



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

AGENDA

Date: Thursday, January 18, 2018
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Call to Order
2. 9:30 AM: Presentation of Certificate to Cathy Semchuk, SEP Assistant/ESS Director, Community Services, CSR D 1
 - Certificate in Recognition of 'The Above and Beyond Award'.
3. 9:40 AM: Presentation by David Sewell, Chief Administrative Officer, Regional District of North Okanagan 3
 - In recognition of the acquisition of the CP rail trail property.
 - Media Release attached.
4. Board Meeting Minutes
 - 4.1 **Adoption of Minutes** 4
 - Motion**
THAT: the minutes of the December 1, 2017 regular Board meeting be adopted.
5. Delegations
 - 5.1 **10:00 AM: Okanagan Nation Alliance (ONA)** 24
 - Micheal Zimmer, Columbia Region Fisheries Biologist, in attendance requesting Board support of the ONA's Salmon Reintroduction Workplan.
 - Workplan attached to agenda.
 - Motion**
THAT: the Board write a letter in support of ONA and the workplan.

5.2 10:30 AM: CP Coal Trains and Proposed Re-spray Facility East of Salmon Arm 39

Marijke Dake in attendance requesting support from the Board for a CP re-spray facility to be built east of Salmon Arm to mitigate coal dusting from westbound CP coal trains.

Motion

THAT: a letter of support be written to CP Rail to support a re spray facility east of Salmon Arm. Invite CP Rail to present on issue.

ADMINISTRATION

6. Correspondence

6.1 BDO Planning Report (November 6, 2017) 41

Audit plan for the audit of the consolidated financial statements of Columbia Shuswap Regional District for the year ending December 31, 2017.

For information.

6.2 District of Sicamous (November 29, 2017) 68

Letter from the District of Sicamous to the Minister of Environment requesting support of a resolution regarding the prevention of Quagga and Zebra Mussels.

- Also attached for reference, copy of letter from the Municipality of Harrison Hot Springs in support of the District of Sicamous request to Minister.

6.3 Minister of Public Safety and Solicitor General (December 12, 2017) 71

Letter from the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General in response to concerns expressed by the CSRD Delegation at the 2017 UBCM Convention regarding emergency preparedness.

6.4 City of Revelstoke (December 18, 2017) 72

Letter from the City of Revelstoke opting out of the Revelstoke and Area Emergency Management program and notice to vacate the portion of space at the Revelstoke Airport housing the Emergency Operations Centre, effective December 31, 2018.

6.5 School District No. 83 (North Okanagan-Shuswap) (December 19, 2017) 74

Letter from Mike McKay, Official Trustee, School District No. 83, to the Honourable Rob Fleming, Minister of Education, recommending that the Minister establish a five member Board of Education for School District No. 83 commencing October 2018.

Motion

THAT: a presentation be requested from McKay

- | | | |
|------------|--|-----------|
| 6.6 | Southern Interior Local Government Association (SILGA) (November 2017) | 87 |
| | Community Excellence Awards nomination request. | |
| 6.7 | Southern Interior Local Government Association (SILGA) (December 14, 2017) | 89 |
| | Call for nominations for the 2018-2019 SILGA Board of Directors. | |
| 6.8 | Southern Interior Local Government Association (SILGA) (December 14, 2017) | 91 |
| | Call for Resolutions for the 2018 SILGA Annual General Meeting - Deadline Friday, February 23, 2018. | |
| 6.9 | Province of BC Press Release (January 4, 2018) | 93 |
| | Review of the Agricultural Land Reserve/Agricultural Land Commission. | |

Motion

THAT: the correspondence contained on the January 18, 2018 regular Board agenda be received for information.

7. Reports

- | | | |
|------------|---|------------|
| 7.1 | Area A Local Advisory Committee Meeting Minutes - October 24, 2017 | 99 |
| | Motion THAT: the minutes of the October 24, 2017 Area A Local Advisory Committee meeting be received for information. | |
| 7.2 | Revelstoke and Area Economic Development Commission Meeting Minutes - November 1, 2017 | 106 |
| | Motion THAT: the minutes of the November 1, 2017 Revelstoke and Area Economic Development Commission meeting be received for information. | |
| 7.3 | Area A Local Advisory Committee Meeting Minutes - November 28, 2017 | 108 |
| | Motion THAT: the minutes of the November 28, 2017 Area A Local Advisory Committee meeting be received for information. | |

7.4 LP Building Products Information Session - December 6, 2017 112

Verbal report from Chair Martin on the Louisiana-Pacific Canada Ltd. - Malakwa Division information session that took place on December 6, 2017.

Presentations from information session attached.

7.5 Shuswap Economic Development Committee Meeting Minutes - December 7, 2017 148

Motion

THAT: the minutes of the December 7, 2017 Shuswap Economic Development Committee meeting be received for information.

7.5.1 Business Arising from the Minutes

Action Item for Board approval:

District of Sicamous withdrawal from Shuswap Economic Development:

THAT: in considering the withdrawal of the District of Sicamous from the Economic Development Extended Service, the Committee recognizes that there are operational and contractual obligations for the 2018 budget / operating year that cannot be changed at this late timeframe;

AND THAT: the Shuswap Economic Development Committee recommend to the Board that December 31, 2018 be the withdrawal date for the District of Sicamous to no longer be a participant in the Economic Development Extended Service established by Bylaw No. 5268.

Motion

THAT: in considering the withdrawal of the District of Sicamous from the Economic Development Extended Service, the Committee recognizes that there are operational and contractual obligations for the 2018 budget / operating year that cannot be changed at this late timeframe;

AND THAT: the Shuswap Economic Development Committee recommend to the Board that December 31, 2018 be the withdrawal date for the District of Sicamous to no longer be a participant in the Economic Development Extended Service established by Bylaw No. 5268.

7.6 Shuswap Tourism Committee Meeting Minutes - December 7, 2017

156

Motion

THAT: the minutes of the December 7, 2017 Shuswap Tourism Committee meeting be received for information.

7.6.1 Business Arising from the MinutesHighways general discussion:

Recommendation to the Columbia Shuswap Regional District Board:

THAT: the Columbia Shuswap Regional District (CSRD) Board make a resolution to send to the Southern Interior Local Government Association a request that the Ministry of Transportation and Infrastructure incorporate active transportation corridors into all current and future highway projects;

AND THAT: the Chair of the CSRD Board write a letter to the Ministry of Transportation and Infrastructure to request that the said Ministry consider the incorporation of active transportation corridors into all current and future highway projects.

Trails and Cycling Routes Discussion:

Recommendation to the Columbia Shuswap Regional District Board:

THAT: the Columbia Shuswap Regional District (CSRD) Board support a letter from the Chair of the CSRD Board to the Minister of Transportation and Infrastructure requesting "share the road signage" on all cycling routes.

Motion

THAT: the Columbia Shuswap Regional District (CSRD) Board prepare a resolution to send to the Southern Interior Local Government Association with a request that the Ministry of Transportation and Infrastructure incorporate active transportation corridors into all current and future highway projects.

Motion

and greenways.

Motion

THAT: the Chair of the CSRD Board write a letter to the Ministry of Transportation and Infrastructure to request that the said Ministry consider the incorporation of active transportation corridors into all current and future highway projects.

Motion

THAT: as recommended by the Shuswap Tourism Committee, the Columbia Shuswap Regional District (CSRD) Board write a letter from the Chair of the CSRD Board to the Minister of Transportation and Infrastructure requesting “share the road signage” on all cycling routes.

7.7 Shuswap Watershed Council Meeting Minutes - December 13, 2017

165

2018 Shuswap Watershed Council Meeting Schedule also attached for reference.

Motion

THAT: the minutes of the December 13, 2017 Shuswap Watershed Council meeting be received for information.

8. Business General

8.1 Rescheduling of 2018 Committee of the Whole (Budget) Meetings

New dates proposed:

Committee of the Whole (Budget) Meeting 1: Wednesday February 7, 2018 at 9:30 AM (replacing the cancelled January 17 2018 meeting).

*Committee of the Whole (Budget) Meeting 2: Friday, March 16, 2018 at 9:30 AM (proposed to replace the Friday, February 16, 2018 meeting). (Date subject to input from Board Directors).

8.2 2018 Appointments to Committees and other External Boards/Agencies 175

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated January 4, 2018.

Motion

THAT: the Board endorse the listing of appointments to Committees, external Boards and Agencies for the year 2018.

8.3 Asset Management Policy A-70 182

Report from Darcy Mooney, Manager, Operations Management, dated January 4, 2018. Asset Management Policy No. A-70.

The attached Board Report has been signed off by all relevant management staff and the CAO.

Motion

THAT: the Board endorse Policy No. A-70 "Asset Management" and approve its inclusion into the CSRD Policy Manual this 18th day of January.

8.4 RDI and BC Rural Dividend Partnership Proposal Opportunity 186

Chair Martin/Director Cathcart: RDI and BC Rural Dividend Partnership Proposal Opportunity: Building Regional Resilience through Informed Decision-making, Collaborative Action and Capacity Building.

Motion

THAT: any further meeting deferred until further information is received.

9. Business By Area

9.1 Economic Opportunity Funding Request from City of Revelstoke for Tourism Planning 191

Brought Forward from December 1, 2017 Board Meeting:

Economic Opportunity Funding Request from City of Revelstoke for Tourism Planning - the following motion was Deferred to the January 2018 Regular Board Meeting:

2017-1213

THAT: the Board waive the double concurrence for approval of participating members in Policy F-29 Section 1(c) – BC Hydro Grants-in-Lieu for Power-Generating Facilities;

AND THAT: the Board authorize funding be allocated from the Economic Opportunity Fund (EOF) to the City of Revelstoke towards a tourism planning project in the amount of \$30,000.

Policy F-29 and PR-21 attached for reference.

Motion

THAT: the Board waive the double concurrence for approval of participating members in Policy F-29 Section 1(c) – BC Hydro Grants-in-Lieu for Power-Generating Facilities;

AND THAT: the Board authorize funding be allocated from the Economic Opportunity Fund (EOF) to the City of Revelstoke towards a tourism planning project in the amount of \$30,000

Motion

THAT: with the concurrence of the Area B Director the Board authorize funding be allocated from the Economic Opportunity Fund (EOF) to the City of Revelstoke towards a tourism planning project in the amount of \$30,000.

9.2 Electoral Area D – Salmon River Road Parallel Trail BikeBC Grant Application 200

Report from Ryan Nitchie, Team Leader, Community Services, dated January 5, 2018. Salmon River Road Parallel Trail BikeBC grant application.

Motion

THAT: the Board rescind the resolution of March 23, 2017 for an application to the Ministry of Transportation and Infrastructure Bike BC Grant in the amount of \$370,000;

AND FURTHER THAT: the Board empower the authorized signatories to endorse an application to the Ministry of Transportation and Infrastructure BikeBC Grant for a maximum amount of \$785,000 for the construction of parallel trails along Salmon River Road in Electoral Area D.

9.3 Licence of Occupation - Magna Bay and Ross Creek Community Parks 203

Report from Ryan Nitchie, Team Leader, Community Services, dated December 21, 2017. Crown Land Tenure licence for 2.01 hectares of property at Magna Bay Boat Launch and Ross Creek Park in Electoral Area F.

The attached Board Report has been signed off by all relevant management staff and the CAO.

Motion

THAT: the Board empower the authorized signatories to acquire a Crown Land Tenure licence for the term of ten years from the Province of BC over the land described as, all that unsurveyed Crown foreshore being part of the bed of Shuswap Lake and fronting on Ross Road and Block A, Section 18, Township 23, Range 9 West of the Sixth Meridian, Kamloops Division Yale District, containing 0.61 hectares, more or less and that part of Section 13, Township 23, Range 10, West of the Sixth Meridian and those parts of District Lots 4873, 86 and 1082 together with all that unsurveyed Crown foreshore being part of the bed of Shuswap Lake and fronting on Squilax-Anglemont Road fronting on Section 13, Township 23, Range 10, West of the Sixth Meridian, Kamloops Division Yale District, containing 1.40 hectares, more or less for community park, dock and boat launch purposes.

10. Administration Bylaws

10.1 Cedar Heights Waterworks Service Area Amendment 205

Terry Langlois, Team Leader, Utilities, January 5, 2018. Cedar Heights Waterworks Service Area Amendment.

Consideration of First, Second and Third Readings of Cedar Heights Waterworks Service Area Amendment Bylaw No. 5769.

Consideration of First, Second and Third Readings of Lakeview Place Subdivision Water Upgrade Service Amendment Bylaw No. 5770.

Motion

THAT: Cedar Heights Waterworks Service Area Amendment Bylaw No. 5769 be read a first, second and third time this 18th day of January, 2018.

Motion

THAT: Lakeview Place Subdivision Water Upgrade Service Area Bylaw No. 5770 be read a first, second and third time this 18th day of January, 2018.

10.2 Falkland Waterworks Service Bylaw No. 5765 218

- Amendment to Falkland Waterworks Bylaw to increase maximum requisition.
- Inspector of Municipalities approval December 29, 2017.

Consideration of Adoption.

Motion

THAT: the Falkland Waterworks Service Bylaw No. 5765 be adopted this 18th day of January, 2018.

10.3 CSRD Solid Waste Disposal Tipping Fee and Regulation Bylaw 219

Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated January 4, 2018. Solid Waste Disposal Tipping Fee Bylaw Update.

The attached Board Report has been signed off by all relevant management staff and the CAO.

Consideration of First, Second and Third Readings and Adoption.

Motion

THAT: Bylaw No. 5759, cited as “CSRD Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5759” be read a first, second and third time this 18th day of January, 2018.

Motion

THAT: Bylaw No. 5759, cited as “CSRD Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5759” be adopted this 18th day of January, 2018.

10.4 Noise Bylaw No. 5754 Second Reading Amendments 238

Report from Gerald Christie, Manager Development Services, dated January 8, 2018.

Proposed amendments to Noise Bylaw No. 5754.

Consideration of Amendments, Second Reading as Amended and Third Reading.

Motion

THAT: CSRD Noise Bylaw No. 5754 be amended as presented, this 18th day of January, 2018.

Motion

Amend Bylaw from 12 am to 7 am. and remove Area A

Motion

THAT: CSRD Noise Bylaw No. 5754 be given second reading as amended, this 18th day of January, 2018.

Motion

THAT: CSRD Noise Bylaw No. 5754 be read a third time this 18th day of January, 2018.

DEVELOPMENT SERVICES

11. Business General

- None.

12. ALR Applications

- 12.1 **Electoral Area F: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use LC2546F (Isley).** 255

Report from Dan Passmore, Senior Planner, dated December 3, 2017.
6929 Squilax-Anglemont Road, Magna Bay.

Motion

THAT: Application No. LC2546, Section 20(3) Non-Farm Use in the Agricultural Land Reserve (ALR), for the West ½ of the Northwest ¼, Section 17, Township 23, Range 9, West of the 6th Meridian, Kamloops Division, Yale District, Except Part of the Southerly 350' of Legal Subdivision 12, as shown on Plan B7633 (PID: 014-009-552), be forwarded to the Provincial Agricultural Land Commission recommending approval on this 18th day of January, 2018.

13. Development Services Bylaws

- 13.1 **Electoral Areas B, E and F: Building Bylaw No. 660 (CSRD)** 300

Report from Gerald Christie, Manager Development Services, dated January 8, 2018.

A bylaw to regulate building construction in Electoral Areas B, E and F and to replace existing Building Regulation Bylaw No. 630.

Consideration of First, Second and Third Readings.

Motion

THAT: Building Bylaw No. 660 be read a first, second and third time this 18th day of January, 2018.

- 13.2 **Soil Removal and Deposit Bylaw No. 646** 356

Rescind First and Second readings of Bylaw No. 646, per the recommendation of the November 2, 2017 Electoral Area Directors' Committee.

Motion

THAT: First reading given to "Soil Removal and Deposit Bylaw No. 646", on the 18th day of August, 2011, hereby be rescinded, this 18th day of January, 2018.

Motion

THAT: Second reading given to "Soil Removal and Deposit Bylaw No. 646", on the 19th day of July, 2012, hereby be rescinded, this 18th day of January, 2018.

14. Directors' Report on Community Events

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

ELECTORAL AREA DIRECTORS

15. Business by Area

15.1 **Electoral Area B: Development Variance Permit 851-02 (Dickinson)**

365

Report from Christine LeFloch, Development Services Assistant, dated December 18, 2017.

1617 Ferguson Road, Ferguson

Motion

THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. 851-02 for Lot A, District Lot 1145, Kootenay District, Plan EPP56626, varying Electoral Area B Zoning Bylaw No. 851 as follows:

1. Section 5.5(3)(i): Minimum front parcel boundary setback from 5 m to 4.04 m for the existing single family dwelling only;

be approved for issuance this 18th day of January, 2018.

16. Planning Bylaws

16.1 **Electoral Area B: Electoral Area B Zoning Bylaw Amendment (Siewwright) Bylaw No. 851-11**

386

Report from Candice Benner, Development Services Assistant, dated December 27, 2017.

4785 Airport Way, South Revelstoke

Motion

THAT: first reading given to "Electoral Area B Zoning Amendment (Siewwright) Bylaw No. 851-11", on November 16th, 2017 be rescinded this 18th day of January, 2018.

17. Release of In Camera Resolutions

None.

MEETING CONCLUSION

18. Upcoming Meetings/Events

18.1 Area A Local Advisory Committee

Tuesday, January 23, 2018 6:00 - 8:00PM
Golden & District Centennial Arena
1410 9th Street South, Golden, BC

18.2 Committee of the Whole (Budget)

Wednesday, February 7, 2018 9:30AM **(To be confirmed)**
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

19. Next Board Meeting

Thursday, February 15, 2018 9:30AM
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

20. Adjournment

Motion

THAT: the regular Board meeting of January 18, 2018 be adjourned.



BRITISH
COLUMBIA

THE ABOVE AND BEYOND AWARD

For Acts of Selflessness and Bravery in BC's 2017 Wildfire and Flood Season

Cathy Semchuk

*In recognition of your efforts and selflessness in service to the Province of British Columbia
in the response to the 2017 wildfires and floods.*

A handwritten signature in blue ink, reading 'John J. Horgan'.

HONOURABLE JOHN HORGAN
PREMIER OF BRITISH COLUMBIA



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| <input type="checkbox"/> CAO | | <input type="checkbox"/> Agenda | Page 2 of 401 |
| <input type="checkbox"/> Works | | <input type="checkbox"/> Reg Board | Ownership: |
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| <input type="checkbox"/> Fin/Adm | | <input type="checkbox"/> Other Mtg | |
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| <input type="checkbox"/> Ec Dev | <input type="checkbox"/> Staff to Report | | Ack Sent: |
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| <input type="checkbox"/> Other | | | |

CATHY SEMCHUK
555 HARBOURFRONT DR NE
SALMON ARM BC V1E 3M1

Dear Cathy Semchuk:

I am writing to say thank you.

British Columbians faced an unprecedented wildfire and flood season this year. Tens of thousands of people were evacuated from their homes. Land, homes and livelihoods were lost.

When people are in trouble, communities come together. People from across B.C. and Canada opened their hearts and homes to help.

You stepped up, too. I heard from Lyn Arikado ESSD, Kamloops about your efforts to help people and communities in need. You went above and beyond, and for that British Columbians are grateful.

Please accept this certificate in recognition of your efforts.

British Columbia is strong because of our people. Thank you for the work you do every day to make our province the best that it can be.

John Horgan
Premier

MEDIA RELEASE



**REGIONAL DISTRICT OF
NORTH OKANAGAN**
9848 Aberdeen Road
Coldstream, BC V1B 2K9



**COLUMBIA SHUSWAP
REGIONAL DISTRICT**
555 Harbourfront Drive NE
Salmon Arm, BC V1E 3M1

FOR IMMEDIATE RELEASE

DATE: Tuesday January 9, 2018

MEDIA CONTACT: Charles Hamilton, Chief Administrative Officer, CSRD
250-832-8194 / chamilton@csrd.bc.ca

David Sewell, Chief Administrative Officer, RDNO
250-550-3700 / david.sewell@rdno.ca

Purchase of CP Rail Corridor between Armstrong and Sicamous finalized

The Regional District of North Okanagan (RDNO) and the Columbia Shuswap Regional District (CSRD) have successfully concluded the purchase of a section of CP Rail corridor that runs from Sicamous and Armstrong, excluding a number of sections owned by the Splat-sin, after a legal and environmental examination of the property coming back as being satisfactory.

RDNO Board Chair, Bob Fleming, credits the successful purchase to a collective regional vision and a commitment to cooperation. "Similar to the Okanagan Rail Trail, this purchase of rail corridor will provide numerous benefits to the North Okanagan and Columbia Shuswap areas, including significant recreation and economic opportunities," says Fleming.

In partnership with Splat-sin and their segments of rail property, this strategic land acquisition will ensure the continued public ownership of a key linear corridor to be used for recreational opportunities, including walking and cycling, while retaining it for future transportation and economic development needs. There is also long-term potential to connect this corridor to the Okanagan Rail Trail, which is currently under development, connecting the City of Kelowna to the District of Coldstream.

"From the beginning this project has helped to initiate relationships with our Splat-sin and RDNO partners. The CSRD is excited to continue to build on these relationships with the opportunities for regional economic and recreational development, as well as the opportunity to learn more of the cultural history of the rail line," says CSRD Board Chair, Rhona Martin. "This new way of connecting our communities will go a long way in creating a stronger region. I am excited to see these benefits unfold."

The total cost of the purchase was \$6.5 million dollars, and with the Provincial Government's contribution of \$2.17 Million dollars announced in March 2017, the RDNO and the CSRD have paid for the purchase on a 50:50 basis, with the RDNO securing funding through borrowing approved through public assent, and the CSRD funding their portion through a combination of borrowing and contributions from the Sicamous/Area "E" Economic Opportunity Fund (\$250,000), and from the Revelstoke/Area "B" Economic Opportunity Fund (\$100,000).

For more information, please call RDNO at 250.550.3700 or CSRD at 250.832.8194.

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MEMBER MUNICIPALITIES:
CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
CITY OF VERNON

ELECTORAL AREAS:
"B" – SWAN LAKE
"C" – B.X. DISTRICT
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE
"F" – ENDERBY (RURAL)



REGULAR BOARD MEETING MINUTES

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

Date: December 1, 2017
 Time: 9:30 AM
 Location: CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

Directors Present

| | |
|-------------------|------------------------------|
| R. Martin (Chair) | Electoral Area E |
| K. Cathcart | Electoral Area A |
| P. Demenok | Electoral Area C |
| R. Talbot | Electoral Area D |
| L. Morgan | Electoral Area F |
| M. McKee* | City of Revelstoke |
| T. Rysz* | District of Sicamous |
| K. Flynn* | City of Salmon Arm |
| D. Stuart | Electoral Area B Alternate |
| R. Oszust* | Town of Golden Alternate |
| T. Lavery* | City of Salmon Arm Alternate |

Directors Absent

| | |
|------------|--------------------|
| L. Parker | Electoral Area B |
| C. Eliason | City of Salmon Arm |
| C. Moss | Town of Golden |

Staff

| | |
|-----------------|---|
| C. Hamilton* | Chief Administrative Officer |
| L. Shykora | Deputy Manager, Corporate Administration Services |
| J. Pierce* | Manager, Financial Services |
| D. Mooney* | Manager, Operations Management |
| Terry Langlois* | Team Leader, Utilities |
| R. Nitchie* | Team Leader, Community Services |
| G. Christie | Manager, Development Services |
| C. Paiement* | Team Leader, Development Services |
| D. Passmore* | Senior Planner |
| J. Sham* | Planner |

Christine LeFloch*

Development Services Assistant

J. Graham (Recorder)

Executive Assistant/Asst. Deputy Corporate Officer

*Attended part of meeting only.

1. Call to Order

The Chair called the meeting to order at 9:30 AM.

2. Board Presentation of Planning Institute of British Columbia to Jennifer Sham, Planner

Chair Martin presented to Jennifer Sham a certificate designating her as a “Registered Professional Planner” in British Columbia and Canada.

3. Board Meeting Minutes**3.1 Adoption of Minutes**

Adoption of November 16, 2017 regular Board meeting minutes.

2017-1201

Moved By Director Morgan

Seconded By Director Talbot

THAT: the minutes of the November 16, 2017 regular Board meeting be adopted.

CARRIED

ADMINISTRATION**5. Correspondence****5.1 Okanagan Regional Library (November 27, 2017)**

Letter from Stephanie Hall, Chief Executive Officer, Okanagan Regional Library addressed to Director Talbot. Update on change in service levels, Silver Creek Branch, and opportunity for local government to support financial contribution for higher service level.

The Board discussed this letter and whether it is appropriate to take action on the service level decrease at the Silver Creek branch. Director Talbot met with library staff however, is interested in outcomes of public meeting taking place in Silver Creek. He does not support additional funding at this time.

Further discussion by the Board followed regarding rural library funding in general.

2017-1202

Moved By Alternate Director Lavery

Seconded By Director Morgan

THAT: the CSRD Board write a letter to the Minister of Education requesting consideration of appropriate funding for rural libraries and that the Minister be requested to review the library funding model as it pertains to rural library branches,

AND FURTHER THAT: the freeze on provincial library funding levels be removed.

CARRIED

5.2 Request from the City of Revelstoke for Resolution of Consent from CSRD Board (November 23, 2017)

The City of Revelstoke has agreed to provide water service to Parks Canada at the Mount Revelstoke Campground on a five year term. In order to provide service on federal lands located within the Regional District consent is required by the CSRD Board.

For reference a copy of the staff report to City of Revelstoke Council and a map of the property is attached.

2017-1203

Moved By Alternate Director Oszust

Seconded By Director McKee

THAT: the CSRD Board consent to the provision of a water service by the City of Revelstoke to Parks Canada at the Mount Revelstoke Campground which is located within the CSRD.

CARRIED

2017-1204

Moved By Director Cathcart

Seconded By Director Demenok

THAT: the correspondence contained on the December 1, 2017 regular Board agenda be received for information.

CARRIED

6. Reports

6.1 Electoral Area Directors' Committee Meeting Minutes- November 2, 2017

2017-1205

Moved By Director Demenok

Seconded By Director Cathcart

THAT: the minutes of the November 2, 2017 Electoral Area Directors' Committee meeting be received for information.

CARRIED

2017-1206

Moved By Director Demenok

Seconded By Director Cathcart

THAT: as recommended by the Electoral Area Directors Committee, the Board endorse the recommendation that the First Reading given to the Soil Removal and Deposit Bylaw No. 646 on August 18, 2011, be rescinded.

CARRIED

7. Business General

7.1 Asset Management Planning Program Grant

Report from Darcy Mooney, Manager, Operations Management, dated November 17, 2017.

2017-1207

Moved By Director Flynn

Seconded By Alternate Director Stuart

THAT: the Board empower the authorized signatories to apply for an Asset Management Planning Program Grant from the Province of BC in the amount of \$14,138 in order to support the development of an Asset Management Resource Plan. The CSRD will provide in-house contributions to support overall grant and project management;

AND THAT: in accordance with Policy No. F-3 "Community Works Fund – Expenditure of Monies" access to the Community Works Fund be approved in the amount of \$40,000 plus applicable taxes for continued advancements in Asset Management Program development from the 10% portion of the All Electoral Areas Community Works Fund allocation.

CARRIED

2012-1208

Moved By Director Flynn

Seconded By Alternate Director Stuart

THAT: the Board empower the authorized signatories to enter into an agreement with Opus International Consultants (Canada) to develop an Asset Management Resource Plan for a total cost of \$19,810 plus applicable taxes.

CARRIED

7.2 Fire Services - Disposal of Asset Request

Report from Derek Sutherland, Team Leader, Protective Services, dated November 17, 2017.

2017-1209

Moved By Director McKee

Seconded By Alternate Director Oszust

THAT: the Board authorize a variance to Policy No. A-24 "Disposal of Equipment" and allow for the donation of the 1964 International Fire Truck from the Malakwa Fire Department to the Malakwa Community Association.

CARRIED

7.3 2018 Board and Committee Meeting Schedule

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services dated November 20, 2017.

Staff responded to questions from the Board.

- The March 15 meeting was moved to March 22 to accommodate the Auditors presentation of the CSRD financial statements.

Upon discussion by the Board and because a conflict was identified, the March 22 meeting will be held March 29, 2018.

2017-1210

Moved By Director Rysz

Seconded By Director McKee

THAT: the proposed 2018 Board and Committee meeting schedule be approved.

Amendment

Moved By Director Cathcart

Seconded By Director Rysz

THAT: the March 22, 2018 regular Board meeting date be changed to March 29, 2018.

VOTE ON AMENDMENT – CARRIED

VOTE ON MOTION AS AMENDED - CARRIED

7.4 Rural Dividend Application

Report from Robyn Cyr, Economic Development Officer (EDO), dated December 1, 2017 For authorization from the CSRD Board for the submission of an application to the Rural Dividend Program for the two year implementation of the Shuswap Economic Development Strategic Plan.

R. Cyr provided a verbal report and distributed a budget summary for the two (2) year plan and responded to questions from Directors.

- If the rural dividend fund becomes oversubscribed, they will look for other funding options and stretch out delivery of plan.

2017-1211

Moved By Director Morgan

Seconded By Director Talbot

THAT: the Board authorize the submission of an application for \$441,500.00 to the BC Rural Dividend Program for the two year implementation of the Shuswap Economic Development Strategic Plan and that the Board support this project through to its completion.

CARRIED

The CSRD Chair took a few moments at this time to recognize Charles Hamilton as the newly elected Chair of the Municipal Insurance Association (MIA).

Both Director Flynn and C. Hamilton were recently recognized for their service to MIA. She noted that the CSRD has been involved with MIA from the beginning and that over time residents have saved money.

8. Business By Area

8.1 Grant-in-Aid Requests

Report from Jodi Pierce, Manager, Financial Services, dated November 27, 2017.

2017-1212

Moved By Director Talbot

Seconded By Director Demenok

THAT: the Board approve the following allocations from the 2017 electoral grant in aids:

Area A

\$1,900 Golden Agricultural Society (Santa Parade sponsorship)

Area C

\$1,000 Notch Hill Town Hall Association (Christmas events).

Area F

\$3,313 North Shuswap First Responders (Replacement of communication equipment).

CARRIED

8.2 Economic Opportunity Fund Funding Request from City of Revelstoke for Tourism Planning

The Manager of Financial Services advised:

- Pursuant to policy, all monies extracted from each EOF must be approved by both participating members.
- In this instance, Director Parker has indicated that she cannot support this application and therefore a resolution of support is not recommended by staff.

J. Pierce provided a verbal report on this initiative and responded to questions from Directors.

- The Board could allow this funding with a motion from the floor. Voting would be weighted.

Director McKee noted that the City of Revelstoke has committed money to this through their Council.

2017-1213

Moved By Director Flynn

Seconded By Director Rysz

THAT: the Board waive the double concurrence for approval of participating members in Policy F-29 Section 1 (c) – BC Hydro Grants-in-Lieu for Power-Generating Facilities.

AND THAT: the Board authorize funding be allocated from the Economic Opportunity Fund (EOF) to the City of Revelstoke towards a tourism planning project in the amount of \$30,000.

Discussion on the Motion:

As this funding request is not time sensitive, the motion was tabled until Director Parker is in attendance and able to provide information on why she does not support the funding.

Moved By Director Demenok

Seconded By Director Cathcart

THAT: the motion to authorize funding for the City of Revelstoke tourism planning project be DEFERRED until the Electoral Area B Director can supply new information.

CARRIED

8.3 Electoral Area C Community Works Fund - Notch Hill Town Hall

Report from Jodi Pierce, Manager, Financial Services dated November 20, 2017.

2017-1214

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

THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$1,000 plus applicable taxes from the Area C Community Works Fund for insulating the furnace area of the Notch Hill Town Hall.

CARRIED

8.4 Electoral Area C Parks Master Plan

Report from Ryan Nitchie, Team Leader Community Services, dated November 18, 2017. Requesting adoption of the Electoral Area C Parks Master Plan.

201-1215

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

THAT: the Board endorse the 2017 Columbia Shuswap Regional District Electoral Area C Parks Master Plan, dated September, 2017.

CARRIED

8.5 Electoral Area C Community Works Fund - Sunnybrae Waterworks Upgrade

Report from Terry Langlois, Team Leader Utilities, dated November 17, 2017. Authorization to access the Community Works Fund monies from the Electoral Area C allocation for the Sunnybrae Waterworks Upgrade Project.

2017-1216

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

THAT: in accordance with Policy No. F-3 “Community Works Fund - Expenditure of Monies” access to the Community Works Fund be approved for up to \$200,000 plus applicable taxes from the Electoral Area C Community Works Fund allocation for costs associated with the Sunnybrae Waterworks Upgrade Project.

CARRIED

8.6 Sicamous/Area E Economic Opportunity Fund (EOF) Application – Malakwa Community Learning Centre

Report from Jodi Pierce, Manager, Financial Services, dated November 16, 2017.

2017-1217

Moved By Director Rysz**Seconded By** Director McKee

THAT: With concurrence of the District of Sicamous and the Electoral Area E Director, the Board approve funding from the Sicamous and Area E Economic Opportunity Fund in the amount of \$60,000 per year for five years to the Malakwa Community Learning Centre for building operations beginning in 2018.

CARRIED

8.7 Request Board Support for Letter to the Honourable Michelle Mungall, Minister of Energy, Mines and Petroleum Resources, and BC Hydro Representatives

Requested by Director Morgan.

Need for Reinstatement of the Community Electrification Program regarding Electoral Area F (Seymour Arm) Electrification Initiative.

Director Morgan spoke to the positive meeting at UBCM, however there has been no response from the Minister of Energy, Mines and Petroleum Resources to date. The Referendum was completed in 2013 and will expire next year so there is a need for this project to be reinstated.

2017-1218

Moved By Director Morgan**Seconded By** Director Talbot

THAT: the Board authorize a letter to the Minister of Energy, Mines and Petroleum Resources, with copies to BC Hydro officials as well as to MLA Kylo, MP Arnold, and the Seymour Arm Community Association, in follow-up to the CSRD Delegation on September 28, 2017 at UBCM, to reiterate the significant need and the economic benefits to the community to receive the service of hydroelectric power, and to emphasize and again request that the BC Hydro Community Electrification Program be reinstated, specifically that the power service project be reinstated to serve the residents and property owners in the Seymour Arm area of Electoral Area F, Columbia Shuswap Regional District.

CARRIED

8.8 UBCM 2017 Age-Friendly Community & Planning Project Grants

- Grant Application from South Shuswap Health Services Society.
- Request for Board support.

J. Pierce responded to questions from the Board.

- Provided clarification on the second part of motion that there may be an expectation for some involvement.

2017-1219

Moved By Director Demenok

Seconded By Director Cathcart

THAT: the Board provide a resolution of support in principle for the submission of a grant application to the UBCM 2017 Age-friendly Community & Planning Projects on behalf of the South Shuswap Health Services Society for the project entitled: "HELPING SENIORS ACCESS NUTRITIOUS AND SAFE FOOD: Develop a Sustainable Nutrition Program and Resources to help Seniors Access Good, Healthy, Safe food for a Healthy Life of the communities in the South Shuswap Area C of the CSRD";

AND FURTHER THAT: it be noted that the CSRD is unable to commit to endorsement of any CSRD involvement/resources in the Age Friendly project at this time.

Discussion on Motion:

The Board discussed the second part of motion and agreed that it was unnecessary. Staff concurred.

Amendment

Moved By Director Demenok

Seconded By Director Cathcart

THAT: the words AND FURTHER THAT: it be noted that the CSRD is unable to commit to endorsement of any CSRD involvement/resources in the Age Friendly project at this time be struck from the resolution.

VOTE ON AMENDMENT – CARRIED

VOTE ON MOTION AS AMENDED - CARRIED

8.9 Electoral Area B Fire Protection Services

- Brought forward from the November 16, 2017 Board meeting: Area B Fire Protection Services:
- Response letter dated November 29, 2017 from the City of Revelstoke CAO in regards to Electoral Area B Fire Protection Services, in reply to the CSRD Board requesting that the City:
 - a) provide confirmation that services will not be withdrawn December 31, 2017 so as to allay any concerns by residents in Area B who may be forced into the position of seeking alternative fire protection services if this matter cannot be resolved; and:

- b) agree to enter into a mediation process as envisioned in the Community Charter to resolve this matter.

and

- Letter dated November 30, 2017 to City of Revelstoke CAO from CSRD CAO attached.

Board Resolution of consent to the City providing servicing outside its boundaries.

2017-1220

Moved By Alternate Director Stuart

Seconded By Director Demenok

THAT: the letter dated November 29, 2017 from Allan Chabot, CAO, City of Revelstoke in response to the CSRD's letter of November 17, 2017 in relation to the Area B Fire Protection Services, be received;

AND FURTHER THAT: given the nature of the response from the City of Revelstoke, the letter be referred to the In Camera (Closed) meeting of the Board, December 1, 2017.

CARRIED

2017-1221

Moved By Alternate Director Stuart

Seconded By Director Demenok

THAT: as requested in the letter dated November 29, 2017 from Allan Chabot, CAO, City of Revelstoke, the CSRD Board consent to the provision of fire protection service by the City of Revelstoke to properties located in Electoral Area B, within the CSRD.

CARRIED

9. Administration Bylaws

9.1 Dog Control Regulation and Licensing Bylaw Updates - Bylaw No. 5747 and Bylaw No. 5748

Report from Ryan Nitchie, Team Leader, Community Services, dated November 17, 2017. Updates to the Dog Control Regulatory Bylaw for Electoral Area C and the Ranchero area of Electoral Area D.

R. Nitchie provided a verbal report summarizing the changes to the Bylaw and responded to questions from the Board.

- Online dog licensing will be available as of January 1, 2018 and at the CSRD office. This will allow for real time licensing. With the online system, licenses will be mailed once payment is made.

- There will be a press release package emphasizing education instead of enforcement.
- The definition of dangerous dog was updated to be enforceable through court.

Discussion on Motion

There was considerable discussion on the motion by the Directors. It was suggested that there should be amendments made to the Bylaws however, because the Bylaw adoption is time sensitive in order to begin collecting fees on January 1, 2018, the Directors support the approval of the Bylaws on the condition the changes are made.

Some of the changes are to include:

- Changing the word may to must for the delivery of food and water to animals. Additionally, the time before an animal is sold needs to be increased from 72 hours.
- There was discussion that the funds from sold animals could go to SPCA. Staff explained that the funds go to the contracted Enforcement Officer for recovery not profit. Operationally, the CSRD works with the Officer to try to ensure pets are reunited with owners and animals are sold as a last resort. There have been no complaints to date for sold pets.

2017-1222

Moved By Director Demenok

Seconded By Director Cathcart

THAT: "Electoral Area C Dog Control Bylaw No. 5747" be read a first, second and third time this 1st day of December, 2017.

CARRIED

2017-1223

Moved By Director Demenok

Seconded By Director Cathcart

THAT: "Electoral Area C Dog Control Bylaw No. 5747" be adopted this 1st day of December, 2017.

CARRIED

2017-1224

Moved By Director Talbot

Seconded By Director Demenok

THAT: "Ranchero Dog Control Bylaw No. 5748" be read a first, second and third time this 1st day of December, 2017.

CARRIED

2017-1225

Moved By Director Talbot

Seconded By Director Demenok

THAT: "Ranchero Dog Control Bylaw No. 5748" be adopted this 1st day of December, 2017.

CARRIED

9.2 Falkland Waterworks Service Bylaw No. 5765

Report from Jodi Pierce, Manager, Financial Services dated November 16, 2017. Proposed amendment to Falkland Waterworks Service Bylaw No. 5362 to increase the maximum parcel tax requisition.

2017-1226

Moved By Director Talbot

Seconded By Director Demenok

THAT: "Falkland Waterworks Service Amendment Bylaw No. 5765" be read a first, second and third time this 1st day of December, 2017.

CARRIED

9.3 Sicamous and District Recreation Centre User Fee Updates Bylaw No. 5766

Report from Ryan Nitchie, Team Leader, Community Services, dated November 17, 2017. Sicamous and District Recreation Centre user fee updates.

2017-1227

Moved By Director Rysz

Seconded By Director McKee

THAT: "Sicamous and District Recreation Centre User Fee Bylaw No. 5766" be read a first, second and third time this 1st day of December, 2017.

CARRIED

2017-1228

Moved By Director Rysz

Seconded By Director McKee

THAT: "Sicamous and District Recreation Centre User Fee Bylaw No. 5766" be adopted this 1st day of December, 2017.

CARRIED

9.4 Building Inspection Service Area Amendment Bylaw No. 5761

The Inspector of Municipalities has approved the Bylaw on November 28, 2017.

2017-1229

Moved By Director Morgan

Seconded By Director Talbot

THAT: the Building Inspection Service Area Amendment Bylaw No. 5761 be adopted this 1st day of December 2017.

CARRIED

9.5 Areas B and E Building Inspection Service Establishment Bylaw No. 5762

The Inspector of Municipalities has approved the Bylaw on November 28, 2017.

2017-1230

Moved By Alternate Director Stuart

Seconded By Director Demenok

THAT: the Areas B and E Building Inspection Service Establishment Bylaw No. 5762 be adopted this 1st day of December 2017.

CARRIED

12. ALR Applications

12.1 Electoral Area B: Agricultural Land Commission (ALC) Application Section 30(1) - Exclusion LC2541 (RJR Land Company Ltd.)

Report from Jennifer Sham, Planner, dated November 16, 2017.

Hill Creek Road, Galena Bay

The applicants/agent were in attendance.

J. Sham delivered a PowerPoint presentation summarizing the ALC Application Section 30(1)- Exclusion LC2541.

No written submissions were received.

2017-1231

Moved By Alternate Director Stuart

Seconded By Director Demenok

THAT: Application No. LC2541, Section 30(1) Exclusion from the Agricultural Land Reserve, for District Lot 8653, Kootenay District, be forwarded to the Agricultural Land Commission with the recommendation of approval, this 1st day of December, 2017.

CARRIED

12.2 Electoral Area B: Agricultural Land Commission (ALC) Application Section 30(1) – Exclusion LC2540 (RJR Land Company Ltd.)

Report from Jennifer Sham, Planner, dated November 14, 2017.
Hill Creek Road, Galena Bay

The applicants/agent were in attendance.

J. Sham delivered a PowerPoint presentation summarizing the ALC Application Section 30(1)- Exclusion LC2540.

No written submissions were received.

2017-1232

Moved By Alternate Director Stuart

Seconded By Director Demenok

THAT: Application No. LC2540, Section 30(1) Exclusion from the Agricultural Land Reserve, for District Lot 7045 and District Lot 7046, Kootenay District, be forwarded to the Provincial Agricultural Land Commission recommending approval on this 1st day of December, 2017.

CARRIED

13. Directors' Report on Community Events

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

10. IN CAMERA

2017-1233

Moved By Alternate Director Lavery

Seconded By Director McKee

THAT: pursuant to Sections 90(1)(c),(f),(g) and (i) of the Community Charter, being:

(c) labour relations or other employee relations;

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

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

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

the Board move In Camera.

CARRIED

The meeting adjourned to a closed session at 12:05 PM

The meeting reconvened to an open session at 1:35 PM

Alternate Director Oszust, Director McKee, Director Rysz, Director Flynn, and Alternate Director Lavery left the meeting at 1:35 PM.

ELECTORAL AREA DIRECTORS

14. Business by Area

14.1 Electoral Area B: Development Permit 850-26 (Hermanson)

Report from Christine LeFloch, Development Services Assistant, dated November 2, 2017.
5955 Highway 31, Trout Lake

C. LeFloch delivered a PowerPoint presentation summarizing DP 850-26.

2017-1234

Moved By Alternate Director Stuart

Seconded By Director Demenok

THAT: Development Permit 850-26 (Hermanson) be approved for issuance this 1st day of December, 2017.

CARRIED

14.2 Electoral Area C: Development Variance Permit 641-24 (Gibbons)

Report from Christine LeFloch, Development Services Assistant, dated November 15, 2017.
3194 Hautala Road, White Lake

The applicant was in attendance.

C. LeFloch delivered a PowerPoint presentation summarizing DVP 641-24.

2017-1235

Moved By Director Demenok

Seconded By Alternate Director Stuart

THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. 641-24 for LS 1, Section 16, Township 22, Range 10, West of the 6th Meridian, Kamloops Division Yale District, Except (1) Land Covered by the Waters of White Lake at the time of Survey of Said Lake (2) Plans 15230, 20097, 21943, 22567, 24872, and KAP70812 (3) Parcel A (DDJ25663), varying Subdivision Servicing Bylaw No. 641, as follows:

1. Waiving the requirements of Schedule 'A' Levels of Service of Subdivision Servicing Bylaw No. 641 minimum parcel size for new subdivisions to vary the size of parcel which may be subdivided with servicing by an independent on-site water system and on-site sewage disposal system from 1 ha to 0.77 ha for Proposed Lot 1 of the proposed 2 lot subdivision under application No. 2016-03274E;

be approved for issuance this 1st day of December, 2017,

subject to a suitably worded covenant being registered on the title of the subject property requiring connection of the proposed 0.77 ha lot to community water and community sewer systems when they become available.

CARRIED

15. Planning Bylaws

15.1 Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heli-skiing) Bylaw No. 851-12

Report from Christine LeFloch, Development Services Assistant, dated November 15, 2017.

3451 Trans-Canada Highway, Revelstoke

The applicant was in attendance.

C. LeFloch delivered a PowerPoint presentation summarizing Bylaw 851-12.

2017-1236

Moved By Alternate Director Stuart

Seconded By Director Demenok

THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12" be given first reading, this 1st day of December, 2017.

CARRIED

2017-1237

Moved By Alternate Director Stuart

Seconded By Director Demenok

THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12" be referred to all relevant First Nations Boards and Councils for comment, this 1st day of December, 2017.

CARRIED

15.2 Electoral Area C: Lakes Zoning Amendment (Finz Resort Ltd.) Bylaw No. 900-21

Report from Dan Passmore, Senior Planner, dated November 15, 2017.

2001 Eagle Bay Road, Blind Bay.

The applicant was in attendance.

D. Passmore delivered a PowerPoint presentation summarizing Bylaw 900-21 and clarified that Bylaw 900-21 will allow an expansion from the existing 75 mooring berths to 110 mooring berths.

2017-1238

Moved By Director Demenok

Seconded By Alternate Director Stuart

THAT: "Lakes Zoning Amendment (Finz Resort Ltd.) Bylaw No. 900-21" be read a third time this 1st day of December, 2017.

CARRIED

2017-1239

Moved By Director Demenok

Seconded By Alternate Director Stuart

THAT: "Lakes Zoning Amendment (Finz Resort Ltd.) Bylaw No. 900-21" be adopted this 1st day of December, 2017.

CARRIED

15.3 Electoral Area F: Official Community Plan Amendment (Isley) Bylaw No. 830-18, Magna Bay Zoning Amendment (Isley) Bylaw No. 800-30

Report from Dan Passmore, Senior Planner dated November 10, 2017.

6929 Squilax-Anglemont Road and 2556 McClaskey Road, Magna Bay.

The applicant was not in attendance.

D. Passmore, Senior Planner displayed a PowerPoint presentation summarizing Bylaw No. 800-30 and gave a verbal report on new information received.

The Senior Planner advised the Board of an error in the submissions included with the report on Appendix B – Referral Response Summary page 2, where it lists “No response from Ministry of Environment – Ecosystems Branch and Ministry of Forests, Lands and Natural Resource Operations – Water Branch”. Mr. Passmore explained that, in fact these agencies had not received a referral on this matter from the CSRD as these agencies were not on the list of referrals approved by the Board at their June 15, 2017 regular meeting.

D. Passmore responded to questions by Directors.

- The Ministry of Energy, Mines and Petroleum Resources manages noise and dust and the CSRD cannot comment on that.
- There was a temporary use permit (TUP) applied for on a property to the north, however a TUP cannot override a covenant.

2017-1240

Moved By Director Morgan

Seconded By Director Talbot

THAT: "Electoral Area F Official Community Plan Amendment (Isley) Bylaw No. 830-18" be read a third time this 1st day of December, 2017.

CARRIED

2017-1241

Moved By Director Morgan

Seconded By Director Talbot

THAT: "Electoral Area F Official Community Plan Amendment (Isley) Bylaw No. 830-18" be adopted this 1st day of December, 2017.

CARRIED

2017-1242

Moved By Director Morgan

Seconded By Director Talbot

THAT: "Magna Bay Zoning Amendment (Isley) Bylaw No. 800-30" be read a third time this 1st day of December, 2017.

CARRIED

2017-1243

Moved By Director Morgan

Seconded By Director Talbot

THAT: "Magna Bay Zoning Amendment (Isley) Bylaw No. 800-30" be adopted this 1st day of December, 2017.

CARRIED

16. Release of In Camera Resolutions

THAT: the following resolution be authorized for release from the Closed (In Camera) meeting of the Board, this 1st day of December, 2017:

THAT: on the basis of the response letter dated November 29, 2017 from the CAO, City of Revelstoke, re Area B Fire Protection Services, the CSRD CAO received authorization from the CSRD Board on November 16, 2017 to instruct legal counsel to commence a legal action against the City of Revelstoke seeking an injunction to require the continued provision of fire services to the Area B Fire Service Area until December 31, 2018.

19. Adjournment

2017-1244

Moved By Director Demenok

Seconded By Director Cathcart

THAT: the regular Board meeting of December 1, 2017 be adjourned.

CARRIED

CHAIR

CHIEF ADMINISTRATIVE OFFICER



REQUEST TO APPEAR AS A DELEGATION

| | |
|---------------------------------|--|
| Name of Person or Organization: | Okanagan Nation Alliance Michael Zimmer |
| Topic of Discussion: | ONA Columbia River Salmon Reintroduction |
| Purpose of Presentation: | <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Requesting Support <input type="checkbox"/> Requesting Funding <input type="checkbox"/> Other (provide details) <input checked="" type="checkbox"/> Note: A letter outlining the Request or the Information must accompany the Delegation Request form. |
| Contact Information: | Address: L1- 1444 Columbia Ave Castlegar, BC Phone Number: 250-304-7341 Email Address: mzimmer@syilk.org |
| Meeting Date Requested: | January 18, 2018 |

I have a ppt presentation, I will bring a laptop. m2

✓ **Presentation Materials-** Delegation Request forms and Supporting documentation are due to Corporate Administration Services for the agenda package **by 9am on the Tuesday one full week before the meeting.** If you wish to include a PowerPoint presentation within the Board Agenda package, in order to provide an opportunity for the Board members to review the information prior to the Board meeting date, please submit it by 9am Tuesday, prior to the meeting. Alternately, a PowerPoint presentation may be made at the Board meeting, provided you have supplied it to the CSRD offices at least three days prior to the actual meeting (the Monday prior to the meeting).

Send your completed **Request to Appear as a Delegation Form** to:

Columbia Shuswap Regional District
 Attention: Deputy Manager of Corporate Administration
 via email: admin@csrd.bc.ca
 or to: PO Box 978, Salmon Arm BC V1E 4P1
 or via Fax: 250-832-3375

Thank you!
 Michael Zimmer



September 18, 2017

Way,

Re: Support for Columbia Salmon Reintroduction Workplan

Salmon re-introduction to the Transboundary Reach of the Columbia River, and beyond, is of great importance to the Okanagan Nation, therefore the ONA is actively developing a workplan in support of these efforts. Our interests and plans support ongoing efforts by our member Nation to the south, the Colville Confederated Tribes (CCT). The CCT are currently implementing Phases I and Phases II of the Joint Fish Passage Paper. You can access this paper here:

https://ucut.org/wp-content/uploads/2016/09/Fish_Passage_and_Reintroduction_into_the_US_And_Canadian_Upper_Columbia_River4-1.pdf

The ONA is taking the next steps in anticipation of experimental re-introductions of Chinook and Sockeye beyond Grand Coulee Dam by the CCT and other Upper Columbia United Tribes. These salmon releases will have access to the Transboundary Reach of the Columbia River and may migrate towards the next, upstream migration limits, namely Hugh Keenleyside Dam, Brilliant Dam and Waneta Dam.

From our draft workplan, some key elements and questions that need to be addressed include:

- 1) Current spawning and rearing habitat in the Transboundary Reach of the mainstem Columbia and upstream reaches and tributaries?
- 2) Which stocks or strains of Chinook and Sockeye are best suited for the upper Columbia River (upstream of 49th parallel)?
- 3) Are there any disease or competition risks from salmon re-introduction?
- 4) Support of tracking movement of re-introduced salmon above Grand Coulee Dam?
- 5) Feasibility of passing salmon and other native fishes over current Canadian barriers?

We have been discussing this initiative over the last few years with support and acknowledgement being positive to date. We are at the next step and seeking letters of support from your group. We are currently in the annual period where potential funders and collaborators are accepting proposals and plan to submit portions of our workplan in search of funding.

The ONA's mandate is the conservation, protection, restoration, and enhancement of indigenous fisheries (anadromous and resident) and aquatic resources which we have been very actively working on within our territory. We are excited to move forward on this project and there is tremendous value in hearing from Community groups like yours to support this work.

L1-1444 Columbia Avenue
Castlegar, BC
V1N 3K3

101-3535 Old Okanagan Highway
Westbank, BC
V4T 3L7



We look forward to discussing our plans with you and would appreciate your consideration in supporting this important initiative. You can find out more of what we do, here: <https://www.syilx.org/fisheries/>

With thanks and best regards,

OKANAGAN NATION ALLIANCE

A handwritten signature in blue ink that reads 'M. Zimmer'.

Michael Zimmer, M.Sc., R.P.Bio.
Columbia Region Fisheries Biologist
Phone: 250-304-7341
Email: mzimmer@syilx.org

L1-1444 Columbia Avenue
Castlegar, BC
V1N 3K3

101-3535 Old Okanagan Highway
Westbank, BC
V4T 3L7

ONA Columbia Salmon Reintroduction

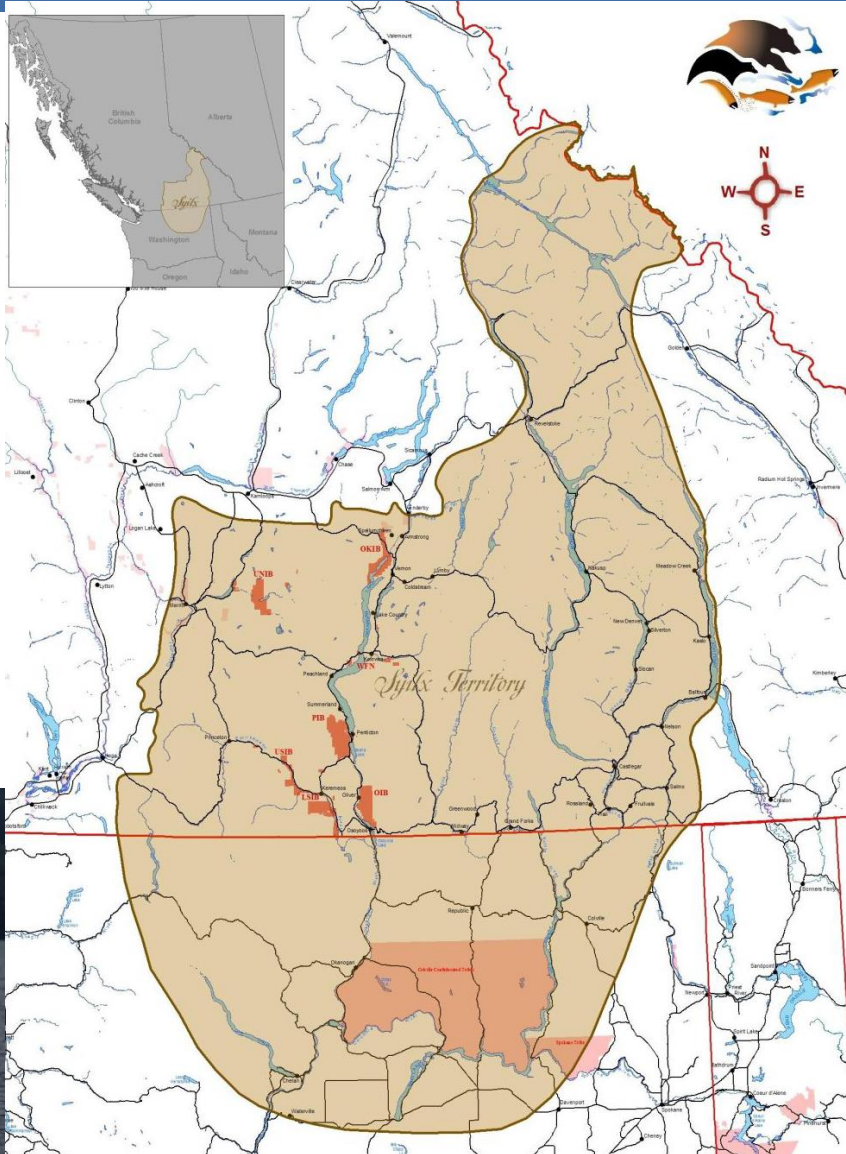
Presentation for the Columbia Shuswap Regional District

January 18, 2018, 10 am, Salmon Arm

Michael Zimmer, Biologist



Okanagan Nation Alliance



- Formed in 1981 as an inaugural First Nations government
- Represents 8 member communities
- Territory extends over 69,000 km
- Operates through 4 primary departments, plus Okanagan Aquatics Enterprises.



Okanagan Nation Alliance

Fisheries Department

- Offices in Penticton, Westbank & Castlegar
- *kł cpəlk' stim'* Salmon Hatchery, fish health lab
- Mandate: conservation, protection, restoration, and enhancement of indigenous fisheries (anadromous and resident) and aquatic resources within ONA Territory



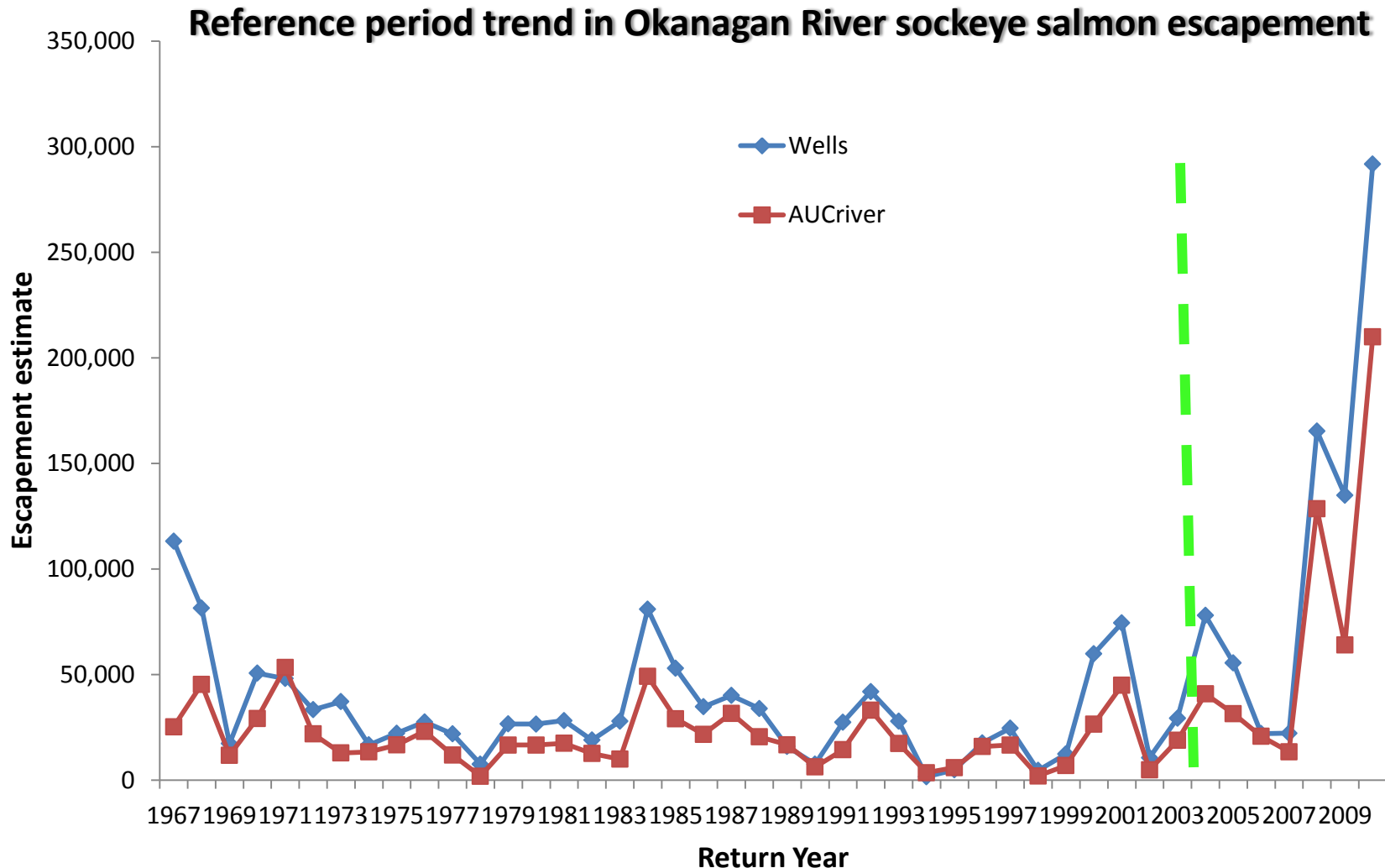
Okanagan Salmon

Salmon are intrinsic to the Syilx culture and diet (First Foods)



Okanagan Salmon

From near collapse to recovery



Starting to see benefits-economic and recreational fisheries

Page 32 of 401



Its not just a sockeye “Sharing a Story” “Certification” Traditional/responsible trade



Changing attitude on “river fish” in Canada
Moving fisheries inland



Page 33 of 401

Okanagan SOCKEYE SALMON Select

sc'win

- wild, local
- sustainable fisheries
- foodsafe certified
- government inspected
- traceable: lake-to-plate

kt cp'alk'stim'

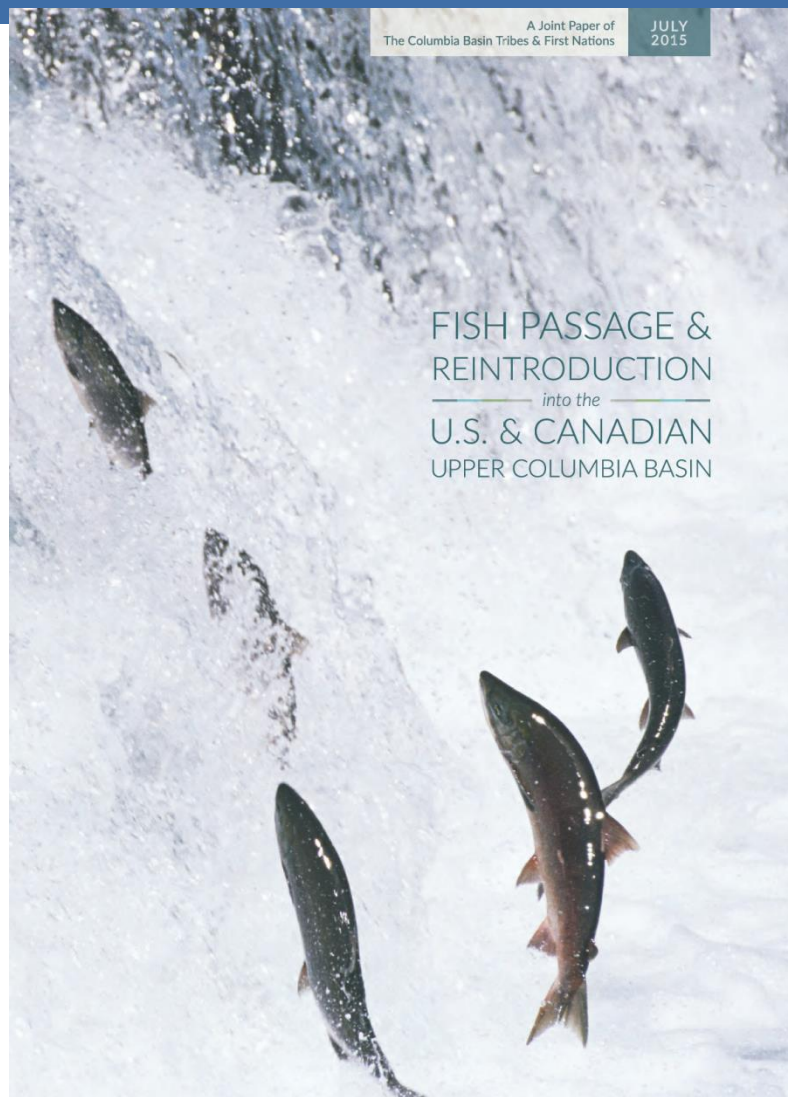
This is a Syilx word meaning “cause to come back”. The Okanagan Nation Alliance is mandated to **protect, enhance, conserve and restore** local salmon stocks. Due to their dedicated initiatives in Skaha and Okanagan Lakes, salmon have rebounded from near-collapse to a healthy sustainable stock.

Partial proceeds from sales support fisheries conservation and fair, equitable, local economy.

Syilx (Okanagan People)
cap'ik'w'et
(and many words)
tells us: *see the 1000s of sockeye salmon up the Columbia River - the people.*

syilx
Okanagan Nation Alliance
www.okanagannation.com

Columbia Salmon Reintroduction



Phase I: Pre-assessment planning for reintroduction and fish passage.

Phase II: Experimental, pilot-scale salmon reintroductions and interim passage facilities.

Phase III: Construct permanent juvenile and adult passage facilities and supporting propagation facilities. Implement priority habitat improvements.

Phase IV: Monitoring, evaluation, and adaptive management. Continue needed habitat improvements.

Columbia Salmon Reintroduction

Key Activities-support Phase I assessment

- Through bilateral government to government relationship identified/confirmed agency contacts
- Capacity modeling (life history matrices, GIS habitat suitability)
- Donor Stock Selection (Genetic, Demographic, and Disease profiling)
- Risk analysis of management modeling scenarios (adults vs juveniles strategies, downstream impacts, harvest, climate)



Columbia Salmon Reintroduction

Timelines/next steps

- Coordinate assessments with US (Risk Assessment, Habitat Intrinsic Potential, ONA Workplan)
- Look at Phase 2 pilot reintroductions summer 2018 (i.e. trap and transport)
- Look at ceremonial releases in upper Columbia
- Fish in Schools (FinS)



Columbia Salmon Reintroduction

Outreach / Support

- Share the message
- Invite support and buy-in
- Continue to inform



Questions ?

Michael Zimmer
Okanagan Nation Alliance
L1-1444 Columbia Ave
Castlegar, BC
V1L 3K3

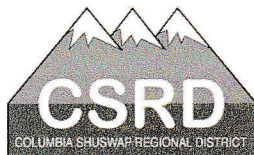
250-304-7341

mzimmer@syilx.org

www.okanagannation.com

...other emerging issues...a
story for another time?





REQUEST TO APPEAR AS A DELEGATION

| | |
|---------------------------------|---|
| Name of Person or Organization: | Marijke Dake |
| Topic of Discussion: | CP Coal Trains and a Proposed Respray Facility East of Salmon Arm. |
| Purpose of Presentation: | <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Requesting Support <input type="checkbox"/> Requesting Funding <input type="checkbox"/> Other (provide details) Note: A letter outlining the Request or the Information must accompany the Delegation Request form. |
| Contact Information: | Address: 1231 49 Ave NE Salmon Arm BC V1E 3P1 Phone Number: 250-463-3265 Email Address: marijkehd@gmail.com |
| Meeting Date Requested: | January 18, 2018 |

Presentation Materials- Delegation Request forms and Supporting documentation **are due** to Corporate Administration Services for the agenda package **by 9am on the Tuesday one full week before the meeting**. If you wish to include a PowerPoint presentation within the Board Agenda package, in order to provide an opportunity for the Board members to review the information prior to the Board meeting date, please submit it by 9am Tuesday, prior to the meeting. Alternately, a PowerPoint presentation may be made at the Board meeting, provided you have supplied it to the CSRD offices at least three days prior to the actual meeting (the Monday prior to the meeting).

Send your completed **Request to Appear as a Delegation Form** to:

Columbia Shuswap Regional District
 Attention: Deputy Manager of Corporate Administration
 via email: admin@csrd.bc.ca
 or to: PO Box 978, Salmon Arm BC V1E 4P1
 or via Fax: 250-832-3375

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

January 8, 2018

Dear Chair Rhona Martin and CSRD Board of Directors,

RE: An Additional CP Re-Spray Facility EAST of Salmon Arm, BC

I am requesting a letter of support, written by the CSRD, to be sent to CP Director of Government Affairs, Mike LoVecchio, and cc: MLA Greg Kylo and MP Mel Arnold. This letter is to request that an additional CP respray facility be built EAST of Salmon Arm to mitigate coal dusting from westbound CP coal trains.

Currently, there is one re-spray facility in Tappen, BC for all CP coal trains travelling from East Kootenay mines to Port Metro Vancouver. This re-spray facility is located about halfway on the approximate 1,000 km train run from Sparwood, BC to Vancouver, BC and is approximately 30 km **west of Salmon Arm**.

A written petition was started by me in the fall of 2017 requesting "that CP coal trains be re-sprayed **east of Salmon Arm** in order to reduce the negative effects of coal dusting on people's health, property and the environment." There are 145 signatures to date.

The following meetings have taken place with respect to this issue:

- September 19, 2017 - Mayor Nancy Cooper and Marijke Dake, Karen Morgan, residents of Salmon Arm.
- October 24, 2017 - CP Director of Government Affairs, Mike LoVecchio, and Marijke Dake, resident of Salmon Arm, Karla Ferster, owner of The Hive in Canoe.
- November 1, 2017 – Councillor Louise Wallace Richmond and Marijke Dake, resident of Salmon Arm.
- January 4, 2018 – Environmental Advisory Committee, Councillor Tim Lavery – Coal Dust Presentation by Marijke Dake, resident of Salmon Arm.

The initial polymer spray at the East Kootenay mines is not consistently mitigating the coal dusting as CP coal trains travel through Salmon Arm. It is incumbent upon CP to further reduce any and all coal dusting by **building an additional re-spray facility east of Salmon Arm**.

Sincerely,

Marijke Dake

Resident of Salmon Arm



Columbia Shuswap Regional District

Planning Report to the Board of Directors

November 6, 2017



Tel: 250 832 7171
Fax: 250 832 2429
www.bdo.ca

BDO Canada LLP
571 6th Street NE, Suite 201
Salmon Arm BC V1E 1R6 Canada

November 6, 2017

Board of Directors
Columbia Shuswap Regional District

Dear Board of Directors:

We are pleased to present our audit plan for the audit of the consolidated financial statements of Columbia Shuswap Regional District the "Regional District" for the year ending December 31, 2017.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent and timing of our audit work and the terms of our engagement. The audit planning report forms a significant part of our overall communication strategy with the Board of Directors and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Board of Directors throughout the entire audit process so that we may both share timely information. We will communicate only those matters of governance interest that come to our attention as a result of the performance of the audit. We are not required to design audit procedures for the specific purpose of identifying matters of governance interest. The audit process will conclude with a Board of Directors meeting and the preparation of our final report to the Board of Directors.

This report has been prepared solely for the use of the Board of Directors and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

The Board of Directors plays an important part in the audit planning process and we look forward to meeting with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,

A handwritten signature in black ink, appearing to read 'Angie Spencer', with a checkmark at the end.

Angie Spencer, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants



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TERMS OF REFERENCE

Our overall responsibility is to form and express an opinion on the financial statements. These financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter (as set out in Appendix A), and a summary of our proposed fees are set out below.

ENGAGEMENT OBJECTIVES

- Forming and expressing an audit opinion on the consolidated financial statements.
- Present significant findings to the Board of Directors including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Work with management towards the timely issuance of consolidated financial statements.

INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Board of Directors at least annually, all relationships between BDO Canada LLP and its related entities and Columbia Shuswap Regional District and its related entities, that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the Regional District. Refer to Appendix B.



AUDIT TEAM

In order to ensure effective communication between the Board of Directors and BDO Canada LLP, the contact details of the engagement team are outlined below.

| Name | Role | Phone number | Email address |
|------------------------|-------------------------------------|---------------------------|--------------------|
| Angie Spencer, CPA, CA | Engagement Partner | 250-832-7171 Ext. 5575 | aspencer@bdo.ca |
| Mike Boven, CPA, CA | Specialty and Commodity Tax Partner | 250-492-6020 Ext. 6001 | mboven@bdo.ca |
| Jessica Wan, CPA, CA | Assurance Manager | 250-832-7171 Ext. 5577 | jwanchunwah@bdo.ca |
| Bianca Dewitt | Assurance Audit Senior | 250-832-7171 Ext. 5560 | bdewitt@bdo.ca |
| Emily Ready | Assurance Audit Staff | 250-832-7171 Ext. 5576 | eready@bdo.ca |



RESPONSIBILITIES

It is important for the Board of Directors to understand the responsibilities that rest with the Regional District and its management, those that rest with the external auditor and the responsibilities of those charged with governance. BDO's responsibilities are outlined within the annual engagement letter attached as Appendix A to this letter. The oversight and financial reporting responsibilities of management and the Board of Directors are summarized below.

MANAGEMENT'S RESPONSIBILITIES

- Maintain adequate accounting records and maintain an appropriate system of internal control for the Regional District.
- Select and consistently apply appropriate accounting policies.
- Prepare the annual consolidated financial statements.
- Safeguard the Regional District's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- Make available to us, as and when required, all of the Regional District's accounting records and related financial information.

BOARD OF DIRECTORS' RESPONSIBILITIES

- Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- Pre-approve all non-audit services to be provided to the Regional District or its subsidiaries by the external auditor.
- Review the consolidated financial statements before the Regional District publicly discloses this information.



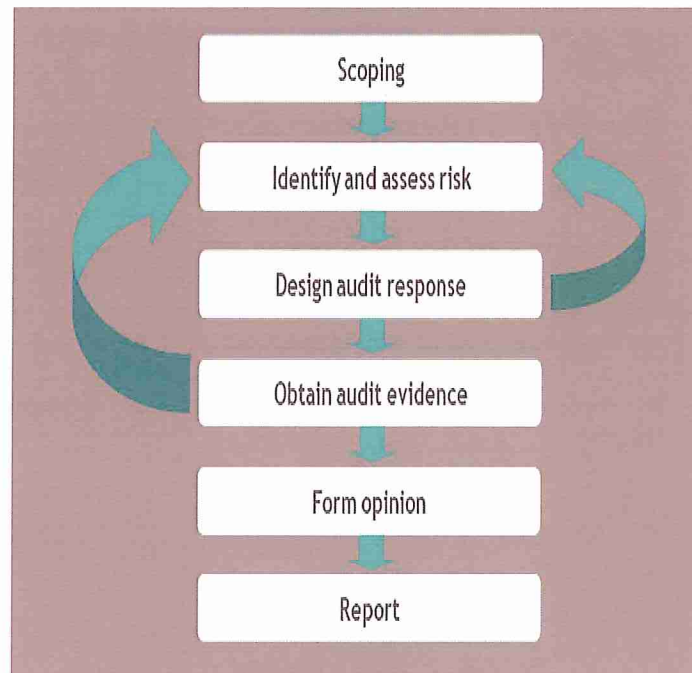
AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Regional District.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Board of Directors.

To assess risk accurately, we need to gain a detailed understanding of the Regional District's business and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the consolidated financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the consolidated financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.



MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$610,000 for the Regional District.

Our materiality calculation is based on the Regional District's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Board of Directors as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Board of Directors, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.



RISKS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the Regional District's business, our past experience, and knowledge gained from management and the Board of Directors, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Board of Directors has identified.

Revenue Recognition

| Significant Risk | Approach |
|---|--|
| <ul style="list-style-type: none"> CAS 240.26 states the auditor shall presume that there are risks of fraud in revenue recognition. Per CAS 240.A28, material misstatement due to fraudulent financial reporting relating to revenue recognition often results from an overstatement of revenues through or recording fictitious revenues. It may result also from an understatement of revenues. | <ul style="list-style-type: none"> Review of controls in place for recording revenue. Review revenue recognition policy for consistency with the professional standards. |

Risk of Management Override of Controls

| Significant Risk | Approach |
|--|---|
| <ul style="list-style-type: none"> Per Canadian Auditing Standard 240, "the auditor's responsibilities relating to fraud in an audit of financial statements," irrespective of our assessment of the risk of management control override, audit procedures must be performed to address the risk. | <ul style="list-style-type: none"> Utilize computer-assisted audit techniques to analyze manual journal entries and unusual transactions. Review significant accounting estimates for potential biases. |



Significant Estimates of Landfill Post Closure Liability

Significant Risk

- Post closure liabilities are evaluated each year, and an adjustment is prepared based on current lending rates and inflation, this area is subject to significant fluctuations based on this estimate.

Approach

- Review estimates to ensure accurate and reasonable by comparing to third party reports.



FRAUD DISCUSSION

Canadian generally accepted auditing standards require us to discuss fraud risk with the Board of Directors on an annual basis. We have prepared the following comments to facilitate this discussion.

| Required Discussion | BDO Response | Question to Board of Directors |
|--|--|--|
| Details of existing oversight processes with regards to fraud. | <p>Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including:</p> <ul style="list-style-type: none"> • Board of Directors charters; • Discussions at Board of Directors meetings and our attendance at those meetings; • Review of related party transactions; and • Consideration of tone at the top | Are there any new processes or changes in existing processes relating to fraud that we should be aware of? |
| Knowledge of actual, suspected or alleged fraud. | Currently, we are not aware of any fraud. | Are you aware of any instances of actual, suspected or alleged fraud affecting the Regional District? |

AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the entity's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and will make inquiries of management regarding:



- Management's assessment of the risk that the consolidated financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the entity, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the entity; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquire of management, the Board of Directors, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including;
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.



BDO RESOURCES

BDO is one of Canada's largest accounting services firms providing assurance and accounting, taxation, financial advisory, risk advisory, financial recovery and consulting services to a variety of publicly traded and privately held companies.

BDO serves its clients through 105 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,000 offices in more than 100 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources which may be of interest to the Board of Directors.

PUBLICATIONS

BDO's national and international accounting and assurance department issues publications on the application of Public Sector Accounting Standards (PSAS).

For additional information on PSAS, including links to archived publications and model financial statements, please refer to the following link:

<https://www.bdo.ca/en-ca/services/assurance-and-accounting/a-a-knowledge-centre/psas/>

TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO's national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link:

<https://www.bdo.ca/en-ca/services/tax/>



APPENDIX A

Engagement Letter



Tel: 250 832 7171
Fax: 250 832 2429
www.bdo.ca

BDO Canada LLP
571 6th Street NE, Suite 201
Salmon Arm BC V1E 1R6 Canada

November 6, 2017

Columbia Shuswap Regional District
Box 978
Salmon Arm, BC V1E 4P1

Dear Sir/Madam,

We understand that you wish for us to continue as the auditors of Columbia Shuswap Regional District for its fiscal year ended December 31, 2017 and subsequent years.

We are pleased to continue as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Angie Spencer, CPA, CA will be the Engagement Partner for all assurance work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of Services.

Our Role as Auditors

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements ("financial statements") prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.

Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that we may request for the purpose of the audit;
 - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
 - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
 - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.



Communication with the Securities Regulators

If the financial statements, supporting schedules and our audit thereon are included in a document required by securities legislation, they may be subject to review and comment by the staff of a securities regulator and to their interpretation of the applicable rules and regulations. This may involve discussions and communications with them, and/or the submission of supplemental data in connection with their review. You agree to inform us of any discussion, communication or submission, which may have bearing on the financial statements, schedules and other financial data in the filings and furnish us with copies of related written communications. If we are involved in such communications with the staff of a securities regulator, we will inform you and provide you with copies of the relevant communications.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.

These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

Tax Services

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.

Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

| | |
|-----------|----------|
| Signature | Position |
|-----------|----------|

| | |
|---------------------|------|
| Name (please print) | Date |
|---------------------|------|

| | |
|-----------|----------|
| Signature | Position |
|-----------|----------|

| | |
|---------------------|------|
| Name (please print) | Date |
|---------------------|------|



Appendix 1 - Standard Terms and Conditions

1. Overview and Interpretation

- 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

- 1.2 In this agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

BDO Member Firm or Firms - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

Confidential Information - information that contains identifying features that can be attributed to you or individual personnel

2. BDO Network and Sole Recourse

- 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.
- 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.
- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this agreement.

3. Respective Responsibilities

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.

- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

4. Working Papers and Deliverables

- 4.1 **Ownership** - Any documents prepared by us or for us in connection with Services belong solely to us.
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any third party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
- 4.5 **Consent to use the Report** - If we are requested to consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document, we will consider, at the relevant time, providing consent and any conditions applicable to our consent. Our consent must be in writing. In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. We will require adequate notice of the request for consent to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost.

5. Confidentiality

- 5.1 We agree to use Confidential Information provided by you only in relation to the services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may, however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services.
- 5.2 BDO shall be entitled to include a description of services we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients. You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.



6. Independence

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence in writing.

7. Offers of Employment

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

8. Professional and Regulatory Oversight

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

9. Privacy and Consents

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our Services are provided on the understanding that:
- (a) you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
 - (b) we will hold all personal information in compliance with our Privacy Statement.

10. Electronic Communications

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss

of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.

- 10.2 By signing this agreement, you provide BDO with express consent to communicate with you and your employees, as applicable, electronically, including sending BDO newsletters, publications, announcements, invitations and other news and alerts that may be of interest to you. You and your employees may withdraw such consent at any time by contacting BDO at www.bdo.ca/unsubscribe.

11. Limitation of Liability

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3 You agree that BDO shall in no event be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
- (a) three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim; and
 - (b) \$25,000.
- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 11.5 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

12. Indemnity

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:
- (a) a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest;



- (b) the services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by you, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

13. Alternative Dispute Resolution

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this agreement or the Services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. Limitation Period

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 14.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than two years after the completion of the Services under this Agreement.
- 14.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

15. Québec Personnel

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Sections 11 (Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.

16. Termination

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

17. Fees and Billings

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.
- 17.3 Our professional fees will be based on our regular billing rates which depend on the means by which and by whom our Services are provided. We also will bill you for our out-of-pocket expenses, our administrative charge (described below), and applicable Harmonized Sales Tax, Goods and Services Tax and Provincial Sales Tax.
- 17.4 Our administrative charge is calculated as a percentage of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure, telephone charges, photocopying and some support staff time costs.
- 17.5 Our accounts are due when rendered. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

18. Governing Laws

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.

19. Entire Agreement and Survival

- 19.1 This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. It is understood that this Agreement will not be superseded by any contract with us for other specific services that



are not of the same scope as the Services contemplated in this Agreement, unless the other contract explicitly references this Agreement and an intent to supersede it.

- 19.2 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

20. Force Majeure

- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

21. Assignment

- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

22. Severability

- 22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

Version: 201709a



APPENDIX B

Independence Letter

November 6, 2017

Members of the Board of Directors
Columbia Shuswap Regional District

Dear Board of Directors Members:

We have been engaged to audit the consolidated financial statements of Columbia Shuswap Regional District (the "Regional District") for the year ended December 31, 2017.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Regional District and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since March 23, 2017, the date of our last letter.

We are not aware of any relationships between the Regional District and our Firm that, in our professional judgment may reasonably be thought to bear on independence that have occurred from March 23, 2017 to November 6, 2017.

We hereby confirm that we are independent with respect to the Regional District within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of British Columbia as of November 6, 2017.

This letter is intended solely for the use of the Board of Directors, Management and others within the Regional District and should not be used for any other purposes.



Yours truly,

A handwritten signature in black ink, appearing to read "Angie Spencer". The signature is fluid and cursive, with a prominent loop at the end.

Angie Spencer, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants

District of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
VOE 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



November 29, 2017

Honourable George Heyman
Minister of Environment and Climate Change Strategy
Via E-mail: ENV.Minister@gov.bc.ca
PO Box 9047 Stn Prov Govt
Rm 112, Parliament Buildings
Victoria, BC V8W9E2

Re: Prevention of Quagga and Zebra Mussels

Dear Honourable Heyman,

On behalf of the District of Sicamous we write to express our concern about the threat of Quagga and Zebra mussels. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy them.
- Cost to British Columbia will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

Solutions:

- Guard the borders - cost British Columbia Millions to guard the borders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols - this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)

- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hopping provinces and states
- Education – Major Media campaign announcing BC's commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – "British Columbia is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols, STOP at the boat inspection stations". This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All British Columbia tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable BC biologists to work on a solution with Manitoba & US studies research groups. Let's work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free

Funding:

BC government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how can we help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps
- Lake passes for BC boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,



Terry Rysz, Mayor
DISTRICT OF SICAMOUS

Cc: Mark Zarcharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)
UBCM Members (via emails)



File: 0530-01

December 5, 2017

Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Govt
Rm 112, Parliament Buildings
Victoria, BC V8W9E2

Subject: Prevention of Quagga and Zebra Mussels

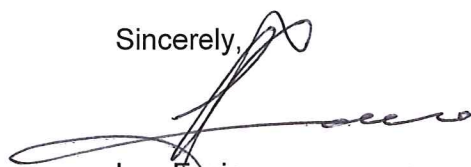
Dear Minister Heyman:

At a recent meeting of Council on December 4, 2017, Council passed a resolution in support of the District of Sicamous' concerns and threat of Quagga and Zebra mussels in the Province. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and education for the threat of Quagga and Zebra mussels into BC Lakes.

As expressed in the District of Sicamous' letter of November 29, 2017, the Village concurs that the impacts these bivalve molluscs can inflict in our BC waters is of a huge concern. We wholeheartedly agree with the District and recommend that the Province take the necessary steps to ensure continuing health and well-being of our waters and work towards a solution for the eradication of this invasive species.

We respectfully request that you consider the requests made on this very important issue.

Sincerely,



Leo Facio
Mayor

enclosure

cc: Mark Zarcharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)
UBCM Members (via emails)
Council



DEC 12 2017

Ms. Rhona Martin
Chair
Columbia Shuswap Regional District
PO Box 978
Salmon Arm BC V1E 4P1

Dear Ms. Martin:

I would like to thank the Columbia Shuswap Regional District for bringing your concerns forward at this year's Union of British Columbia Municipalities Convention held in Vancouver. I regret that my schedule did not allow us to meet in person. I understand from the Honourable Doug Donaldson, Minister of Forest, Lands, Natural Resource Operations and Rural Development, and Parliamentary Secretary Jennifer Rice that your meeting was very informative.

I am writing to follow up on that meeting, as I understand that time did not allow for discussion regarding funding for emergency planning and readiness. Parliamentary Secretary Rice shared with the delegation information on the Community Emergency Preparedness Fund (CEPF). Additional information can be found at the Union of British Columbia Municipalities website at: <http://www.ubcm.ca/EN/main/funding/lgps/community-emergency-preparedness-fund.html>. The Province encourages the regional district to apply for funding under the CEPF, which is accepting applications now through the Union of British Columbia Municipalities.

Following on this summer's flood and wildfires, Emergency Management BC and BC Wildfire Service held a series of after-action review sessions. Feedback and contributions from communities affected by the wildfires of this past summer will assist the provincial government's future responses.

I appreciate these important opportunities to exchange ideas and share information. Through a continued partnership, I am confident that we can work together to increase the well-being of the Columbia Shuswap Regional District and its citizens.

Sincerely,

Mike Farnworth
Minister of Public Safety
and Solicitor General

pc: The Honourable Doug Donaldson
Ms. Jennifer Rice
Mr. Robert Turner

Correspondence

| | | |
|---|---|--------------------------------|
| <input type="checkbox"/> CAO | <input checked="" type="checkbox"/> Agenda Jan 18 | Ownership: |
| <input checked="" type="checkbox"/> Works | <input type="checkbox"/> Reg Board | File# |
| <input type="checkbox"/> DS | <input type="checkbox"/> In Camera | 2018 |
| <input checked="" type="checkbox"/> Fin/Adm | <input type="checkbox"/> Other Mtg | 0410-20-32 |
| DEC 15 2017 | | |
| <input type="checkbox"/> Ec Dev | <input type="checkbox"/> Staff to Report | Ack Sent: |
| <input type="checkbox"/> IT | <input type="checkbox"/> Staff to Respond | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Parks | <input type="checkbox"/> Staff Info Only | <input type="checkbox"/> Mail |
| <input type="checkbox"/> SEP | <input type="checkbox"/> Dir Mailbox | <input type="checkbox"/> Email |
| <input type="checkbox"/> HR | <input type="checkbox"/> Dir Circulate | |
| <input type="checkbox"/> Other | | |

via email, please



City of Revelstoke

P.O. Box 170, Revelstoke, British Columbia V0E 2S0
revelstoke.ca

December 18, 2017

Darcy Mooney, Manager
Operations Management
Columbia Shuswap Regional District
PO Box 978
Salmon Arm, BC V1E 4P1

emailed: dmooney@csrd.bc.ca

Dear Mr. Mooney:

Re: RAEMP Emergency Management Agreement / Revelstoke Airport Emergency Response Centre Lease Agreement.

It has been reported out of the In-Camera Council meeting on December 12, 2017 that Council passed the following resolutions in relation to the Revelstoke and Area Emergency Management Program Agreement and the lease agreement for the Emergency Response Centre space at the Revelstoke Airport:

THAT the Columbia Shuswap Regional District be advised that the City of Revelstoke offers to provide emergency management services to Area B for one year term only, to expire on December 31, 2018.

THAT the City of Revelstoke will terminate the lease agreement with Columbia Shuswap Regional District and vacate the portion of the Revelstoke Airport housing an emergency operations center by December 31, 2018.

Please note that in both agreements the extension of the term has been crossed off to reflect the resolution to end the agreements on December 31, 2018 and have been initialed by the authorized signatories. To be clear, effective January 1, 2019 the City of Revelstoke will no longer provide emergency management services to

DEVELOPMENT
SERVICES

(250) 837-3637
development@revelstoke.ca

PUBLIC WORKS

(250) 837-2001
works@revelstoke.ca

FINANCE

(250) 837-2161
finance@revelstoke.ca

FIRE RESCUE
SERVICES

(250) 837-2884
fire@revelstoke.ca

PARKS, RECREATION
& CULTURE

(250) 837-9351
prc@revelstoke.ca

CORPORATE
ADMINISTRATION

(250) 837-2911
admin@revelstoke.ca

COMMUNITY
ECONOMIC DEVELOPMENT

(250) 837-5345
ced@revelstoke.ca

RAEMP Emergency Management Agreement
Revelstoke Airport Emergency Response Centre Lease Agreement

Electoral Area B and will vacate the Revelstoke airport emergency response centre on or before December 31, 2018.

Originals will be forwarded through the mail. We will await the duly signed and executed copy of each agreement. If there are any questions or concerns please contact the undersigned at dawn.low@revelstoke.ca or 250-837-2911.

Regards,
City of Revelstoke



Dawn Low
Director of Corporate Administration

cc: Allan Chabot, Chief Administrative Officer
Rob Girard, Fire Chief

Encl.



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

341 Shuswap Street SW, Box 129, Salmon Arm, BC, V1E 4N2
Phone: (250) 832 2157 Fax: (250) 832 9428

December 19, 2017

The Honourable Rob Fleming, Minister of Education
Room 124 Parliament Buildings
Victoria, BC V8V 1X4

VIA EMAIL

Dear Minister Fleming:

RE: REPORT AND RECOMMENDATIONS ON TRUSTEE VARIANCE OPTIONS

I recommend that the Minister establish a **five-member Board of Education** for School District No. 83 (North Okanagan-Shuswap) commencing with the election of October 2018. I further recommend that the electoral regions/wards be organized as follows:

- | | |
|--|------------|
| • North Shuswap/Sorrento/Carlin: | 1 trustee |
| • Salmon Arm: | 2 trustees |
| • Sicamous/Malakwa/Enderby/Grindrod: | 1 trustee |
| • Armstrong/Spallumcheen/Falkland/Silver Creek/Ranchero: | 1 trustee |


This recommendation is made in the context of the following background and feedback from community consultation and as a result of observations during my work in the district since June 2016.

BACKGROUND/CONTEXT:

In April 2016, the Minister of Education appointed a Special Advisor for School District No. 83 with a mandate to:

- ***“evaluate the governance practices of the District’s Board of Education (Board)”***; and
- ***“evaluate the Board’s capacity in respect of financial matters and effective fiscal management”***.

Upon completion of that review, Special Advisor Liz Watson issued a report on June 3, 2016 with 42 recommendations. Recommendation #2 reads as follows:

| | |
|---|---|
|  | <p>School District No. 83 Special Advisor's Report June 3, 2016</p> |
| <p>Recommendation #2</p> <p><i>“Simplify Regional Representation and Reduce the Number of Trustees”.</i></p> <p><i>We recommend that the current regional representation model be retained but simplified and that the allocation of Trustees be revised to better reflect population within the region.</i></p> <p><i>We recommend that the number of Trustees be reduced to five or seven.</i></p> <p><i>This recommendation should be addressed and implemented in advance of the next election (2018). The effectiveness of the revised Board composition and Board size should be reviewed and assessed within six years after that election and fine-tuned if needed.</i></p> | |

The Special Advisor's detailed commentary regarding board efficiency and effectiveness and the overall operation of the school district can be read in the full report available at <http://bit.ly/2Al6ryS>. One key comment regarding the board in office at the time of the report states:

“The overriding concern is that while the Trustees are elected to represent the District as a whole, they are often conflicted in also representing the needs of their communities, who in fact, elect them. The current structure is broken; and the allocation of Trustees by region is unbalanced”.

Another recommendation in the Watson Report was to replace the elected board with an Official Trustee. In that role, starting on June 15, 2016, I have worked with staff and the community to consider and act on each of the Watson Report recommendations. Many of those recommendations have been implemented and some continue to be in development. Still others are most appropriately addressed by the Ministry of Education.

In taking action on Recommendation #2 regarding the number of elected trustees, the Board (in this case the Official Trustee) is required to engage in consultative processes with representatives from the community, other local government agencies and Partner Groups. Following those consultations, the Board may request that the Minister of Education consider varying the size of the board.

Local discussions took place during Fall 2017 and have included opportunities for input via:

- on-line overview of options and feedback from community members;
- discussion with local area government agencies and local First Nations Band representatives; and,
- consideration of options at the Partner Group Table and through a Working Group sub-committee of the Partner Group Table.

I have determined that it is appropriate for me, in my role as Official Trustee (The Board) to recommend to the Minister that he consider varying the size of the Board and to do so well in advance of the upcoming trustee elections in October 2018.

Currently, the size of an elected board for School District No. 83 (North Okanagan-Shuswap) is set at nine members elected through a ward system with the following allocations:

| | |
|---------------------------------|------------|
| Salmon Arm: | 2 Trustees |
| Armstrong/Spallumcheen: | 2 Trustees |
| Enderby/Grindrod: | 1 Trustee |
| Sicamous/Malakwa: | 1 Trustee |
| Falkland/Silver Creek/Ranchero: | 1 Trustee |
| Carlin/Sorrento: | 1 Trustee |
| North Shuswap: | 1 Trustee |

It is my view that retaining a ward system is important in order to ensure representation and perspectives from across the school district. I also believe that a Board of Education of nine trustees is larger than necessary for the efficient operation of School District No. 83.

As the community engagement process began, the Partner Group Table sub-committee considered a number of options, some of which were referenced in the Watson Report while others emerged from the discussions at that sub-committee table.

Community members and those involved in face-to-face meetings were asked to share their thoughts regarding seven options: one being the status quo (nine trustees); three with a seven-member board structure; and the remaining three as five-member models. Participants were also invited to offer other suggestions/configurations beyond those listed on the website. The options and maps are included in the Appendix in this report.

Throughout the feedback process, it became clear that there wasn't a single option that was universally supported. There were many reasons people spoke for or against a particular electoral design. For example, some respondents supporting a seven-member board stated that it was better than a board of nine trustees. Others who spoke against a seven-member board believed it was still too large – they would prefer five. Some responses suggested that a trustee elected from a ward has a primary role to represent the interests of the schools and communities within that part of the school

district. Others expressed the hope that the district could move on from “silo approach” into a new governance culture where each trustee acts as part of a collective that attends responsibly to priorities across the district. There were some comments suggesting a form of “proportional representation” while others noted that regions with small student populations and few schools still need to have their perspectives represented.

In summarizing the feedback from the in-person meetings and the 62 respondents to the on-line feedback, themes that emerged included:

a) Support for decreasing the number of trustees on the board in order to:

- symbolically and practically move away from the previous board structure and size;
- create a broader governance mandate for all trustees to act on behalf of the entire district rather than “silos of representation”;
- reduce governance costs by approximately \$15,000 per trustee in compensation and expenses and allocate those funds to direct service to students;
- streamline governance and spread trustee workload/responsibilities more evenly and with greater emphasis on the priority roles of trustees;
- create a governance climate that encourages consensus building; and,
- find ways to fully immerse Armstrong into the district rather than it being perceived as a separate silo more than two decades since amalgamation.

b) Opposition to a change from nine trustees to a smaller number included concern for:

- trustee workload with fewer board members;
- geographic size of various wards;
- trustee capacity to be familiar, and in regular contact with the schools in their zone;
- a lack of proportional representation;
- decreased board size reducing diverse discussion and opinions; and,
- relatively modest cost savings (approximately \$15,000 per trustee in compensation and expenses) that would be realized by reducing the size of the board.

Additional considerations that have influenced my recommendation to the Minister:

- *Concern about trustee workload and the challenges that would occur if there are fewer trustees responsible for larger geographic areas.* This highlights a perception about the role of trustees. The Watson Report makes significant reference to this issue, so it will be important to emphasize for trustee candidates and for the community at large what effective trustees and boards do. A corporate board is responsible to govern and establish policy for the district and

to supervise and monitor progress toward student success. Effective boards engage in this work through oversight of their superintendent/chief executive officer and by extension, the rest of the staff. The superintendent has overall responsibility for the functioning of the district – it is not the role of trustees to intervene in day-to-day district operations;

- *Several comments also referring to the trustee liaison role with schools in their ward.* While establishing a linkage between a family of schools and a trustee is often positive, it should not lead to any perception that the trustee has priority allegiance to one school or group of schools over others. A trustee elected from the farthest north region of the district has an equal duty to work on behalf of the needs of students and schools in the farthest point south; and,
- *Individual trustees do not hold power.* Rather, they serve as part of a corporate board with duty and authority for the entire district. By creating a new, streamlined structure, it is hoped that effective governance norms can be established and sustained.

CONCLUDING COMMENTS:

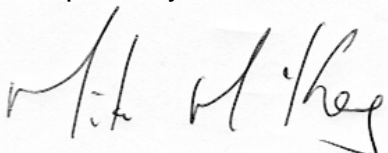
There is a unique opportunity to act decisively at this time to support transparency, build a culture of respect and an enhanced focus on student success. A five-member board would be well placed to accomplish those outcomes and to work as a cohesive unit on behalf of all learners.

If, during its mandate, a five trustee board believes that there is a need for a larger board, it can refer to Special Advisor Watson's comment as part of Recommendation #2. She contemplates the potential for a request for a future adjustment once an elected board has been in office for a sufficient period. The Report includes:

“...(the) effectiveness of the revised Board composition and Board size should be reviewed and assessed within six years after that election and fine-tuned if needed”.

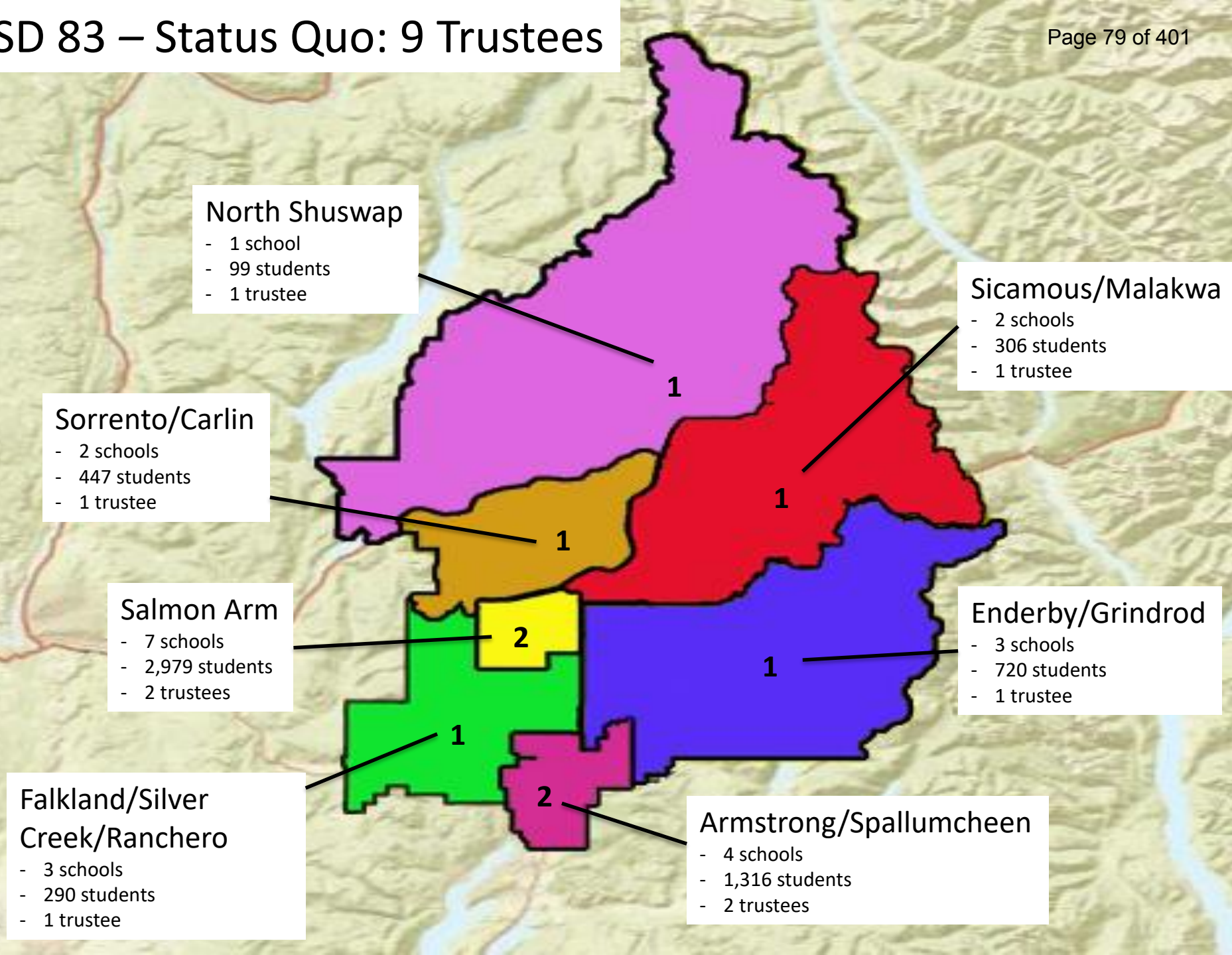
This report and recommendation is submitted to Minister of Education Rob Fleming for consideration and action as appropriate.

Respectfully,



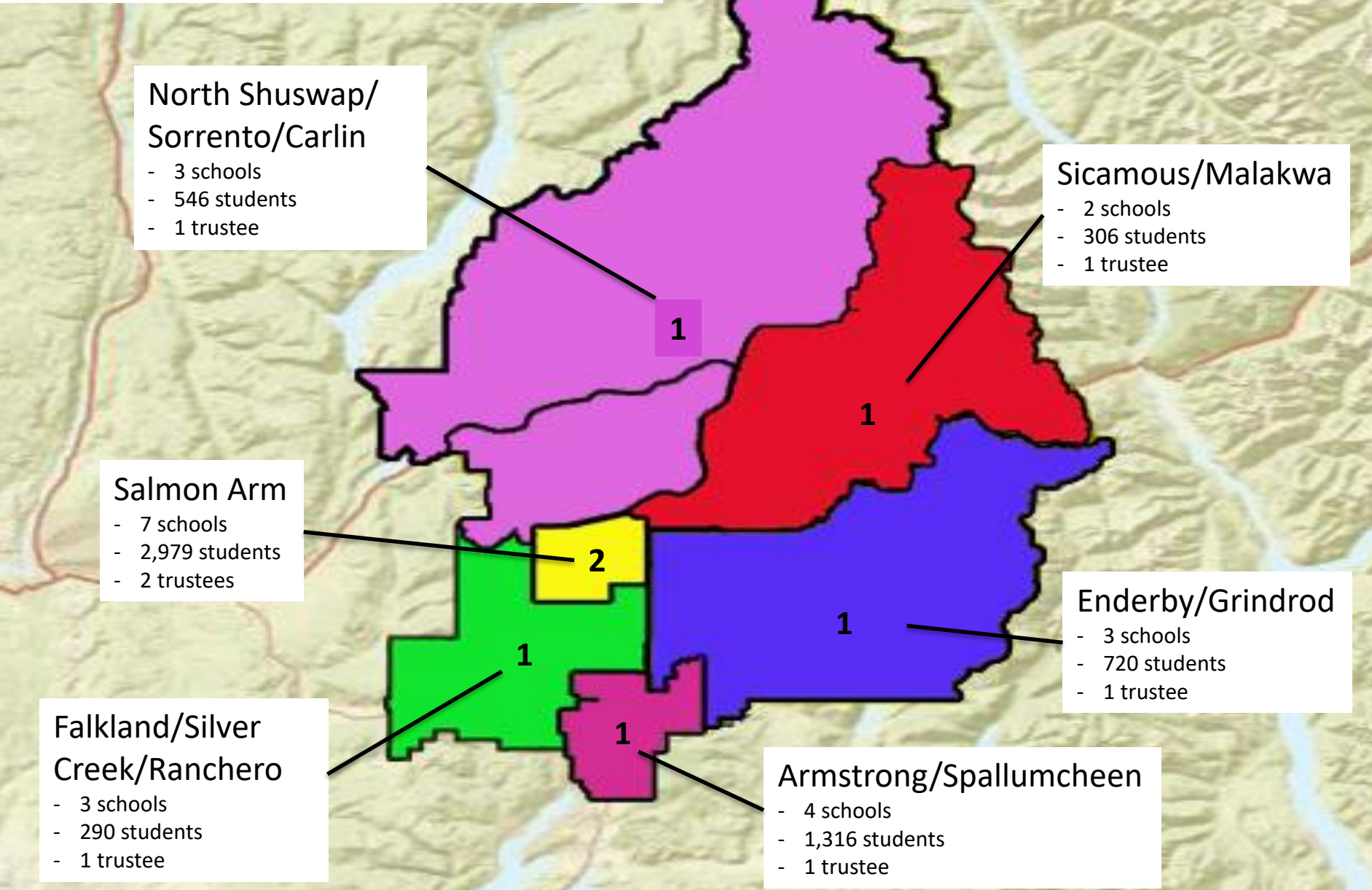
Mike McKay, Official Trustee
School District No. 83 (North Okanagan-Shuswap)

Appendix: Trustee Variance Options and Maps



SD 83 – Option A: 7 Trustees

- Combine North Shuswap and Sorrento/Carlin
- Reduce Armstrong by 1 trustee



SD 83 – Option B: 7 Trustees

- Combine Armstrong and Falkland/Silver Creek/Ranchero
- Combine Enderby/Grindrod and Sicamous/Malakwa
- Combine North Shuswap and Sorrento/Carlin

North Shuswap/ Sorrento/Carlin

- 3 schools
- 546 students
- 1 trustee

Sicamous/Malakwa Enderby/Grindrod

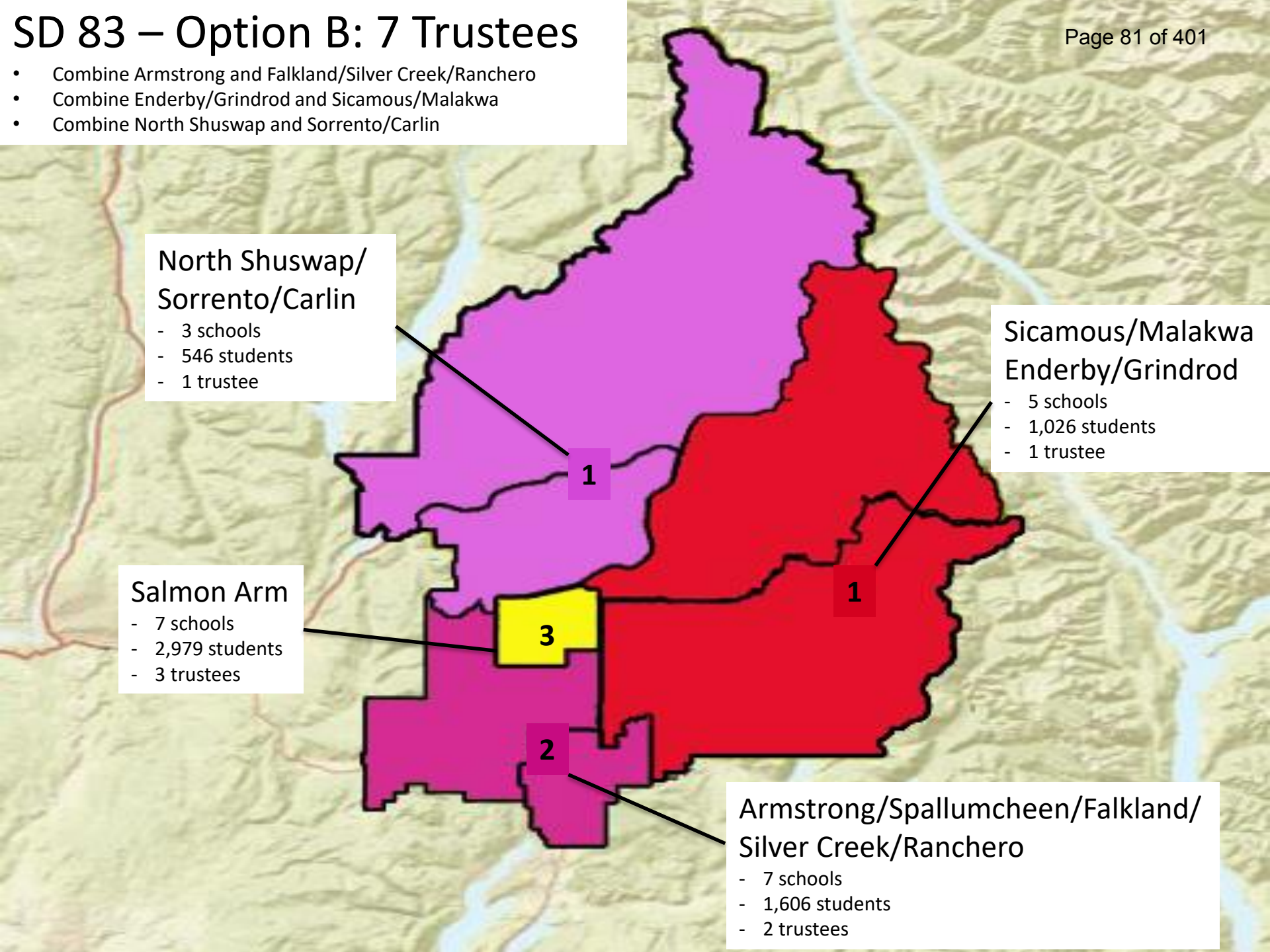
- 5 schools
- 1,026 students
- 1 trustee

Salmon Arm

- 7 schools
- 2,979 students
- 3 trustees

Armstrong/Spallumcheen/Falkland/ Silver Creek/Ranchero

- 7 schools
- 1,606 students
- 2 trustees



SD 83 – Option C: 7 Trustees

- Combine Armstrong and Falkland/Silver Creek/Ranchero
- Combine Enderby/Grindrod and Sicamous/Malakwa
- Combine North Shuswap and Sorrento/Carlin

**North Shuswap/
Sorrento/Carlin**

- 3 schools
- 546 students
- 1 trustee

**Sicamous/Malakwa
Enderby/Grindrod**

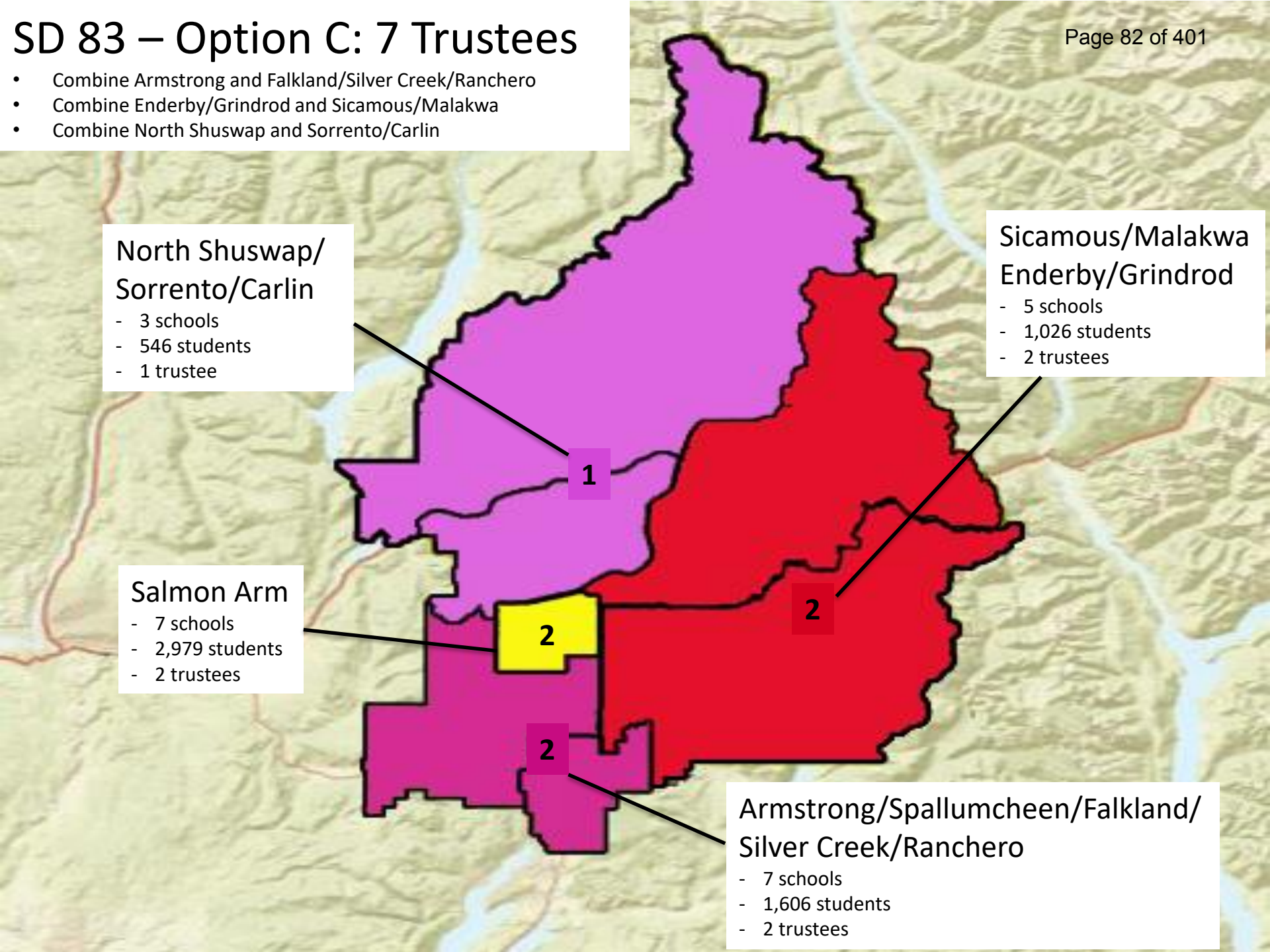
- 5 schools
- 1,026 students
- 2 trustees

Salmon Arm

- 7 schools
- 2,979 students
- 2 trustees

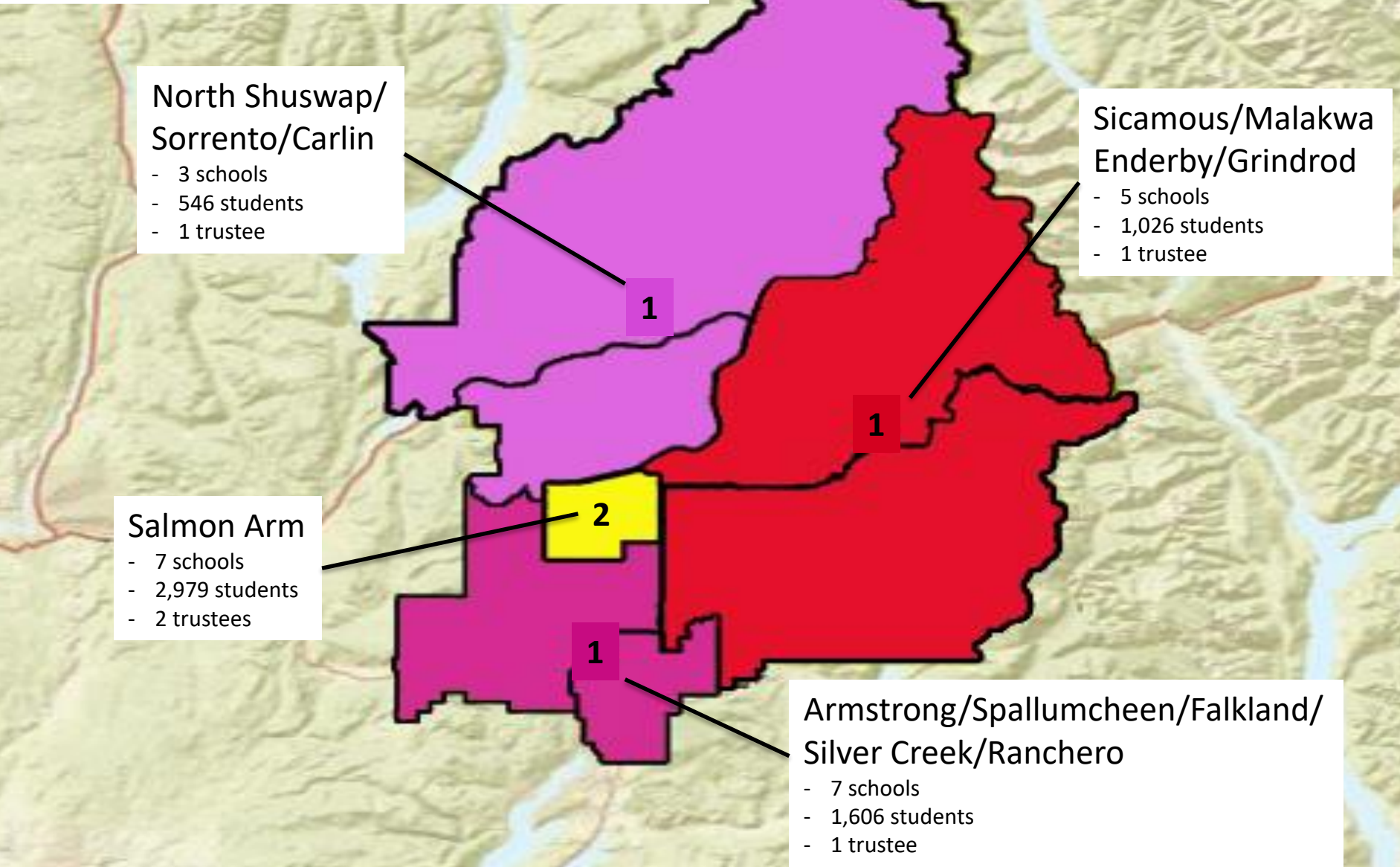
**Armstrong/Spallumcheen/Falkland/
Silver Creek/Ranchero**

- 7 schools
- 1,606 students
- 2 trustees



SD 83 – Option D: 5 Trustees

- Combine Enderby/Grindrod and Sicamous/Malakwa
- Combine North Shuswap and Sorrento/Carlin
- Combine Armstrong and Falkland/Silver Creek/Ranchero and reduce by 1 trustee



SD 83 – Option E: 5 Trustees

- Combine Enderby/Grindrod and Sicamous/Malakwa
- Combine North Shuswap, Sorrento/Carlin, and Falkland/Silver Creek/Ranchero
- Reduce Armstrong by 1

North Shuswap/
Sorrento/Carlin/Falkland/
Silver Creek/Ranchero

- 6 schools
- 836 students
- 1 trustee

Sicamous/Malakwa
Enderby/Grindrod

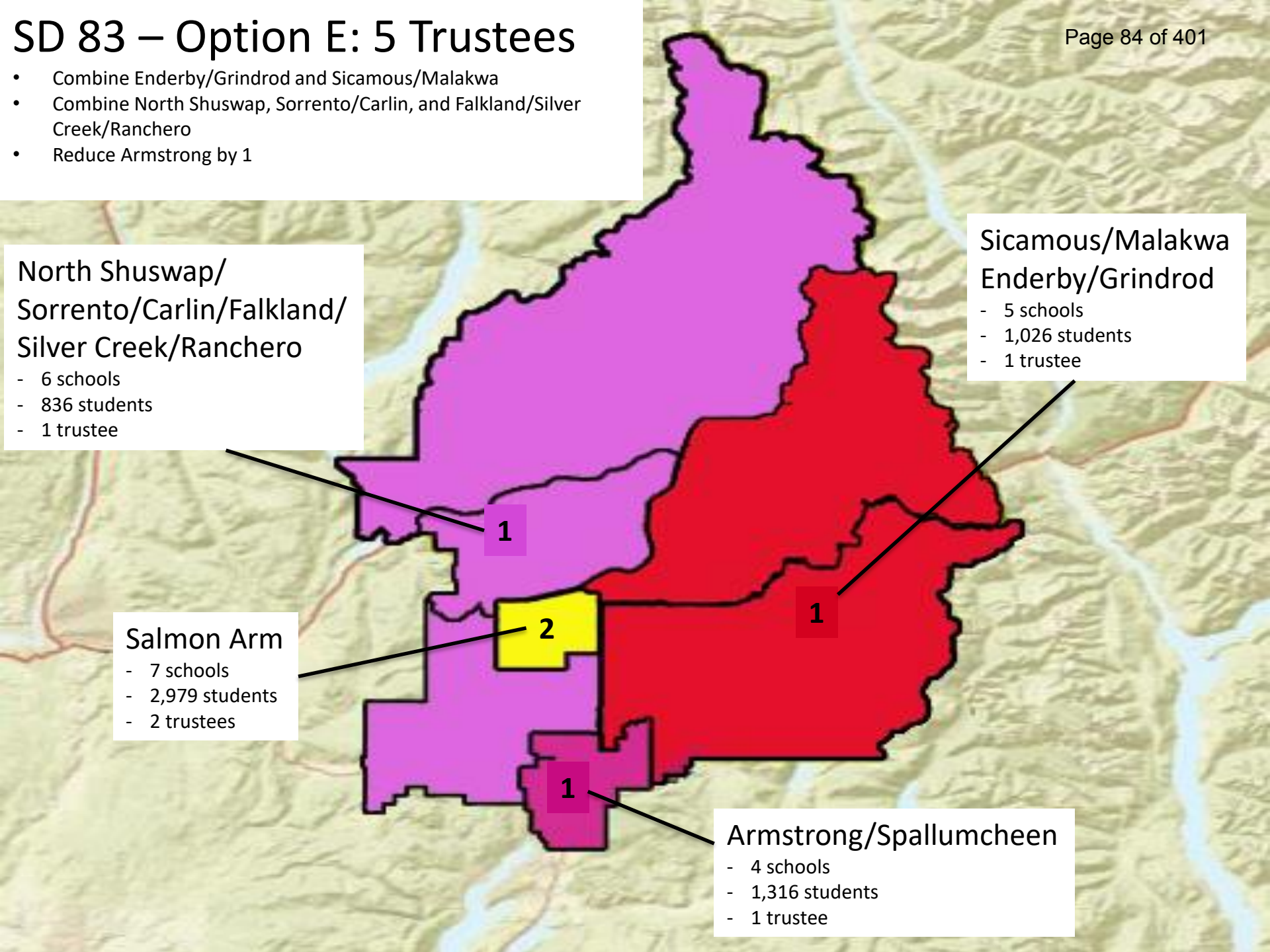
- 5 schools
- 1,026 students
- 1 trustee

Salmon Arm

- 7 schools
- 2,979 students
- 2 trustees

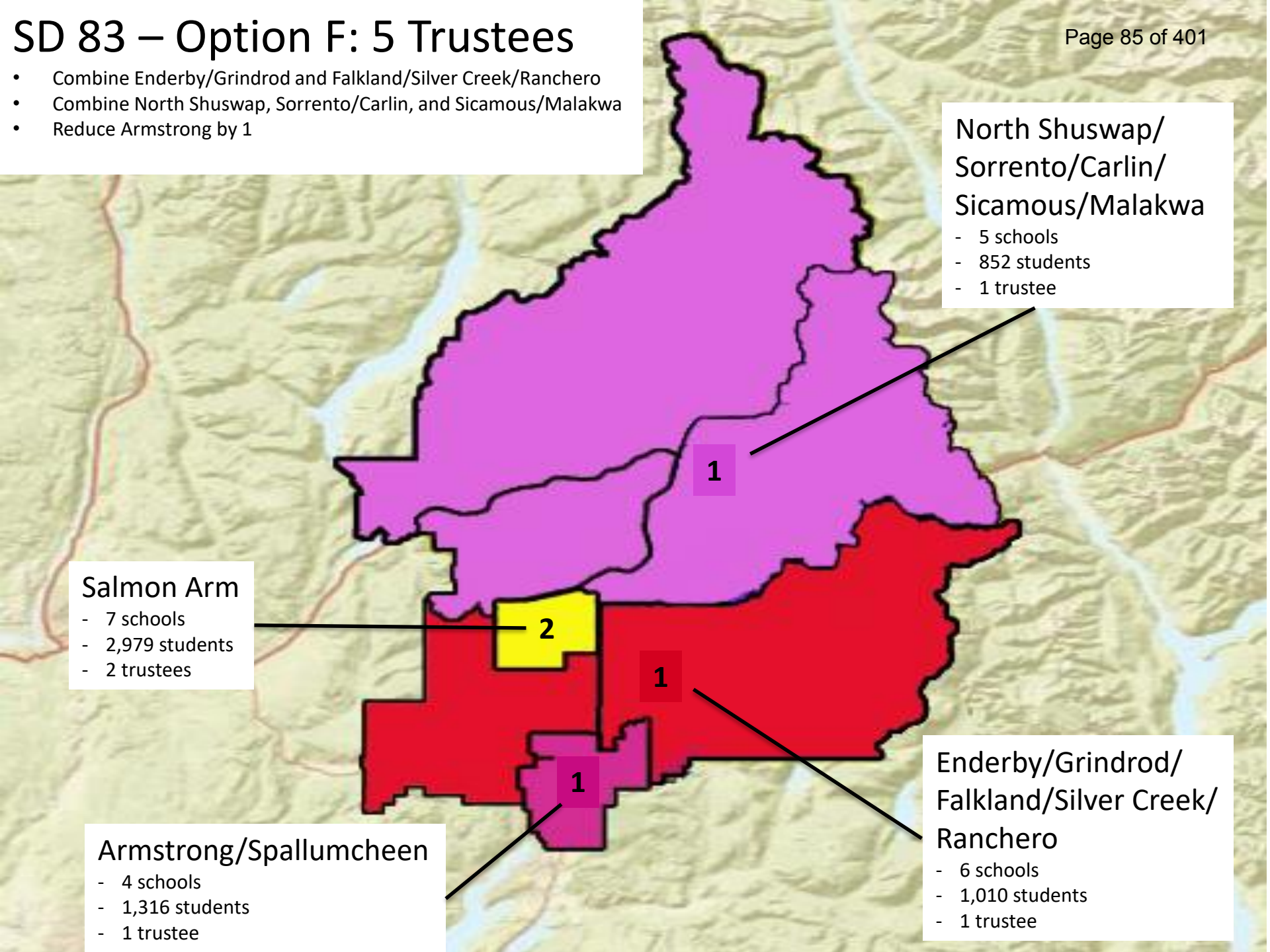
Armstrong/Spallumcheen

- 4 schools
- 1,316 students
- 1 trustee



SD 83 – Option F: 5 Trustees

- Combine Enderby/Grindrod and Falkland/Silver Creek/Ranchero
- Combine North Shuswap, Sorrento/Carlin, and Sicamous/Malakwa
- Reduce Armstrong by 1



North Shuswap/
Sorrento/Carlin/
Sicamous/Malakwa

- 5 schools
- 852 students
- 1 trustee

1

Salmon Arm

- 7 schools
- 2,979 students
- 2 trustees

2

1

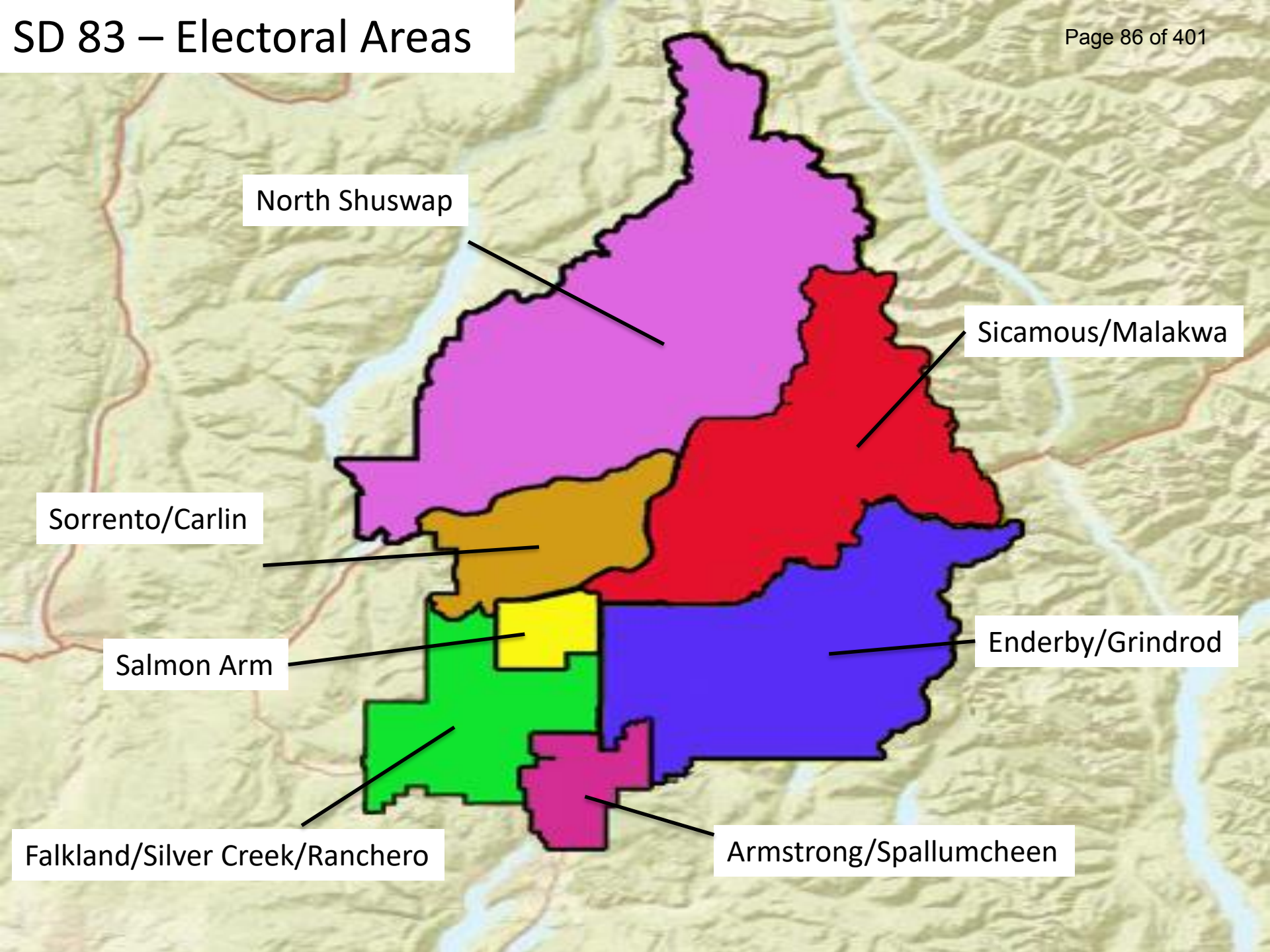
Armstrong/Spallumcheen

- 4 schools
- 1,316 students
- 1 trustee

1

Enderby/Grindrod/
Falkland/Silver Creek/
Ranchero

- 6 schools
- 1,010 students
- 1 trustee



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 wellbeing 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, simply provide a brief 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. We are intentionally making this process as easy and seamless as possible. 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 Executive Director (no requirements as to length, and letters should be emailed).

1. Nomination Letters must be received by February 28th, 2018.
2. Letters must clearly state which award the nomination is for.
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 amount 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 publicly recognized at the upcoming AGM.
2. A representative from your local government will have an opportunity to speak (5 minutes) to all assembled delegates about the project or event.
3. Your local government will receive a beautiful plaque to permanently display at your government office.
4. 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.

SILGA

Southern Interior Local Government Association

December 14, 2017

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2018

As per the Constitution of the Southern Interior Local Government Association (amended 2017), 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 2018/2019 term. Elections are to be held at the SILGA Convention in Revelstoke on April 26, 2018.

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. All positions are for one year. 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 Monday, February 26, 2018. 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 Chad Eliason, Salmon Arm.

All those interested in serving are asked to contact Councillor Eliason at 250-804-9874 or by email at chadeliason@gmail.com. All information should be forwarded to both Councillor Eliason and the SILGA office (yoursilga@gmail.com).

Alison Slater
SILGA Executive Director

SILGA Southern Interior Local Government Association

December 14, 2017

To: All SILGA Members

Call for Resolutions for 2018 Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Revelstoke from April 24th to April 27th, 2018. 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 23, 2018 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2018 SILGA Convention, please forward by email your resolution to yoursilga@gmail.com. Any background information on the resolution would be helpful. 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.

If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.

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>

Resolutions not received by February 23rd 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.

SILGA *Southern Interior Local Government Association*

- (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
Executive Director, SILGA



NEWS RELEASE

For Immediate Release

Ministry of Agriculture

2018AGRI0002-000009

Jan. 4, 2018

B.C. farmers, communities, public to shape revitalization of the Agricultural Land Reserve

VICTORIA – An independent committee with members from diverse agricultural backgrounds and experiences will lead the revitalization of the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC) through an authentic and meaningful consultation process with stakeholders and British Columbians, Minister of Agriculture Lana Popham announced today.

“I am proud and grateful to have attracted British Columbians with the knowledge, expertise, passion and experience that the committee members possess for agriculture,” said Popham. “The ALR and the ALC are incredibly important to the health and economic well-being of our province’s future, and making it easier and more efficient for the commission to fulfill its mandate of protecting farmland and encouraging farming is a commitment the B.C. government is delivering on.”

The nine-member Minister of Agriculture’s Advisory Committee will provide strategic advice, policy guidance, and recommendations on how to help revitalize the ALR and ALC to ensure the provincial goals of preserving agricultural land and encouraging farming and ranching in British Columbia continue to be a priority. The committee will be chaired by Jennifer Dyson, with members from throughout the province with diverse agricultural knowledge and experience.

“As we embark on this consultation, our collective mandate is to ensure that the ALC and agriculture is positioned for the future,” said Dyson. “I am asking that each of our review committee members listen to what is being said, honestly, impartially, professionally and in a principled fashion. I am looking forward to the conversations.”

Beginning in early 2018, the committee will:

- Share a consultation paper to seek opinions and feedback on revitalizing the ALR and ALC;
- Host regional meetings to hear opinions and feedback directly from the local farming and ranching communities in Abbotsford, Cranbrook, Fort St. John, Kelowna, Kamloops, Nanaimo and Prince George; and
- Open an online consultation process to seek public opinion.

The committee will use the input it receives during the consultation process to develop recommendations for the provincial government's consideration. The recommendations may include changes to the current legislative, regulatory, and administrative framework to revitalize the ALR and the ALC. Any legislative changes that support the revitalization of the commission and the reserve are targeted for late 2018 or early 2019.

The ministerial mandate letter for the Minister of Agriculture identifies as a priority the

revitalization of the Agricultural Land Reserve and the Agricultural Land Commission, an independent administrative tribunal dedicated to preserving agricultural land and encouraging farming and ranching in British Columbia.

A backgrounder follows.

Contact:

Dave Townsend
Government Communications and Public
Engagement
Ministry of Agriculture
250 356-7098
250 889-5945 (cell)

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BACKGROUND

For Immediate Release
2018AGRI0002-000009
Jan. 4, 2018

Ministry of Agriculture

Committee members

Jennifer Dyson (chair)

Jennifer Dyson has been involved in many aspects of agriculture; as a producer, consultant, chair, commissioner and industry member. Dyson has participated in the Partnership Committee on Agriculture and the Environment, Environmental Farm Plan Working Group, and Island Agri-Food Initiative. She was appointed to the Agricultural Land Commission in 2008 and served as chair of the Island Panel until 2017. Dyson served the agriculture industry, province and federal government as the executive director of the Agricultural Workforce Policy Board formed to respond to human resources challenges. Dyson was one of a handful of people who formed the Island Farmers Alliance and served as the Western Women's representative appointed by the BC Agriculture Council to the Canadian Federation of Agriculture. Dyson and her family operate an innovative water buffalo dairy and direct farm market in the Alberni Valley.

Vicki Huntington

Victoria Huntington is a native of Vancouver and has a degree in political science. She spent much of her early career in the RCMP security service and subsequently working with ministers of the Crown in Ottawa. She served five terms as an elected councillor in the municipality of Delta. Huntington was elected as an Independent MLA for Delta South in May 2009 and re-elected in May 2013. She was the first Independent elected to the B.C. legislature in over 60 years and her re-election as an Independent is a first in modern B.C. political history. She recently retired in 2017. Huntington served as band manager for the Gitanmaax Indian Reserve in Hazelton, subsequently becoming a policy assistant to the federal Minister of Indian Affairs and Northern Development. She was vice-chair of the Lower Mainland Treaty Advisory Committee (LMTAC) and its representative on the Provincial Treaty Negotiating Team. Huntington has shown a particular interest in environmental and agricultural matters.

Chief Byron Louis

Louis has over 25 years of knowledge and experience, at various levels of the political spectrum. First, elected to Council in 1991, then designated as chair of the Okanagan Nation Fisheries Commission in 1995 and as a title and rights advisor at the Tribal Council and regional level, and political liaison designate with U.S.-based tribal, public and private utilities (hydro-electric generation) and state and federal authorities. Over the course of his career, he has served in various facets of political office involving natural resource management, economic development, public works, community planning, liaison and strategic development and negotiation with various levels of senior government and the private sector. Louis continues to work extensively on First Nations social and economic issues and interests and is currently

serving his fourth term as Chief of the Okanagan Indian Band. In 2015, he took on the role of director with the New Relationship Trust, an independent non-profit organization dedicated to strengthening First Nations in B.C. through capacity building.

Lenore Newman

Lenore Newman holds a Canada Research chair in food security and environment at the University of the Fraser Valley, where she is an associate professor in the department of geography and the environment and the director of the Centre for Food and Farmland Innovation. She runs a research program focused on farmland preservation, agriculture on the rural/urban fringe, culinary development, and food innovation, and consults widely on how to protect the world's farmland while growing the agricultural industry. Her opinion pieces on the future of farmland use and other food-related issues have been published in the *Globe and Mail*, the *Vancouver Sun*, and the *Georgia Straight*, and her first book, *Speaking in Cod Tongues: A Canadian Culinary Journey*, was published in 2017. She holds a PhD in environmental studies from York University. Newman is a member of the Royal Society of Canada's New College, and the patron of the Newman Heritage Farm. She splits her time between Vancouver and the Sunshine Coast.

Chris Kloot

Chris Kloot was born and raised on a dairy farm in Chilliwack. Today, together with his wife and sons, he owns and operates a poultry farm in Rosedale, just east of Chilliwack. Recently, the pair became partners in the purchase of a vacant dairy farm with the intent to branch into dairy farming as well, as all three of their sons work on dairy farms and display a natural affinity for the industry. Additionally, Kloot is also a real estate agent, and is serving his first term on Chilliwack city council. His tremendous passion for agriculture has been recognized by the council. Kloot is the chair of the city's Agricultural and Rural Advisory Committee and was instrumental in the implementation of the Farm Home Plate bylaw in 2017. He is a member of the Chilliwack Agricultural Commission and devoted to the promotion and success of agriculture and agri-business in Chilliwack. You may also recognize him as one of the lead roles in the flashy humorous action trailer of the "Chicken Squad", a savvy innovative online marketing campaign to promote B.C. chicken and share accurate facts to educate consumers about Canadian chicken-growing practices. This was produced together in 2014 by the BC Chicken Marketing Board and BC Chicken Growers Association.

Shaundehl Runka

Shaundehl Runka has worked in land-use planning and resource management in British Columbia since the early 1990s. With a background in geography, Runka operated as a consultant dealing with a broad range of land- and water-use issues, across all regions of the province. In 2001, Runka joined the Agricultural Land Commission (ALC) as a policy analyst, ending her career there in early 2017 in the policy planner position. Runka gained extensive experience interpreting the *Agricultural Land Commission Act*, regulation and policies and in working with Agricultural Land Reserve (ALR) stakeholders throughout the province on a day-to-day basis. During her tenure at the ALC, she participated in legislative and regulatory reviews and carried out an extensive re-write of ALC policies to reflect government direction and the commission mandate. Runka was raised in the Okanagan Valley, has lived in Vancouver for 30 years and is co-owner of a family farm in Baldonnel in the Peace region. Her professional life

has taken her to all regions of the province.

Irmi Critcher

Irmi Critcher and her husband Barry own and operate a first generation grain and oilseed farm. The 1,600 hectare farm is located near Taylor, in the Peace River District. Critcher has always taken a very active role on the farm and jointly manages it with her husband. They have been farming for over 25 years and grow wheat, barley, oats, canola, peas and grass seeds. Critcher has been the past president of the BC Grain Producer's Association and has had directors positions on provincial and federal agriculture Industry boards, including the BC Grain Industry Development Council, Investment Ag Foundation and Grain Growers of Canada. She has chaired numerous committees within these associations including Localized Crop Research, Environment and Climate Action Initiatives.

Arzeena Hamir

Arzeena Hamir is a farmer and agronomist from the Comox Valley. She earned her bachelor's degree in crop science from the University of Guelph and her master's degree in sustainable agriculture from the University of London, England. In 2007, she spoke at her first city council meeting to save the Garden City Lands in Richmond. Since then, she has advocated for community food security, farmland conservation and supports for new farmers. She is currently president of the Mid Island Farmers Institute and a director of the Investment Agriculture Foundation.

Brian Underhill

Brian Underhill worked in varying capacities at the Agricultural Land Commission (ALC) since 1980 and most recently, he was the ALC's deputy chief executive officer, before retiring in 2015. In his leadership role Underhill was responsible for the management and administration of the ALC staff secretariat, which included functions related to land-use planning and policy development and interpretation, as well as compliance and enforcement and land information services. Underhill worked closely with the chair of the ALC and its appointed commissioners, providing strategic advice and recommended courses of action. He also performed statutory land-use decision-making duties, consultation and co-ordination with local governments throughout the province and collaboration with provincial government ministries, agencies and other administrative tribunals to ensure consistency between policies and legislation and community and regional planning and the *Agricultural Land Commission Act* and regulations. By way of his experience at the Agricultural Land Commission, his background in geography and resource management studies and extensive travel throughout the province, Underhill has developed considerable knowledge of land-use issues in relation to community planning and the agriculture industry. Underhill resides in Vancouver and has a special interest in promoting education and awareness of farmland protection and how it is related to the provincial policy to preserve agricultural land and encourage farming throughout British Columbia.

Contact:

Dave Townsend
Government Communications and Public
Engagement
Ministry of Agriculture
250 356-7098
250 889-5945 (cell)

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**Columbia Shuswap Regional District
Area A Local Advisory Committee (LAC) Meeting Minutes
24th October 2017
Golden Hockey Arena - Lounge**

Present:

- Karen Cathcart (Electoral Area “A” Director)
- Stephanie Knaak (Alternate Director)
- Craig Chapman (Chairperson)
- Derek Smith (Secretary)
- Ian Rowe
- Lynda Conway
- Diana Taufer
- David Perez
- Doug Whiting.
- Jason Jones (Larch Architecture – Trail Design)

Regrets: Kathy Simpson

Gallery: Six members of the public attended the meeting.

CALL TO ORDER

Craig Chapman (Chairperson, Area A LAC CSRD) called the meeting to order at 6:03pm

WELCOME AND INTRODUCTIONS

- I. Director Cathcart introduced Jason Jones from Larch Architecture to the Local Area Committee. Jason is to provide latest information on the public consultations being conducted and other consultations related to Trail Development Plans.

BUSINESS ITEMS:

None

ADOPTION OF AGENDA

Motion by Ian Row
Second by Diana Taufer

Motion Carried

ADOPTION OF MEETING MINUTES

Motion by Doug Whiting
Second by Linda Conway

Motion Carried

GENERAL BUSINESS:**Director's Report:****Area A Director Fall Update**

As we all welcome the change of seasons, we take the time to thank all the fire fighters and emergency responders who worked tirelessly in our community, our region and our province to keep us safe.

It has been a busy summer for the regional district with spring floods and wildfires across the province. The Local Advisory Committee took a break from the meeting schedule for July and August to respect the family vacation period. The September meeting was cancelled as I attended UBCM (Union of British Columbia Municipalities) in Vancouver. The next meeting is scheduled for Tuesday, October 24th at the Arena Lounge at 6pm. I hope to see folks out for the meeting.

1. Proposed Noise Bylaw

A focus of the summer work for me was meeting with residents regarding the proposed noise bylaw. Folks were asked to provide their comments to the CSRD for consideration. Residents were concerned about a bylaw affecting their livelihoods and identified activities such as farming with livestock guardian dogs, wedding receptions, and business from home to be considered for exemption from the bylaw. The Board agreed that these activities identified by residents be exempted in the proposed bylaw. As a result, the Board asked the CSRD staff to bring back the proposed noise bylaw with exemptions to the October 19 meeting for further review.

2. Heemskirk/Northern Silica

Another area of focus is the construction of the haul road for the Heemskirk/Northern Silica plant. Working with local agencies and provincial ministries such as Ministry of Transportation and Infrastructure and Ministry of Forest Lands and Natural Resources, to support the design scheme so that the permits can be issued and construction of the haul road can move forward. The construction of the haul road remains a priority. Bill Bennett (former BC Minister of Energy and Mines – on the board of Northern Silica) is aware and will be involved with decisions related to the haul road.

3. Telecommunications

Flexinet continues to work with the CBBC (Columbia Basin Broadband Corporation) on the Industry Canada 150 project. Flexinet upgraded existing infrastructure, which increased the capability for higher internet speeds in rural Golden. Flexinet continues to work in collaboration with CBBC (Columbia Basin Broadband Corporation) to determine next steps in providing a reliable internet service for rural residents.

4. Parks and Recreation

Parks and Recreation department had a busy summer! Two benches were installed on concrete pads on the edge of the Parson playground. Twelve trees are scheduled to be planted around the playground and bleachers this fall. A post and rail fence will also be installed in the next few weeks at the edge of the parking area above the playground as a safety buffer between vehicles and playground users.

In partnership with BC Rec Sites and Trails, four new picnic tables were ordered and delivered to Cedar Lake Recreation Site in the spring. Other picnic tables received fresh paint and minor repairs including the replacement of damaged and/or rotting boards. BC Rec Sites and Trails collaborated with the CSRD to complete the grading of the Cedar Lake Recreation site loop. The grading work was coordinated in conjunction with planned grading to the forest service road. Fresh paint was applied to the outhouse this year. BC Rec Sites and Trails provided a welcome sign that was installed next to the existing kiosk. Both kiosks were given a fresh coat of paint.

Parson Community Park received new hockey nets, a tennis net and pickleball nets this year. The concession stand was given some much-needed attention including some sections of new siding and a fresh coat of paint. The concession door was repaired and the counter top was given a fresh finish of paint. The vault toilet was spruced up with a coat of fresh green paint on the rooftop.

CSRD Parks continues to work on engineering and design for a boat launch on the Columbia River in the Nicholson area.

5. CSRD Area A Trail Strategy

Over the summer and fall months, LARCH Landscape Architecture lead consultant, Jason Jones continues to receive feedback from local residents on the development of the CSRD Area A Trail strategy. The Electoral Area A Regional Trail Strategy will be a comprehensive plan to guide the development and management of a sustainable trail network within the region. This plan will serve as an evaluation and decision making tool for trail development within Area A for the next 10 years and beyond.

REPORT ON BOARD MEETINGS

June Board Meeting:

- The communication plan was decided on for the Noise bylaw that included an overview of the bylaw, on social media, a comments section for folks to make comments. And the bylaw posted on the website.
- EOF funds were approved in the amount of \$25,000.00 to move the regulatory approvals for channel modifications of the KH river.
- Support for EOF funds in the amount of \$25,000.00 to secure funds for the Golden cycling club to finish the development of Mount 7 trail.

July Board Meeting:

- The CSRD Board provide a letter of support for the Spec-Team Society to the province to express support for the society's application for funding to support costs for those individuals assessments for those suffering from Fetal Alcohol Syndrome Disorder.
- Operations Management of the CSRD reported on the wildfire situation in the region. We went from a flooding to fire situation very quickly in the region this year. The concerns I brought forward to the operation team was, given that the Area A represents the largest geographic region of the CSRD and we have limited internet access, and limited resources on the ground – a report from the staff will be forth coming to the Minister to advance these issues.
- Golden Visitor Centre Land: transfer of the land from the province to local government has happened. The town and regional district now have to purchase the land for \$260,000.00. Then sell the land and building.

August Board Meeting:

- Fire Smart brochures and information will be sent out in with the property tax notices.
- Grant in aid for the Golden and District Museum for 1500.00 for the fall faire.
- Grant in Aid to cover the wood debris from the wind storm in the amount of \$4,250.00) it should be noted that the town of golden paid half of the costs. I believe the total came in about \$10,000.00
- Highway Planning Donald Development Corporation: read from the minutes. DDC purchased the land and have been clearing the land all summer. Concerns voiced by residents included the degradation of the creek and the dust. KCathcart visited the neighbors to see what was happening. She emailed MOE to indicate she was concerned about the creek. MOE indicated to DDC to stay away from the creek. MOTI has issued 2 permits for DDC to transfer the trees via the roadways. The plan to construct the truck stop at this point. There have been some management changes with DDC. The CSRD have indicated to DDC that they need to keep the local residents informed. After the second reading this application will go to a public hearing for input.

September Board Meeting:

- The CSRD Board directed the CSRD staff to write a letter to Greyhound Canada to oppose the reduction of services for the BC Pax transportation services. We already have limited services for transportation on our rural areas.
- Presentation from Tolko Industries Ltd. – More community consultation is required from these logging companies to ensure residents are aware of the logging process and can participate in the process.
- GAI for the Kicking Horse Chamber of Commerce for 1,100.00 for the business awards.
- Noise bylaw - is currently with the CSRD to be re-written with the exemptions requested. The bylaw is in support of the RCMP to deal with noise related issues.

October Board Meeting:

- GAI: \$1,500 Golden Agricultural Society (Halloween Hunted Trail)
- The Nicholson Fire Suppression Service Area is an established bylaw and occasionally owners of property currently outside the existing service area will petition the CSRD for inclusion. An informal petition was received in September 2017 requesting the inclusion of one property lying to the southeast of the existing Nicholson Fire Suppression Service Area on McMurdo Road. The Nicholson Fire Chief has determined the property is within an appropriate distance from the Nicholson Fire Hall and should be considered for inclusion into the service area. The Electoral Area Director also supports the inclusion.
- In July 2017, the Town of Golden purchased the British Columbia Visitor Centre located in Golden. Significant upgrades were required to the surface works, landscaping, utilities and lighting; the Town of Golden used its' General Surplus Fund to provide bridge financing for this project in anticipation of partial repayment from RMI as well as the Golden/Area A Economic Opportunity Fund (EOF). As the requested \$300,000 is not currently available in the Golden/Area A EOF, this amount will not be distributed until the 2018 Payment-in-Lieu of Taxes is received from BC Hydro in July 2018.

Moved by Dave Perez to accept the Director's Report for 24 Oct 2017 as presented.
Seconded by Ian Rowe

Motion Carried

OTHER BUSINESS:

4. New Business:

1. Logging issue Brought up by Doug Whiting. Redburn forest service road has controlled access because of recent vandalism to logging equipment. This restricts access to recreation and firewood. Question whether gates to be open at predetermined times for example for legitimate users of the road. Note: This is an active LP Logging area. Decision would have to come from them.
2. Diana Taufer raised a question about the herbicide and pesticide signage along the side of the road. Is this for removal of invasive species or blanket herbicide spraying. Enters into the water stream in the area. Director Cathcart to follow-up with EMCON and if possible, have them attend a future LAC meeting to clarify what is being sprayed and environmental impacts.
3. Ian Rowe asked a question regarding Northern Silica related to what money has been set aside for site remediation at the end of the mining operations. Normal legislation requires sinking funds before they a permit is granted. Are there funds in place and what is the basis of their deposit. Director Cathcart to follow-up

DATE OF NEXT MEETING:

TBD

ADJOURNMENT

Moved by Doug Whiting that the meeting be adjourned.

Seconded by Dianna Taufer

Motion Carried.

Meeting Adjourned at 1900 hrs, 24th October 2017

Discussion and questions from the Gallery.

1. Noise Bylaw

- Several people from the gallery expressed sincere concerns about the fairness of the noise bylaw and how it can be enforced. It was expressed that the noise bylaw as it is currently proposed leaves too much to interpretation by enforcement officials. Seems to be a solution looking for a problem to solve rather than the opposite. Suggestion that the RCMP (who are requesting more legislation to support their efforts) be asked to attend a future LAC to present their side of the discussion.

2. Firewood

There was some general discussion around access to firewood on Crown land as well as on private land where the owner has granted permission. Obviously, one needs to have a permit detailing what species and precisely where a person can harvest wood. Excess wood not fit for commercial purpose is normally stacked in wood piles and burned through the winter period. Much of this wood is ideal for residential firewood but access is difficult because of road barricades (relates to vandalism experienced by some logging companies). Is it possible to have some access for responsible users?

**Revelstoke and Area
Minutes of the Economic Development Commission
Wednesday, November 1, 2017 at 4:00 p.m.
in the Revelstoke Business and Visitor Information Centre Boardroom,
301 Victoria Road West**

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

1. CALL TO ORDER

Meeting was called to order by chair, Roberta Bobicki at 4:55 pm.

2. ADOPTION OF AGENDA

Moved by Brett Renaud

Seconded by Connie Brothers

THAT the agenda be adopted as presented.

CARRIED

3. ADOPTION OF THE MINUTES

Moved by Brett Renaud

Seconded by Connie Brothers

THAT the minutes from October 4, 2017 be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

Page 2, Item 5b, Municipal Alcohol Policy – Laurie Donato presented to Commission prior to meeting officially starting. Feedback was given from Commission members. Commission would like to see changes to policy before they make a final decision.

Page 1, Item 4a, Sani-Dump Report – It was noted no letter had been written to date. Nicole reported she had went around and looked at various sites for the location, was told the location by the car wash wasn't large enough.

Action: *Roberta Bobicki will prepare a letter to the City on behalf of the Commission noting the urgency of having a year round sani-dump location to cater not only to RV's but to the numerous tour buses to the community.*

Page 2, Item 5a, Revelstoke Destination Tourism Strategy – Nicole noted the MRDT (Municipal & Regional District Tax) renewal application was sent in Oct.31.

5. NEW BUSINESS

Activity Report – Nicole noted the application to the rural dividend fund was successful in the amount of \$100,000. Now an RFP will be sent out to conduct a housing needs assessment as well as a multi-use facility. General discussion held such as how private land could be developed into high density housing. There will be additional flights with the air charter service this season. Continue to research on developing a tech park, but issues with the tenor process.

RMI (Resort Municipality Initiative) Information – Nicole reported there has been no word from the province for additional funding. Reviewed chart of funds already dispersed.

Action: Nicole to provide Commission with the outcomes from the Trail Strategy study.

Non-Attendance of Commission Members – Nicole referred to the terms of reference on attendance of members. It was brought up as there are 2 current members that have not attended many meetings to date. This affects the quorum of the group. Discussion held and it was decided the members be contacted again to bring their non-attendance to their attention, and give them a chance to start attending regularly or resign. If no answer from them the Commission can motion to have them removed from the group.

6. ECONOMIC DATA


Hotel Tax MRDT – Chart was reviewed. Discussion held.

Business Licenses – Chart was reviewed. Discussion on getting a detailed breakdown.

7. ADJOURNMENT

Next meeting is December 6, 2017.

Brett Renaud moved to adjourn meeting at 5:45 pm.



Roberta Bobicki, Chair

**Columbia Shuswap Regional District
Area A Local Advisory Committee (LAC) Meeting Minutes
28th November 2017
Hockey Rink – Lounge**

Present:

- Karen Cathcart (Electoral Area “A” Director)
- Stephanie Knaak (Alternate Director)
- Doug Whiting.(Chairperson)
- Derek Smith (Secretary)
- Ian Rowe
- Lynda Conway
- Kathy Simpson
- Blair Hudson
- David Perez
- Stephanie Knaak
- Bill Usher
- Doug Prasky
- Debbie Gudjonson

Regrets: Craig Chapman
Diana Taufer
Ian Rowe

Gallery: 14 guests in the Gallery

CALL TO ORDER

Meeting called to order by Doug Whiting at 1802 hrs.

WELCOME AND INTRODUCTIONS

BUSINESS ITEMS:

1. Discussion paper regarding the Partnered Services Delivery Review Committee
2. Doug Prasky and Debbie Gudjonson of Nicholson, BC regarding the Canyon Creek alluvial fan flood debris and risk assessment.

ADOPTION OF AGENDA

1. Delegation: 6:00 PM Mr. Bill Usher, Kicking Horse Culture Annual Report
2. Delegation: 6:30 PM Mr. Doug Prasky and Mrs. Debbie Gudjonson, Canyon Creek alluvial fan flood debris and risk assessment.

ADOPTION OF MEETING MINUTES

Motion Moved By: Blair Hudson

Motion Seconded By: Linda Conway

GENERAL BUSINESS:

Directors Report

November report

Shared services Discussion Paper.

Board passed resolution to support CAO to enter into discussion with Town of Golden (TOG) to create a service establishment bylaw. Once the discussions with the TOG are concluded early in 2018, the proposed changes will have to go to electoral ascent (Area A public vote).

Noise bylaw

The Noise Bylaw has not come back to the Board so has only gone through first reading. Based on community feedback, requests were made for exemptions for livestock guardian dogs, wedding services and home based businesses. There were 92 comments against the bylaw and 42 in favour of the bylaw. It has not been brought back to the table as other impacted communities in CSRD need to have a say. There may be no value in the bylaw because of all these exemptions. Asked the RCMP to provide report where the bylaw requirement is coming from. Bylaw will be back on the table early in 2018

Noise bylaw is posted on CSRD website and may be brought up again with the modifications.

Swimming Pool Champion Group.

An initiative to gauge interest in a year-round swimming pool is being championed by Pat and Paul Coatsworth. At this stage, just looking at the value of a feasibility study. Will work with the Town of Golden to see if there is a funding Currently

Silica North.

Very little progress to report as the new ownership of the mine is established. There is a clear need to have a meeting between owners and community regarding the haul road and the interface to the TransCanada Highway. Discussions between the Director of Area A and the owners to lock-in the community consultation are on-going.

Shared Services Discussion Paper

Overview. We share many services steering committee composition. Converted tax Presentation of the discussion paper.

Delegations:

Kicking Horse Culture. Introduction by Bill Usher and 10 minute video presentation.

The KHC presentation outlines the activities including.

Summer Kicks

Kick Yourself

Banff Mountain Film festival

Christmas Faire

Snow King Masquerade

Film Kicks

AGOG and the impact on local artists

KHC Youth Engagement
 Interac Club
 Wedding Receptions
 Community Engagement (Christina Benty) 50 public 40 revenue 10 donations
 Financial presentation spreadsheet

Delegations:

from the Doug Prasky and Debbie Gudjonson

Mr Prasky and Mrs Gudjonson presented an outline of discussions they have been engaged in with CSRD and the Province of BC with respect to properties in Nicholson. Because much of Nicholson (in particular, Canyon Creek west of the Columbia River) is in a categorized alluvial fan, subdivision of property is not allowed. Despite the fact that significant remediation to the Canyon Creek water flow has been in place for over a decade, no change to this classification has been made. The process to address this with the CSRD is long, involved and extraordinarily expensive for the individual home owners. Ministry of Transportation and Infrastructure (MOTI) are also involved along with the CSRD. In addition to discussions regarding emergency flood and risk plan discussions, there have been correspondence related to the 1 hectare lot size and subdivision of those lots.

Mr Prasky and Mrs Gudjonson detailed the time and costs they have incurred to date and the costs of completing the engineering studies directed by CSRD/MOTI and asked for guidance on how rural residence could ever hope to address these requirements.

Director Cathcart has been aware and involved with discussions on behalf of residents of Area A and responded highlighting the expertise in the CSRD. Clearly, there is a dependence on the engineering and planning expertise within the Regional District. The Director pointed to a similar issue in Sunnybrae where residents were seeking funding for emergency flood remediation and planning funding. In the very recent past, Sunnybrae had both property damage and death due to the problems with the flooding in the area. The Director explained that if the MOTI were asking for this level of detail from the residents it is to ensure that their application for change in the community status was successful. At the same time, if the review went against the current classification, the community might have to step up to pay for other remediation.

Shared Services Discussion Paper. Director Cathcart presented a high level overview the issues and concerns related to Shared Services between Area A and the Town of Golden. After extensive discussions within the Shared Services Committee and meetings between TOG and Area A, the Chief Executive Officer of CSRD presented a discussion paper for Committee with specific consideration for a path forward. From a process perspective, CSRD, Area A and TOG need to negotiate/clarify some of the finer points of the Shared Services arrangement. This then would have to go back to the CSRD Board and finally go to electoral ascent within Area A before approval.

OTHER BUSINESS:

New Business: No New Business raised

Meeting schedule Committee agreed to continue with the monthly meeting schedule - 4th Tuesday every month 1800 hrs to 2000 hrs. There will be no LAC in December.

DATE OF NEXT MEETING:

23rd January 2018 1800 hrs to 2000 hrs at the Golden arena upper lounge.

ADJOURNMENT

Motion Moved By: Kathy Simpson

Motion Seconded By: David Perez

Meeting Adjourned at 1950 hrs, 28th November 2017

Questions from the floor

Question about the noise bylaw. Should the 92 responses against the bylaw compared to 48 in favour not speak to the intent of the community NOT to have a such a bylaw. If animal guard dogs are exempt, barking dogs exempt, weddings exempt, home based business are exempt and farmers harvesting day and night when conditions are appropriate are outside this bylaw together with scarcity of enforcement resources, is there really a need for such a bylaw. Does it not overlap with existing "disturbing the peace" laws? Director Cathcart said that the bylaw is trying to achieve a balance between residents' concerns and tools needed by law enforcement. Still needs to go through CSRD Board discussion and Director Cathcart will ensure community concerns are heard.

Request more detail on Northern Silica. Resident pointed out that Director Cathcart has had an impact – thank you for that, need to have more influence with Chris Ward. There is still no word on a December meeting with the residents. Ward is going to present a plan to Director Cathcart before the meeting with the residents. They have had leadership changes and that has impacted the schedule. April is timeline being considered. Ron Sharp in Cranbrook MOTI is informed and involved. Mining inspector for British Columbia.

Question regarding the feasibility study for the pool. Resident asked how do people get in touch if they support or oppose the development of an all season pool.

LP Malakwa – draft FSP 2018-2023

- **A FSP is a requirement of the Forest and Range Practices Act (FRPA) The purpose of the FSP is to link the government objectives for managing and protecting forest and range values with LPM’s measures, results and strategies that meet these objectives. Legally established land use plans, legislation and regulations drive the objectives - for LP’s FSP they are:**
 - **Forest Act**
 - **Forest and Range Practices Act (FPRA)**
 - **Forest Planning and Practices Regulation (FPPR)**
 - **Government Action Regulations (GAR)**
 - **Okanagan Shuswap Land and Resource Management Plan (OSLRMP)**
- **The Term of an FSP is five years upon Gov’t approval and may be extended for up to another five years.**
- **A Forest Development Unit (FDU) indicates areas that will contain development activities that have a common set of objectives. In this FSP there is one FDU called Malakwa FDU that covers the LPM operating area located within the Okanagan Shuswap Forest District.**

FSP Objectives

- FSP sets out LP's strategies for meeting gov't objectives for:
- Old Growth
- Soils/Roads
- Wildlife(Deer, Moose, Grizzle Bear, Caribou)
- Riparian Areas and Streams
- Biodiversity at Landscape and Stand Level(Wildlife tree retention)

FSP Objectives Cont.

- Cultural Heritage Resources
- Visual Quality Objectives
- Recreation
- Crown Land-Community Interface
- Fisheries Sensitive Watersheds
- Reforestation Stocking Standards
- And various other items.

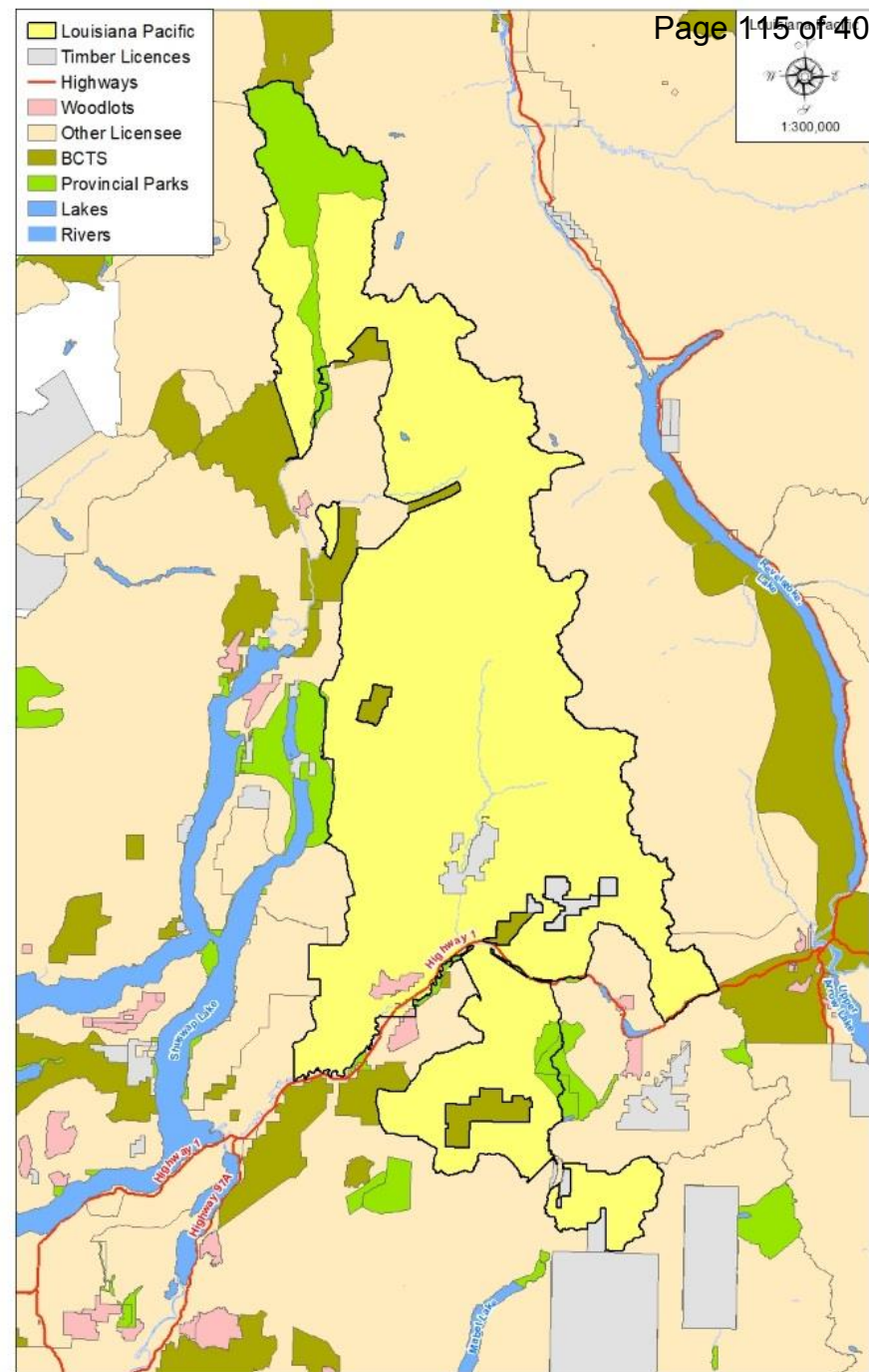
First Nations Information Sharing

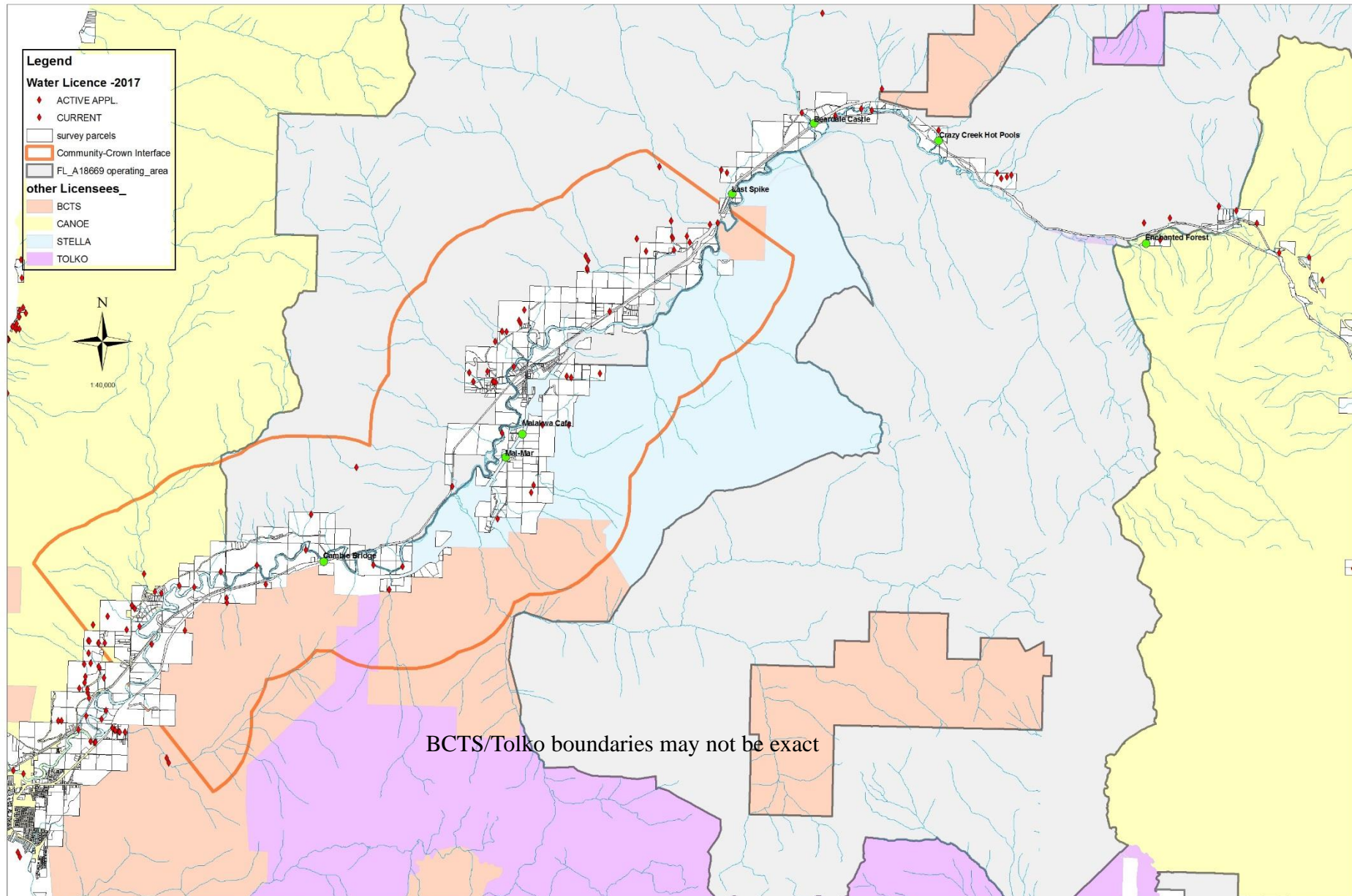
Within the LP operating area:

- north of Highway #1 Five First Nations
- south of Highway #1 Nine First Nations

Other Operating Areas and Licenses

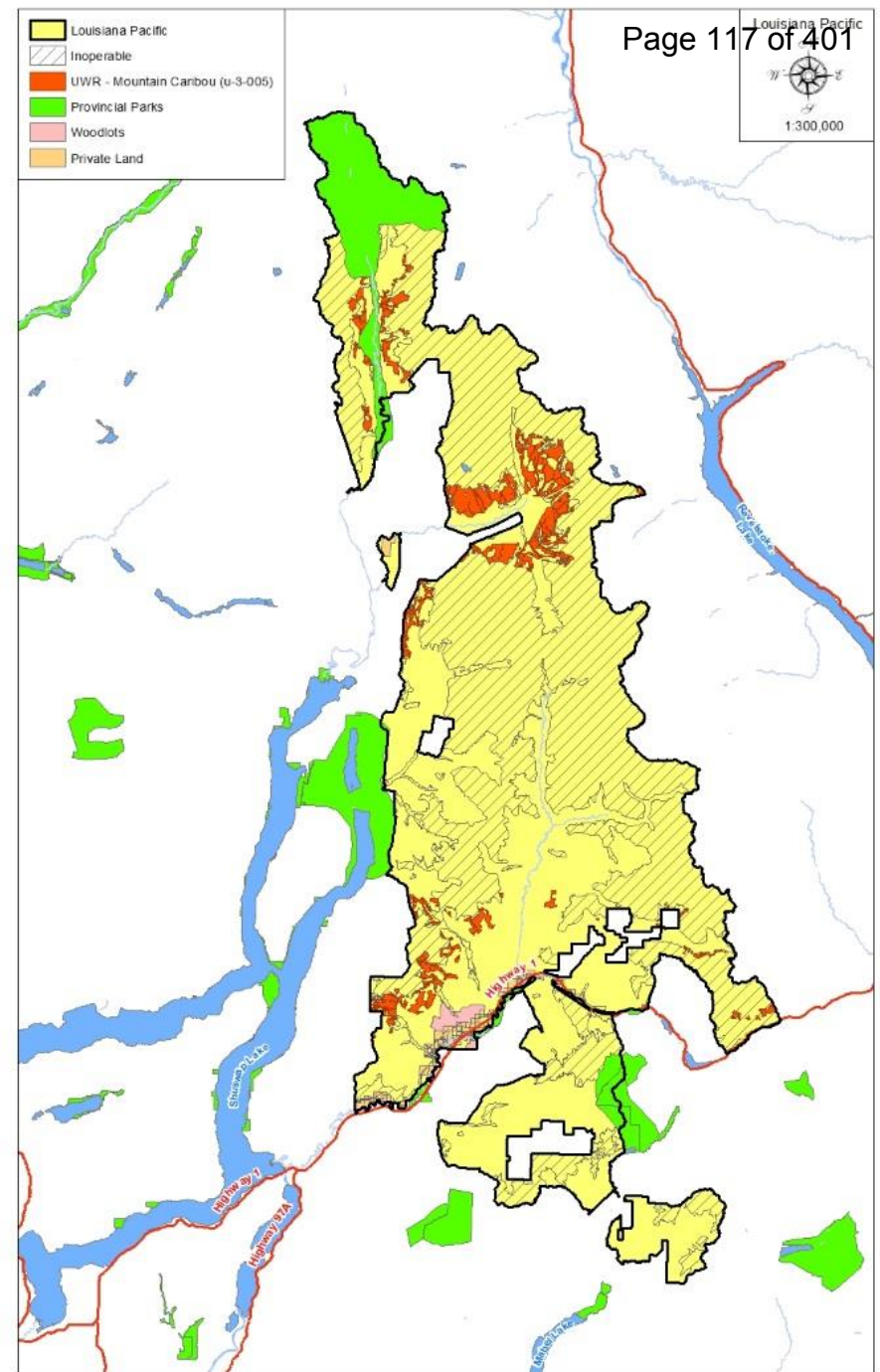
- BCTS
- Canoe Forest Products
- Tolko
- Stella-Jones
- woodlots





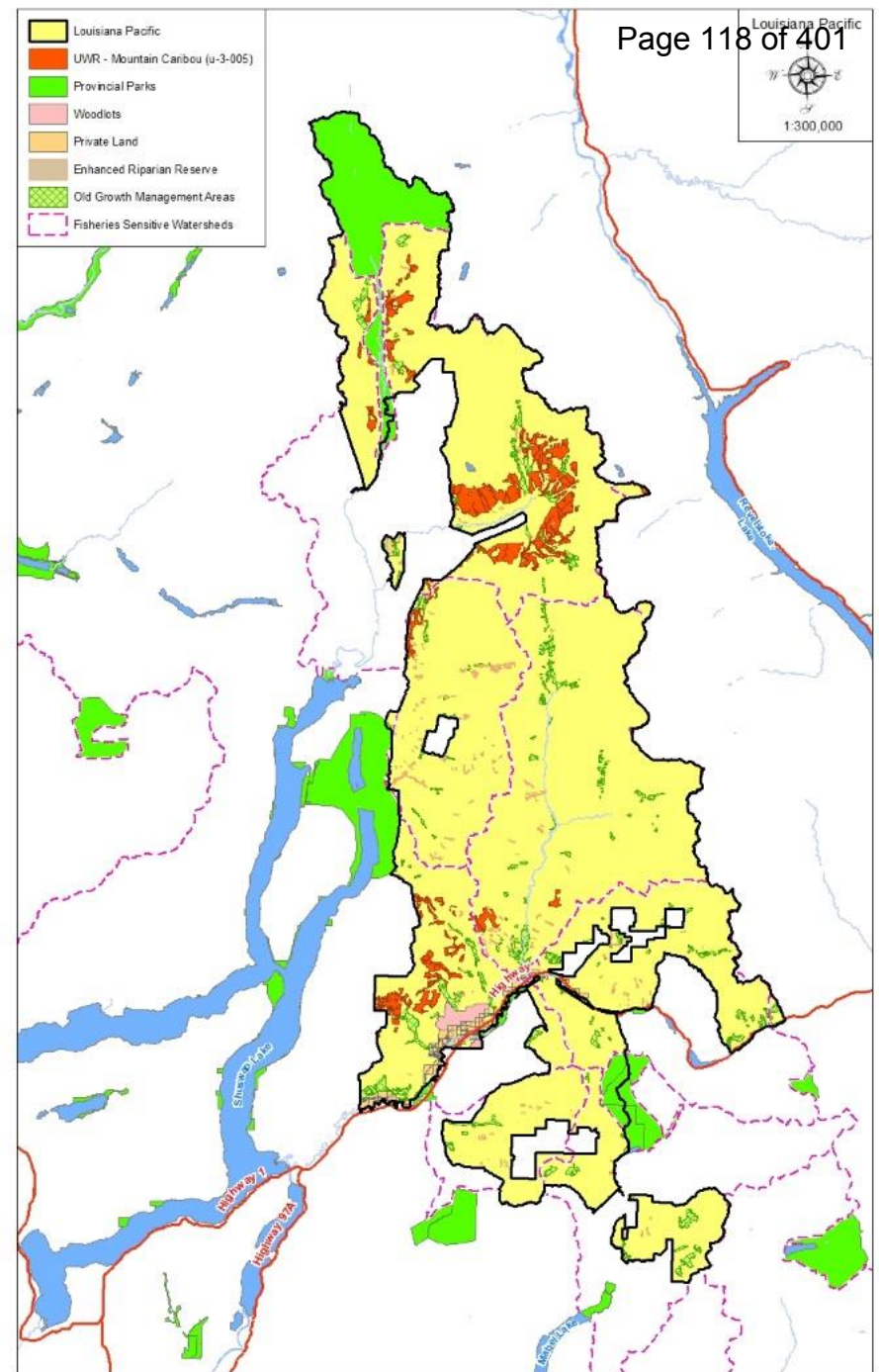
Landbase constraints

- Caribou reserve areas
- Operability



Constraints to operable landbase

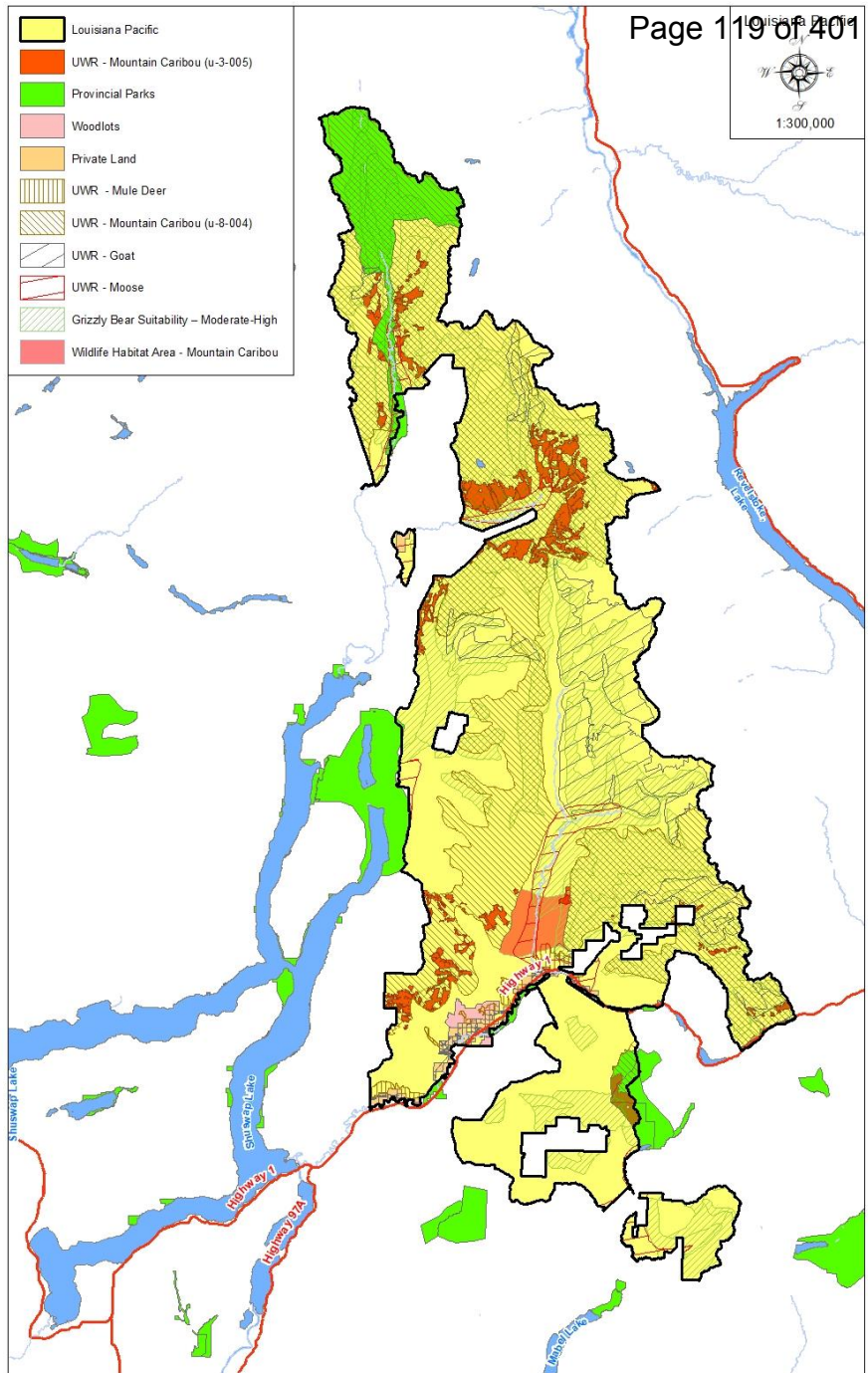
- Old Growth Management Areas
- Enhanced Riparian Reserves
- Wildlife Tree Patches
- Fish Sensitive Watersheds



Wildlife

**Ungulate Winter Range
Areas(Deer, Moose, Goat,
Caribou)**

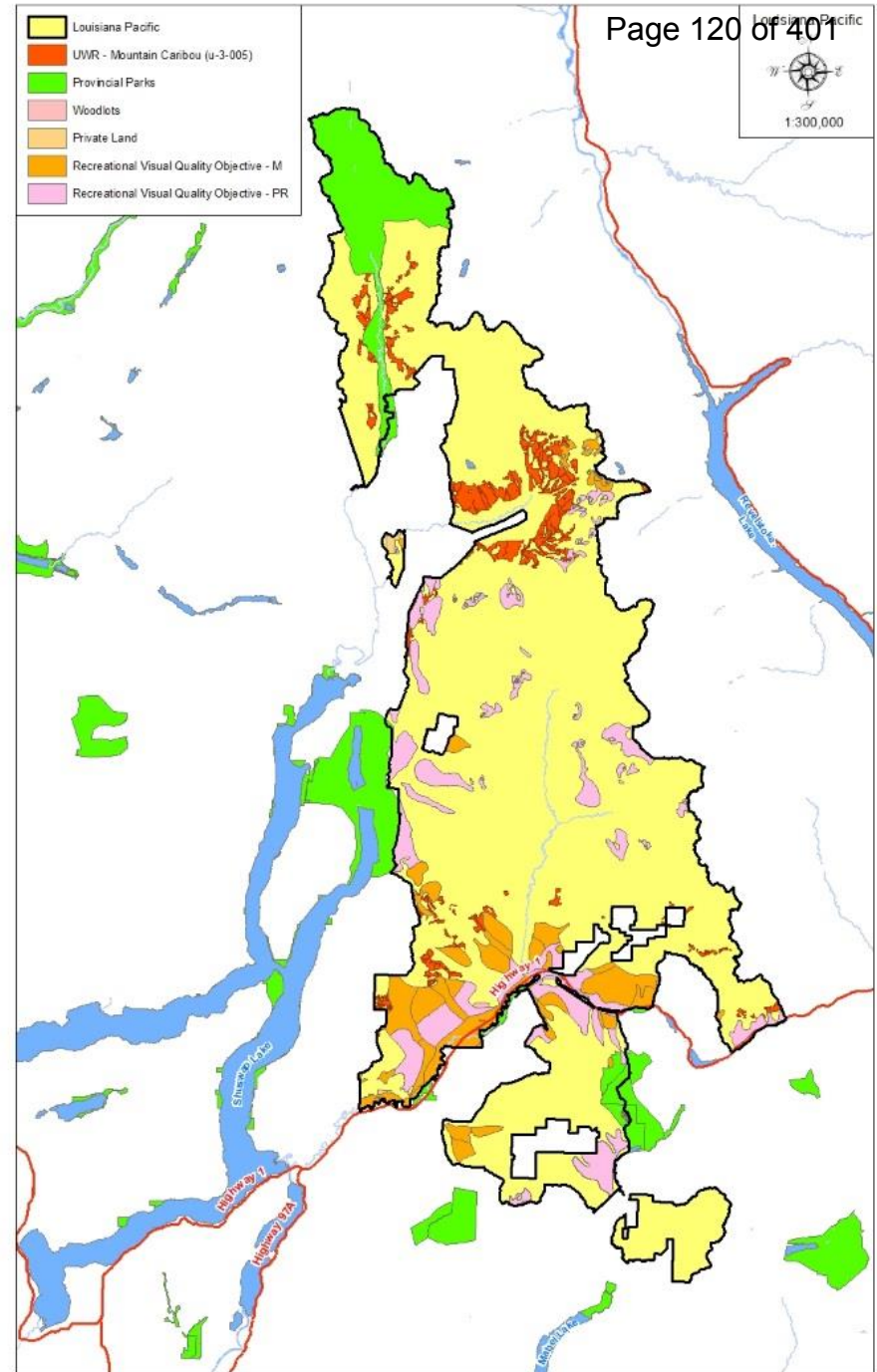
**Wildlife Habitat Areas
(Caribou, Grizzly)**



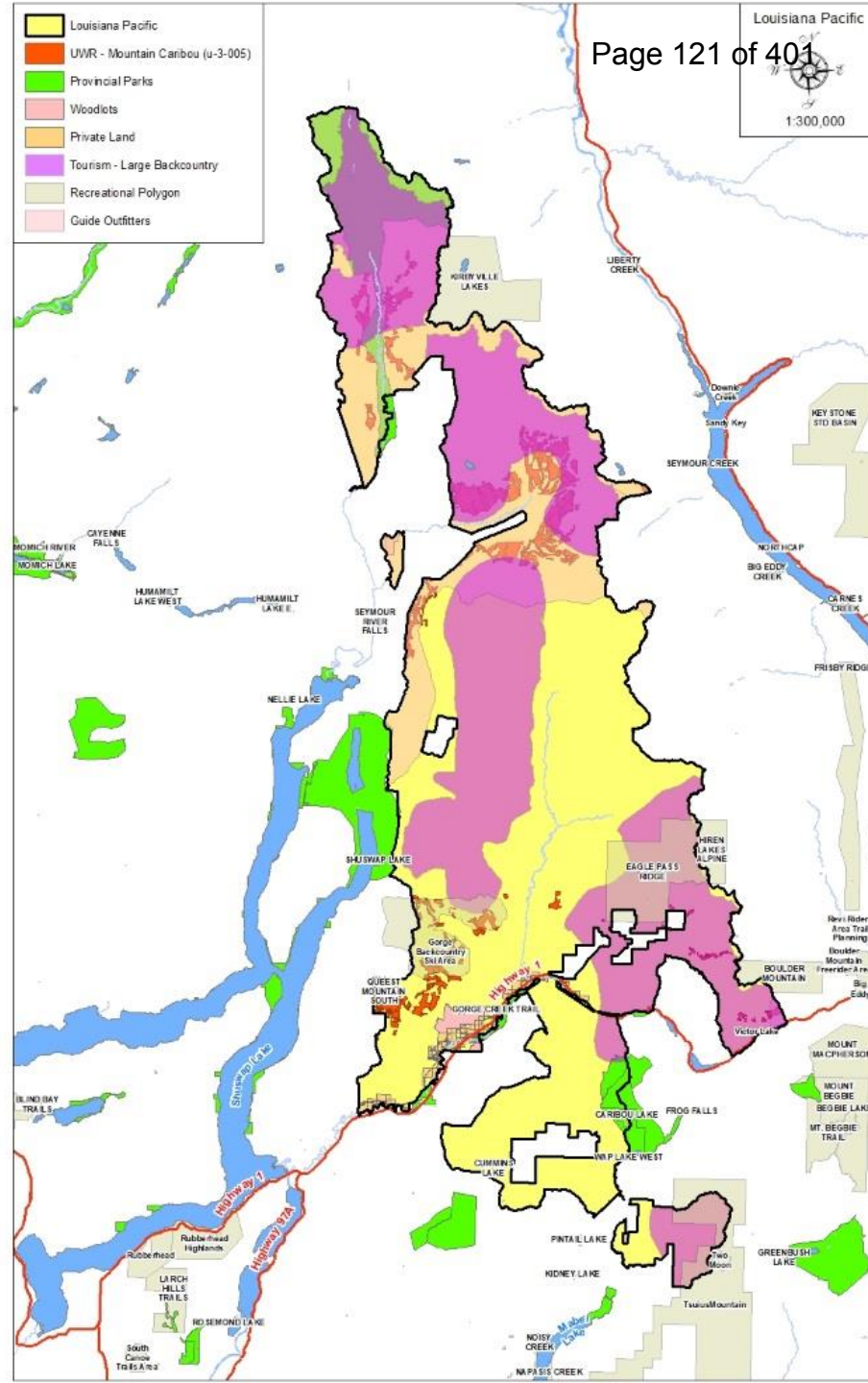
Visual Quality Objectives

-Partial Retention polygons: 1.6 - 7%

-Modification polygons: 7.1 - 18%

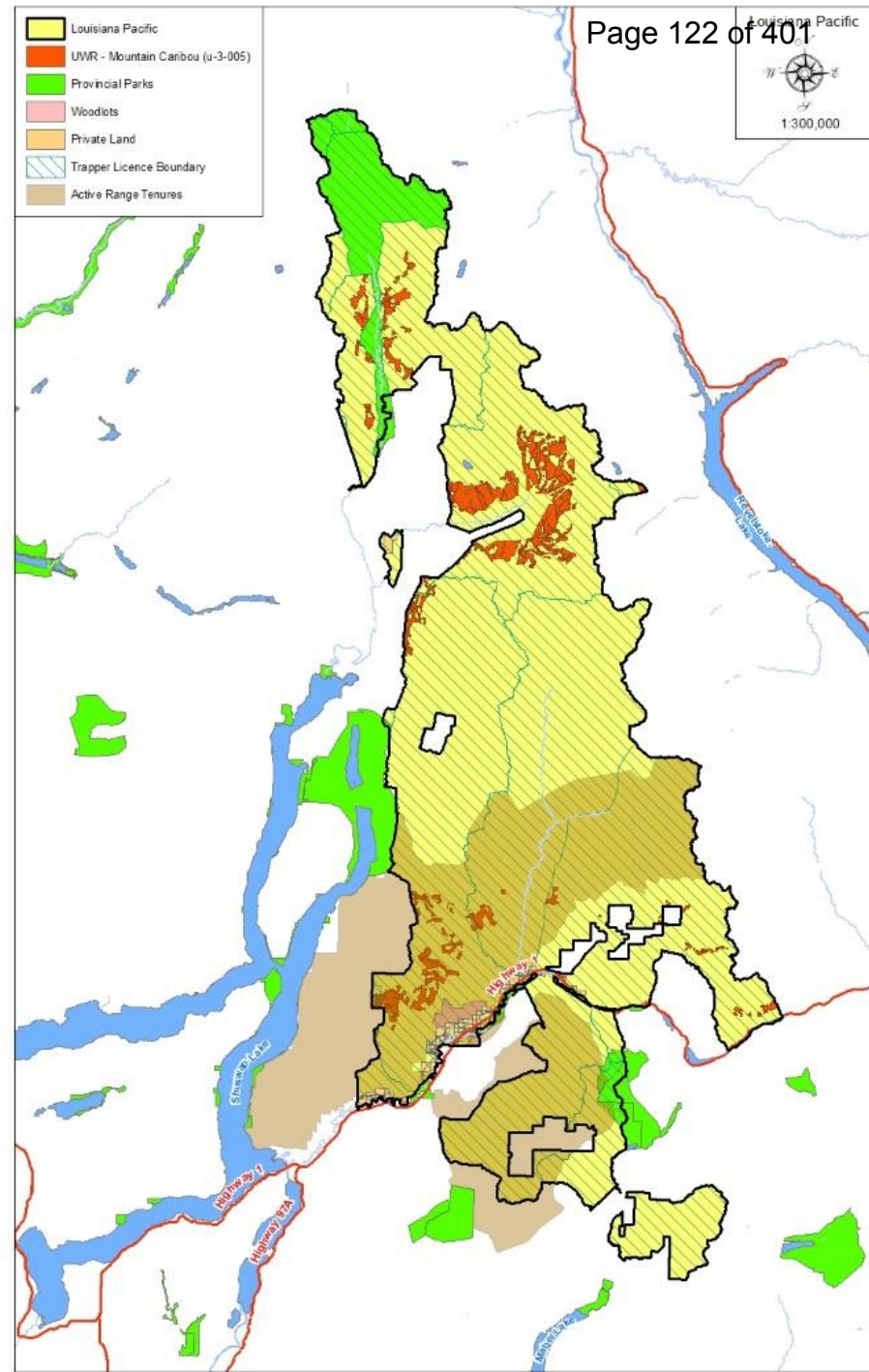


Guide Outfitter



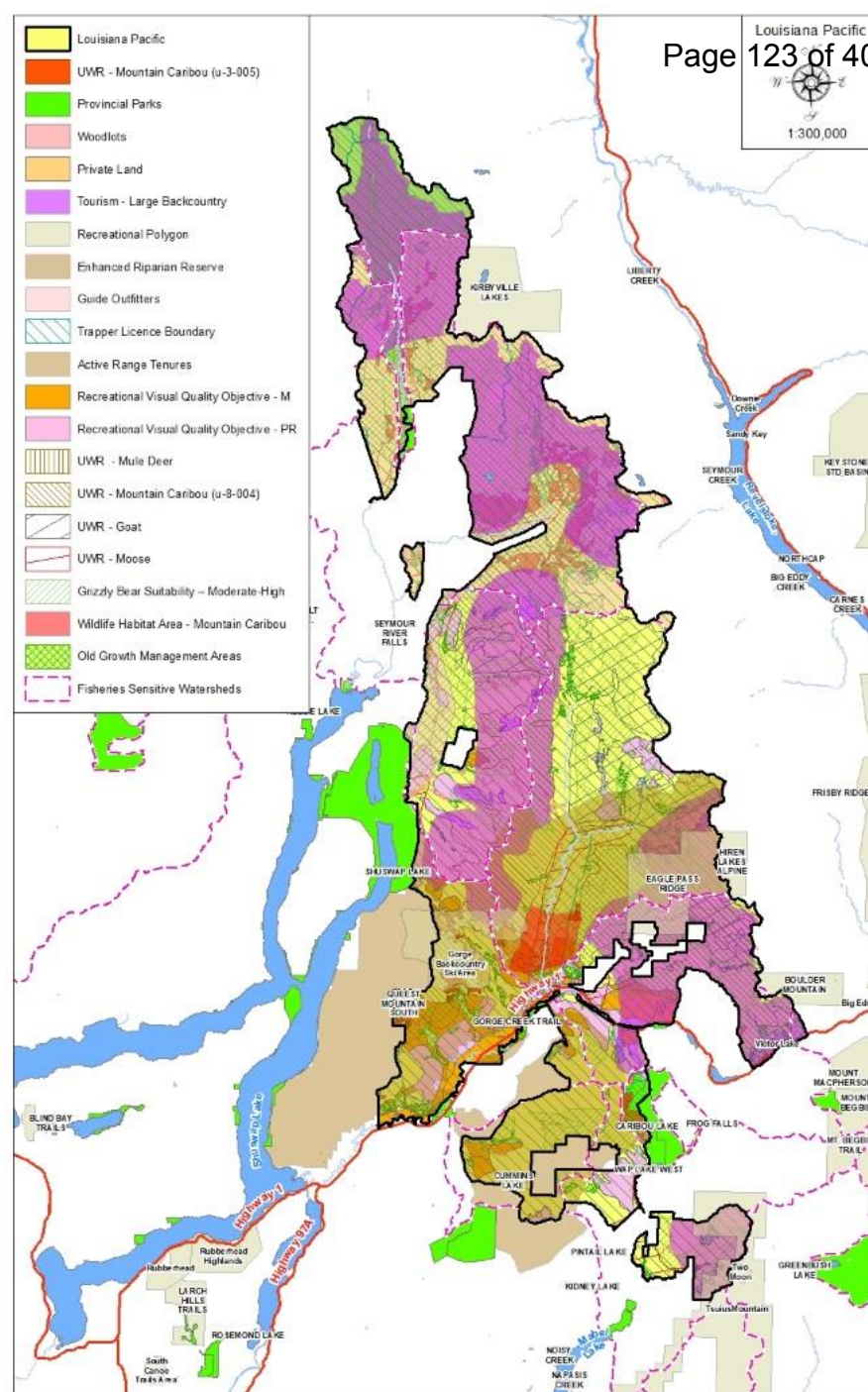
Range Areas

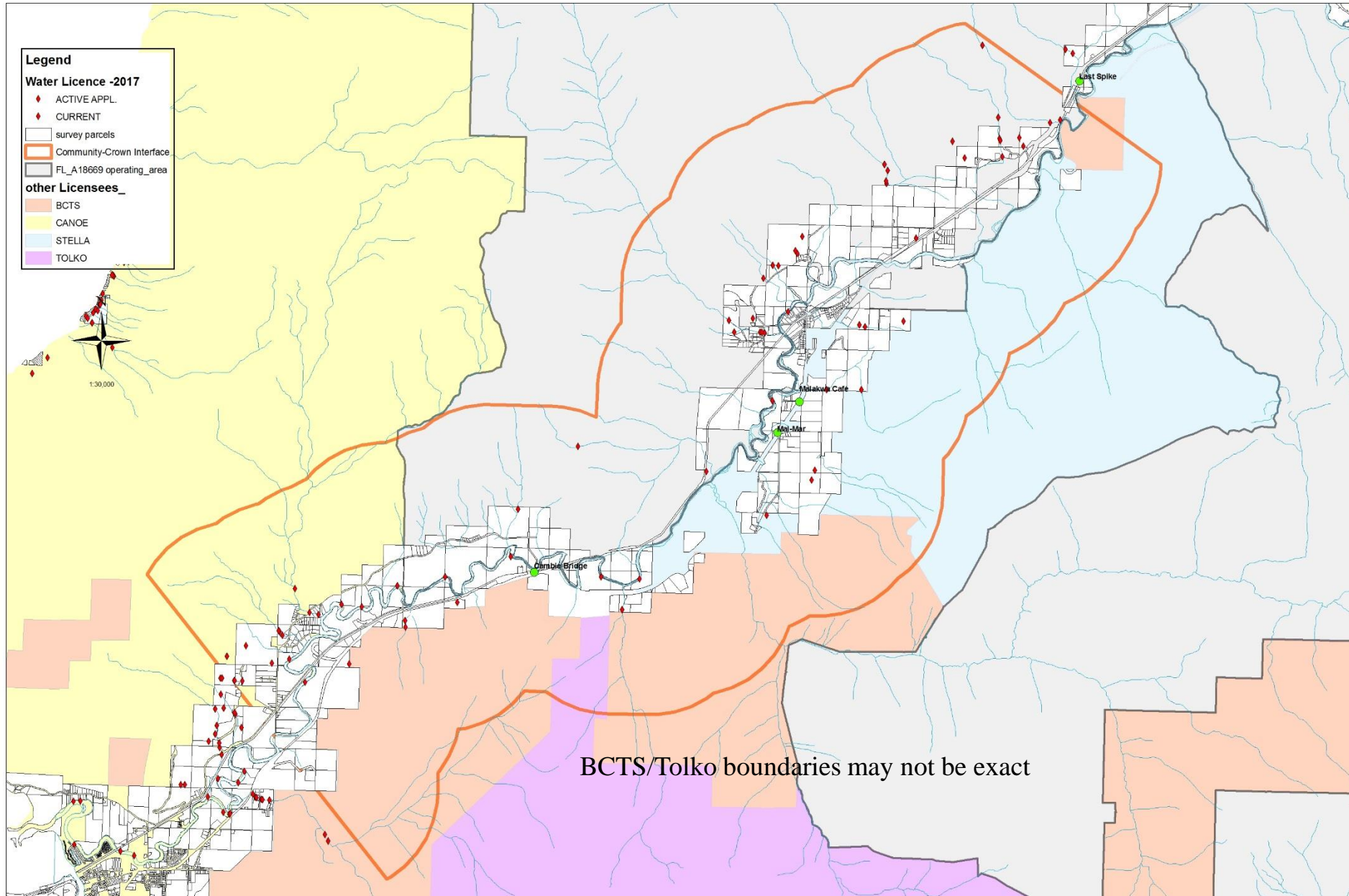
Trapping Licences (13)





- Louisiana Pacific
- UWR - Mountain Caribou (u-3-005)
- Provincial Parks
- Woodlots
- Private Land
- Tourism - Large Backcountry
- Recreational Polygon
- Enhanced Riparian Reserve
- Guide Outfitters
- Trapper Licence Boundary
- Active Range Tenures
- Recreational Visual Quality Objective - M
- Recreational Visual Quality Objective - PR
- UWR - Mule Deer
- UWR - Mountain Caribou (u-3-004)
- UWR - Goat
- UWR - Moose
- Grizzly Bear Suitability - Moderate-High
- Wildlife Habitat Area - Mountain Caribou
- Old Growth Management Areas
- Fisheries Sensitive Watersheds





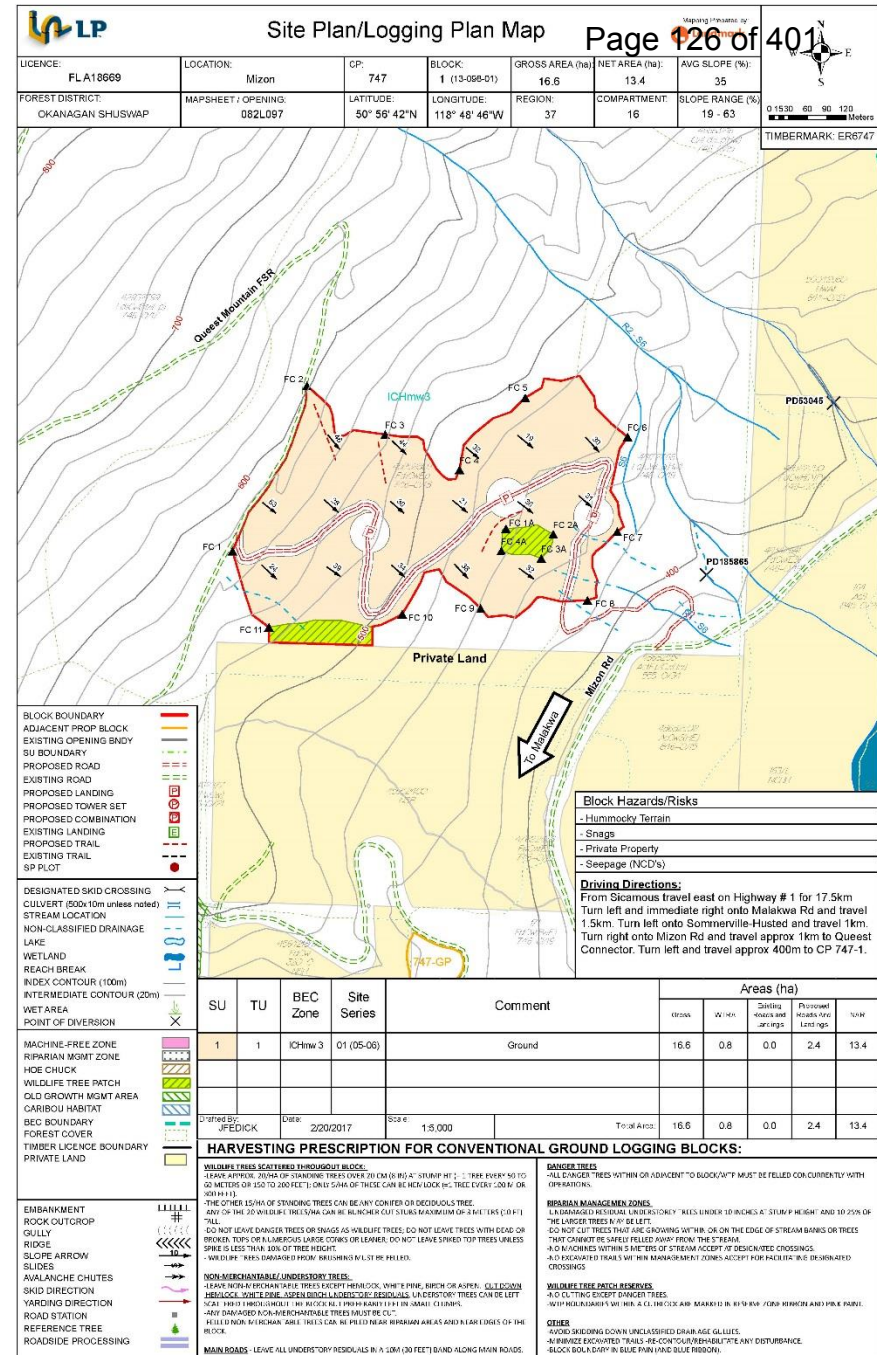
Other Stakeholders

- Heli Skiing Tenures**
- Cat skiing Tenures**
- Snowmobile Club**

Example #1

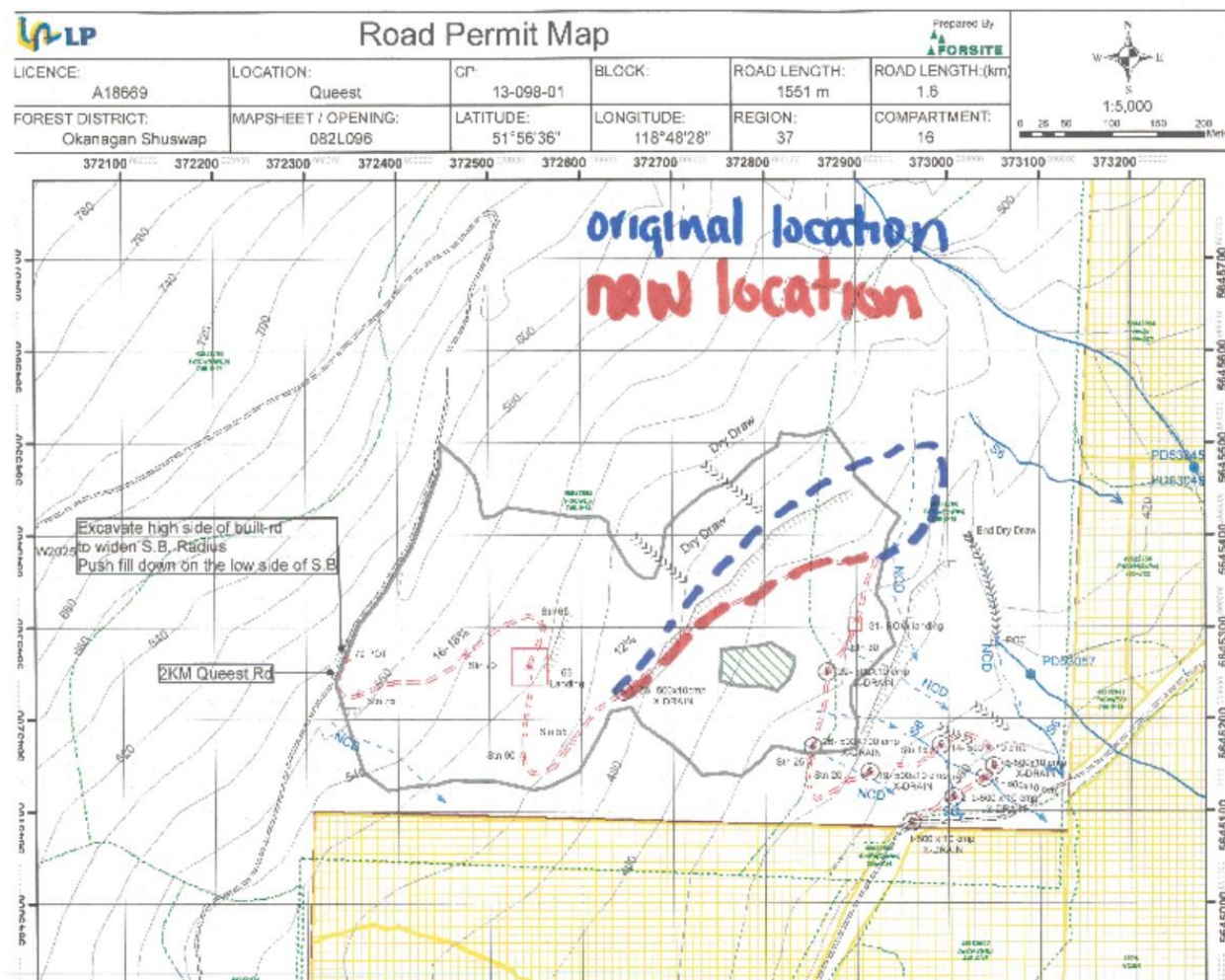
- Private land
- Water Licence
- Visuals
- Community Crown Interface
- Wildlife Tree Patches

The following pages show a time line from initial development to post harvest for the Queest Connector Road and the block called CP 747-1. The road takes off from the Mizon Rd and meets the Queest FSR at the 2 km marker. The cutblock is situated between .5 km and 2 km.



Time line from initial development to harvest for CP 747-1 and Queest Connector

-Spring 2013 Road & cutblock development began –preliminary road and block boundary was located by Forsite Consultants Ltd. LP had conducted an initial online check for water POD's (points of diversion) on nearby streams and none were found. However during the layout phase an unlicensed water system was discovered and reported to LP and when the adjacent land owner (east side) contacted LP with concerns over the impact to their water system the road was re-aligned so as to not interfere with the water intake. The landowner had a water licence in place by October 2013.



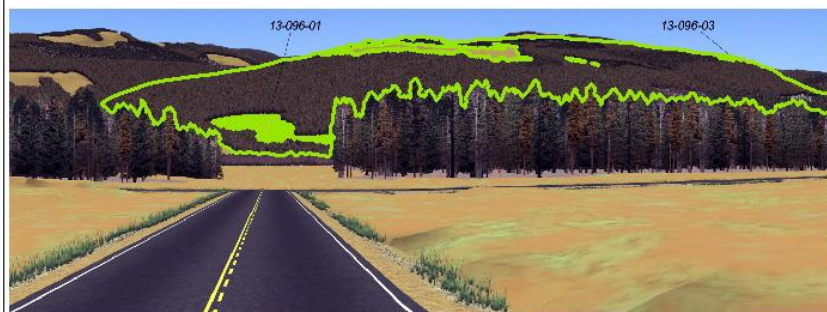
Time line from initial development to harvest for CP 747-1 and Queest Connector

- May 2013** Information Sharing packages sent to seven First Nations. No replies were received within a 60 day time period of info sharing in regard to this particular development
- June 2013** a Terrain Stability Assessment was conducted by *Onsite Engineering Ltd.*
- June 2013** a Visual Impact Assessment was began by *Forsite Consultants Ltd*
- July 2013** Notice of proposed development was sent to the CSRD
- October 2013** Field visit to revised road location by hydrologist *MJ Milne & Associates* and LP Rep
- October 2013** Field visit by MOT rep & LP with MOT rep advising on the approach onto Mizon Rd from new Queest Connector
- October 2013** Field visit by Water Stewardship Office from OSD-MLRO in response to adjacent landowner (east side) concerns a small creek running between the proposed road and Mizon Rd. MOF sent photos and LP confirmed that the creek flowed along the planned road and development and would continue to drain through the culvert crossing Mizon Rd.
- December 2013** Permit received from Ministry of Transportation for approach onto Mizon Rd
- February 2014** Road construction began on Queest Connector by *Windy River Contracting Ltd.*
- February 2015** Notice of proposed development for other Queest locations was sent to CSRD and also included an updated map showing the revised road location and unchanged cutblock. Letters were sent to known addresses of nearby property owners as well.
- July 2015** An on site meeting was conducted between LP, the consulting hydrologist and adjacent landowner (west side) with a hydrological assessment carried out the same day. Recommendations from the report included some water management tweaks to the recently built road but no water related reason to not proceed with harvesting of the cutblock CP 747-1. Road maintenance as per the recommendations was completed in July 2015 as well.
- September 2016** Douglas Fir Bark Beetle attack noted in cutblock area during field visit to gather site plan data.

Time line from initial development to harvest for CP 747-1 and Queest Connector

-December 2016 Visual Analysis finalized –worst case scenario would add 2.4% alteration and resulting in a total of 5.9% non greened up areas in the Partial Retention viewscape.

Digital Terrain Model



Louisiana Pacific - Malakwa Gorge Development
Malakwa Frontage Viewpoint

Date: January 10, 2017

Specifications

Blocks: Proposed 13-096-01
Location: Frontage road east of highway
Coords: 50 933857 / 118.78234, 985m elev.
View Angle: 300-330 degrees, 0 degree pitch
Cameras: 50mm. Heights from F.C. and surveys

Prepared By:

AFORSITE
Forest Management Consulting
#330 42nd Street SW,
PO Box 2079,
Salmon Arm, BC
Tel: (250) 832-3366



PR '2744' Polygon - 401591.551492 units

Existing Alteration - 14124.339754 / 401591.551492 = 3.5%

Proposed Alteration - (13-096-01) 9484.875125 + (13-096-03) 44.437957 = 9529.313082 / 401591.551492 = 2.4%

Total Proposed Alteration - 23653.652836 / 401591.551492 = 5.9%



Time line from initial development to harvest for CP 747-1 and Queest Connector

- February 2017** Received approved cutting permit from MFLNRO
- May 2017** Bark beetle trap and baiting established. Traps monitored and emptied through the summer and removed in August
- October 2017** Harvest began late October and was complete by November 12, 2017 by *Gorge Creek Logging Ltd.*
- November 2017** Trail rehabilitation was complete by November 21-29, 2017 by *Hurricane Bay Contracting Ltd.*
- November 2017** Stumping for root disease control is currently taking place by Jake Whitehead of *Jaws Excavating Ltd.* (subcontracting for *Whitehead Enterprises Ltd*)
- Spring 2018** Cutblock to be planted in April-May –(a 6 month regeneration delay from initial harvest.)

STUMP AND LARGE ROOT REMOVAL TO CONTROL ROOT DISEASE

Site disturbance – invasive plants - Regulations on the subject of preventing the introduction of invasive plants into forested site exists in FRPA (section 17) 'a person who prepares a forest stewardship plan must specify measures in the plan to prevent the introduction or spread of species of plants'. Best practices for preventing the spread of invasive plants, (ISC, 2013), provides detailed guidance. When controlling for root disease the preventative guidance should not boost invasive species. However, the main reason for stumping - to remove inoculum - must not be lost.

Plants that first colonize disturbed areas or lands are called ruderal plants. Ruderal plants, often invasive endemic or alien species, will dominate these disturbed areas until native species being to out-compete the invasive plants. However, there can be conditions where the disturbance is so great that the ruderal species can become permanently established and thereafter dominate the landscape. To avoid this condition seek advice from ecology specialists.

– Control with biological agents

Currently, the province of British Columbia does not support the use of biological agents for the control of root disease. The testing of the biological agents *Hypholoma fasciculare* to treat root disease is a relatively recent development in British Columbia (Chapman *et al.*, 2004). One published experiment (Chapman, 2001) assessed the biocontrol activity of *Hypholoma* on calcareous soils; soils in which stumping is not recommended.

Biological control relies on competition or parasitism or other natural mechanisms, but typically involves an active human management role. The limitations of biological control are difficult to forecast; they will however, become properly known only after greatly expanded research over a long period. A relatively simple limitation with biological control is that the host population (in this case *Armillario* sp.) will continue to exist at a level predetermined by the properties of the host and its natural enemies and of the habitat, and most likely not completely removed by other organisms. Nevertheless, biological control in natural environments can be very complex.

CONCLUSIONS

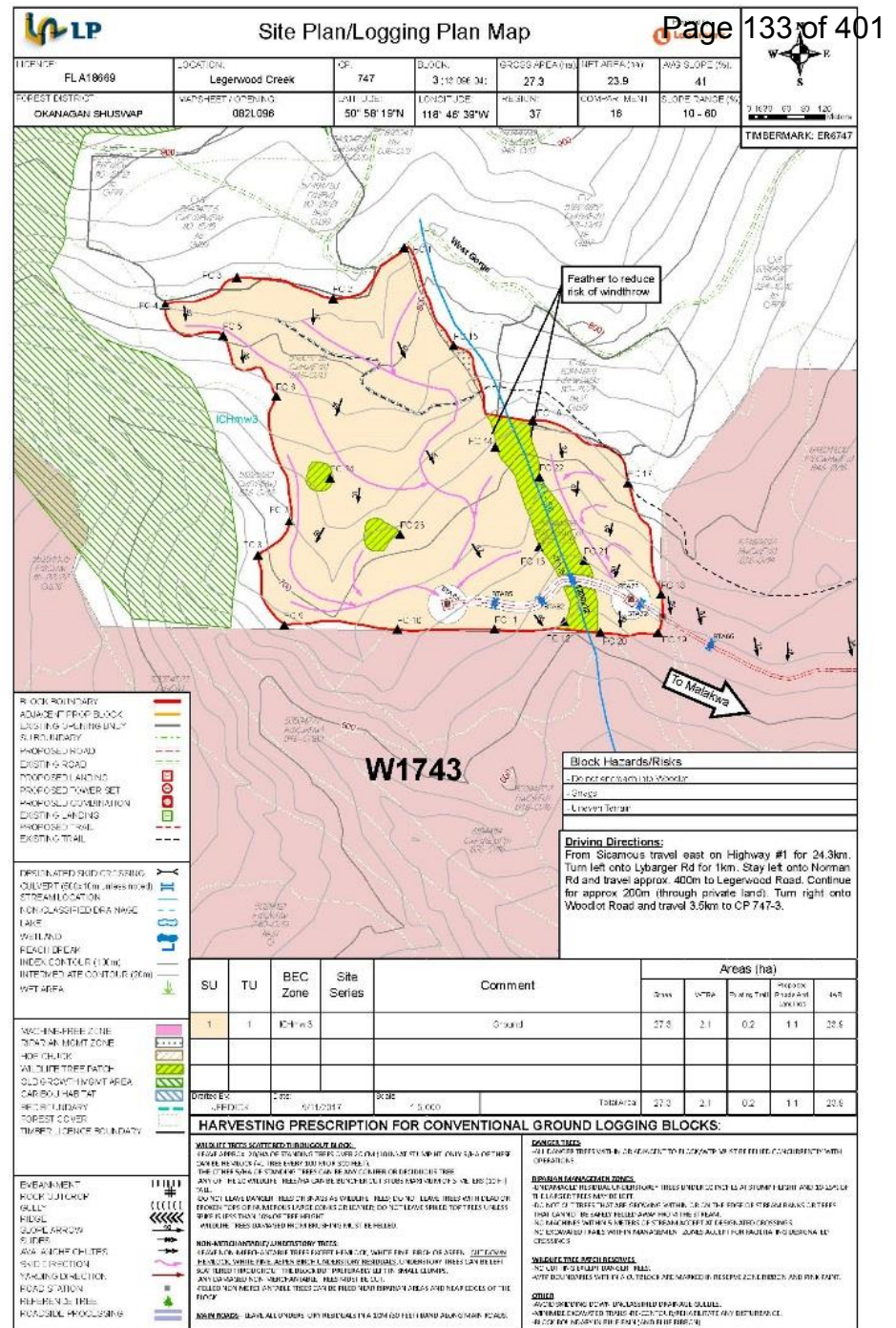
Stump and large root removal from forest areas in almost all cases results in;

- a) reduction of root rot in the next forest generation,
- b) improved seedling establishment, and
- c) increased tree growth and stand productivity.

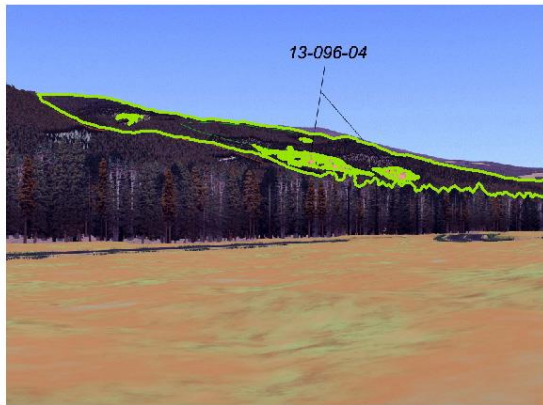
AVAILABLE DATA STRONGLY SUGGESTS THAT ALL STUMPS AND LARGE ROOTS WITH ROT MUST BE REMOVED DURING STUMPING.

Example #2

- woodlot
- tree retention around creek riparian areas
- visuals
- Wildlife tree patches
- OGMAS
- Community Crown



Digital Terrain Model



**Louisiana Pacific - Malakwa Gorge Development
Malakwa Frontage Viewpoint**

Date: January 19, 2017

Specifications

Blocks: Proposed 13-096-04
Location: Frontage road east of Highway
Coarse: 50.933857 / 118.78734, 385m elev.
View/Angle: 15 degrees, 0 degree pitch
Camera: 50mm, Heights from FC, Results and photo

Prepared By:

AFORSITE
Landscape Architecture & Design
#330 42nd Street SW,
PO Box 2076,
Salmon Arm, BC
Tel: (250) 832-3398

PR '2722' Polygon - 145948.932306 units
Existing Alteration - 745.732557 / 145948.932306 = 0.5%
Proposed Alteration - 10092.334441 / 145948.932306 = 6.9%
Total Proposed Alteration - 10838.066998 / 145948.932306 = 7.4%





Copies of FSP available here:

<https://lpcorp.com/sustainability/sustainable-forestry/>
(Scroll down to the Literature Section)

or can be emailed to you.

Review and Comment period to Jan 15th 2018.

Send Comments to Brenda.Dyck@LPCorp.com

FORESTRY ECONOMIC STUDY: HIGHLIGHTS

- 60,000 direct jobs
- 140,000 total jobs
- 1 in 17 jobs in BC
- 1 in 4 manufacturing jobs
- \$12.9 billion to provincial GDP
- \$8.6 billion in total labour income
- \$4 billion in government revenue
- \$13.7 billion value of industry exports



LP Malakwa – Information Session

Agenda - December 6 , 2017

1. Overview/ Introduction

- **Fernando Cocciolo – LP Malakwa Area Manager**
– Fernando.Cocciolo@LPCorp.com
- **Brenda Dyck – LP Malakwa Forest Planner**
– Brenda.Dyck@LPCorp.com
- **Rob Scott – LP Malakwa Area Supervisor**
– Robert.Scott@lpcorp.com
- **Wade Cable – LP Northern Region Forest Manager**
– Wade.Cable@LPCorp.com

2. Forest Stewardship Plan – Forest License A18669

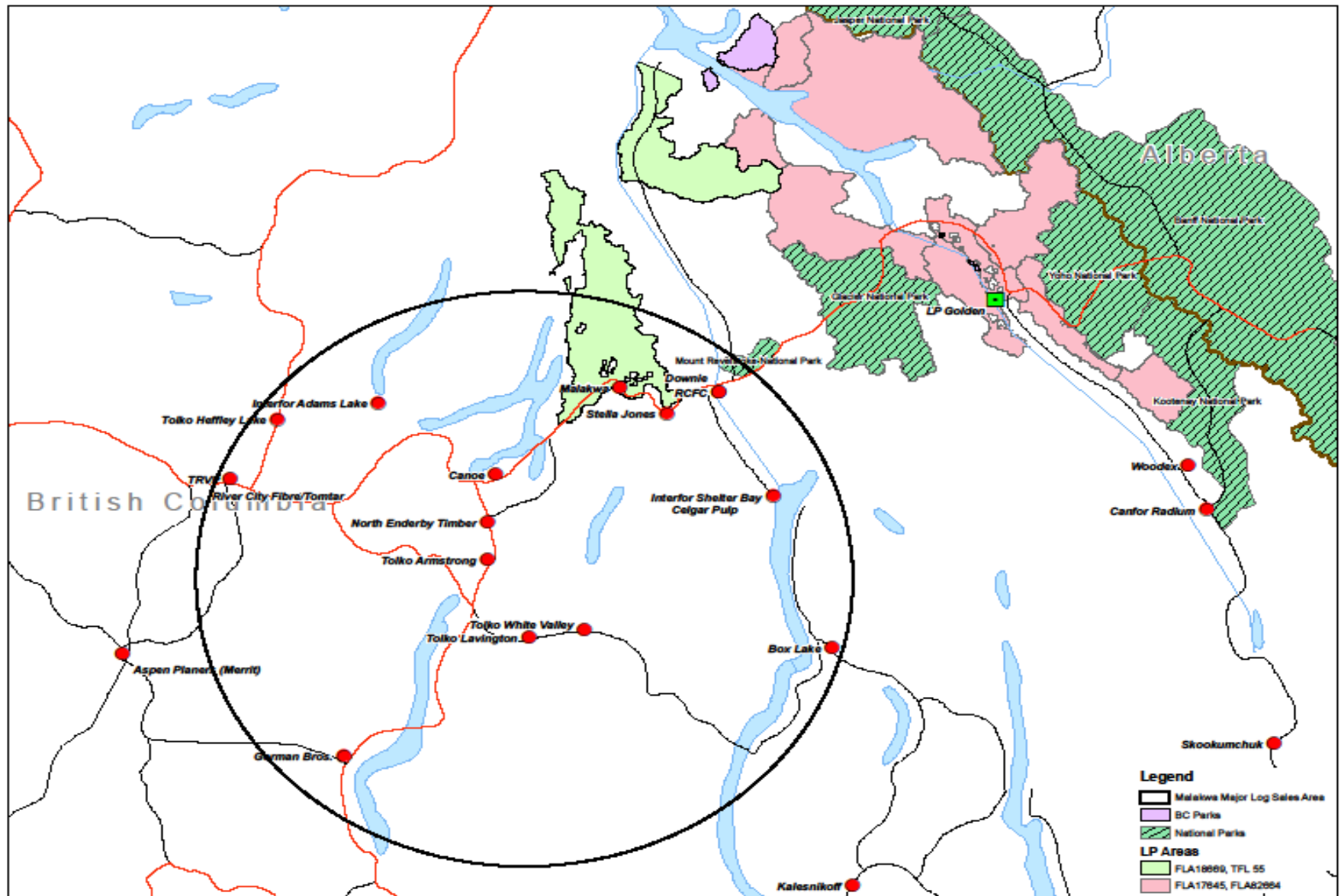
3. Fir Beetle Harvest areas ; and Fuel Management

Louisiana-Pacific Canada Ltd

B.C. Operations

- **Malakwa Forest Resources Division**
 - **Forest License A18669 – Malakwa**
 - **Tree Farm License 55 – North of Revelstoke**
 - **From FL A18669 & TFL 55 LP markets logs to approx. 20 local area mills in Okanagan, Revelstoke, Kootenays; and to LP Golden.**
- **Golden Veneer Operations – LVL & Plywood**
- **Dawson Creek OSB/Siding**
- **Fort St John - OSB**

LP Malakwa Log Sales Area



LP Malakwa-2017/2018 Fir Beetle Harvest

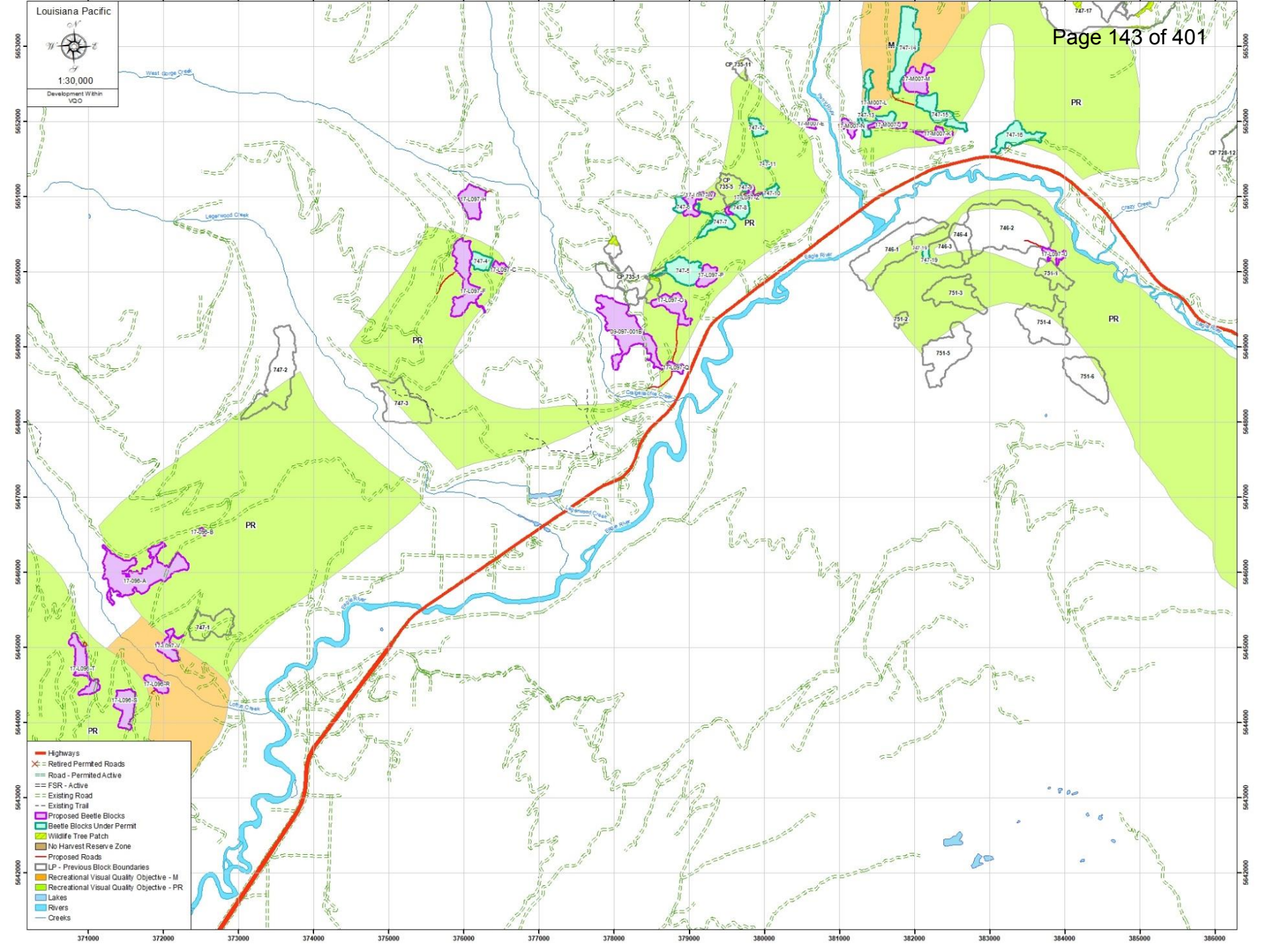
- **Beetle info**
- **Map of Beetle harvest areas**
- **Map of Bark beetle management program 2017**
- **treatments**

Douglas Fir Bark Beetle Harvest





1:30,000

Development Within
VQO

Douglas Fir Bark Beetle Control Program FLA18669

Page 144 of 401

0 1,050 2,100 4,200 Meters



1:15,000

Legend

Beetle program source

Feat_type

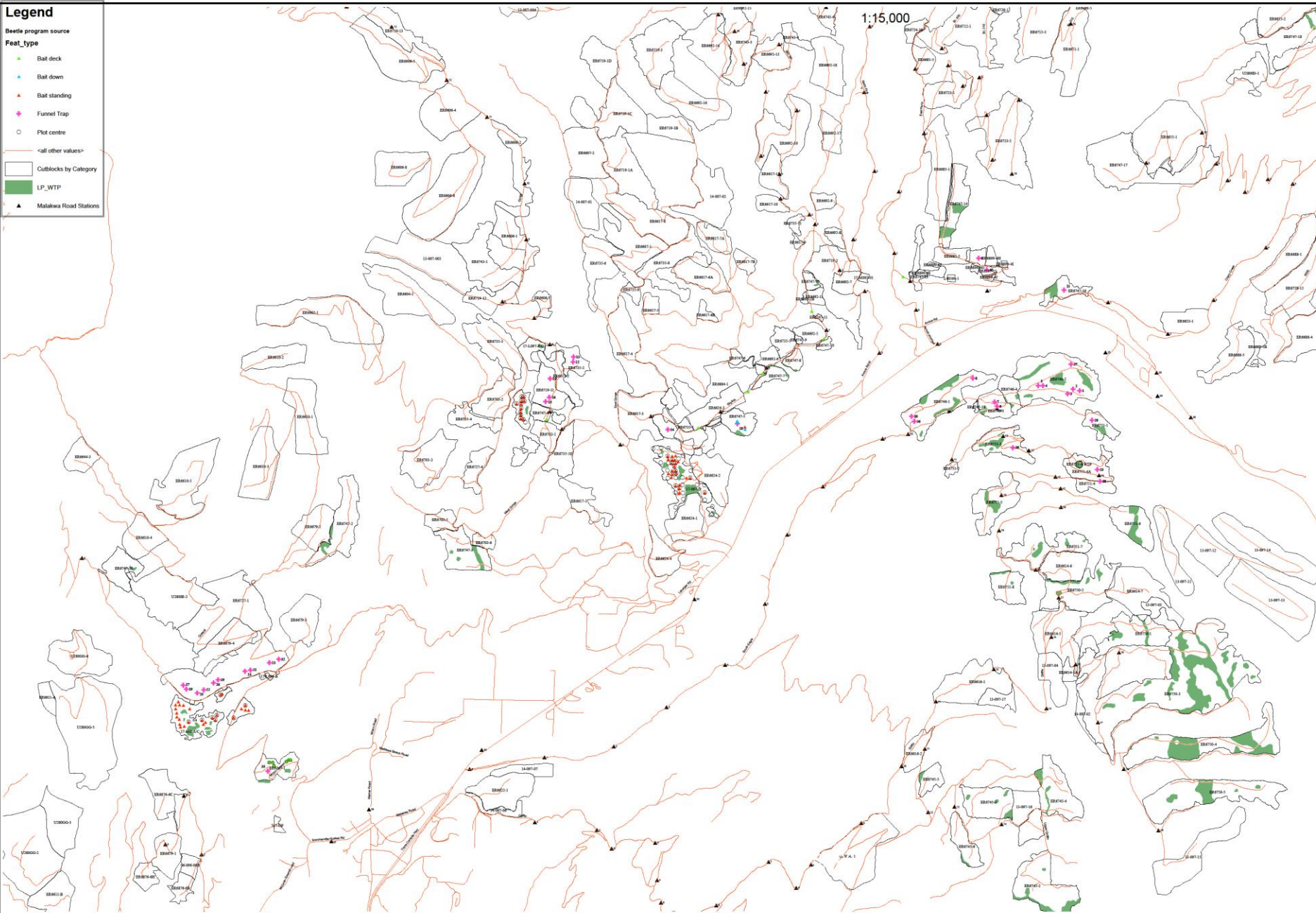
- Ball deck
- ▲ Ball down
- ▲ Ball standing
- ◆ Funnel Trap
- Plot centre

<all other values>

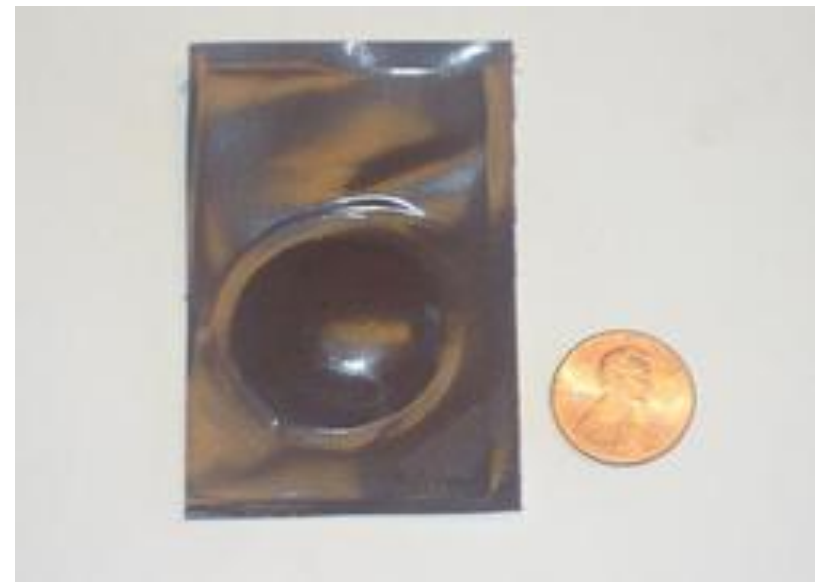
Cutblocks by Category

LP_WTP

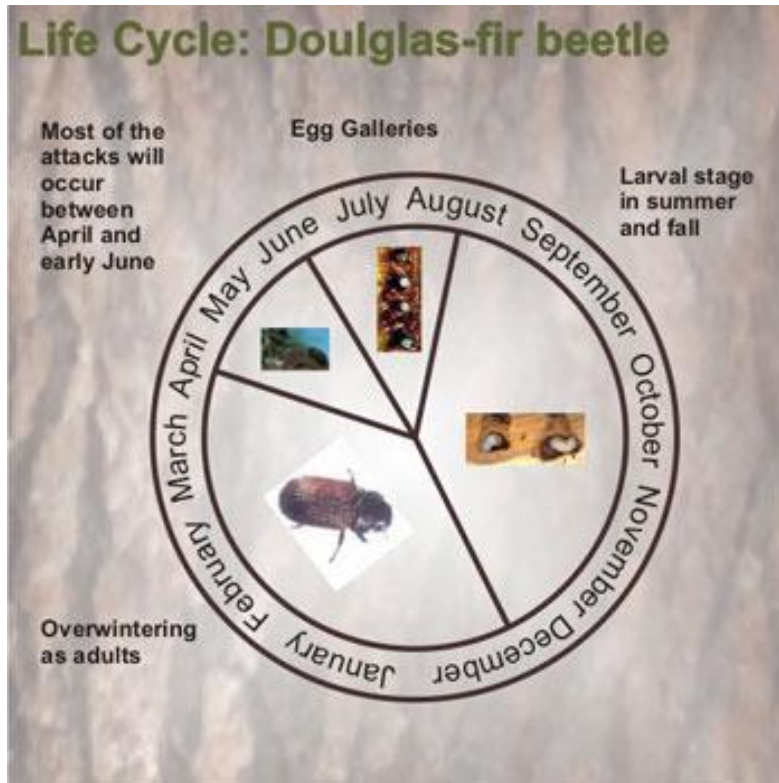
▲ Malakwa Road Stations



Bait
traps



MCH repellent pouches



Info available on Bark beetle management and how to procure repellent

Examples of the treatments are on the side table to view (in the Malakwa School Gym).

The repellent is quite expensive – they recommend 2-3/tree and currently cost approx. \$2.50 each (a large part of that is shipping so it pays to buy in bulk.) They only last one season out in the field but unused tabs can be kept in the freezer for use the following spring.

Talk to Brenda if you want further information or contact these companies:

WestGreen Global Technologies in Langley, B.C.

<http://www.westgreenglobaltechnologies.com/>

Synery Semiochemicals in Burnaby B.C.

<https://semiochemical.com/bark-beetles/>

FUEL MANAGEMENT – OKANAGAN SHUSWAP TSA

- **2017 worst Fire Season since 1950's.**
- **Ministry of Forests assessing risks of fire near communities and will develop plans for fuel management and fuel break harvesting to reduce hazards.**
- **Work with forest licensees and communities.**



SHUSWAP ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

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

Date: December 7, 2017
 Time: 9:30 am
 Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

| | | |
|-------------------|-------------------|---|
| Committee Members | J. de Vos (Chair) | Wabybrook Farms |
| Present | K. Brown | South Shuswap Chamber of Commerce |
| | T. Rysz | Mayor, District of Sicamous |
| | P. Demenok | Director Area 'C' |
| | L. Morgan | Director Area 'F' |
| | R. Talbot | Director Area 'D' |
| | R. Martin | Director Area 'E' |
| | R. Marshall | Community Futures Shuswap |
| Staff Present | R. Cyr | Economic Development Officer |
| | S. Goodey | Ec. Dev. Clerical Assistant |
| | E. Johnson | Electronic Records Management Facilitator |

1. Call to Order

The Chair called the meeting to order at 9:40 AM.

1.3 Guest(s) in Attendance

The Chair acknowledged the guests in attendance:

Kyle Dearing - Kyle Dearing Consulting, Shuswap Economic Development Consultant

David Barritt - Film Commissioner, Columbia Shuswap Film Commission

Jodi Pierce - Manager, Financial Services, Columbia Shuswap Regional District

Jay Simpson - North Shuswap Chamber of Commerce

1.1 Approval of Agenda

Moved By P. Demenok

Seconded By L. Morgan

THAT: the agenda of the December 7, 2017, Shuswap Economic Development Advisory Committee meeting be approved.

CARRIED

1.2 Adoption of Minutes

Moved By T. Rysz

Seconded By P. Demenok

THAT: the minutes of the September 7, 2017, Shuswap Economic Development Advisory Committee meeting be adopted as circulated.

CARRIED

2. Discussion Items

2.1 Sicamous withdrawal from Shuswap Economic Development – Discussion

At the November 16, 2017 Columbia Shuswap Regional District (CSRD) Board Meeting the District of Sicamous announced their intention to withdraw from the Shuswap Economic Development Service.

The following motion was then passed.

THAT: the Certified Resolution from the District of Sicamous, dated November 9, 2017 indicating that the District of Sicamous Council is serving notice of its withdrawal from the Economic Development Extended Service Bylaw No. 5268, effective January 1, 2018, be received,

THAT: the notice of service withdrawal be referred to the December 2017 Economic Development Commission meeting for discussion and consideration of the implications of the Service Withdrawal on the remaining service participants (Electoral Areas C, D, E, and F);

AND FURTHER that the District of Sicamous be advised that it should make budget provisions for 2018 in relation to the Electoral Areas C, D, E and F

Economic Development Service while the CSRD is going through the service withdrawal process.

The Economic Development Officer provided three new documents to the committee (attached to the HTML version of these minutes):

- Budget documents that were developed prior to the notice from the District of Sicamous;
- Budget documents that have been modified to show the impact that taking the contributions from Sicamous out of the budget in 2018 would have at this late date;
- A budget impact analysis outlining three options for how to go forward funding the Shuswap Economic Development Service in 2018.

The documents show different scenarios and show the financial issues that would occur if the committee endorsed the withdrawal of the District of Sicamous effective January 1, 2018.

The budget impact analysis options were:

1. Status Quo – Because the District of Sicamous did not provide notice early enough, the committee may compel the District of Sicamous to stay in the service until 2019.
2. Same program without Sicamous – the four electoral areas must increase their tax requisition to replace the funds from the District of Sicamous.
3. Tax requisition without replacing contributions from Sicamous – This requires cut backs to the current program.

The Mayor of Sicamous explained the position of the District of Sicamous Council, indicating that the decision had come after years of deliberations. The Council would like to use the funds it is withdrawing from the Shuswap Economic Development Committee to create its own Economic Development Corporation. The District of Sicamous envisions this corporation working with the Shuswap Economic Development Service in a similar way to how the Salmon Arm Economic Development Society is working with the Shuswap Economic Development Service.

The committee members were generally supportive of Sicamous' proposed approach but were concerned about the financial implications for the Shuswap Economic Development Service.

The committee discussed the options and considered additional budgetary considerations not noted in the budget impact analysis. One such impact was that the withdrawal of Sicamous from the program in 2018 would reduce the likelihood of success in obtaining monies from the Rural Dividend application. This would further exacerbate the financial impact. If the District of Sicamous were to withdraw on December 31, 2018, the Rural Dividend Application would have a much more likelihood of going through.

Moved By R. Marshall

Seconded By P. Demenok

THAT: in considering the withdrawal of the District of Sicamous from the Economic Development Extended Service, the Committee recognizes that there are operational and contractual obligations for the 2018 budget / operating year that cannot be changed at this late timeframe.

AND THAT: the Shuswap Economic Development Committee recommend to the Board that December 31, 2018 be the withdrawal date for the District of Sicamous to no longer be a participant in the Economic Development Extended Service established by Bylaw No. 5268.

CARRIED

2.2 Update on Shuswap Economic Development Strategy

R. Cyr gave the committee an update on the Shuswap Economic Development strategy and the structure review and the community engagement portions of the strategy.

On November 28, 2017 the Shuswap Economic Development Committee met with ECDC Consulting to go over the new strategy in detail. The committee had discussed the review, community engagement, and strategy at that meeting. R. Cyr answered questions about the meeting for the benefit of the committee members who were unable to attend the meeting.

On the subject of the restructuring of the Shuswap Economic Development department, the committee agreed that the third option was the best. This option also is an effective way to streamline the business retention and

expansion meetings as the committee would be made of business owners within each electoral area. There would then be one committee member that would be appointed to the Shuswap Economic Development Advisory Committee. Shuswap Economic Development will be moving forward with the development of these committees in January 2018. There will be an application process and a terms of reference developed for this committee before the recruitment process is started.

2.3 Community to Community Forum Discussion – Nov. 23 2017

Community to Community (C2C) Forums are funded by the Union of BC Municipalities to facilitate discussion on developing communication protocols and formal agreements between First Nations and local governments.

The committee discussed the recent Community to Community Forum that took place on November 23, 2017. The forum was attended by R. Cyr as well as CSRD Directors. The attendees provided their comments on the process and noted that they felt that it was the first C2C meeting where everyone at the table agreed on the process and came away with a positive outcome of moving forward. The report from the C2C forum has been attached to the HTML version of these minutes.

2.4 Update on the Shuswap Labour Market Project - Director Demenok

Director Demenok spoke to the committee about the Shuswap Labour Market Project and provided the committee with a copy of the draft Shuswap Labour Market Assessment & Action Plan for Area C, completed by the Ironsight Business Strategies (report attached to the html version of these minutes).

Director Demenok explained that:

- A focus workshop was held to create a 2-year action plan to implement the Area C labour market assessment and action plan.
- The table on page 3 of the report outlines the community's priorities.
- The table on page 4 outlines the steps that need to happen to move the action plan forward.

The committee discussed the benefits and drawbacks of this kind of study, noting that it can be helpful to understand the needs of various communities but to understand that the goals of this committee are still region wide strategies.

2.5 Update on the Rural Dividend Application

At the December 1, 2017 CSRD Board meeting the following resolution was passed.

Moved by Director Morgan, Seconded by Director Talbot:

THAT: the Board authorize the submission of an application for \$441,500.00 to the BC Rural Dividend Program for the two year implementation of the Shuswap Economic Development Strategic Plan and that the Board support this project through to its completion.

R. Cyr noted that the application is due next Friday (December 15th) and that there are some final touches still required for the application. Some of the highlights of what is planned include:

- Advisory and electoral area committee training
- community profiles
- website update and communications plan
- economic recovery plan (in the event of emergencies)
- annual business walk
- developing an agricultural association as well as agricultural marketing
- way finding programs – regional signage
- regional marketing initiatives
- producer tours, image bank, and marketing initiatives for the Columbia Shuswap Film Commission

2.6 Stats Canada Updates

Kyle Dearing gave the committee a very quick update on the Stats Canada project. The 2016 census data has been sent out throughout the year from K. Dearing. K. Dearing noted that there is a lot of data that hasn't existed before or hasn't existed since the last long form census. K. Dearing stated that this data will be useful as we move forward with economic development initiatives in the Shuswap region.

2.7 EDABC Organizational Membership

R. Cyr renewed the Shuswap Economic Development membership with BCEDA (BC Economic Development Association) for 2018. For 2018 Shuswap Economic Development has joined as an organization membership, this includes 2 voting members, plus an UNLIMITED number of non-voting members from within your organization (i.e.: Economic Development Committee and Staff, Mayors, Councillors, Board Members,

etc.). This will allow all members of the committee access to the annual summit at the membership rate.

2.8 Discussion on Columbia Shuswap Film Commission and continuity

David Barritt gave the committee an update on the current Columbia Shuswap Film Commission (CSFC) work. Film production develops a positive economic boost for our region. For example, there was a Hallmark production in Revelstoke in March that was there for 10 days bringing in a production crew of 50-75 people. The City of Revelstoke enjoyed economic benefits to the community from the film crew purchasing accommodation, meals and other items for the 10 days that they were in production.

D. Barritt stated that the film industry in Canada is starting to choose Vancouver as its western Canadian hub. Film producers like Universal Studios, Netflix, Sony, Apple, Warner Brothers, Hallmark, Disney, etc. have either have set up studios in Vancouver or are looking to in the near future. D. Barritt also stated that a new film production studio has opened in Kelowna called Eagle Creek Studio. With the studio in Kelowna, it will be easier for crews to shoot in the CSFC area as it is near the studio and so they will be able to use the CSFC landscapes for their scenes within the region.

D. Barritt noted changes in the film industry that we would be embracing and will help us to develop film activity in the region. These changes include a move to vloggers (video bloggers) where anyone can now create content. When a YouTuber gets a large following, film producers try to tap into that following by helping the vlogger to produce content. This means that content is getting shorter. One example of a vlogger in our area was Gumboot Kids. This is a CBC show written for children aged 2-5 that produces five minute content. They produced an episode in the Roderick Haig Brown Park and at the Turtle Valley Bison Ranch.

D. Barritt also stressed on the importance of showcasing our region with film producers. The Hallmark producers who produced a film in Revelstoke would like to come back due to the professional services that they received in the CSFC region. Once the film producer sees our region first hand, they are more likely to think of it when they are considering locations to film. D. Barritt is working on familiarization tours with film producers to bring them to our region to consider the Columbia Shuswap as an area for future filming.

R. Cyr noted that the committee would need to review the cost of maintaining the CSFC into the future and that a review of the funding structure of the CSFC would be completed in 2018.

The committee thanked D. Barritt for his presentation and for his work with the CSFC.

4. Adjournment

Moved By L. Morgan

Seconded By K. Brown

THAT: the December 7, 2017 Shuswap Economic Development Advisory Committee meeting be adjourned.

CARRIED

Chair



SHUSWAP TOURISM ADVISORY COMMITTEE MEETING MINUTES

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

Date: December 7, 2017

Time: 1:00 PM

Location: CSRD Boardroom
555 Harbourfront Drive NE, Salmon Arm

| | | |
|---------------------------|-------------------|--|
| Committee Members Present | D. Lepsoe (Chair) | Councillor, Village of Chase |
| | P. Demenok | Director Area 'C' |
| | T. Rysz | Mayor, District of Sicamous |
| | K. Flynn | Councillor, City of Salmon Arm |
| | R. Talbot | Director Area 'D' |
| | L. Morgan | Director Area 'F' |
| | M. Lane | Dreamcycle Motorcycle Museum |
| | P. McIntyre-Paul | Shuswap Trail Alliance |
| | J. Ziercke | Quaaout Lodge Resort & Spa/Talking Rock Golf |
| Committee Members Absent | K. Brown | Arts Council for the South Shuswap |
| | G. Bushell | The Eagle Valley Snowmobile Club |
| | R. Martin | Director, Electoral Area 'E' |
| | S. Hofstetter | Prestige Hotels |
| Staff Present | A. Maki | Chase & District Chamber of Commerce |
| | R. Cyr | Economic Development Officer |
| | S. Goodey | Tourism Clerical Assistant |
| | E. Johnson | Electronic Records Management Facilitator |

1. Call to Order

The Chair called the meeting to order at 1:07 PM.

1.1 Approval of Agenda

Moved By P. Demenok

Seconded By K. Brown

THAT: the agenda of the December 7, 2017, Shuswap Tourism Advisory Committee meeting be approved with the removal of item 2.

CARRIED

1.2 Adoption of Minutes

Moved By J. Ziercke

Seconded By P. Demenok

THAT: the minutes of the September 7, 2017, Shuswap Tourism Advisory Committee meeting be adopted as circulated.

CARRIED

1.3 Guest(s) in Attendance

David Gonella - Roots & Blues

Carmen Massey - REACH Marketing

David Barrett - Columbia Shuswap Film Commission

Rob Marshall - Community Futures Shuswap

Jay Simpson - North Shuswap Chamber of Commerce

3. 1:45-2:15 pm Presentation – David Gonella – Roots & Blues 2017

David Gonella, the Executive Director of the Salmon Arm Roots & Blues Festival, gave a presentation to the committee. The Roots & Blues had a good year in 2017 with 27,000 festival attendees. D. Gonella outlined the work that went into the festival and gave a bit of background on the festival's historical performance. The committee expressed interest in the annual attendance rates and asked questions about why certain years had better attendance than others. D. Gonella explained the changes that they had made to the festival to bring it back to its original vision and that had assisted in the increase in attendance.

D. Gonella answered questions from the committee about the demographic of festival attendees and how the Roots & Blues is using that data in its marketing efforts. The presentation has been attached to the HTML copy of these minutes.

4. Discussion Items

4.1 Update on current marketing activities - Carmen Massey

Carmen Massey of REACH Marketing presented the committee with an update of the current Shuswap Tourism Marketing initiatives. REACH Marketing is assisting Shuswap Tourism on a variety of projects and C. Massey provided the following status updates:

Vacation Planners

- For the year to date, Shuswap Tourism has 93 participants and has had \$46,344 in sales.

Media Tours

- The Mountain Biking Tourism Association (MTBA) highlighted the Shuswap in a recent “Bikes and Beer” tour.
- Shuswap Tourism got to take Anthony Dennis on a familiarization (fam) tour. A. Dennis has had an influential role at the Sydney Morning Herald in Australia in travel and tourism. A. Dennis appreciated the genuine cultural experience.
- Destination BC hosted a Mega Familiarization tour with, 23 attendees from Europe, Asia, Canada, Mexico, India, and Australia.

Thompson Okanagan Tourism Association's (TOTA) Itinerary Project

- C. Massey met with the blog writer for TOTA. The blog writer was looking for more content from the Shuswap and Shuswap Tourism has provided several travel itineraries that have been subsequently posted on Route 97.
- Monthly blog rollout plan, based on 14 Shuswap Itineraries
The first one to be showcased is “Stroll into Winter the Shuswap Way” and the blog is now live on the Route 97 website.
<https://route97.net/stroll-into-winter-the-shuswap-way>

Industry Support

- C. Massey touched on the support that Shuswap Tourism has received from the Tourism industry in the Shuswap for media and familiarization tours and highlighted some of the businesses that have provided particularly special experiences for guests on familiarization/media tours.

C. Massey also provided an overview of involvement in coordinating meetings to bring together businesses sectors i.e. golf courses, wineries, marinas. C. Massey highlighted some of the outcomes which are that the marinas are now considering working together on cooperative marketing projects and have co-purchased an advertisement in the vacation planner that highlights the marinas.

Below are some points from her presentation:

- **Mountain Bike:** MBTA Symposium, Fam support
- **Food/Farm:** Turtle Valley Bison Ranch Dinner on the Farm
- **Aboriginal Tourism:** STS Lakes Division Tourism Strategy, Quaaout Lodge and Resort Media Tourism
- **Wine:** Industry meeting, wine region presentation
- **Golf:** Industry meeting, working group for 2018 plans, ongoing support
- **Marinas:** Industry meeting, working group meeting in December, new group ad.
- **Trails:** MBTA Symposium, guide development, Roundtable
- **Snowmobile:** Edmonton show, Saskatoon, Vernon, Salmon Arm show support, new map, banners.
- **Nordic:** Nordic Ski/Snowshoe map in 2000 Cross Country provincial ski magazine.

4.2 Shuswap Trails Update - Phil McIntyre-Paul, Shuswap Trail Alliance

Phil McIntyre-Paul gave the committee a brief update on the work that the Shuswap Trail Alliance has worked on in 2017.

The Shuswap Trails Roundtable was held on November 29, 2017 in the Chase Community Hall. Seventy people from Secwepemc, local and provincial governments, along with trail user groups, environmental stewardship, industry, business, economic development, tourism, invasive species and health organizations gathered for this third annual meeting.

The objectives for the meeting were as follows:

- To provide an update on progress of the Shuswap Regional Trails Strategy this year.
- To seek feedback on priorities for the Shuswap Regional Trails Strategy for next year, and endorse the annual work plan
- Convene all trail user groups, build relationships, and share information.

The provincial recreation sites and trails, who assisted with funding to develop the Shuswap Trails strategy is interested in providing further funding to maintain the work of the Shuswap Roundtable and the Shuswap Trails Strategy. The Shuswap Trail Alliance will continue the conversation with the province to continue the work of the Shuswap Trail Strategy.

The Shuswap Trail Alliance wants to see more discussion on the First Nations involvement and up to date provincial land management.

The Shuswap Trail Alliance has been working with the Columbia Shuswap Regional District and the Ministry of Transportation and Infrastructure to continue the discussion on planning for parallel pathways adjacent to roads.

4.11 Highways general discussion

Moved By K. Flynn

Seconded By T. Rysz

Recommendation to the Columbia Shuswap Regional District Board:

THAT: the Columbia Shuswap Regional District (CSRD) Board make a resolution to send to the Southern Interior Local Government Association a request that the Ministry of Transportation and Infrastructure incorporate active transportation corridors into all current and future highway projects;

AND THAT: the Chair of the CSRD Board write a letter to the Ministry of Transportation and Infrastructure to request that the said Ministry consider the incorporation of active transportation corridors into all current and future highway projects.

CARRIED

T. Rysz left the meeting at 2:58 pm.

4.3 Trail Guide Update

The Shuswap Trail Alliance has been working with the CSRD's Geographic Information Systems (GIS) department to put the trails that are in the guide online. Shuswap Tourism is reducing their number of printed collateral as marketing moves to using more digital and online formats. Print is expensive and our website guide downloads are definitely showing that more people are downloading guides rather than using print. Guides are downloaded for review and then only information that they require, such as maps, can be printed for use. Also these trail maps can be downloaded so

that you have trail information when you are on the trails, on your phone or tablet.

Director Demenok addressed the committee to share his concerns about the dangers associated with the sharing of roads between cyclists and vehicles and requested a public service ad in the trail guide encouraging people to share the road. There is already a message in the trail guide about this but we will put it in a more prominent position in the trail guide so that it is more visible to all trail users.

The committee proposed that a recommendation to the Board to help address this issue may be more effective as the Board could request signage for the roads from the Ministry of Transportation and Infrastructure.

Moved By P. Demenok

Seconded By K. Flynn

Recommendation to the Columbia Shuswap Regional District Board:

THAT: the Columbia Shuswap Regional District (CSRD) Board support a letter from the Chair of the CSRD Board to the Minister of Transportation and Infrastructure requesting “share the road signage” on all cycling routes.

Opposed (1): R. Talbot

CARRIED (8 to 1)

4.5 Columbia Shuswap Film Commission update - David Barritt

David Barritt gave the committee an update on the current Columbia Shuswap Film Commission (CSFC) work. Film production develops a positive economic boost for our region. There has been a Hallmark production in Revelstoke in March that was in the community for 10 days with a production crew of 50-75 people. The City of Revelstoke enjoyed economic benefits to the community from the film crew purchasing accommodation, meals and other items for the 10 days that they were in the community.

D. Barritt stated that the film industry in Canada is starting to choose Vancouver as its western Canadian hub. Film producers like Universal Studios, Netflix, Sony, Apple, Warner Brothers, Hallmark, Disney, etc. have either have set up studios in Vancouver or are looking to in the near future. D. Barritt also stated that a new film production studio has opened in Kelowna called Eagle Creek Studio. With the studio in Kelowna, it will be

easier for crews to shoot in the CSFC area as it is near the studio and so they will be able to use the CSFC landscapes for their scenes within the region.

D. Barritt noted changes in the film industry that we would be embracing and will help us to develop film activity in the region. These changes include a move to vloggers (video bloggers) where anyone can now create content. When a video on YouTube has a large following, film producers try to tap into that following by helping the vlogger to produce content. This also means that content is getting shorter in the viewing time. One example of a vlogger in our area was Gumboot Kids. This is a CBC show written for children aged 2-5 that produces five minute content. They produced an episode in the Roderick Haig Brown Park and at the Turtle Valley Bison Ranch.

D. Barritt also stressed on the importance of showcasing our region with film producers. The Hallmark producers who produced a film in Revelstoke would like to come back due to the professional services that they received in the CSFC region. Once the film producer sees our region first hand, they are more likely to think of it when they are considering locations to film. D. Barritt is working on familiarization tours with film producers to bring them to our region to consider the Columbia Shuswap as an area for future filming.

The committee thanked D. Barritt for his presentation and for his work with the Film Commission.

K. Brown, Director Morgan, Director Demenok left the meeting at 3:45 pm.

4.6 Implementation of the Shuswap Tourism Strategy- “Experience Workshop” overview

On November 16th, 2017 Destination Think led an "Experience Workshop" for our businesses and community stakeholders. The intention of the workshop was to gather information that would provide Destination Think and Shuswap Tourism with strategic direction for the marketing initiatives for the next 3-5 year.

The workshop was a great success and there was good representation from various industry sectors. Shuswap Tourism will be working with Destination Think to complete the strategy. Completion of the strategy is expected early in 2018.

4.7 Meeting Attendance

R. Cyr has attended a variety of workshops, summits and meetings that are helping Shuswap Tourism to better understand the tourism industry. These include:

- Mountain Bike Tourism Association (MBTA) Symposium – Revelstoke
- Thompson-Okanagan Tourism Association (TOTA) Summit
- BC Fishing Symposium – Kamloops – Overview
- Destination BC's Destination Development Meeting – Hwy 1 Corridor

4.8 Destination BC (DBC) Application

Shuswap Tourism has submitting a funding application to Destination BC (DBC) for the cooperative marketing program funding. The grant application request for 2018 is \$115,000.00. Shuswap Tourism will be also contributing \$115,000.00 from the Shuswap Tourism annual marketing budget. This is a significant increase in funding from 2017. The marketing campaigns from this project will have a focus on winter with added campaigns also for spring and fall.

4.9 Tourism Sector Meetings

Over the last month Shuswap Tourism has set up meetings with three tourism industry business providers. Meetings were held with local wineries, golf courses, and marinas. The intention of these meetings has been to collaborate with the industry sectors on marketing initiative's and issues affecting their industry sector. The meetings have been successful in getting the industry sectors to work together with Shuswap Tourism just facilitating the meetings and providing support

Some of these groups have never worked together before and they realized that they have similar values and issues. The meetings were very successful.

4.10 Regional Signage – Request in Rural Dividend Application

R. Cyr spoke about the Rural Dividend application that is being submitted on December 15, 2017. One of the requests that has been submitted is for entrance signage to identify the Shuswap region. This project has been a priority for a number of years for Shuswap Tourism but DBC does not provide infrastructure costs so this was a good opportunity to complete these signs through the Rural Dividend program funding. R. Cyr has

spoken with the community of Chase and they are interested in partnering with Shuswap Tourism to complete a sign on Highway 1 just outside of Chase. There is also interest from the North Shuswap Chamber of Commerce to put a sign at the Squilax Anglemont Bridge which will guide visitors to the North Shuswap. There would also be signage at the far side of the Shuswap region, adjacent to Three Valley Gap. This signage will identify the Shuswap region to visitors. Electoral area and community signage will also be a project that will be identified in future funding. The signage would be similar to the signs that have been installed by the North Shuswap.

6. Adjournment

Moved By P. Demenok

Seconded By K. Brown

THAT: the December 7, 2017 Shuswap Tourism Advisory Committee meeting be adjourned.

CARRIED

Chair

Council Meeting
December 13th 2017 | 10:30 AM – 2:30 PM
Columbia Shuswap Regional District Boardroom
555 Harbourfront Drive NE, Salmon Arm

Draft Record of Decisions and Action Items

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

Meeting objectives

1. Receive presentation from Adams River Salmon Society
2. Receive update on Water Quality Objectives
3. 2018 SWC workplan discussion

Present

Paul Demenok, Chair – Columbia Shuswap Regional District, Area C
 Larry Morgan, Vice Chair – Columbia Shuswap Regional District, Area F
 Rene Talbot – Columbia Shuswap Regional District, Area D
 Rhona Martin – Columbia Shuswap Regional District, Area E
 Rick Berrigan – Thompson-Nicola Regional District, Village of Chase
 Ken Christian – Thompson-Nicola Regional District, City of Kamloops
 Nancy Cooper – City of Salmon Arm
 Dave Nordquist – Secwepemc Nation, Adams Lake Indian Band
 Herman Halvorson – Regional District of North Okanagan, Area F
 Tundra Baird – Regional District of North Okanagan, City of Enderby
 Dennis Einarson – BC Ministry of Environment and Climate Change Strategy
 Laura Code – BC Ministry of Agriculture
 Lorne Hunter – Community representative
 Randy Wood – Community representative

Erin Vieira and Mike Simpson – Fraser Basin Council

Guest presenters and observers

Dave Smith, Carmen Massey, Julie John, Molly Cooperman (*until 11:00 am*)

Regrets

Greg Witzky
 Ray Nadeau
 Todd Kylo

Call to Order

Chair Paul Demenok called the meeting to order at 10:30 AM

Adoption of meeting summary

Chair Demenok requested that a late agenda item regarding a letter of support for the Columbia Shuswap Regional District's exclusion application to the Agricultural Land Commission be added to the agenda.

Moved/seconded by Mayor Berrigan/Mayor Cooper that:
The agenda for December 13th 2017 SWC meeting be amended as requested.

CARRIED

Laura Code entered the meeting at 10:35 am

Moved/seconded by Randy Wood/Mayor Cooper that:
The summary of the October 25th 2017 meeting of the SWC be adopted.

CARRIED

Councillor Tundra Baird entered the meeting at 10:45 am

Guest Presentation

Dave Smith introduced himself and other members of the Adams River Salmon Society: Carmen Massey, Julie John and Molly Cooperman. Carmen Massey then explained that the Society is proposing to host a salmon symposium next fall in conjunction with the peak salmon return and the opportunity to engage visitors from around the world. The host partners for the symposium will be Little Shuswap Lake Indian Band and the Adams River Salmon Society.

The symposium is scheduled to take place September 30th – October 2nd; a concept agenda is in place.

The Society is seeking a letter of support from the Shuswap Watershed Council, in addition to financial support, support for the workshop via facilitation, and attendance and participation from SWC members.

Report from the Chair

Chair Demenok reported that the CSRD is making an application to the Agricultural Land Commission to exclude a parcel of land in Area C to be the site of a future wastewater treatment facility.

Moved/seconded by Chair Demenok/Vice Chair Morgan that:
The SWC write a letter to the Agriculture Land Commission expressing support for the exclusion application by the CSRD.

Discussion:

Lorne Hunter inquired about the size of land; the Chair responded that the parcel is about 65 acres, and approximately 25-30 acres would be used for the treatment plant while the remainder could be developed by the private land owner.

CARRIED

Action item: staff will work with the Chair to prepare the support letter

**2018 Meeting
Schedule**

Moved/seconded by Mayor Christian/Mayor Cooper that:
The draft 2018 meeting schedule be approved as presented.

CARRIED

The SWC will meet on the following days in 2018, at the CSRD Boardroom unless otherwise noted:

March 14th

June 13th

September 19th

December 12th

**Water Quality
Objectives**

Dennis Einarson, RPBio, explained that Water Quality Objectives are a tool to manage water quality. There have been several reports summarizing the water quality in the Shuswap watershed; the next step for the Ministry is to set objectives to help maintain the water quality. Once established, the objectives can be incorporated into permits and plans and used as a regulatory tool.

Currently, it's proposed that objectives be set for four different areas of Shuswap Lake; the objectives would set various parameters at different levels for each area.

Discussion:

Director Martin inquired about receiving information regarding average measurement values; Dennis Einarson indicated he could provide a table for circulation to SWC members.

Mayor Christian commented that it's a good idea to have a separate set of objectives for Shuswap Lake; he inquired as to the reason why only four areas are established for the objectives, not including the northern reaches; Dennis responded that the consultants noted the relative good water quality in the northern reaches, but that he would bring this concern back to them.

Chair Demenok asked how the objectives would be used practically. Dennis explained that permits would have statements regarding requirements for ambient water quality. The objectives themselves are not enforceable; they contain science-based information that can be adopted by other regulatory tools and become enforceable.

Report from Program Managers

Erin Vieira presented an update on program operations:

- The Shuswap Water Monitoring Group met in November; participants reviewed and discussed their respective organizations' monitoring activities that were done in 2017; the group also discussed and provided input to the 2016 Water Quality Summary
- A special water quality monitoring project for substances called Nonylphenols has wrapped up and shows very good results, nonylphenols were not detected in lake water samples.
- The Water Protection Advisory Committee met in November to receive an update on the nutrient research project led by UBC-Okanagan, and to discuss criteria for SWC-funded restoration projects. A field tour to Alderson Creek to see a restoration project had to be cancelled due to inclement weather, and will be rescheduled for spring or early summer.

Expenses to the end of the second quarter (April 1st – September 30th 2017) are as follows: *(no change from the report at the Oct 25 meeting)*

| | Budget (\$) | Expenses (\$) |
|---|--------------------|----------------------|
| Water Monitoring Initiative | 66,250 | 5551 |
| Water Protection Initiative | 75,650 | 57,901 |
| Recreation Safety Education Program | 12,800 | 9478 |
| Communications | 34,600 | 24,968 |
| Management and Administration | 41,600 | 16,348 |
| Operating Reserve | 99,014 | 0 |
| Total expenses to September 30th 2017 | 329,914 | 114,246 |

2018 Workplan Discussion

Chair Demenok introduced this discussion as an opportunity for providing input for the program managers to include in the 2018 work planning, which will be done in the winter before the next SWC meeting.

Chair Demenok initiated the discussion by inquiring of the SWC membership regarding supporting the 2018 Salmon Symposium being hosted by the Adams River Salmon Society and Little Shuswap Lake Indian Band.

Moved/seconded by Mayor Berrigan/Mayor Christian that:

The SWC prepare a letter of support in principle for the 2018 Salmon Symposium being hosted by the Adams River Salmon Society and Little Shuswap Lake Indian Band.

CARRIED

Action item: staff will prepare a letter of support in principle for the 2018 Salmon Symposium.

The Chair inquired with the SWC membership about providing financial support for the 2018 Salmon Symposium.

Moved/seconded by Dave Nordquist/Vice Chair Morgan that:
The SWC participate in, and thereby make a financial contribution to, the 2018 Salmon Symposium as an exhibitor.

Discussion:

Some SWC members expressed that the SWC's financial support should be directed at initiatives more closely related to water quality and safe recreation, and that other non-SWC funds would be a better fit for a salmon symposium. Mayor Christian and Director Martin suggested the possibility of a financial contribution to the symposium through renting an exhibitor booth; Mayor Berrigan noted that it's not yet known if there will be an opportunity for exhibitors at the symposium.

Chair Demenok inquired with the SWC membership about participating in the symposium curriculum; Mayor Berrigan noted the inherent costs and staff time that would be associated with such an activity.

Moved/seconded by Director Martin/Vice Chair Morgan to amend the above-noted motion that:

The SWC's participation in and financial support of the symposium via exhibitor fees be tabled to the March 2018 meeting, at which time program managers can provide more organizational information about the symposium.

CARRIED

Chair Demenok inquired with the membership about participating in the curriculum of the Symposium. Mayor Berrigan pointed out the inherent costs and staff time. Chair Demenok further commented that at a projected cost of \$400/person, it would be cost-prohibitive for members of the SWC to attend the event.

Moved/seconded by Mayor Berrigan/Lorne Hunter that:

A second letter be sent to the symposium organizers indicating that the SWC will not be an event sponsor, but that it would like more information about the event including the potential opportunity to be an exhibitor.

CARRIED

Action item: staff will prepare a second letter for the Adams River Salmon Society and Little Shuswap Lake Indian Band indicating that the SWC will not be a symposium sponsor for the reasons discussed, and requesting more information about the event including the potential opportunity to be an exhibitor.

Chair Demenok introduced zebra and quagga mussels as a discussion item. He elaborated on the work being done by the Okanagan Basin Water Board, and the opportunities presented to the SWC by the Columbia Shuswap Invasive Species Society at the October 25th SWC meeting.

Moved/seconded by Director Morgan/Mayor Cooper that:

Staff be directed to work with Columbia Shuswap Invasive Species Society and the Okanagan Basin Water Board to determine how best to partner and/or supplement the existing campaigns against aquatic invasive mussels

Discussion:

Some directors expressed their support in principle for the SWC supporting and/or implementing education and awareness campaigns for aquatic invasive mussels, but to exercise caution to ensure consistent messaging with other organizations and focus locally on delivering campaign messaging (i.e., in the Shuswap and BC).

Erin Vieira inquired as to the budget for the aquatic invasive mussels education/advocacy work plan. Chair Demenok suggested a budget of \$25,000 and other SWC members agreed.

SWC members discussed potential work plan ideas for education and advocacy, including opportunities for engaging marina operators as a critical interface with the boating community, requesting more support from the Province, and investigating advocacy opportunities with the federal government.

CARRIED

Action item: staff will work with CSISS and OBWB to create a new work plan item for 2018 focussing on aquatic invasive mussels education and advocacy in the Shuswap and nearby regions.

Moved/seconded by Director Martin/Vice Chair Morgan that:
The SWC send another letter to the Provincial government thanking them for their efforts against zebra and quagga mussels to-date, and requesting more resources for prevention efforts, including increasing the number of watercraft inspection stations.

CARRIED

Action item: staff will prepare a letter to the Province, as described above, in early 2018.

Chair Demenok introduced the opportunity for the SWC to provide comment on the proposed revisions to the *Agriculture Waste Control Regulation* (AWCR). The Chair framed this as a potential advocacy role for the SWC, bearing in mind that agriculture waste has an impact on water quality.

Discussion:

Lorne Hunter commented that he didn't think it appropriate for the SWC to submit comments on the proposed revisions to the AWCR due to the SWC not being an agricultural group and therefore not directly impacted by the revisions. Vice Chair Morgan commented that agricultural waste impacts on water make the SWC a suitable body for providing input, and that staff should submit comments calling for better waste management to improve water quality. Lorne Hunter replied indicating his support for applicable regulations and enforcement within the agriculture industry, but also indicated that some recent studies in the North Okanagan have not demonstrated improvements to water quality with the implementation of certain beneficial management practices; he stated that the agriculture industry has progressed and is aligning with societal values. Director Martin expressed concern over the growth of the industry in the region in recent years. Chair Demenok commented that the SWC's primary mandate is water quality and that science being reviewed by the SWC is showing that nutrients are entering the watershed from agricultural lands.

Moved/seconded by Vice Chair Morgan/Mayor Christian that:
Staff prepare a letter providing comments on the proposed revisions to the AWCR that are reflective of the SWC's mandate, have a balanced approach toward regulations and enforcement to limit nutrient input to

the watershed, and would not impose overly adverse impacts on the agriculture industry;

And that:

Staff provide the letter by email to the SWC members for a seven-day review period before submitting the letter to the Ministry of Environment by the deadline of January 15th, 2018.

CARRIED

Action item: staff will review the proposed revisions to the *Agriculture Waste Control Regulation* as described in the Province's Third Intentions Paper and prepare comments, as described above, and provide it to the SWC for their review before submitting it to the Province.

Chair Demenok inquired of the SWC membership if there were any other discussion items for the 2018 work plan.

The Chair requested a number of items for consideration in the work plan, including increasing collaboration with the Okanagan Basin Water Board and inviting them to attend a future SWC as a guest speaker; increasing public communications for water quality issues and initiatives; and inviting a representative from the Alternative Land Use System ("ALUS") to a future meeting of the SWC as a guest presenter.

Director Halvorson left the meeting at 1:55 pm

Dave Nordquist inquired if the SWC would discuss climate change, and its impacts to water quality and quantity. Director Martin commented that climate change is a high priority, and that the effects are already being seen. Dennis Einarson replied that there is a dedicated group within the Ministry of Environment and Climate Change Strategy, and could request that someone make a presentation on their work to the SWC.

Action item: Dennis Einarson will provide contact information for a potential guest speaker on climate change from within the Ministry of Environment and Climate Change Strategy

Roundtable Updates

Lorne Hunter reported that the local dairy association is planning an on-farm tour in April, including a discussion about working with governments. He will provide information about the event to the SWC membership when it's ready.

Dave Nordquist reported that Adams Lake Indian Band will make a financial contribution to the SWC for the 2017-18 year.

Mike Simpson reported that Fraser Basin Council is facilitating a disaster mitigation risk assessment project for the Thompson watershed – of which the Shuswap watershed is part of – and a community-to-community forum will kick-start this project on February 14th.

Action item: Staff will receive the contribution from Adams Lake Indian Band on behalf of the SWC, and amend the Contribution Agreement and SWC Terms of Reference accordingly.

Adjourn

Moved/seconded by Director Talbot/Director Morgan that: The December 13th 2017 meeting of the SWC be adjourned.

CARRIED

The meeting adjourned at 2:10 pm.

2018 Meeting Schedule

| | Date | Draft agenda¹ |
|--------------------------------------|----------------------------|---|
| 4 th quarter (2017-18) | March 14 th | Election of Chair and Vice Chair 2018 Work plan presentation and approval Financial and program operations update Business arising |
| 1 st quarter (2018-19) | June 13 th | Financial and program operations update 2017-18 Annual report Business arising |
| 2 nd quarter | September 19 th | Financial and program operations update Interim SWC program review process Business arising |
| 3 rd quarter | December 12 th | Financial and program operations update Business arising |

Meetings are held once per quarter, on the second Wednesday of the month. Meetings will take place from 10:00 AM – 2:30 PM unless otherwise noted.

Meetings are held at the Columbia Shuswap Regional District Boardroom unless otherwise noted.

¹ The draft agenda, at minimum. The full agenda will be posted at www.shuswapwater.ca approximately one week in advance of meetings.



BOARD REPORT

TO: Chair and Directors

File No: 0530 01

SUBJECT: **2018 Appointments to Committees and other External Boards/Agencies**

DESCRIPTION: Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated January 4, 2018.

RECOMMENDATION #1: THAT: the Board endorse the listing of appointments to Committees, external Boards and Agencies for the year 2018.

SHORT SUMMARY:

In January of each year, appointments are made to internal CSRD Committees and to external Boards and other agencies. The proposed listing for 2018 is attached for the Board's consideration and endorsement. The appointments are recommended by Chair Martin.

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

BACKGROUND:

As in previous years, the Chair has provided a list of suggested appointments for the Board's consideration. There are no changes recommended to the appointments for the year 2018. The proposed listing of Appointments to Committees, Board and External Agencies for 2018 is attached.

Directors who are appointed to Committees and the various agencies are requested to report back to the Board, either verbally or in writing, with relevant information pertaining to that Committee and to the meetings that have been attended throughout the year.

POLICY:

Appointments are made pursuant to the Local Government Act, as required by Provincial statute or by CSRD bylaw/policy in the following three categories:

1. Appointment by the Chair. In accordance with Section 218 of the Local Government Act, the Chair is empowered to establish standing committees "for matters the Chair considers would be better dealt with by committee and may appoint persons to these committees."
2. Appointment to Committees and Positions by the Board. These appointments are required by Provincial Statute or by bylaw.
3. Appointment to Other Agencies/Boards. These are made at the request of other bodies to which the Regional District has some affiliation or involvement in, often financial in nature.

FINANCIAL:

Payment for expenses to attend meetings, conferences or seminars relating to a Director's committee appointment or representation on an external agency is compensated based on the Director Remuneration Bylaw No. 5510.

KEY ISSUES/CONCEPTS:

Appoint Director(s) to provide continuity on the respective Boards/Committees/external agencies.

COMMUNICATIONS:

All external agencies / Boards will be advised of the 2018 appointee(s) by letter. The approved 2018 Appointment listing will be published on the CSRD website/social media and circulated to CSRD Board Directors and staff.

DESIRED OUTCOMES:

That the Board endorse the appointments for 2018, as proposed by the Chair.

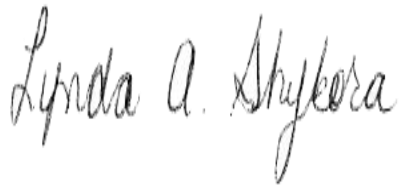
BOARD'S OPTIONS:

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

Report Approval Details

| | |
|----------------------|--|
| Document Title: | 2018-01-18 Board Report 2018 Committee Appointments.docx |
| Attachments: | - 2018 APPTS TO COMMITTEES, BOARD, EXTERNAL AGENCIES.pdf |
| Final Approval Date: | Jan 4, 2018 |

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



Lynda Shykora - Jan 4, 2018 - 12:42 PM



Charles Hamilton - Jan 4, 2018 - 1:41 PM



2018 APPOINTMENTS TO COMMITTEES, BOARDS AND EXTERNAL AGENCIES

COLUMBIA SHUSWAP REGIONAL DISTRICT COMMITTEES AND COMMISSIONS

| | |
|--|---|
| Administration and Finance Committee (Committee of the Whole) | All Directors |
| Electoral Area Directors Committee | All Electoral Area Directors |
| Labour Relations Committee | Chair |
| Milfoil Control Planning Committee | Electoral Area C, D, E and F Directors City of Salmon Arm Directors District of Sicamous Director |
| Revelstoke Airport Management Committee | Electoral Area B Director City of Revelstoke Director |
| Revelstoke Economic Development Commission | Electoral Area B Director City of Revelstoke Director |
| Shuswap Economic Development Commission | Electoral Area C, D, E and F Directors District of Sicamous Director |
| Shuswap Tourism Committee | Electoral Area C, D, E and F Directors City of Salmon Arm Director District of Sicamous Director |
| Parcel Tax Review Committee | Electoral Area C, D, E and F Directors |

HOSPITAL DISTRICT BOARDS

| | |
|---------------------------------|--|
| East Kootenay | Electoral Area A Director Alternate Appointee: Area A Alternate Director |
| North Okanagan/Columbia Shuswap | Electoral Area B, C, D and E Directors City of Revelstoke Director City of Salmon Arm Directors District of Sicamous Director |
| Thompson | Electoral Area F Director |



2018 APPOINTMENTS TO COMMITTEES, BOARDS AND EXTERNAL AGENCIES

OTHER AGENCIES/BOARDS

| | |
|--|--|
| BC Hydro Mica 5, Mica 6, Revelstoke 6 Projects | L. Parker |
| BC Hydro Water Use Plans | L. Parker and K. Cathcart |
| Columbia River Treaty Local Governments Committee | |
| - Area B/Revelstoke | L. Parker |
| - Area A/Golden | C. Moss |
| Columbia Basin Trust Governance Committee | L. Parker C. Moss |
| Columbia Basin Regional Advisory Committee (RAC) | K. Cathcart L. Parker - In the absence of any of the two named above Directors: Alternate Directors for Electoral Area A and B |
| Fraser Basin Council | |
| - Council | R Talbot |
| - Thompson Regional Committee | R. Talbot (Alternate: R. Martin) |
| Ktunaxa-Kinbasket Treaty Advisory Committee | Electoral Area A and B Directors |
| Municipal Finance Authority | Chair (Alternate: Vice Chair) |
| Municipal Insurance Association of BC (MIABC) | Chair (Alternate: Vice Chair) |
| Okanagan Regional Library Board | |
| - Golden/Area A | C. Moss (Alternate: K. Cathcart) |
| - Areas B, C, D, E and F | L. Morgan (Alternate: P. Demenok) |
| Salmon Arm Economic Development Society (non-voting) | P. Demenok |
| Shuswap Regional Airport Operation Committee | T. Rysz |
| Shuswap Regional Airport Commission | Electoral Area C, D and E Directors District of Sicamous Director |
| Sterile Insect Release (SIR) Board | C. Eliason (Alternate: R. Talbot) |



2018 APPOINTMENTS TO COMMITTEES, BOARDS AND EXTERNAL AGENCIES

OTHER AGENCIES/BOARDS, cont'd.

Southern Interior Communities Mountain Pine
Beetle Working Group (SIBAC)

R. Martin

Southern Interior Development Initiative Trust
(SIDIT)

- Kootenay-Columbia Regional Advisory
Council (RAC)
- Thompson Okanagan Regional Advisory
Council (RAC)

Electoral Area A and B Directors;

Chair (per legislation)

STANDING COMMITTEES

Shuswap Watershed Council (established by
Bylaw No. 5705, 2016)

Appointed by Chair, CSR

Electoral Area C, D, E and F Directors

- In the absence of any of the above
Directors: Alternate Directors for
Electoral Area C, D, E and F

District of Sicamous (1) representative –
as selected by District Council

City of Salmon Arm (1) representative –
as selected by City Council

Thompson Nicola Regional District (2)
representatives - as selected by
TNRD

Regional District of North Okanagan (1)
representative (Area F) - as selected
by RDNO

Regional District of North Okanagan (1)
representative (City of Enderby) - as
selected by RDNO

Shuswap Nation Tribal Council (1)
representative - as selected by
Shuswap Nation Tribal Council

Syilx Okanagan Nation Alliance (2)
representatives - as selected by the
Syilx Okanagan Nation Alliance

BC Ministry of Environment (1) staff
representative - as selected by BC
Ministry of Environment



2018 APPOINTMENTS TO COMMITTEES, BOARDS AND EXTERNAL AGENCIES

Shuswap Watershed Council, cont'd:

BC Ministry of Agriculture (1) staff
representative - as selected by BC
Ministry of Agriculture

*Public representatives: Three (3)
members appointed by the Chair, CSR D
– May 3, 2016 to term expiring Dec 31,
2018:

- Lorne Hunter
- Randy Wood
- Ray Nadeau.

CSR D SIGNING AUTHORITY

Chair
Vice Chair
Chief Administrative Officer
Manager, Financial Services
Deputy Manager of Corporate Administration Services
Deputy Treasurer
Manager, Operations Management



BOARD REPORT

TO: Chair and Directors

File No: 0115 20

SUBJECT: **Asset Management Policy A-70**

DESCRIPTION: Report from Darcy Mooney, Manager, Operations Management, dated January 4, 2018. Asset Management Policy No. A-70

RECOMMENDATION #1: THAT: the Board endorse Policy No. A-70 "Asset Management" and approve its inclusion into the CSR D Policy Manual this 18th day of January, 2018.

SHORT SUMMARY:

Asset management incorporates planning, finance, engineering and operations to effectively manage new and existing infrastructure to maximize benefits and reduce risk. An integrated asset management system includes the development of policies, plans, strategies and long term financial plans. The CSR D has worked on and completed many aspects of its Asset Management System and an Asset Management Policy is the cornerstone in the development of the overall Asset Management Program implementation. An Asset Management Policy articulates an organization's broad commitment to asset management and provides policy statements which will help guide staff in carrying out business strategies, plans and activities. Staff will implement the policy through the development and use of guidelines and practices.

VOTING:

Unweighted
Corporate



LGA Part 14
(Unweighted)



Weighted
Corporate



Stakeholder
(Weighted)



BACKGROUND:

The CSR D manages and operates a wide array of infrastructure assets. These assets include: water distribution systems, vehicle and equipment fleets, parks infrastructure, civic facilities, waste receiving sites, fire halls and other apparatus. These assets are located throughout the entire CSR D. An asset management system integrates the process of inventory, valuation, use, strategic reviews, reporting and auditing of fixed assets. For strategic, operational and financial reasons, asset management is becoming an increasingly important and fundamental tool in decision making.

Since 2015, staff has been working on the development of an Integrated Asset Management Program. This program includes the development of an Asset Management Policy, a Corporate Asset Management Strategy and Framework, Program Business Plans and an effective asset management software and database, with a clear business process on how data is collected, retrieved and analyzed. A programming tool is also being developed that will provide dashboard reports on progress.

POLICY:

The creation of an Asset Management policy meets the overall objective in the development of the CSR D's Asset Management Strategy and Plans.

FINANCIAL:

Ongoing financial commitments have been made by the Board through allocations from the Community Works Funds (All Areas) and through the application and receipt of grant funding. To date, the CSRD has received over \$70,000 in grants and has allocated approximately \$90,000 in Community Works Fund monies to overall asset management.

KEY ISSUES/CONCEPTS:

Asset Management systems should be integrated into local government processes in order to make informed decisions that will ensure the sustainable delivery of services, both today and into the future.

KEY ISSUES/CONCEPTS:

The policy will be included in the CSRD Policy Manual and distributed to staff. All policies are also available on the CSRD website for public reference.

DESIRED OUTCOMES:

The Board approve the Asset Management Policy, which is a key component in building the overall Asset Management Program.

BOARD'S OPTIONS:

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

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

POLICY

A-70

ASSET MANAGEMENT

PURPOSE

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

DEFINITIONS

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

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

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

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

POLICY

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

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

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

Asset Management Policy A-70

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

PRINCIPLES

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

The CSRD will:

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

Prepared by: Dr. Terri MacDonald
Date: January 2, 2017



Proposal Brief: RDI for Local Government

Building Regional Resilience through Informed Decision-making, Collaborative Action and Capacity Building

Background

The Columbia Basin Rural Development Institute (RDI) was established in July 2011, built on an 8-year partnership agreement between Columbia Basin Trust (CBT) and Selkirk College. This partnership agreement ends in 2019. The mandate of the RDI is to support evidence-based decision-making in the Columbia Basin-Boundary region through the provision of information, applied research, and related outreach and extension. CBT has provided core funding to the RDI which has been leveraged with other funding sources allowing the RDI to expand its research agenda. Selkirk College has contributed infrastructure and operational support, including the BC Regional Innovation Chair in Rural Economic Development (RIC) who directs the RDI's research agenda. The RIC is an endowed research chair position that was established in 2005 resulting from \$1.5 million raised by Selkirk College and matched with \$1.5 million from the Provincial Government's Leading Edge Foundation. By supporting evidence-based planning and decision-making, innovation, and technology transfer, the RIC portfolio aims to improve the economic climate of rural communities. The RIC's research agenda is based on regional priorities and partnerships with local and regional organizations and businesses. Efforts have been made to align the RIC and RDI research agendas.

Since its inception, the RDI has delivered the State of the Basin initiative, hosted training and learning events, supported co-op student placements, and has undertaken a number of regionally relevant applied research projects, including:

- Regional Food Systems
- Business Retention and Expansion
- Employment Lands
- SME Adoption of Digital Technologies
- Climate Adaptation
- Workforce Development

Over \$3 million in research and rural development projects have been undertaken and the RDI has and continues to work in partnership with the regions' colleges to advance initiatives such as the Kootenay Workforce Development Initiative – a College of the Rockies-Selkirk College joint-initiative. The RDI's strategic priorities are up for renewal in 2018. The 2014-17 priorities included:

- Consolidate, identify gaps and build regional knowledge
- Undertake applied rural development focused research
- Support the access, use and application of RDI research and tools
- Support meaningful applied research collaboration amongst educational institutions and Columbia Basin Trust

An external evaluation conducted on the RDI in 2017 revealed there is a healthy foundation of familiarity with the RDI across target client groups (local government, economic, social, cultural and environmental non-profits), the RDI is recognized as a hub of regional information, and RDI products and services have effectively supported a multitude of planning and development projects. However, evaluation findings suggest that a narrowing of focus with respect to target audience and more targeted provision of products and services could position the RDI for improved impact moving forward. A key opportunity for improvement lies in being able to ensure a strong match between the products and services the RDI provides and the needs of the communities it serves.

RDI 2.0

With this knowledge in hand and the upcoming end of the CBT partnership agreement, the RDI proposes a **shift to focus its efforts on meeting the needs of local government partners** – tailoring projects, products and services more directly. This proposed shift is based on the recognition that the RDI's broad regional mandate has made it difficult to address the emerging research needs of its local government partners. The new approach would include targeted, responsive and increased levels of direct support to help local government make informed decisions, test innovative approaches through pilot projects, and build regional capacity to tackle complex issues in a coordinated way.

Prepared by: Dr. Terri MacDonald
Date: January 2, 2017



In addition to bringing \$500,000 in provincial funding into the region, the BC Rural Dividend proposal submission is providing us with the opportunity to test a new and sustainable direction for the RDI. Building on this new direction, the following draft strategic priorities are proposed for this project and for the RDI's renewed 2018-2022 Strategic Plan:

1. support informed decision-making by providing local government with direct research support designed to deliver concrete actions and/or tangible benefits;
2. address complex regionally-relevant challenges and opportunities by undertaking pilot projects; and
3. build regional capacity through the provision of training and collaborative learning opportunities.

Required Contributions and Proposed Budget

The Rural Dividend grant requires that partners contribute both cash and in-kind contributions. The project budget includes \$500,000 from the BC Rural Dividend grant, \$100,000 from the CBT/RDI 2018-19 final year budget, and \$150,000 cash from local government partners. The RDI is contributing in-kind time of the RIC and an additional \$25,000 annually in the form of data purchases and data analytic software and databases. Selkirk College and College of the Rockies are each providing \$10,000 of in-kind contributions. The requested contribution from the Regional Districts includes:

- \$40,000 cash over the course of the 2-year project (\$20,000 per year)
- \$15,000 in-kind time to scope research projects, engage in pilot projects, and participate in training and collaborative learning

Local government partners may decide to contribute at the municipal or rural electoral area scale instead of / or in addition to the regional district scale. Additionally, local governments may tie this into their existing economic development budgets to support upcoming research (e.g. BRE, employment lands analysis, economic impact analysis).

Cash contributions will yield a 50% return on investment in the form of 'funder-defined' direct research support regardless of the funding amount (a municipal government may choose to contribute \$15,000 over 2 years which would equal \$22,500 in direct research support). A Regional District scale or 'consortium' contribution of \$40,000 over 2 years would also qualify for **a co-op student placement** and **\$20,000 in seed funding for pilot projects** – including scoping and proposal development support (e.g. \$20,000 seed funding can translate into \$200,000 in BC Rural Dividend funding for 2 pilot projects). Related funding resolutions need to be secured by January 31, 2018.

RDI 2.0 Budget - 2018-20

| Cash Contributions | Total |
|---|---------|
| RDI/CBT Contribution | 100,000 |
| Local Government Contribution | 150,000 |
| BC Rural Dividend Grant | 500,000 |
| Total | 750,000 |
| Expenses | Budget |
| Local Government Defined Direct Research Support | 225,000 |
| Regional Research | 50,000 |
| Innovation Seed Fund for Pilot Projects | 100,000 |
| Training and Collaborative Learning | 100,000 |
| Project Manager Salary (50%) | 100,000 |
| Rural Development Internships (5 co-ops x \$10,000) | 50,000 |
| Monitoring and Evaluation Consultant | 10,000 |
| LCDDTS (partner applicant) administrative fee | 20,000 |
| Operating costs - supplies, capital, travel, meetings, software, etc. | 25,000 |
| Subtotal | 680,000 |
| Overhead (10%) | 70,000 |
| Total | 750,000 |

For more information please contact Dr. Terri MacDonald: tmacdonald@selkirk.ca

Laura Schumi

From: Laura Schumi
Sent: Wednesday, January 10, 2018 11:10 AM
To: Laura Schumi
Subject: Proposal Brief - RDI and BC Rural Dividend partnership proposal opportunity: Building Regional Resilience through Informed Decision-making, Collaborative Action and Capacity Building
Attachments: Proposal Brief RDI for Local Government 2017Jan2.docx

From: Terri Macdonald <TMacDonald@selkirk.ca>
Date: January 2, 2018 at 4:45:13 PM PST
To: <chamilton@csrd.bc.ca>, "kcathcart@csrd.bc.ca" <kcathcart@csrd.bc.ca>, <lparker@csrd.bc.ca>, Nicole Fricot <nfricot@gmail.com>, <cao@golden.ca>, "ron.oszust@golden.ca" <ron.oszust@golden.ca>, "achabot@revelstoke.ca" <achabot@revelstoke.ca>, "mmckee@revelstoke.ca" <mmckee@revelstoke.ca>, "Adam Davey" <cao@valemount.ca>, "jtownsend@valemount.ca" <jtownsend@valemount.ca>
Subject: RDI and BC Rural Dividend partnership proposal opportunity

Hello Northern Basin partners,

I hope everyone had a great holiday season!

The RDI BC Rural Dividend proposal was submitted and we now have until January 31, 2018 to finalize cash contributions. Please see attached for an updated Proposal Brief that provides more detail on the opportunity to join this exciting initiative - including details specific to return on investment of your cash contribution.

I'm happy to make myself available for a phone chat to answer any questions / provide additional detail. I'm heading to the East Kootenays to present to the RDEK board this week. I'll be back online Friday.

Thank you for your kind consideration of this funding opportunity.

Kind regards,
 Terri

Terri MacDonald, PhD
Regional Innovation Chair in Rural Economic Development

301 Frank Beinder Way, Castlegar, BC, V1N 4L5
t. [250.365.1434](tel:250.365.1434) or [1.888.953.1133](tel:1.888.953.1133); ext. 21434 | e. tmacdonald@selkirk.ca

>>> Terri Macdonald 2017-12-06 9:16 AM >>>

Hello Northern Basin partners,

I'm just checking in to see if you have had a chance to gauge interest in the idea outlined in the attached brief.

To remind, the proposed funding model was \$15K a year for 2 years from Northern Basin partners for a total cash contribution of \$30K from your group.

This would be leveraged with \$100K CBT/RDI dollars + a total of \$40K each from RDEK, RDCK, and RDKB. This leveraged funding could result in \$500K from the Provincial government via the BC Rural Dividend Fund, proposal due Dec 15.

I'd like to make the go/no go call on this by Friday at the latest if possible. Thank you to Ron and Jon for your confirmation of interest. If others have interest please let me know at your earliest convenience.

Note the Province is allowing related resolutions to be submitted after the Dec 15 deadline (Jan 31 is the deadline for that).

Pls let me know if you'd like to have a phone chat. I'm off campus but could make myself available at your convenience.

Kind regards,
Terri

Terri MacDonald, PhD
Regional Innovation Chair in Rural Economic Development

301 Frank Beinder Way, Castlegar, BC, V1N 4L5
t. [250.365.1434](tel:250.365.1434) or [1.888.953.1133](tel:1.888.953.1133); ext. 21434 | e. tmacdonald@selkirk.ca

>>> Terri Macdonald 2017-11-29 12:09 PM >>>

Good afternoon 'Northern Basin' partners,

I'm reaching out to you with a partnership funding idea.

The attached proposal brief outlines a possible regional-scale local government-RDI-colleges partnership submission to the BC Rural Dividend fund. If there is interest in this idea we would seek to build a related proposal for submission (note the December 15 deadline). Selkirk College is eligible to submit on our collective behalf.

If there is interest we would work with you to co-develop the proposal. In the short term if you'd like to discuss the feasibility of the idea I'm happy to arrange a time to chat. If there is interest in moving forward, RDI Lead Researcher Lauren Rethoret (cc'd here) will run point on our end to pull the details of the proposal together based on your input.

Thank you for your kind consideration of this funding opportunity.

Cheers,
Terri

Terri MacDonald, PhD
Regional Innovation Chair in Rural Economic Development

BC HYDRO GRANTS-IN-LIEU FOR POWER-GENERATING FACILITIES

1. That the BC Hydro Grants in Lieu of Taxes (PILT) with respect to dams, reservoirs and powerhouses available to CSRD each and every year be divided into three components:

- a) An apportionment to the following functions:

| | |
|------------------------------|-------|
| 20% General Government | (010) |
| 10% Electoral Government | (011) |
| 4% Area B Recreation | (330) |
| 4% Golden and District Arena | (340) |
| 3% Area B Fire Protection | (031) |
| 3% Area A Community Parks | (321) |
| 3% Sicamous Rec Centre | (345) |
| 2% Area E Community Parks | (325) |

- b) An apportionment payable directly for the following:

1% Revelstoke Community Centre

- c) Balance of PILT apportioned to those members deemed to be the **Impact Area** as follows:

20% Golden and Electoral Area 'A' EOF

20% Revelstoke and Electoral Area 'B' EOF

10% Sicamous and Electoral Area 'E' EOF

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

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

The EOF shall not be used as grant-in-aid funding. The funding formula maintains 50% of the BC Hydro PILT available for the EOF.

All monies extracted from each EOF must be:

- a) Approved by both participating members; and
- b) Ratified by the Board.

2. This Policy amendment is based on direction given in the attached Circular No. 10:14 from the Ministry of Community and Rural Development which forms part of this policy (Appendix A).

1990 03 29
 1991 09 12
 1993 02 18
 2007 06 21
 February 24, 2011
 March 17, 2011
 March 15, 2012

APPENDIX A

MINISTRY OF COMMUNITY AND RURAL DEVELOPMENT CIRCULAR NO 10:14



Ministry of Community
and Rural Development

Local Government Infrastructure
and Finance
PO Box 9838 Stn Prov Govt
(4th Floor - 800 Johnson Street)
Victoria BC V8W 9T1

CIRCULAR

Circular No. 10:14
ARCS File #: 195-20

September 24, 2010

To: Selected Regional District Chief Administrative Officers and Chief Financial Officers

Re: Regional District Financial Management of BC Hydro Payments in lieu of Taxes

Purpose:

This circular is intended to provide advice and direction to regional districts (RDs) that receive payments in lieu of taxes in respect of BC Hydro generating facilities.

Background:

BC Hydro makes Payments in lieu of Taxes (PILT) to RDs (and municipalities) in respect of electricity generating facilities located within an electoral area. The current scheme of BC Hydro PILT was introduced in 1989, providing for payments to both municipalities and RDs. The formula for calculating the amount of the payments to individual local governments is not the subject of this circular. However, based on the formula, the amounts of the payments are established by Order in Council on a periodic basis, under the authority of the *Hydro and Power Authority Act*. The current amounts are described in OIC No. 796/08, with 2008 being the base year for the amounts.

Ministry Circular No. 90:09 provided advice and direction to RDs about how the PILT should be managed. This circular updates that advice and direction.

Principles:

The payments by BC Hydro are "in lieu of taxes", for specific facilities, and must be managed by RDs within the framework of financing services. This leads to the following:

- The PILT received for each electricity generating facility should be managed separately in the context of its specific location;
- The PILT must be shown as revenue in the appropriate RD service budgets; and
- The PILT must only be shown as revenue for service(s) for which the service area (SA) includes the location of the specific facility for which the PILT is paid.

.../2

Options:

Circular No. 90:09 described three options for managing the PILT in respect of how the payments should be distributed among services. This update describes a broader range of options, as follows:

1. Apply the entire PILT to the general administration service, for which the SA is the entire RD. This option provides for the benefit of the PILT to be region-wide, since it effectively reduces the amount of the general administration requisition. The general administration service can only be used to fund administration costs that cannot be attributed to other services [ref: s. 803.1(1), *Local Government Act*].
2. Apply the entire PILT to another service for which the SA is the entire RD. This option also provides for the benefit of the PILT to be region-wide, but allows the board to direct the funding to another specific region-wide service, as an alternative to the general administration service.
3. Apply the PILT to a group of services for which each of the SAs is the entire RD. This option also provides for the benefit of the PILT to be region-wide. However, the board can determine a particular distribution of the PILT among the other region-wide services. A possible basis of the distribution would be to pro-rate the PILT among those services according to the relative requisition for each service; however, the board could determine any basis of distribution that it wishes.
4. Apply the PILT for the specific facility to the group of services for which each of the SA includes the location of the specific facility. That is, no amount of the PILT should be applied to services that do not include the specific facility. This option is more complex, since the benefit of the PILT will be variable. A specific facility will, in addition to being in the SA for general administration and other region-wide services, be in the SA of services that include:
 - all electoral areas (e.g., electoral area administration);
 - the single electoral area (e.g., grants-in-aid); and
 - potentially, a local or sub-regional area (e.g., fire protection, recreation).

For this option, the board will need to determine how the PILT is to be distributed among the group of services, as follows:

- as a default, the PILT should be pro-rated according to the amount of the requisition for each of the services (from region-wide to local); or
- the board could determine an alternative basis of distribution as it wishes.

Considerations:

Each RD that receives a BC Hydro PILT will have a different set of circumstances, in relation to both the significance of the amount of PILT and the services to which the PILT may be applied. It is recommended that the board make a specific decision on which option to choose, if that has not been done previously. As a financial matter, the "weighted" voting rule will apply for the decision

.../3.

Should you have any questions or comments regarding this topic, please contact your Financial Officer.



Talitha Soldera
Director
Local Government Finance

Distribution to following Regional Districts:

Alberni-Clayoquot
Bulkley- Nechako (re: Alcan MOU)
Capital
Central Coast
Central Kootenay
Columbia Shuswap
Comox Valley
East Kootenay
Fraser-Fort George
Fraser Valley
Kitimat-Stikine (re: Alcan MOU)
Kootenay Boundary
North Okanagan
Peace River
Skeena-Queen Charlotte
Squamish-Lillooet
Strathcona
Sunshine Coast

MEMORANDUM

PR-21

TO: Director Doyle, Town of Golden
Director McKee, City of Revelstoke
Director Busch, District of Sicamous
Director Oszust, Electoral Area 'A'
Director Parker, Electoral Area 'B'
Director Martin, Electoral Area 'E'

DATE: 2004-09-03

FROM: Alan Kuroyama, Chief Administrative Officer **FILE:** 1850 30

SUBJECT: Policy F-29 BC Hydro Grand-in-Aid Economic Opportunity Fund

At the August Board meeting, staff advised that it would establish a procedure for all Economic Opportunity Fund requests.

By way of clarification, Board Policy F-29 established an Economic Opportunity Fund for

Golden and Electoral Area 'A'
Revelstoke and Electoral Area 'B'
Sicamous and Electoral Area 'E'

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

Criteria for accessing the EOF is based on the demonstrable and enduring benefit to the economy of the affected communities at large. The EOF is designed to stimulate economic generators, transportation facilities and infrastructure development supportable jointly by the participating members involved and approved by the Board. The Economic Opportunity Fund is not to be used as grant-in-aid funding.

The Policy further states that all monies extracted from the EOF must be approved by both participating members and ratified by the Board.

In future, all requests for EOF funds are to be directed to the Regional District. If requests are received by a municipality, they must FIRST be forwarded to the Regional District for review by staff to determine if the request meets the criteria for EOF funding as determined by Policy F-29.

1850 30

-2-

2004-09-03

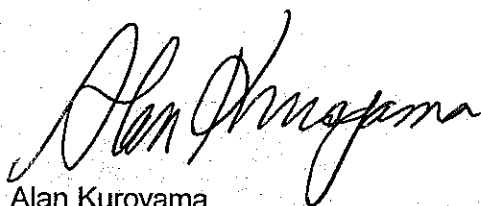
Following staff review, requests meeting the criteria of Policy F-29 will be forwarded to the appropriate municipal Council and Electoral Area Director for their consideration. Council will be asked to provide a resolution if it is in support of the request. Electoral Area Directors will be asked to provide a letter if they are in support of the request.

Once the Regional District is in receipt of this support by both the municipal Council and the Electoral Area Director, the Board will be asked to consider a resolution to ratify the allocation from the appropriate Economic Opportunity Fund.

It should be noted that, unless the EOF request is a matter of some urgency, approved funds will be disbursed following receipt of the monies from BC Hydro in July each year.

Should you have any queries with regard to the above procedure, please contact the undersigned or Mr. Ted Holmes, Manager, Financial and Corporate Services.

Respectfully submitted,



Alan Kuroyama
Chief Administrative Officer

bb

cc Phil Taylor, CAO, Town of Golden
Don DeGagne, CAO, City of Revelstoke
Karen Williams, CAO, District of Sicamous

2004-625
SHUSWAP EMERGENCY
MANAGEMENT
PROGRAM EXECUTIVE
COMMITTEE EOC
APPOINTMENTS

Three resolutions arose from the minutes of the June 3, 2004 meeting of the Shuswap Emergency Management Program Executive Committee meeting.

M/S Directors Talbot/Bacigalupo THAT:
the new Emergency Operations Centre (EOC) personnel appointments, as outlined in memorandum dated 2004 06 03 from the Chief Administrative Officer, the Manager Financial and Corporate Services and the Manager, Development Services be approved.

CARRIED

2004-626
SHUSWAP EMERGENCY
MANAGEMENT
PROGRAM EXECUTIVE
COMMITTEE
OVERTIME AND
CONTRACT PACKAGE

M/S Directors Talbot/Matthews THAT:
the overtime and contract package, as outlined in memorandum dated 2004 06 03 from the Chief Administrative Officer, the Manager Financial and Corporate Services and the Manager, Development Services with respect to the Shuswap Emergency Management Program be approved.

CARRIED



BOARD REPORT

TO: Chair and Directors

File No: 6120 50 01

SUBJECT: Electoral Area D – Salmon River Road Parallel Trail BikeBC Grant Application

DESCRIPTION: Report from Ryan Nitchie, Team Leader, Community Services, dated January 5, 2018. Salmon River Road Parallel Trail BikeBC grant application.

RECOMMENDATION #1: THAT: the Board rescind the resolution of March 23, 2017 for an application to the Ministry of Transportation and Infrastructure Bike BC Grant in the amount of \$370,000;

AND FURTHER THAT: the Board empower the authorized signatories to endorse an application to the Ministry of Transportation and Infrastructure BikeBC Grant for a maximum amount of \$785,000 for the construction of parallel trails along Salmon River Road in Electoral Area D.

SHORT SUMMARY:

On March 23, 2017, the Board authorized staff to make an application to the BikeBC Grant Program in the amount of \$370,000 for parallel trail construction in Electoral Area D. The BikeBC Grant Program allowed local governments to apply for up to 50% funding for eligible projects. In December 2017, the Ministry of Transportation and Infrastructure changed the BikeBC Grant Program to allow communities with populations of less than 15,000 residents to apply for up to 75% funding for eligible projects. As a result, staff is revising the Bike BC grant application for the February 2018 intake deadline and requires Board authorization for an increased funding request.

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

BACKGROUND:

Staff is working collaboratively with representatives from the Ministry of Transportation and Infrastructure (MoTI), the Shuswap Trail Alliance and engineering consultants to design a separated parallel trail for non-motorized use along Salmon River Road, despite challenging design standards regarding road setbacks and bridge crossings. The announcement from MoTI that 75% funding is now available for communities with populations less than 15,000 provides an opportunity to increase the proposed budget to include the construction of a pedestrian walkway over the Salmon River south of Silver Creek. Leveraging the existing funding with a successful BikeBC Grant favours advancement of the project.

POLICY:

CSR D Delegation Bylaw No. 5582 requires Board approval for grant application in excess of \$150,000

FINANCIAL:

The total cost of the parallel trail construction project is estimated at \$1.15 million and will not proceed without successful grant funding. A total of \$200,000 plus applicable taxes is allocated from the Electoral Area D Community Works Fund and the balance of the project costs would be allocated within the Electoral Area D Parks operating and capital budget. Expenditure of the requested funds is in accordance with the agreement between the UBCM and the CSRD, dated July 7, 2014.

KEY ISSUES/CONCEPTS:

Board authorization is required for any grant application in excess of \$150,000

COMMUNICATIONS:

A copy of the Board resolution will be included with the BikeBC grant application.

DESIRED OUTCOMES:

The Board endorse the resolution to empower the authorized signatories to endorse the BikeBC grant application.

BOARD'S OPTIONS:

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

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

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Area D Salmon River Road Parallel Trail BikeBC Grant Application Endorsement - January 2018.docx |
| Attachments: | |
| Final Approval Date: | Jan 10, 2018 |

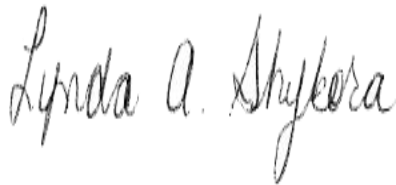
This report and all of its attachments were approved and signed as outlined below:



Darcy Mooney - Jan 9, 2018 - 3:25 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jan 9, 2018 - 4:14 PM



Lynda Shykora - Jan 10, 2018 - 8:35 AM



Charles Hamilton - Jan 10, 2018 - 9:22 AM



BOARD REPORT

TO:
Chair and Directors
File No: 6140 40 61

SUBJECT:

Licence of Occupation - Magna Bay and Ross Creek Community Parks

DESCRIPTION:

Report from Ryan Nitchie, Team Leader, Community Services, dated December 21, 2017. Crown Land Tenure licence for 2.01 hectares of property at Magna Bay Boat Launch and Ross Creek Park in Electoral Area F.

**RECOMMENDATION
#1:**

THAT: the Board empower the authorized signatories to acquire a Crown Land Tenure licence for the term of ten years from the Province of BC over the land described as, all that unsurveyed Crown foreshore being part of the bed of Shuswap Lake and fronting on Ross Road and Block A, Section 18, Township 23, Range 9 West of the Sixth Meridian, Kamloops Division Yale District, containing 0.61 hectares, more or less and that part of Section 13, Township 23, Range 10, West of the Sixth Meridian and those parts of District Lots 4873, 86 and 1082 together with all that unsurveyed Crown foreshore being part of the bed of Shuswap Lake and fronting on Squilax-Anglemont Road fronting on Section 13, Township 23, Range 10, West of the Sixth Meridian, Kamloops Division Yale District, containing 1.40 hectares, more or less for community park, dock and boat launch purposes.

SHORT SUMMARY:

The CSR D has held a Licence of Occupation over the foreshore at Magna Bay and Ross Creek Community Parks in Electoral Area F since 2008. The existing licences are set to expire and in order to renew for a ten year term, a resolution of the Board is required.

VOTING:

 Unweighted
Corporate

 LGA Part 14
(Unweighted)

 Weighted
Corporate

 Stakeholder
(Weighted)

BACKGROUND:

The Province has issued the renewal documents for the foreshore tenures over a portion of Shuswap Lake fronting Magna Bay Boat Launch and at the Ross Creek Community Park. The community park at Magna Bay features a boat launch, dock and swimming area. The foreshore licence at Magna Bay is 1.40 hectares in size. Ross Creek Community Park features a public swim area and is 0.61 hectares.

FINANCIAL:

The crown tenure application fee is \$250 and has been allocated to the Area F Parks Budget. No further costs are associated with this tenure application.

COMMUNICATIONS:

A certified copy of Board Resolution will be forwarded to Front Counter BC in support of the licence renewal.

DESIRED OUTCOMES:

The Board endorse the recommendation in order to complete the licence of occupation renewal process.

BOARD'S OPTIONS:

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

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



BOARD REPORT

TO: Chair and Directors

| | |
|-----------------|----------------|
| File No: | 5600 10 03 |
| | Bylaw No. 5769 |
| | Bylaw No. 5770 |

SUBJECT: Cedar Heights Waterworks Service Area Amendment Bylaw and Lakeview Place Subdivision Water Upgrade Service Area Amendment Bylaw

DESCRIPTION: Report from Terry Langlois, Team Leader, Utilities, dated January 5, 2018. Cedar Heights Waterworks Service Area Amendment and Lakeview Place Subdivision Water Upgrade Service Area Amendment.

RECOMMENDATION #1: THAT: Cedar Heights Waterworks Service Area Amendment Bylaw No. 5769 be read a first, second and third time this 18th day of January, 2018.

RECOMMENDATION #2: THAT: Lakeview Place Subdivision Water Upgrade Service Area Amendment Bylaw No. 5770 be read a first, second and third time this 18th day of January, 2018.

SHORT SUMMARY:

The owners of the property located at 2093 Trans-Canada Highway have requested their property be connected to the Cedar Heights Water System. The Electoral Area C Director has been notified and a successful public assent process to include this property in the Cedar Heights Waterworks Service Area was completed on November 30, 2017. As the property will be connected to the Cedar Heights Waterworks through the new water main extension from the Lakeview Place subdivision, the property must also be included in the Lakeview Place Water Upgrade Service Area. The property will contribute its share of parcel taxes towards the debt repayment for the water main extension project.

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

BACKGROUND:

The property owners of 2093 Trans-Canada Highway have requested connection to the Cedar Heights water system. The Cedar Heights Waterworks Service Area borders this property and has the capacity to accommodate additional connections. In order to connect the property to the system, it must be included in the Cedar Heights Waterworks Service Area, as well as the Lakeview Place Water Upgrade Service Area. All connection costs have been determined and agreed to by the property owner and a successful public assent process was completed on November 30, 2017.

POLICY:

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

FINANCIAL:

The property located at 2093 trans-Canada Highway will be subject to a reserve contribution in accordance with Section 34 of Policy No. W-4 of the Water System Acquisition Strategy. The property

will also be subject to the Columbia Shuswap Regional District Waterworks Regulations and Rates Bylaw No. 5632.

KEY ISSUES/CONCEPTS:

To supply safe potable water to the property at 2093 Trans-Canada Highway.

IMPLEMENTATION:

Upon adoption.

DESIRED OUTCOMES:

To supply water to the property located at 2093 Trans-Canada Highway and expand the Cedar Heights Waterworks Service Area.

BOARD'S OPTIONS:

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

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

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Cedar Heights Waterworks Service Area Amendment.docx |
| Attachments: | <ul style="list-style-type: none"> - Certificate of Sufficiency 2.pdf - Certificate of Sufficiency 1.pdf - BL5769 Cedar Heights Waterworks Amendment Bylaw (Final).docx - BL5770 Lakeview Place Subdivision Water Upgrade Service Amendment Bylaw (Final).docx |
| Final Approval Date: | Jan 9, 2018 |

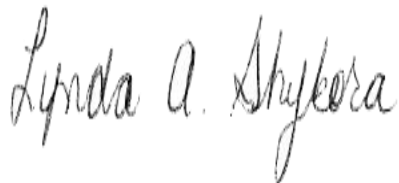
This report and all of its attachments were approved and signed as outlined below:

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

Darcy Mooney - Jan 5, 2018 - 3:35 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jan 6, 2018 - 11:38 AM



Lynda Shykora - Jan 9, 2018 - 1:48 PM



Charles Hamilton - Jan 9, 2018 - 2:31 PM



COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csrdd.bc.ca

CERTIFICATE OF SUFFICIENCY

LAKEVIEW PLACE SUBDIVISION WATER UPGRADE EXTENSION TO CEDAR HEIGHTS WATERWORKS SERVICE AREA (2093 Trans-Canada Highway)

Pursuant to Section 337 of the Local Government Act, and based on the following criteria, I hereby certify the petition received by the Corporate Officer, Columbia Shuswap Regional District (CSRD), requesting the CSRD to extend the boundaries of the Cedar Heights Waterworks Service Area to include one property into the service area and the petitioners agreeing to the user fees and parcel tax paid by property owners within the Cedar Heights Waterworks Service Area established by Bylaw No. 5362 and for annual water user fees set out in CSRD Waterworks Rates and regulation Bylaw No. 5744, as described on the Data Sheet on the reverse of the petition, to be **SUFFICIENT** for the aforementioned purposes.

| | |
|--|-------------------|
| Total Parcels in Proposed Area | 1 |
| Total Petitions Required (50% of the owners of parcels liable to be charged for the service) | 1 |
| Total Valid Petitions Received | 1 (100%) |
| Total Assessment of Property to be included | \$621,000 |
| Total Assessment Required (50% of net taxable value of all Land and improvements within the Service Area) | \$621,000 |
| Total Assessment of Valid Petitions Received | \$ 621,000 (100%) |


Lynda Shykora, Deputy Manager
Corporate Administration Services

Dated this 8th day of December, 2017

File: Amendment to BL 5362

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
REVELSTOKE

SALMON ARM
SICAMOUS



COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
 T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csrld.bc.ca

CERTIFICATE OF SUFFICIENCY

LAKEVIEW PLACE SUBDIVISION WATER SYSTEM UPGRADE EXTENSION – 2093 Trans-Canada Highway

Pursuant to Section 337 of the Local Government Act, and based on the following criteria, I hereby certify the petition received by the Corporate Officer, Columbia Shuswap Regional District (CSRD), requesting the CSRD to extend the boundaries of the Lakeview Place Subdivision Water Upgrade Service Area to one property in the service area and the petitioners agreeing to the parcel tax paid by property owners within the Lakeview Place Subdivision Water Upgrade Service area in relation to the upgrades to the water distribution system and to allow for the connection of the properties within this service area to connect to the Cedar Heights Waterworks Service Area, as described on the Data Sheet on the reverse of the petition, to be **SUFFICIENT** for the aforementioned purposes.

| | |
|--|-------------------|
| Total Parcels in Proposed Area | 1 |
| Total Petitions Required (50% of the owners of parcels liable to be charged for the service) | 1 |
| Total Valid Petitions Received | 1 (100%) |
| Total Assessment of Property to be included | \$621,000 |
| Total Assessment Required (50% of net taxable value of all Land and improvements within the Service Area) | \$621,000 |
| Total Assessment of Valid Petitions Received | \$ 621,000 (100%) |

Lynda Shykora, Deputy Manager
 Corporate Administration Services

Dated this 8th day of December, 2017

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
 F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
 REVELSTOKE

SALMON ARM
 SICAMOUS

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5769

A bylaw to amend Cedar Heights Waterworks Service Bylaw No. 5362

WHEREAS a service area has been established by the Columbia Shuswap Regional District by Bylaw No. 5362, cited as "Cedar Heights Waterworks Service Area Bylaw No. 5362", for the purpose of providing waterworks within a portion of Electoral Area C;

AND WHEREAS a request from property owners not within the service area established by Bylaw No. 5362 has been received by the Regional Board for the purpose of having additional lands included in the waterworks service area;

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

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

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

BOUNDARY

1. The boundaries of the "Cedar Heights Waterworks Service Area" as established by Cedar Heights Waterworks Service Bylaw No. 5362, are hereby extended to include the lands outlined and described in Schedule "B", which is attached hereto and forms part of this bylaw.
2. Schedule "A" of Cedar Heights Waterworks Service Area Bylaw No. 5362 is hereby deleted and replaced by Schedule "A" attached hereto and forming part of this bylaw.

EFFECTIVE DATE

3. This Bylaw will come into effect upon adoption.

Bylaw No. 5769

Page 2

CITATION

4. This Bylaw may be cited as the "Cedar Heights Waterworks Service Amendment Bylaw No. 5769".

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

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

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

ADOPTED this _____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

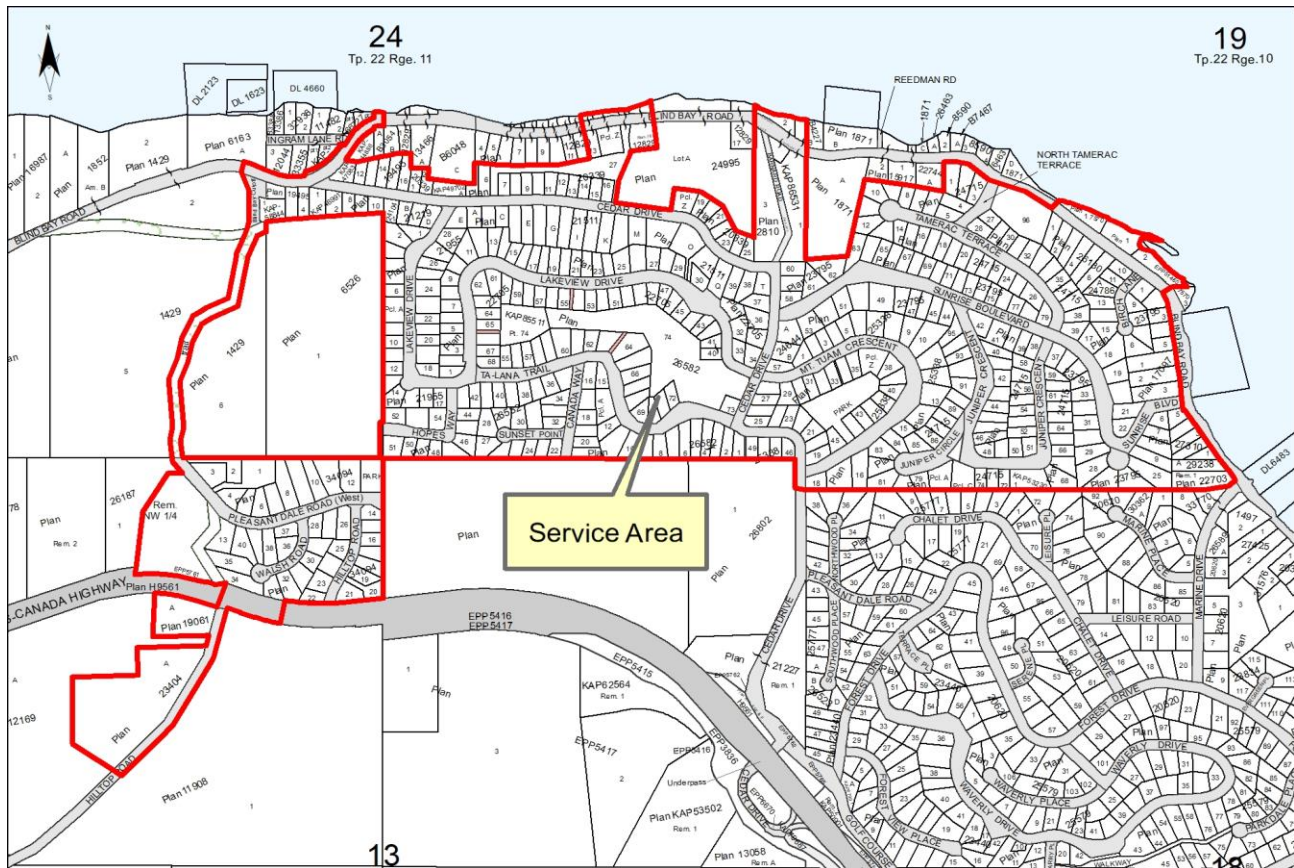
CHAIR

CERTIFIED a true copy of
Bylaw No. 5769 as read a third time.

CERTIFIED a true copy of
Bylaw No. 5769 as adopted.

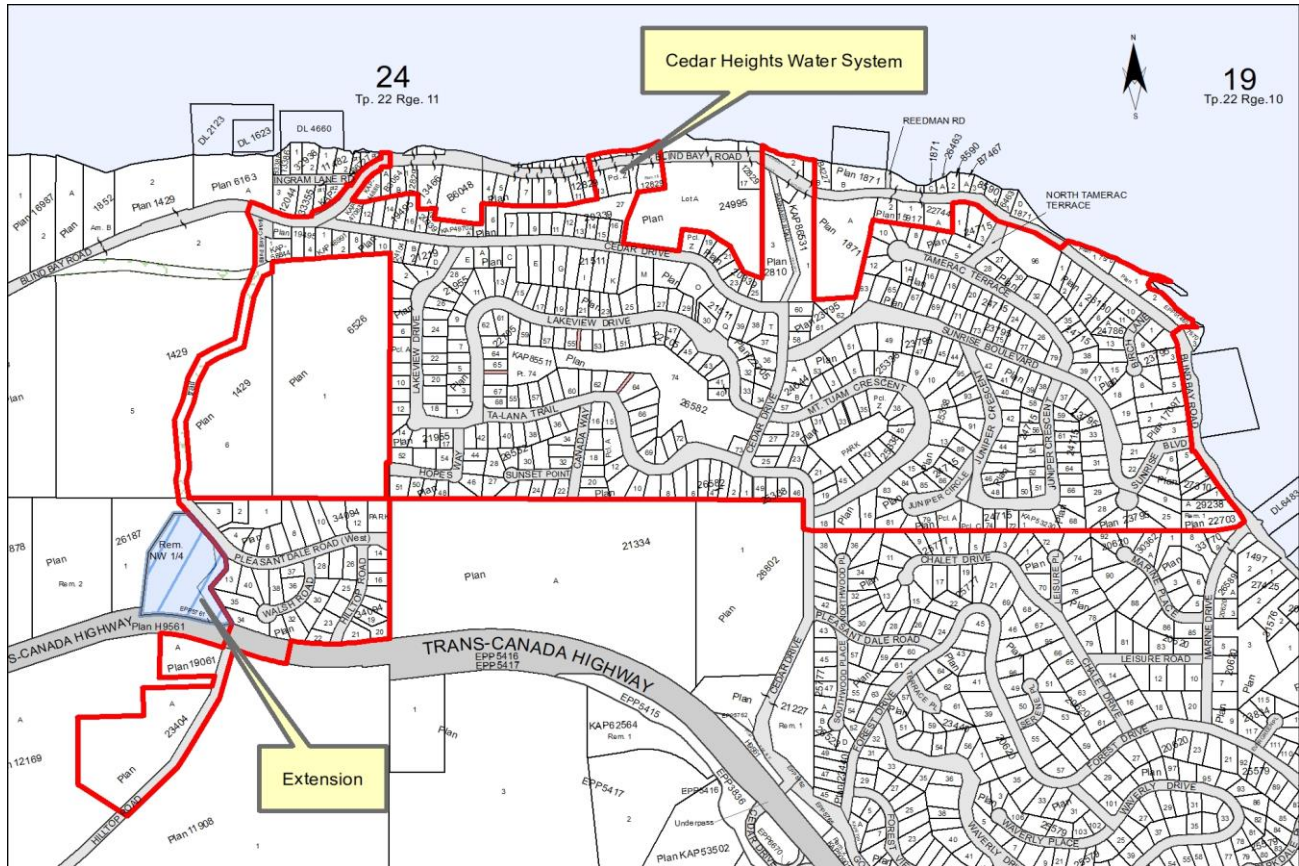
Deputy Manager of Corporate
Administration Services

Deputy Manager of Corporate
Administration Services



CEDAR HEIGHTS WATERWORKS SERVICE AREA AMENDMENT BYLAW NO. 5769

SCHEDULE "B"



COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5770

A bylaw to amend Lakeview Place Subdivision Water Upgrade Service Area Bylaw No. 5731

WHEREAS a service area has been established by the Columbia Shuswap Regional District by Bylaw No. 5731, cited as “Lakeview Place Subdivision Water Upgrade Service Area Bylaw No. 5731”, for the purpose of providing upgrades to the Lakeview Place Subdivision water distribution system and to carry out a watermain extension to allow for connection to the Cedar Heights Waterworks service area within a portion of Electoral Area C;

AND WHEREAS a request from property owners not within the service area established by Bylaw No. 5731 has been received by the Regional Board for the purpose of having additional lands included in the waterworks service area;

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

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

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

BOUNDARY

1. The boundaries of the “Lakeview Place Subdivision Water Upgrade Service Area” as established by Lakeview Place Subdivision Water Upgrade Service Area Bylaw No. 5731, are hereby extended to include the lands outlined and described in Schedule “B”, which is attached hereto and forms part of this bylaw.
2. Schedule “A” of Lakeview Place Subdivision Water Upgrade Service Area Bylaw No. 5731 is hereby deleted and replaced by Schedule “A” attached hereto and forming part of this bylaw.

EFFECTIVE DATE

3. This Bylaw will come into effect upon adoption.

Bylaw No. 5770

Page 2

CITATION

4. This Bylaw may be cited as the "Lakeview Place Subdivision Water Upgrade Service Area Amendment Bylaw No. 5770".

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

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

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

ADOPTED this _____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

CHAIR

CERTIFIED a true copy of
Bylaw No. 5770 as read a third time.

CERTIFIED a true copy of
Bylaw No. 5770 as adopted.

Deputy Manager of Corporate
Administration Services

Deputy Manager of Corporate
Administration Services

COLUMBIA SHUSWAP REGIONAL DISTRICT**BYLAW NO. 5765**

A bylaw to amend Falkland Waterworks Local Service Bylaw No. 5194

WHEREAS a service area has been established by the Columbia Shuswap Regional District by Falkland Waterworks Local Service Bylaw No. 5194 for the purpose of providing water to the Falkland area within Electoral Area 'D';

AND WHEREAS an amendment is required to allow for an increase to the requisition limit for this service;

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

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

1. Section 3 of Bylaw No. 5194 is hereby deleted and replaced with the following:

“3. The maximum amount of money that may be requisitioned for the service provided under Section 1 of this bylaw will be Eighty Thousand Dollars (\$80,000) annually.”

2. Section 4 of Bylaw No. 5194 is hereby deleted and replaced with the following:

“4. The annual operating and debt servicing costs shall be recovered by one or more of the following:

- a) the requisition of money to be collected by a parcel tax;
- b) the imposition of fees and other charges that may be fixed by separate bylaw for the purpose of recovering these costs;
- c) revenues received by way of agreement, enterprise, gift, grant or otherwise.

2. This Bylaw may be cited as the “Falkland Waterworks Service Amendment Bylaw No. 5765”.

READ a first time this 1st day of December, 2017.

READ a second time this 1st day of December, 2017.

READ a third time this 1st day of December, 2017.

APPROVED by the Inspector of Municipalities this 29th day of December, 2017.

ADOPTED this _____ day of _____, 2017.

CHIEF ADMINISTRATIVE OFFICER

CERTIFIED a true copy of
Bylaw No. 5765 as read a third time.

Deputy Manager of Corporate
Administration Services

CHAIR

CERTIFIED a true copy of
Bylaw No. 5765 as adopted.

Deputy Manager of Corporate
Administration Services



BOARD REPORT

TO: Chair and Directors

| | |
|-----------------|-----------------------|
| File No: | 5360 01 Bylaw 5759 |
|-----------------|-----------------------|

SUBJECT: CSR D Solid Waste Disposal Tipping Fee and Regulation Bylaw

DESCRIPTION: Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated January 4, 2018. Solid Waste Disposal Tipping Fee Bylaw Update.

RECOMMENDATION #1: THAT: Bylaw No. 5759, cited as "CSR D Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5759" be read a first, second and third time this 18th day of January, 2018.

RECOMMENDATION #2: THAT: Bylaw No. 5759, cited as "CSR D Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5759" be adopted this 18th day of January, 2018.

SHORT SUMMARY:

In 2017, unusual weather events within the CSR D generated large amounts of storm and flood debris. During the recovery and cleanup of these events, numerous requests were received for the tipping fees to be waived for residents dealing with the unexpected costs to dispose of storm related materials at local landfills. The majority of the material was classified as "yard and garden waste" by the CSR D and the disposal fees for this type of material is \$35 per metric tonne, outside of the free disposal periods held in the spring and fall each year.

In an effort to be more responsive to these types of requests, as well as to support other initiatives such as Fire Smart principles, staff has reviewed the financial and operational requirements necessary to accommodate waiving the tipping fees for "yard and garden waste" on a permanent basis.

In addition, the CSR D has been offered financial incentives by a new major appliance stewardship group established in British Columbia. These incentives, in combination with commodity values of scrap metal will allow the CSR D to permanently waive the disposal fee for scrap metal waste and Ozone Depleting Substance (ODS) removal.

A number of minor housekeeping changes are also proposed for the Board to consider in the bylaw update. If approved, the new fees will be effective February 1, 2018.

VOTING:

Unweighted
Corporate

☐

LGA Part 14
(Unweighted)

☐

Weighted
Corporate

☒

Stakeholder
(Weighted)

☐

BACKGROUND:

From time to time, CSR D staff receive requests to waive tipping fees for a variety of reasons. The majority of these type of requests are the result of extreme weather events such as a wind storms or flooding. In the recovery efforts, area directors often consider utilizing grant in aid funds to cover the tipping fees. Board approval is required to authorize grant in aid funds and in many cases, it can take over 30 days post incident to receive approval to waive tipping fees, as the Board meets only on a monthly basis.

Staff has conducted a review of the yard and garden waste, the metal waste and the ODS management programs under the existing “free days” structure. The following table identifies the average quantities of materials received at all CSRD landfills and the associated revenue and costs:

| Material | Quantity Received | Tipping Fees Received | Revenue Received (marketable) | Costs to Manage |
|---|--------------------------|------------------------------|--------------------------------------|------------------------|
| Yard and Garden Waste | 4,500 Tonnes | \$60,000 | | \$60,000 |
| Metal Waste | 1,000 Tonnes | \$30,000 | \$50,000 | \$0 |
| Ozone Depleting Substances (ODS) | 700 Units | \$10,000 | | \$12,000 |
| TOTALS | | \$100,000 | \$50,000 | \$72,000 |

Historically, the programs associated with these materials were managed under the Solid Waste Budget (219) as user fees. These waste reduction programs have now been reallocated into the Waste Reduction Budget (218) as taxation.

The results of the review identify that the elimination of tipping fees associated with the yard and garden, ODS and metal waste materials would result in a reduction in revenue of approximately \$100,000 annually. However, the costs to manage these waste streams will be significantly offset by revenues received from metal markets and new incentives that will be provided to the CSRD for metal appliances and ODS removal.

Staff has reviewed the overall tipping fee structure now that the new fees have been in place for six months since the previous bylaw amendment. A number of housekeeping and tipping fee changes are proposed in the bylaw update including:

- Remove the metal disposal fee of \$35 per tonne.**
 The costs associated with managing metal waste has been zero, due to metal commodity funds received and a new incentive program being provided by the Major Appliance Recycling Roundtable (MARR) stewardship group.
- Remove the ODS disposal fee of \$15 per unit.**
 The CSRD will receive funds from MARR stewardship group to cover costs associated with ODS removal.
- Increase the wood waste disposal fee to \$40 per tonne from \$35 per tonne.**
 A review of the wood waste recycling program was conducted as a part of this exercise and a \$5 per tonne increase is necessary to cover operational costs.
- Reduce the concrete disposal fee to \$80 per tonne from \$100 per tonne.**
 This cost better reflects the processing costs of the material.
- Reduce the compost sale fee to \$15 per cubic metre from \$30 per cubic metre.**
 The cost to produce compost is much higher than the consumer is willing to pay. Review of the CSRD program and other jurisdictions have indicated \$15 per cubic metre is a level acceptable by the consumer.

- **Increase the Specified Risk Material (SRM) disposal fee to \$240 per tonne from \$80 per tonne.**
The change in cost reflects the cost to appropriately dispose of this material through deep burial techniques at the approved landfill site.
- **Update the Controlled Waste Schedule.**
The categories have been updated to reflect current practices.
- **Define invasive plants and create a disposal category**
The definition has been included and identified with a \$0 cost disposal fee.

POLICY:

Tipping fees are set by bylaw and any changes require Board approval. The proposed changes are consistent with policies within the Solid Waste Management Plan.

FINANCIAL:

The proposed changes to the tipping fees are financially prudent and will not result in a significant increase to taxation, but will provide significant savings to users of CSRD refuse disposal facilities.

KEY ISSUES/CONCEPTS:

To update the tipping fee bylaw to be more responsive to actual costs of managing waste products at the landfill sites, and to provide responsiveness associated with the disposal of yard, garden, ODS and metal waste.

The costs associated with these changes are significantly offset through the financial support the CSRD will receive for metal and ODS recycling.

IMPLEMENTATION:

Bylaw No. 5759 will be effective February 1, 2018. Once adopted, staff will begin to update users through a variety of methods including social media, advertisements, posting at CSRD refuse disposal facilities, updating signage and by providing education and training to CSRD site attendants.

DESIRED OUTCOMES:

The Board approve the new Bylaw No. 5759, a bylaw to fix and regulate the use, rates, terms and conditions for refuse disposal facilities within the Columbia Shuswap Regional District.

BOARD'S OPTIONS:

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

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

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5759

A bylaw to establish and regulate the use, rates, terms and conditions for refuse disposal facilities within the Columbia Shuswap Regional District

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

AND WHEREAS the Regional District has established by separate bylaw, a service area for the purpose of Solid Waste Management including the collection, disposal, removal, recycling, and treatment of waste and noxious, offensive or unwholesome substances within the Regional District.

AND WHEREAS it is deemed desirable to fix and regulate, the rates, terms, conditions and use of the various refuse disposal facilities located within the Regional District.

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

REPEAL

1. Bylaw No. 5737 cited as "CSRD Solid Waste Disposal Tipping Fee and Regulation Bylaw No. 5737" and its amendments are hereby repealed.

DEFINITIONS

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

"Active Face" means the working surface of a Landfill within a Refuse Disposal Facility where Solid Waste is deposited before placement of daily cover.

"Appliances" means metal Appliances such as refrigerators, freezers, clothes washers, dishwashers, clothes dryers, ranges, stoves, air conditioners and hot water tanks.

"Asbestos Waste" means Waste containing friable and non-friable asbestos fibres or asbestos dust as defined in the Hazardous Waste Regulation.

"Bag" means a container holding a volume up to 66 cm x 91 cm or 77 litre equivalent.

"Biosolids" means stabilized municipal sewage sludge resulting from a municipal waste water treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled in accordance with the Organic Matter Recycling Regulation and its amendments.

"Biomedical Waste" means Waste generated by human or animal health facilities, medical or veterinary research and teaching establishments, health care teaching establishments, clinical testing or research laboratories and facilities involved in the production or testing of vaccines as identified in the Hazardous Waste Regulation.

"Book" means a hardcover or paperback book bound with a rigid or flexible protective cover.

“Bulky Waste” means items with a volume greater than 1.5 m³ and greater than 2.5 m in length.

“Clean Soil” means soil, sod, potting soil, sediment or fill material which does not contain the substances in quantities or concentrations greater than those specified in Contaminated Sites Regulation.

“Commercial Recyclable Material” means Marketable Waste generated by industrial, commercial or institutional businesses.

“Compost” means organic material beneficial to plant growth when used as a soil amendment, created by a controlled process of biological decomposition in accordance with the Organic Matter Recycling Regulation.

“Concrete” means brick, porcelain, or a construction material that consists of cement, aggregate (generally gravel and sand) and water, as a hardened mixture.

“Contaminated Sites Regulation” means the Contaminated Sites Regulation 184/2016, July 19, 2016 and amendments enacted under the Environmental Management Act.

“Contaminated Soil” means soil or sediment or fill material containing substances in quantities or concentrations greater than those specified in the Contaminated Sites Regulation but is not a Hazardous Waste as identified in the Hazardous Waste Regulation.

“Controlled Waste” means Waste that requires special handling and disposal techniques to avoid creating health hazards, nuisances or environmental pollution. Disposal of Controlled Waste requires pre-approval and a permit issued by the Regional District prior to Disposal. Controlled Wastes are identified in Schedule D attached.

“Credit Account Holder” means those persons who have received a credit account from the Regional District in accordance with Schedule C attached.

“Dead Animal” means the carcass or part of the carcass of a domestic animal or roadkill.

“Deep Burial” means an area of the Landfill excavated to accommodate and bury Controlled Waste with a minimum of 50 cm of cover material.

“Deep Burial Waste” means Waste that requires Deep Burial at a Landfill Site.

“Demolition Waste” means Mixed Loads of Waste materials produced through the heavy equipment tear-down of human-made structures.

“Dispose or Disposal” means leaving Solid Waste at the Refuse Disposal Facility for the purpose of burial, destruction or placement for future reuse, recycling or recovery.

“Environmental Management Act” means the Environmental Management Act, SBC 2003 Chapter 53 and amendments.

“Facility Attendant” means the contractor or authorized agent of the contractor that from time to time holds the contract for the position of Facility Attendant at a Refuse Disposal Facility.

“Facility Operator” means the contractor or authorized agent of the contractor that from time to time holds the contract for Landfill operations at a Refuse Disposal Facility.

“Facility Regulations” means regulations as described in Schedule B attached, which must be adhered to by a person using a Refuse Disposal Facility.

“Food Waste” means food that has been discarded, lost or uneaten from either a commercial or residential source.

“Hazardous Waste” means any chemical compound, mixture, substance or article which is defined as Hazardous Waste in the Hazardous Waste Regulation.

“Hazardous Waste Regulation” means the Hazardous Waste Regulation, BC Reg. 179/2016, July 19, 2016 and its amendments enacted under the Environmental Management Act.

“Invasive (Alien) Plant” means any invasive alien plant species that has the potential to pose undesirable or detrimental impacts on humans, animals or ecosystems and identified under the Forest and Range Practices Act’s Invasive Plants Regulation.

“Invasive Plants Regulation” means the Invasive Plants Regulation, BC Reg. 18/2004, January 31, 2004 and its amendments enacted under the Forest and Range Practices Act.

“Land Clearing Waste” means mixed vegetation including branches, stumps (up to 1.5 m³), woody materials and non-contaminated soil and rock from land clearing and grubbing, utility line maintenance and seasonal or storm related cleanup.

“Landfill” means the area at a Refuse Disposal Facility where Refuse and soil cover have been buried. Landfills are located at the Golden, Revelstoke, Salmon Arm and Sicamous Refuse Disposal Facilities.

“Load” means Solid Waste which arrives at a Refuse Disposal Facility in a Vehicle.

“Manager” means the employee of the Regional District responsible for the management of the regional Solid Waste function or another person assigned by the Manager to act on their behalf.

“Marketable Waste” means Waste which can be directed to a Provincial Product Stewardship Program, a Regional District program or a commercial market through waste reduction, reuse or recycling opportunities.

“Mattress” means a unit comprised of a case of canvas or other heavy cloth stuffed with wool, cotton, other fibres or similar material, with or without coiled springs, that was used as a bed or as a support for a bed.

“Metal Waste” means ferrous and non-ferrous metallic materials, including but not limited to, sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, bathtubs, fencing, bicycle frames, automotive body parts, machinery, garbage cans, metal furniture, tire rims, propane cylinders (up to 46 kgs in size).

“Mixed Load” means a Load combining one or more Marketable Wastes with Unmarketable Wastes rendering the entire Load unmarketable by virtue of mixing of Wastes or the reluctance to separate Marketable Wastes from Unmarketable Wastes by a site user, but does not include Controlled Waste or Prohibited Waste.

“Motor Vehicle Act” means the Motor Vehicle Act RSBC 1996, Chapter 318 and amendments.

“Organic Matter Recycling Regulation” means the Organic Matter Recycling Regulation BC Reg. 179/2016, July 19, 2016 and amendments enacted under the Environmental Management Act and the Public Health Act.

“Ozone Depleting Substance” means any substance containing chlorine, fluorine, bromine, carbon and hydrogen in varying proportions, often described as halocarbons and all chemical agents associated with an Appliance that have a detrimental effect on stratospheric ozone levels.

“Provincial Product Stewardship Program Material” means items and provisions that are included in an approved Provincial Stewardship Program as identified in the Recycling Regulation, such as beverage containers, electronics, cell phones, lead-acid batteries, small appliances, packaging, printed paper, paints, solvents, pesticides, gasoline, pharmaceuticals, tires, used oil and antifreeze.

“Prohibited Waste” means gaseous, liquid and Solid Waste not acceptable for burial or Disposal at a Refuse Disposal Facility as identified in Schedule E attached hereto.

“Radioactive Waste” means any material (liquid, gaseous or solid) that contains a radioactive “nuclear substance” as defined in the Nuclear Safety and Control Act, SC 1997 and amendments and which the owner has declared to be Waste.

“Reactive Waste” means Waste that is gaseous, liquid or solid as defined in the Hazardous Waste Regulation which:

- a) is explosive, oxidizing or so unstable that it readily undergoes violent change in the presence of air or water;
- b) generates toxic gases, vapors or fumes by itself or when mixed with water; or
- c) is polymerized in whole or in part by chemical action and causes damage by generating heat or increasing in volume.

“Recyclable Asphalt Shingles” means asphalt based shingle roofing material but does not include torch-on membrane roofing and shingle wrapping paper.

“Recyclable Gypsum Board or Drywall” means Waste or material containing any amount of Gypsum Board or Drywall including off-cuts or scraps from new construction and old Gypsum Board or Drywall that has been painted or covered in wallpaper. Gypsum Board or Drywall containing asbestos will be considered as Asbestos Waste.

“Recycling Regulation” means the Recycling Regulation BC Reg. 284/2016, December 7, 2016 and amendments, enacted under the Environmental Management Act.

“Refuse” means discarded or abandoned materials, substances or objects destined for burial at a Landfill.

“Refuse Disposal Facility” means a location as set out in Schedule A of this Bylaw under the control of the Regional District which accepts Refuse for the purpose of immediate disposal, marshalling and/or shipping to an alternate disposal or processing location, either scaled or unscaled.

“Refuse Transfer Station” means an area under the control of the Regional District for collecting Refuse in preparation for transportation to a Refuse Disposal Facility.

“Regional District” means the Columbia Shuswap Regional District.

“Residential Recyclable Materials” means items collected under a Provincial Product Stewardship Program as identified in the Recycling Regulation.

“Reuse Centre” means the building where products that are in a usable, working condition can be Disposed of and Salvaged. Tipping Fees apply to Disposed items and a permit to Salvage must be issued by Facility Attendant to a person who desires to remove items.

“Salvage” means the orderly removal by an authorized person of Solid Waste from a Refuse Disposal Facility with inherent reuse, resale or scrap value.

“Scaled Site” means a Refuse Disposal Facility which contains a device to calculate the mass of a Load.

“Site” means a specific Refuse Disposal Facility.

“Small Load” means a Load of Solid Waste brought by Vehicle to at a Refuse Transfer Station for Disposal that is not in excess of 1,000 kgs of net weight at a Scaled Site or not in excess of 5.0 m³ at an Unscaled Site.

“Solid Waste and Waste” means items that are no longer valued for their original intended purpose and originate from residential, commercial, institutional, demolition, land clearing or construction sources as defined in the Environmental Management Act and its amendments.

“Specified Risk Material” means the tissues in livestock that would contain the Bovine Spongiform Encephalopathy (BSE) commonly known as mad cow disease, if the animal were infected.

“Tipping Fee” means the user fee charged for the Disposal of Solid Waste at a Refuse Disposal Facility.

“Treasurer” means the Manager of Finance of the Regional District or an authorized agent.

“Unmarketable Wastes” means Waste which cannot be directed to an existing Provincial Product Stewardship Program, a Regional District program or commercial market through waste reduction, reuse or recycling opportunities because they are mixed and cannot be separated or there is no program or market available.

“Unscaled Site” means a Refuse Disposal Facility which does not contains a device to calculate the weight of a Vehicle and the Load will be determined by volume.

“Vehicle” means a vehicle, as defined by the Motor Vehicle Act RSBC 1996 Chapter 318.

“Waste Disposal Area” means an area of the Refuse Disposal Facility that has been designated for the Disposal of Solid Waste that has been separated by means of a barrier or placement in containers into clearly distinguishable accumulations of different types of materials, substances or objects belonging in the particular class of waste being disposed of.

“Wood Waste” means all wood materials except materials defined as Yard and Garden Waste.

“Wood Waste – Chipped” means Wood Waste that has been processed to ensure the resulting product meets the optimum size of 6 cm thickness by 15 cm length, void of metal contaminants and any refuse.

“Yard and Garden Waste” means vegetative matter from gardening, landscaping and land clearing including shrub and tree branches less than 20 cm in diameter. Yard and Garden Waste does not include Invasive (Alien) Plants.

CONDITIONS

3. All Solid Waste Disposed of at a Refuse Disposal Facility shall become property of the Regional District.
4. A person shall not Dispose of Solid Waste at a Refuse Disposal Facility except in accordance with this bylaw and the Facility Regulations.
5. A person shall not Dispose of Solid Waste at a Refuse Disposal Facility which originated from outside the Regional District.
6. A person shall not Dispose of Prohibited Waste at a Refuse Disposal Facility.
7. A person shall not Dispose of Solid Waste at a Refuse Disposal Facility, nor enter any Refuse Disposal Facility at any time other than during the designated hours of operation, unless authorized by the Manager.
8. A person shall not Dispose of Solid Waste at a Refuse Disposal Facility other than in the designated Waste Disposal Area as directed by the Facility Attendant or Facility Operator.
9. A person shall not operate a Vehicle on any part of a Refuse Disposal Facility other than on the roads and areas designated by the Regional District.
10. A person shall not act in a manner that is contrary to the posted signage, instructions, orders and directions given by the Regional District, the Facility Attendant and the Facility Operator at a Refuse Disposal Facility.
11. A person shall not Salvage Solid Waste from a Refuse Disposal Facility unless written authorization has been provided by the Manager.
12. A person shall not remove items from a Reuse Centre unless a permit has been issued by the Facility Attendant.
13. A person shall not Dispose of Controlled Waste at a Refuse Disposal Facility other than in the designated Controlled Waste Disposal Area provided that:
 - a) the Manager has given written authorization, including and the terms and conditions of the Disposal;
 - b) the Controlled Waste is one type and from no more than one source unless written authorization is given by the Manager;
 - c) the Controlled Waste is manifested as regulated by the British Columbia Ministry of the Environment;
 - d) three business days' notice is given to the Regional District prior to Disposal of the Controlled Waste, in the form of a written application;
 - e) the Controlled Waste is disposed of one (1) hour before the closing time of the Refuse Disposal Facility and is not on a Saturday or a Sunday;
 - f) there are no health and safety risks associated with the disposal of the Controlled Waste.
14. Despite subsection 13(d), the Manager may permit the Disposal of Controlled Waste without the required notice and on days and times other than those specified in 13(e).
15. A person shall not loiter at a Refuse Disposal Facility. Vehicles must proceed directly to the designated Waste Disposal Area and then leave as soon as possible after disposal.

16. A person shall not loiter at a Reuse Centre. Visits must be limited to a maximum of 15 minutes.
17. A person shall not Dispose of Specified Risk Material at any Refuse Disposal Facility unless authorized by the Manager. The Salmon Arm Refuse Disposal Facility is the only Site that accepts Specified Risk Material.
18. A person who contravenes the Facility Regulations, fails to obey orders or directions given by the Regional District, the Facility Attendant or the Facility Operator, fails to comply with posted notices and signs at a Refuse Disposal Facility may be refused or prohibited re-entry to all Refuse Disposal Facilities for a designated period of time as determined by the Manager.

FEES AND CHARGES

19. A person who Disposes of Solid Waste at a Refuse Disposal Facility shall pay to the Regional District the applicable Tipping Fees and charges in accordance with the terms and conditions as set out in Schedule C attached.
20. Despite the rest of this bylaw, the Manager may designate periods during where no Tipping Fee is payable under this bylaw at a specific Refuse Disposal Facility on a specified date for Wastes generated as part of a cleanup event initiated by a non-profit and/or community group targeting clean-up on public lands.

VIOLATIONS AND PENALTIES

21. A person who:
 - a) violates any provision of this bylaw;
 - b) permits any act or thing to be done in contravention of this bylaw; or
 - c) neglects to or refrains from doing anything required to be done by any provision of this bylawwill be deemed to have committed an offence against this bylaw and each day that a violation continues to exist is deemed to be a separate offence against this bylaw and:
 - i. will be liable to a fine as set out in the CSRD Ticket Information Utilization Bylaw; and
 - ii. will be liable, upon summary conviction, to penalties prescribed by the Offence Act (British Columbia) and amendments.
 - iii. may be prohibited from depositing Solid Waste at a Refuse Disposal Facility.
22. The penalties imposed under Section 21 shall be in addition to and not in substitution of any other penalty or remedy imposed by this bylaw or any other statute, law or regulation.
23. A person who contravenes any of the Facility Regulations contained within this bylaw shall be responsible for all costs associated with facility remediation.

SEVERABILITY

24. If any section, subsection or clause of this bylaw is declared or held to be invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause

FORCE AND EFFECT

25. This Bylaw shall be effective February 1, 2018.

CITATION

26. This bylaw may be cited as “CSRD Solid Waste Disposal Tipping Fee and Regulation Bylaw No 5759.”

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

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

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

ADOPTED this _____ day of _____, 2018.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED a true copy of
Bylaw 5759, as adopted

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

**CSRD SOLID WASTE DISPOSAL TIPPING FEE AND REGULATION
BYLAW NO. 5759
SCHEDULE A**

CSRD REFUSE DISPOSAL FACILITIES

| SCALED SITE | | ADDRESS | |
|--------------------------------------|--|--|--|
| Golden Refuse Disposal Facility | | 350 Golden-Donald Upper Road, Golden BC | |
| Revelstoke Refuse Disposal Facility | | 330 Westside Road, Revelstoke BC | |
| Sicamous Refuse Disposal Facility | | 900 Two Mile Road, Sicamous BC | |
| Salmon Arm Refuse Disposal Facility | | 4290 20th Avenue SE, Salmon Arm BC | |
| Skimikin Refuse Transfer Station | | 2281 Skimikin Road, Tappen BC | |
| Scotch Creek Refuse Transfer Station | | 3508 Squilax Anglemont Road, Scotch Creek BC | |
| UNSCALED SITE | | ADDRESS | |
| Falkland Refuse Transfer Station | | 2830 Wetaskiwin Road, Falkland BC | |
| Glenemma Refuse Transfer Station | | 3125 McTavish Road, Salmon Arm BC | |
| Seymour Arm Refuse Transfer Station | | 1815 Quast Road, Seymour Arm BC | |
| Malakwa Refuse Transfer Station | | 3591 McLean-Sawmill Road, Malakwa BC | |
| Parson Refuse Transfer Station | | 3583 Highway 95 South, Parson BC | |
| Trout Lake Refuse Transfer Station | | 5100 Highway 31, Nakusp BC | |

CSRD SOLID WASTE DISPOSAL TIPPING FEE AND REGULATION
BYLAW NO. 5759
SCHEDULE B

FACILITY REGULATIONS

PURPOSE:

To ensure a safe and orderly environment for all persons at all Refuse Disposal Facilities.

POLICY:

The Facility Regulations shall be observed by all persons attending all Refuse Disposal Facilities.

PROCEDURES:

1. LOADS

- 1.1. All Loads entering a Refuse Disposal Facility shall be secured as defined in the Motor Vehicle Act.
- 1.2. A person who deposits Solid Waste at Refuse Disposal Facility not meeting the requirements in Section 1.1 shall pay double (two-times) the Tipping Fee required by Schedule C and may be subject to a fine associated with a ticketable offence.
- 1.3. Only Small Loads are accepted for Disposal at a Refuse Transfer Station.

2. SAFETY

- 2.1. A person entering a Refuse Disposal Facility does so at their own risk. The Regional District accepts no responsibility for damage or injury to property or person.
- 2.2. Children under the age of 16 must be supervised at all times at any Refuse Disposal Facility.
- 2.3. Pets are not permitted at Refuse Disposal Facilities unless they remain inside a vehicle.
- 2.4. Smoking is not permitted at Refuse Disposal Facilities.
- 2.5. A person entering a Refuse Disposal Facility must check in with the Facility Attendant.
- 2.6. A person unloading Solid Waste at a Site must unload at a safe distance from other unloading Vehicles. At a minimum, Vehicle separation should be one and a half (1.5) times the height of the tallest Vehicle between the unloading Vehicle and of the closest stationary Vehicle.

**CSRD SOLID WASTE DISPOSAL TIPPING FEE AND REGULATION
BYLAW NO. 5759
SCHEDULE C**

TIPPING FEES AND CHARGES

1. TIPPING FEES

- 1.1. The Tipping Fees for Disposal of Solid Waste at a Scaled Refuse Disposal Facility as measured by mass on the scale operated by the Facility Attendant at a Refuse Disposal Facility are as follows:

| Materials Accepted (Scaled Site) | Fee | Unit Rate | Minimum Charge |
|---|------------|----------------------|---------------------------|
| Bagged Refuse | \$3 | Each | NIL |
| Bagged Refuse for Reuse Centre | \$3 | Each | NIL |
| Refuse | \$80 | Tonne | \$5 |
| Refuse for Reuse Centre | \$80 | Tonne | \$5 |
| Bulky Waste | \$160 | Tonne | \$10 |
| Mixed Load | \$160 | Tonne | \$10 |
| Demolition Waste (containing Drywall or Asphalt Shingles) | \$240 | Tonne | \$15 |
| Metal Waste (Including Appliances and Propane Cylinders) | NO CHARGE | | |
| Appliances (containing Ozone Depleting Substance) | NO CHARGE | | |
| Clean Soil | \$10 | Tonne | \$5 |
| Wood Waste | \$40 | Tonne | \$5 |
| Wood Waste - Chipped | \$15 | Tonne | \$5 |
| Yard and Garden Waste | NO CHARGE | | |
| Invasive (Alien) Plants | NO CHARGE | | |
| Gypsum Board or Drywall | \$100 | Tonne | \$5 |
| Asphalt Shingles | \$100 | Tonne | \$5 |
| Concrete (includes asphalt, bricks, porcelain) | \$80 | Tonne | \$5 |
| Mattresses | \$15 | Unit | \$15 |
| Land Clearing Waste | \$160 | Tonne | \$10 |
| Dead Animal | \$80 | Tonne | \$5 |
| Controlled Waste | \$160 | Tonne | \$10 |
| Controlled Waste (requiring deep burial) | \$240 | Tonne | \$240 |
| Biosolids | \$10 | Tonne | \$5 |
| Contaminated Soil | \$35 | Tonne | \$5 |
| Septage Pumping (Revelstoke Landfill Only) | \$45 | Tonne | \$5 |
| Commercial Recyclable Material | \$80 | Tonne | \$5 |
| Residential Recyclable Materials | NO CHARGE | | |
| Batteries, Books | NO CHARGE | | |

**CSRD SOLID WASTE DISPOSAL TIPPING FEE AND REGULATION
BYLAW NO. 5759
SCHEDULE C**

- 1.2. The Tipping Fees for Disposal of Solid Waste at an Unscaled Refuse Disposal Facility as assessed by volume by the Facility Attendant at a Refuse Disposal Facility are as follows:

| Materials Accepted (Unscaled Site) | Fee | Unit Rate | Minimum Charge |
|---|--------------|----------------------|---------------------------|
| Bagged Refuse | \$3 | Each | NIL |
| Bagged Refuse for Reuse Centre | \$3 | Each | NIL |
| Refuse | \$12 | m ³ | \$5 |
| Refuse for Reuse Centre | \$12 | m ³ | \$5 |
| Bulky Waste | NOT ACCEPTED | | |
| Mixed Load | \$25 | m ³ | \$10 |
| Demolition Waste (containing Drywall or Asphalt Shingles) | \$30 | m ³ | \$15 |
| Metal Waste (Including Appliances and Propane Cylinders) | NO CHARGE | | |
| Appliances (containing Ozone Depleting Substance) | NO CHARGE | | |
| Clean Soil | NOT ACCEPTED | | |
| Wood Waste | \$12 | m ³ | \$5 |
| Wood Waste - Chipped | \$5 | m ³ | \$5 |
| Yard and Garden Waste | NO CHARGE | | |
| Invasive (Alien) Plants | NO CHARGE | | |
| Gypsum Board or Drywall | \$15 | m ³ | \$5 |
| Asphalt Shingles | \$15 | m ³ | \$5 |
| Concrete (includes asphalt, bricks, porcelain) | \$12 | m ³ | \$5 |
| Mattresses | \$15 | Unit | \$15 |
| Land Clearing Waste | NOT ACCEPTED | | |
| Dead Animal | NOT ACCEPTED | | |
| Controlled Waste | NOT ACCEPTED | | |
| Controlled Waste (requiring deep burial) | NOT ACCEPTED | | |
| Biosolids | NOT ACCEPTED | | |
| Contaminated Soil | NOT ACCEPTED | | |
| Septage Pumping | NOT ACCEPTED | | |
| Commercial Recyclable Material | NOT ACCEPTED | | |
| Residential Recyclable Materials | NO CHARGE | | |
| Batteries, Books | NO CHARGE | | |

**CSRD SOLID WASTE DISPOSAL TIPPING FEE AND REGULATION
BYLAW NO. 5759
SCHEDULE C**

2. SURCHARGES

- 2.1. The Regional District may issue an additional surcharge where applicable:

| Surcharge | Amount |
|---|--------|
| Failure to dispose of Solid Waste in the designated Waste Disposal Area | \$50 |
| Failure to weigh in or out at a Scaled Site <i>(where the Regional District must subsequently obtain vehicle tare weight and ownership information for subsequent billing. The registered tare weight of the vehicle will be subtracted from the scaled gross weight and the designated Tipping Fee will be allocated to the difference and will be invoiced to the registered vehicle owner in addition to the surcharge)</i> | \$50 |
| Failure to pay the required Tipping Fee in full <i>(where the Regional District must subsequently invoice a person for the outstanding Tipping Fee or balance of Tipping Fee)</i> | \$50 |

3. PRODUCT SALES

- 3.1. The fees for the purchase of product from select Refuse Disposal Facilities are as follows:

| Product | Fee | Unit Rate | Minimum Charge |
|--|------|----------------|----------------|
| Compost – manually loaded by customer | \$10 | m ³ | \$5.00 |
| Compost – mechanically loaded by Regional District | \$15 | m ³ | \$30.00 |

4. GENERAL

- 4.1. Where a dollar amount per tonne is indicated, it is to be interpreted as allowing a proportionate charge for a portion of a tonne in 10 kg increments.
- 4.2. All scaled Tipping Fees shall be rounded up to the nearest quarter of a dollar.
- 4.3. In the event that the weigh scales provided at a Scaled Site are not operational, or at the discretion of the Manager, weights shall be estimated based on volume by the Manager, Regional District staff, the Facility Attendant or the Facility Operator.
- 4.4. All fees payable under this bylaw shall be paid to the Regional District in the form of cash or cheque at all Unscaled Sites prior to Disposal of the Solid Waste for which the charge is made.
- 4.5. All fees payable under this bylaw shall be paid to the Regional District in the form of cash, cheque, debit card or credit card at all Scaled Sites prior to Disposal of the Solid Waste for which the charge is made for Solid Waste assessed by volume or by the number of items when applicable.

CSRD SOLID WASTE DISPOSAL TIPPING FEE AND REGULATION
BYLAW NO. 5759
SCHEDULE C

- 4.6. All fees payable under this bylaw shall be paid to the Regional District in the form of cash, cheque, debit or credit card at all Scaled Sites following weighing the empty Vehicle after the Load is Disposed of and shall be based on the difference in weight between the loaded weight and the weight of the empty Vehicle.
- 4.7. Where a fee or charge is not paid within the time as specified, a person who is liable to pay such a charge shall:
- a) pay interest as outlined by bylaw on the applicable fees at the rates as outlined in Schedule C.
 - b) not Dispose of any Solid Waste at any Refuse Disposal Facility until such charges are paid in full.
- 4.8. A person may make application to the Regional District for a Solid Waste credit account. If the Treasurer is satisfied with the credit worthiness, credit will be granted to that person in which case payment of the Tipping Fees shall be made and the credit extended on the following conditions and as outlined in CSRD Administrative Rates and Charges Bylaw No. 5298 and its amendments:
- a) A Credit Account Holder shall pay to the Regional District all charges in full within thirty (30) days of the invoice date for which an invoice has been issued. The Regional District may invoice twice monthly. The invoice amount will be based on the total quantity of Solid Waste delivered during the invoicing period and the posted Tipping Fee rates in effect at the time of delivery;
 - b) The Regional District reserves the right to cancel, upon five (5) days' written notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the Treasurer;
 - c) The Regional District reserves the right to refuse access to a Refuse Disposal Facility to any person receiving credit until all outstanding charges are paid.
- 4.9. If a Credit Account Holder fails to pay the Regional District all charges owing in full within thirty (30) days of the invoice date in which an invoice has been issued, the Regional District may withhold monies equivalent to those charges, plus interest, from the firm receiving credit under a separate contract, agreement or offer between the Regional District and the firm receiving credit.
- 4.10. Credit Account Holders shall provide the Regional District with Vehicle identity information including the licence plate numbers of all Vehicles authorized to charge to the credit account. Any Vehicles that have not been registered under the credit account will not be permitted to charge to an account without the expressed written approval from the Credit Account Holder.
- 4.11. All Credit Account Holders will be responsible for all Tipping Fees charged by registered Vehicles under their account.
- 4.12. The Regional District shall provide a receipt for all Tipping Fees paid or charged to a Credit Account Holder.

CSRD SOLID WASTE DISPOSAL TIPPING FEE AND REGULATION
BYLAW NO. 5759
SCHEDULE D

1. CONTROLLED WASTE

- 1.1. Controlled Waste materials are accepted at a Landfill Site upon written authorization issued by the Manager. Controlled Waste includes the following materials but is not limited to:

| |
|--|
| |
| Asbestos |
| Contaminated Soil |
| Specified Risk Material <i>(accepted at Salmon Arm Landfill only)</i> |

**CSRD SOLID WASTE DISPOSAL TIPPING FEE AND REGULATION
BYLAW NO. 5759
SCHEDULE E**

1. PROHIBITED WASTE

1.1. The following items are prohibited from entry at all Refuse Disposal Facilities:

| |
|---|
| |
| Auto Hulks |
| Biomedical Waste |
| Farm Animal Carcasses and Body Parts |
| Hazardous Waste <i>(except those Sites where a system of collecting Hazardous Wastes has been established)</i> |
| Liquids and semi-solid Wastes except as permitted by this bylaw |
| Log Yard Waste |
| PCB's |
| Radioactive Waste |
| Reactive Waste |
| Solid Waste which is on fire or smoldering |
| Tires <i>(suitable for Product Stewardship Program)</i> |



BOARD REPORT

TO: Chair and Directors

| |
|---------------------------------------|
| File No: BL 5754 3995 20 04 |
|---------------------------------------|

SUBJECT: Noise Bylaw No. 5754 Second Reading Amendments

DESCRIPTION: Report from Gerald Christie, Manager Development Services, dated January 8, 2018.
Proposed amendments to Noise Bylaw No. 5754.

RECOMMENDATION #1: THAT: CSR D Noise Bylaw No. 5754 be amended as presented, this 18th day of January, 2018.

RECOMMENDATION #2: THAT: CSR D Noise Bylaw No. 5754 be given second reading as amended, this 18th day of January, 2018.

RECOMMENDATION #3: THAT: CSR D Noise Bylaw No. 5754 be read a third time this 18th day of January, 2018.

SHORT SUMMARY:

At the September 21, 2017 Board meeting, Directors discussed the results of the public comments received during the summer in regards to the proposed Noise Bylaw No. 5754. Directors approved the bylaw to move forward with the proposed staff amendments including some other minor changes desired by the Directors. Staff have now incorporated all of these amendments into the proposed bylaw for amendment prior to second, as amended, and third reading, as amended, for the Board's consideration. As noted in the staff report considered by the Board at the September 21, 2017 Board meeting, if the Board proceeds with Bylaw No. 5754, and prior to bylaw adoption, staff will also bring forward changes to CSR D Bylaw Enforcement Policy A-69 detailing how noise-related complaints will be managed by CSR D staff and provided to the RCMP for follow-up.

VOTING:

Unweighted
Corporate



LGA Part 14
(Unweighted)



Weighted
Corporate



Stakeholder
(Weighted)



BACKGROUND:

Several changes were recommended by staff, and approved by the Board, to be made to the proposed Noise Bylaw No. 5754 in light of the comments received from the public in the summer of 2017; as noted in the meeting minutes, additional amendments were also desired by Directors as discussed at the September 21, 2017 Board meeting.

"Area A Director spoke in favour but requested construction and homebased business be exempted, as well as weddings and barking dogs."

Area F Director spoke in favour but suggested that rural farm areas should be excluded and Bylaw should be in effect from 12AM to 7AM on weekends. Community events should be exempted."

Area E Director spoke in favour however, the Bylaw needs to be very clear that dogs are not included in Bylaw. Should be earlier than 7AM."

All staff and Director recommended changes have now been incorporated into the bylaw at second reading, as amended, and include:

- Extension of permitted noise hours
 - Original bylaw 10:00 p.m. – 7:00 a.m.
 - Amendment 12:00 a.m. – 6:00 a.m.
- Additional exemptions:
 - Commercial snow clearing and removal operations
 - Commercial deliveries
 - Community events
 - Wedding events
 - Barking dogs.

There was also some discussion at the September Board meeting about exempting home-based businesses and home construction from the bylaw; however, staff are of the opinion that with the new proposed extension of permitted noise hours and a 'quiet time' extending only between 12:00 a.m. and 6:00 a.m. that an exemption to allow noise from such uses is not necessary.

POLICY:

If the Board approves the amendments, second reading as amended, and third reading of Noise Bylaw No. 5754, staff will bring forward proposed changes to Bylaw Enforcement Policy A-69 prior to adoption of the bylaw. Changes to the policy will note the RCMP ability to ticket for such noise-related bylaw contraventions and that there are limited practical abilities of CSRD enforcement staff to address such complaints, e.g. the large geographic size of the regional district, that Noise Bylaw contraventions would only occur outside of normal weekday staff hours, and that there are significant safety issues with investigating complaints which occur at night, with large gatherings, or in remote locations.

1981 Supplementary Letters Patent (SLP) of the CSRD originally contained the authority for the Regional District to regulate or prohibit noise. Upon doing further research into the specifics and confirming which electoral areas were encompassed under the 1981 SLP, and in consultation with legal counsel in relation to the validity of SLP and the numerous changes to the Municipal and Local Government Act since 1981, it will be necessary for the Board to adopt a Noise Service Establishment Bylaw before the Noise Regulation Bylaw is adopted. The Noise Service Establishment Bylaw will be brought forward on the January Late Board agenda for consideration of three readings.

FINANCIAL:

As noted in the September 10, 2017 staff Board report, direct financial impacts to the CSRD primarily consist of providing ticketing books to the RCMP for ticketing of noise-related issues that are not in compliance with Noise Bylaw No. 5754.

Indirect costs are associated with the additional Bylaw Enforcement staff time necessary to receive noise complaints from the public, communicate with complainants and explain the purpose of the bylaw (not for the CSRD to investigate and enforce but to provide an enforcement tool for RCMP), and advise complainants to submit their complaints to the RCMP. Staff are concerned that additional Bylaw Enforcement staff time will still be necessary in administering proposed Bylaw No. 5754 and may make less time available to investigate and enforce other CSRD Bylaws. If the proposed Bylaw No. 5754 is adopted, staff will monitor the impact of this bylaw and report out to the Board at later date.

KEY ISSUES/CONCEPTS:

The intent of Noise Bylaw No. 5754 is to deal with unneighbourly and nuisance noise during nighttime hours. With the proposed bylaw amendments extending the permitted noise hours, and the additional exemptions added to the proposed bylaw, the expectations for a 'quiet time' extending between 12:00 a.m. and 6:00 a.m. is clear. However, although the bylaw will allow for the RCMP to write tickets to nuisance property owners in contravention of the bylaw the ability to effectively enforce the bylaw will be difficult and following-up on such complaints remains at the discretion and priority of the RCMP.

Some Directors also enquired about the ability to have the proposed Noise Bylaw to only apply to portions of a particular Electoral Area. The bylaw as currently proposed applies to all Electoral Areas and the lands contained therein within which the CSRD has regulatory jurisdiction. Given the Noise Bylaw's limited regulation, additional proposed exemptions, and extended permitted noise hours, the need to have the bylaw only apply to a portion of an Electoral Area should not be necessary. Staff is not supportive of implementing this regulation on a Sub-Electoral Area basis, however, if a Director wished to have the bylaw apply to only a portion of an Electoral Area, a referendum or alternative approval process (AAP) for property owners in the proposed service area would be necessary to obtain the requisite authority to implement the bylaw and establish the service area.

If Bylaw No. 5754 is given second reading as amended, and third reading, the bylaw will be brought back to the Board for consideration of final reading at the same time further amendments are proposed to CSRD Bylaw Enforcement Policy A-69 to clarify how Bylaw No. 5754 will be administered by CSRD staff. The effective date of the Noise Bylaw No. 5754 will be as of the date of final reading of the bylaw.

SUMMARY:

As previously directed by the Board, amendments have now been made to proposed Noise Bylaw No. 5754. If the Board grants the amendments and proceeds to the third reading stage, staff will bring back the bylaw for final reading early in 2018 for adoption along with recommended changes to the CSRD Bylaw Enforcement Policy A-69. As mentioned in the Policy section of this report, a Noise Service Establishment Bylaw will need to be adopted by the Board before the Noise Regulation Bylaw is adopted. The adoption of the Service Establishment Bylaw and the Noise Regulation Bylaw may be considered in tandem.

IMPLEMENTATION:

If adopted, Noise Bylaw No. 5754 will be placed on the CSRD webpage that has been created for the bylaw and a news release will be issued noting that the Noise Bylaw is now in effect. RCMP detachments will also be notified about the adoption of the bylaw, provided with copies for their information, and provided with ticketing books once the CSRD Municipal Ticket Information Bylaw is amended to set out the offences and associated fines.

COMMUNICATIONS:

CSRD Bylaw Enforcement staff will continue to liaise with the RCMP as necessary and provide the local detachments with ticketing books and applicable bylaws as required. The public will be made aware of the new bylaw via the CSRD website, social media, and newspaper advertisements.

DESIRED OUTCOMES:

That the Board consider the amendments proposed and proceed with second reading, as amended, as well as third reading of Noise Bylaw No. 5754.

BOARD'S OPTIONS:

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

Report Approval Details

| | |
|----------------------|--|
| Document Title: | 2018-01-18_Board_DS_BL5754_Noise_Bylaw_2nd_reading.docx |
| Attachments: | - Noise BL 5754 - 2nd as amended (final).docx - 2017-09-21_Board_DS_BL5754 - Noise Bylaw consultation results.pdf |
| Final Approval Date: | Jan 10, 2018 |

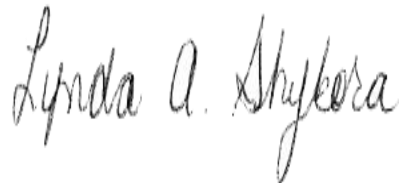
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Jan 9, 2018 - 4:25 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jan 9, 2018 - 4:35 PM



Lynda Shykora - Jan 10, 2018 - 11:04 AM



Charles Hamilton - Jan 10, 2018 - 11:29 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5754

A BYLAW TO ENHANCE THE QUALITY OF LIFE FOR THE CITIZENS OF THE COLUMBIA SHUSWAP REGIONAL DISTRICT

WHEREAS, the Board of the Columbia Shuswap Regional District desires to protect the quality of life for its citizens, endeavours to promote civic responsibility, and strives to encourage good relationships between neighbours;

AND WHEREAS the Board wishes to exercise its authority under Section 324 of the Local Government Act related to noise control;

AND WHEREAS the Columbia Shuswap Regional District, pursuant to supplementary Letter Patent dated October 1, 1981, was granted the power to exercise the authority under section 932 of the Municipal Act pertaining to control of noise;

NOW THEREFORE BE IT RESOLVED that the Board of the Columbia Shuswap Regional District in open meeting assembled, hereby ENACTS AS FOLLOWS:

PART I - INTERPRETATION

- 1.1 Words or phrases defined in the British Columbia Interpretation Act, Motor Vehicle Act or Local Government Act or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.
- 1.2 Terms used in this Bylaw are defined in Schedule "A" attached to this Bylaw.
- 1.3 A reference to an enactment refers to an enactment of the Province of British Columbia and a reference to an enactment, including a bylaw of the *Regional District*, refers to that enactment as it may be amended or replaced from time to time.
- 1.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.
- 1.5 If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

PART II – NOISE REGULATIONS

3.1 General Prohibitions:

- (a) No *person* being the owner, occupier or tenant of *real property* shall allow or permit such *real property* to be used so that noise or sound which occurs thereon or emanates therefrom, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any *person* or *persons* on the same property or in the neighbourhood or *vicinity* of that property.

- (b) No *person* shall make or cause, or permit to be made or caused, any noise or sound on a highway or other public place in the *Regional District* which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any *person* or *persons* in the neighbourhood or *vicinity* of that place.

3.2 Specific Prohibitions:

Without limiting the generality of Section 3.1 herein, between the hours of 12:00 a.m. and 6:00 a.m. any of the following sounds are deemed by the *Board* to be objectionable and disturbing the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public and are, therefore, generally prohibited:

- (a) the use of a megaphone, microphone or other voice amplification device, or shouting, clamouring, banging or making similarly disruptive sounds, whether produced outdoors or from the occupants within a *premises*, vehicle or vessel, such that the sound can be heard from a neighbouring lot or from another *premises* in the *vicinity*;
- (b) sound from a radio, stereophonic equipment, television, musical instrument, computer or other instrument or other apparatus for the production or amplification of sound, whether produced outdoors or from within a *premises*, vehicle or vessel, such that the sound can be heard from a neighbouring lot or from another *premises* in the *vicinity*;
- (c) no *person* shall construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner so as to generate any noise that can be heard from a neighbouring lot or from another *premises* in the *vicinity*.

3.3 Exemptions:

Section 3.1 does not apply to the following, or *persons* engaged in any of the following activities:

- (a) operating or in charge of Fire Department, Police or Ambulance or Emergency vehicles while in the execution of their duties;
- (b) operating any motor vehicle, machinery or other apparatus or thing during an emergency or for a civic, provincial or federal purpose such as avalanche or rock fall control, snow removal, civil defence exercises, construction, alteration, excavation, maintenance, improvement and repair of highways, water and sewer mains and other public works, buildings and structures and park property;
- (c) performing works of an emergency nature for the preservation or protection of life, health or property;
- (d) farm operations or other activities conducted on land designated by the Province as a farm area or Agricultural Land Reserve (ALR) or that is the subject of an aquaculture licence, and in accordance with Agricultural Land

Commission (ALC) regulations or normal farm practices under the Farm Practices Protection (Right to Farm) Act;

- (e) commercial snow clearing and removal operations;
- (f) operating a commercial delivery vehicle;
- (g) community events held by a non-profit society, Community Association, or as endorsed by the *Regional District*;
- (h) wedding events; and,
- (i) barking dogs.

PART III - ENFORCEMENT

- 4.1 The provisions of this Bylaw may be enforced by a *Bylaw Enforcement Officer* or by a *peace officer* unless otherwise specified.
- 4.2 No *person* shall obstruct or interfere with a *Bylaw Enforcement Officer* or peace officer in the exercise of their duties.
- 4.3 A *Bylaw Enforcement Officer* or *peace officer* shall have the right to enter upon the property of any owner or occupant at all reasonable times and in a reasonable manner to inspect and determine whether the requirements, restrictions and regulations of this Bylaw are being met.

PART IV - PENALTY

- 5.1 A *person* who contravenes any provisions of this Bylaw, or who directs, permits, suffers or allows any act or thing to be done in contravention or violation of any of the provisions of this Bylaw, commits an offence and each day that the offence continues constitutes a separate offence.
- 5.2 If proceedings are brought under the Offence Act, a *person* convicted of an offence under this Bylaw is liable to pay a fine in the maximum amount established under that Act, and any further penalties, costs, fines and compensation that may be ordered by the court under that Act or the Local Government Act, or both.
- 5.3 If proceedings are brought under the CSRD Ticket Information Utilization Bylaw No. 5296, a *person* convicted of an offence is liable to pay a fine of up to \$1,000.

PART V – APPLICATION

- 6.1 The provisions of this Bylaw apply to lands located within Electoral Areas A, B, C, D, E and F situated within the geographic boundaries of the *Regional District*.

PART VI – TITLE

- 7.1 This Bylaw may be cited as the “CSRD Noise Bylaw No. 5754”.

READ a FIRST TIME this _____ day of _____, 2017.

READ a SECOND TIME this _____ day of _____, 2017.

READ a THIRD TIME this _____ day of _____, 2017.

ADOPTED this _____ day of _____, 2017.

Chair

Chief Administrative Officer

CERTIFIED true copy of Bylaw No. 5754, as adopted.

(Deputy) Manager, Corporate
Administration Services

SCHEDULE “A”**Attached to CSRD Noise Bylaw No. 5754****In this Bylaw:**

“Bylaw Enforcement Officer” means the persons duly appointed by the Board as such, and shall include any peace officer, the Chief Administrative Officer or designate, Corporate Officer or designate, Manager, Development Services or designate; and the Manager of Operations or designate;

“Board” means the Board of Directors of the Regional District;

“peace officer” has the same meaning as in the British Columbia Interpretation Act and includes a bylaw enforcement officer;

“person” includes a natural person, a company, corporation, partnership, firm, association, society, or party and the personal or other legal representatives of a person to whom the context can apply according to law;

“premises” means any place occupied by an individual as a residence;

“real property” means land, with or without improvements so affixed to the land as to make them in fact and in law a part of the real property, and includes, as the context requires, individual premises located on the real property;

“Regional District” means the Columbia Shuswap Regional District or the area within the geographic boundaries of the electoral area as the context may require.

“vicinity” means close to neighbouring or near a particular place of origin.



BOARD REPORT

| | | |
|---------------------------|---|---------------------------------------|
| TO: | Chair and Directors | File No: BL 5754 3995 20 04 |
| SUBJECT: | All Electoral Areas: Proposed Noise Bylaw No. 5754 Consultation Results | |
| DESCRIPTION: | Report from Gerald Christie, Manager, Development Services, dated September 10, 2017. Results of the public consultation conducted in regard to proposed Noise Bylaw No. 5754. | |
| RECOMMENDATION #1: | THAT: the Board receive the report of Gerald Christie, Manager, Development Services dated August 24, 2017 re: Proposed Noise Bylaw No. 5754, for information. | |
| RECOMMENDATION #2: | THAT: the Board provide direction to staff with regard to bylaw amendments and also confirm the participating Electoral Areas for Bylaw No. 5754. | |

SHORT SUMMARY:

During July and August 2017, staff advertised throughout the CSR D, provided online and hardcopy information, and asked for comments from the public in regard to the proposed Noise Bylaw No. 5754. The number of comments received and the multitude of opinions expressed varied greatly within and between Electoral Areas. This report provides a snapshot of those comments and the themes encountered. All comments received have been sorted by Electoral Area and provided as an attachment to this report.

Staff continue to be concerned about the public expectations if the Board adopts this bylaw and the potential impacts on staffing and budget resources. As discussed previously with the Board, the enforcement intent of the bylaw continues to be that this bylaw is utilized by the RCMP as necessary in the enforcement of noise related complaints in the participating Electoral Areas. If the Board desires to move forward with this bylaw, and in light of the public concerns and comments received, staff are recommending some changes be made to the Noise Bylaw and that Directors confirm in which Electoral Areas the bylaw should apply.

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

BACKGROUND:

On February 7, 2017, staff were given direction from the Electoral Area Directors to:

"... draft a Noise Bylaw pertaining to Electoral Areas A, B, C, D, E and F for first reading, to be followed up by a public consultation process in the affected communities."

On April 20, 2017, proposed Noise Bylaw No. 5754 was presented by staff to the Board and given first reading. Discussion by the Board focused on the need to consult with the public in the Electoral Areas. The following motion was passed by the Board:

"THAT: staff develop a budget estimate and a Communications Plan that sets out (1) how information on the Noise Bylaw No. 5754 will be relayed to the residents in Electoral Areas A – F, and (2) the method(s) in which feedback from electoral area residents will be gathered in relation to the proposed noise bylaw regulations, for consideration at the May, 2017 Board meeting."

As directed, staff subsequently prepared a report for the May 18, 2017 Board meeting which identified options for public consultation and recommended that social media, printed material, the CSRD's website and an online survey be utilized. Following significant discussion the Board desired to change the proposed "community consultation" to "public information" and directed staff to:

"... draft refinements to the communications plan that will properly inform the public about the proposed noise bylaw and what it is and what it is not."

At the June 15, 2017 Board meeting, the Board approved of a staff recommended revised motion that utilizes advertising and social media and the CSRD website to inform the public about the proposed Noise Bylaw:

"THAT: the Board support a communications plan for Noise Bylaw No. 5754, the purpose of the communications being to inform the public about the proposed bylaw by developing a Frequently Asked Questions Fact Sheet, with the information to be posted on the CSRD website, social media and available at the CSRD office, prior to considering second reading of the bylaw."

Staff noted that there would be an opportunity for the public to provide comment about the proposed bylaw via an online form as well as having printed material available at the CSRD offices.

Starting in late June, advertisements were placed in two editions of most newspapers servicing the Electoral Areas as well as in smaller community publications about the proposed Noise Bylaw and how the public could obtain additional information and provide comment. A standalone webpage on the CSRD website was also created for the proposed Noise Bylaw and housed general information, a Frequently Asked Questions (FAQ) sheet, the proposed bylaw, and contact information if a resident wished to speak with a staff member about the bylaw (<http://www.csr.bc.ca/proposed-noise-bylaw>). This information was also provided on the CSRD's Facebook page. Online comments were received by staff until August 18, 2017.

POLICY:

As noted in previous Board reports in regards to Bylaw No. 5754, the main intent of the proposed bylaw is to provide a municipal ticketing option for the RCMP to deal with noise-related issues. Given the civil and subjective nature of noise complaints, the large geographic size of the regional district, that most complaints happen outside of normal weekday staff hours, and the safety issues of investigating complaints occurring at night or with large gatherings in remote locations, CSRD enforcement staff would not be investigating such complaints.

If the proposed Bylaw No. 5754 is adopted, at a future Board meeting CSRD staff will bring forward proposed amendments to Bylaw Enforcement Policy A-69 noting the RCMP ability to ticket for bylaw contraventions and the limited practical abilities of CSRD staff to address such complaints. CSRD Bylaw Enforcement staff involvement would consist of forwarding such complaints to the RCMP if a noise-related complaint is made to the CSRD.

FINANCIAL:

Financial impacts consist of providing ticketing books to the RCMP for their use in ticketing for noise-related issues.

Although not a specific budgetary impact, there will be public expectation that proposed Bylaw No. 5754 be enforced if it is adopted. This will result in additional Bylaw Enforcement staff time to receive noise complaints from the public, communicate with complainants and explain the purpose of the bylaw (not for the CSRD to investigate and enforce but to provide an enforcement tool for RCMP), and advise complainants to submit their complaints to the RCMP. Staff are concerned that additional Bylaw Enforcement staff time will be necessary in administering proposed Bylaw No. 5754 and may make less time available to investigate and enforce other CSRD Bylaws. If the proposed Bylaw No. 5754 is adopted, staff will monitor the impact of this bylaw and report out to the Board at later date.

KEY ISSUES/CONCEPTS:

As requested by the Board, staff undertook a newspaper and social media information campaign to provide details about the proposed Noise Bylaw No. 5754 and to encourage comments from the public in regard to the proposed Bylaw. Numerous online comments have been received from all over the CSRD with wide ranging views about the need and applicability of the bylaw in the Electoral Areas.

In total 245 comments were received. A breakdown of the number of comments received per Electoral Area is provided in Table 1 below as well the number of comments that would be considered in favour of the bylaw, not in favour of the bylaw, or if a clear opinion of support/non-support was not provided:

Proposed Noise Bylaw No. 5754 Public Comment Summary

| Electoral Area (EA) | In Favour | NOT In Favour | Indeterminate | Total |
|--------------------------------|------------------|----------------------|----------------------|--------------|
| EA 'A' | 41 | 94 | 17 | 152 |
| EA 'B' | 0 | 0 | 0 | 0 |
| EA 'C' | 20 | 11 | 9 | 40 |
| EA 'D' | 6 | 3 | 8 | 17 |
| EA 'E' | 2 | 1 | 1 | 4 |
| EA 'F' | 10 | 4 | 5 | 19 |
| Unknown | 4 | 4 | 5 | 13 |

| | | | | |
|-------|----|-----|----|------|
| Total | 83 | 117 | 45 | 245* |
|-------|----|-----|----|------|

* 12 duplicate/blank submissions not counted

Significant themes that were expressed in the comments received include:

In favour of the bylaw:

- There are inconsiderate neighbours;
- Short term renters and tourists cause a lot of late night noise;
- Would be in favour of the bylaw if it deals with boat noise (note: this bylaw is not able to regulate boat noise);
- Quality of life is being impacted.

Not in favour of the bylaw:

- Residents moved to the rural areas to enjoy a rural lifestyle including not having regulations such as a Noise Bylaw;
- City/urban rules do not belong in a rural area;
- This is just a way to bring in more rules and bylaws that are not wanted;
- People talk to their neighbours to resolve issues such as noise;
- Enforcement would be difficult.

General comments include:

- The bylaw should have exceptions for livestock guardian dogs;
- Barking dogs are big nuisance;
- Make it 7:00 AM across the board instead of two different times; rural properties start making noise before the proposed 8:00 AM bylaw regulation;
- In summertime the quiet time should be 11:00 PM as people recreate outside later;
- Less confusion if quiet times for residential and commercial/industrial are the same;
- Enforcement of this bylaw and deciding what is loud is very subjective;
- Should be some tolerance by neighbours of noise from parties, etc.;
- Trains continue to make a lot of noise;
- Look at regulating boat noise too;
- Noise from farm animals and operations needs to be excluded.

The comments received indicate a very polarized view as to the role, appropriateness and effectiveness of a Noise Bylaw. The comments also appear to show a divide between a more rural perspective on permitting some potentially annoying noise to occur and remain unregulated (e.g. Electoral Area A), versus that of a more suburban perspective in more densely populated areas where noise should be regulated (e.g. Electoral Area C).

Some constructive comments were made with regard to issues that are not currently addressed by the bylaw or where the bylaw is unclear. If the Board desires to move forward with Noise Bylaw No. 5754 staff recommend that the Board consider the following issues and the associated proposed amendments to the bylaw.

1. Extension of permitted noise hours – Some comments from the public indicated a desire for the same 'quiet time' hours for residential and commercial/industrial activities. Further, that a later hour permitting noisy activities be allowed on weekends versus weekday, or even later hours in the summer versus winter. For simplicity purposes however, including the ease of understanding by the public as to the noise regulations in place and the difficulty of

enforcement of such a bylaw, staff recommend a 11:00 PM to 7:00 AM 'quiet time' regardless of season, day of week, or type of activity.

Staff recommend Section 3.2 Specific Prohibitions be changed from a 10:00 PM to 7:00 AM quiet time to 11:00 PM to 7:00 AM.

2. Snow clearing operations – although the bylaw specifically notes that government operations for snow clearing operations are exempt from the bylaw there is no such exemption for private operators who often need to work during the night or early morning hours clearing driveways or business parking lots prior to their use later that day. It is, therefore, recommended that private snow clearing operators conducting snow clearing or removal be noted as an exemption to the bylaw in Section 3.3 Exemptions:

3.3 (e) Commercial snow clearing and removal operations;

3. Commercial deliveries – there are numerous commercial truck operators who deliver supplies to stores or other businesses prior to those businesses opening to the public in the morning. It is, therefore, recommended that such truck deliveries, and the associated noise that they may make (e.g. motor noise, backup alarms, etc.) be added as an exemption in Section 3.3 Exemptions in the bylaw to allow such deliveries to continue:

3.3 (f) Operating a commercial delivery vehicle;

4. Livestock Guardian Dogs/Barking dogs – Significant concern was expressed by the public in some areas that livestock guardian dogs and the noise they may make when used for agricultural and ranching purposes (e.g. barking) is not clearly permitted in the bylaw. Further, ALC regulations also do not clearly define the use of such dogs as an inalienable and protected farm use. As this Noise Bylaw is not meant to be a Dog Bylaw whereby such bylaws regulate barking, nuisance or aggressive dogs, staff recommend for clarity that the Noise Bylaw exempt noise coming from barking dogs generally:

3.3 (g) This bylaw does not deal with noise from barking dogs;

5. Permitted Agricultural Land Commission (ALC) uses - The ALC permits certain types of uses on Agricultural Land Reserve (ALR) lands. Local governments are permitted to regulate some of those land uses if desired. Given the numerous ALR properties and operations that exist in the CSRD, and that the ALC has their own enforcement staff for enforcing ALC regulations, staff recommend that the Noise Bylaw specifically exempt noise which occurs from activities that are permitted by the ALC:

3.3 (h) Noise resulting from agricultural or other uses that the Agricultural Land Commission (ALC) permits on properties within the Agricultural Land Reserve (ALR).

SUMMARY:

After Noise Bylaw No. 5754 received first reading staff were directed by the Board to provide information to the public and allow an opportunity for comments to be submitted in regards to the proposed bylaw. A total of 245 comments were received from throughout the CSRD except Electoral Area 'B'. Although most comments had strong opinions both for and against the bylaw some constructive changes were also proposed; staff have therefore recommended some amendments be made to the bylaw if the Board desires to move the bylaw forward. Staff will also require direction from the Board as to which Electoral Areas the bylaw is going to apply. Staff will then be able to bring back an amended bylaw to the Board this fall for consideration of second reading, third reading, and adoption. Staff is concerned about the effectiveness of the bylaw to meet public expectations and the time resources required for the Bylaw Enforcement staff to answer enquiries, etc. about the bylaw.

IMPLEMENTATION:

If adopted, Noise Bylaw No. 5754 will be placed on the CSRD webpage that has been created for the bylaw and a news release noting that the Noise Bylaw is now in effect. RCMP detachments will also be made aware of the adoption of the bylaw and provided with copies for their information.

COMMUNICATIONS:

The RCMP has been referred this bylaw previously and will be notified if the Board adopts the bylaw. CSRD Bylaw Enforcement staff will continue to liaise with the RCMP as necessary and provide the local detachments with ticketing books and applicable bylaws as required.

DESIRED OUTCOMES:

That the Board provide direction to staff as to what bylaw amendments should be made and indicate which Electoral Areas wish to participate in the bylaw. Staff will then make any necessary changes to the bylaw and bring it back to the Board for consideration of second reading, third reading and adoption this fall.

BOARD'S OPTIONS:

1. *Endorse the Recommendations.*
2. *Propose additional amendments; Bylaw No. 5754 will be brought forward to the next regular Board meeting for second reading as amended.*
3. *Deny one or all of the Recommendations.*
4. *Defer.*
5. *Any other action deemed appropriate by the Board.*

Report Approval Details

| | |
|----------------------|--|
| Document Title: | 2017-09-21_Board_DS_BL5754 - Noise Bylaw consultation results.docx |
| Attachments: | - BL5754_First.pdf - Public_comments_summary_BL5754.pdf |
| Final Approval Date: | Sep 11, 2017 |

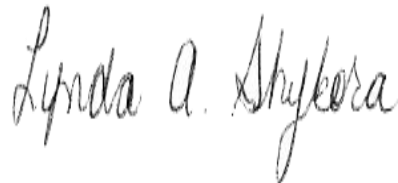
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Sep 11, 2017 - 12:50 PM



Gerald Christie - Sep 11, 2017 - 1:12 PM



Lynda Shykora - Sep 11, 2017 - 3:04 PM



Charles Hamilton - Sep 11, 2017 - 3:18 PM



BOARD REPORT

TO: Chair and Directors

File No: LC2546-F
PL20170215

SUBJECT: Electoral Area F: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use LC2546F (Isley).

DESCRIPTION: Report from Dan Passmore, Senior Planner, dated December 3, 2017. 6929 Squilax-Anglemont Road, Magna Bay.

RECOMMENDATION #1: THAT: Application No. LC2546, Section 20(3) Non-Farm Use in the Agricultural Land Reserve (ALR), for the West ½ of the Northwest ¼, Section 17, Township 23, Range 9, West of the 6th Meridian, Kamloops Division, Yale District, Except Part of the Southerly 350' of Legal Subdivision 12, as shown on Plan B7633 (PID: 014-009-552), be forwarded to the Provincial Agricultural Land Commission recommending approval on this 18th day of January, 2018.

SHORT SUMMARY:

The owner is applying to the ALC to use a 0.2 ha portion of the 2.02 ha. portion of the subject property in the ALR and south of Ross Creek, for 2.5 camping spaces which were inadvertently developed on the ALR portion when the Ross Creek General Store and Campground was originally developed. The commercial camping spaces are not a farm use, in accordance with the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002, so an application under Section 20(3) for non-farm use in the ALR for these campsites in this 0.2 ha. area has been submitted.

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

BACKGROUND:

REGISTERED OWNER(S):
Robert and Evelyn Isley

APPLICANT:
R.G. (Bob) Holtby, P.Ag.

ELECTORAL AREA:
F

LEGAL DESCRIPTION:

West ½ of the Northwest ¼, Section 17, Township 23, Range 9, West of the 6th Meridian, Kamloops Division, Yale District, Except Part of the Southerly 350' of Legal Subdivision 12, as shown on Plan B7633 (PID: 014-009-552)

SURROUNDING LAND USE PATTERN:

NORTH = Ross Creek, Agriculture, Industrial Gravel
SOUTH = Squilax-Anglemont Road, Agriculture, Residential
EAST = Agriculture
WEST = Residential, Commercial Campground

CURRENT USE:

Ross Creek General Store and Campground

PROPOSED USE:

Same as above

PARCEL SIZE:

32.09 ha (79.3 ac); portion in GC Zone 4.88 ha (12.05 ac); portion in ALR 2.02 ha (5 ac)

DESIGNATION:

Electoral Area F Official Community Plan Bylaw No. 830

SSA – Secondary Settlement Area and RSC – Rural and Resource

ZONE:

Magna Bay Zoning Bylaw No. 800

GC – General Commercial and A - Agriculture

DL7046 = RSC Rural and Resource

AGRICULTURAL LAND RESERVE:

2.02 ha (5 ac)

SOIL CAPABILITY:

According to the Canada Land Inventory mapping, The area south of Ross Creek is mostly Class 5 soils with soil moisture deficiency as the limiting factor, improvable Class 4.

A small portion of the area within the ALR in the extreme southeast corner of the property comprising less than 0% of the land area is Class 4, improvable to Class 3, with the same soil moisture deficiency limitations.

See "Maps_Plans_LC2546.pdf" attached.

Staff is in receipt of "An Opinion on an Application for Non-Farm Use of an Intrusion into the Agricultural Land Reserve" from R.G. Holtby, P.Ag., stating that the intrusion to the ALR area is innocuous and easily reversed, should the ALR portion of the property ever be utilised for agricultural purposes, in which case the campsites would be allowed as an Agri-tourism related use." See "AGROLOGIST_report_OCT-30-2017_LC2546.pdf" attached.

HISTORY:

See "Maps_Plans_ LC2546.pdf" attached.

- #1132 (1975) An application to exclude the property from the ALR was approved.
- #1153 (1976) ALC allowed exclusion of the property from the ALR.
- #1175 (1976) ALC allowed a subdivision of the subject property into 30 – 5.0 acre lots.
- #1200 (1976) ALC allowed exclusion of the area south of the Lucerne Beach Road.

- #1295 (1977) ALC allowed an application to subdivide former Block 1 into 2 lots subject to the easterly 6.8 ac portion being consolidated with Lot 8, Plan 3709 and the SE ¼ of Section 17. The ALC also allowed exclusion of the area south of the newly proposed road (Lucerne Beach Road).
- #1310 (1977) ALC allowed a non-farm use application to construct an additional duplex on the property under Resolution #5410/77.
- #1329 (1977) ALC refused an application to subdivide but later that year approved the exclusion of the property from the ALR Resolution #7353/77.
- #1361 (1977) ALC allowed the exclusion of the property from the ALR by Resolution #6593/77.
- #1443 (1978) ALC allowed exclusion of the property from the ALR by Resolution #8307/78.
- #1774 and 1774a (1982) an application for exclusion (1774) was withdrawn and cancelled by the applicant. A subsequent application (1774a) to subdivide 13 lots from the property was refused by the ALC by Resolution #1969/82.
- #1868 (1982) ALC allowed the exclusion of the property from the ALR by Resolution #2241/82.
- #1876 (1982) ALC allowed the exclusion of the property from the ALR by Resolution #2770/82.
- #1951 (1984) ALC refused an application for a subdivision by resolution #999/84. The ALC advised that the 8.0 ha. parcel has good potential for agriculture with Class 4 soils, improveable to Class 3. Subdivision would reduce options for long term agricultural use and creates negative impact on surrounding agricultural land. Parcelization tends to encourage further requests for subdivision. An increase in smaller lots lead to diminished agricultural use.
- #2000 (1986) ALC allowed the exclusion of 10.0908 ha. southeast of Squilax-Anglemont Road from the ALR by Resolution #696/86.
- #2400 (2009) (subject property) ALC allowed the exclusion and inclusion of portions of the land.
- #2478 (2013) (subject property) ALC approved a subdivision of a 1.0 ha lot and non-farm use for a firehall by Resolution #307/2013.

SITE COMMENTS:

Ross Creek bisects the property with slightly less than 1/2 of the property lying south of Ross Creek and adjacent to Squilax-Anglemont Road. It is the portion of the property that is south of Ross Creek where the campground is located. The portion to the north of Ross Creek is currently being subdivided to create 2 new lots. The portion south of Ross Creek will be the remainder.

This area has a mixture of uses. Most of the properties are mainly permanent residences with some residences being used as summer homes. A larger parcel is being used for gravel extraction and processing and the remaining larger properties have agricultural uses.

The portion of the property currently in the ALR is not used for any agricultural purposes. It is treed other than the small area cleared for the 2.5 camping spaces that are the subject of this application. Since the area is not used for agricultural purposes, the property does not have farm classification.

The entire area south of Ross Creek could be used for agriculture. The portion of the property that is within the ALR is relatively flat. Development Services staff do not see a significant change in land form from that part of the property south of Ross Creek which is not within the ALR to that part of the property which is in the ALR.

Ross Creek is identified by Ministry of Environment as being an alluvial fan. At the time of enactment of the Magna Bay Zoning Bylaw 800, a letter from P.F. Doyle, Engineering Section Head of the Ministry of Environment, advised that Ministry of Environment did not want any further development on active parts of the fan. Armouring works have been constructed along both sides of Ross Creek by the Ministry of Transportation and Infrastructure (MoT) to protect the Ross Creek bridge on Squilax-Anglemont Road. These works extend west into the subject property.

Should the ALC approve this application, for non-farm use, it will still not comply with the current A – Agriculture Zone on the area where the 2.5 campsites are located, as it does not permit a commercial campground. As a normal part of any potential OCP/Rezoning amendment application, further technical information may be required when this application is submitted.

POLICY:

The property currently has two designations south of Ross Creek, as the result of an amendment to the OCP, (Electoral Area 'F' Official Community Plan Amendment (Isley) Bylaw No. 830-8) which was adopted February 16, 2012. Bylaw 830-8 resulted in a portion of the subject property lying south of Ross Creek in the southwest corner being designated as SSA - Secondary Settlement Area. The remainder of the parcel, including the area of the proposed subdivision remained designated RSC - Rural and Resource Lands.

Since the application directly impacts the RSC designated area, the RSC policies as well as the Agricultural policies have a bearing on the non-farm use application.

11.3 Agriculture (AG)

Objective 1

To support the long-term viability of the agricultural industry in the North Shuswap and to ensure valuable agricultural lands are preserved for agricultural purposes and protected from inappropriate fragmentation through subdivision.

Objective 2

To support agricultural development in the ALR in the Scotch Creek Primary Settlement Area, as agriculture provides a sustainable, complementary, economic development option which is compatible with other land uses proposed for this area.

Policy 1

The lands designated as Agriculture are shown on Schedules B & C. 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. Lands within the Provincially-designated Agricultural Land Reserve (ALR) at the time of writing of this Plan are shown on Schedule D.

Policy 2

The minimum parcel size for new subdivisions within the Agriculture land use designation is 60 hectares (148 acres).

Policy 3

New subdivisions are generally discouraged, other than subdivision or parcel consolidations demonstrated not to have an intrusive or conflicting impact on the surrounding agricultural community.

Policy 4

No exclusions of the Scotch Creek ALR lands are recommended, with the following potential exceptions:

- a) Land that may be required to improve the right angle intersection of the Squilax-Anglemont road (for example, through the construction of a roundabout).
- b) Land directly adjacent to the Scotch Creek Village Core, and only for the purposes of development for civic or community uses, subject to consultation with the ALC through a

community planning exercise that will examine both non-ALR and ALR site options.

Policy 5

New lots may be created within the ALR only where authorized by the Agricultural Land Commission.

Policy 6

Agri-tourism and agri-accommodation operations are considered complementary to agricultural land use, and are acceptable in the Agriculture designation, subject to additional conditions in the implementing zoning bylaw and the policies and regulations of the Agricultural Land Commission.

Policy 7

Home-based businesses and home-based industries, as defined in the zoning bylaw, are acceptable in the Agriculture designation. On ALR lands, these uses are subject to Agricultural Land Commission policies and regulations.

Policy 8

Exclusion or subdivision of ALR lands within Settlement Areas will be reviewed on a case-by-case basis. ALR lands in Settlement Areas should not be presumed to be excludable or subdividable. An Agriculture Strategy or Agriculture Plan should be developed to help determine when exclusions or subdivisions are appropriate.

11.4 Rural and Resource Lands (RSC)

Objective 1

To support forestry, agricultural, mining and recreational uses provided they follow all Provincial regulatory requirements, and avoid conflicts with residential areas.

Policy 1

The Rural and Resource land use designation is established on Schedules B & C.

Policy 2

Forestry, mineral, and aggregate extraction and outdoor recreational uses are appropriate in this area.

Policy 3

Lands designated as Rural and Resource should be maintained as large land parcels.

Policy 4

The Regional District encourages responsible land use practices on Rural and Resource lands: Forestry should be managed in accordance with the Okanagan Shuswap Land and Resource Management Plan (OSLRMP). The Ministry of Forests, Lands and Natural Resource Operations is encouraged to use its regulatory authority to ensure that best management practices are followed by logging operations in order to minimize erosion and protect, to the greatest extent possible, the attractive viewscapes associated with the natural tree cover in the area. There should be no clear-cutting of large tracts of forest land that are visible from Shuswap Lake.

Aggregate operations are subject to the licensing requirements of the Ministry of Energy and Mines. Aggregate operators must conduct their activities in accordance with the Aggregate Operators Best Management Practices Handbook for British Columbia which addresses specific community issues such

as noise, dust, traffic, hours of operation, viewsapes and sets out specific practices designed to minimize impact on the environment. Schedule E, showing the extent of aggregate potential, is sourced from the Ministry of Energy and Mines.

Policy 5

The Regional District encourages the Ministry of Energy and Mines to refer sand and gravel/quarry proposals to the Regional District and give due consideration to the impact of extraction and processing activities on surrounding land uses and developments. In particular, the Regional District encourages the Ministry not to issue new surface permits for sand and gravel/quarry processing near residential areas unless the applicant demonstrates how mitigation measures will minimize or nullify the effects of the proposed activity.

Policy 6

Resource extraction operations, including forestry and mining, are responsible for restoring the landscape upon completion of the operations

An OCP amendment will be required should the ALC approve the non-farm use. The amendment would include the area of the 2.5 campsites into the SSA designation.

The subject property is within the Ross Creek Alluvial Fan, as identified by the BC Ministry of Environment, and has been designated as a Development Permit Area (Hazardous Lands DP Area 1).

Magna Bay Zoning Bylaw No. 800

Existing A Agricultural Zone

The purpose of the A Agricultural Zone is to identify and maintain large parcels of land with agricultural potential. The A zone does not permit campground use.

GC-General Commercial Zone

The permitted uses in the GC zone include *campground, marina, motel, nursery, office, restaurant, retail store, either a dwelling unit or a single family dwelling for the use of the owner, operator or caretaker and accessory use.* A

The applicant would need to amend the GC-General Commercial Zone special regulation for this property to reflect the new zone boundary for the additional campsites on the ALR portion.

Section 5.7 (3)(b) establishes that the maximum density of camping spaces in a campground is 10.5 per ha. The density of camping spaces will need to be amended in the special regulation to reflect a current subdivision proposal that will sever the area north of Ross Creek from the overall property. The new property size would then be 7.19 ha. So the density of camping sites would then be 6.95/ha.

FINANCIAL:

No financial implications to the CSRD, this application is the result of a compliance action undertaken by the ALC.

KEY ISSUES/CONCEPTS:

The application for non-farm use of a 0.2 ha portion of the property within the ALR, has been made as a result of an ALC compliance and enforcement officer contacting the owner, in an effort to resolve a violation of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002 in respect of approximately 2.5 camping sites, within the ALR portion of the property. The ALC compliance and enforcement officer gave the owner the following options to resolve the issue:

1. Cease the non-farm use of ALR land and remediate the area to an agricultural capability;
 2. Suspend the non-farm use of ALR land until the property receives farm classification; or,
 3. Submit a non-farm use application to request authorization from the ALC for the non-farm use.
- An application does not guarantee approval.

As is noted in item 2 above, if the property had farm classification, use of a portion of it for camping sites would be allowed under the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002.

The opinion from the Professional Agrologist included in the application references, and as attached as an appendix, a past report submitted for application LC2400 which resulted in approval of the ALC for an exclusion/inclusion impacting the property. The new opinion indicates that the land is capable of supporting an agricultural use, but that the inadvertent extension of the campground into this area would not pose any interference with any future agricultural use. He indicates that the campsites have been simply created by vegetation removal and application of a layer of gravel surface, which could be easily removed back to the native soil layer.

The opinion also notes that if agricultural activities were occurring on the site and Farm Classification for the property were achieved, the current application would not be required because the use would be permitted.

The ALC has reviewed a previous application involving this property in 2009. The application was to exclude a portion of the subject property from the ALR, and to trade-off inclusion of another area to support a subdivision application to create a separate lot consisting of the land within the ALR. While the ALC supported the application, it affirmed that the area where the proposed lot is located has agricultural capability and is suitable for agricultural use. The owner did not pursue the subdivision application at the time, due to Ministry of Transportation and Infrastructure (MoT) requirements with respect to Ross Creek. Essentially, the MoT wanted the CSRD to become the dyking authority for a section of dyke constructed by the MoT to protect their bridge over Ross Creek from debris flow and avulsion. By policy the CSRD declined, and the subdivision remained incomplete.

Another previous application in 2013, was for another subdivision and non-farm use. The proposal was to subdivide off a 1.0 ha portion of the ALR portion of the property and to donate the land to the CSRD for a firehall. The application was approved by the Board and the ALC. The subdivision was never finalized for the same reason as above.

The issue of land use in the context of the OCP and Magna Bay Zoning Bylaw are a little more complicated, however. The SSA designation which supports a commercial use does not expand into this area. Neither does the GC zone, and the current A zone does not permit the commercial campground

use, even if it were to be approved by the ALC. For these reasons the owner will need to apply for an OCP/rezoning amendment to allow this incursion.

SUMMARY:

Development Services staff is recommending approval of the application for non-farm use in the ALR for the following reasons:

- The non-farm use only impacts 0.2 ha of the area in the ALR, and would be permitted if the property were farmed;
- The area is not extensively developed and would be relatively easy to rehabilitate for agricultural purposes;
- The OCP supports agri-tourism and agri-accommodation operations in the ALR; and,
- The agrologist opinion backs the application.

Staff are concerned that the non-farm use of the incursion area does not comply with the OCP designation and current zoning, but are reasonably satisfied that should the ALC support the application, an application will be made by the owner to deal with this non-conformity.

IMPLEMENTATION:

If the ALC allows this application, the owner will apply for a redesignation and rezoning of the 0.2 ha portion of the subject property. If the redesignation and rezoning is successful, the entire site development will conform with CSRD regulations.

COMMUNICATIONS:

The recommendation of the Board will be forwarded to the ALC for consideration during its review of this 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.*

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

1. Agricultural Land Commission Act
2. Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002
3. Electoral Area F Official Community Plan Bylaw No. 830
4. Magna Bay Zoning Bylaw No. 800

Report Approval Details

| | |
|----------------------|---|
| Document Title: | 2018-01-18_Board_DS_LC2546_Isley.docx |
| Attachments: | - AGROLOGIST_report_OCT-30-2017_LC2546.pdf - Maps_Plans_LC2546.pdf |
| Final Approval Date: | Jan 4, 2018 |

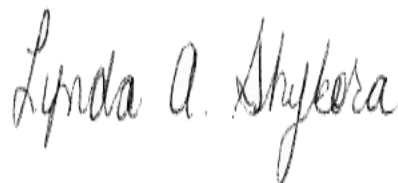
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Jan 2, 2018 - 3:04 PM



Gerald Christie - Jan 3, 2018 - 9:33 PM



Lynda Shykora - Jan 4, 2018 - 11:17 AM



Charles Hamilton - Jan 4, 2018 - 1:50 PM

An Opinion on an Application for Non-Farm Use of an Intrusion into the Agricultural Land Reserve

Clients: Robert and Evelyn Isley
Date: 2017

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1.0 Introduction

In 2009, Robert and Evelyn Isley received approval from the Agricultural Land Commission to adjust the ALR boundaries on:

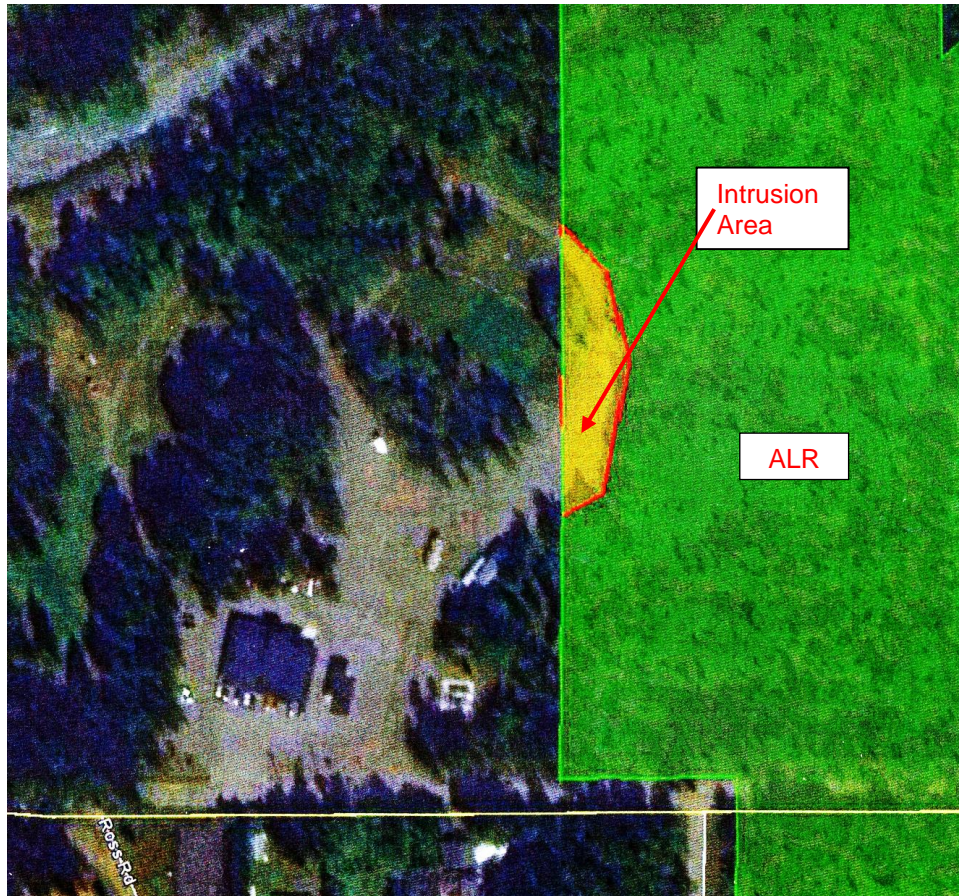
The West 1/2 of the North West 1/4 Section 17 Township 23 Range 9 West of the 6th Meridian Kamloops Division Yale District except Part of the Southerly 350 Feet of Legal Subdivision 12 Section 17 as shown on Plan B7633;PID 014-009-552; located at 6929 Squilax-Anglemont Road, Magna Bay, BC.

Following the ALR boundary adjustments, the Isleys constructed a tourist centre containing a convenience store, gas pumps, 20 RV sites, and a campground. Unfortunately, 2 ½ of the RV sites were located across the ALR boundary.

The balance of the ALR land has not been developed.

The intrusion of the ALR lands is shown in Figure 1:

Figure 1: Aerial View of Subject Property



The surface view of the specific campsites is shown in Photograph 1.



Photograph 1: View of the Intruding RV Sites

On October 12, 2017, the Isleys received an email from Roland Persinovic, Compliance and Enforcement Officer for the Agricultural Land Commission identifying about 0.19 hectare encroachment of the campground into the ALR.

Since the ALR lands are not developed, and consequently cannot obtain Farm status under the Assessment Act. Therefore, the campground cannot be allowed under the Agri-Tourism policy (L-05) of the ALC.

Mr. Persinovic recommended the following:

To bring the property into compliance you have the following options:

1. Cease the non-farm use of ALR land and remediate the area to an agricultural capability, or;
2. Suspend the non-farm use of ALR Land until the property receives farm classification or
3. Submit a non-farm use application to request authorization from the ALC for the non-farm use. An application does not guarantee approval.

The campground is now closed due to the end of the tourist season and the oncoming winter weather.

The Isleys have commissioned me to provide an opinion on the nonfarm use of the subject parcel. Following the completion of my opinion, I will file an application for Non-Farm use.

2.0 Qualifications

I am a licensed Agrologist and have been a full member of the B.C. Institute of Agrologists since 1971 (except 2001-2002). I am a graduate from the University of British Columbia with a Bachelor of Science degree in 1967, specializing in Agriculture Economics, and a Master of Science degree in 1972, specializing in Farm Management. My thesis for my Master's degree was entitled *Resource Allocation for the Median Peace River Farm in British Columbia*

I have been involved in the work of the Agricultural Land Commission since 1974 when the reserve boundaries were proclaimed. At that time, I was District Agriculturist for the British Columbia Ministry of Agriculture in Prince George. In October 1978 I entered private practice and have provided professional opinions for clients who have sought amendments to the Agricultural Land Reserve boundaries, subdivision within the ALR, or who have needed assistance in compliance with requests from the Commission.

I have also written and spoken of the need to address the unintended consequences of the provincial land use policy.

All agricultural assessments, whether they are for feasibility or management purposes, start with the soils. Past that point one needs an understanding of plant science, animal science and farm management to properly assess the farming potential of any site. I have demonstrated that understanding throughout my career.

During my years in both public and private practice, Courts and Review Boards have accepted me as an expert regarding farming practices in British Columbia. Consequently, I feel qualified to provide an assessment of a proposal under the *Agricultural Land Commission Act*. My qualifications and experience allow me to comment on the value of agricultural land and the practices of farming on that land. While not formally trained in soil science, I have been exposed to the principles of that discipline through short courses, field trips, and by accompanying pedologists during soils assessments.

Consequently, I believe I am qualified to comment on the two main purposes of the Agricultural Land Commission. That is: to preserve agricultural land, and to encourage farming on agricultural land in collaboration with other communities of interest.

I am currently a member of the Environmental Appeal Board and the Forest Appeals Commission. Following these appointments, I have received training in Administrative Law and the Rules of Natural Justice.

Since the inception of the Application Portal, I have been identified in the application as the “Agent.” The reader should note that I do not act as an agent in the normal use of the term. That is, I have no fiduciary responsibility to the applicants.

Section 3 of the Code of Ethics of the BC Institute of Agrologists includes the paragraph:

- ensure that they provide an objective expert opinion and not an opinion that advocates for their client or employer or a particular partisan position.

Given the complexity of the Portal, it is more expeditious for me to enter the data and forward correspondence than to expect the applicants to learn the procedure for what may be a one-time process.

I have requested that the Commission use the term “Consultant” rather than “Agent” as it more accurately describes the work performed. Given the refusal to amend the title, I am content in the understanding that I am acting in concert with the requirements of my profession whatever term is used.

3.0 Agricultural Capability

I dealt with the agricultural capability in my previous opinion. In short, the land within the ALR should, I believe, be considered as agricultural land under terms of the *Act*. I

attach Photograph 2 showing a shallow pit illustrating the arable nature of the silt loam soils.



Photograph 2: Soil Pit on ALR Land

As Photograph 1 shows, the RV sites are covered with a thin layer of clean gravel. If the campsites were to be developed for farm use, the gravels could easily be removed and would not impede farm development.

4.0 Summary and Conclusion

There is no evidence, and no admission from the applicants, that the intrusion into the ALR was anything but accidental. Given the need to make this application, and the engagement of me and surveyors, there has been no advantage in doing so.

Currently, the ALR portion of the property has not been developed for farming. Consequently, the land does not have Farm Class and cannot conform to the Agri-Tourism policy of the ALC. However, neither do the intruding 2 ½ campsites pose any interference with farming activities.

At some time in the future, I would expect the ALR land to be developed for farming. At that time, the land will have Farm Class. Once Farm Class is granted, then the intruding campsites will comply with the Agri-Tourism policy.

Until the time of that development, the granting of a Non-Farm Use permit will allow the applicants to continue to make an economic contribution to the North Shuswap area.

I remain available to discuss my opinion regarding this application.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'R.G. Holtby', with a long, sweeping horizontal stroke extending to the right.

R.G. (Bob) Holtby, P.Ag.

October 30, 2017

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1.0 Introduction

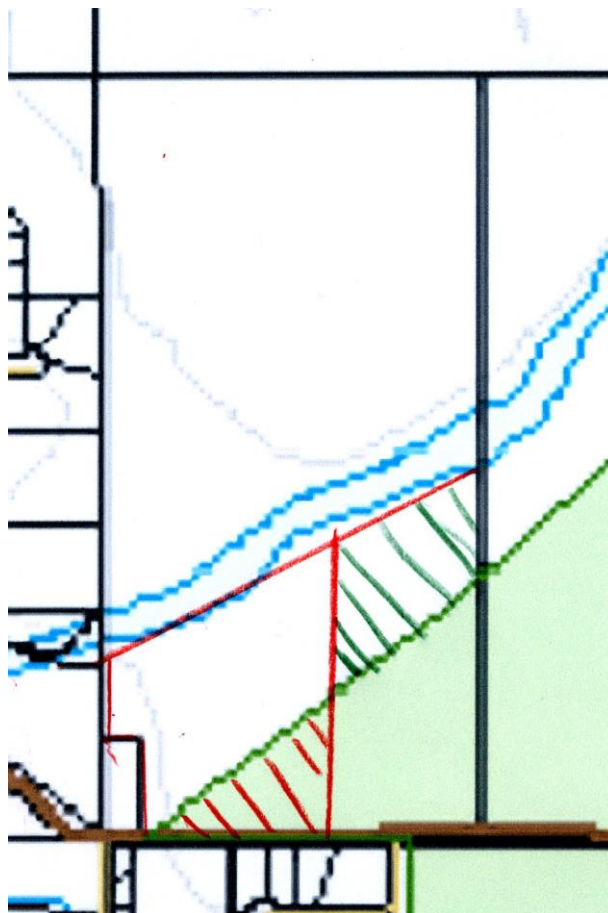
Mr. Bob Isley has asked me to provide an opinion of the effect on agriculture from his proposed subdivision, exclusion and inclusion of land within the Agricultural Land Reserve of:

The Remaining West $\frac{1}{2}$ of the North West $\frac{1}{4}$ of Section 17, Township 23,
Range 7, KDYD

located at Magna Bay.

He proposes to create two lots to the south of Ross Creek. The ALR portion of the land on the west lot will be excluded from the ALR. The non-ALR land on the east lot will be included in the ALR. This proposal can be shown in Figure 1.

Figure 1: Sketch Map of Proposed Subdivision, Exclusion, and Inclusion



The two lots will be of equal size in the final plan. The red hatched area is that proposed for exclusion from the ALR and the green hatched area is slated for inclusion.

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. In it I dealt with the kind of farm resource allocation issues that are relevant in the present project.

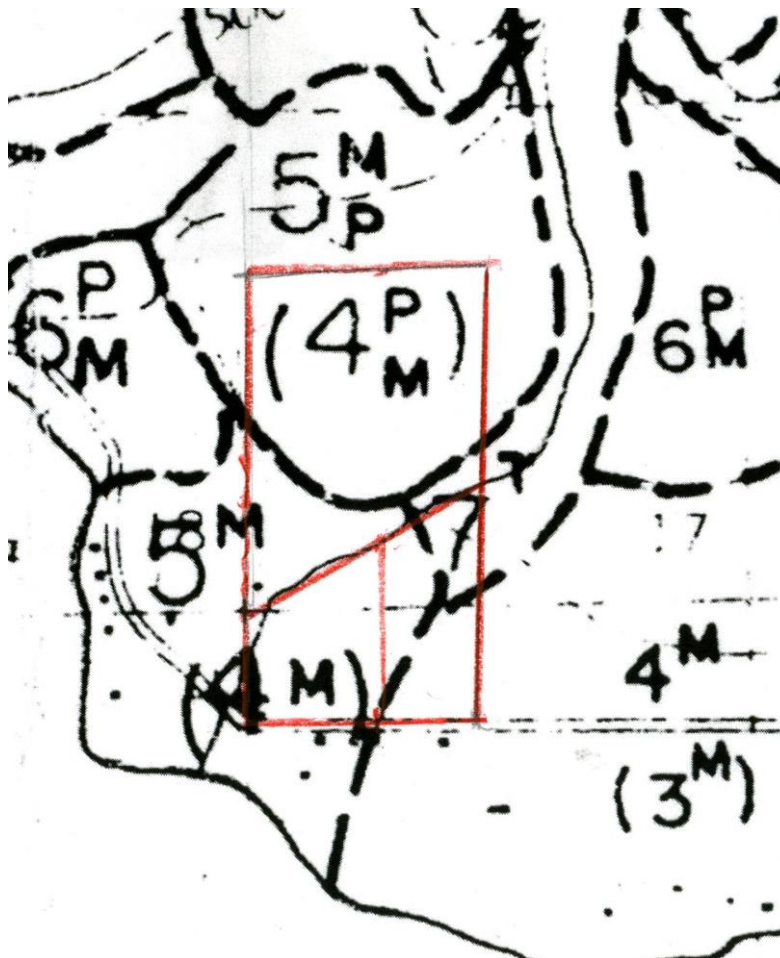
I have been involved in the work of the Agricultural Land Commission since 1974 when the reserve boundaries were proclaimed. At that time, I was District Agriculturist for the British Columbia Ministry of Agriculture in Prince George. In October 1978 I entered private practice and have provided professional opinions for clients who have sought amendments to the Agricultural Land Reserve boundaries or who have needed assistance in compliance with requests from the Commission.

During my years in both public and private practice, Courts and Review Boards have accepted me as an expert regarding farming practices in British Columbia. Consequently, I feel qualified to provide an assessment of a proposal under the *Agricultural Land Commission Act*. My qualifications and experience allow me to comment on the value of agricultural land and the practices of farming on that land.

3.0 Agricultural Capability of the Subject Property

Figure 2 provides the Canada Land Inventory ratings for the subject property.

Figure 2: Canada Land Inventory Rating for Subject Parcel



As rated, the proposed parcels for subdivision are rates as Class 5 limited by moisture but improvable to Class 4 limited by moisture with irrigation; and Class 4 limited by

moisture again improvable to Class 3 limited by moisture after irrigation is provided. There was a small piece of Class 7 land mapped with a topography limitation.

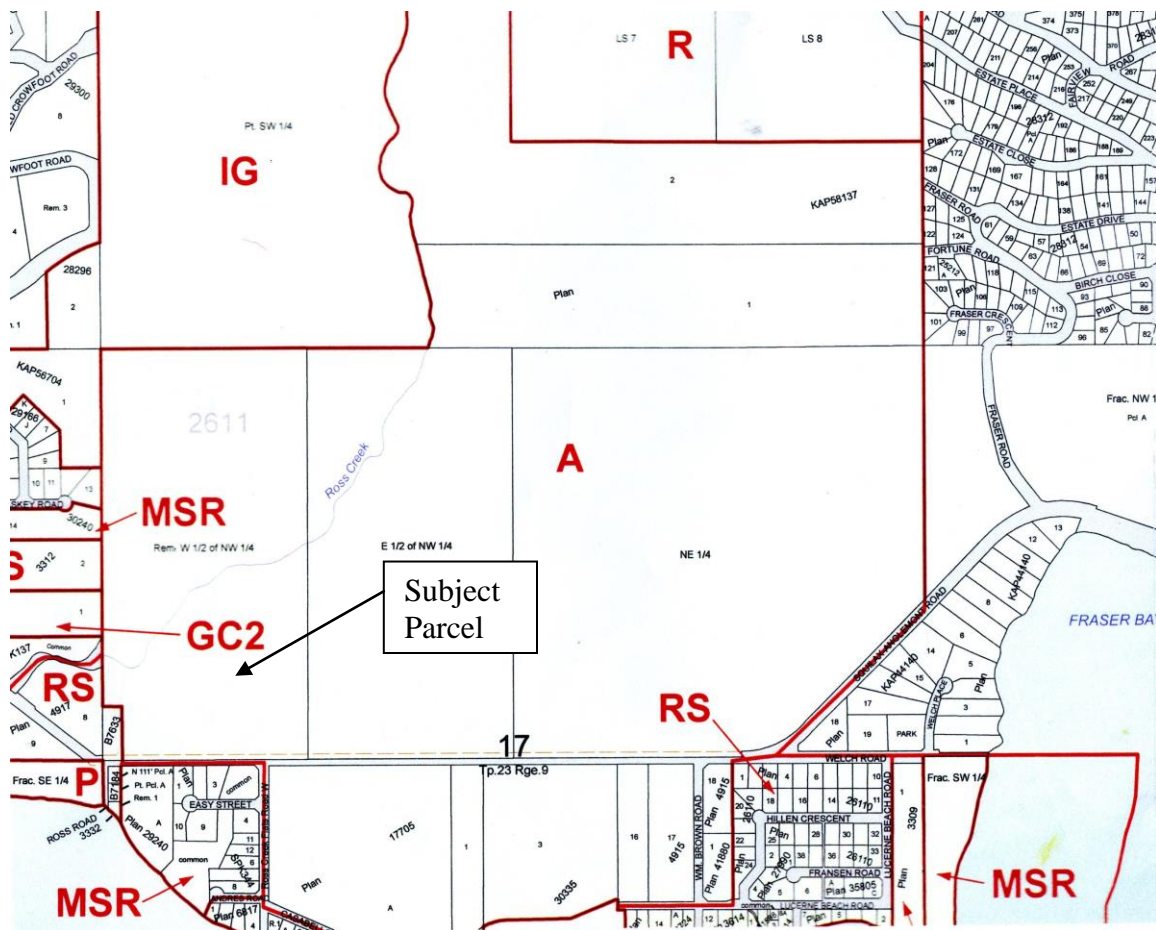
My inspection of the property verifies the arability of the major part of the property but I could not determine any Class 7 land except in Ross Creek that is outside the area proposed for subdivision. I was further unable to determine any significant difference in the ability to farm land inside or outside of the Agricultural Land Reserve.

Thus, I conclude that the swap that the applicants propose leaves the ALR whole in area. Further, the lot that is proposed to be entirely within the ALR adjoins an existing farm. Consequently, the potential for conflict is diminished.

4.0 Zoning

The current zoning, as shown in Figure 3, for the subject parcel is “A” Agriculture. Under this zone, the minimum parcel size is 60 hectares, above the current parcel size.

Figure 3: Zoning Designations for the Subject Area



As the map shows, there is a number of different zones both adjacent to and in the area of the subject property. The Regional District currently has a rezoning application that will allow for farming on sites smaller than 60 hectares.

The rezoning of the excluded lot will be determined by the applicant following approval of this application.

5.0 Related Agricultural Considerations¹

The following questions have been identified by the Commission as important in its consideration of applications.

5.1 Will the Proposal Benefit Agriculture?

The application proposes a switch of ALR land in an area in which the land is undifferentiated. As a result, the ALR land is consolidated in one parcel.

5.2 Is the Proposed Use Supportive of Agriculture or in Conflict with it?

See above.

5.3 Will the Proposal Permanently Damage the Physical Capability of the Land for Agricultural Use?

The proposal will allow the excluded land to be used for non farm purposes.

5.4 How do Existing and Proposed Parcel Sizes Relate to the Type of Agriculture in the Area?

The only agriculture in the area is to the east of the subject parcel, adjacent to the area proposed for inclusion into the ALR. That land is currently in forage production although it has potential for more intensive use.

5.5 Are there Physical Restrictions that Significantly Interfere with the Farm Use of the Property?

Ross Creek is a barrier to development to the north of the parcel.

5.6 What Effect or Impact Would the Proposal Have on Existing or Potential Agricultural Use of Surrounding Lands?

The proposal leaves the eastern portion to agriculture adjacent to an existing farm. The western portion will be used for non farm purposes similar to land to its west.

5.7 Does the Proposal Include any Measures to Reduce Potential Impact of Surrounding Lands?

None needed, in my opinion.

5.8 Can the Proposal be Modified or Should Conditions be Imposed to Reduce Potential Negative Impacts?

No modification needed in my opinion.

¹ Agriculture Land Commission, *Applicant Information Package*

6.0 Area Concerns

6.1 *How do Surrounding Uses and Parcel Sizes Affect Use of the Property for Farm Purposes*

The surrounding uses of properties are varied. The proposal retains the agricultural land adjacent to an existing farm while that area excluded from the ALR is adjacent to non agricultural uses.

6.2 *Does the Proposal Meet the Regional and Community Planning Objectives for the Area?*

The proposal will require a change in zoning on the western parcel to reflect its new use. The eastern portion will need to be rezoned to conform to the new lot size.

6.3 *Given a Documented Need for the Proposal, Can it be Accommodated Outside the ALR?*

N/A

6.4 *Are There Land Use Issues the Commission Could Address to Encourage or Improve the Agricultural Use of the Land or Area?*

No.

6.5 *What are the Recommendations of the Local Government, Advisory Committees, and Other Stakeholders?*

See attached.

6.6 *Has Funding been Provided to Improve the Agricultural Infrastructure in the Area?*

No.

7.0 Commission Goals

Section 6 of the *Agricultural Land Commission Act* provides the purpose of the Commission as:

- (a) to preserve agricultural land;
- (b) to encourage farming on agricultural land in collaboration with other communities of interest;
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

Section 1 of the act, the Definitions defines “Agricultural Land” as:

...land designated as agricultural land under this Act and includes agricultural land under a former Act;

The proposal maintains the amount of land within the ALR while providing a block of land that would be more amenable to farming than the current configuration.

8.0 Summary and Conclusion

This application is the result of an error in the mapping of the subject area. I assume that the designation of some of the parcel as Class 7 was the result of an aerial photographic error. In the present configuration, the opportunities to develop good field patterns for cropping are limited. The proposal corrects this limitation.

As mentioned above, the proposal leaves the size of the Reserve intact in the area.

I remain available to discuss my findings in this report.

Respectfully submitted,

R.G. (Bob) Holtby, P.Ag.

9.0 Appendix A: Application from the Landowner



APPLICATION BY LAND OWNER

NOTE: The information required by this form and the documents you provide with it are collected to process your application under the Agricultural Land Commission Act and regulation. This information will be available for review by any member of the public. If you have any questions about the collection or use of this information, contact the Agricultural Land Commission and ask for the staff member who will be handling your application.

TYPE OF APPLICATION (Check appropriate box)


EXCLUSION

under Sec. 30(1) of the Agricultural Land Commission Act


SUBDIVISION in the ALR

under Sec. 21(2) of the Agricultural Land Commission Act


INCLUSION

under Sec. 17(3) of the Agricultural Land Commission Act


Non-farm USE in the ALR

under Sec. 20(3) of the Agricultural Land Commission Act

APPLICANT

| | | | |
|--|------------------------|---|------------------------|
| Registered Owner: Robert and Evelyn Isley | | Agent: R.G. (Bob) Holtby, P.Ag. | |
| Address: RR #1, Site 16, Comp 40 | | Address: 670 - 17 th Street SE | |
| | | | |
| Celista, BC | Postal Code V0E 1L0 | Salmon Arm, BC | Postal Code V1E 1W2 |
| Tel. (home) (250)955-0134 (work) () Fax () | | Tel. (250) 832-7865 or 250-804-1798 Fax (250) 832-7865 | |
| E-mail | | E-mail bholtby@sunwave.net | |

LOCAL GOVERNMENT JURISDICTION (Indicate name of Regional District or Municipality)

Columbia Shuswap Regional District

LAND UNDER APPLICATION (Show land on plan or sketch)

| Title Number | Size of Each Parcel (Ha.) | Date of Purchase | |
|--------------|------------------------------|------------------|------|
| | | Month | Year |
| KR40823 | 32ha | May | 2001 |

OWNERSHIP OR INTERESTS IN OTHER LANDS WITHIN THIS COMMUNITY

(Show information on plan or sketch)

If you have interests in other lands within this community complete the following:

Title Number(s): PID's: 023-385-243; 008-455-023; 004-580-966; 009-319-531

PROPOSAL *(Please describe and show on plan or sketch)*

See Attached

CURRENT USE OF LAND *(Show information on plan or sketch)*

List all existing uses on the parcel(s) and describe all buildings
 Bare Land

USES ON ADJACENT LOTS *(Show information on plan or sketch)*

| | |
|-------|------------------------------------|
| North | Ross Creek; undeveloped land |
| East | Undeveloped land; farm land beyond |
| South | Farmland; rural residences |
| West | RV Park |

DECLARATION

I/we consent to the use of the information provided in the application and all supporting documents to process the application in accordance with the *Agricultural Land Commission Act* and regulation. Furthermore, I/we declare that the information provided in the application and all the supporting documents are, to the best of my/our knowledge, true and correct. I/we understand that the Agricultural Land Commission will take the steps necessary to confirm the accuracy of the information and documents provided.

| | | |
|----------------------|---|----------------------------|
| _____ <i>Date</i> | _____ <i>Signature of Owner or Agent</i> | _____ <i>Print Name</i> |
| _____ <i>Date</i> | _____ <i>Signature of Owner or Agent</i> | _____ <i>Print Name</i> |
| _____ <i>Date</i> | _____ <i>Signature of Owner or Agent</i> | _____ <i>Print Name</i> |

Please ensure the following documents are enclosed with your application:

- | | |
|---|--|
| ▪ Application fee payable to the Local Government | ▪ Map or sketch showing proposal & adjacent uses |
| ▪ Certificate of Title or Title Search Print | ▪ Proof of Notice of Application *(See instructions) |
| ▪ Agent authorization (if using agent) | ▪ Photographs (optional) |

10.0 Appendix B: Title Documents

TITLE - KR40823

KAMLOOPS LAND TITLE OFFICE TITLE NO: KR40823
FROM TITLE NO: KR40822

APPLICATION FOR REGISTRATION RECEIVED ON: 10 MAY, 2001
ENTERED: 14 MAY, 2001

REGISTERED OWNER IN FEE SIMPLE:

ROBERT PERRY ISLEY, SELF-EMPLOYED
EVELYN JOYCE ISLEY, SELF-EMPLOYED
RR#1, SITE 16, COMP. 40
CELISTA, BC
VOE 1L0
AS JOINT TENANTS

TAXATION AUTHORITY:

VERNON ASSESSMENT AREA

DESCRIPTION OF LAND:

PARCEL IDENTIFIER: 014-009-552
THE WEST 1/2 OF THE NORTH WEST 1/4 SECTION 17 TOWNSHIP 23 RANGE 9
WEST OF THE
6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PART OF THE
SOUTHERLY
350 FEET OF LEGAL SUBDIVISION 12 SECTION 17 AS SHOWN ON PLAN B7633

LEGAL NOTATIONS:

THIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND
COMMISSION ACT, SEE AGRICULTURAL LAND RESERVE PLAN NO. M11420

CHARGES, LIENS AND INTERESTS: NONE

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

*** CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN ***

11.0 Appendix C: Authorization of Agent

I authorize Mr.R.G. (Bob) Holtby, P.Ag. to discuss and answer questions as to the contents of the attached report and application.

Signed: _____

Date: _____

12.0 Appendix D: Photographs of Subject Parcels



Photograph 1: Forest Cover in Subject Parcel



Photograph 2: Soil Type in Subject Parcel

13.0 Appendix E: Proof of Notice

Notice Text

NOTICE OF EXCLUSION APPLICATION REGARDING LAND IN THE AGRICULTURAL LAND RESERVE

We, Robert and Evelyn Isley intend on making an application pursuant to Section 30(1) of the *Agricultural Land Commission Act* to subdivide, exclude and include lands in the **Agricultural Land Reserve** the following property which is legally described as,

**The Remaining West $\frac{1}{2}$ of the North West $\frac{1}{4}$ of Section 17,
Township 23, Range 7, KDYD**

Any person wishing to express an interest in the application may do so by forwarding their comments in writing to, the Columbia Shuswap Regional District 781 Marine Park Drive NE, Salmon Arm, BC, V1E 4P1 by July 9, 2008.



Photograph 3: Notice Sign

815 Legal Notices

NOTICE OF EXCLUSION APPLICATION REGARDING LAND IN THE AGRICULTURAL LAND RESERVE

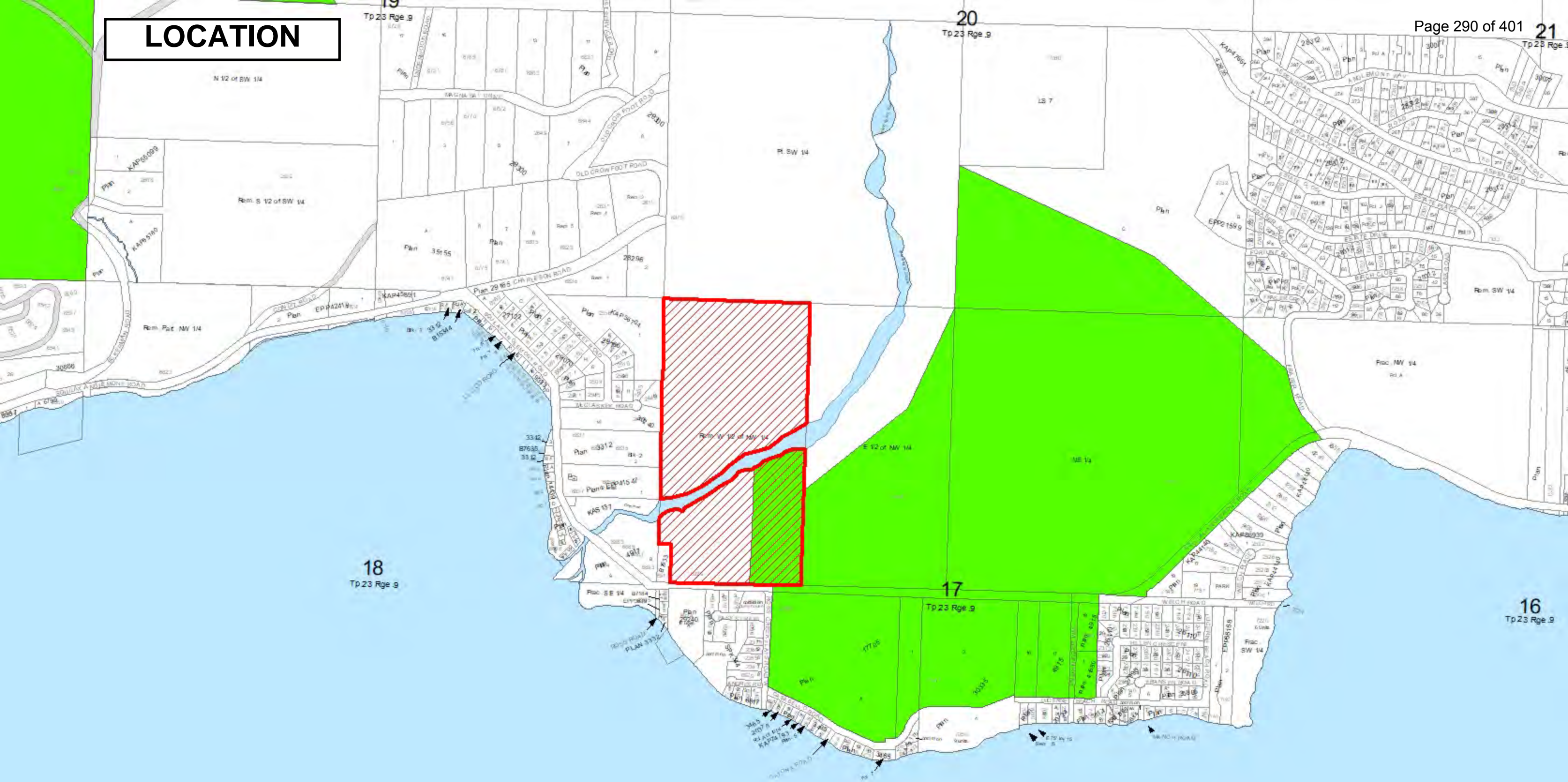
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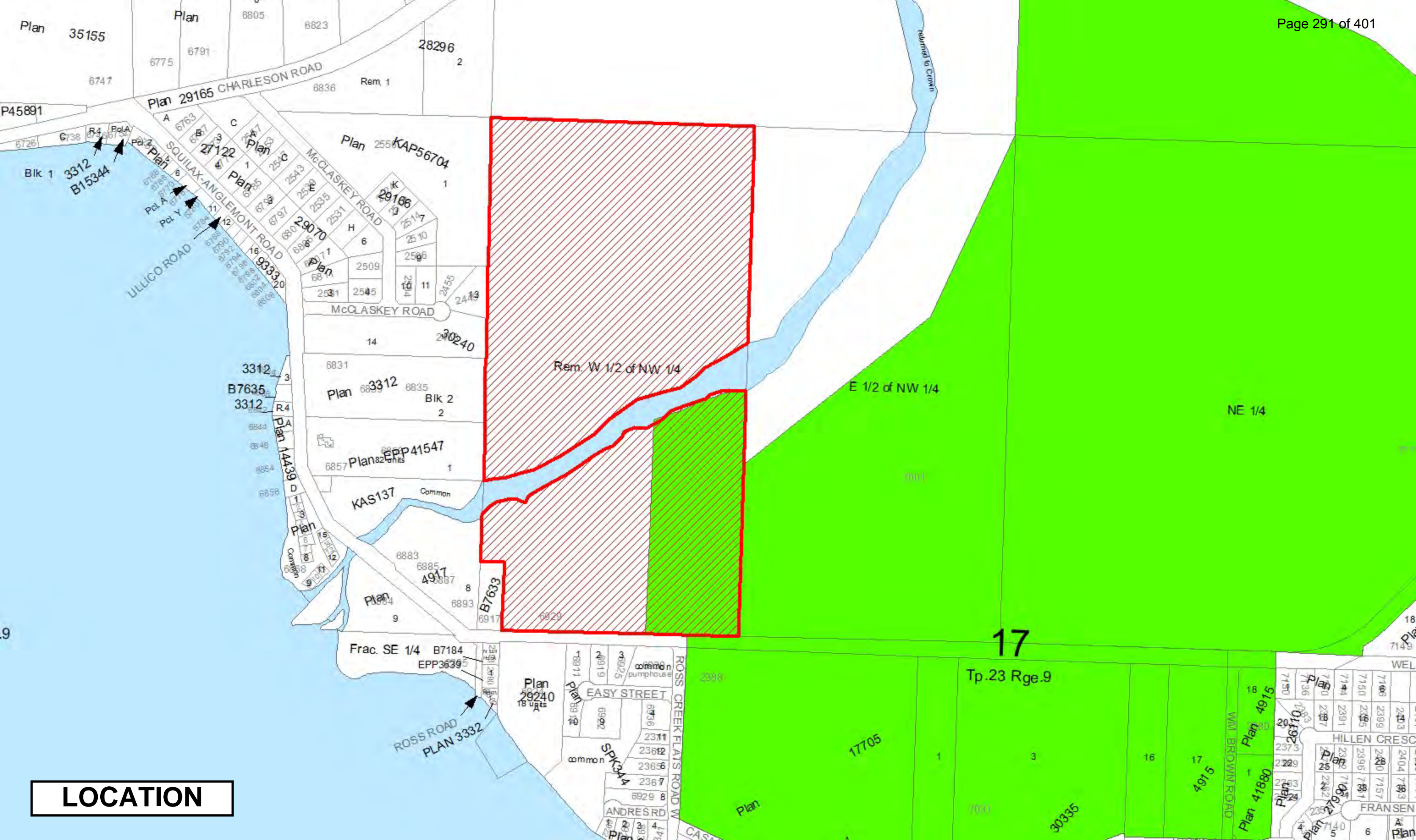
The remaining West 1/2 of the North West 1/4 of Section 17, Township 23, Range 7, KDYD.

Any person wishing to express an interest in the application may do so by forwarding their comments in writing to, the Columbia Shuswap Regional District, 781 Marine Park Drive NE, Salmon Arm, B.C. V1E 4P1 by **July 2, 2008**.

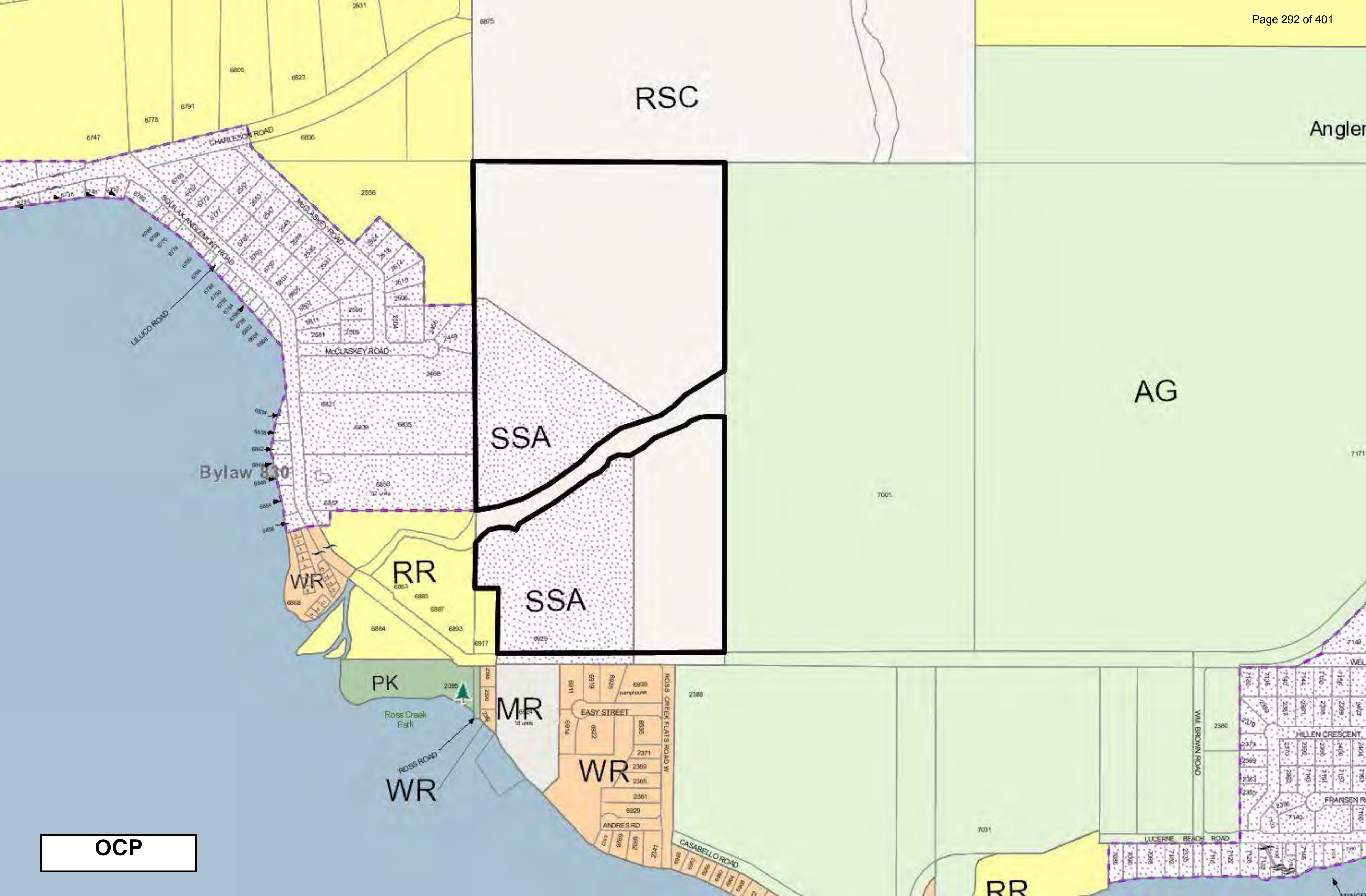
Copy 1: Newspaper Advertisement

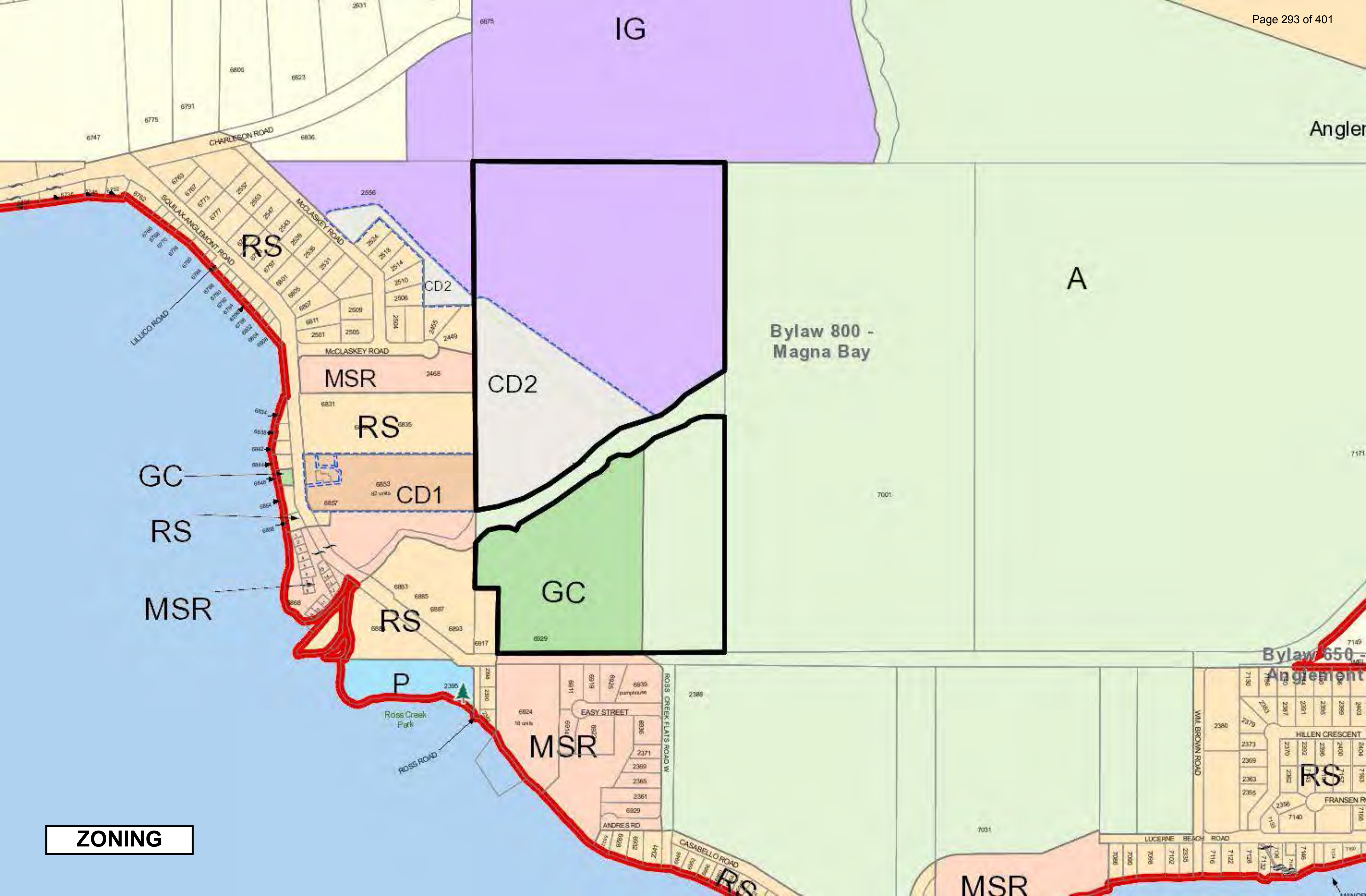
LOCATION





LOCATION





ZONING

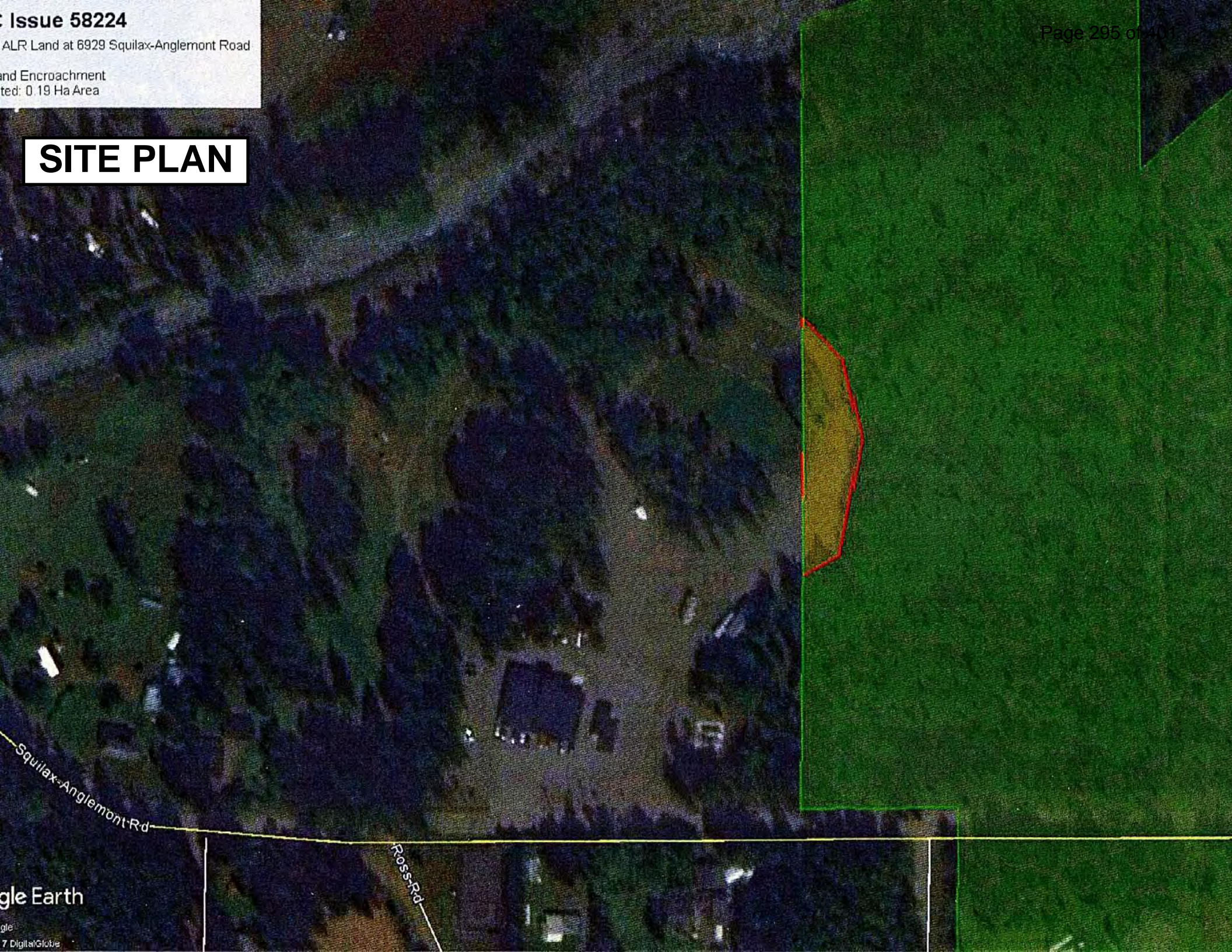
Pt. SW 1/4

S 1/2 of SW 1/4

18
Tp.23 Rge.9

ALR/History

SITE PLAN





SOILS



ORTHO



ORTHO





BOARD REPORT

TO: Chair and Directors

File No: BL660

SUBJECT: Electoral Areas B, E and F: Building Bylaw No. 660 (CSR D)

DESCRIPTION: Report from Gerald Christie, Manager Development Services, dated January 8, 2018.
A bylaw to regulate building construction in Electoral Areas B, E and F and to replace existing Building Regulation Bylaw No. 630.

RECOMMENDATION #1: THAT: Building Bylaw No. 660 be read a first, second and third time this 18th day of January, 2018.

SHORT SUMMARY:

Throughout the summer of 2017, CSR D Development Services staff informed residents of Electoral Areas B, E and F that the Board had resolved to bring building regulation to their areas and that existing CSR D regulations pertaining to building inspection already in place in Electoral Area F would also be changed, e.g. going from three (3) to six (6) inspections. The results of the public engagement was summarized and presented to the Board at the September 21, 2017 Board meeting. At the same meeting the Board again confirmed the participation of the three Electoral Areas in the new and modified building regulation service and instructed staff to prepare a new building bylaw. The new proposed bylaw has been developed in consultation with the Municipal Insurance Association of BC (MIABC), the Housing Branch of the Province of BC, and CSR D legal counsel. The proposed bylaw represents a minimum but effective standard for building regulation in the province, and is the first 'template' of its kind for a primarily rural regional district which also takes into account the most recent BC *Building Act* changes that are now in effect.

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

BACKGROUND:

A Building Bylaw is required to implement any new building regulation system at the local government level. Currently, the existing CSR D Building Regulation Bylaw No. 630 only applies to the settlement areas of the North Shuswap in Electoral Area F. A new bylaw is, therefore, necessary to implement building regulation in Electoral Areas B and E. A new bylaw is also necessary to incorporate the substantive regulatory changes brought about to the construction industry through the new BC *Building Act*. The new *Building Act* deals with consistency and implementation of the BC Building Code (BCBC), changes to Building Official qualifications and scope of practice, and what construction related issues can be dealt with by local government and which cannot.

With the province making significant changes to the provincial *Building Act* with regard to how and what local governments can regulate for the construction of buildings and structures, several local governments have been attempting to update their existing building regulations to be in conformance

with the new provincial requirements. In light of the difficulties that some local governments were facing in making these changes, the Union of BC Municipalities (UBCM) and the Municipal Insurance Association of BC (MIABC) then sought assistance from a local government law firm in developing a draft template upon which local governments could base new building regulation bylaws. The proposed Building Bylaw No. 660 is based on this new template but at a level of detail more appropriate for the small communities and rural environment found in the CSRD. The initial template created for larger urban municipalities was in excess of 200 pages long; through several reviews by CSRD Development Services staff, CSRD legal counsel, UBCM staff, MIABC staff, and the provincial Housing Branch, Building Bylaw No. 660 has been reduced to 40 pages with 10 pages of appendices. The content and regulations contained in the bylaw are now appropriate for the CSRD while still incorporating the latest *Building Act* and legislative requirements, and ensuring BCBC compliance for construction, and occupant health and safety.

As there are now clear regulatory requirements detailed in the *Building Act*, the previous provincial concurrent authority of Building Bylaws is removed as of December 15, 2017. Therefore, new Building Bylaws no longer require the approval of the province prior to their adoption by a regional district. For this reason, the CSRD Board can give first, second and third readings to this bylaw at the January 18, 2018 Board meeting and then adopt Building Bylaw No. 660 at the February 15, 2018 Board meeting without the need for provincial approval.

POLICY:

There are no new associated policies required at this time for the implementation of Building Bylaw No. 660.

FINANCIAL:

An allocation was made starting in the 2017 budget for two additional staff to be hired in the last quarter of the year to assist with the implementation and administration of a building regulation service in Electoral Areas B and E. A new Building Inspector started in November and a Building Assistant started in December 2017. A sub regional building inspection budget has been created for Electoral Areas B and E, and a separate budget continues for the existing Electoral Area F building inspection service. Budget discussions starting in January 2018 will provide further details about the budget for the building regulation service in Electoral Areas B, E and F.

KEY ISSUES/CONCEPTS:

The existing Building Regulation Bylaw No. 630 which applies to portions of Electoral Area F, dates back to 2001 and has been amended several times. Significant changes to legislation, case law, and the BCBC have made the bylaw very outdated, most notably the ineffectiveness of the bylaw's three building inspection regime in administering BCBC requirements and limiting liability to the CSRD. Therefore the number of building inspections will increase from three (3) to six (6). The following inspection changes have been made:

| Building Regulation Bylaw No. 630 (existing) | Building Bylaw NO. 660 (new) |
|---|--|
| 1) Footing Construction Stage | 1) Footing Construction (before concrete) |
| | 2) Pre-Backfill |
| | 3) Under slab plumbing rough-in |
| 2) Framing Construction Stage | 4) Framing construction |
| | 5) Insulation and vapour barrier and air barrier |
| 3) Completion Stage | 6) Final inspection |

Other significant changes found in the new Building Bylaw No. 660 include:

- Clarification with regard to responsibilities of registered professionals if those services are necessary;
- Clarification as to requirements for building permit applications and submitted site plans;
- Details as to 'stop work' orders;
- Details as to permit expiration, extension, revocation or cancellation;
- Clarification as to the granting of an occupancy permit and final inspection, including for temporary buildings;
- Updated definitions section and construction and schedule terminology; and,
- Updated forms including Confirmation of Professional Liability Insurance.

Aside from the number of inspections, many of these changes have already been in practice through various powers vested with the Building Inspector; however, such regulations should be included in the bylaw for clarity and are important legally to uphold the bylaw if challenged. Although most municipalities have many more building-related regulations in their building bylaws, and several more building inspections than what is proposed in Bylaw No. 660, this proposed bylaw meets MIABC and applicable provincial legislation requirements, while still tailored to meet the needs of the CSRD at this time.

Given the technical nature and extensive breadth of Bylaw No. 660 in applying to most new construction, it is important to note there will undoubtedly be specific items of the bylaw that will need further review and possibly modification over time after the bylaw is implemented. To that end, staff have already notified the Shuswap Construction Industry Professionals (SCIP) and other contractors and engineers who work within the CSRD and our member municipalities and have enlisted their help in reviewing Bylaw No. 660 this January; staff will inform the Board of the results of these meetings and make recommendations for amendments to the bylaw as appropriate prior the bylaw's adoption. Staff expect to have ongoing discussions with professionals working in the construction industry throughout the implementation of the new bylaw.

SUMMARY:

Building Bylaw No. 660 represents several months of staff time working extensively with legal CSRD counsel, MIABC, UBCM, and provincial staff in preparing a new up to date bylaw that will work for the CSRD in implementing a new building inspection service to Electoral Areas B and E, and which updates existing building regulations for the existing service in Electoral Area F. The new bylaw meets the

procedural and legal requirements necessary for a regional district to implement building regulations in the participating Electoral Areas.

Staff desire to meet with local construction industry professionals who may have some further practical ideas that could also be included in the bylaw. If this bylaw is granted three readings staff will meet with local construction professionals, make additional amendments to the bylaw as necessary, and bring the recommended amendments to the bylaw to the Board when adoption of the bylaw is considered at the February 15, 2018 meeting. Building inspection would then be ready to be provided to Electoral Areas B, E and F through Building Bylaw No. 660 in time for the proposed start date of March 5, 2018 for the new service.

IMPLEMENTATION:

Subject to adoption by the Board at the February 15, 2018 Board meeting, on March 5, 2018 Building Bylaw No. 660 would come into force.

The building staff in the Development Services Department have excellent knowledge of the BC Building Code and experience in the building permit process. They have already been answering questions from residents in Electoral Areas B, E and F about the service and have travelled to these areas to familiarize themselves with the communities, roads and travel times. As with any new service there will be a learning curve for residents as well as staff as to the implementation of the new bylaw requirements; staff will monitor and report out to the Board later this year as to what is working well and if any changes are necessary to make the bylaw more effective.

COMMUNICATIONS:

Details and a timeline for communications with regard to the implementation of the new building inspection service was presented to the Board at the October 19, 2017 meeting which noted the following:

- December – newspaper advertising, CSRD website notices and webpage, and social media advertising noting that Building Inspection will begin in Electoral Areas B and E on March 5, 2018. Advertising in Electoral Area F that the existing building regulations will be changing starting March 5, 2018 from three (3) to six (6) inspections.
- January – CSRD staff meet with local construction industry professionals.
- February – advertising in local newspapers continues along with information on the CSRD website, and on social media.
- February for Electoral Areas B and E:
 - Flyers to be distributed to mailboxes noting the requirements of the new service
 - Staff are also currently looking into the effectiveness, cost and ability to place signage along road rights of way near communities.
 - Radio advertising may also be used to notify residents of the new service.

Directors of the participating Electoral Areas will receive copies of all communication material so they are informed of the information being provided and to help with any questions the public may have.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

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

Report Approval Details

| | |
|----------------------|---|
| Document Title: | 2018-01-18_Board_DS_BL660_Building_Bylaw.docx |
| Attachments: | - BL660_ first_second_third.pdf.pdf |
| Final Approval Date: | Jan 10, 2018 |

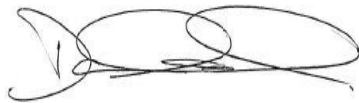
This report and all of its attachments were approved and signed as outlined below:



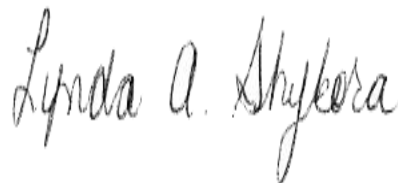
Corey Paiement - Jan 9, 2018 - 4:25 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jan 9, 2018 - 4:36 PM



Darcy Mooney - Jan 10, 2018 - 8:54 AM



Lynda Shykora - Jan 10, 2018 - 10:14 AM



Charles Hamilton - Jan 10, 2018 - 10:56 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT

BUILDING BYLAW NO. 660

A Bylaw for Administration of the British Columbia Building Code

WHEREAS the Province of British Columbia has adopted a Building Act and Building Code in respect of construction, alteration, repair and demolition of buildings and structures;

AND WHEREAS the Columbia Shuswap Regional District provides a service in relation to building inspection in Electoral Areas B, E and the portion of F shown on Appendix E;

AND WHEREAS the Board of the Columbia Shuswap Regional District wishes to adopt Building Bylaw No. 660 by adding Electoral Areas and amending the content consistent with the *Building Act* and Building Code;

AND WHEREAS a local government may, by bylaw, regulate construction, alteration, repair and demolition of buildings and structures by bylaw for the following purposes:

- (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
- (b) the conservation of energy or water;
- (c) the reduction of greenhouse gas emissions;
- (d) the health, safety or protection of persons or property;

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

1. Building Regulation Bylaw No. 630 and amendments thereto are hereby repealed;
2. Adopts Building Bylaw No. 660 as follows:

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PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as “Building Bylaw No. 660”.

PART 2: PURPOSE OF BYLAW

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part and every permit issued under this bylaw is issued expressly subject to the provisions of this Part.
- 2.2 This bylaw is enacted to regulate, prohibit and impose requirements in regard to *construction* in the Columbia Shuswap Regional District (Regional District) in the public interest.
- 2.3 The activities undertaken by or on behalf of the Regional District under this bylaw are for the sole purpose of providing a limited and interim spot-checking function for reasons of health, safety and the protection of persons or property.
- 2.4 The purpose of this bylaw does not extend to:
- (a) the protection of *owners*, *owner/builders* or *constructors* from economic loss;
 - (b) the assumption by the Regional District or any *building inspector* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, *owner/builder* or *constructor*, with the *building code*, the requirements of this bylaw, or any other applicable enactments, codes or standards;
 - (c) providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
 - (d) providing a warranty or assurance that *construction* undertaken under *building permits* issued by the Regional District is free from latent, or any, defects; or
 - (e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw applies to the following geographical area of the Regional District and to land, the surface of water, air space, *buildings* and *structures* in Electoral Areas ‘B’ and ‘E’ and the identified areas of Electoral Area ‘F’ as shown on Appendix E.

- 3.2 This bylaw applies to the design, construction and *occupancy* of new *buildings* and *structures*, and the *alteration*, reconstruction, demolition, removal, relocation and *occupancy* of *existing buildings* and *structures*.
- 3.3 This bylaw does not apply to:
- (a) except as set out in Part 11 of this Bylaw [*Retaining Walls*], a fence permitted to be *constructed* under a Regional District zoning bylaw;
 - (b) an accessory *building* with a floor area of less than 10 square metres, a trellis, an arbour, a wall supporting soil less than 1.22 metres in height, and other such landscape features on a parcel under the Regional District's zoning bylaw, if the *building* or *structure* complies with the siting requirements of the zoning bylaw; or
 - (c) non-structural repair and maintenance of lawfully-conforming *structures* on a parcel zoned for single-family *residential occupancy* uses under the Regional District's zoning bylaw;
 - (d) a structure commonly known as a Canadian Standards Association (CSA) certified "Z241 *Park Model*" or "Z240 *Recreational Vehicle*".

Limited Application to Existing Buildings

- 3.4 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the bylaw service area, including relocation relative to existing parcel lines or relocation made necessary by subdivision or consolidation.
- 3.5 An *addition* or *alteration* must comply with the applicable provisions of this bylaw and the *building code*.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction*, *alteration*, reconstruction, demolition, removal, relocation or change the *occupancy* of any *building* or *structure*, including other work related to construction
- (a) except in conformity with the requirements of the *building code* and this bylaw; and
 - (b) unless the *building inspector* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not occupy or use any *building* or *structure* unless a valid and subsisting final inspection has been completed by the *building inspector* for the *building* or *structure*, or contrary to the terms of any *permit* issued or any notice given by the *building inspector*.

- 4.3 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure* until the *building inspector* has completed a final inspection.
- 4.4 A person must not knowingly submit false or misleading information to the *building inspector* in relation to any *permit* application or construction undertaken pursuant to this bylaw.
- 4.5 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building inspector*, or plans and supporting documents which have been filed for reference with the *building inspector* after a *permit* has been issued.
- 4.6 A person must not, unless authorized in writing by the *building inspector*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.
- 4.7 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building*, *structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by the *building inspector*.
- 4.8 A person must not interfere with or obstruct the entry of the *building inspector* or other authorized official of the Regional District on property in the administration of this bylaw.
- 4.9 A person must not *occupy* or permit *occupancy* of a *building* or *structure* or part of a *building* or *structure* until the *building inspector* has issued a final inspection notice for it.
- 4.10 A person must not contravene a requirement of the *building inspector* made under section 6.8 of Part 6.
- 4.11 A person must not change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.

PART 5: PERMIT CONDITIONS

- 5.1 The owner of a parcel must obtain a *permit* whenever work regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the Regional District will in any way:

- (a) relieve the *owner* or their representative from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and any other applicable enactments respecting safety, protection, land use or zoning;
 - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use or zoning have been complied with; or
 - (c) constitute a representation or warranty that the *building or structure* meets any standard of materials or workmanship.
- 5.3 No person may rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- 5.4 It is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

PART 6: POWERS OF BUILDING INSPECTOR

Administration

- 6.1 Words defining the authority of the *building inspector* are to be construed as internal administrative directions and not as creating a duty.
- 6.2 The *building inspector* may:
- (a) administer this bylaw;
 - (b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (c) establish or require an *owner* to establish whether a method or type of construction or material used in the construction of a *building or structure* complies with the requirements and provisions of this bylaw and the *building code*; and
 - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw and the *building code*.

Refusal and Revocation of Permits

- 6.3 The *building inspector* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the Regional District, and must state the reason in writing.
- 6.4 The *building inspector* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

Right of Entry

- 6.5 The *building inspector* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.
- 6.6 The *building inspector* must ensure that any person entering on property is carrying credentials that identify them as the *Regional District's* authorized representative.
- 6.7 If a *building* that is permitted under the Regional District's zoning bylaw to be used for a *residential occupancy* is occupied, the *building inspector* must, prior to entering the residence:
- (a) obtain the prior consent of an occupant; or
 - (b) deliver to an occupant at least 24 hours' written notice of the proposed entry.

Powers

- 6.8 The *building inspector* may by notice in writing require:
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the Regional District or other applicable enactments respecting safety, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building inspector*;
 - (c) an *owner* to remove any unauthorized encroachment on public property;
 - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
 - (e) an *owner* to have work inspected by the *building inspector* prior to covering;

- (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by the *building inspector*;
- (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
- (h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete;
- (i) an *owner* to correct any *unsafe condition*;
- (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment of the Regional District;

6.9 Every person served with a requirement of the *building inspector* under this Part must immediately comply with that requirement.

PART 7: OWNER'S RESPONSIBILITIES

Application for Permit

- 7.1 Every *owner* must apply for and obtain a *permit* prior to:
- (a) *constructing*, repairing or structurally *altering* a *building* or *structure*;
 - (b) moving a *building* or *structure* into or within the bylaw service area, or within the same parcel;
 - (c) demolishing a *building* or *structure*;
 - (d) *changing occupancy* of a new *building* or *structure*;
 - (e) installing or modifying a fire alarm system or sprinkler system; and,
 - (f) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney.
- 7.2 An application for a *permit* must be made in the form prescribed by the *building inspector*.
- 7.3 Every *owner* must ensure that plans submitted with a *permit* application bear the name and address and contact information of the *registered professional* responsible for the plans of the *building* or *structure*, if designed by a registered professional.

Owner's Obligations

- 7.4 Every *owner* must:
- (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit to do any work required by the *building code*, this bylaw or the conditions of a *permit*;

- (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all inspection certificates, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building inspector*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and
 - (c) prior to the issuance of a *building permit*, execute and submit to the Regional District an *owner's* undertaking in the form attached as Appendix C.
- 7.5 Every *owner*, or his or her *agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the Regional District and neither the issuance of a *permit* under this bylaw, the review of plans and supporting documents, nor inspections made by the *building inspector* or a *registered professional* relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and other enactments.
- 7.6 Every owner must allow the *building inspector* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a *permit* is issued must, during construction,
 - (a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and
 - (b) post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address.

Damage to Regional District Works

- 7.7 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to Regional District works that occurs during the work authorized by the *permit*.
- 7.8 In addition to payment of a security deposit under sections 10.8 to 10.11 of Part 10, every *owner* must pay to the Regional District, within 30 days of receiving an invoice for same from the Regional District, the cost to repair any damage to Regional District public property or works located thereon that may occur because of undertaking work for which a *permit* was issued.

Demolition

- 7.9 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must:
 - (a) provide to the Regional District a vacancy date;

- (b) pay capping and inspection chamber installation fees as set out in the Regional District's bylaws governing waterworks and sewer; and
 - (c) ensure that all Regional District services and other services are capped and terminated at the property line in a Regional District standard inspection chamber and valve arrangement.
- 7.10 Every *owner* with on-site sewage disposal that will not be used for, or connected to, existing or new *construction* must remove or appropriately decommission the septic system.
- 7.11 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the site is levelled or graded.

Notice

- 7.12 Every *owner* must, at least 48 hours prior to commencing work at a *building site*, give written notice to the *building inspector* of the date on which the *owner* intends to begin such work.
- 7.13 Every *owner* must give notice in writing to the *building inspector* of any change in or termination of engagement of a *registered professional* during construction immediately when the change or termination occurs.
- 7.14 If an *owner* terminates the engagement of a *registered professional*, the *owner* must terminate the work until the *owner* has engaged a new *registered professional* and has delivered to the *building inspector* letters of assurance.
- 7.15 Without limiting sections 10.23 to 10.30 of Part 10, every *owner* must give at least 48 hours' notice to the *building inspector*:
- (a) of intent to do work that is required or ordered to be inspected during *construction*;
 - (b) of intent to cover work that has been ordered to be inspected prior to covering; and
 - (c) when work has been completed so that a final inspection can be made.
- 7.16 Every *owner* must give notice in writing to the *building inspector* and pay the non-refundable fee set out in Appendix A immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 7.17 Every *owner* must give such other notice to the *building inspector* as may be required by the *building inspector* or by a provision of this bylaw.

PART 8: CONSTRUCTOR'S OBLIGATIONS

- 8.1 Every *constructor* must ensure that all construction is done in compliance with all requirements of the *building code*, this bylaw and all other applicable enactments respecting safety.
- 8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property or adjacent private property, and that no land is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public or private property.
- 8.3 Every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 9: REGISTERED PROFESSIONALS' RESPONSIBILITIES

Professional Design and Field Review

- 9.1 Without limiting section 9.4 of this Part, if the *building inspector* considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require
 - (a) a *registered professional* to provide design and plan certification and *field review* supported by statements of representations in the form and with the content of Schedules A, B, C-A and C-B referred to in Part 2 of the *building code*; and
 - (b) a geotechnical engineer to determine bearing capacity for every parcel of land by providing design and plan certification and *field review* supported by statements of representations in the form and with the content of Schedules A, B, C-A and C-B referred to in Part 2 of the *building code*.
- 9.2 Prior to the coordinated preoccupancy site review for a *complex building*, or prior to a final inspection for a *simple building* in circumstances where statements of representations have been required in accordance with the requirements of this bylaw, the *owner* must provide the Regional District with statements of representations in the form of Schedules C-A or C-B, as appropriate, referred to in section 2.2.7 of Division C Part 2 of the *building code*.
- 9.3 If a *registered professional* provides letters of assurance or statements of representations in accordance with the requirements of this bylaw, he or she must also provide proof of professional liability insurance to the *building inspector* in the form and amount set by Appendix D to this bylaw.

Requirement for a Registered Professional

- 9.4 The *owner* must provide a *professional design* and a *field review* in respect of a *permit* application for:
- (a) a *complex building*;
 - (b) a *simple building constructed on*, or contiguous to, a *complex building*;
 - (c) structural components of *buildings* that fall within the scope of Division B Part 4 of the *building code*; and
 - (d) except for garages, carports and garden structures located on land zoned for single family use, *foundation* and *excavation* components of new *simple buildings* and *additions* greater than 55 square metres to *simple buildings* to the extent required under the *building code*;
 - (e) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* according to the *building code*;
 - (f) *alterations* to a *building* or *structure* described in sections 9.4(a), 9.4(b) or 9.4(c);
 - (g) a *building* or *structure* subject to section 9.1 of this Part, in respect of which the *building inspector* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property;
 - (h) the *building envelope* components of all *buildings* that fall under Division B Part 3 of the *building code*, all residential *buildings* that contain more than two dwellings, and all other *buildings* whose *building envelopes* do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and
 - (i) without limiting the requirement for a development permit, any *building* or *structure* on a parcel if the *building inspector* believes that *building* or *structure* is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* and a *field review* is in addition to a requirement under the *Local Government Act* for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended and that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the Regional District.
- 9.5 The *building inspector* may require the *registered professional* carrying out the *professional design* and *field review* of a *building envelope* to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of *building* of the context and scope required.

Professional Plan Certification

- 9.6 The statements of representations, and the letters of assurance in the form of Schedules A and B as referred to in Part 2 of the *building code*, are relied upon by the Regional District and the *building inspectors* as certification that the design and plans to which the letters of assurance relate comply with the *building code* and other applicable enactments relating to protection.
- 9.7 A *building permit* issued for the construction of a *complex building* must be in the form prescribed by the *building inspector*, and letters of assurance must be in the form of Schedules A and B referred to in Part 2 of the *building code*.
- 9.8 A *building permit* issued under section 9.7 of this Part, or in reliance on statements of representations must include a notice to the *owner* that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments relating to protection.
- 9.9 When a *building permit* is issued for a complex building pursuant to section 9.7 of this Part, or in reliance on statements of representations, the *permit* fee must be reduced by 5% of the fees payable pursuant to Appendix A to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

PART 10: BUILDING PERMIT APPLICATIONS

Requirements before Applying for a Building Permit

- 10.1 Prior to applying for a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the Regional District's Official Community Plan as a development *permit* area;
 - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Regional District, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance *permit* or order of the Board of Variance;
 - (c) the Approving Officer must have signed the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*;
 - (d) the *owner* must provide evidence to the *building inspector* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the owner;

- (e) if the parcel that is the subject of the *building permit* application is not, or is not intended to be, connected to a *community sewer system*, the *owner* must have an accepted filing from the applicable provincial health authority detailing the design, capacity and installation details for the proposed use;
- (f) if the parcel that is the subject of the *building permit* application is, or is intended to be, connected to a *community sewer system*, the *owner* must provide written authorization for the connection from the owner or operator of the *community sewer system*;
- (g) if the parcel that is the subject of the *building permit* application is not connected to a *community water system*, the *owner* must provide potable water for the use; and,
- (h) if the parcel that is the subject of the *building permit* application is, or is intended to be, connected to a *community water system*, the *owner* must provide written authorization for the connection from the owner or operator of the *community water system*.

Building Permit Applications for Complex Buildings

10.2 An application for a *building permit* with respect to a *complex building* must:

- (a) be made in the form prescribed by the *building inspector* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form attached as Appendix C to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a *building code* compliance summary including the applicable edition of the *building code*, such as Division B Part 3 or Division B Part 9 designation, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, accessible entrances, work areas, washrooms and facilities;
- (e) include a copy of a survey plan prepared by a British Columbia land surveyor;
- (f) include a site plan and site grading plan prepared by a *registered professional* showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;

- (ii) the legal description and civic address of the parcel;
- (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
- (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
- (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- (vi) north arrow;
- (vii) location of an approved *existing* or proposed alternative sewage disposal or water supply system;
- (viii) zoning compliance summary;
- (ix) the location, dimensions and gradient of parking and parking access;
- (x) proposed and *existing* setbacks to property lines;
- (xi) natural and finished grade at *building* corners and significant breaks in the *building* plan;
- (xii) main floor elevation;
- (xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiv) line of upper floors;
- (xv) location and elevation of curbs, sidewalks, manholes, and service poles;
- (xvi) location of *existing* and proposed service connections;
- (xvii) location of top bank and water courses, including setbacks to *buildings* and *structures*;
- (xviii) access routes for fire-fighting;
- (xix) accessible paths of travel from the street to the *building*;
- (xx) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Regional District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation;

except that the *building inspector* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (g) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;
 - (h) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
 - (i) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished grade, special separations and ridge height;
 - (j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;
 - (k) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;
 - (l) include a letter of assurance in the form of Schedule A referred to in section 2.2.7 of Division C Part 2 of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
 - (m) include letters of assurance in the form of Schedule B referred to in section 2.2.7 of Division C Part 2 of the *building code*, each signed by such *registered professionals* as the *building inspector* or *building code* may require to prepare the design for and conduct *field reviews* of the construction of the *building* or *structure*;
 - (n) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in section 10.2 (g) to (j) of this Part;
 - (o) include illustration of any slopes on the subject parcel that exceed 30%; and
 - (p) include all applicable fees set out in the bylaw and Appendix A.
- 10.3 In addition to the requirements of section 10.2 of this Part, the *building inspector* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant:

- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Regional District's Subdivision Servicing Bylaw No. 641;
- (b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- (c) any other information required by the *building inspector* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

10.4 An application for a *building permit* with respect to a *simple building* must:

- (a) be made in the form prescribed by the *building inspector* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix C and signed by the *owner*;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building inspector* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (e) include a site plan showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;

- (vii) location of an approved *existing* or proposed alternative sewage disposal or water supply system;
- (viii) the location of parking and vehicle access;
- (ix) proposed and *existing* setbacks to property lines;
- (x) natural and finished grade at *building* corners and datum determination points;
- (xi) main floor elevation;
- (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiii) line of upper floors;
- (xiv) location of curbs and sidewalks;
- (xv) location of *existing* and proposed service connections;
- (xvi) location of top bank and water courses, including setbacks to *buildings* and *structures*; and
- (xvii) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Regional District's land use regulations or provincial flood mapping regulations establish siting requirements related to the flood construction level;

except that for a *simple building* the *building inspector* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (g) include a cross-section through the *building* or *structure* illustrating *foundations*, drainage, ceiling heights and construction systems complete with effective RSI calculations;
- (h) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, the *building height* base line, the maximum *building height* line, ridge height, spacial separations and natural and finished grade;
- (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;

- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and accepted filing from the applicable provincial health authority;
- (k) if the parcel that is the subject of the *building permit* application is not, or is not intended to be, connected to a *community sewer system*, the *owner* must have an accepted filing from the applicable provincial health authority detailing the design, capacity and installation details for the proposed use;
- (l) if the parcel that is the subject of the *building permit* application is, or is intended to be, connected to a *community sewer system*, the *owner* must provide written authorization for the connection from the owner or operator of the *community sewer system*;
- (m) if the parcel that is the subject of the *building permit* application is not connected to a *community water system*, the *owner* must provide potable water for the use; and,
- (n) if the parcel that is the subject of the *building permit* application is, or is intended to be, connected to a *community water system*, the *owner* must provide written authorization for the connection from the owner or operator of the *community water system*.
- (o) include, if the *building inspector* determines, a *foundation* and *excavation* design prepared by a *registered professional* in accordance with Part 4 of the *building code*, accompanied by letters of assurance in the form of Schedule B referred to in Part 2 of the *building code*, signed by the *registered professional*;
- (p) include a geotechnical report if the *building inspector* determines that the site conditions so warrant;
- (q) include two printed sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section; and
- (r) include all applicable fees set out in the bylaw and Appendix A.

10.5 In addition to the requirements of section 10.4 of this Part, the *building inspector* may require the following be submitted with a *permit* application for the construction of a *simple building* if the *project* involves two or more *buildings*, which in the aggregate total more than 1000 square metres, or two or more *buildings* that will contain four or more dwelling units, or otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant:

- (a) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;

- (b) a roof plan and roof height calculations;
- (c) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- (d) letters of assurance in the form of Schedule B referred to in Part 2 of the *building code*, signed by a *registered professional*;
- (e) any other information required by the *building inspector* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Survey Required for a Building Permit Application

- 10.6 Without limiting sections 10.2(e) or 10.4(d) of this Part, the *building inspector* may order any *owner* to submit an up-to-date plan of survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to:
- (a) establish, before construction begins, that all the provisions of this bylaw in relation to this information will be complied with;
 - (b) verify, on completion of the construction, that all provisions of this and other applicable bylaw have been complied with;
 - (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
 - (d) in relation to construction of a new *building*, or *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation;

Building Permit Fee

- 10.7 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the Regional District:
- (a) the *building permit* fee prescribed in Appendix A; and,
 - (b) any fees, charges, levies or taxes imposed by the Regional District and payable under an enactment at the time of issuance of the *building permit*.

Security Deposit with Building Permit Application

- 10.8 An applicant for a *building permit* must pay to the Regional District, at the time of the application, a security deposit as prescribed in Appendix A:
- (a) for a single family dwelling parking *structure*, combination parking *structure*/ accessory *building* or an accessory *building* greater than 25 square metres;
 - (b) for a single family dwelling *addition*, *alteration*, renovation, demolition;
 - (c) for a new single family dwelling or *simple building*; or
 - (d) for a *complex building*.
- 10.9 The security deposit sum set out in section 10.8 of this Part:
- (a) covers the cost borne by the Regional District to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;
 - (b) serves as the security deposit for a certificate of *occupancy* when such a certificate makes provision for a security deposit; or
 - (c) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.
- 10.10 The security deposit must be returned to the applicant:
- (a) when the *building inspector* is satisfied that no further damage to public works or public lands will occur;
 - (b) when the inspections required by this bylaw are complete and acceptable to the *building inspector*;
 - (c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building inspector*; or
 - (d) any combination of (a), (b), or (c).
- 10.11 Any credit greater than the amount of the security deposit used by the Regional District for the purposes described in sections 10.8 to 10.10 of this Part, will be returned to the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the Regional District to complete corrective work to public lands, public works, or the site is recoverable by the Regional District from the *permit* holder, the *constructor* or the *owner* of the property as a debt due and owing to the Regional District.

Permit Fee Refunds

- 10.12 No fee or part of a fee paid to the Regional District may be refunded if construction of the *building* has started, including the pouring of the foundation.
- 10.13 A *building permit* fee may be partially refunded as set out in Section 10.46 of this Part, only if:
- (a) the *owner* has submitted a written request for a refund;
 - (b) the *building inspector* has certified a start has not been made on the construction of the *building* or *structure*; and
 - (c) the *permit* has not expired.
- 10.14 A *building permit* fee is not refundable after the *permit* has been extended under section 10.41 of this Part.
- 10.15 If an issued *building permit* is active and the *owner* proposes modification to the *building* design whereby the value of construction changes more than ten per cent, the *owner* must first pay to the Regional District an additional plan review fee due to a modified building design as set out in Appendix A.

Expiration of Application for a Permit

- 10.16 A *building permit* application expires 180 days from the date a complete application is received under this Part if the *building permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the Regional District.

Issuance of a Building Permit

- 10.17 If:
- (a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
 - (b) the *owner* has paid all applicable fees set out in sections 10.7 to 10.17 of this Part and Appendix A;
 - (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
 - (d) the owner has retained a professional engineer or geoscientist if required under this bylaw or by the provisions of the *Engineers and Geoscientists Act*;

- (e) the *owner* has retained an architect if required by the provisions of the *Architects Act*;
- (f) no covenant, agreement, resolution or regulation of the Regional District or another government or government agency requires or authorizes the *permit* to be withheld;

the *building inspector* must issue the *permit*, in the form prescribed by the *building inspector*, for which the application is made, and the date of issuance is deemed to be the date the Regional District notifies the *owner* that the *permit* is ready to be picked up by the *owner*.

Partial Construction

- 10.18 If a site has been *excavated* under a *building permit* issued under this bylaw and a subsisting *building permit* has expired without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the Regional District to do so.
- 10.19 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building inspector* under section 10.41 of this Part, permanent type fencing with privacy screen complying with the Regional District's Zoning Bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

- 10.20 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building inspector* in writing, the *building inspector* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee required under Appendix A. The transfer or assignment of a *building permit* is not an extension of a *building permit*.
- 10.21 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building inspector* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building* construction or *occupancy* being carried on when in violation of this or another bylaw.
- 10.22 The *building inspector* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner* on the same parcel.

Inspections

- 10.23 If a *registered professional* provides letters of assurance in accordance with this Part, the Regional District will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the

construction substantially conforms to the design, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety or *protection*.

10.24 Despite section 10.23 of this Part, the *building inspector* may attend the site from time to time during the course of construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

10.25 The *building inspector* may attend periodically at the site of the construction of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.

10.26 For all work in respect of *simple buildings* the *owner* must give at least 48 hours' notice to the Regional District when requesting an inspection and must obtain an inspection and receive the *building inspector's* written acceptance of the following aspects of the work prior to concealing them:

(a) Footing construction (before concrete)

- (i) Site preparation and excavation to good native bearing;
- (ii) footing forms, before concrete is poured;
- (iii) prior to inspection under section 10.26 (c) of this Part, plumbing located below the finished slab level;

(b) Pre-Backfill

- (i) installation of perimeter drainage pipe and drain rock (if required);
- (ii) the preparation of ground, including ground cover when required, perimeter insulation of concrete foundation walls, and dampproofing if required;

(c) Under slab plumbing rough-in

- (i) installation of rough-in plumbing and building services before they are covered;
- (ii) after inspection under section 10.26 (a) of this Part, hydronic heating pipes and below slab insulation;

(d) Framing construction

- (i) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough-in of factory built chimneys and

fireplaces and solid fuel burning appliances, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;

(ii) decking where a deck serves as a roof

(e) Insulation and vapour barrier and air barrier

(i) the installation of wall sheathing membrane, internally and externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of interior and exterior finishes which could conceal such work;

(f) Final Inspection

(i) the health and safety aspects of the work when the building or structure is substantially complete, ready for occupancy but prior to occupancy.

10.27 The *building inspector* may only carry out an inspection under section 10.26 of this Part:

(a) in the order specified in section 10.26(a) to 10.26(f); and

(b) if the *owner* or the *owner's agent* has requested the inspection; and,

(c) in spite of section 10.27(a) and (b), unscheduled audit inspections may be carried out on the construction at the discretion of the *building inspector*.

10.28 Despite the requirement for the *building inspector's* acceptance of the work outlined in section 10.26 of this Part, if a *registered professional* provides letters of assurance, the Regional District will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.

(a) when unable to attend a construction site by way of a maintained public road, e.g. water access only or wilderness sites, or due to travel distance or time constraint, the *building inspector* may rely on a registered professional's letters of assurance and *field reviews*, or may determine the acceptability of work shown or described in photographs, electronic data or transmissions or written reports from the owner, agent, or registered professional prior to authorizing the concealment of that work.

10.29 No person may conceal any aspect of the work referred to in section 10.26 of this Part, until the *building inspector* has accepted it in writing.

10.30 For work in respect of *complex buildings*, the *owner* must:

- (a) give at least 48 hours' notice to the Regional District when requesting a preconstruction meeting with the *building inspector* prior to the start of construction, and the *owner* or his or her representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
- (b) give at least 48 hours' notice to the Regional District when requesting a pre-occupancy coordinated site review to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building inspector* the compliance with *the health and safety aspects of the work*, applicable Regional District requirements and other enactments respecting safety;
- (c) cause the *coordinating registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review, to deliver to the *building inspector* the Confirmation of Required Documentation described in Appendix E, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

Stop Work Order

- 10.31 The *building inspector* may direct the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice in the form prescribed by the *building inspector* on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the Regional District or the provisions of the *Homeowner Protection Act*.
- 10.32 The *coordinating registered professional* may request, in writing, that the *building inspector* order the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice on the premises. The *building inspector* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.
- 10.33 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and the *building inspector* is deemed to have issued a stop work order under section 10.32 of this Part.
- 10.34 The *owner* must immediately, after the posting of a notice under section 10.32 of this Part, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the Regional District.

- 10.35 Subject to section 10.32 of this Part, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.33 of this Part, until the stop work order notice has been removed by the *building inspector*.
- 10.36 The notice referred to in section 10.32 of this Part, must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

- 10.37 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of section 5.2 or 5.3 of Part 5, the *building inspector* may post a Do Not Occupy Notice in the form prescribed by the *building inspector* on the affected part of the *building* or *structure*.
- 10.38 If a notice is posted under section 10.37 of this Part, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and shall refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by the *building inspector*.

Inspection and Other Fees

- 10.39 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Appendix A for:
- (a) a second and any subsequent re-inspection where it has been determined by the *building inspector* that due to non-compliance with the provisions of this bylaw or due to non-complying workmanship, additional inspections are required at any inspection stage;
 - (b) a special inspection during the Regional District's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques;
 - (c) inspection required under this bylaw which cannot be carried out during the Regional District's normal business hours;
 - (d) a request from the *owner* or *agent* that the *building inspector* review an application or part of an application that has already been reviewed by the *building inspector*.

Permit Expiration

- 10.40 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if:

- (a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;
- (b) work is discontinued for a period of 180 days; or
- (c) the work is not completed within three years of the date of issuance of the *permit*.

Permit Extension

10.41 The *building inspector* may extend the period set out under section 10.40 of this Part, for only one period, not to exceed twelve months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if:

- (a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and,
- (b) the non-refundable fee set out in Appendix A has been paid.

Building Permit Revocation

10.42 The *building inspector* may revoke a *building permit* if there is a violation of:

- (a) a condition under which the *permit* was issued; or
- (b) a requirement of the *building code* or of this or another bylaw of the Regional District, and,

such *permit* revocation must be in writing and sent to the *permit* holder by registered mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

10.43 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building inspector*.

10.44 On receipt of the written cancellation notice, the *building inspector* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".

10.45 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building inspector*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building inspector* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".

10.46 If a *building permit* application or *permit* is cancelled, and construction has not commenced under the *permit*, the *building inspector* must return to the *owner* any fees deposited under Appendix A, less:

- (a) any non-refundable portion of the fee; and
- (b) 15% of the refundable portion of the fee.

Occupancy Permits and Final Inspection

10.47 No person shall occupy a *building* or *structure* or part of a *building* or *structure* until a final report authorizing *occupancy* has been issued by the *building inspector*.

10.48 A final report authorizing *occupancy* shall not be issued unless:

- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
- (b) all aspects of the work requiring inspection and acceptance pursuant to sections 7.12 to 7.17 of Part 7, have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
 - (i) the *owner* has provided to the Regional District as-built plans of works and services as required by the Regional District;
 - (ii) in the opinion of the *building inspector* the *owner* needs to provide to the Regional District a *building* survey prepared by a British Columbia Land Surveyor confirming the *building height* determined in accordance with the Regional District's land use regulations; and
 - (iii) as built drawings are delivered to the Regional District.

10.49 When a *registered professional* provides letters of assurance in accordance with this bylaw, the Regional District will rely solely on the letters of assurance when issuing a final report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *building code*, this bylaw and other applicable enactments respecting safety.

10.50 The *building inspector* may issue a final report authorizing *occupancy* for part of a *building* or *structure* when the part of the *building* or *structure* is self-contained and provided with essential services and the requirements set out in section 10.2 of this Part, have been met with respect to it.

10.51 An *occupancy permit* is required for a *complex building*.

10.52 An *occupancy permit* may not be issued unless:

- (a) all letters of assurance and the Confirmation of Required Documentation have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.23 through 10.30 of this Part, have both been inspected and *accepted*; and
- (c) the *owner* has executed and delivered to the Regional District every agreement, instrument or form required by the Regional District in relation to the work or the site.

10.53 The *building inspector* may issue an *occupancy permit* for partial *occupancy* of a portion of a *building* or *structure* under construction when that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety*.

Temporary Buildings

10.54 Subject to the bylaws of the Regional District, the *building inspector* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for *occupancy* if:

- (a) the *permit* is for a period not exceeding one year; and
- (b) the *building* or *structure* is located in compliance with the Regional District's zoning bylaw, built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to Regional District utility services., *on-site* sewage disposal, or community water and sewer systems.

10.55 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form of a temporary *permit* application prescribed by the *building inspector*, signed by the *owner* or *agent*, and must include:

- (a) plans and supporting documents showing the location and *building height* of the *building* or *structure* on the parcel;
- (b) plans and supporting documents showing construction details of the *building* or *structure*;
- (c) a statement by the *owner* indicating the intended use and duration of the use;
- (d) plans and supporting documents showing the proposed parking and loading space;
- (e) a written description of the *project* explaining why the *building* is temporary;
- (f) a copy of an issued development *permit*, if required;
- (g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;

- (h) if the *building inspector* determines a report or drawing by an engineer, architect or *designer* confirming compliance with the *building code*, this bylaw, the Regional District's zoning bylaw and other applicable bylaws;
 - (i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security:
 - (i) may be used by the Regional District to remove the *building* after one year of the date of the final inspection required under this bylaw, or
 - (ii) must be returned to the *owner* if the *owner* removes the temporary *building* within one year of the date of the final inspection of the temporary *building* required under this bylaw.
- 10.56 Before receiving a *building permit* for a *temporary building* or *structure* for *occupancy*, the *owner* must pay to the Regional District the applicable *building permit* fee set out in Appendix A.
- 10.57 A *permit fee* for a temporary *building* or *structure* is not refundable.

PART 11: RETAINING WALLS

- 11.1 A *registered professional* must undertake the design and conduct *field reviews* of the construction or structural repair of a *retaining wall*. Sealed copies of the design plan and letters of assurance prepared by the *registered professional* for all *retaining walls* must be submitted to the *building inspector* prior to issuance of a *permit* for the work.
- 11.2 No person may construct, or structurally repair, a *retaining wall* without a *building permit*. Design and *field review* services and applicable letters of assurance must be provided by the *registered professionals* for all *retaining walls*.
- 11.3 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, a slope on a parcel that is steeper than one linear unit vertically to one linear unit horizontally and total height of 1.22 meters or more that is created by *excavation* is prohibited unless restrained by a *retaining wall*.

PART 12: BUILDING MOVE

- 12.1 No person may move a *building* or *structure* into or within the bylaw service area, or move within the same parcel:
- (a) except where certified by a *registered professional* that the *building* or *structure* will substantially comply with the current version of the *building code*; and
 - (b) a *building permit* has been issued for the *building*.

PART 13: NUMBERING OF BUILDINGS

- 13.1 A Regional District employee may, on the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during construction and after occupancy.

PART 14: OFFENCES

Violations

- 14.1 A person who:
- (a) violates a provision of this bylaw;
 - (b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw
 - (c) neglects to do anything required to be done under 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. on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$10,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution on a conviction; and:
 - ii. Will be liable to a fine as set out in the CSRD municipal ticket information bylaw.
- 14.2 Every person who fails to comply with any order or notice issued by the *building inspector*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 14.3 If construction commenced before the *building inspector* issued a *permit*, a minimum of a re-inspection fee and plan review fee will be charged.
- 14.4 Every person who commences work requiring a *building permit* without first obtaining such a *permit* shall, if a Stop Work notice is issued and remains outstanding for 30 days' a minimum of a re-inspection fee and plan review fee will be charged .

Deemed Offence

- 14.5 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any construction on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.

- 14.6 No person is deemed liable under section 14.5 of this Part, who establishes, on a balance of probabilities, that the construction or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 14.7 Nothing in section 14.6 of this Part affects:
- (a) the Regional District's right to require and the *owner's* obligation to obtain a *permit*; and,
 - (b) the obligation of the *owner* to comply with this bylaw.

PART 15: INTERPRETATION

Definitions

- 15.1 In this bylaw,

accepted means reviewed by the *building inspector* under the applicable provisions of the *building code* and this bylaw;

addition means an *alteration* to any building which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

agent includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

alteration means a change, repair or modification of the construction or arrangement of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

Architects Act means the *Architects Act* RSBC 1996, c. 17;

board means *Board* of the *Regional District*;

building is a *structure* used or intended for supporting or sheltering a *use* or *occupancy* but does not include a tent, *recreational vehicle* or Canadian Standards Association (CSA) certified "Z241 *Park Model*" or "Z240 *Recreational Vehicle*";

building code means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

building inspector means the person designated in or appointed to that position by the Regional District, and any person named by the Regional District to act in place of the *building inspector*, and includes the *building inspector*, plumbing inspector or electrical inspector;

community sewer system means a system of works owned operated and maintained by the *Regional District*, Strata Corporation, Improvement District, Utility or Corporation (Private or Public) and which is established and operated under the Public Health Act and regulations, or Environmental Management Act and regulations or any other provincial legislation that may apply, for the collection, treatment and disposal of sanitary sewage, which serves more than one *Parcel*, or *Dwelling Unit*;

community water system means a *Water Supply System* owned, operated and maintained by the *Regional District* ; a *Water Supply System* operated by a water utility holding a certificate of Public Convenience and Necessity under the Water Sustainability Act in respect of which no compliance issues under the Drinking Water Protection Act are outstanding as of the date of subdivision application; or a *Water Supply System* operated by a strata corporation, in accordance with the Strata Properties Act, in respect of which no compliance issues under the Drinking Water Protection Act are outstanding as of the date of the building permit application;

complex building means:

- (a) a *building* used for a *major occupancy* classified as:
 - (i) *assembly occupancy*,
 - (ii) *care occupancy*,
 - (iii) *detention occupancy*,
 - (iv) *high hazard industrial occupancy*, or
- (b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:
 - (i) *residential occupancy*,
 - (ii) *business and personal services occupancy*,
 - (iii) *mercantile occupancy*, or
 - (iv) *medium and low hazard industrial occupancy*;

construct and *construction* includes and is to build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore;

dwelling unit means one (1) or more rooms in a detached *building* with self-contained eating, living, sleeping and sanitary facilities and not more than one kitchen, used or intended to be used as a residence for no more than one (1) household;

Engineers and Geoscientists Act means the *Engineers and Geoscientists Act* RSBC 1996, c. 116;

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

field review means reviews of the work (a) at a project site of a development to which a building permit relates, and (b) where applicable, at fabrication locations where building components are fabricated for use at the project site;

foundation means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock;

health and safety aspects of the work means design and construction regulated by Parts 3, 4, 7, 8, 9 and 10, of the *Building Code*;

occupancy is the *use* of a *building* as declared on the *permit* and that complies with the *Building Code* and this Bylaw;

occupancy permit refers to the final inspection report of the *building inspector*;

owner means the registered *owner* in fee simple, the registered owner of an estate in fee simple, strata, or having an interest in land, or an *agent* duly authorized by the *owner* in writing in a form prescribed by the *building inspector*, or in the case of a *shared interest* in the subject parcel, means the person who holds a controlling interest in the ownership of the subject *building* or *structure*;

park model is a trailer or recreational unit which conforms to CSA Z241 Standard for *Recreational Vehicles* and which has a gross floor area which does not exceed 50 m²;

permit means permission or authorization in writing by the *building inspector* to perform work regulated by this bylaw and, in the case of *occupancy permit*, to occupy a *building* or part of a *building*;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

project means any construction operation;

recreational vehicle is a vehicular-type of portable *structure* on wheels, without permanent foundation, that can be towed, hauled or driven and that is primarily designed for *use* as temporary living accommodation for the purposes of recreation, camping and travel, including, but not limited to, travel trailers, truck campers, camper vans, tent trailers and self-propelled motor homes (does not include *park model*)

retaining wall means a wall, or a series of walls *constructed* to support or confine earth, water or other material and restraining it from moving:

- (a) if the wall exceeds 1.22 metres in height above the lower of natural or finished grade; or
- (b) in the case of a series of walls, if any of the walls extend above a line commencing 1.22 metres above the lower of natural or finished grade at the base of any of the walls and projected at an angle of less than one linear unit vertically to one unit horizontally;

shared interest means ownership of a parcel by more than one individual or other person other than by way of joint tenancy or tenancy in common or ownership by society or cooperative, and includes ownership or interest in the parcel by way of a coparcenary interest, ownership of shares, a commune, a lease, a licence of occupation, a tenancy of the entireties or other similar interest;

simple building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as:

- (a) *residential occupancy*;
- (b) *business and personal services occupancy*;
- (c) *mercantile occupancy*;
- (d) *medium hazard industrial occupancy*; or
- (e) *low hazard industrial occupancy*;

structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* less than 1.22 meters in height;

temporary building includes a sales office, construction office, filming office or a *structure* in which tools are stored during construction of a *building* or other *structure*, has no permanent foundation, and which may be used for *occupancy* subject to compliance with this bylaw and the Regional District's zoning bylaw;

use is purpose or function to which land, *buildings* and *structures* are put to and if not in *use*, then the purpose they are designed or intended to be put to;

value of the work means that amount that is calculated as follows:

- (a) for construction of a *building* containing a *residential occupancy* the greater of:

- (i) the declared *value of the work*, or
 - (ii) the value calculated using Appendix B
 - (b) for all other construction, the greater of:
 - (i) the declared *value of the work*, or
 - (ii) the value calculated using a method stipulated in the “Marshall Valuation Service”.
- 15.2 In this bylaw the following words and terms have the meanings set out in section 1.4.1.2 of the *building code*: *assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, private sewage disposal system, registered professional, residential occupancy and unsafe condition*.
- 15.3 Every reference to this bylaw in this or another bylaw of the Regional District is a reference to this bylaw as amended to the date of the reference.
- 15.4 Every reference to
- (a) the *building code* is a reference to the current edition, and
 - (b) a section of the *building code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.
- 15.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

- 15.6 Appendices A through E are attached to and form part of this bylaw.

Severability

- 15.7 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

PART 16: IN FORCE

16.1 This bylaw comes into force on *March 5, 2018*.

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

READ a second time this _____ day of _____, 2018

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

ADOPTED this _____ day of _____, 2018

CHIEF ADMINISTRATIVE OFFICER

CHAIR

CERTIFIED a true copy of
Bylaw No. 660, as adopted.

(Deputy) Manager of Corporate
Administration Services

Columbia Shuswap Regional District

BUILDING BYLAW NO. 660

Appendix A – Fees

A-1 PERMIT APPLICATION FEE

Upon Application for a Building Permit, a non-refundable Application Fee shall be paid to the Regional District as follows;

| | | |
|-----|--|----------|
| 1.1 | For a single or two family residential dwelling | \$72.00 |
| 1.2 | For a single or two family residential accessory use | \$72.00 |
| 1.3 | For a single or two family residential alteration or repair | \$72.00 |
| 1.4 | For a commercial, multi-family, industrial or institutional use | \$288.00 |
| 1.5 | For a commercial, multi-family, industrial or institutional accessory use | \$72.00 |
| 1.6 | For a commercial, multi-family, industrial or institutional alteration or repair | \$72.00 |
| 1.7 | For a change to any use or occupancy | \$72.00 |

The application fee may be credited toward the final Permit fees, provided no changes to the application documentation or drawings are made prior to the issuance

A-2 PERMIT FEES AND CHARGES

Permit fees and charges shall be paid to the Regional District at issuance of the Permit and shall be calculated on the total *value of the work* as follows;

| | | |
|------|--|----------|
| 2.1 | For the first \$1,000.00 or fraction thereof: | \$72.00 |
| 2.2 | For each additional \$1,000.00 or fraction thereof up to \$100,000.00 | \$7.20 |
| 2.3 | For each additional \$1,000.00 or fraction thereof exceeding \$100,000.00 | \$6.00 |
| 2.4 | For the first five(5) plumbing fixtures | \$72.00 |
| 2.5 | For each plumbing fixture after the first five | \$7.20 |
| 2.6 | For the installation of a mobile home designated as Can/CSA Z240 MH Series or a manufactured home designated as CSA A277-M1990 | \$216.00 |
| 2.7 | For a temporary building or to renew a temporary building permit | \$72.00 |
| 2.8 | For a permit to demolish a building | \$72.00 |
| 2.9 | For a permit to move a building | \$72.00 |
| 2.10 | For a masonry chimney or solid fuel fired fireplace insert or stove | \$72.00 |
| 2.11 | For a change in use or occupancy | \$216.00 |

A-3 OTHER FEES AND CHARGES

| | | |
|-----|--|----------|
| 3.1 | For special inspection | \$216.00 |
| 3.2 | For each recall inspection | \$216.00 |
| 3.3 | For CSRD Board discharge of a Community Charter Section 57 Notice on Title | \$650.00 |
| 3.4 | Land Title Office (LTO) legal Notation/Covenant Registration | \$150.00 |
| 3.5 | For Permit Extension | \$72.00 |
| 3.6 | For change in ownership on open permit file | \$236.00 |
| 3.7 | For additional plan review due to change in design | \$216.00 |
| 3.8 | Additional fee if Stop Work Order not rescinded due to compliance within 30 days of being issued, and for each additional 30 day period thereafter | \$216.00 |

A-4 SECURITY DEPOSIT

| | | |
|-----|---|------------|
| 4.1 | For a single family dwelling parking structure, combination parking structure/accessory building or an accessory building greater than 25 square meters | \$250.00 |
| 4.2 | For a single family dwelling addition, alteration, renovation, demolition | \$250.00 |
| 4.3 | For a new single family dwelling or simple building | \$500.00 |
| 4.4 | For a complex building | \$1,000.00 |

Columbia Shuswap Regional District

BUILDING BYLAW NO. 660

Appendix B – Value of Work

| Use or Occupancy | Unit Value Per: | |
|---|-----------------|-----------|
| | Sq. Ft. | Sq. M. |
| (a) Single and Two-Family Dwellings | | |
| i. Single level with crawl space or slab on grade | \$108.00 | \$1162.80 |
| ii. single level with unfinished basement level | \$115.20 | \$1240.80 |
| iii. Second and/or third levels | \$57.60 | \$619.20 |
| iv. Finished basement level | \$36.00 | \$387.60 |
| v. Permanent foundations for factory built/manufactured homes | \$10.80 | \$108.00 |
| (b) Multi-Family Dwellings – Townhouse or Row Housing | | |
| i. Single level with crawl space or slab on grade | \$93.60 | \$1006.80 |
| ii. Single level with unfinished basement level | \$100.80 | \$1084.80 |
| iii. Second and/or third levels | \$57.60 | \$619.20 |
| iv. Finished basement level | \$36.00 | \$387.60 |
| (c) Multi-Family Dwelling – Apartment and/or Condominium | | |
| i. With crawl space or slab on grade | \$100.80 | \$1084.80 |
| ii. With unfinished basement level | \$108.00 | \$1162.80 |
| iii. Below grade parking level | \$50.40 | \$542.40 |
| iv. Finished basement level | \$36.00 | \$387.60 |
| (d) Residential Accessory Buildings | | |
| i. Finished attached garage | \$36.00 | \$387.60 |
| ii. Finished detached garage | \$40.80 | \$434.40 |
| iii. Carport structure | \$28.80 | \$309.60 |
| iv. Open balcony and decks | \$21.60 | \$232.80 |
| v. Roofed balcony and decks | \$28.80 | \$309.60 |
| vi. Miscellaneous shelters and sheds | \$14.40 | \$154.80 |

Columbia Shuswap Regional District

BUILDING BYLAW NO. 660

Appendix C – Owner’s Undertaking

Property Address: _____ PID: _____

Legal Description: _____

Building Permit Application Number: _____

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Regional District will rely on same.
2. I confirm that I have applied for a building permit pursuant to “Building Bylaw No. 660” (the “Bylaw”) and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional, to ensure compliance with the Building Code and the Bylaw.
4. I am not in any way relying on the Regional District or its building inspectors, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Regional District or its building inspectors.
5. I hereby agree to indemnify and save harmless the Regional District and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Regional District.

Owner or Owner's Authorized Agent Information:

Name: _____

(PRINT)

Mailing Address: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Email: _____

This undertaking is executed by the owner this _____ day of _____, _____.

(Day)

(Month)

(Year)

1. Where owner is an individual:

Owner's Signature

Owner's Name

(PRINT)

Signed, sealed and delivered in the presence
of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

2. Where owner is a corporation:

Name of Corporation

Per:

Authorized Signatory

Name

(PRINT)

Signed, sealed and delivered in the presence
of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

3. Where owner is a partnership:

Name of Partnership

Per:

Authorized Signatory

Name

(PRINT)

Signed, sealed and delivered in the presence

of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

Columbia Shuswap Regional District

BUILDING BYLAW NO. 660

Appendix D– Confirmation of Professional Liability Insurance

1. *This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a building permit. A separate Confirmation Letter must be submitted for each registered professional.*
2. *This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building inspector. A separate Confirmation Letter must be submitted for each registered professional.*
3. *Only an original Confirmation Letter, printed by the Regional District or an unaltered photocopy of this document is to be completed and submitted.*

Attention: Building Inspector

Property Address: _____

Legal Description: _____

PID: _____

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in Building Bylaw No.660;
- b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least Five Million Dollars (\$5,000,000.00);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the building inspector in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

Name (PRINT)

Signature

Date

Address (PRINT)

Phone

If the registered professional is a member of a firm, complete the following

I am a member of this firm:

(Affix professional seal here)

Name of Firm (PRINT)

Address (PRINT)

I sign this letter on behalf of myself and the firm.

Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the Architects Act, or (b) as a professional engineer under the Engineers and Geoscientists Act

COLUMBIA SHUSWAP REGIONAL DISTRICT

SOIL REMOVAL AND DEPOSIT BYLAW NO. 646

A bylaw to regulate the application, approval, suspension or denial of permits for the removal and deposit of soil material within the Columbia Shuswap Regional District.

WHEREAS sections 723 and 797.1 of the Local Government Act, authorize the *Board* of the Columbia Shuswap Regional District to regulate or prohibit the *removal* or *deposit* of *soil* in the *Regional District*;

AND WHEREAS the *Board* desires to regulate, and require permits for, both the *removal* and *deposit* of *soil* within the Columbia Shuswap Regional District;

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

ADMINISTRATION

1. This Bylaw applies to all land within Electoral Areas 'A', 'B', 'C', 'D' 'E' and 'F' of the Columbia Shuswap Regional District.

DEFINITIONS

2. For the purpose of this bylaw:

Administrator means the Chief Administrative Officer (CAO) of the *Regional District* or the officer delegated by the *Board* to act on the CAO's behalf.

Board means the Board of Directors of the *Regional District*.

Deposit includes the placement, storage, spilling or releasing, directly or indirectly, of *soil* on lands in the *Regional District* where the *soil* was not previously located.

Qualified Professional means a person who is registered or duly licensed as a Professional Engineer or a professional geoscientist under the provisions of the Engineers and Geoscientists Act.

Regional District means the Columbia Shuswap Regional District.

Remove includes the act of removing, excavating, or transporting *soil* from any lands where it originally existed, including the movement of soil from one location to another location within the same lot.

Soil includes topsoil, silt, clay, sand, gravel, rock, peat or other substances of which natural land is composed but does not include soil that exceeds provincial contaminated soil guidelines, or sewage sludge.

REGULATIONS

3. Fees

- a. An application for a Soil Removal and Deposit Permit must be submitted with the appropriate fee as prescribed by the Columbia Shuswap Regional District Fees Bylaw No. 638, as amended.

4. Applicability

- a) All lands within the Regional District are designated Soil Removal and Deposit Permit Areas unless exempted under Section 5.b).
- b) No person shall:
 - i. remove soil from; or
 - ii. deposit soil or other material on any land within a designated Soil Removal and Deposit Permit Area without first obtaining a Soil Removal and Deposit Permit, unless otherwise specifically permitted under this Bylaw.

5. Exemptions

- a) Unless exempted by this section, a permit for *soil removal* or *deposit* is required.
- b) A Soil Removal and Deposit Permit is not required for any of the following:
 - i. *Removal* or *deposit* of less than 350m³ of *soil* during a twelve month period;
 - ii. Movement of *soil removed* from and *deposited* entirely within a parcel and an adjacent parcel owned by the same private landowner;
 - iii. *Removal* or *deposit* of *soil* located on Agricultural Land Reserve (ALR) land which is exempted from a permit under the Agricultural Land Commission Act;
 - iv. *Removal* or *deposit* of *soil* undertaken by a florist, nursery worker, horticulturalist or farmer where the *soil* is used on the parcel on which that person carries on that trade;
 - v. *Removal* or *deposit* of *soil* for the purpose of constructing or maintaining provincial roadways, forest service roads, or walkways or trails;
 - vi. *Removal* of *soil* from or *deposit* of *soil* on land owned by the Regional District or its member municipalities;

- vii. *Removal of soil* from or deposit of *soil* on land if a permit for exploration or production of minerals or coal on the land has been obtained pursuant to the Mines Act;
- viii. *Removal of soil* from or deposit of *soil* on land managed under the Forest Act or regulated under the Highways Act and for which a soils permit has been obtained, so long as the land continues to be used as managed forest or highways; or,
- ix. *Removal or deposit of soil* pursuant to a Development Permit approved by the *Board*, the *Administrator*, or Manager of Development Services which specifies conditions recommended in a report from a *Qualified Professional* for *soil removal or deposit*.

6. **Application**

- a) Application for Soil Removal and Deposit Permits shall be made on a form provided by the *Regional District*. Applications must be submitted with the applicable fee as prescribed in the Columbia Shuswap Regional District Fees Bylaw No. 638, as amended.
- b) The application for a Soil Removal and Deposit Permit must be accompanied by the following information prepared by a *Qualified Professional*:
 - i. Civic address(es) and legal description(s) of the subject parcel or the Crown land, as applicable, where the *soil removal* and/or *deposit* will take place;
 - ii. Current title search of land(s) and written consent of the parcel owner or Crown land lessee to the *soil removal* and/or *deposit* activities, and agent authorization (if applicable);
 - iii. Start and end date of *soil deposit* and *removal* activities, including reclamation;
 - iv. Detailed information on the proposed or completed notification of the proposal to the public and adjacent property owners;
 - v. Site plan(s) illustrating all of the following on and within a minimum of 30 metres of the proposed site(s):
 - 1. Legal boundaries and zoning setback requirements of the subject parcel or leased area including all legal, natural and constructed features such as berms, buildings, fences, wells, sewage systems, rights-of-way, easements, driveways, roadways, watercourses, and vegetation;
 - 2. Land uses and designations, such as agricultural land reserve (ALR), zoning, flood plain area, environmentally sensitive area, and reserve land;

3. Existing and proposed site contours with contour interval of 2 metres or less;
 4. Proposed locations of accesses and haul routes to and from the site; and,
 5. Illustrated plan for reclamation works to be completed prior to permit expiry including proposed use, contours, and landscaping.
- vi. Report(s) detailing all of the following:
1. Primary person/position responsible for *soil removal* and *deposit* operations on site;
 2. Method(s) of *soil removal* and *deposit*;
 3. Equipment and processing proposed for the site;
 4. Phases and dates of *soil removal*, *deposit*, and reclamation;
 5. Proposed construction on the site, including any buildings, roads or servicing;
 6. Hours of operation, noise mitigation, dust control, visual and landscape buffering, erosion and drainage control, noxious weed management, and traffic impact and control;
 7. Site reclamation plan and estimated cost;
 8. Riparian Area Assessment if any proposed disturbance is within 30m of the natural boundary of any watercourse;
 9. Impacts on adjacent riparian areas and proposals for protecting the riparian areas; and,
 10. Identification, assessment and management of impacts of sources of drinking water, e.g. surface water intake or ground water wellhead, within 100m of the proposed soil removal or deposit activities.
- vii. Copies of all other necessary approvals from authorities having jurisdiction over the lands for which the Soil Removal and Deposit Permit application has been submitted;
- viii. Copies of comprehensive liability insurance for the operations to occur on site to a minimum coverage of \$2,000,000 per occurrence; and,
- ix. Any other information the *Regional District* deems necessary to review the Soil Removal and Deposit Permit application.

- c) Upon completion of the *soil removal* or *deposit*, and prior to the release of security taken from the applicant as a condition of the permit, the applicant must provide to the *Regional District* a certificate from a *Qualified Professional* stating that all works have been completed as required by the applicable Soil Removal and Deposit Permit, in accordance with report recommendations and details submitted in support of the application for the permit.
- d) Upon receipt of a Soil Removal and Deposit Permit application the *Regional District* will undertake the following:
 - i. Notify all property owners within 100m of the parcel boundary of the proposed application;
 - ii. Require that the applicant schedule a public information meeting in regard to the application if one has not already been held;
 - iii. Consider the application, submitted information, comments from staff, and the public, and referrals;
 - iv. Notify the public of the *Board* meeting at which the application will be considered; and
 - v. In the sole discretion of the *Board*, issue the permit, issue the permit with conditions or refuse the permit.

7. **Conditions**

- a) A Soil Removal and Deposit Permit must include requirements such as setbacks, landscaping, buffering, temporary (e.g. soil watering) or permanent (e.g. landscaping, paving) dust controls, fencing, hours of operation, permit expiry, phasing and reclamation measures, and covenants further to findings or recommendations in reports prepared by the *Qualified Professional*;
- b) Upon approval by the Administrator or their delegate, minor changes to a Soil Removal and Deposit Permit may be undertaken if the applicant provides a report from a *Qualified Professional* which, in the opinion of the Administrator or their delegate, provides sufficient details of the changes and if the changes do not substantially deviate from the original application or information previously provided;
- c) At the *Board's* discretion, the term of a Soil Removal and Deposit Permit may be from one to ten years;
- d) Prior to expiry of the Soil Removal and Deposit Permit, the Administrator or their delegate may renew the permit for an additional twelve months for completion of reclamation works;

- e) If the works authorized by the Soil Removal and Deposit Permit have not substantially started within twelve months after issuance of the permit, or the activity permitted under the permit is discontinued for longer than twelve months, the permit shall lapse and have no further force or effect and a new Soil Removal and Deposit Permit must be obtained from the *Regional District*; and,
- f) The applicant is required to receive approval from the Ministry of Transportation and Infrastructure for any access to a Ministry road pursuant to Sec. 5 of the Industrial Road Act and/or Sec. 48 of the Transportation Act as a condition of permit issuance.

ENFORCEMENT

8. Enforcement

- a) The *Administrator*, Manager of Development Services, a Bylaw Enforcement Officer, those persons retained by the *Regional District* for inspection purposes, and Agents of the *Regional District* are authorized individually or in any combination to enter at all reasonable times on any *parcel* or leased Crown land and into any *building* or structure to ascertain whether the provisions of this *bylaw* are being observed.
 - i. Notwithstanding 8 a), a mine manager may, in the fulfilling of his obligations pursuant to the Mines Act, temporarily withhold authorization to enter the worksite providing that the mine manager describes to *Regional District* staff the reasons why access is unsafe and what is being done to remedy the unsafe situation.
- b) For the purposes of ascertaining compliance with this bylaw the *Administrator* or their delegate or the Manager of Development Services may require a permit holder to provide records of *soil removal* and *deposit* and/or a specified report from a *Qualified Professional*.
- c) The suspension of a Soil Removal and Deposit permit is authorized by this bylaw and may be issued by the *Administrator* or their delegate, acting reasonably, if *soil removal* or *deposit* activities have not been undertaken in accordance with the terms and conditions of the permit.
 - i. The *Regional District* may reinstate a Soil Removal and Deposit Permit if the *Administrator* or their delegate agrees with the recommendations and conclusions contained in a report from a *Qualified Professional* confirming compliance with this bylaw or providing recommendations as to how the bylaw can be complied with within a timely manner; and,

- ii. The *Administrator* or their delegate may revoke a Soil Removal and Deposit Permit if the permit holder contravenes a stop work order on the site, contravenes a *Regional District* bylaw, or if in the opinion of the *Administrator* or their delegate, the permit holder provided false or misleading information as part of the application for the Soil Removal and Deposit Permit.

9. **Security**

- a) A Soil Removal and Deposit Permit will not be issued prior to the *Regional District* receiving a Security Deposit in the form of an unconditional, irrevocable letter of credit or cash in an amount equal to one hundred and twenty five percent (125%) of a *Qualified Professional's* estimate of the cost of the reclamation (including contingencies and as approved by the *Administrator* or their delegate).
- b) If the *Board* approves a phasing plan for the *soil removal* or *deposit*, the permit holder may provide security specific to each phase of development and such security may be returned to the permit holder upon completion and reclamation of that phase. Security for the first phase of *soil removal* or *deposit* must be received by the *Regional District* prior to issuance of the permit.
- c) Upon written request of the permit holder, the *Regional District* may consider returning a portion of the security amount in acknowledgement of site phasing or reclamation and based upon a report from a *Qualified Professional* detailing completed works and cost estimates.
- d) The *Board* may consider that security has been, or will be, taken by the provincial government respecting reclamation on the permitted lands, and if that security would have the same effect as security taken by the *Regional District*, the Board may reduce or waive the requirement for reclamation security.
- e) If the site has not been reclaimed in accordance with the recommendations from the *Qualified Professional* prior to the expiry of the permit, or if the use has been discontinued longer than twelve months, the *Regional District* will notify the permit holder in writing that the security may be forfeited to the *Regional District* after 60 days from delivery of the notice, and the forfeited security may be used to begin reclamation of the site.
- f) The *Board* may consider an extension to the permit and retention of security to be used for reclamation purposes based upon a *Qualified Professional's* report detailing the site works remaining and the timing required to reclaim the site.

10. Penalties

- a) Every person who violates any provision of this bylaw, or who permits any act or thing to be done in contravention of this bylaw or who fails to do any act or thing required by this bylaw will be deemed to have committed an offence against this bylaw and:
 - i. will be liable to a fine as prescribed in the *Regional District* Ticket Information Utilization Bylaw; and
 - ii. will be liable, upon summary conviction, to penalties prescribed by the Offence Act.
- b) Any person who violates any of the provisions of this Bylaw, or fails to comply with a permit or order, or prevents or obstructs those authorized to enforce this bylaw, commits an offence and on summary conviction may be liable to a penalty of up to \$2000.00 per offence, plus the cost of prosecution, pursuant to the Offence Act.
- c) Each day's continuance of an offence under this bylaw constitutes a new and distinct offence.

SEVERABILITY AND INDEMNIFICATION

- 11. If any Section or portion of this bylaw is held to be invalid by a Court of competent jurisdiction, such invalid Section or portion shall be severed and such invalidity shall not affect the remainder of this bylaw.
- 12. The holder of a Soil Removal and Deposit Permit is responsible for the conditions of the permit and is responsible for any damage or harm to person or property caused directly or indirectly by the work authorized by the permit and saves harmless the *Regional District* from all claims whatsoever in respect of the work or permit.

CITATION

13. This bylaw may be cited as "Soil Removal and Deposit Bylaw No. 646."

READ a first time this 18th day of August, 2011.

READ a second time this 19th day of July, 2012.

READ a third time this _____ day of _____, 2012.

RECEIVED THE APPROVAL of the Minister of Energy and Mines this _____ day of _____, 2012

RECEIVED THE APPROVAL of the Minister of Community, Sport and Cultural Development this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED a true copy of Bylaw No. 646
as read a third time.

CERTIFIED a true copy of Bylaw No. 646
as adopted.

Manager of Corporate
Administration Services (Secretary)

Manager of Corporate
Administration Services (Secretary)



BOARD REPORT

TO: Chair and Directors

File No: DVP851-02
PL20170000075

SUBJECT: Electoral Area B: Development Variance Permit 851-02 (Dickinson)

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated December 18, 2017.
1617 Ferguson Road, Ferguson

RECOMMENDATION #1: THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. 851-02 for Lot A, District Lot 1145, Kootenay District, Plan EPP56626, varying Electoral Area B Zoning Bylaw No. 851 as follows:

1. Section 5.5(3)(i): Minimum front parcel boundary setback from 5 m to 4.04 m for the existing single family dwelling only;
- be approved for issuance this 18th day of January, 2018.

SHORT SUMMARY:

The subject property is located at 1617 Ferguson Road in Electoral Area B. The owner made application for a Development Permit for a home recently constructed on the subject property. The survey submitted for this application indicates that the house is sited too close the front parcel boundary. The owner is applying for a Development Variance Permit to vary the required setback from the front parcel boundary to bring the property into compliance.

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

BACKGROUND:

REGISTERED OWNER:
Diana Dickinson

APPLICANT:
Diana Dickinson

ELECTORAL AREA:
B

LEGAL DESCRIPTION:
Lot A, District Lot 1145, Kootenay District, Plan EPP56626
PID: 029-704-405

CIVIC ADDRESS:
1617 Ferguson Road

SURROUNDING LAND USE PATTERN:

North: Road allowance (Queen Ave), Small Holdings (vacant)
South: Road allowance (Railway Street), Small Holdings (vacant)
East: Crown Land (vacant)
West: Crown Land (vacant)

CURRENT USE:

Single Family Dwelling

PROPOSED USE:

Single Family Dwelling and accessory building

PARCEL SIZE:

0.11 ha

DESIGNATION:

SH- Small Holdings

ZONE:

SH – Small Holdings

AGRICULTURAL LAND RESERVE:

0%

SITE COMMENTS: Development Services staff visited the site on May 8, 2017. This is a remote property located in the historic Ferguson townsite where roads and lots were surveyed but most have never been developed. Although the lot is located on Railway Street, this "street" is unconstructed and the property gains access from Ferguson Road as shown on the location map. The property is a consolidation of four original townsite lots. The consolidation was required to address use and siting issues related to construction of the house and servicing over multiple lot lines.

The subject property lies adjacent to Esbrella Brook/Pond and the house is located within 15 m of the pond. Development Permit DP850-10 was issued December 23, 2016 to address the works within the riparian area. An application for a Floodplain Exemption has also been submitted and is being processed by staff. This application for a Development Variance Permit addresses the siting of the single family dwelling which is located within the 5 m front parcel boundary setback.

The owner is also proposing to construct an accessory building for storage in the northwest corner of the subject property. The proposed building will meet all setback requirements as indicated on the site plan.

POLICY:**Electoral Area 'B' Official Community Plan Bylaw No. 850**

The subject property is designated Small Holdings in accordance with Bylaw No. 850. Section 4.3.20 outlines the principal uses of properties designated Small Holdings which include residential or agricultural along with one primary dwelling and one secondary dwelling unit shall be permitted per lot. Secondary dwelling units are allowed pursuant to the conditions set out in Section 4.3.28 and as further

regulated through zoning. The property currently has one dwelling unit which meets the intent of the OCP.

Electoral Area 'B' Zoning Bylaw No. 851

The subject property is zoned Small Holdings in accordance with Bylaw No. 851. The Small Holdings zone permits a number of principal uses including agriculture, day care, horticulture, single family dwelling, standalone residential campsite and timber harvesting. Secondary uses include accessory use, bed and breakfast, home occupation, small-scale sawmill, residential campsite, and secondary dwelling unit. One single family dwelling is permitted per parcel and one secondary dwelling unit is permitted subject to the regulations set out in Section 3.15.

FINANCIAL:

This application is the result of bylaw enforcement action. If the Board does not approve the requested variance, the Board may then wish to direct staff to seek a legal opinion regarding possible court action. Costs for the legal opinion and possible court action, although partially recoverable through Court, could nonetheless be substantial. Cost of staff involvement in legal action is not recoverable.

KEY ISSUES/CONCEPTS:

Servicing

The property is serviced by an onsite septic system and a water intake from Esbrella Brook.

Access

The property is accessed from a driveway originating on Ferguson Road which follows the unconstructed Ferguson Street and Railway Street rights of way to the property.

Development Variance Permit

This application proposes to vary the minimum front parcel boundary setback required pursuant to Section 5.5(3)(i) of Electoral Area from 5 m to 4.04 m for the existing single family dwelling only.

The subject property is located in a remote area where historically there was very little land use regulation. The applicant proceeded with development of the property without consultation with Development Services staff, and prior to obtaining the services of a surveyor. The house was located over top of the original property boundaries and was also located within the floodplain setback, and within the front parcel boundary setback. The applicant has consolidated the four original lots and has made the required applications to bring the property into compliance with zoning regulations and the Official Community Plan.

Staff note that Railway Avenue, which abuts the front parcel boundary is unconstructed at this time. The property is surrounded by unconstructed road rights of way, Crown land and other lands owned by the applicant. As such, there is little effect on the adjacent properties.

There is also a 4.5 m Provincial setback from the Railway Avenue road right of way. A referral was sent to the Ministry of Transportation and Infrastructure regarding this application. The Ministry response advised that they have no concerns with the proposed variance and are not requiring the owner to obtain a setback permit.

SUMMARY:

Development Services staff are recommending that Development Variance Permit 851-02 be approved for the following reasons:

- The subject property fronts Railway Avenue which is an unconstructed road right of way;
- The Ministry of Transportation and Infrastructure has indicated that they do not have any concerns regarding the proposed variance and will not be requiring the owner to obtain a setback permit;
- The subject property is in a remote location surrounded primarily by Crown lands and other parcels owned by the owner of the subject property. Thus, the proposed variance will have little to no effect on the surrounding neighbourhood.

IMPLEMENTATION:

If the Board approves the requested variance, the owner will be notified and a Development Variance Permit will be registered on the title of the property. No further bylaw enforcement action will be required for the existing improvements.

COMMUNICATIONS:

Property owners within 100 m of the subject property will be sent notification of the requested variance a minimum of 10 days prior to the CSRD Board meeting at which the variances will be considered. All interested parties will have the opportunity to provide comments regarding this application prior to the Board meeting.

Referrals have been sent to the following agencies:

- Electoral Area B Advisory Planning Commission
- Ministry of Transportation and Infrastructure

The Electoral Area B Advisory Planning Commission supported the proposed variance and advised that the Board accept the Development Variance Permit as written. The Ministry of Transportation and Infrastructure advised that their interests are unaffected, and that due to the remote location of the property they would not be requiring the owner to apply for a setback permit.

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.*

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

1. Electoral Area B Official Community Plan Bylaw No. 850

2. Electoral Area B Zoning Bylaw No. 851
3. Minutes from a meeting of the Electoral Area B Advisory Planning Commission held December 6, 2017.

Report Approval Details

| | |
|----------------------|---|
| Document Title: | 2018-01-18_Board_DS_DVP851-02_Dickinson.docx |
| Attachments: | - DVP851-02.pdf - Agency_referral_responses_DVP851-02.pdf - Maps_Plans_Photos_DVP851-02.pdf |
| Final Approval Date: | Jan 4, 2018 |

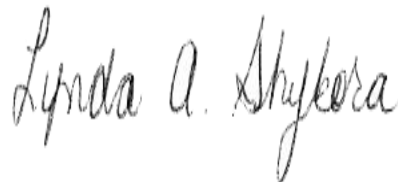
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Jan 2, 2018 - 3:03 PM



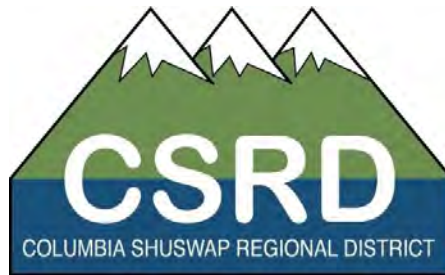
Gerald Christie - Jan 3, 2018 - 9:19 PM



Lynda Shykora - Jan 4, 2018 - 10:40 AM



Charles Hamilton - Jan 4, 2018 - 1:54 PM



DEVELOPMENT VARIANCE PERMIT NO. 851-02

1. OWNERS: Diana Dickinson
1617 Ferguson Road
NAKUSP BC V0G 1R2
2. This permit applies only to the land described below:

Lot A, District Lot 1145, Kootenay District, Plan EPP56626, which property is more particularly shown outlined in bold/hatched on the map attached hereto as Schedule 'A'.
3. Electoral Area B Zoning Bylaw No. 851, is hereby varied as follows:

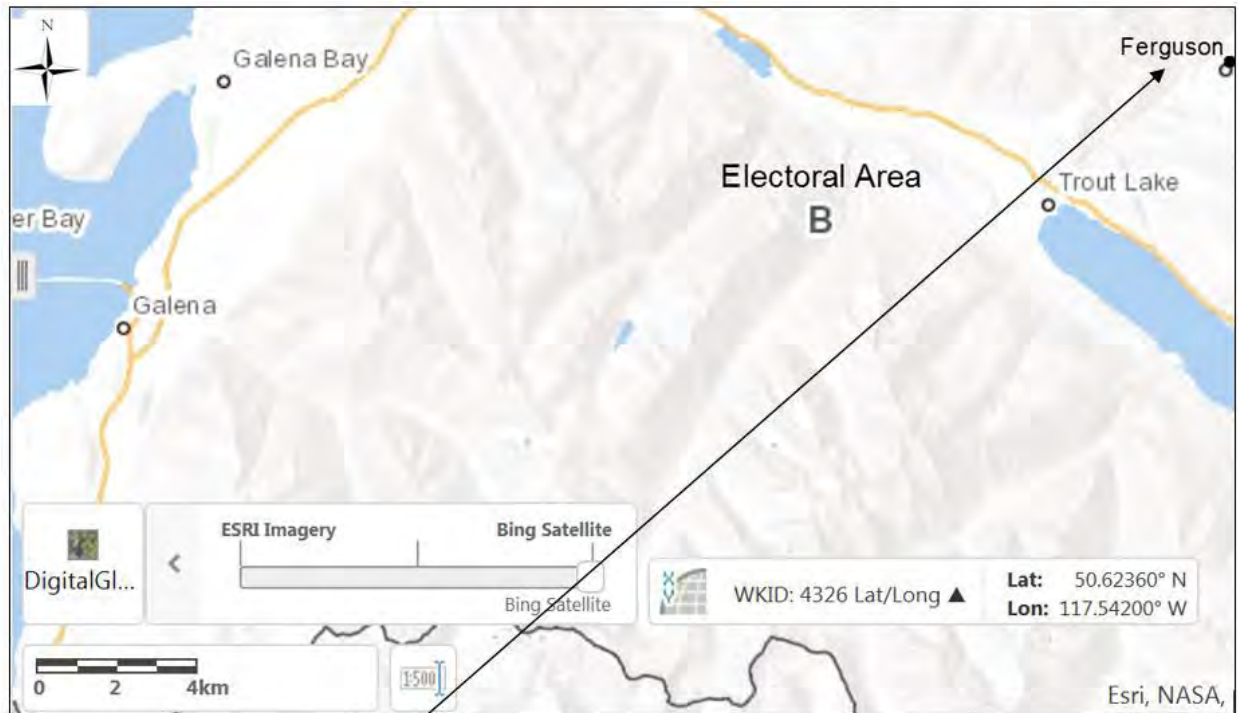
Section 5.5(3)(i) Minimum setback from the front parcel boundary from 5 m to no less than 4.04 m to any portion of the building only for the existing single family dwelling;
as more particularly shown on the site plan attached hereto as Schedule 'B',
4. This is NOT a building permit.

AUTHORIZED AND ISSUED BY RESOLUTION of the Columbia Shuswap Regional District Board on the _____ day of _____, 2018.

DEPUTY CORPORATE OFFICER

NOTE: Subject to Section 504 of the Local Government Act, if the development of the subject property is not substantially commenced within two years after the issuance of this permit, the permit automatically lapses.

COLUMBIA SHUSWAP REGIONAL DISTRICT
Development Variance Permit 851-02
Schedule 'A'



Subject Property



COLUMBIA SHUSWAP REGIONAL DISTRICT
Development Variance Permit 851-02
Schedule 'B'





**DEVELOPMENT APPROVALS
GENERAL COMMUNICATION**

Your File #: DVP851-2
eDAS File #: 2017-07130
Date: Dec/05/2017

Columbia Shuswap Regional District
Box 978
Salmon Arm, British Columbia V1E 4P1
Canada

Attention: Christine LeFloch, Development Services Assistant

**Re: Proposed Development Permit Approval Application for Lot A District Lot
1145 Kootenay District Plan EPP56626 - 1617 Ferguson Road, Ferguson BC**

Thank you for referring the proposed Development Variance Permit for adjusting the setback requirement for an existing cabin located on the subject property.

Due to the fact the property is located in a remote community (Ferguson) and the property line setback fronts an unconstructed road (Railway Avenue) and only varies by 0.46 metres the Ministry of Transportation and Infrastructures interests are unaffected at this time. In addition, the owner is not required to apply for a setback variance permit from the Ministry.

If you have any questions please feel free to call Cliff Razzo at (250) 426-1516.

Yours truly,

Cliff Razzo
Development Approvals Technician

Attachments: Sketch Plan

| Local District Address |
|--|
| Rocky Mountain District 129 10th Avenue S Cranbrook, BC V1C 2N1 Canada Phone: (250) 426-1500 Fax: (250) 426-1523 |



Columbia Shuswap Regional District
Electoral Area 'B' Advisory Planning Commission Minutes

Date: December 6, 2017

Time: 12:00 PM

Location: Revelstoke Community Centre

Members Present:

| | |
|-------------|-------------|
| B. Gadbois | Chairperson |
| K. Wiley | Secretary |
| J. Maitre | Member |
| M. Cummings | Vice Chair |
| J. Hooge | Member |

Members Absent: A. Parkin

Staff: none

Guests: D. Stuart Alternate Regional Director

Call to Order: 12:10 PM

Additions to the Agenda: none

Application: Zoning Amendment (Sievwright) Bylaw No. 851-11

Delegation: none

Discussion: A Committee member noted that a Zoning Amendment Application sign had not been erected for the public to see. A question about septic limitations for ten guests was asked. It was also noted that only three bedrooms in a B&B are permitted on ALR land. Although this rezoning is for a Vacation Rental, there is some uncertainty whether the five bedrooms with ten guests is permissible in the ALR.

Moved by M. Cummings, second by J. Maitre, and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

To send Zoning Amendment (Sievwright) Bylaw No. 851-11 back to the CSRD as the rezoning sign is not posted. To assess the septic system for capability based on an earlier report by the consultant for a previous Temporary Use Permit by

0360 40
LC2530

Eagle Pass Heliskiing. To determine whether five bedrooms (10 guests) would be permissible on ALR land.

| | |
|-----------------|---|
| #for the motion | 4 |
| #opposed | 0 |

At this point, the Chair had to recuse himself as he is acting as the agent for the applicant in the following application. The Vice Chair assumed the duties of the Chair.

Application: Development Variance Permit (Diana Dickinson) 851-2

Delegation: B. Gadbois agent

Discussion: B. Gadbois provided background to the application followed by a short discussion.

Moved by J. Maitre, second by K. Wiley, and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

To accept Development Variance Permit (Diana Dickinson) 851-2 as written.

| | |
|-----------------|---|
| #for the motion | 4 |
| #opposed | 0 |

B. Gadbois then took over his position as Chair.

New Business: Temporary Use Permits

Moved by M. Cummings, second by J. Maitre, and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

That when a TUP is issued, there should be a time limit for conditions to be met or conditions should be met before a TUP is issued.

| | |
|-----------------|---|
| #for the motion | 4 |
| #opposed | 0 |

Fire Protection

Moved by B. Gadbois, second by J. Maitre, and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

To request the CSRD to inform residents of the current fire protection status for insurance purposes.

| | |
|-----------------|---|
| #for the motion | 4 |
| #opposed | 0 |

Rezoning Application Signs

Moved by M. Cummings, second by J. Hooge, and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

To have outdated Rezoning Application Signs removed in a timely manner.

| | |
|-----------------|---|
| #for the motion | 4 |
| #opposed | 0 |

Adjournment

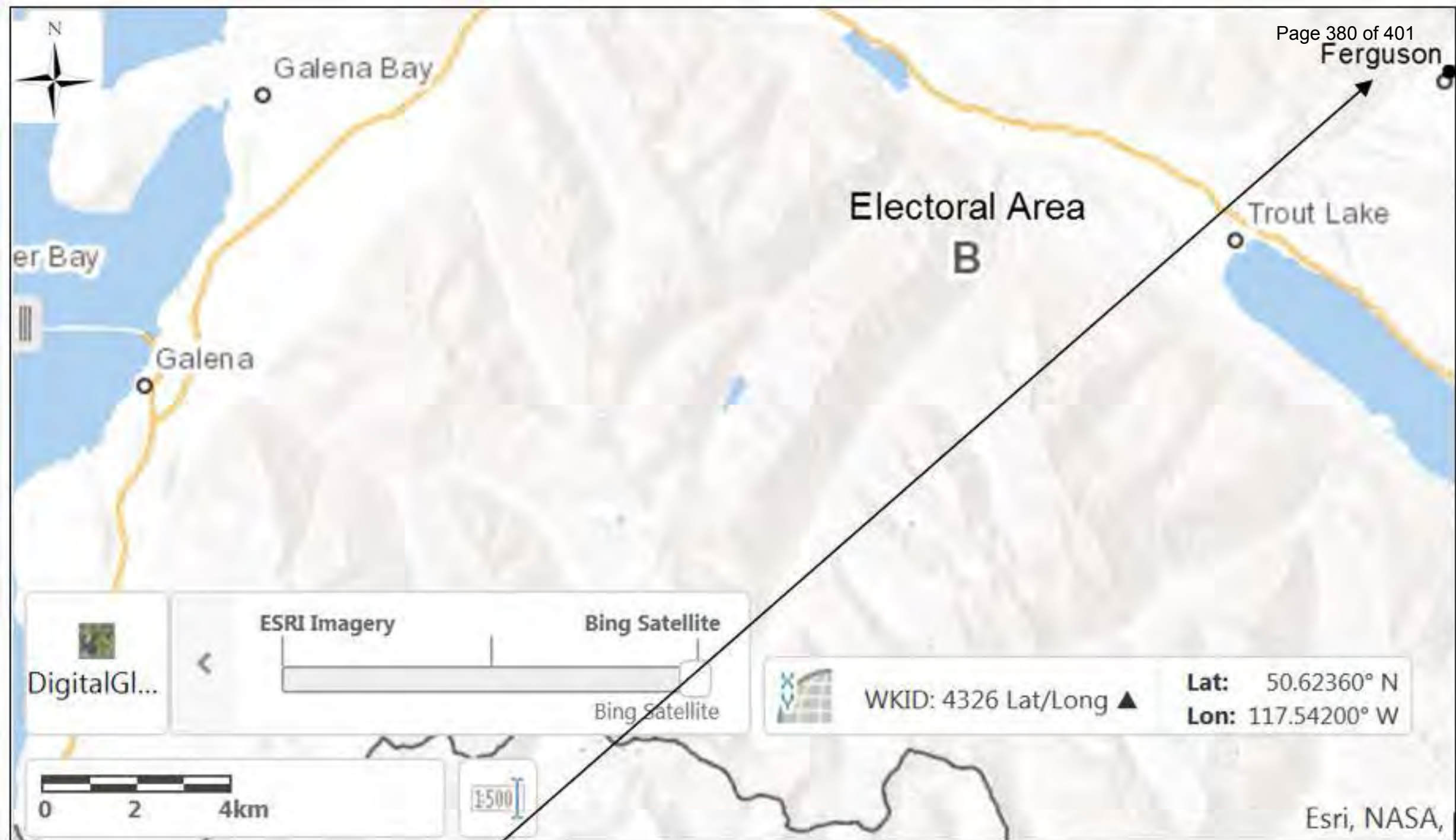
Motion to adjourn, K. Wiley, 13:45

0360 40
LC2530

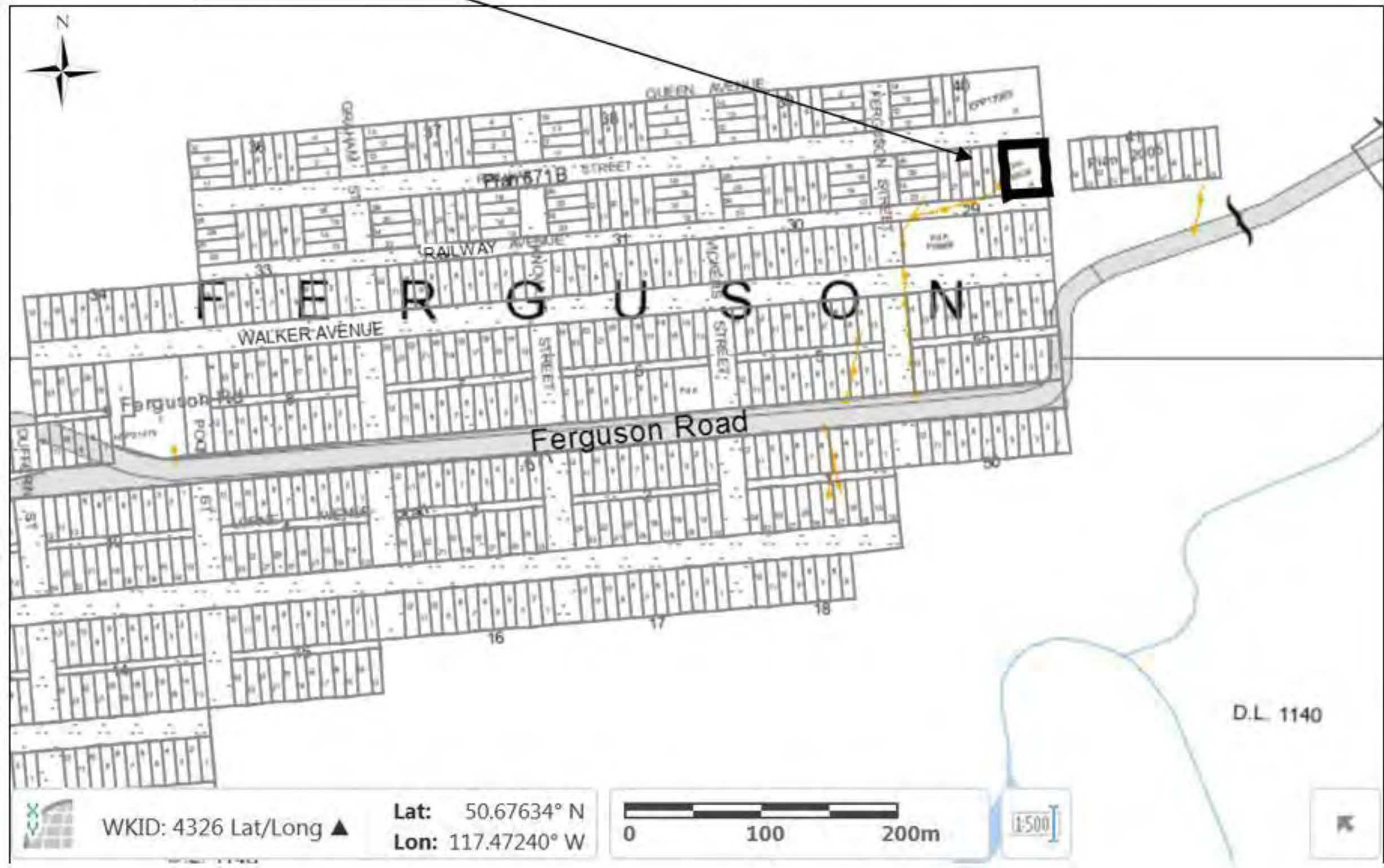
CERTIFIED CORRECT

Chair

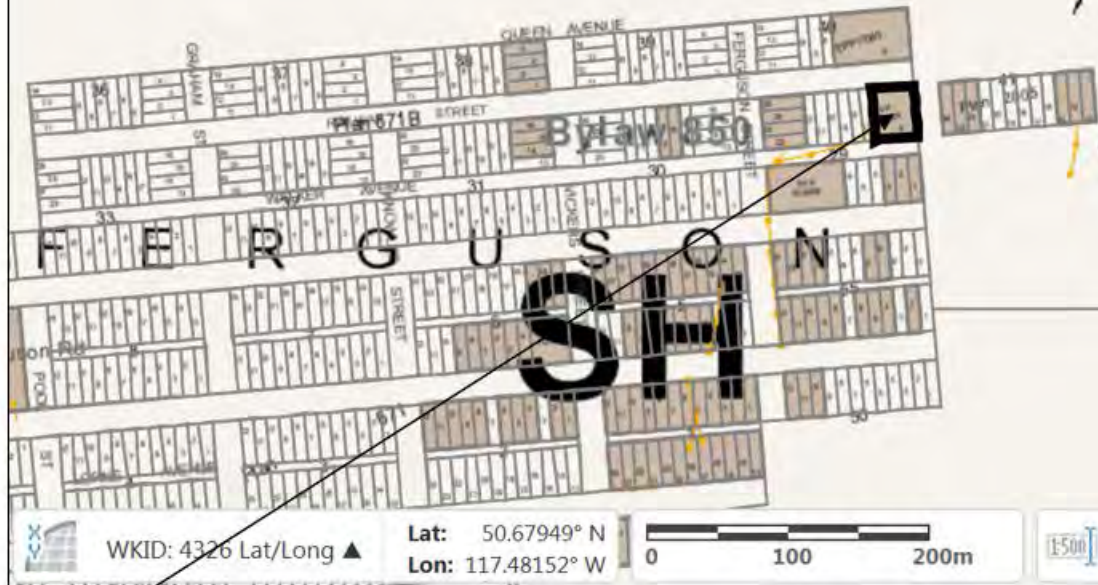
Kip Wiley
Secretary



Subject Property



Bylaw No. 850



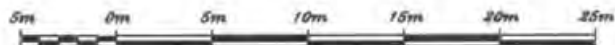
Subject Property

Zoning

Bylaw No. 851



SKETCH PLAN OVER LOT A BLOCK 29 DISTRICT LOT 1145 KOOTENAY DISTRICT PLAN EPP56626



SCALE: 1:250

THE INTENDED PLOT SIZE OF THIS PLAN IS 280mm IN WIDTH BY 432mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:250.

LEGEND

- DENOTES STANDARD IRON POST FOUND
- △ DENOTES ANGLE IRON FOUND
- ⊕ DENOTES NON-STANDARD POST FOUND
- + DENOTES GROUND ELEVATION
- TS—TB— DENOTES TOP OF BANK

GEODETIC ELEVATIONS ARE DERIVED FROM GNSS OBSERVATIONS.



FILE: 6374
DRAWING: 6374 SK3.DWG



#1617 FERGUSON STREET, FERGUSON BC

THIS PLAN WAS PREPARED FOR THE EXCLUSIVE USE OF D. DICKINSON.

THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

MONASHEE SURVEYING AND GEOMATICS, 2016. ALL RIGHTS RESERVED.

Fax (250) 546 8812

Tel. (250) 546 8800

MONASHEE SURVEYING AND GEOMATICS ACCEPT NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.

1579

1617

FERGUSON STR

ESRI Imagery

Bing Satellite

Bing Satellite



WKID: 4326 Lat/Long ▲

Lat: 50.67754° N

Lon: 117.47323° W



05.08.2017



05.08.2017



BOARD REPORT

TO: Chair and Directors

| |
|---|
| File No: BL851-11 PL20170000165 |
|---|

SUBJECT: Electoral Area B: Electoral Area B Zoning Bylaw Amendment (Sievwright) Bylaw No. 851-11

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated December 27, 2017.
4785 Airport Way, South Revelstoke

RECOMMENDATION #1: THAT: first reading given to "Electoral Area B Zoning Amendment (Sievwright) Bylaw No. 851-11", on November 16th, 2017 be rescinded this 18th day of January, 2018.

SHORT SUMMARY:

The Board gave first reading to this amendment at its November 16, 2017 Board meeting. During the presentation at that meeting staff notified the Board that the current owner had recently contacted staff to advise that the property had recently been sold. Since that meeting, the owner contacted staff indicating they wished to withdraw their application. It is, therefore, in order that the Board rescind first reading of the bylaw amendment, and the file be closed.

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

BACKGROUND:

The subject property is located south of the City of Revelstoke in Electoral Area 'B' on Airport Way. The owner has been operating a vacation rental use on the property for several years. This is not a permitted use in the current Small Holdings zone and, therefore, the property owner has applied to rezone the parcel to the Vacation Rental zone. The applicant has notified Development Services staff of a change in ownership on the subject property and has advised that the existing rezoning application is being withdrawn.

POLICY:

See November 16th, 2017 Board Report for details.

FINANCIAL:

In accordance with Development Services Application Fees Bylaw No. 4000, where a bylaw amendment application is withdrawn by the applicant prior to notice of public hearing, the applicant is entitled to a 25% refund of the application fee. Staff have requested a \$375 refund cheque from CSR D Financial Department which will be forwarded to the applicant.

KEY ISSUES/CONCEPTS:

The owner has recently sold the subject parcel and therefore has withdrawn her bylaw amendment application for vacation rental for the property located at 4785 Airport Way, South Revelstoke. Should the new owners wish to continue with the vacation rental use, staff will advise them that they will need to make an application for either a Temporary Use Permit or Zoning Bylaw Amendment.

IMPLEMENTATION:

The applicant has withdrawn their application; staff will carry out the appropriate processes, including forwarding a refund cheque to the applicant, in order to close the file.

COMMUNICATIONS:

Staff will forward a refund cheque to the applicant and notify her that the file is closed.

DESIRED OUTCOMES:

Endorse staff recommendation.

BOARD'S OPTIONS:

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

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

1. Development Services Application Fees Bylaw No. 4000

Report Approval Details

| | |
|----------------------|---|
| Document Title: | 2018-01-18_Board_DS_BL851-11_Siewwright_rescind_first_reading.docx |
| Attachments: | - 2017-11-16_Board_DS_BL851-11_Siewwright.pdf - BL851-11_First.pdf |
| Final Approval Date: | Jan 10, 2018 |

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



Corey Paiement - Jan 9, 2018 - 4:24 PM



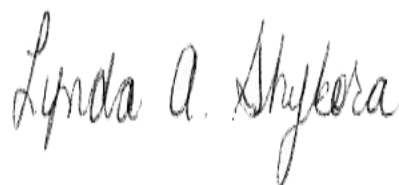
Gerald Christie - Jan 9, 2018 - 4:27 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jan 9, 2018 - 4:35 PM



Darcy Mooney - Jan 10, 2018 - 8:53 AM



Lynda Shykora - Jan 10, 2018 - 8:57 AM

A handwritten signature in black ink, appearing to read "C. Hamilton". The signature is stylized with a large, looped "C" and a long, sweeping horizontal stroke at the end.

Charles Hamilton - Jan 10, 2018 - 9:15 AM



BOARD REPORT

TO:

Chair and Directors

File No:

BL851-11

PL20170000165

SUBJECT:

Electoral Area B: Electoral Area B Zoning Bylaw Amendment
(Sievwright) Bylaw No. 851-11

DESCRIPTION:

Report from Candice Benner, Development Services Assistant, dated
October 31, 2017.
4785 Airport Way, South Revelstoke

**RECOMMENDATION
#1:**

THAT: "Electoral Area B Zoning Bylaw Amendment (Sievwright) Bylaw
No. 851-11" be read a first time this 16th day of November, 2017.

**RECOMMENDATION
#2:**

THAT: the Board utilize the simple consultation process for Bylaw No.
851-11, and it be referred to the following agencies and First Nations:

- Area 'B' Advisory Planning Commission;
- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Ministry of Forests, Lands and Natural Resource Operations;
- Ministry of Forests, Lands and Natural Resource Operations
– Water Rights Branch;
- Ministry of Forests, Lands and Natural Resource Operations,
Archaeology Branch;
- CSR D Operations Management;
- CSR D Financial Services;
- City of Revelstoke;
- All relevant First Nations Bands and Councils.

SHORT SUMMARY:

The subject property is located south of the City of Revelstoke in Electoral Area 'B' on Airport Way. The owner has been operating a vacation rental use on the property for several years. This is not a permitted use in the current Small Holdings zone and, therefore, the property owner has applied to rezone the parcel to the Vacation Rental zone.

VOTING:

Unweighted
Corporate

☐

LGA Part 14
(Unweighted)

☒

Weighted
Corporate

☐

Stakeholder
(Weighted)

☐
BACKGROUND:

PROPERTY OWNER:
Julia Sievwright

ELECTORAL AREA:

B

CIVIC ADDRESS:

4785 Airport Way, Rural Revelstoke

LEGAL DESCRIPTION:

Lot 1 Sections 30 and 31 Tp 22 Rg 1 W6M Kootenay District Plan NEP72289

SIZE OF PROPERTY:

4.10 ha

DESIGNATION:

Small Holdings –SH

ZONE:

Small Holdings-SH

ALR:

100%

SURROUNDING LAND

USE PATTERN:

North: Rural, Residential

South: Rural, Residential

East: Rural, Residential

West: Columbia River

CURRENT USE:

Vacation rental (illegal use)

PROPOSED USE:

Vacation rental

SITE COMMENTS: The property is flat with landscaped lawn and trees. An asphalt driveway leads to the house which is located centrally on the property. There is a house, detached garage, and small outbuildings on the parcel.

The parcel is surrounded by larger low density rural residential parcels to the north, south and east and by the Columbia River to the west.

POLICY:

Rural Revelstoke Official Community Plan Bylaw No. 850

2.1 Growth Patterns

South Revelstoke

At present the South Revelstoke area has a rural character that is highly valued by the residents. The area contains a mixture of lot sizes from small half acre parcels to large agricultural acreages. There is abundant forested upland area framing the valley and providing context for the proposed ski resort.

The settled area contains a mixture of housing types and sizes but the majority of development is single family residential. There are some properties that are designated as agricultural and are within the Agricultural Land Reserve but there is little active farming taking place.

4.1 Residential

Small Holdings Designation

4.3.20 The principal use shall be residential or agricultural.

4.3.22 One primary dwelling and one accessory dwelling unit shall be permitted per parcel.

4.3.23 The minimum parcel size for subdivision of Small Holdings land shall be 4 ha.

Vacation Rental

4.3.34 Vacation Rentals allow the use of temporary accommodation in residential areas on a commercial basis and are regulated either by a temporary use permit or through the zoning bylaw. Vacations Rentals shall:

- a. first be considered on a three year trial basis by the use of a temporary use permit (refer to Section 14);
- b. not create an unacceptable level of negative impact on surrounding residential uses;
- c. comply with all applicable regulations of the Provincial Agricultural Land Commission when located within the Agricultural Land Reserve; and
- d. be subject to local health authority requirements.
- e. be subject to all Ministry of Transportation and Infrastructure Access Permit requirements.

South Revelstoke

4.4.9 The Regional District recognizes the development pressure currently being experienced on the ALR lands below the Revelstoke Mountain Resort; however the ALC has indicated that it does not support a review of these lands for exclusion from the ALR. The ALC has indicated that it would only consider a review under the following conditions:

- specific information is provided as to the capacity of non ALR land in the City of Revelstoke to accommodate growth (i.e. more land is required to service growth pressures); and
- the land is proposed for incorporation into the City of Revelstoke.

Recognizing the current ALR status, lands within the ALR south of Revelstoke are to be designated Small Holdings (SH).

10.1 Agriculture

Agricultural lands in Electoral Area 'B' are primarily located in the Arrow Lakes Valley. The Regional District recognizes that some lands in the Electoral Area 'B', particularly in South Revelstoke may have limitations for agriculture, however, the ALC is not supportive of ALR exclusions at this time.

Although there is limited evidence of existing agricultural activity in the plan area there is a history of agriculture, particularly in the river valleys. The CSRD recognizes this history and the role of the ALC and the plan is supportive of agriculture, particularly where agriculture can contribute to sustainability and local food production.

10.2 Objectives

10.2.1 To support the preservation of the agricultural land base where lands have continuing value for agriculture.

10.2.2 To promote options for the production and marketing of locally grown foods.

10.2.3 To minimize conflicts between agriculture and other land uses.

10.3 Policies

10.3.1 The Regional District supports the preservation, maintenance and enhancement of lands for agricultural use within the Agricultural Land Reserve. Current Agricultural Land Reserve designations are inventoried in Schedule C.

10.3.3 Agriculture, including but not limited to agricultural food production, forage crops, livestock operations and accessory commercial uses, is permitted in the Rural Resource, Small Holdings, and Rural Residential 2 designations.

Electoral Area 'B' Zoning Bylaw No. 851

1.0 Definitions

BED AND BREAKFAST is the use of not more than three (3) bedrooms within a principal single family dwelling to provide temporary accommodation to the traveling public, and includes food service to guests

HOTEL is the use of land, buildings and structures to provide accommodation on a temporary basis to the travelling public, within a building, and may also contain meeting rooms & restaurant

LODGE is a building which complies with the definition of a "hotel" except that a lodge does not include a restaurant and areas used for public retail and public entertainment purposes

VACATION RENTAL is the use of a residential dwelling unit or secondary dwelling unit for temporary accommodation on a commercial basis

3.6 Agricultural Land Reserve

In addition to the regulations established in this Bylaw, all lands within the Agricultural Land Reserve are also subject to the provisions of the Agricultural Land Commission Act, regulations and orders of the Agricultural Land Commission (thereby not permitting the subdivision of land or the development of non-farm uses unless approved by the Agricultural Land Commission).

3.21 Vacation Rental

(1) A vacation rental may be permitted in both the single family dwelling and the secondary dwelling unit. Residential campsites, camping units, and park models shall not be used for vacation rental unless otherwise permitted in this Bylaw;

(2) Where a vacation rental is permitted, a maximum of five (5) bedrooms per parcel may be used for a vacation rental and no more than ten (10) guests are permitted in a vacation rental at any one time;

(3) A vacation rental located in a detached secondary dwelling unit is only permitted on a parcel 2 ha in size or larger;

(4) A vacation rental shall not be operated in conjunction with a bed and breakfast;

- (5) A vacation rental shall not include ancillary uses typical of a hotel, motel, lodge or inn. These uses include, but are not limited to: meeting rooms, restaurant, concierge, and retail sales;
- (6) A vacation rental shall not produce a nuisance for surrounding residents, including but not limited to noise, light or traffic that is disruptive to surrounding residents quiet and enjoyment of their property;
- (7) A vacation rental must not alter the residential character of the dwelling unit or property in which it is operated;
- (8) One (1) on-site parking space shall be provided for each bedroom used for vacation rental;
- (9) Total signage (excluding framing) used for the purpose of advertising the vacation rental on each parcel shall not exceed 0.5 m² in area and 2 m in height if free standing. Signs shall have a minimum setback of 1 m from parcel lines; and
- (10) A vacation rental must be sited in accordance with setback regulations and meet all provincial and Interior Health requirements regarding water and sewer servicing.

Current Zone:

5.5 Small Holdings (SH) Zone

Principal Uses

- (1) The uses stated in this subsection and no others are permitted in the Small Holdings zone as principal uses, except as stated in Part 3: General Regulations:
 - (a) agriculture
 - (b) day care
 - (c) horticulture
 - (d) single family dwelling
 - (e) standalone residential campsite
 - (f) timber harvesting

Secondary Uses

- (2) The uses stated in this subsection and no others are permitted in the Small Holdings zone as secondary uses, except as stated in Part 3: General Regulations:
 - (a) accessory use
 - (b) bed and breakfast
 - (c) home occupation
 - (d) small-scale sawmill
 - (e) residential campsite
 - (f) secondary dwelling unit

Regulations

- (c) Maximum parcel coverage: 25%
- (d) Maximum number of single family dwellings per parcel: One
- (e) Maximum number of secondary dwelling units per parcel: One

Proposed Zone:

5.15 Vacation Rental (VR) Zone

Principal Uses

- (1) The uses stated in this subsection and no others are permitted in the Vacation Rental zone as principal uses, except as stated in Part 3: General Regulations:
 - (a) single family dwelling
 - (b) horticulture
 - (c) vacation rental

Secondary Uses

(2) The uses stated in this subsection and no others are permitted in the Vacation Rental zone as secondary uses, except as stated in Part 3: General Regulations:

- (a) accessory use
- (b) home occupation
- (c) secondary dwelling unit

Regulations

- (c) Maximum parcel coverage: 20%
- (d) Maximum number of single family dwellings per parcel: One
- (e) Maximum number of secondary dwelling units per parcel: One

FINANCIAL:

This file initially started as bylaw enforcement as the current owners were operating a vacation rental out of the existing single family dwelling. Bylaw enforcement has been held in abeyance, pending the outcome of this application.

KEY ISSUES/CONCEPTS:

The Board has reviewed two ALR applications for this property in the past; Eagle Pass heli-skiing completed a non-farm use application to operate their heli-ski operation including using the existing dwelling as a commercial lodge. Eagle Pass was renting the property from the current owners at the time. The Board recommended approval of this application and the ALC approved this use.

The second ALR application the Board reviewed was also for non-farm use for a permanent vacation rental; the application was made by the current owners who wish to have a permanent vacation rental use for the property. The ALC determined during its review of this application that the footprint of the vacation rental within the existing dwelling is no different than that of a bed and breakfast, which is a permitted use in the ALR.

With the decision of the ALC, the owners are now continuing with the compliance process by applying to rezone the parcel to a zone appropriate for their vacation rental use. In consultation with the owners and in review of the existing vacation rental use on the property, staff believe that the Vacation Rental zone is an appropriate zone for the property.

The existing single family dwelling has been operated as a four to six bedroom and six bathroom vacation rental for several years; the owners understand that should the property be rezoned to Vacation Rental, they will be required to limit the use to a maximum of ten (10) guests and five (5) bedrooms, along with compliance with all vacation rental regulations stipulated in the zoning bylaw. The owners do not intend to operate helicopter pick/up drop off like that of Eagle Pass heli-skiing and the owners understand that the Vacation Rental zone does not permit this use.

OCP policy suggests that a Temporary Use Permit be the first step in an application for vacation rental prior to rezoning a parcel. The owners have chosen to apply directly for rezoning as they have been operating a vacation rental on the property for several years already and they intend to continue this use on a permanent basis. The ALC has also historically shown support of similar applications on the property. Subject to this application receiving first reading and receiving referral comments from

applicable agencies, staff may require further servicing information at second reading, regarding the proposed vacation rental use, from the owners.

SUMMARY:

The subject property is located south of the City of Revelstoke in Electoral Area 'B' on Airport Way. The owner wants to rezone the parcel to Vacation Rental to permit the existing vacation rental use.

IMPLEMENTATION:

If the Board gives this bylaw first reading and approves the simple consultation process, staff will send referrals out to the applicable agencies and First Nations.

COMMUNICATIONS:

If the bylaws are given first readings they will be forwarded to the referral agencies. Agency comments will be provided with a future Board report.

| | |
|--|--|
| •Area 'B' Advisory Planning Commission; | •CSRD Financial Services; |
| •Interior Health Authority; | •City of Revelstoke; and, |
| •Ministry of Transportation and Infrastructure; | •All relevant First Nations Bands and Councils, including: Lower Kootenay Band; Lower Similkameen Indian Band, Neskonlith Indian Band, Okanagan Indian Band, Okanagan Nation Alliance, Penticton Indian Band, Shuswap Indian Band, Simpcw First Nation, Splots'in First Nation, St. Mary's Indian Band, Tobacco Plains Indian Band. |
| •Ministry of Environment; | |
| •Ministry of Forests, Lands and Natural Resource Operations; | |
| •Ministry of Forests, Lands and Natural Resource Operations – Water Rights Branch; | |
| •Ministry of Forests, Lands and Natural Resource Operations, Archaeology Branch; | |
| •CSRD Operations Management; | |

DESIRED OUTCOMES:

That the Board endorse 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.*


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

1. Application
2. Electoral Area B Official Community Plan Bylaw No. 850
3. Electoral Area B Zoning Bylaw No. 851

Report Approval Details

| | |
|----------------------|---|
| Document Title: | 2017-11-16_Board_DS_BL851-11_Siewwright.docx |
| Attachments: | - BL851-11_First.pdf - Maps_Plans_BL851-11.pdf |
| Final Approval Date: | Nov 6, 2017 |

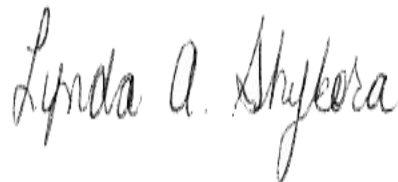
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Nov 3, 2017 - 4:03 PM



Gerald Christie - Nov 6, 2017 - 7:20 AM



Lynda Shykora - Nov 6, 2017 - 2:35 PM



Charles Hamilton - Nov 6, 2017 - 3:30 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA 'B' ZONING AMENDMENT

(Sievwright) BYLAW NO. 851-11

A bylaw to amend the "Electoral Area 'B' Zoning Bylaw No. 851"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 851;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 851;

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

1. The "Electoral Area 'B' Zoning Bylaw No. 851", as amended, is hereby further amended as follows:

A. MAP AMENDMENT

1. Schedule B, Electoral Area 'B' Zoning Bylaw No. 851 Overview Maps, which forms part of the "Electoral Area 'B' Zoning Bylaw No. 851" as amended, is hereby further amended by:

- i) rezoning Lot 1, Sections 30 and 31, Township 22, Range 1 West of the 6th Meridian, Kootenay District, Plan NEP72289, which property is more particularly shown hatched on Schedule 1 attached hereto and forming part of this bylaw, from Small Holdings –SH to Vacation Rental –VR.

2. Schedule C, Electoral Area 'B' Zoning Bylaw No. 851 Mapsheets, which forms part of the "Electoral Area 'B' Zoning Bylaw No. 851" as amended, is hereby further amended by:

- i) rezoning Lot 1, Sections 30 and 31, Township 22, Range 1 West of the 6th Meridian, Kootenay District, Plan NEP72289, which property is more particularly shown hatched on Schedule 1 attached hereto and forming part of this bylaw, from Small Holdings –SH to Vacation Rental –VR.

2. This bylaw may be cited as "Electoral Area 'B' Zoning Amendment (Siewwright) Bylaw No. 851-11".

READ a first time this 16 day of November, 2017.

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

PUBLIC HEARING held this _____ day of _____, 2018.

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

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

Certified true copy of Bylaw No. 851-11
as read a third time.

CHAIR

Certified true copy of Bylaw No. 851-11
as adopted.

CORPORATE OFFICER

CORPORATE OFFICER

SCHEDULE 1

ZONING AMENDMENT

ELECTORAL AREA 'B' ZONING AMENDMENT (SIEVWRIGHT) BYLAW NO. 851-11

