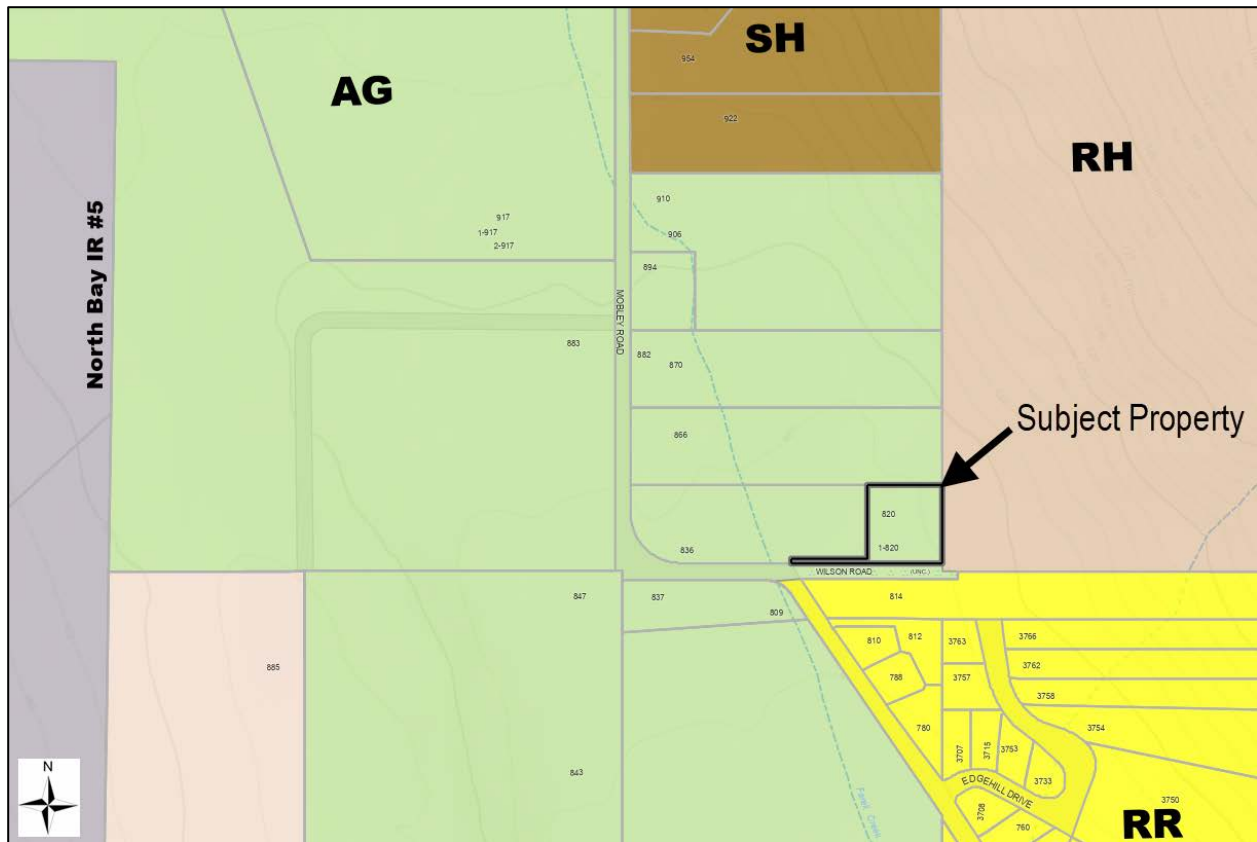
Compliance with and submission of the relevant geotechnical sections of Schedule B-1, B-2 and C-B of the BC Building Code by an Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) registered professional with experience in geotechnical engineering. A Covenant may be registered on title identifying hazards and restrictions regarding construction, habitation or other structures or uses on slopes of 30% or greater.

Agricultural Land Commission Application LC2608C – Maps Plans Photos

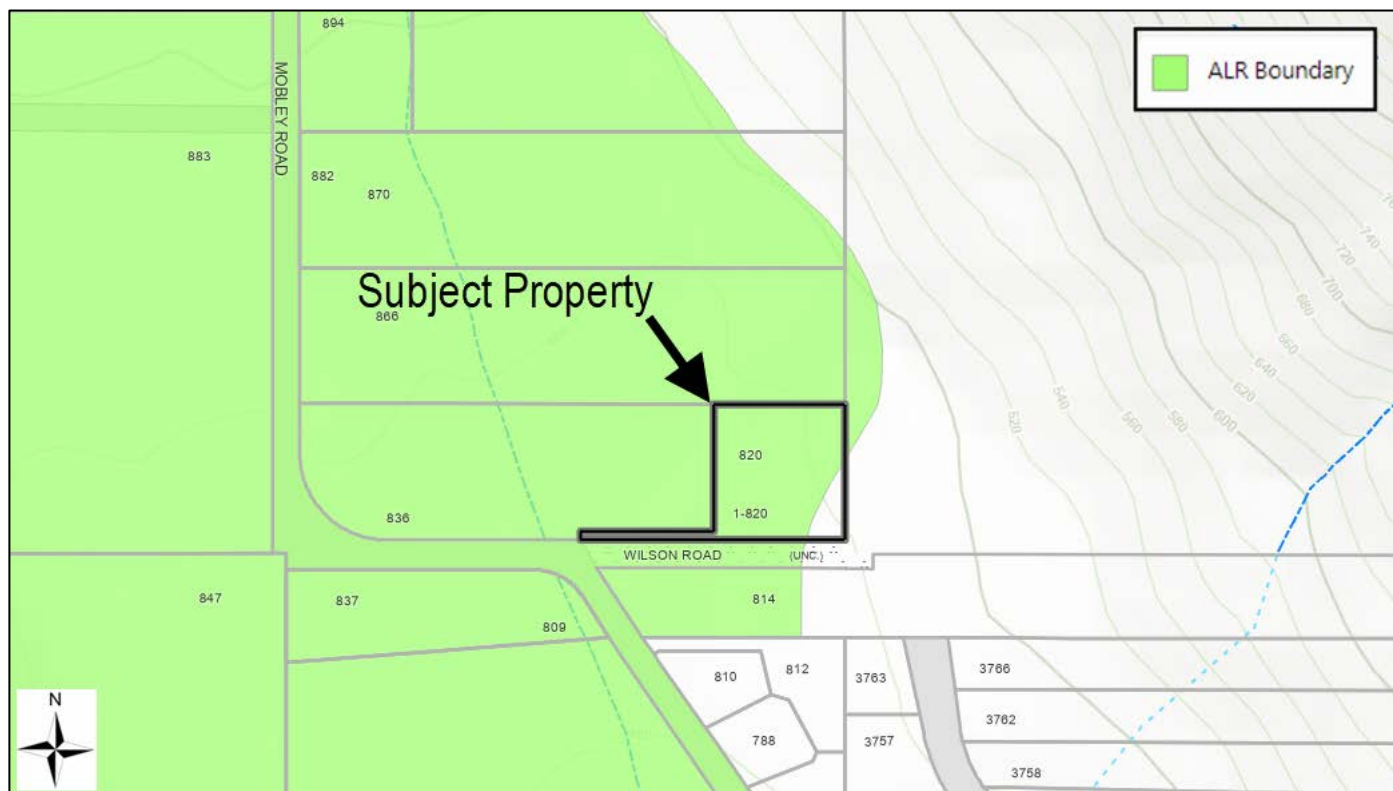
Location



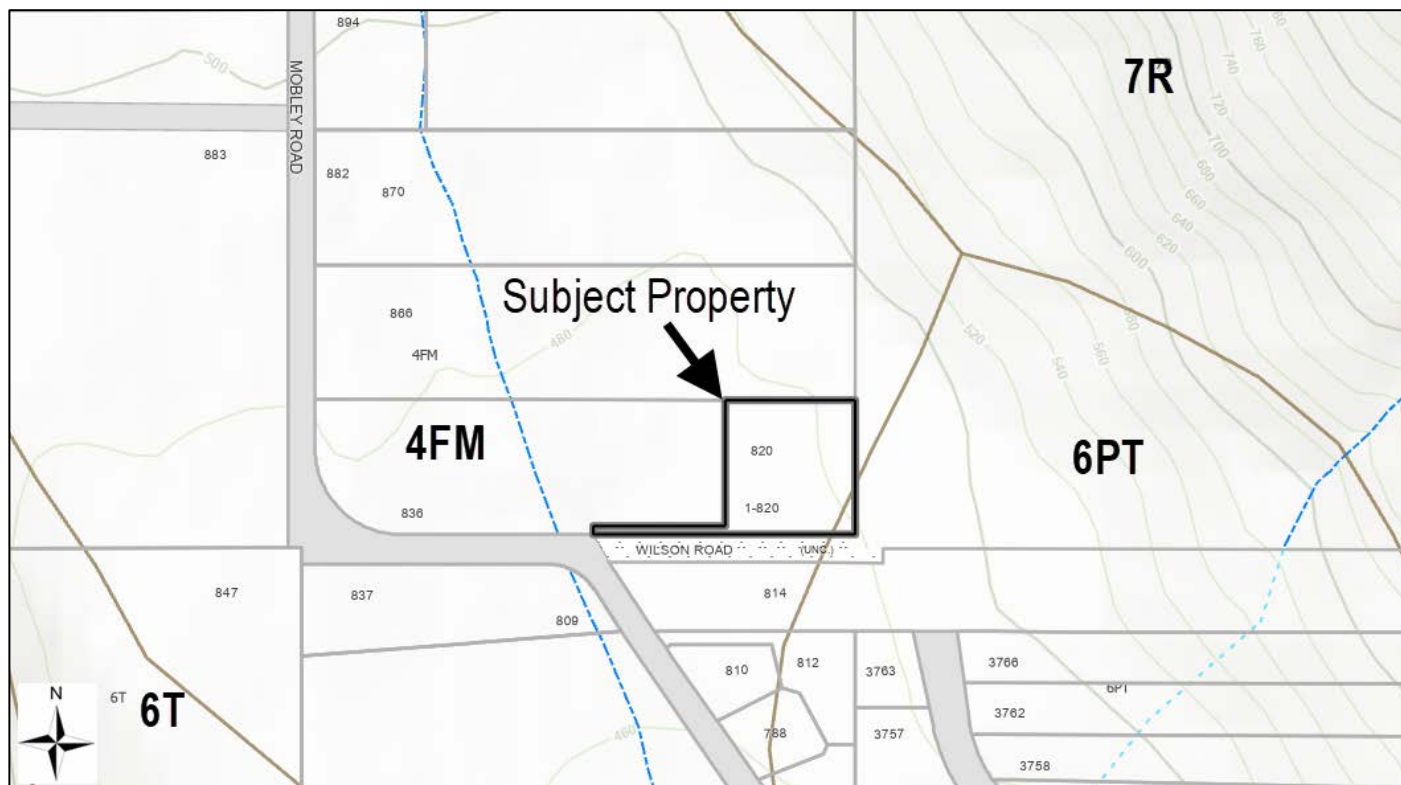
Electoral Area C Official Community Plan Bylaw No. 725



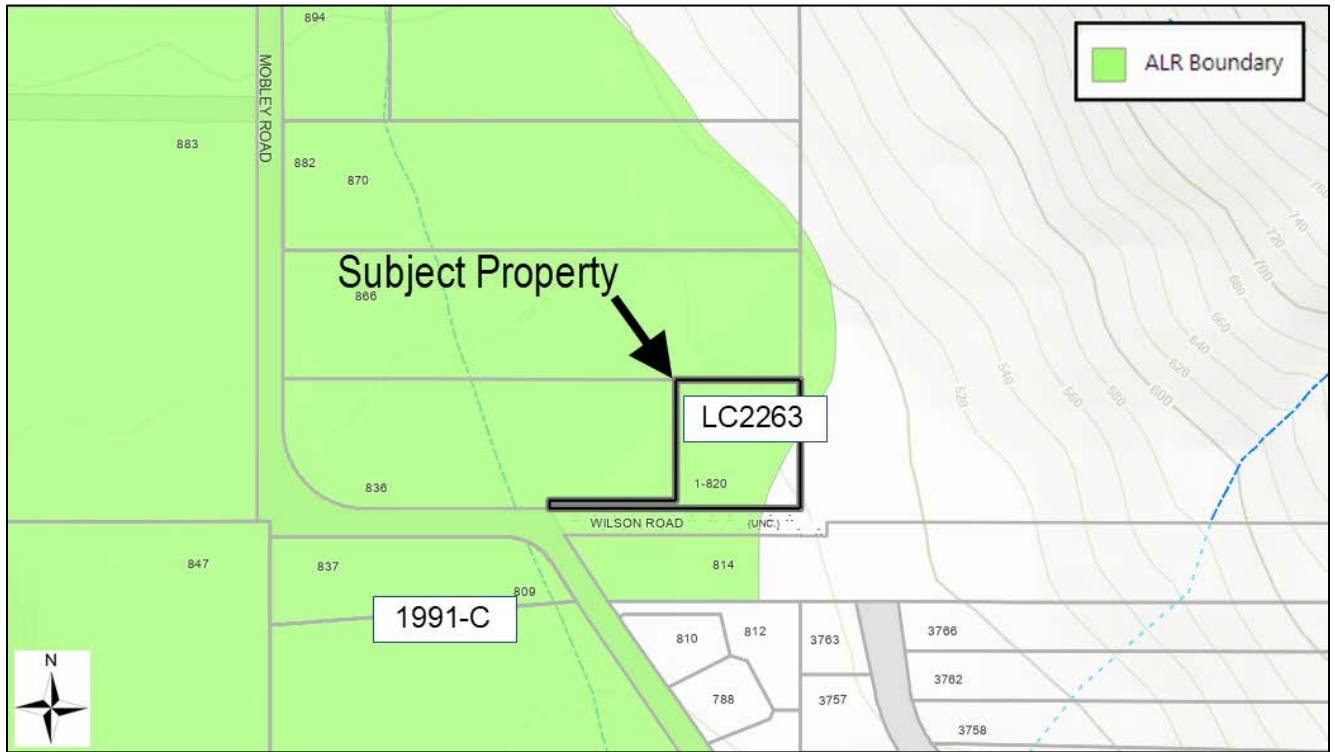
Agricultural Land Reserve



Soil Capability Mapping



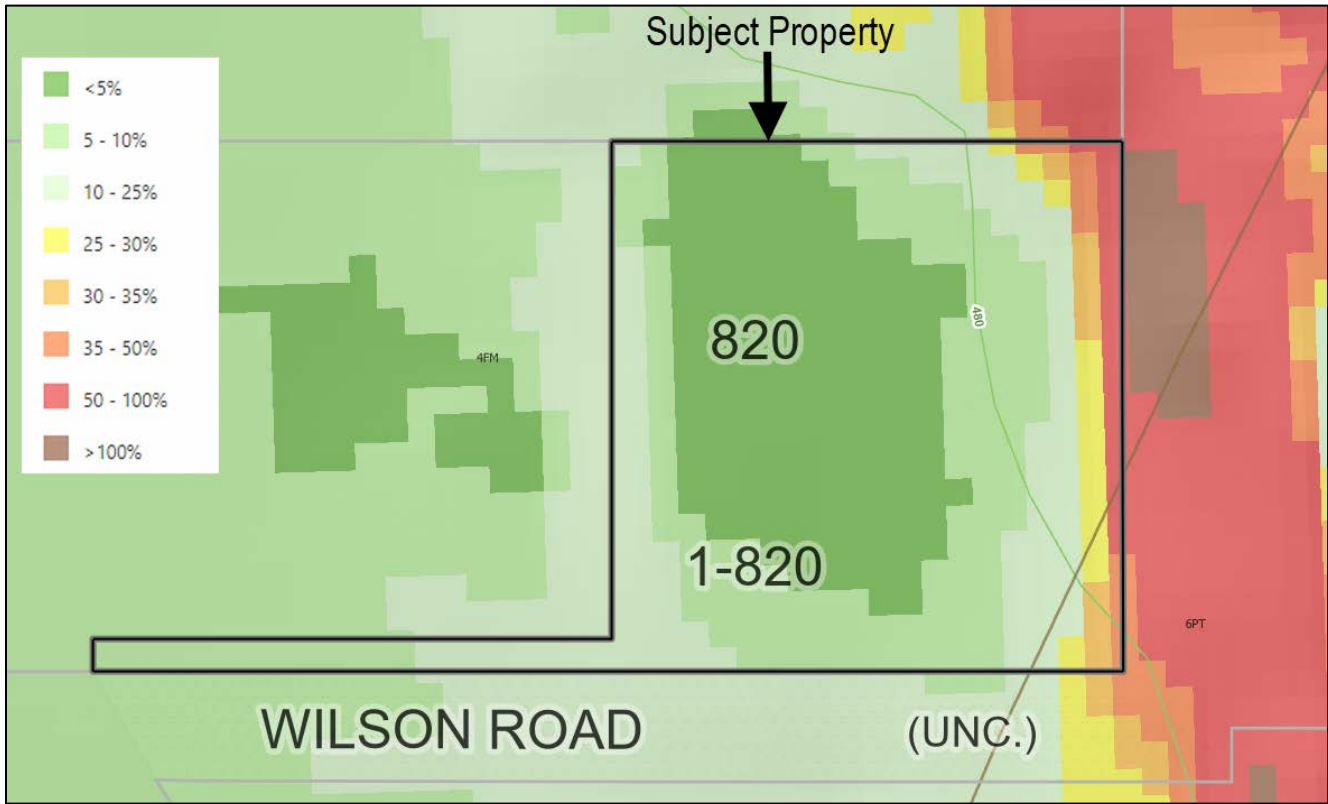
ALC Application History



Site plan provided by applicant



Slope



Orthophotos (June/July 2023)



Orthophotos (June/July 2023)

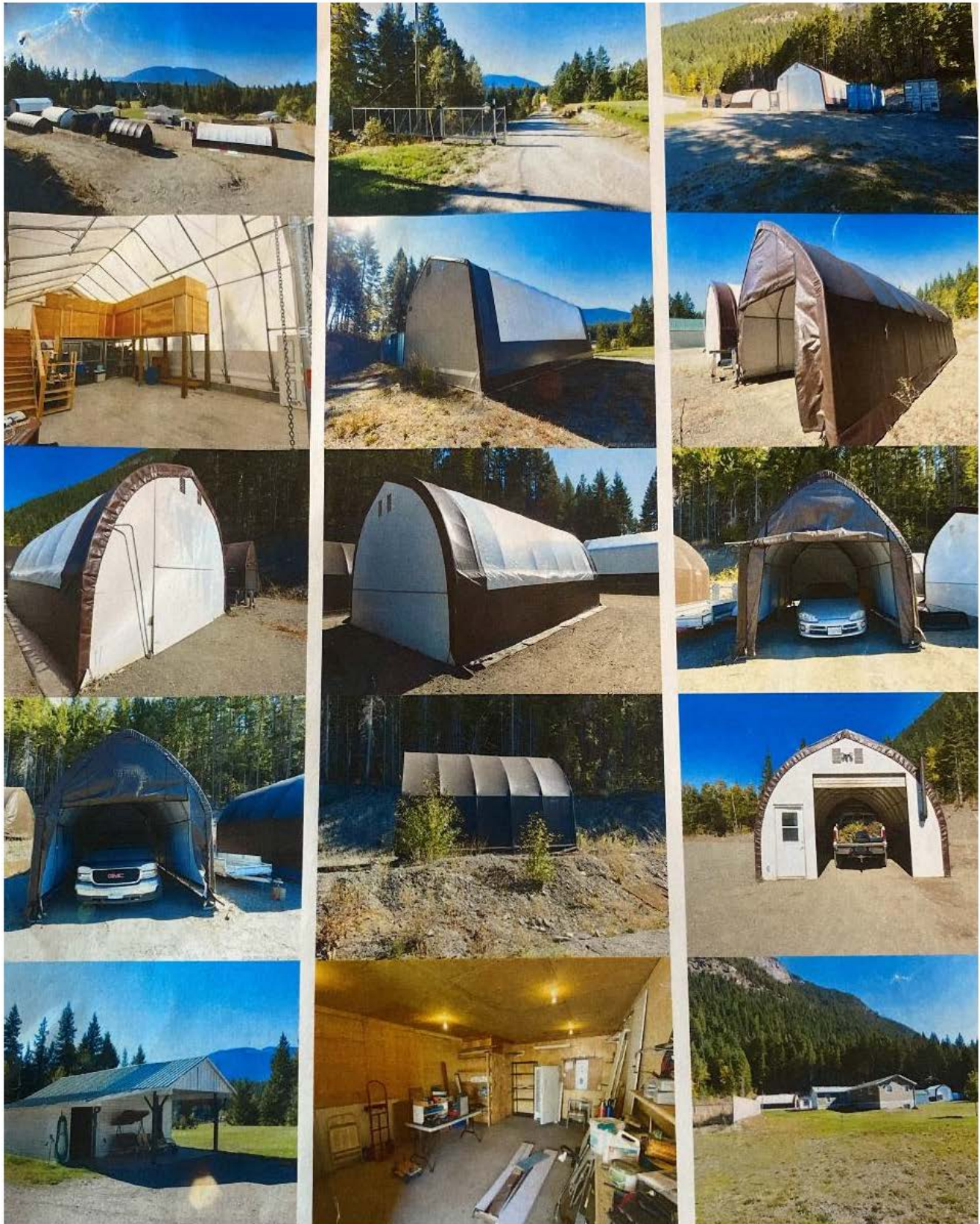


Google Earth Image



Agricultural Land Commission Application LC2608C – Maps Plans Photos

Photos (provided by applicant)





BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-31

DESCRIPTION: Report from Jan Thingsted, Planner III, dated November 28, 2024. 3311 Colton Road, Tappen

RECOMMENDATION: THAT: "Electoral Area C Official Community Plan Amendment Bylaw No.725-31" be denied first reading, this 13th day of December, 2024.
Stakeholder Vote Unweighted (LGA Part 14) Majority

SUMMARY:

The subject property is located at 3311 Colton Road in the Tappen neighbourhood of Electoral Area C and is designated Medium Holdings (MH) in Electoral Area C Official Community Plan (OCP) Bylaw No. 725, as amended (Bylaw No. 725).

An application has been made for an OCP bylaw amendment to redesignate the eastern 10.57 ha portion of the subject property from MH to Rural Residential (RR) to create a nine-lot residential subdivision with lots ranging in size from 1.0 ha to 1.4 ha. The 2.0 ha western portion of the subject property is within the Agricultural Land Reserve (ALR) and is proposed to be redesignated from MH to Agriculture (AG). All lots are proposed to be serviced by on-site water and on site sewerage systems.

A previous proposal (Bylaw No. 725-26) was presented at the March 21, 2024 Board meeting for an OCP bylaw amendment to redesignate the eastern 10.57 ha portion of the subject property from MH to Medium Density (MD) to create an 86 lot residential subdivision along with redesignating the 2.0 ha western portion of the subject property from MH to AG. The staff report recommended that the bylaw amendment be denied, and the Board denied first reading of Bylaw No. 725-26.

Staff are recommending that the latest proposed bylaw amendment (Bylaw No. 725-31) be denied first reading because Bylaw No. 725 discourages lands outside of the Village Centre and Secondary Settlement Areas to be designated for residential development.

BACKGROUND:

ELECTORAL AREA:
C

LEGAL DESCRIPTION:

The Fractional Northwest $\frac{1}{4}$ of Section 15 shown on a Plan of the Southeast $\frac{1}{4}$ of said Township dated at Ottawa on the 23rd of August, 1917 and on the Plan of the Northeast $\frac{1}{4}$ of said Township dated at Ottawa on the 9th of March, 1917 Township 21 Range 10 West of the 6th Meridian Kamloops Division Yale District.

PID:
014-066-726

CIVIC ADDRESS:

3311 Colton Rd, Tappen

SURROUNDING LAND USE PATTERN:

North = Designation: Agriculture / Medium Holdings / Rural Residential 2; Actual Use: Vacant Private Land and Residential

South = Designation: N/A; Actual Use: North Bay IR #5 - Skw'lax te Secwepemcú'lecw (forested)

East = Designation: Agriculture; Actual Use: Vacant Private Land (forested)

West = Designation: Agriculture; Actual Use: Agriculture

CURRENT USE:

Two houses, one dog kennel, and three sheds on the 2.0 ha ALR portion. The eastern 10.57 ha portion is vacant and was cleared in 2023.

PROPOSED USE:

Conventional subdivision to create ten (one 2.0 ha lot in the ALR and nine 1.0 ha lots in the non-ALR portion).

PARCEL SIZE:

12.57 ha

PROPOSED PARCEL SIZE:

Proposed RR portion: parcel sizes ranging from 1.00 ha (10,020 m²) to 1.38 ha (13,800 m²).

Proposed AG portion: 2.09 ha (20,088 m²).

DESIGNATION:

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

MH – Medium Holdings (maximum density: 1 dwelling unit/8 ha, minimum parcel size: 8.0 ha)

PROPOSED DESIGNATION:

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

RR – Rural Residential (maximum density: 1 dwelling unit/ha, minimum parcel size: 1.0 ha)

AG – Agriculture (minimum parcel size: 60 ha)

ZONE:

N/A - A zoning bylaw does not apply to this area of Electoral Area C, including the subject property.

AGRICULTURAL LAND RESERVE (ALR):

16% (2.0 ha)

SITE COMMENTS:

The subject property is located at the east end of Colton Road. The western two hectares of the subject property is in the ALR. The property includes two houses, one dog kennel, and three accessory buildings on the ALR portion. The eastern 10.57 ha non-ALR portion of the property was logged during the summer of 2023. The property's topography is varied and includes notable slopes over 30% across the western portion. CSRD mapping does not indicate any watercourses on the subject property. Staff visited the subject property on February 23, 2024.

See "BL725-31_Maps_Plans_Photos_2024-12-13.pdf" for site location and details.

BYLAW ENFORCEMENT:

No

POLICY:

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

Section 1.2 Sustainable Planning Principles

Section 3 Growing Gradually and Wisely

Section 3.1 General Land Use Management

Section 3.4 Residential

Section 3.10 Agriculture

Section 4 Creating Diverse Housing Choices

Section 9 Planning Efficient Infrastructure

Section 12.1 Hazardous Lands Development Permit Area (*Steep Slopes*)

See attached "BL725-31_Excerpts_BL725.pdf" for full details on these principles, objectives and policies.

FINANCIAL:

There are no financial implications associated with this application. Section 477 of the Local Government Act requires that after first reading, the local government must consider the proposed OCP amendment in conjunction with their current financial and waste management plans. If the Board reads the amending bylaw a first time, the proposed bylaw amendment will be referred to the CSRD's Financial Services and Environmental and Utility Services departments for review and comment.

KEY ISSUES/CONCEPTS:

Current Proposal

An application has been made for an OCP bylaw amendment to redesignate the eastern 10.57 ha portion of the subject property from MH to RR to create a nine-lot residential subdivision with a minimum parcel size of 1.0 ha. The 2.0 ha western portion of the subject property is within the ALR and is proposed to be redesignated from MH to AG and subdivided into one 2.0 ha lot.

The proposed amendment requires both a text and mapping amendment to Bylaw No. 725.

See attached: "BL725-31_First.pdf" to view the proposed bylaw amendment.

The applicant has provided a Development Rationale Memo which summarizes the intent of the proposed development as follows:

The main premise for this development is to allow for rural lots on this large parcel that is sited within a desirable location close to Salmon Arm. Decreasing the minimum lot size will help fulfil a significant gap in the local and country-wide housing market.

The memo lists seven items that are in support of the development.

See attached: "BL725-31_Development_Rationale_Memo_2024-07-19.pdf" for a summary of the development proposal and rationale.

The memo also includes an analysis of surrounding parcel sizes and highlights 24 parcels within 800 m of the subject property that are 1.0 ha or smaller. An argument is made that the proposed lot sizes are consistent with the surrounding parcels in the neighbourhood.

The applicant has provided a petition signed by nine property owners in the neighbourhood who support the proposal for 3311 Colton Road to be redesignated to RR and subdivided into 1.0 ha parcels.

See: "BL725-31_Neighbourhood_Petition_2024-07-19_redacted.pdf" for neighbourhood petition.

Previous Proposal

A previous application was presented at the March 21, 2024 Board meeting for an OCP bylaw amendment to redesignate the eastern (non-ALR) portion of the subject property from MH to MD. This redesignation would have potentially enabled an 86-lot bare-land strata subdivision with lot sizes ranging from 0.07 ha to 0.38 ha. Servicing was to be provided by a community water system and community sewerage system. The western ALR portion was proposed to be redesignated to AG and subdivided into one 2.0 ha parcel. The proposed MD designated portion of the subject property would have potentially allowed 12 detached units/ha, 20 semi-detached units/ha, or 30 townhouse units/ha.

If the Board had chosen to adopt Bylaw No. 725-26, a bare-land strata subdivision with a density potentially 96 times greater than the maximum density permitted under the current MH designation would have been permitted. The staff report recommended that the bylaw amendment be denied, noting that the OCP includes numerous land use management principles, objectives and policies that support directing new residential development to existing settled areas and discouraging new development outside these areas. The Board followed the staff recommendation and denied first reading of Bylaw No. 725-26.

See: [Regular Board Meeting - March 21, 2024 - Item 17.3](#)

Following the Board's denial of first reading for Bylaw No. 725-26, staff met with the property owners and their agent to discuss development options and possible next steps. Staff advised that support could be given for a redesignation to RR2 - Rural Residential 2 (2.0 ha min parcel size), but that an application to redesignate to RR (1.0 ha min parcel size) would not be supported. The staff interpretation of Bylaw No. 725 is that the RR designation is "residential" and should be directed to the Village Centre and Secondary Settlement Areas identified on mapping schedules B and C in the OCP. The RR2 designation, however, is considered more "rural" and therefore appropriate to be considered outside of the Village Centre and Secondary Settlement Areas in suitable locations. Staff consider the subject property as an appropriate location to be designated RR2.

Electoral Area C Official Community Plan Bylaw No. 725

The subject property contains slopes exceeding 30% and is therefore within the Hazardous Lands (Steep Slopes) Development Permit Area. For this development to proceed, a development permit will be required as a condition of subdivision approval. However, a development permit cannot be issued when the proposed density (number and size of the proposed lots) is not consistent with the permitted maximum density of the OCP land use designation that applies to the subject property.

For clarity, the table below provides a comparison of the housing form and maximum density permitted for the RR and MH designations (as specified in Residential Policy 3.4.1.2 of Bylaw No. 725).

Land Use Designation	Housing Form	Maximum Density
Rural Residential (RR)	Detached, Semi-detached	1 unit per 1 ha (1 ha min parcel)

Medium Holdings (MH)	Detached, Semi-detached	1 unit per 8 ha (8 ha min parcel)
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The current application proposes a subdivision that would create a density of 1 unit per ha (1.0 ha minimum parcel size) which is not consistent with the subject property's current MH designation of 1 unit per 8 ha maximum density (8.0 ha minimum parcel size) specified in Bylaw No. 725. In order for the CSRD to consider the issuance of a development permit for the proposed subdivision, the property must first be redesignated to RR.

Notwithstanding the above maximum residential density requirements, it should be noted that all CSRD zoning bylaws and OCPs were amended in June, 2024 to include more flexibility for secondary dwelling units (SDUs) thus improving housing options. These new measures came into effect after Bylaw No. 725-26 was considered by the Board.

For properties that are between 1.0 ha and 8.0 ha in size, one attached secondary dwelling unit (SDU) and one detached SDU is now permitted in addition to the single detached dwelling. An SDU must have a net floor area no greater than 140 m².

A change from MH to RR would permit a density for detached housing that is potentially eight times greater than the maximum density currently permitted under the MH designation.

Bylaw No. 725 contains policy statements that encourage future growth and density in existing settled areas and discourages growth outside settled areas.

General land Use Management objectives and policies:

Section 3.1 - General Land Use Management (Objectives & Policies)

To manage growth by directing development and redevelopment in existing settled areas and to discourage development outside these areas.

To work towards providing a range of housing types in the South Shuswap, principally within the Village Centre and Secondary Settlement Areas.

Secondary Settlement Areas in the South Shuswap are established on Schedules B and C, as Blind Bay, Sunnybrae, White Lake and Eagle Bay.

Outside the Village Centre and Secondary Settlement Areas, new residential development is generally discouraged unless co-located with an agricultural use. Strip commercial development between these development areas is not acceptable.

The establishment of Sorrento as the South Shuswap Village Centre and White Lake, Sunnybrae, Blind Bay, Eagle Bay, and Wild Rose Bay as Secondary Settlement Areas (SSAs) reflects the OCP's vision to maintain the rural landscape of the South Shuswap, while directing residential growth to existing settled areas.

Further rationale for this land use management strategy is reflected in the OCP's statements about providing efficient infrastructure:

Section 9 - Planning Efficient Infrastructure Principles (Sustainable Principle)

Generally, the principles and policies of this Plan encourage development within identified Village Centre and Secondary Settlement Areas. This form of development will result in a smaller ecological footprint than a more dispersed settlement pattern. Compact development makes it more affordable to provide infrastructure — pipes, wires, and roads are shorter, and therefore, less costly to install and easier to maintain.

See attached: "BL725-31_Excerpts_BL725.pdf" for full details on these principles, objectives policies.

The subject property is not located in the Village Centre or an SSA; it is located in rural Tappen, away from the existing settled areas. The subject property is bordered by ALR land to the west, Skw'lax te Secwepemcúłecw band land to the south, and MH and RR2 lands to the north.

See: "BL725-31_Maps_Plans_Photos.pdf" for site location and details.

The applicant's proposal to designate the subject property from MH to RR to facilitate a residential development outside of an existing settlement area contradicts the OCP's core vision and numerous sustainability principals, objectives and policies.

To gain a better understanding of the potential for residential development within existing settled areas, GIS staff conducted a mapping inventory to determine the quantity of suitable parcels within the four SSAs and Village Centre. In total, it was estimated that there are over 20 parcels within the SSAs that are over 10.0 ha in size, outside the ALR, and that appear to have gentle slopes. The Sorrento Village Centre does not include such parcels over 10.0 ha but does include several suitable parcels in the 4.0-5.0 ha range. This inventory demonstrates that there is notable potential for residential development within existing settled areas, and that residential development outside existing settled areas need not be considered.

Zoning

The subject property is located in a part of Electoral Area C currently not subject to a zoning bylaw.

Access

The subject property is currently accessed from a driveway at the end of Colton Road which connects to James Road, Sunnybrae-Canoe Point Road, and ultimately the Trans-Canada Hwy (TCH). The developers have cleared an access road to the property through ALR land on the Ministry of Transportation (MOTI) road right-of-way.

The [Trans Canada Highway 1 \(TCH\) Ford Road to Tappen Valley Road Four-Laning project](#) is currently underway to upgrade approximately 4.3 km of the TCH and replace the Tappen Overhead bridge. The western limit of the project begins at Ford Road and extends through to its terminus 400 metres east of Tappen Valley Road. Once completed, this highway upgrade will provide improved vehicle access to the subject property.

The applicant has proposed an alternative access road at the northeastern corner of the subject property that would connect to Roberge Place through an existing 10 m wide MOTI road right-of-way.

The applicant will be advised to discuss their proposal with MOTI staff and Agricultural Land Commission (ALC) staff. It is recommended that MOTI and the ALC be included in the list of referral agencies for this proposed bylaw amendment.

Servicing

At the time of the previous application (Bylaw No. 725-26) that was denied by the Board, the applicant provided a Servicing Feasibility Brief, prepared by Onsite Engineering Ltd. that summarized the development's proposed community water supply, wastewater disposal and stormwater management.

See attached: "BL725-31_Servicing_Feasibility_Tech_Memo_2024-02-26.pdf" for servicing proposal.

Since the current proposal is for residential parcels that are 1.0 ha or larger, the applicant has indicated that servicing would be provided by on-site water (well) and on-site sewerage systems. Subdivision

Servicing Bylaw No. 680, as amended, allows for parcels 1.0 ha or larger to be serviced by on-site servicing if supporting information is provided by qualified professionals during a subdivision review process.

Water Supply

The servicing brief notes that existing dwellings on the subject property are currently supplied water from an onsite cistern. BC Groundwater Consulting Services Ltd. ("BCGW") has conducted an initial reconnaissance of the site for the purpose of identifying potential drilling locations for an on-site public supply well servicing the proposed subdivision. The site sub-surface soils are identified as coarse grained and appear very suitable for wastewater dispersal. Nearby water well records indicate adequate groundwater resources. If the proposal advances to the subdivision stage, further hydrogeological investigation will be required to show no negative impact on neighbouring water wells.

Wastewater

The servicing brief provided by the applicant considers a single private community sewerage system that would be regulated by the Municipal Wastewater Regulation. The 1.0 ha parcels considered in the current proposal could be served by on-site sewerage systems that would need to meet the Sewerage System Regulation.

Stormwater Management

The servicing brief notes that a detailed stormwater system will be produced to the standards set out in MOTI guidelines. MOTI will require a suitable stormwater management plan at the time of subdivision.

Additional Servicing Information

Prior to consideration of second reading, staff will require that the applicant provide more detailed information and analysis prepared by a qualified professional demonstrating how the proposed development can be feasibly and sustainably serviced. A preliminary hydrogeological assessment of the proposed development on the subject property will need to verify the long-term reliability of the water supply and ground suitability for accepting sewage for the proposed development. The assessment must also verify that there will be no significant negative impacts on other water supplies and properties from groundwater withdrawal, wastewater disposal, or stormwater runoff.

Agricultural Land Reserve (ALR)

The western 2.0 ha (16%) of the subject property is in the ALR. In the summer of 2023, the developers cleared an access road from Colton Road extending into the northwest corner of the subject property. The access road clearing involved tree removal in the ALR; on both the MOTI road right-of-way and 2.0 ha ALR portion of the subject property. The applicant has confirmed that permission for the road clearing was not obtained from the ALC or MOTI.

The applicant has provided staff an email from the ALC confirming the developer's intent to only use fill from the subject property for the purposes of moving the existing driveway to another location.

If the Board gives the proposed bylaw amendment first reading, a referral will be sent to the ALC requesting comments about the proposed OCP redesignation and 10-lot subdivision.

Subdivision

If the proposed OCP amendment is adopted, the applicant intends to apply for a subdivision consisting of nine RR designated lots and one AG designated lot. To date, the applicant has not submitted an application for the new proposed subdivision. If a subdivision application is submitted, it will be reviewed

to ensure compliance with Subdivision Servicing Bylaw Number 680, as amended. A subdivision application for 13 lots (phase 1 of the original 86-lot proposal) was submitted for the previous proposal. The CSRD and the Ministry of Transportation and Infrastructure have a role in the subdivision and review and approval process. The Provincial Approving Officer (PAO) is the approving authority for subdivisions in the electoral areas.

Development Permits

The subject property contains slopes exceeding 30% and is therefore within the Hazardous Lands (Steep Slopes) Development Permit Area. At the time of subdivision, a Development Permit addressing the requirements of the Hazardous Lands (Steep Slopes) Development Permit Areas will be required as a condition of subdivision approval. The application for this permit will need to be accompanied by a Geohazard Assessment prepared by a Geotechnical Engineer or Geoscientist assessing the slopes on the property and certifying that the property is safe for the use intended.

Archaeology

CSRD mapping indicates that a small portion at the southwest corner of the subject property is in an area that is identified as having moderate potential for archaeological sites. If the bylaw receives first reading, the applicant and owner will be advised that the provisions of the Heritage Conservation Act regarding property owner responsibilities and land development apply to all lands regardless of mapped archaeological potential. If remains or other objects with potential heritage value are discovered through development activities, the applicant will be required to contact the Provincial Archaeology Branch for direction. The Provincial Archaeology Branch is included on the list of recommended referral agencies if the bylaw is given first reading.

The subject property is located adjacent to the northern boundary of North Bay IR #5 of the Skw'lax te Secwepemcúlecw (Little Shuswap Lake Band). If the bylaw is given first reading it will be referred to Skw'lax te Secwepemcúlecw, Adams Lake Indian Band, and Neskonlith Indian Band.

Building Comments

The CSRD Building Department has reviewed the proposal and noted that building permits will be required along with adherence the BC Building Code and Building Bylaw No. 660, as amended.

Wildfire

The subject property is located within the Electoral Area C Fire Service Area. Given that the subject property is mostly surrounded by heavily forested land, a wildfire assessment report from a qualified Registered Professional Forester may be required prior to consideration of second reading. The report would need to provide an overall assessment of the site for susceptibility to wildfire (from conditions both on and off-site) and provide recommendations for how the risks from wildfire can be mitigated. If the bylaw receives first reading, a referral will be provided to CSRD Community and Protective Services for comment.

Analysis

The principles, objectives and policies in Bylaw No. 725 related to growth management all support protecting the rural nature of the South Shuswap by directing growth to the settled areas. These settled areas are designated as the Village Centre (Sorrento) and Secondary Settlement Areas (Blind Bay, Eagle Bay, White Lake, Sunnybrae). The OCP does not support new "residential" development outside of these areas. The OCP aims to provide a clear separation between rural and non-rural lands and to preserve both rural and non-rural lifestyle choices. Outside the SSAs, a maximum density of 1 unit per 2.0 ha or minimum lot size of 2.0 ha is supportable in appropriate locations. The designations outside

the settled areas that support lower density residential land use include Rural Residential 2 (RR2), Small Holdings (SH), Medium Holdings (MH), Large Holdings (LH), and Rural Holdings (RH).

The MH designation applies to lands that are generally privately owned, mostly outside the ALR, and between 2.0 to 40 ha in size. The subject property has been suitably designated as MH since it is privately owned, 16% ALR and, 12.57 ha in size. The maximum density for the MH designation is 1 unit per 8.0 ha (minimum lots size of 8.0 ha).

The proposed RR designation for the non-ALR portion of the subject property would allow potentially 1 unit/ha, or a minimum lots size of 1.0 ha. If the Board chooses to adopt the proposed amendment, a subdivision consisting of up to ten RR lots could be established outside the Village Centre and SSAs. A change from MH to RR would permit a density for detached housing that is potentially eight times greater than the maximum density currently permitted under the MH designation.

Staff are concerned that this application proposes a significant change to the OCP which if adopted by the Board may have an influence on how future applications for changes to OCP designations in rural areas outside of the Village Centre and SSAs of Electoral Areas C and G are considered.

As noted, the rationale memo provided by the applicant includes an analysis of surrounding parcel sizes and highlights 24 parcels within 800 m of the subject property that are 1.0 ha or smaller. Although many of these parcels were created since the adoption of Bylaw No. 725, it should be noted that they are not located in a Development Permit Area (e.g., Steep Slopes) and therefore did not need to meet the OCP's residential density requirements prior to subdivision.

As discussed above, a recent mapping inventory indicates that there is a sufficient supply of parcels within the four SSAs and Village Centre that could accommodate residential development.

Staff appreciate the applicant's effort to reduce the proposed number of lots from 86 to ten but believe that such development should be located within the four SSAs or Village Centre as per the policies in Bylaw No. 725

In order to change the subject property's MH designation to RR, the amendment will need to include notwithstanding seven clauses addressing the numerous OCP objectives and policies that all support directing growth to the existing settled areas. The clauses require a site specific notwithstanding policies sections 3.1.1.2, 3.1.1.7, 3.1.2.4, 3.3.1.1, 3.3.2.3, 3.4.1.1, and 3.4.1.2 to be included in Bylaw No. 725. Given the OCP's clear direction, and availability of suitable residential land within both the Village Centre and four SSAs, staff do not think it is appropriate to change the subject property's designation from MH to RR. Staff are therefore recommending that the amending bylaw be denied first reading.

Rationale For Recommendation

The proposed bylaw amendment to redesignate the subject property from MH to RR would potentially allow the applicants to move forward with an application for subdivision to create ten RR lots with a minimum parcel size of 1.0 ha. Staff are recommending that Bylaw No. 725-31 be denied first reading for the following reasons:

- The OCP includes numerous land use management principles, objectives and policies that support directing new residential development to existing settled areas and discouraging new development outside these areas. These settled areas include the South Shuswap Village Centre (Sorrento) and four SSAs. The subject property is located well outside a settled area and is not considered compatible with the surrounding rural land use pattern which includes ALR land.
- A change from MH to RR would permit a density for detached housing that is potentially eight times greater than the maximum density currently permitted under the MH designation.

- The OCP encourages development within existing settled areas as it less costly to service and will result in a smaller ecological footprint.
- A recent mapping inventory indicates that there is a sufficient supply of suitable parcels within the four SSAs that could accommodate medium density residential developments of a similar scale to what is being proposed.
- Demand for housing in the area will be alleviated by new provisions in Bylaw No. 725 that provide more flexibility for the allowance of secondary dwelling units.

IMPLEMENTATION:

If the Board supports the staff recommendation and denies first reading, the file be closed, and the applicant notified of the Board's decision.

If the Board does not support the staff recommendation and instead gives the bylaw first reading, it is recommended that Bylaw No. 725-31 be referred to applicable agencies and First Nations listed in the Communications section below for their comments. Input from referral agencies and First Nations will assist in determining whether second readings will be recommended.

As the proposed change to the OCP is significant, it is recommended that the complex consultation process be used. This level of consultation may be used where an application proposes a significant OCP change or would result in a large development project. Following first reading, the applicant will be required to hold a public meeting in the community where the subject property is located. This public meeting would be arranged and conducted by the applicant and would take place prior to Board consideration of second reading. The purpose of this meeting would be for the applicant to provide the public with information about the proposal, listen to their concerns, and answer their questions.

In addition, a notice of application sign will be required to be posted on the subject property in accordance with Development Services Procedures Bylaw No. 4001-2, as amended, no more than 30 days after the Board has given the amending bylaw first reading. One notice of application sign will be required to be posted at the entrance of the subject property's driveway on Colton Road.

It is further required that prior to consideration of second reading, the applicant provide the CSRD with the following reports:

- A preliminary hydrogeological assessment from a Qualified Professional of the proposed development verifying the long-term reliability of the water supply and that there will be no significant negative impacts on other water supplies and properties from groundwater withdrawal, wastewater disposal, or stormwater runoff.
- A preliminary wastewater investigation from a Qualified Professional identifying how the proposed subdivision will be sustainably serviced.
- A wildfire assessment report if recommended by the CSRD Community and Protective Services Department.

COMMUNICATIONS:

If the bylaw is given first reading it will be forwarded to the referral agencies and First Nations listed below. Agency and First Nations comments will be provided with a future Board report prior to consideration of second reading and a recommendation of a public hearing. Pursuant to Section 466 of the Local Government Act, the CSRD's Environmental and Utility Services and Financial Services Departments will need to confirm if the proposed OCP amendment is consistent with the CSRD's Waste Management Plan and Financial Management Plan.

The following list of referral agencies is recommended:

- Agricultural Land Commission
- Ministry of Forests, Archaeology Branch
- Ministry of Transportation and Infrastructure
- CSRD Community and Protective Services
- CSRD Environmental and Utility Services
- CSRD Financial Services
- School District 83
- BC Hydro
- All applicable First Nations Bands and Councils
 - Adams Lake Indian Band;
 - Skw'lax te Secwepemcúfecw (Little Shuswap Lake Band);
 - Neskonalith Indian Band.

Staff note that after the creation of Electoral Area G, the Electoral Area C and Electoral Area G Advisory Planning Commissions are not currently active because they do not have the minimum required membership at this time.

DESIRED OUTCOME:

That the Board support the staff recommendation.

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2024-12-13_Board_DS_BL725-31_First.docx
Attachments:	<ul style="list-style-type: none"> - BL725-31_First.pdf - BL725-31_Excerpts_BL725.pdf - BL725-31_Development_Rationale_Memo_2024-07-19.pdf - BL725-26_Servicing_Feasibility_Tech_Memo_2024-02-26.pdf - BL725-31_Neighbourhood_Petition_2024-07-19_redacted.pdf - BL725-31_Maps_Plans_Photos.pdf
Final Approval Date:	Dec 4, 2024

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



Corey Paiement



Gerald Christie



Jennifer Sham



John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA C OFFICIAL COMMUNITY PLAN AMENDMENT

BYLAW NO. 725-31

A bylaw to amend the "Electoral Area C Official Community Plan Bylaw No. 725"

The Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. "Electoral Area C Official Community Plan Bylaw No. 725" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, (the Official Community Plan text), which forms part of the "Electoral Area 'C' Official Community Plan Bylaw No. 725" is hereby amended by:

- i) Section 3, Part 3.4 Residential is hereby amended by adding the following new Subsection 3.4.1.11:

".11 Notwithstanding sections 3.1.1.2, 3.1.1.7, 3.1.2.4, 3.3.1.1, 3.3.2.3, 3.4.1.1, and 3.4.1.2, the property described as the Fractional Northwest ¼ of Section 15 shown on a Plan of the Southeast ¼ of said Township dated at Ottawa on the 23rd of August, 1917 and on the Plan of the Northeast ¼ of said Township dated at Ottawa on the 9th of March, 1917 Township 21 Range 10 West of the 6th Meridian Kamloops Division Yale District can be considered for redesignation to Rural Residential (RR), except the portion that is within the ALR which can be considered for redesignation to AG - Agriculture."

B. MAP AMENDMENT

1. Schedule B, Land Use Designations – Overview, which forms part of the "Electoral Area C Official Community Plan Bylaw No. 725" is hereby amended as follows:
 - i) Redesignating the property described as the Fractional Northwest ¼ of Section 15 shown on a Plan of the Southeast ¼ of said Township dated at Ottawa on the 23rd of August, 1917 and on the Plan of the Northeast ¼ of said Township dated at Ottawa on the 9th of March, 1917 Township 21 Range 10 West of the 6th Meridian Kamloops Division Yale District which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw from MH – Medium Holdings to RR – Rural Residential for the portion outside the ALR and MH – Medium Holdings to AG – Agriculture for the portion within the ALR.
2. Schedule C, Land Use Designations – Mapsheets, which forms part of the "Electoral Area C Official Community Plan Bylaw No. 725" is hereby amended as follows:

- i) Redesignating the property described as the Fractional Northwest ¼ of Section 15 shown on a Plan of the Southeast ¼ of said Township dated at Ottawa on the 23rd of August, 1917 and on the Plan of the Northeast ¼ of said Township dated at Ottawa on the 9th of March, 1917 Township 21 Range 10 West of the 6th Meridian Kamloops Division Yale District which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw from MH – Medium Holdings to RR – Rural Residential for the portion outside the ALR and MH – Medium Holdings to AG – Agriculture for the portion within the ALR.

2. This bylaw may be cited as Electoral Area C Official Community Plan Amendment Bylaw No. 725-31”

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

PUBLIC HEARING held this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

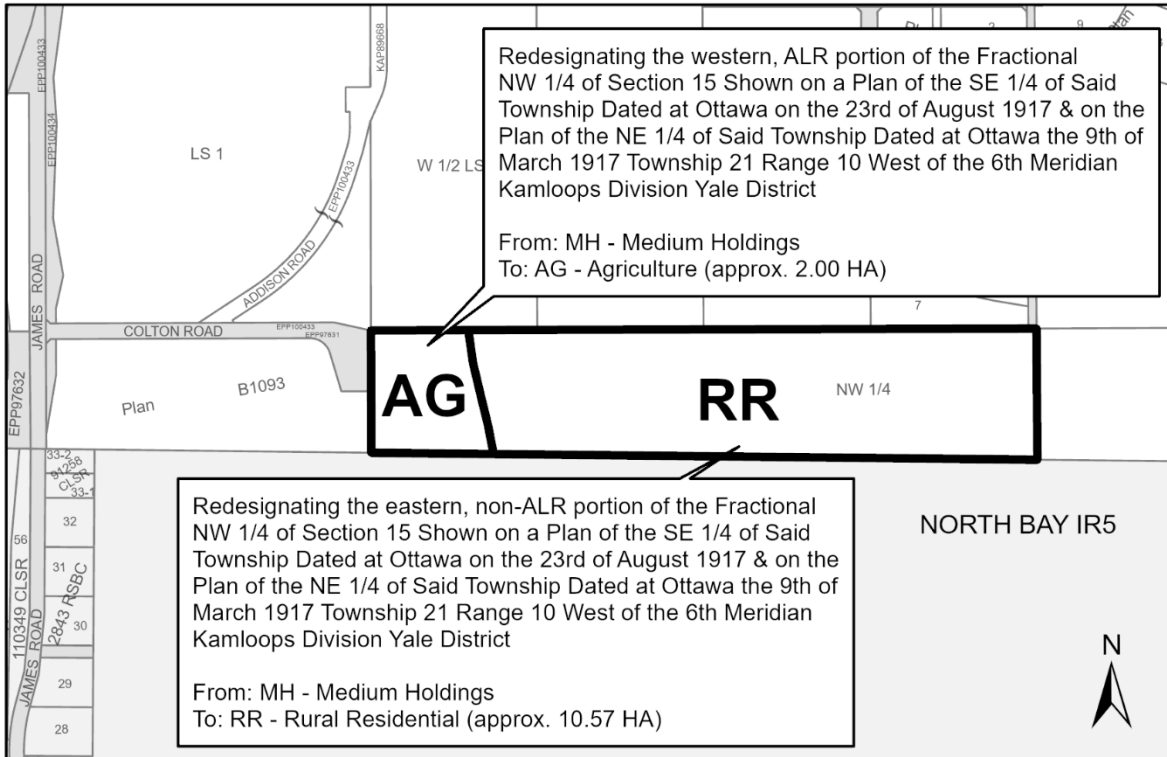
CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 725-31
as adopted.

CORPORATE OFFICER

Schedule 1



Relevant Excerpts from Electoral Area C Official Community Plan Bylaw No. 725

(See [Bylaw No. 725](#), for all policies and land use regulations)

Bylaw No. 725

1.2 Sustainable Planning Principles

Principle 1

All measures to protect and restore the natural environment will be used, and emphasis placed on Shuswap Lake, White Lake and their interlinked watersheds and foreshores. The CSRD will collaborate with all other jurisdictions that have impact on these Lakes.

Principle 2

To maintain large areas of rural landscape throughout the South Shuswap while encouraging gradual, sustainable, moderate and efficient development in the existing settled areas.

Principle 3

A range of housing choices is supported, taking into account affordability for existing residents, particularly for young families and seniors. Only ground oriented housing is appropriate near the lakes; more dense forms of housing must be located away from the lakes.

Principle 9

Active community involvement within the South Shuswap, including planning decisions related to land use, housing servicing, parks and transportation is supported.

Section 3. Growing Gradually and Wisely

Sustainable Principles

Large areas of rural landscape throughout the South Shuswap will be maintained while encouraging gradual, sustainable, moderate and efficient development in the existing settled areas.

A range of housing choices is supported, taking into account affordability for existing residents, particularly for young families and seniors. Only ground-oriented housing is appropriate near the Lakes; more dense forms of housing must be located away from the Lakes.

Agriculture, tourism and forestry are supported as the foundations of the economy, while economic diversification that has low impact on the area's character and natural environment is encouraged. The establishment of a business park that attracts clean industries and complements existing businesses is also encouraged.

3.1 General Land Use Management

The policies of this Plan aim to protect the rural character of this area, yet allow modest growth in settled areas that are, or will be, serviced by community water and sewer systems. By directing growth to the Village Centre and Secondary Settlement Areas as shown on Schedule B Land Use Designations – Overview, and Schedule C Land Use Designations - Mapsheets, there will be less impact on the rural and natural areas of the community, thereby protecting natural habitat and preserving the area's highly valued rural character. This settlement pattern will also facilitate shorter vehicle trips, as well as encourage more walking, bicycling and the use of public transit.

3.1.1 Objectives

- .1 To be thoughtful and careful stewards of the lands and waters of the South Shuswap to allow future generations an opportunity to appreciate and benefit from wise choices made by today's elected decision-makers.
- .2 To manage growth by directing development and redevelopment in existing settled areas and to discourage development outside these areas.
- .3 To provide a clear separation between rural and non-rural lands to preserve both rural and non-rural lifestyle choices.
- .7 To work towards providing a range of housing types in the South Shuswap, principally within the Village Centre and Secondary Settlement Areas.

3.1.2 Policies

- .1 Land uses and activities that adversely affect safety, health, or liveability within Area C are not supported. Temporary use permits are not supported.
- .2 The Sorrento Village Centre, established on Schedules B and C, will accept much of the residential, retail and business development in Area C and will be connected to community water and sewer systems. Future development of a Balmoral Village Centre, at the northwest corner of the Balmoral Road/Highway #1 intersection, is dependent on approval from the ALC, as it lies within the ALR; this plan does not presume the ALC's position on the future uses of this land and does not support

development pressure or speculation based on the plan's support of this area as a Village Centre as previous applications to exclude these ALR lands have been refused by the ALC.

- .3 Secondary Settlement Areas in the South Shuswap are established on Schedules B and C, as Blind Bay, Sunnybrae, White Lake and Eagle Bay.
- .4 Outside the Village Centre and Secondary Settlement Areas, new residential development is generally discouraged unless co-located with an agricultural use. Strip commercial development between these development areas is not acceptable.
- .5 Development will only be considered in areas with lower environmental values within the Village Centre and Secondary Settlement Areas, thereby allowing for the protection of areas with higher environmental values as well as agricultural lands.
- .6 Except as required to improve the health and safety of existing development, no public funds will be expended for the capital cost of extending water and sewer servicing to lands outside the Village Centre and Secondary Settlement Areas.
- .9 At the time of introducing zoning regulations to unzoned areas, existing uses and structures may be recognized in the zoning bylaw and that recognition will be considered as conforming to this OCP. New development, however, must conform to the policies and land use designations in this OCP.

3.3 Secondary Settlement Areas

3.3.1 Objective

- .1 To allow for predominantly residential development and some neighbourhood commercial development within Blind Bay, Eagle Bay, Sunnybrae and White Lake.

3.3.2 Policies

- .1 This designation applies to areas within the Blind Bay, Eagle Bay, Sunnybrae and White Lake Secondary Settlement Area boundaries, as outlined on Schedules B and C.
- .2 Permitted land uses within the Secondary Settlement Areas include: residential, neighbourhood commercial uses, recreational residential, community and health-related services, institutional uses, recreation, arts and cultural activities.

- .3 Residential development is subject to the housing forms and maximum densities of each land use designation within the Secondary Settlement Area Boundaries (i.e. Neighbourhood Residential (NR), Country Residential (CR), etc).

3.4 Residential

3.4.1 Policies

- .1 New residential development will be directed to the Village Centre and Secondary Settlement Areas identified on Schedules B and C. Outside these areas, residential development is discouraged unless co-located with an agricultural use.
- .2 Residential development is subject to the following land use designations, housing forms and maximum densities:

Land Use Designation	Housing Form	Maximum Density
Medium Density (MD)	Detached	5 units/ac (1 unit/0.2 ac) 12 units/ha (1 unit/0.08 ha)
	Semi-detached	8 units/ac (1 unit/0.13 ac) 20 units/ha (1 unit/0.05 ha)
	Townhouse	12 units/ac (1 unit/0.13 ac) 30 units/ha (1 unit/0.03 ha)
Neighbourhood Residential (NR)	Detached, Semi-detached	2 units per 1 acre (1 unit/0.2 ha)
Country Residential (CR)	Detached, Semi-detached	1 unit per 1 acre (0.4 ha)
Rural Residential (RR)	Detached, Semi-detached	1 unit per 2.5 acres (1 ha)
Rural Residential 2 (RR2)	Detached, Semi-detached	1 unit per 5 acres (2 ha)
Small Holdings (SH)	Detached, Semi-detached	1 unit per 10 acres (4 ha)
Medium Holdings (MH)	Detached, Semi-detached	1 unit per 20 acres (8 ha)
Large Holdings (LH)	Detached, Semi-detached	1 unit per 25 acres (10 ha)
Rural Holdings (RH)	Detached, Semi-detached	1 unit per 148 acres (60 ha)

- .5 Secondary dwelling units (attached or detached) are supported in association with a single detached dwelling provided they are compatible with surrounding residential uses. The following additional conditions will apply to secondary dwelling units:
- The maximum floor area of a secondary dwelling unit is 140 m²;
 - Secondary dwelling units must have a door direct to the outdoors without passing through any part of the single detached dwelling;
 - Off-street parking spaces shall be provided for all secondary dwelling units;

- d) Secondary dwelling units shall remain under the same legal title as the principal single detached dwelling and not be stratified;
- e) Secondary dwelling units shall be provided with adequate sewage disposal and potable water servicing meeting the requirements of applicable Provincial legislation and it must be demonstrated that there is a suitable back up field area on the parcel unless a community sewer system is available in which case connection to the community sewer system is required;
- f) For properties smaller than 1 ha applicants shall identify a backup septic field area on the parcel and register a Section 219 covenant on title to protect this area from development as a condition of issuance of a building permit;
- g) The following densities apply to secondary dwelling units:

Parcel Size	Level of Service	# of SDUs Permitted
Any	Community Sewer System	1 attached* <u>and</u> 1 detached SDU
< 1 ha	On-site Sewage Disposal	1 attached* <u>or</u> 1 detached SDU
1 ha – 8 ha	On-site Sewage Disposal	1 attached SDU* <u>and</u> 1 detached SDU
>8 ha	On-site Sewage Disposal	1 attached* <u>or</u> 1 detached SDU per single detached dwelling

*Attached SDU is a secondary dwelling unit that shares at least one common wall with the single detached dwelling.

** This table applies where there is no zoning, and a proposed development requires the issuance of a Development Permit. For areas with zoning the zoning bylaw will specify the number of SDUs permitted

- h) Additional conditions related to secondary dwelling units will be included in the zoning bylaw.

3.10 Agriculture (AG)

3.10.1 Policies

- .1 The lands designated as Agriculture (AG) are shown on Schedules B and C. In general, these are lands with half or more of their area lying within the Provincially-designated Agricultural Land Reserve at the time of writing of this Plan. Land lying within the Agricultural Land Reserve is identified on Schedule E – ALR Map. Agriculture is the primary and dominant land use, with a full range of crop and livestock production activities permissible, as well as homes, buildings and structures associated with agricultural operations.
- .2 The minimum parcel size of land for subdivision within the Agriculture land use designation is 60 hectares (148 acres).
- .3 New subdivision is discouraged within the Agriculture designation, other than subdivision along ALR boundaries or subdivision or parcel consolidations demonstrated not to have an intrusive or conflicting impact on the surrounding agricultural community.
- .4 The Agriculture land use designations encompass agricultural uses, and uses accessory to agriculture. Subject to the guidelines of the Agricultural Land Commission and the zoning bylaw the following uses are appropriate in lands designated Agriculture: agri-tourism operations and agri-accommodation, and uses which will not affect the long-term agricultural capability of the land.

Section 4. Creating Diverse Housing Choices

Sustainable Principle

A range of housing choices is supported, taking into account affordability for existing residents, particularly for young families and seniors. Only ground-oriented housing is appropriate near the Lakes; more dense forms of housing must be located away from the Lakes.

The cost of housing in the South Shuswap has been increasing over the last decade. This trend is expected to continue as many of the “baby boom” generation reach retirement age and choose to relocate to the area.

For the next five years the anticipated housing needs, as informed by population projections and previous development activity, can be met through the infilling of vacant lots and parcels of land having subdivision potential. These areas are primarily, but not exclusively, located in and around the Village Centre and Secondary Settlement Areas.

Within these areas the majority of housing is single family, but there is potential for multi-family development within the Village Centre and Secondary Settlement Areas. It is anticipated that for the next five years the most common residential density required will be between 1 unit/0.2 ha and 1 unit /1 ha.

Section 9. Planning Efficient Infrastructure

Sustainable Principle

A region-wide approach to correcting inferior water and sewage treatment systems and development of a comprehensive, affordable liquid waste management plan that takes into account the latest technologies, is supported in order to fully protect groundwater, lakes and streams.

A well-planned community has adequate services to meet the needs of its citizens, with development taking place in a way that allows infrastructure and utilities to be provided efficiently.

Generally, the principles and policies of this Plan encourage development within identified Village Centre and Secondary Settlement Areas. This form of development will result in a smaller ecological footprint than a more dispersed settlement pattern. Compact development makes it more affordable to provide infrastructure — pipes, wires, and roads are shorter, and therefore, less costly to install and easier to maintain.

12.1 Hazardous Lands Development Permit Areas (*Steep Slope*)

12.1.1 *Purpose*

The Hazardous Lands Development Permit Area is designated under the Local Government Act for the purpose of protecting development from steep slope hazardous conditions.

12.1.2 *Justification*

Whereas steep slopes pose a potential landslide risk, a Hazardous Lands Development Permit Area is justified so that DP guidelines and recommendations from qualified engineering professionals are utilised prior to development in steep slope areas in order to provide a high level of protection from ground instability and/or slope failure.

12.1.3 *Area*

All properties, any portion of which, contain slopes 30% or greater are designated as Hazardous Lands Development Permit Area (Steep Slope). These are referred to as 'steep slope' areas below. The CSRD requires a slope assessment of slope conditions as a condition of development permit issuance. Provincial 1:20,000 TRIM mapping, using 20m (66ft) contour information, may provide preliminary slope assessment; however, a more detailed site assessment may be required.

12.1.4 *Exemptions*

A Hazardous Lands Development Permit is not required for the following:

- .1 A single storey accessory building with a gross floor area less than 10 m² (107.4 ft²) which are placed on slopes of less than 30%;
- .2 Non-structural **external** repairs or alterations exempted by the BC Building Code; or
- .3 Non-structural **internal** repairs or alterations exempted by the BC Building Code which do not create sleeping accommodations or bedrooms.

12.1.5 *Guidelines*

- .1 Whenever possible placement of buildings and structures should be considered first in non-steeply sloped areas, i.e. less than 30% slope;
- .2 In order to protect against the loss of life and to minimize property damage associated with ground instability and/or slope failure, development in steep slope areas is discouraged;
- .3 Occupant and public safety shall be the prime consideration of the qualified geotechnical professional and the CSRD prior to approval of development in steeply sloped areas; and,
- .4 Geotechnical reports from qualified geotechnical professionals must address best engineering practices in the field of geotechnical engineering and provide detailed recommendations. At the discretion of CSRD staff an independent third party review of the submitted report(s) may be undertaken.

Where steep slope areas are required for development, development permits addressing Steep Slopes shall be in accordance with the following:

For subdivision, either 12.1.5.5 or 12.1.5.6 applies:

- .5 Submission of a geotechnical report by an Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) registered professional with experience in geotechnical engineering.
 - a. The geotechnical report, which the Regional District will use to determine the conditions and requirements of the development permit, must certify that the land may be used safely for the use intended.
 - b. The geotechnical report must explicitly confirm all work was undertaken in accordance with the APEGBC Legislated Landslide Assessment Guidelines.
 - c. The report should include the following types of analysis and information:
 - i. site map showing area of investigation, including existing and proposed: buildings, structures, septic tank & field locations, drinking water sources and natural features, including watercourses;
 - ii. strength and structure of rock material, bedding sequences, slope gradient, landform shape, soil depth, soil strength and clay mineralogy;
 - iii. surface & subsurface water flows & drainage;
 - iv. vegetation: plant rooting, clear-cutting, vegetation conversion, etc.
 - v. recommended setbacks from the toe and top of the slope;
 - vi. recommended mitigation measures; and
 - vii. recommended 'no-build' areas.
 - d. Development in steep slopes should avoid:
 - i. cutting into a slope without providing adequate mechanical support;
 - ii. adding water to a slope that would cause decreased stability;
 - iii. adding weight to the top of a slope, including fill or waste;
 - iv. removing vegetation from a slope;
 - v. creating steeper slopes; and
 - vi. siting Type 1, 2 and 3 septic systems and fields within steep slopes.

- e. A Covenant may be registered on title identifying the hazard and remedial requirements as specified in the geotechnical or engineering reports for the benefit and safe use of future owners.
- .6 Registration of a Covenant on title identifying hazards and restrictions regarding construction, habitation or other structures or uses on slopes of 30% and greater.

For construction of, addition to or alteration of a building or other structure:

Compliance with and submission of the relevant geotechnical sections of Schedule B-1, B-2 and C-B of the BC Building Code by an Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) registered professional with experience in geotechnical engineering. A Covenant may be registered on title identifying hazards and restrictions regarding construction, habitation or other structures or uses on slopes of 30% or greater.

Office Locations:

DATE: JULY 19, 2024
TO: COLUMBIA–SHUSWAP REGIONAL DISTRICT – STAFF, CHAIR, AND DIRECTORS
FROM: ONSITE ENGINEERING LTD.

RE: DEVELOPMENT RATIONALE LETTER – REV 1 - 3311 COLTON RD DEVELOPMENT – OCP AMENDMENT

1 Introduction

This letter supports a second, revised request for an OCP Amendment at 3311 Colton Rd, Tappen, BC (PID: 014-066-726). This has been prepared for the Columbia-Shuswap Regional District staff, Board, and public. The purpose of this letter is to briefly outline the rationale for a future subdivision development at the Subject Property and give support for the OCP Amendment request to change the property allowable lot size from 8 hectare lots to 1 hectare lots. The proposed minimum lot size of 1 hectare matches or exceeds the lot sizes of many surrounding parcels as shown within the *Surrounding Parcel Size Analysis* figure in Appendix A. A Conceptual Lot Layout is shown in Appendix B.

2 Background

The subject property is located in Tappen, BC at the end of Colton Rd. It is approximately 12.64 hectares with two (2) existing older houses (~1950s origin), a dog kennel, and three (3) wooden sheds. The majority of the site has been logged as of August 2023. The western sixteen (16) percent of the property (2.01 hectares) is within the ALR. The property has a land use designation in the OCP Bylaw 725 as MH – Medium Holdings which allows for minimum 8-hectare sized lots. The property does not fall within a Zoning Bylaw area. As such, the property requires an OCP Amendment to allow for one hectare lots. A Servicing Feasibility Brief was previously produced by Onsite Engineering Ltd. (OEL) dated October 11th, 2023, for an 86-lot strata development. Based on this previous brief, no servicing issues are anticipated.

A previous OCP Amendment Application was submitted to the CSRD for an 86-lot strata development. This amendment did not receive first reading, but there was Director input during the March 2024 Regular Board Meeting that a development with half the number of lots would be seen favorably. This second application is for a potential development with less than one tenth the number of lots of the previous application.

3 Body

The main premise for this development is to allow for rural lots on this large parcel that is sited within a desirable location close to Salmon Arm. Decreasing the minimum lot size will help fulfil a significant gap in the local and country-wide housing market. Below are the key items supporting the development:

1. Increase Densification While Matching Neighbourhood Lot Sizes:

- The Canadian federal government has identified in an August 2023 retreat that “densification is the key to fixing the current housing crisis.”. This development aims to provide 10 total lots, with potential for more units at full build out, to replace the existing 2 old, existing units.

2. Job Creation:

- The future construction and ongoing management of the development will generate numerous job opportunities, benefiting the local economy and providing employment opportunities for residents of the area.

3. Consistency with Surrounding Area

- As shown within the *Surrounding Parcel Size Analysis* figure in Appendix A the proposed density is consistent with existing lots in the surround area.
 - Within 800 metres of the site there are 24 lots of 1 hectare size or smaller. The smallest lot being 0.4 hectares.
 - Approximately 190 metres of the subject property boundary is shared with a 1-hectare lot.

4. No Draw on Existing Resources:

- No draw on any existing water, sanitary, or stormwater infrastructure. With a minimum lot size of 1-hectare, private on-site water and wastewater systems shall be utilized ensuring minimal impact on nearby properties.
- The site sub-surface soils are coarse grained and appear very suitable for wastewater dispersal.
- Nearby water well records indicate adequate groundwater resources. At subdivision, further hydrogeological investigation will be completed to show no negative impact on neighbouring water wells.

5. Tax Revenue:

- The additional tax revenue from each lot will help improve operational budgets.

6. Meets Electoral Area C OCP Policies:

- No water courses, wetlands, lakes, or riparian areas will be affected by this development which meets Section 2 & 6 of the OCP.

7. Suitable Property & Location:

- The topography is mainly gentle and offers outstanding natural views from the building envelopes. There are steep slopes within the property that will receive landslide hazard assessments as required by CSRD Bylaw prior to subdivision. A preliminary investigation of the steep slope areas show that a “no-build” area is likely required, but should have a negligible impact on the overall developable area.
- The site is located in close proximity to Salmon Arm offering a short commute for future homeowners versus other rural areas with long travel times.
- The ALC has provided conditional confirmation that access is suitable through the ALR portion of the property. No ALR land will be reduced or detrimentally impacted by the development. All work within ALR land will be coordinated with the ALC and follow their requirements. Alternatively, an existing ten metre road right-of-way exists at the northeast corner of the lot. This right-of-way could potentially be upgraded to allow lot access.
- The area within the proposed lots does not serve any functional purpose at this moment. It is comprised of bare vegetation with stumps.
- The upcoming Highway 1 – Ford Road to Tappen Valley Road Project will close off the existing frontage road access from the highway and James Frontage Rd will be upgraded and tie into Ford Rd at the north and Sunnybrae-Canoe Point Rd at the south. This greatly improves site access flow and safety.
- The BC Government Archaeology Branch has indicated that the site is not in a known archaeological site and that modelling does not indicate the likelihood of previously unidentified archaeological sites to be found on the subject property.

Along with the above items, the CSRD’s Housing Needs Report for Electoral Areas C & E, published in August 2020, identifies several issues which this development will help meet. The Report identifies the following main issues with the area’s housing market: the aging population lacks housing options; there is a declining number of people per household requires smaller houses; and affordability is out of reach for local incomes. Increasing housing supply will have a positive impact on these issues.

4 Conclusion

Given the rationale provided in this letter, we believe the OCP Amendment change from a minimum lot size of 8 hectares to 1 hectare is appropriate. This development will be fulfilling a critical need for the local population. It appears that the state of housing in Canada has only worsened since the CSRD's Housing Needs report was published in 2020. This development would provide more housing to Canadians in a time of dire need.

In conclusion, we believe this potential development is not just another construction project. We believe that this development has the potential to make a significant positive impact on the local housing market and we kindly request you to consider amending the OCP to allow this development to come to fruition.

Thank you for your time and attention to this matter.

Sincerely,

Onsite Engineering Ltd. (EGBC PERMIT TO PRACTICE #: 1002678)

Prepared by:

Evan Moerike, P.Eng.



Reviewed by:

Joel McAllister, P.Eng.

THIRD PARTY DISCLAIMER AND COPYRIGHT

This Letter (the "Letter") has been prepared by Onsite Engineering Ltd. ("Onsite") for the benefit of the 1420767 B.C. LTD. ("Client"). The information, data, recommendations, and conclusions contained in the Letter:

- are subject to the scope, schedule, and other constraints and limitations and qualifications contained in the Letter (the "Limitations")
- represent Onsite's professional judgement in light of the Limitations and industry standards for the preparation of similar Letters
- may be based on information provided to Onsite which has not been independently verified
- have not been updated since the date of issuance of the Letter and their accuracy is limited to the time period and circumstances in which they were collected, processed, made or issued
- must be read as a whole and sections thereof should not be read out of such context
- were prepared for the specific purposes described in the Letter
- in the case of subsurface, environmental or geotechnical conditions, may be based on limited testing and on the assumption that such conditions are uniform and not variable either geographically or over time

Unless expressly stated to the contrary in the Letter, Onsite:

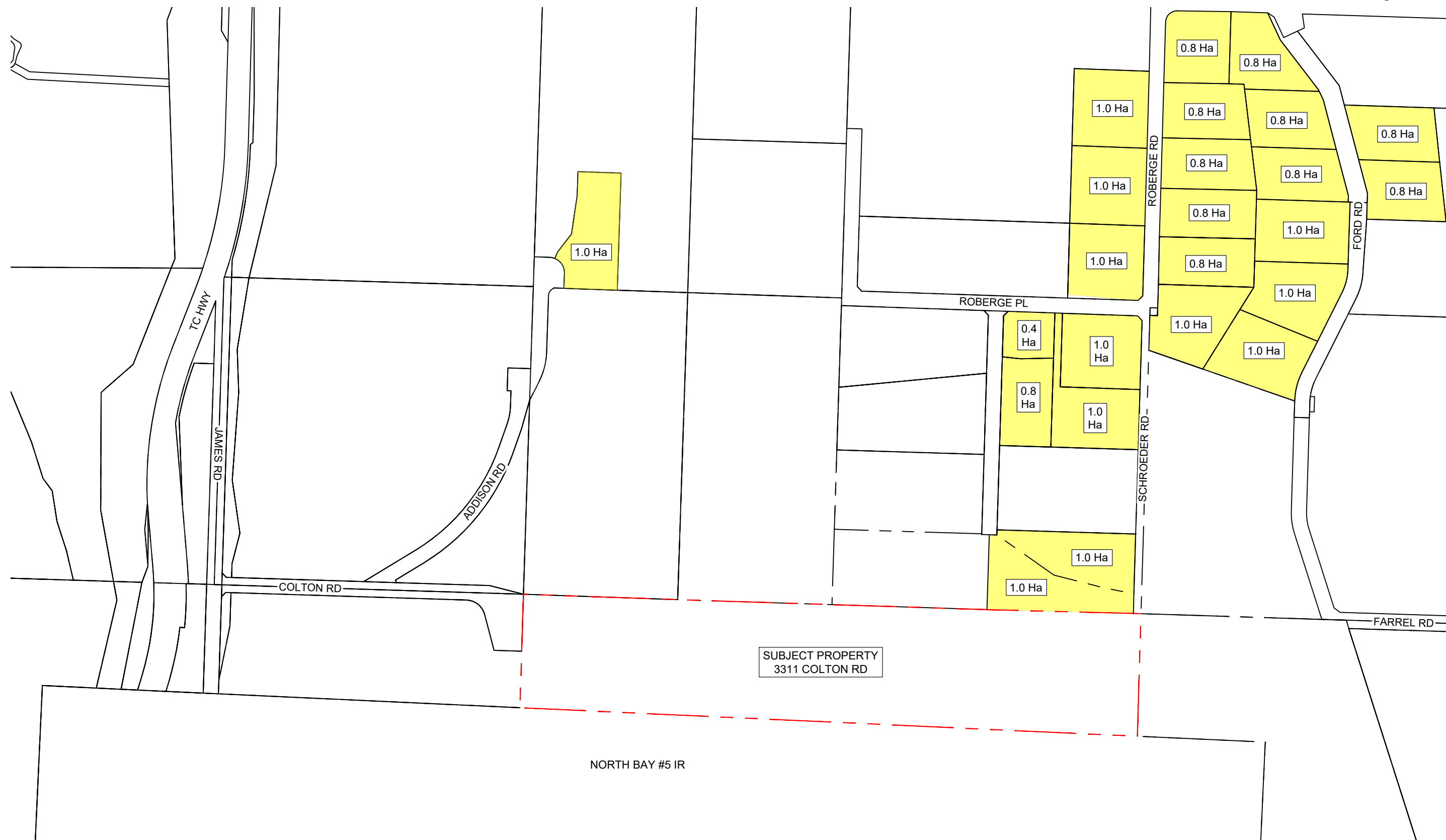
- shall not be responsible for any events or circumstances that may have occurred since the date on which the Letter was prepared or for any inaccuracies contained in information that was provided to Onsite
- agrees that the Letter represents its professional judgement as described above for the specific purpose described in the Letter, but Onsite makes no other representations with respect to the Letter or any part thereof
- in the case of subsurface, environmental or geotechnical conditions, is not responsible for variability in such conditions geographically or over time

The Letter is to be treated as confidential and may not be used or relied upon by third parties, except:

- as agreed by Onsite and the Client
- as required by law
- for use by governmental reviewing agencies

Any use of this Letter is subject to these Qualifications. Any damages arising from improper use of the Letter or parts thereof shall be borne by the party making such use.

Appendix A - Surrounding Parcel Size Analysis Figure



— LOTS 1.0 Ha (10,000m²) OR SMALLER

	INTERIOR OPERATIONS 1111 LAKERSHORE DRIVE SW SALMON ARM, BC, V1E 1E4 PH.: 250-833-5643 FAX: 866-235-6943		0 100 300m 1:5,000
	RESIDENTIAL DEVELOPMENT	DATE : JUNE 26 2024	Project No. 2455-1
SURROUNDING PARCEL SIZE ANALYSIS 3311 COLTON RD, TAPPEN, BC		SCALE 1:5000	Drawing No.
		DRAWN BY: EM	FIGURE
		CHECKED: JM	

Appendix B – Conceptual Lot Layout

1420767 B.C. LTD 3311 COLTON RD, TAPPEN, BC RESIDENTIAL DEVELOPMENT CONCEPTUAL LOT LAYOUT

THE FR NW 1/4 OF SEC 15 SHWN ON A PL OF THE SE 1/4 OF SAID TP DATED AT OTTAWA ON THE 23RD OF AUGUST 1917 & ON THE PL OF THE NORTH E 1/4 OF SAID TP DATED AT OTTAWA THE 9TH OF MARCH 1917, TP 21, R 10, W6M, KDYD (PID: 014-066-726)

OEL PROJECT No. 2455-1

DRAWING INDEX	
DWG NO	DWG NAME
GENERAL	
G-000	COVER SHEET, DRAWING INDEX, KEY PLAN, AND LOCATION PLAN
CIVIL	
C-101	CONCEPTUAL LOT LAYOUT

PREPARED FOR:

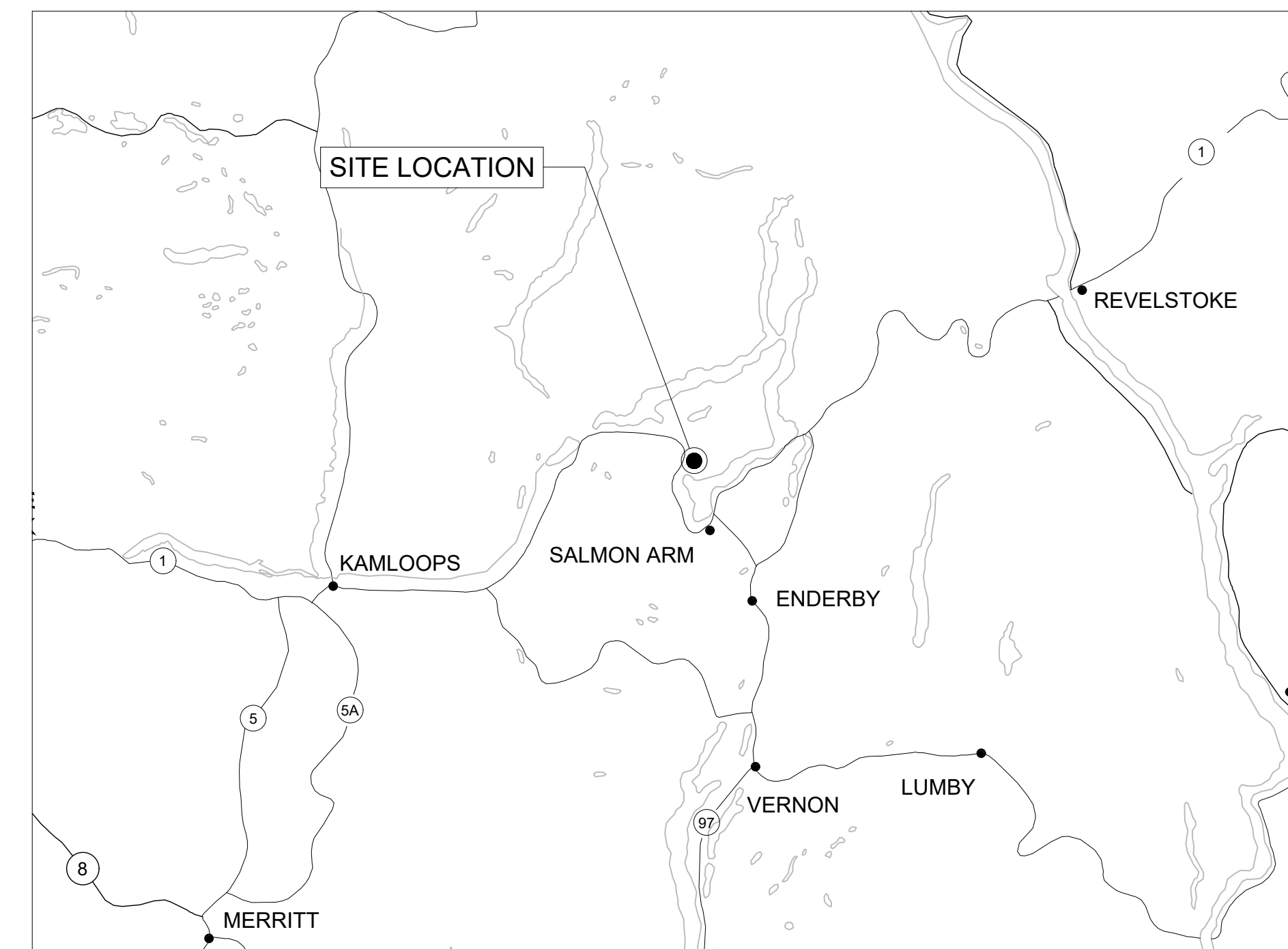
1420767 B.C. LTD

DESIGNED BY:

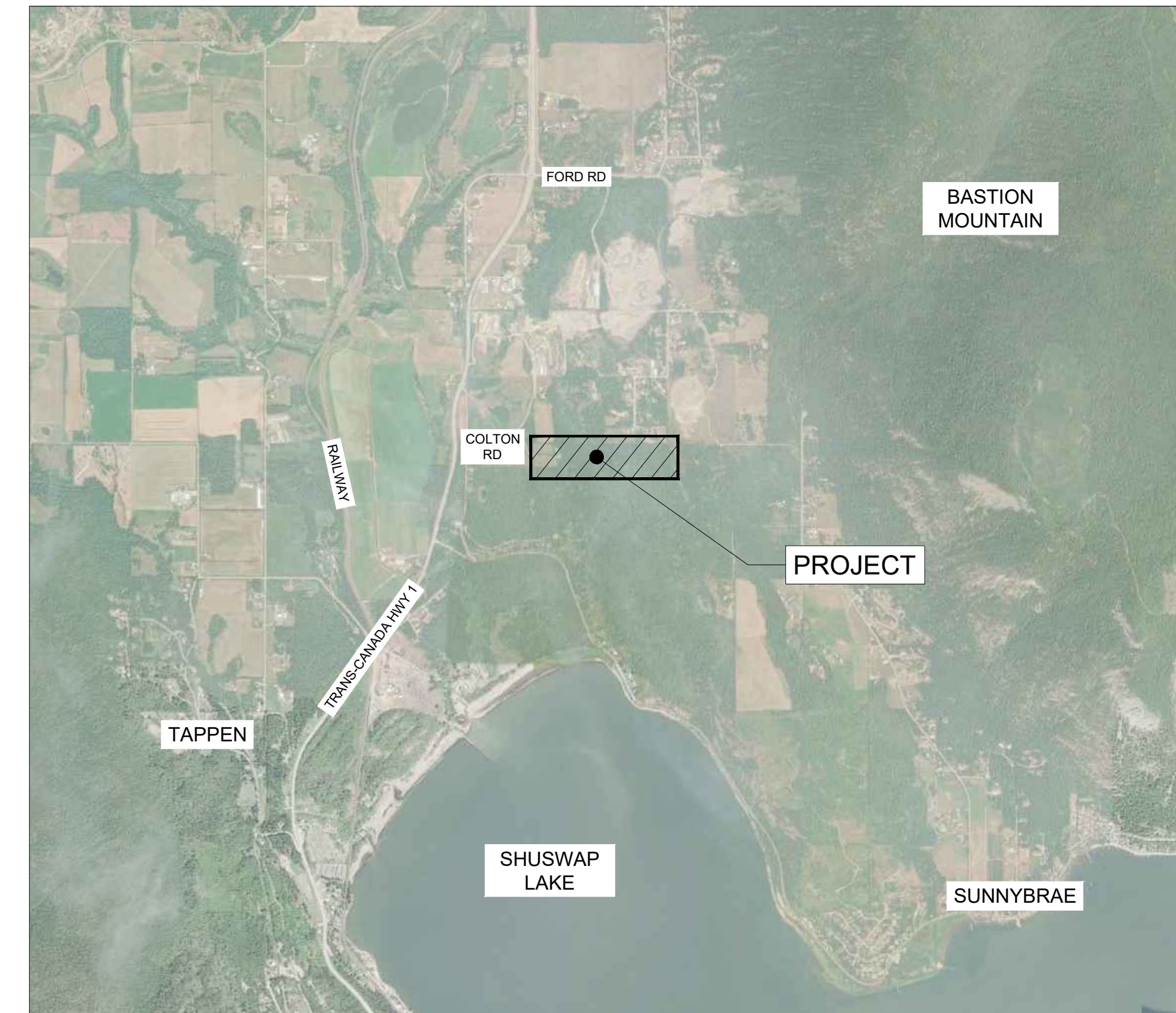
ONSITE
Engineering Ltd.

PERMIT TO PRACTICE
ONSITE ENGINEERING LTD.
PERMIT NUMBER: 1002678
ENGINEERS AND GEOSCIENTISTS BC

INTERIOR OPERATIONS
1111 LAKERSHORE DRIVE SW
SALMON ARM, BC, V1E 1E4
PH.: 250-833-5643
FAX: 866-235-6943

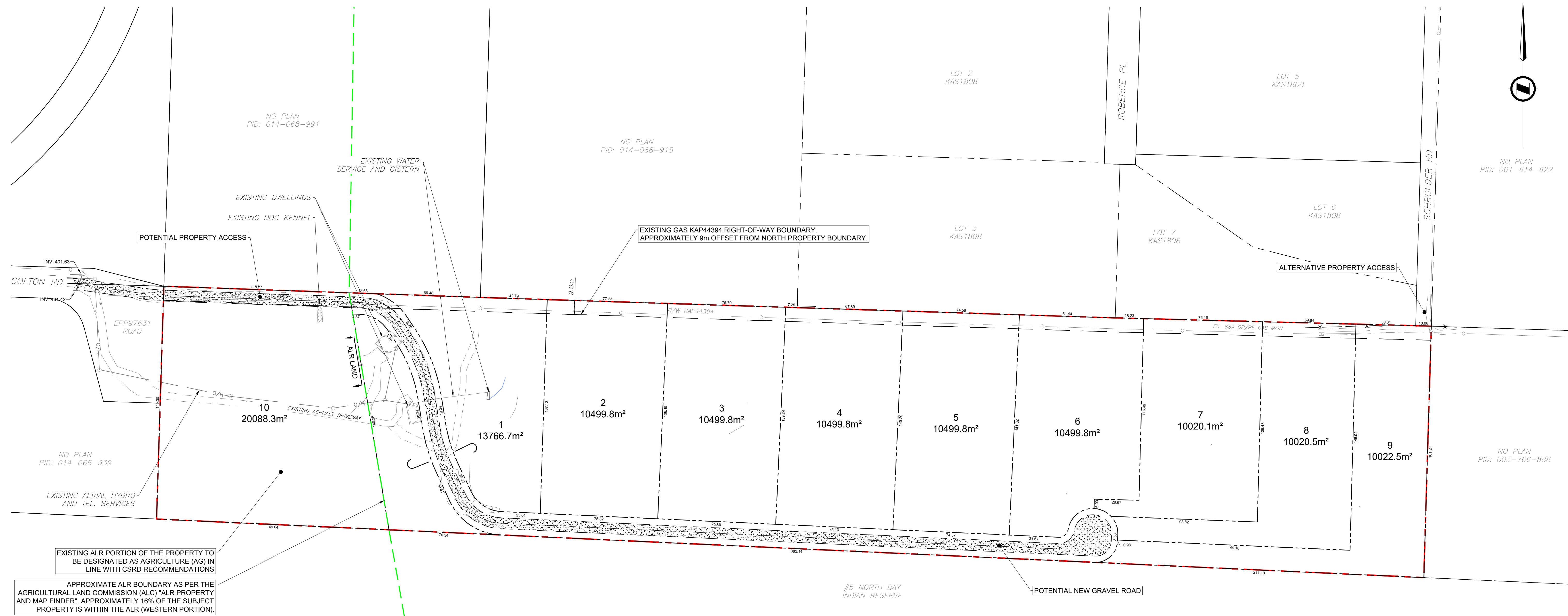


KEY PLAN
NTS



LOCATION PLAN
NTS

NOT FOR CONSTRUCTION



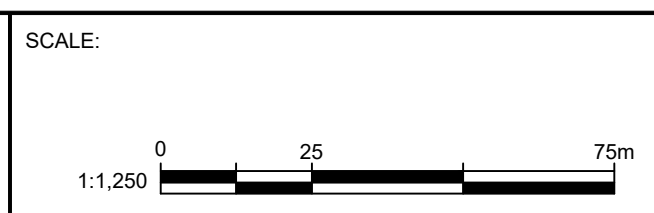
PLAN
SCALE 1:1250

- NOTES:**
- 1) CURRENT OCP LAND USE DESIGNATION: MEDIUM HOLDINGS (MH)
 - 2) EXISTING DENSITY = 1 UNIT PER 20 ACRES.
 - 3) PROPOSED DENSITY = 1 UNIT PER 2.5 ACRES.
 - 4) CURRENT ZONING: NO ZONING.
 - 5) SUBJECT PROPERTY PID: 014-066-726
 - 6) SUBJECT PROPERTY BASED ON LEGAL BOUNDARY LINWORK FROM B.D. SANSOM LAND SURVEYING INC. PLAN EPP130030. LEGAL FIELD SURVEY COMPLETED JUNE 5, 2023.
 - 7) LOT LAYOUT IS MEANT FOR ILLUSTRATIVE PURPOSES TO SHOW THAT FURTHER DEVELOPMENT IS FEASIBLE TO SUPPORT AN OCP AMENDMENT APPLICATION.

U:\Projects\2455\114\Drawings\Site 111 AutoCAD\2 - Production Drawings\Current\2455-1_DesignProd - 1 Ha Layout Application.dwg
DATE: 27/06/2024 10:42 AM BY: Ewan Meenke

REV NO	REVISIONS	DATE	DRAWN	APPRD
A	CONCEPTUAL LOT LAYOUT FOR OCP APPLICATION	JUN 26 2024	EM	JM

PERMIT TO PRACTICE
ONSITE ENGINEERING LTD.
PERMIT NUMBER: 1002678
ENGINEERS AND GEOSCIENTISTS BC

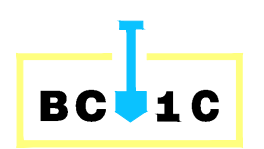


DESIGNED: EM
DRAWN: EM
CHECKED: JM
SURVEYED: OEL
DATE: JULY 2023

ONSITE
Engineering Ltd.
INTERIOR OPERATIONS
1111 LAKESHORE DRIVE SW
SALMON ARM, BC, V1E 1E4
PH: 250-833-5643
FAX: 866-235-6943

1420767 B.C. LTD
RESIDENTIAL DEVELOPMENT
3311 COLTON RD, TAPPEN, BC
CONCEPTUAL LOT LAYOUT

TICKET No. 20232619829
CLIENT PROJECT NO. ---
OEL PROJECT NO. 2455-1
DRAWING NO. C-101
SHEET: 2 OF 2 REV A



Office Locations:

TECHNICAL MEMORANDUM #1 – REVISION 1

DATE: FEBRUARY 26TH, 2024

TO: COLUMBIA–SHUSWAP REGIONAL DISTRICT – STAFF, CHAIR, AND DIRECTORS

FROM: ONSITE ENGINEERING LTD.

RE: SERVICING FEASIBILITY BRIEF - 3311 COLTON RD DEVELOPMENT – OCP AMENDMENT

1 Introduction

This memorandum has been prepared for the Columbia-Shuswap Region District staff, board, and public to briefly outline the servicing feasibility for the proposed bare land strata development at 3311 Colton Rd, Tappen, BC (PID: 014-066-726).

The purpose of this memorandum is to demonstrate that the property is suitable for development with an on-site water system, on-site sewage system, on-site stormwater management system, existing site access, and road geometry.

2 Background

The subject property is located in Tappen, BC at the end of Colton Rd. It is approximately 31.23 acres with two (2) existing older houses (~1950s origin), a dog kennel, and three (3) wooden sheds. The majority of the site has been logged as of August 2023. The western sixteen (16) percent of the property is within the ALR and no dwellings or servicing infrastructure, other than access to the eastern portion, is proposed within the ALR land. The subsurface soils appear to mainly consist of coarse-grained soils as seen in adjacent well logs and nearby gravel pits. The property is currently designated in the OCP Bylaw 725 as MH – Medium Holdings which allows for a density of 1 unit per 20 acres. The property does not fall within a Zoning Bylaw area. As such, the property requires an OCP Amendment to allow for the density proposed in the attached Preliminary Lot Layout.

3 Preliminary Servicing & Infrastructure Review

3.1 Access

The existing dwellings are accessed at the end of Colton Rd. Colton Rd is accessed from James Rd which ties into Sunnybrae-Canoe Point Rd & the Trans-Canada Hwy. The total distance from the current highway access to the property is approximately 800 metres with an average slope of 3.7%. The total distance from the current Sunnybrae-Canoe Point Rd access to the property is approximately 1200 metres with an average slope of 5.7%. As part of MoTI's Highway 1 – Ford Road to Tappen Valley Road Project, the existing access from the highway will be closed and James Frontage Rd will be upgraded and tie into Ford Rd at the north and Sunnybrae-Canoe Point Rd at the south. This greatly improves site access flow and safety. The site has 75 metres of frontage along Colton Rd at the Western property boundary and 10 metres of frontage at the northeastern corner (no name right-of way). This total frontage of 85 metres represents 4.4% of the total lot perimeter. Within the property, the site is general flat and achieving an access and internal road system below the CSRD Bylaw 641 max grade of 12.5% and MoTI max grade of 12% shall be attainable. We are proposing to have an emergency gravel access road at the northeastern corner of the property which meets MoTI requirements. This would give access to Roberge Place through an existing 10 m wide road right-of-way in the event of an emergency.

3.2 Water

The existing dwellings are currently supplied water from an onsite cistern. There are no Water Rights Licenses within the property on the BC Water Rights Database. On nearby properties, water wells 97217, 120264, and 61391 have estimated yields of 16 (1.01), 30 (1.89), and 15 (0.95) USgpm (L/s). BC Groundwater Consulting Services Ltd. ("BCGW") conducted an initial reconnaissance of the site for the purpose of identifying potential drilling locations for an on-site public supply well servicing the proposed subdivision. BCGW has direct experience in the area with water wells. During the walkover, BCGW identified several potential drilling locations and have future plans to conduct a groundwater assessment in accordance with the stages identified in the CSRD Subdivision and Servicing Bylaws.

The plan will go as follows: BCGW will first conduct a geologic overview comprised of desktop study and ground truthing to establish likely geology and hydrogeology. The sustainability of the supply relative to the anticipated average day demand and maximum day demand will be ascertained from the geologic

report. BCGW will prepare a well construction and drilling execution plan to conduct exploratory well drilling and production well drilling. The geology of the area is complex and variable owing to the style of geologic deposition. Care will be taken to select water bearing strata that is suitable for sustainable groundwater use and exhibits a high probability of delivering water quality that approaches or meets the Guidelines for Canadian Drinking Water Quality.

After a suitable production well is constructed, a treatment and distribution system will be designed. The system will ultimately be operated by a contracted certified water operator. An on-site water sourcing, treatment, and storage system that meets all Interior Health requirements for Small Water Systems is proposed for the development. An appropriately sized reservoir will likely be situated at the eastern, high elevation spot of the property. There is approximately a 60m drop in elevation from the top of the site to the lowest lying dwelling. Pressure reducing valve chambers and/or booster pumps will be constructed as required to meet minimum 2018 BC Plumbing Code specifications for potable water systems. Quality testing will be done to determine the necessary treatment to meet the Drinking Water Protection Act (DWPA) and the Drinking Water Protection Regulation (DWPR) requirements. We see no issues at this time with the site characteristics for designing a water distribution system to service full build out of the development.

3.3 Wastewater

The existing dwelling currently utilizes an on-site sewerage system. The proposed development will have a single private community sewerage system servicing the proposed lots. The system will likely consist of a gravity collection system that will drain to a treatment system at the west side of the lot, outside of the ALR land. The treatment system will then gravity feed into a disposal field directly adjacent to the wastewater treatment facility. This treatment system will be a private system within the existing property boundaries. Due to the size of the development, at full build-out, likely the sewerage system design will fall under the requirements outlined within the Municipal Wastewater Regulation. A sewerage professional will be retained for the detailed design of the sewerage system to ensure all necessary requirements are met.

3.4 Stormwater Management

The site slopes from east to west at an average grade of 13% up to an approximate max grade of 30%. No overland flows have been seen leaving the property during the pre-development situation and no distinct flow paths have been observed. There are no water bodies on site as per field investigation and BC Water Resources Atlas and DataBC information. A detailed stormwater system will be produced to the standards set out in MoTI and CSRD Bylaws and Guidelines. The system shall attenuate frequently occurring stormwater flows (10-year return period) and provide flow paths to safely handle larger stormwater events (100-year return period). It is assumed at this stage that the existing subsurface soils will be suitable for infiltration and a series of dry wells, infiltration trenches, and/or bioswales will likely be utilized. The existing driveway access will serve as a potential major flood route. This directs the water into MoTI's major storm system. There is currently a culvert at the low point of Colton Rd

which allows for cross drainage and conveyance into MoTI ditches and grassed boulevard areas. It is anticipated that the majority of flows will infiltrate before leaving the property. The effects of climate change up to year 2100 will be incorporated into the stormwater management calculations. The future climate change scenario will conservatively assume a the most severe scenario.

3.5 Lot Layout

In the attached Preliminary Lot Layout, there are a proposed 86 lots with a minimum area of 700 m². This represents a proposed density of 2.8 units per acre. Since the property is located in an area with no zoning bylaw, Section 6 of the Subdivision Regulations (B.C. Regulation 262/70) was utilized for governing parcel sizes. This regulation specifies a minimum parcel size of 5000 square feet (465m²). In lieu of a zoning bylaw, the same regulations specify the minimum frontage as 10% of the perimeter of the lot. The lot layout satisfies this requirement with an average frontage property line of 16m. For cul-de-sac lots a typical 10 m setback to frontage was used. These lots are larger than the BC regulation minimum sized lot (465m²). Refer to OEL's Development Rationale Memorandum dated October 11th, 2023, for further insight into the reasoning behind the proposed development plan.

4 Conclusion

The engineering items outlined in this report will be expanded upon following the OCP Amendment and Subdivision Application to meet all Bylaw requirements outlined by the Authority Having Jurisdiction. This brief shall only be used as a statement that there are no major constraints seen at this time, from an engineering perspective, for the development proposed in the Preliminary Lot Layout dated October 11th, 2023.

We trust this memorandum meets your requirements at this time.

Sincerely,

Onsite Engineering Ltd. (EGBC PERMIT TO PRACTICE #: 1002678)

Prepared by:

Evan Moerike, EIT

Reviewed by:

Jan van Lindert, P. Eng.



THIRD PARTY DISCLAIMER AND COPYRIGHT

This Memorandum (the “Memorandum”) has been prepared by Onsite Engineering Ltd. (“Onsite”) for the benefit of the 1420767 B.C. LTD. (“Client”). The information, data, recommendations, and conclusions contained in the Memorandum:

- are subject to the scope, schedule, and other constraints and limitations and qualifications contained in the Memorandum (the “Limitations”)
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- may be based on information provided to Onsite which has not been independently verified
- have not been updated since the date of issuance of the Memorandum and their accuracy is limited to the time period and circumstances in which they were collected, processed, made, or issued
- must be read as a whole and sections thereof should not be read out of such context
- were prepared for the specific purposes described in the Memorandum
- in the case of subsurface, environmental, or geotechnical conditions, may be based on limited testing and on the assumption that such conditions are uniform and not variable either geographically or over time

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- shall not be responsible for any events or circumstances that may have occurred since the date on which the Memorandum was prepared or for any inaccuracies contained in information that was provided to Onsite
- agrees that the Memorandum represents its professional judgement as described above for the specific purpose described in the Memorandum, but Onsite makes no other representations with respect to the Memorandum or any part thereof
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- as agreed by Onsite and the Client
- as required by law
- for use by governmental reviewing agencies

Any use of this Memorandum is subject to these Qualifications. Any damages arising from improper use of the Memorandum or parts thereof shall be borne by the party making such use.

Colton Heights Dev.
3042 Glenrosa Rd
W. Kelowna, BC V4T 1C4
Jan 2024

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

Subject: Petition in Support of Application to Amend the Official Community Plan and Subdivide Property

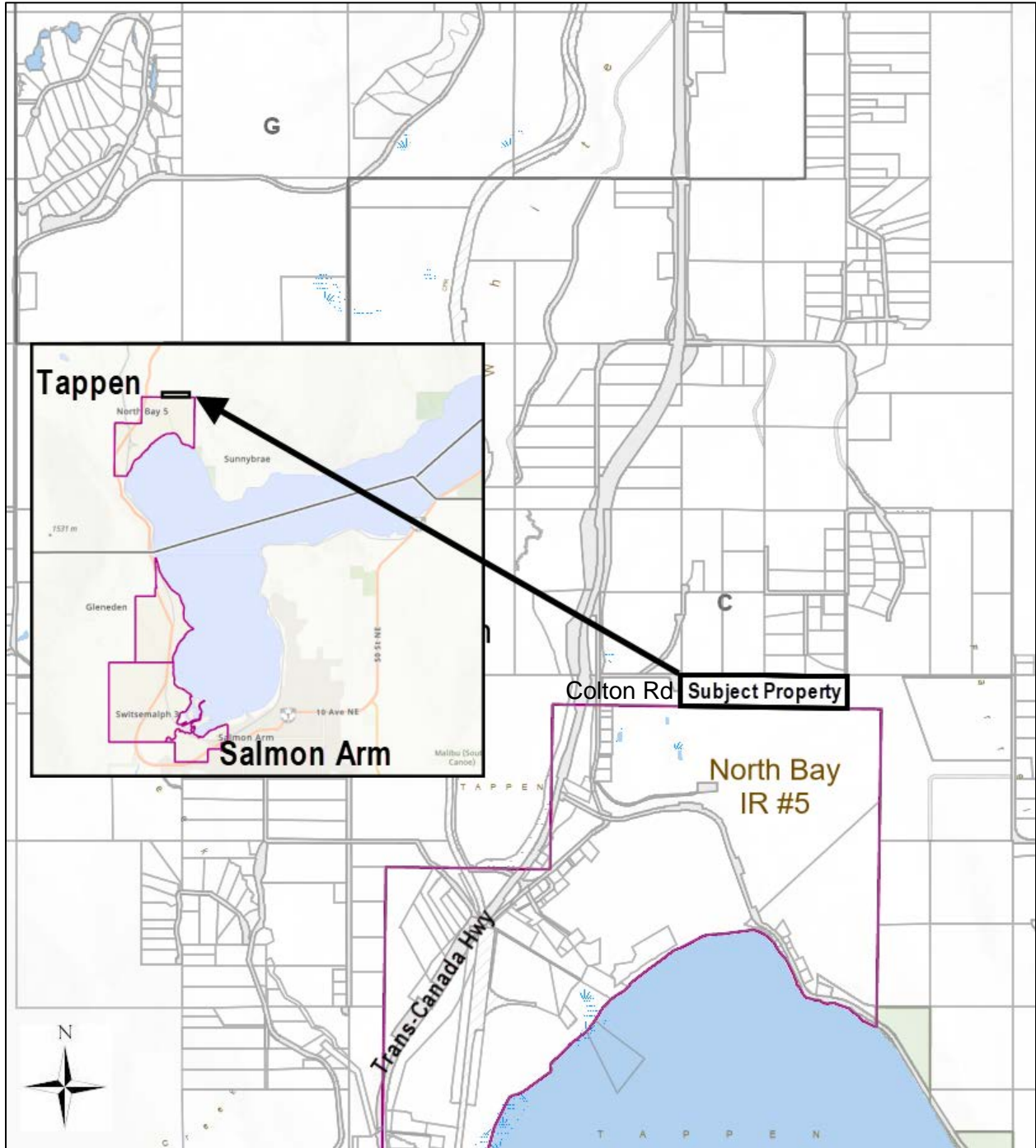
Dear Directors of The Columbia Shuswap Regional District,

We, the undersigned residents, property owners, and concerned citizens of Tappen BC, hereby submit this petition in support of the application from Colton Heights Developments to amend the Official Community Plan (OCP) and seek approval for the subdivision of their property located at 3311 Colton Rd. Tappen BC. We believe this proposed development will bring numerous benefits to our community and request its favourable consideration. *[For subdivision to 2.5 ACRE PARCELS.*

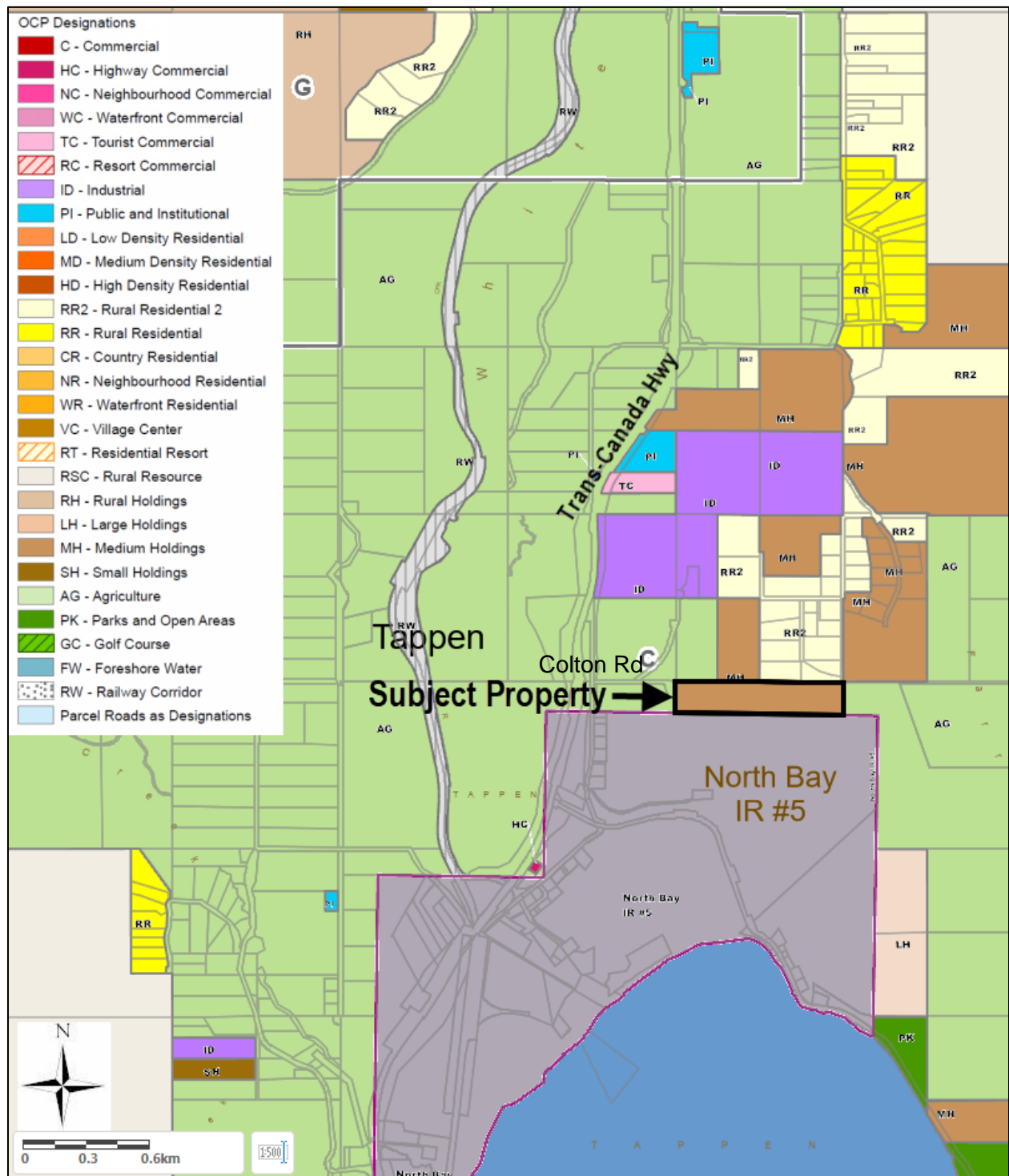
Colton Heights Dev. has presented a well-thought-out plan, which aligns with the vision and goals of our community. We are confident that this development will contribute positively to the growth and prosperity of our region. We outline below the reasons for our support:

1. As there are already many properties located in Electoral area C that consists of 2acre and 2.5 acres parcels. This subdivision will fit in well with the existing community.
2. Housing Diversity: The need for additional housing in our community is evident, and we believe that the proposed subdivision will address this issue by providing smaller acreages that will accommodate suites and carriage homes on each parcel. This fits with the provincial plans that will help address the current housing crises. This inclusivity will help attract and retain a diverse range of residents, ensuring a vibrant and sustainable community.
3. Infrastructure Enhancement: The development plan includes provisions for infrastructure upgrades, including road improvements and separate water wells. In conclusion, the responsibility of infrastructure development solely rests on the developer's shoulders without any support from the Regional District.
4. Environmental Considerations: We appreciate that Colton Heights Dev has taken environmental sustainability into account in their proposal. The plan demonstrates a commitment to preserving steep slope spaces, implementing eco-friendly building practices, and minimizing the environmental impact associated with the development.
5. Community Engagement: With this petition, Colton Heights Dev has actively engaged with members of the community.

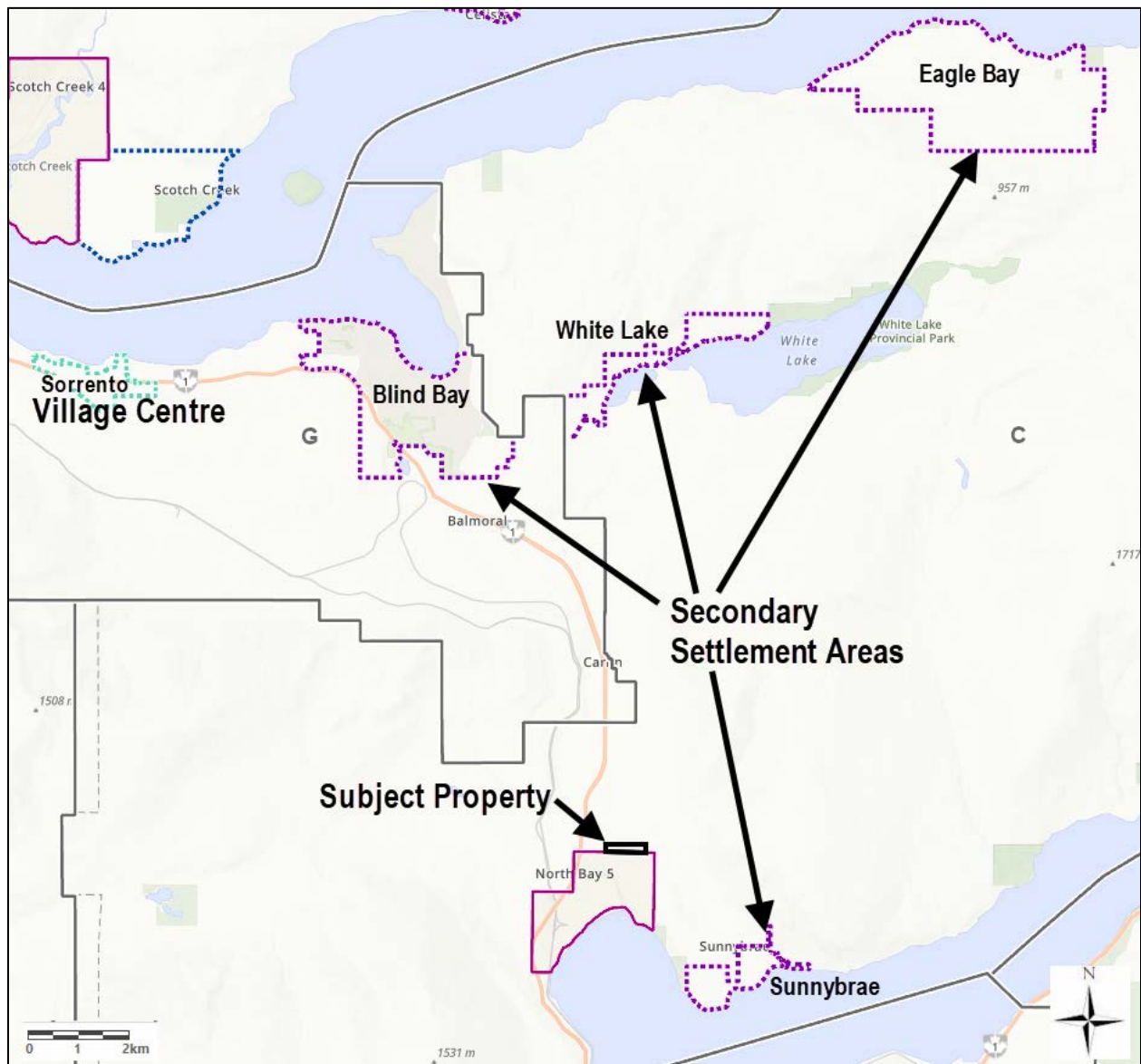
Location: 3311 Colton Road, Tappen



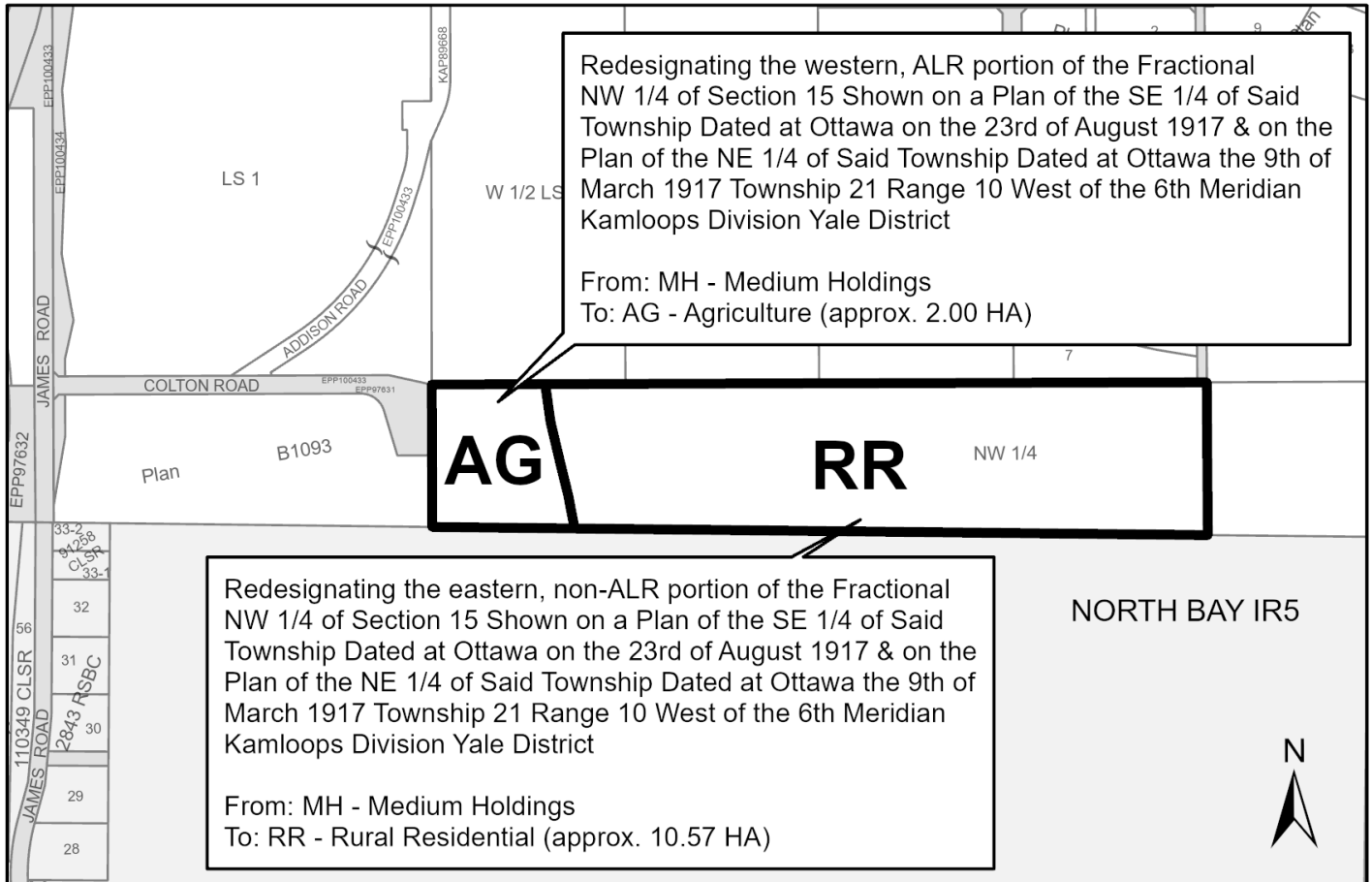
Official Community Plan Bylaw No. 725: MH Medium Holdings



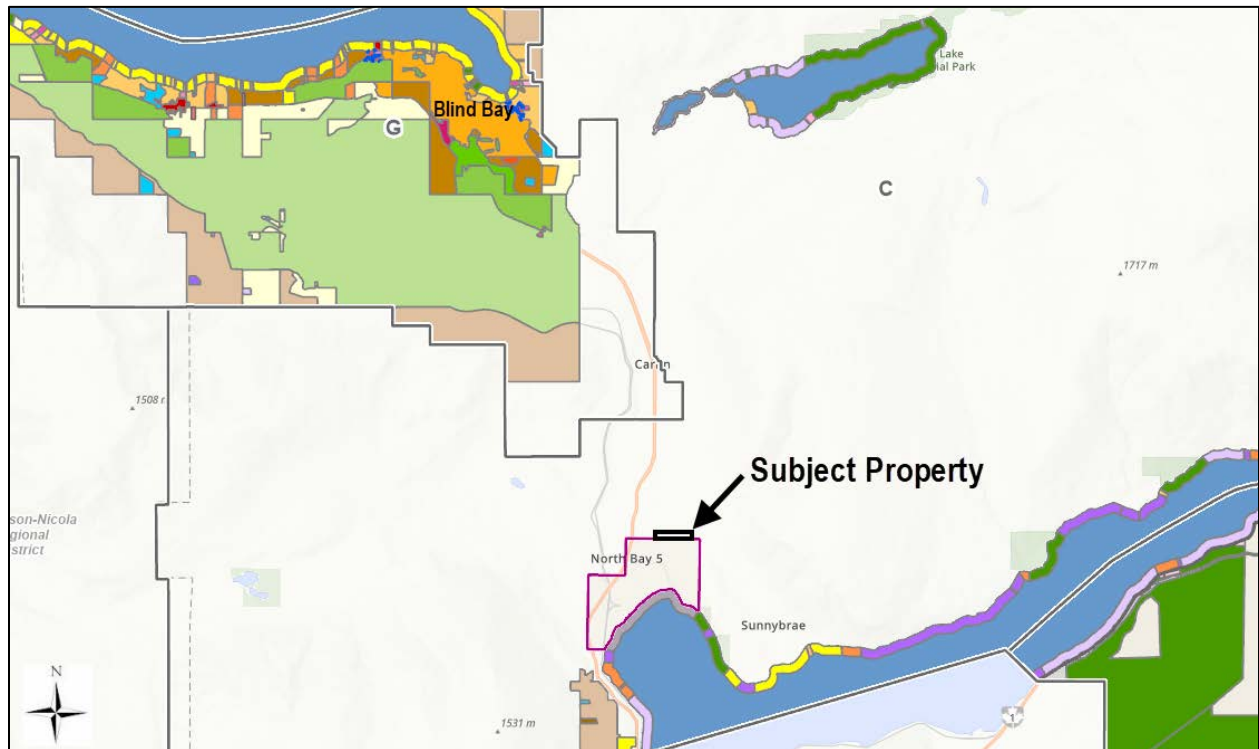
Official Community Plan Bylaw No. 725: Village Centre and Secondary Settlement Areas



Proposed Redesignation

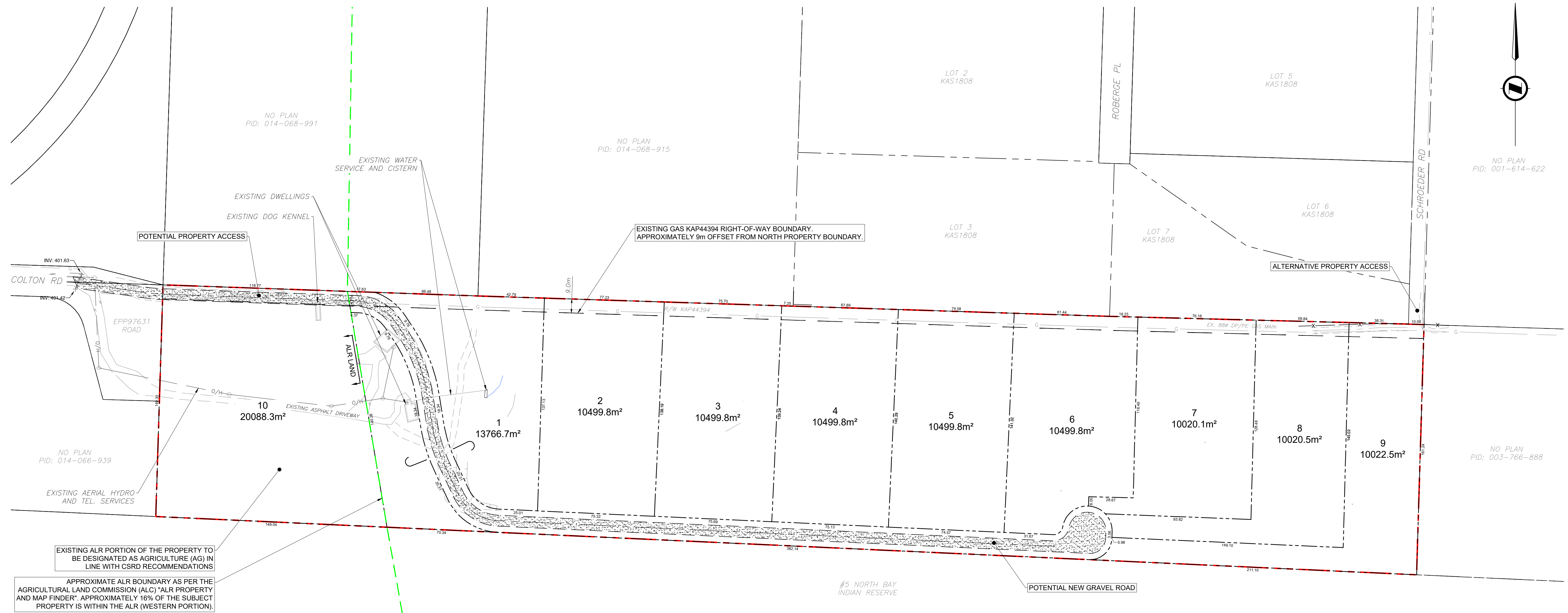


Zoning: The property lies outside of the zoned areas of Electoral Area C



NOT FOR CONSTRUCTION

Conceptual Lot Layout (provided by applicant)



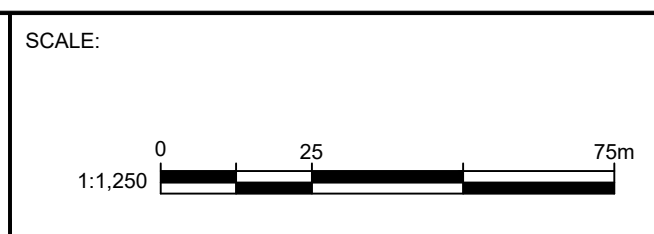
PLAN
SCALE 1:1250

- NOTES:**
- 1) CURRENT OCP LAND USE DESIGNATION: MEDIUM HOLDINGS (MH)
 - 2) EXISTING DENSITY = 1 UNIT PER 20 ACRES.
 - 3) PROPOSED DENSITY = 1 UNIT PER 2.5 ACRES.
 - 4) CURRENT ZONING: NO ZONING.
 - 5) SUBJECT PROPERTY PID: 014-066-726
 - 6) SUBJECT PROPERTY BASED ON LEGAL BOUNDARY LINWORK FROM B.D. SANSOM LAND SURVEYING INC. PLAN EPP130030. LEGAL FIELD SURVEY COMPLETED JUNE 5, 2023.
 - 7) LOT LAYOUT IS MEANT FOR ILLUSTRATIVE PURPOSES TO SHOW THAT FURTHER DEVELOPMENT IS FEASIBLE TO SUPPORT AN OCP AMENDMENT APPLICATION.

U:\Projects\2455\1114\Drawings\Site 111 AutoCAD\2 - Production Drawings\Current\2455-1_DesignProd - 1 Ha Layout Application.dwg DATE: 27/06/2024 10:42 AM BY: Ewan Meenke

REV NO	REVISIONS	DATE	DRAWN	APPRD
A	CONCEPTUAL LOT LAYOUT FOR OCP APPLICATION	JUN 26 2024	EM	JM

PERMIT TO PRACTICE
ONSITE ENGINEERING LTD.
PERMIT NUMBER: 1002678
ENGINEERS AND GEOSCIENTISTS BC



DESIGNED: EM
DRAWN: EM
CHECKED: JM
SURVEYED: OEL
DATE: JULY 2023

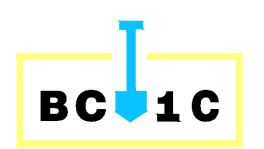
ONSITE
Engineering Ltd.

INTERIOR OPERATIONS
1111 LAKE SHORE DRIVE SW
SALMON ARM, BC, V1E 1E4
PH: 250-833-5643
FAX: 866-235-6943

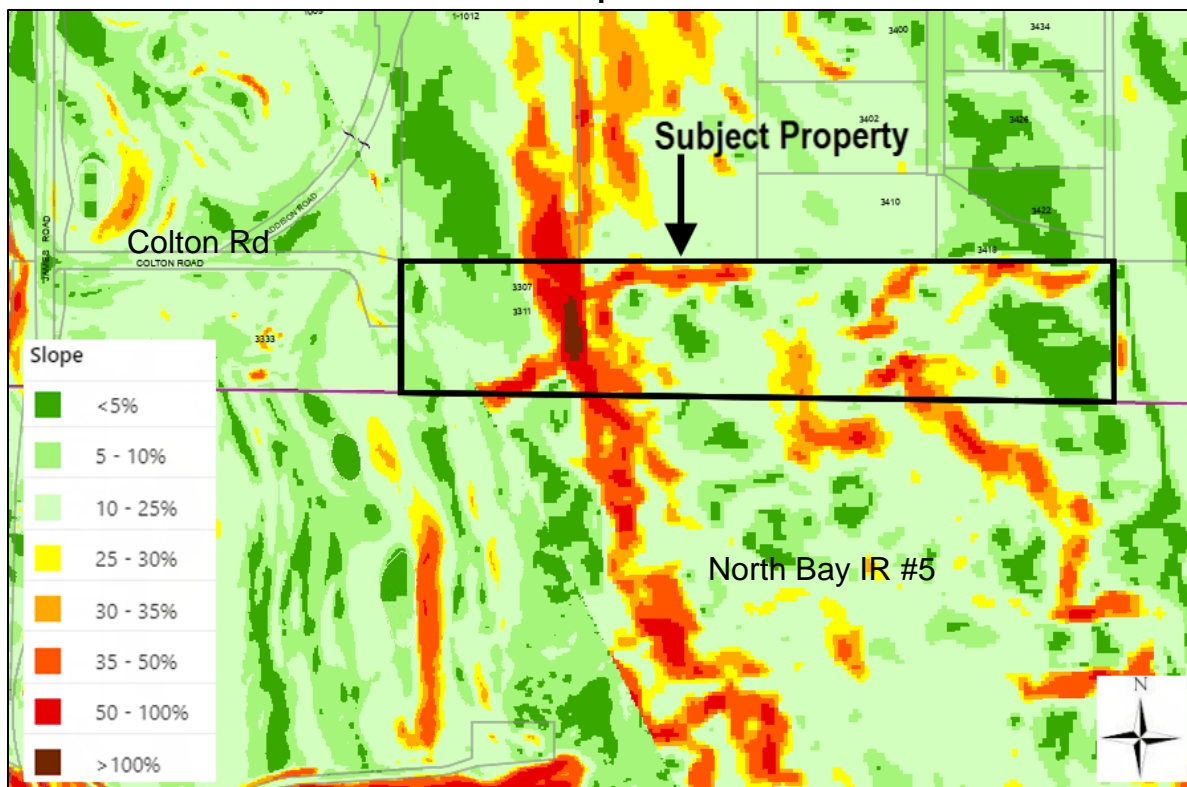
1420767 B.C. LTD

RESIDENTIAL DEVELOPMENT
3311 COLTON RD, TAPPEN, BC
CONCEPTUAL LOT LAYOUT

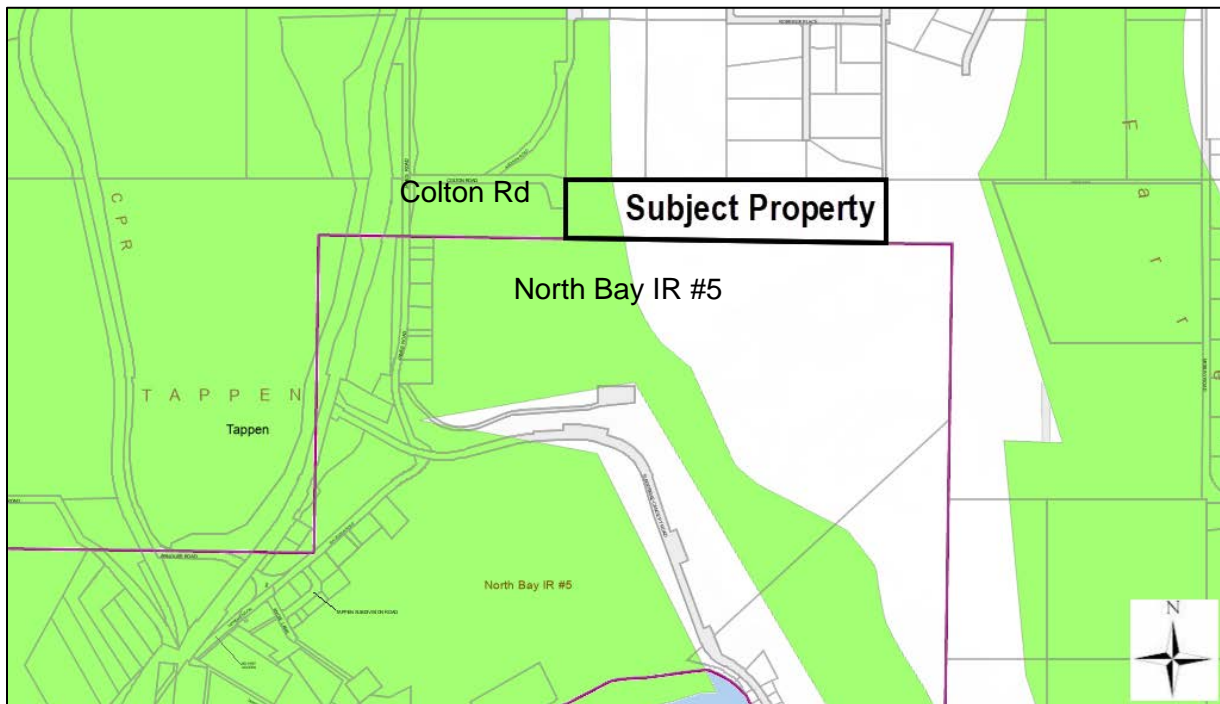
TICKET No.	20232619829
CLIENT PROJECT NO.	---
OEL PROJECT NO.	2455-1
DRAWING NO.	C-101
SHEET:	2 OF 2



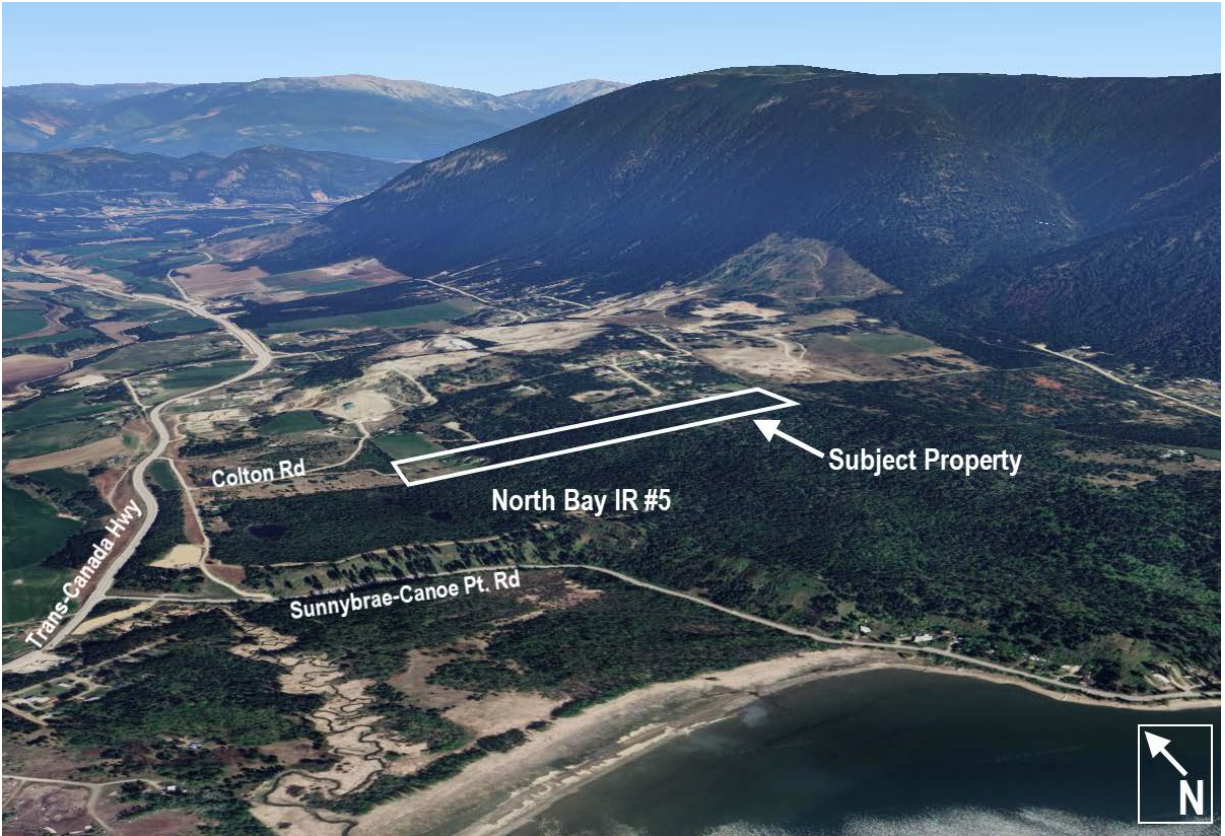
Slopes



Agriculture Land Reserve (ALR)



Google Earth image (2023)



Orthophoto (2023)



Photos (taken September 2023 by applicant /February 2024 by staff)

Roughed in access road from Colton Road – through ALR portion:



Existing house, steep slope behind:



Roughed in road leading to upper bench:



Upper bench – looking northwest:



Upper Bench – looking east towards Mt. Bastion (Feb 2024):

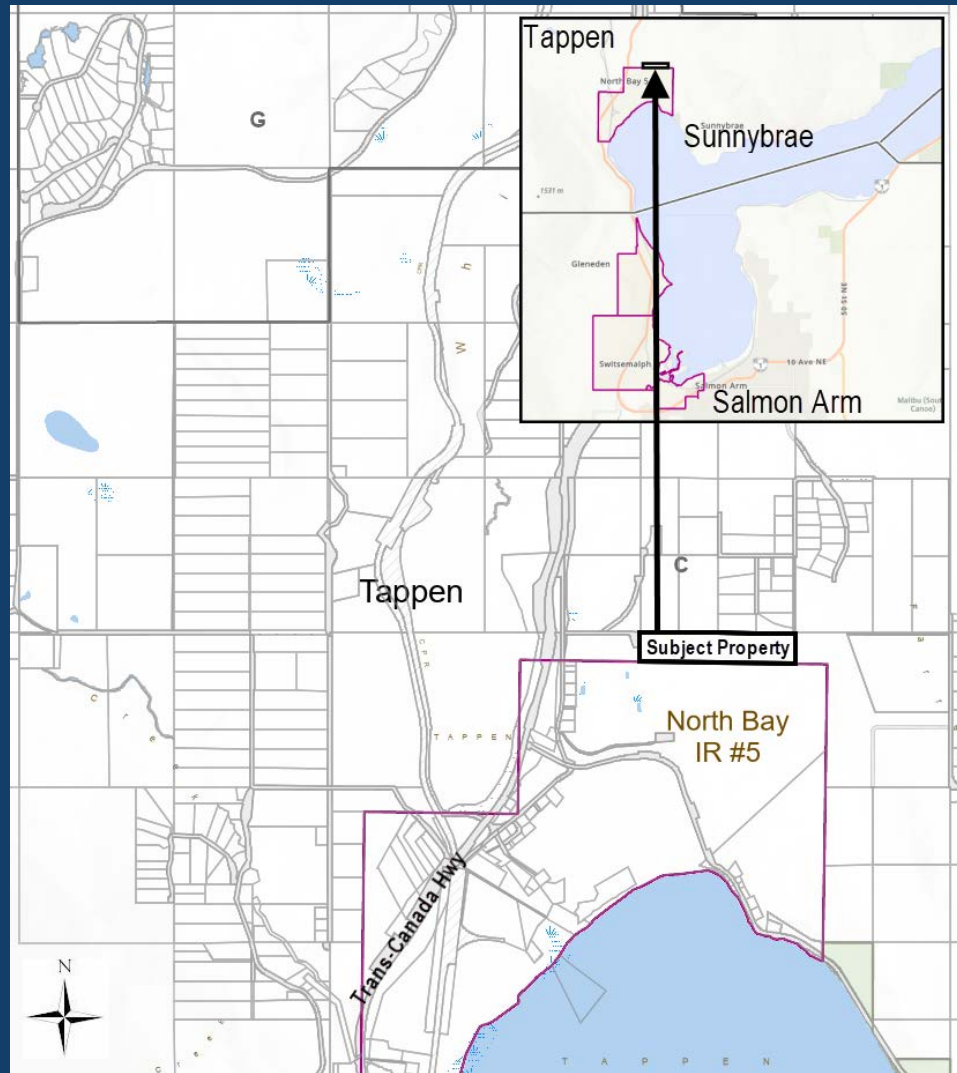


Electoral Area C: Electoral Area C Official Community Plan Bylaw Amendment No. 725-31



Location

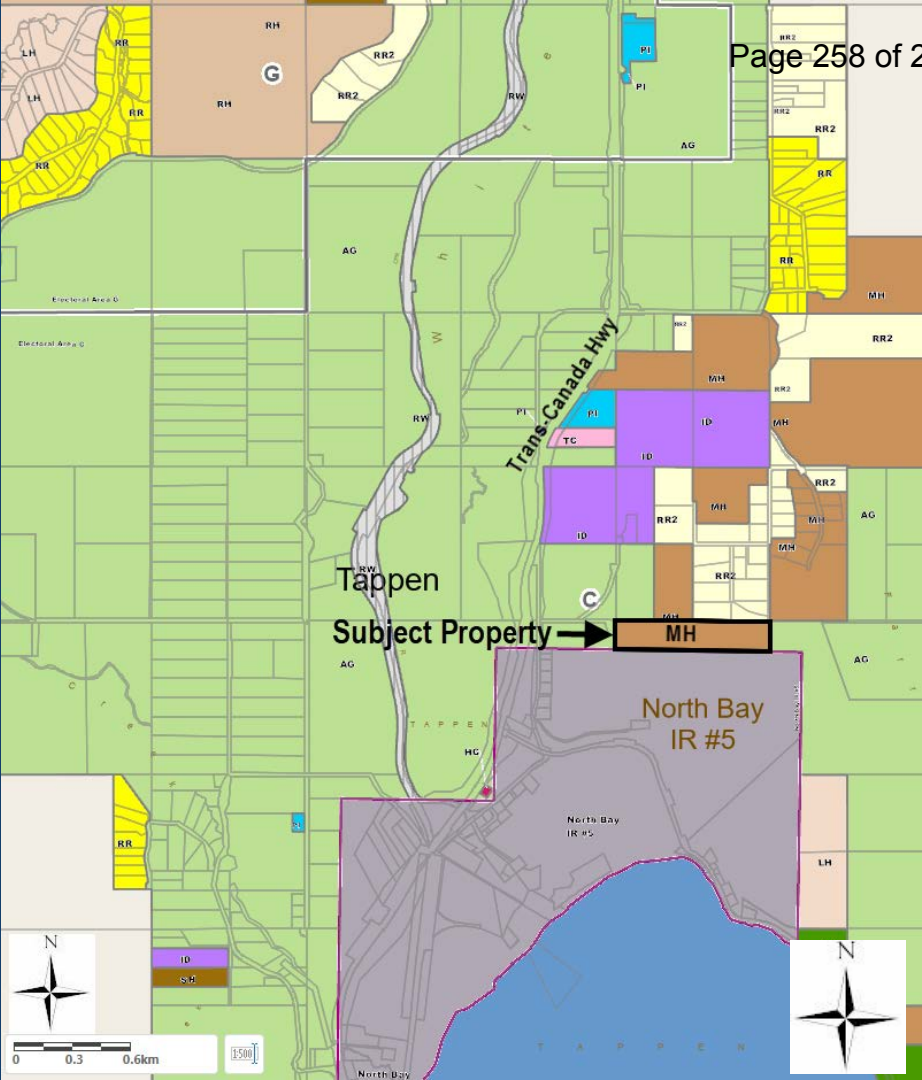
3311 Colton
Road, Tappen



Electoral Area C Official Community Plan Bylaw No. 725

Current designation:
Medium Holdings (MH)

Proposed Designations:
Rural Residential (RR)
Agriculture (AG)



“To manage growth by directing development and redevelopment in existing settled areas and to discourage development outside these areas.”

“To provide a clear separation between rural and non-rural lands to preserve both rural and non-rural lifestyle choices.”

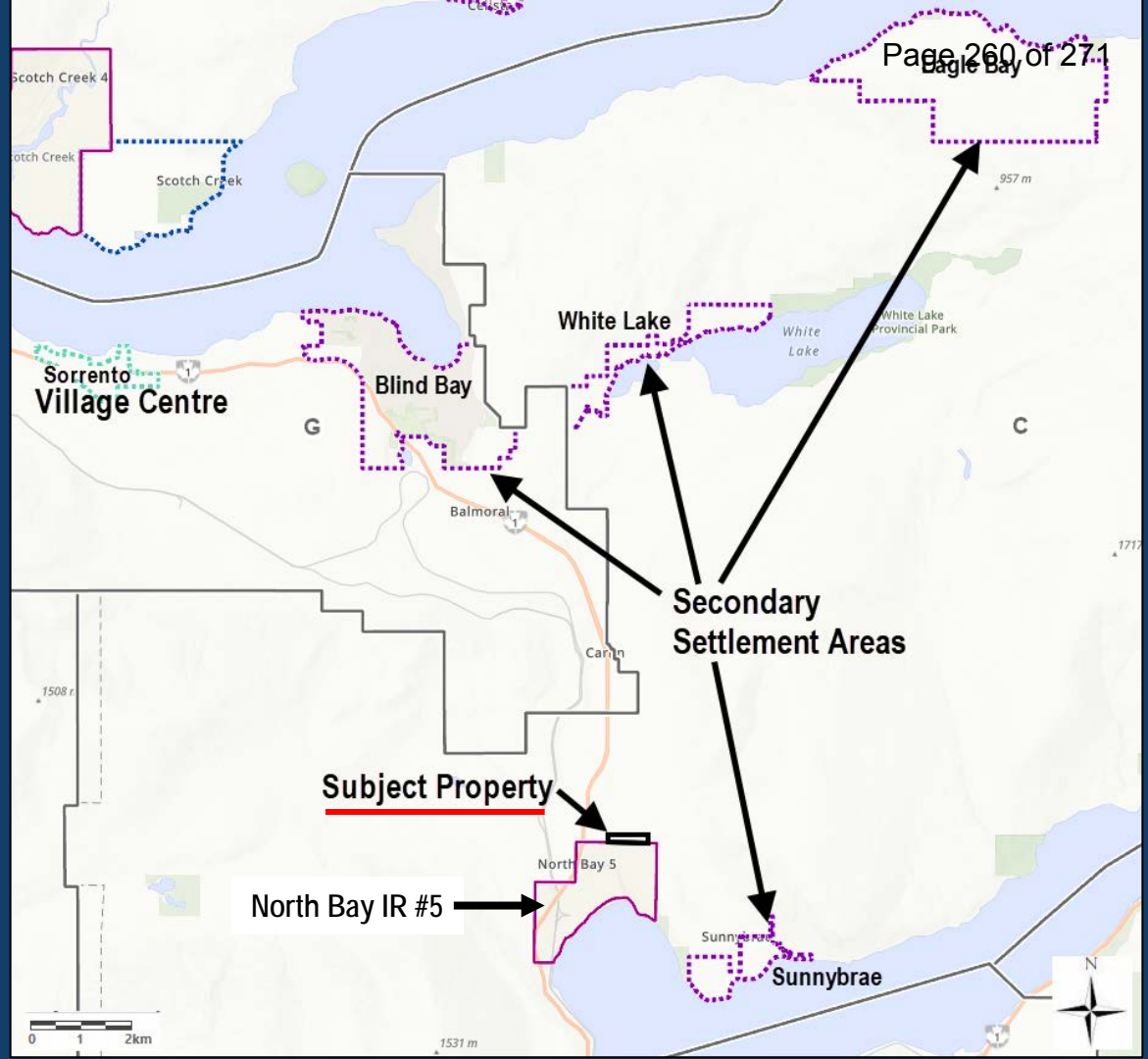
“New residential development will be directed to the Village Centre and Secondary Settlement Areas. Outside these areas, residential development is discouraged unless co-located with an agricultural use.”

“Generally, the principles and policies of this Plan encourage development within identified Village Centre and Secondary Settlement Areas. This form of development will result in a smaller ecological footprint than a more dispersed settlement pattern.”

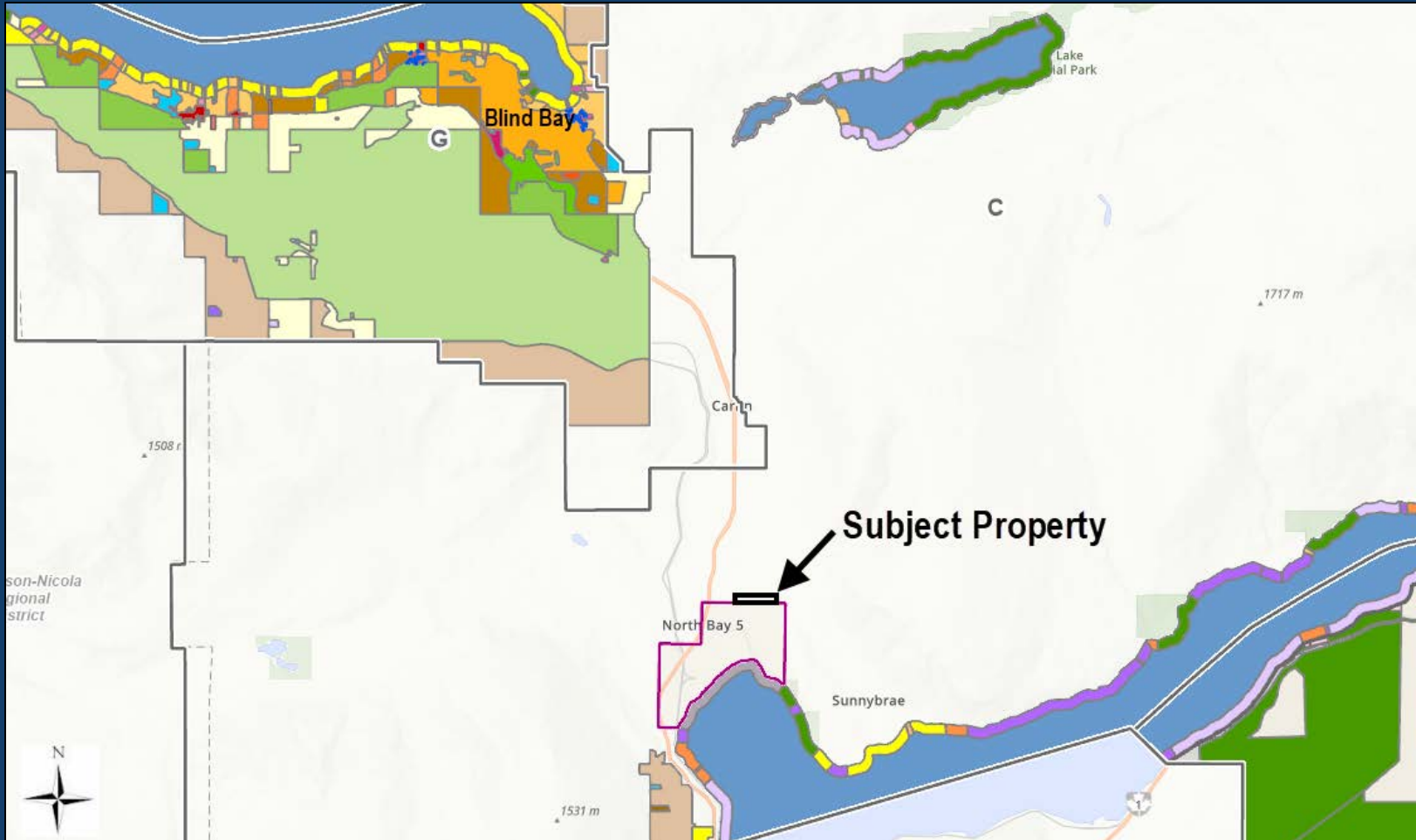
Bylaw Number 725 (OCP)

Village Centre and Secondary Settlement Areas

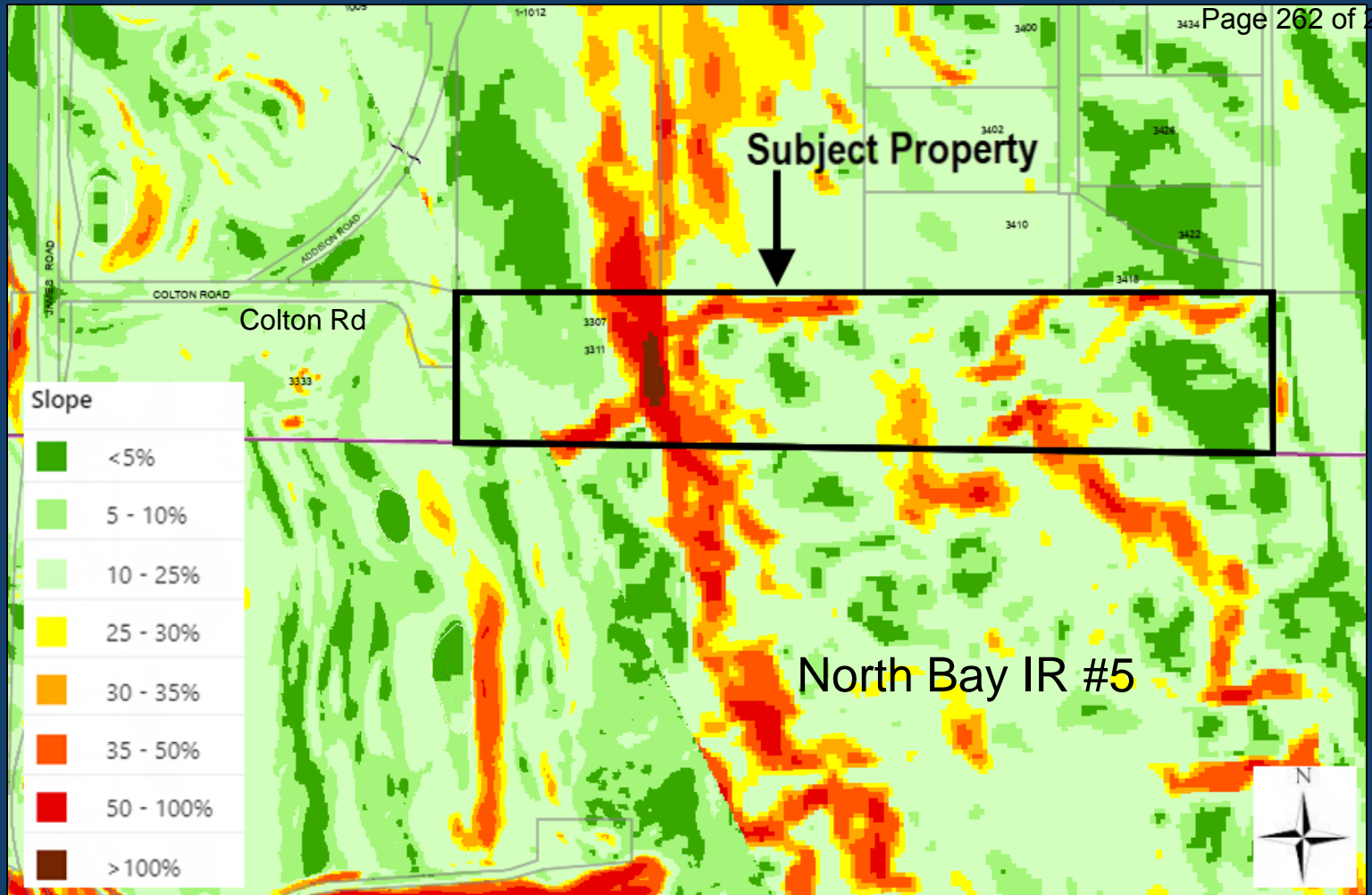
Policy 3.4.1.1:
“*New residential
development will be directed
to the Village Centre and
Secondary Settlement
Areas.*”

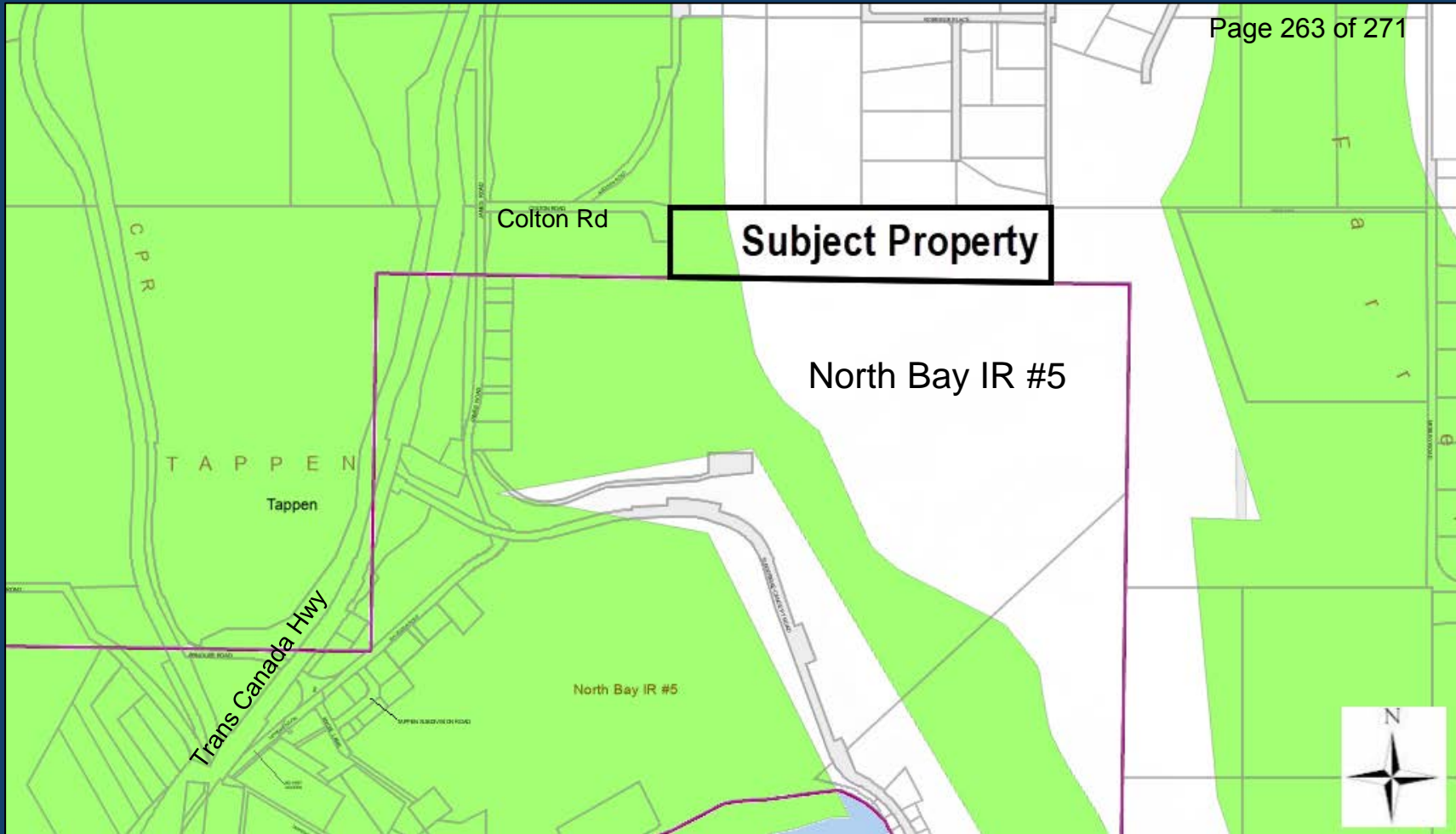


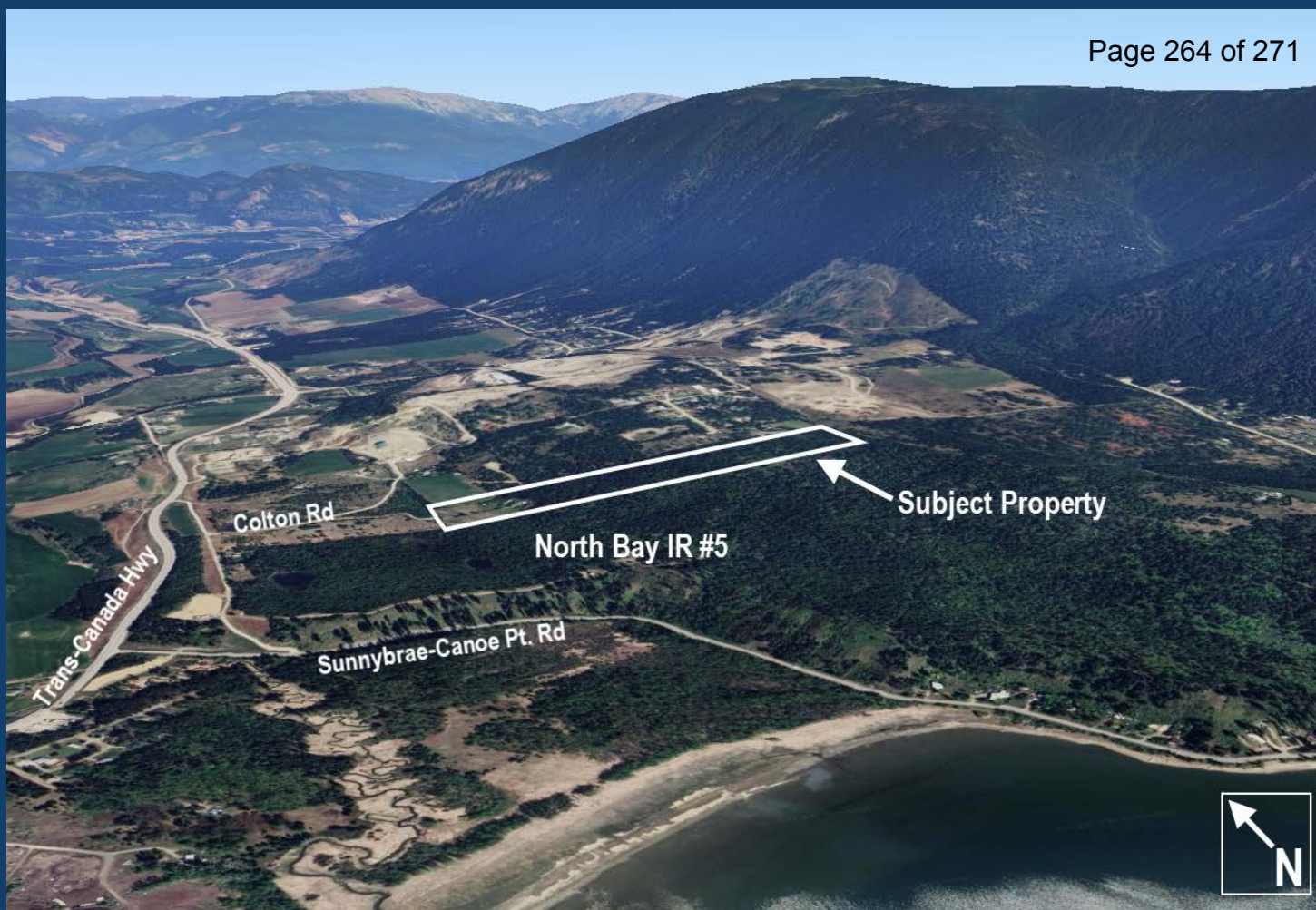
Zoning: The property is outside the zoned areas of Electoral Area C



Slopes

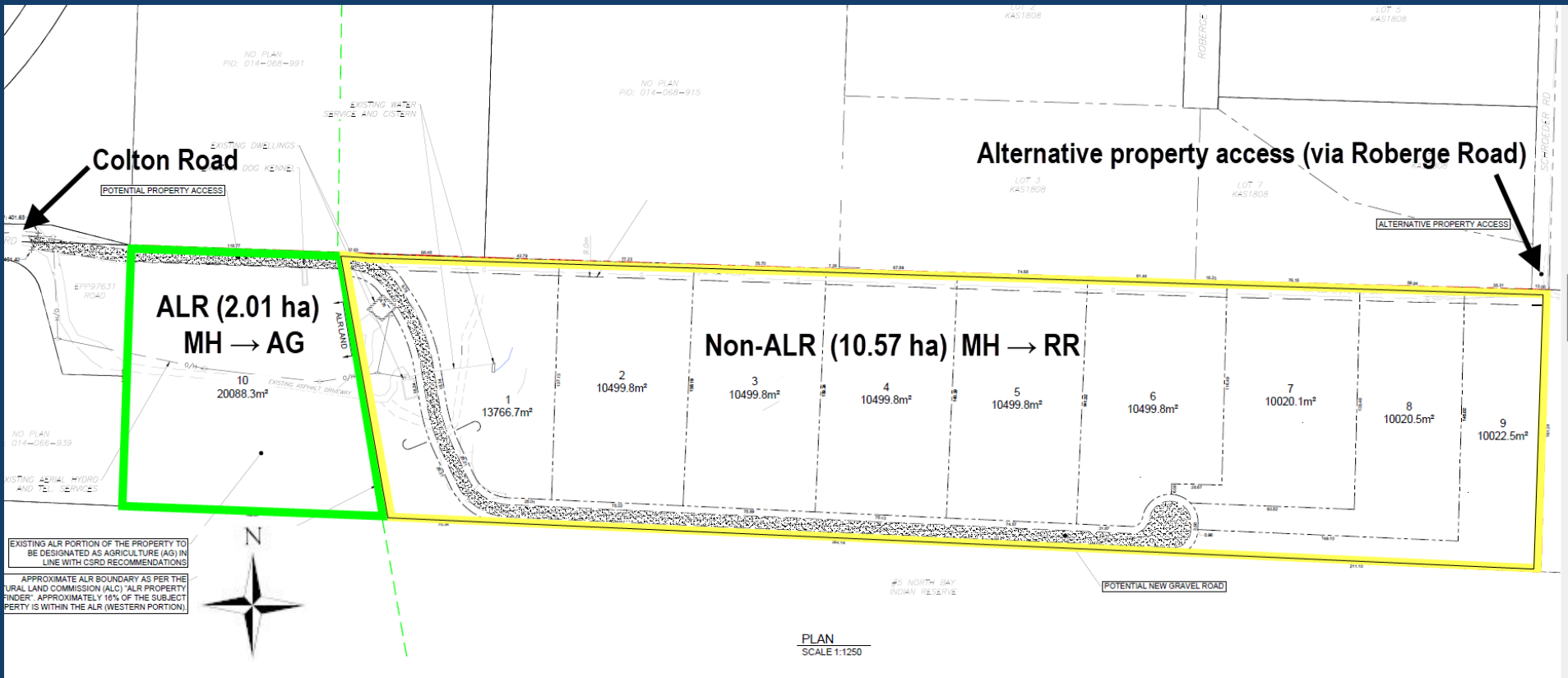






Orthophoto (2023)





AG: one lot - 2.01 ha

RR: nine lots - 1.0 ha to 1.4 ha

Photos

Roughed in access road from Colton Road – through ALR portion: Page 267 of 271

September 7, 2023 at 3:53 PM

83° E

Columbia Shuswap BC





Photos

Upper bench – looking northwest:

Page 269 of 271

September 7, 2023 at 11:46 AM
304° NW
North Bay 5 BC





RECOMMENDATION:

THAT: “Electoral Area C Official Community Plan Bylaw Amendment Bylaw No. 725-31” be denied first reading this 13th day of December 2024.