



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

LATE ITEMS AGENDA

Date: Thursday, March 29, 2018
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

6. Correspondence

6.2 Ministry of Municipal Affairs & Housing (February 19, 2018)

*6.2.1 Terms of Reference for Electoral Area C (South Shuswap) Boundary Analysis Study

1

Terms of Reference outlining the boundary analysis study for Electoral Area C (South Shuswap), for information.

7. Reports

*7.5 Electoral Area Directors' Committee Meeting Minutes - February 27, 2018

6

Motion

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

*7.6 Shuswap Watershed Council Meeting Summary - March 14, 2018

14

Motion

THAT: the minutes of the March 14, 2018 Shuswap Watershed Council meeting be received for information.

*7.7 Committee of the Whole (Budget) Meeting Minutes - March 16, 2018

21

Motion

THAT: the minutes of the March 16, 2018 Committee of the Whole (Budget) meeting be received for information.

8. Business General

*8.1 2017 CSRD Year-End Financial Statements

27

Report from Jodi Pierce, Manager, Financial Services, dated March 5, 2018.

Revised financial statements attached to the Late Agenda.

Motion

THAT: in accordance with the Local Government Act, the 2017 CSRD Year End Financial Statements be approved.

15. Business by Area

*15.2 Electoral Area B: Temporary Use Permit No. 850-07 (Revell)

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Report from Jennifer Sham, Planner, dated February 21, 2018.
3401 Catherwood Road, South Revelstoke

Motion

THAT: In accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-07 for Lot 1, Section 11, Township 23, Range 2, W6M, KD, Plan 7126, except part included in Plan 7169, be issued this 29th day of March, 2018, for a vacation rental subject to the applicant fulfilling the following conditions:

1. Proof of adequate vacation rental and liability insurance with a minimum of \$5 million dollars in coverage for the vacation rental house, and naming the CSRD as an additional insured; and,
2. Registration of a suitably worded Section 219 Covenant on the title of the subject property agreeing to obtain the acceptable insurance and agreeing to a release and indemnification to the CSRD for any damage that occurs as a result of the temporary use/vacation rental.

16. Planning Bylaws

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

123

Report from Dan Passmore, Senior Planner, dated February 2, 2018.
1885 Tappen Notch Hill Road, Carlin.

Supplementary information letter attached to the Late Agenda.

Motion

THAT: "Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12" be given first reading this 29th day of March, 2018.

Motion

THAT: the Board utilize the simple consultation process for Bylaw No. 725-12, and the Bylaw be referred to the following agencies and First Nations:

- Area C Advisory Planning Commission;
- Interior Health Authority;
- Agricultural Land Commission;
- Ministry of Agriculture;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Water Rights Branch;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services Department; and,
- All relevant First Nations.

***16.4 Withdrawn: Electoral Area E: Lakes Zoning Amendment (Coleman) Bylaw No. 900-23**

Item withdrawn. New information staff have become aware of requires changes to the report. Staff will bring this back before the Board at a future meeting.

Motion

THAT: "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be read a first time this 29th day of March, 2018.

Motion

THAT: The Board utilize the simple consultation process for Bylaw No. 900-23 and it be referred to the following agencies and First Nations:

- Department of Fisheries and Oceans;
- Navigation Canada;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lands Branch;
- CSRD Operations Management; and
- All relevant First Nations bands and councils.

Terms of Reference:

Columbia Shuswap Regional District Electoral Area 'C' – Blind Bay/Sorrento Boundary Analysis Study

1.0 OVERVIEW

In 2016, the Province contributed funding for a governance study within Electoral Area 'C' of the Columbia Shuswap Regional District (CSRD) to document service delivery and governance arrangements, engage with local community members to understand their concerns and interests, and identify potential future governance and service delivery options for the area.

The local governance committee established to oversee the study presented their final report to the CSRD Board on August 17, 2017. The report recommended undertaking a restructure study for Electoral Area 'C' that examined two options:

- 1) the incorporation of a portion of the electoral area; and,
- 2) the division of the current electoral area into two electoral areas.

The CSRD Board subsequently resolved to seek funding from the Minister of Municipal Affairs and Housing (MAH) for a restructure study that would: examine an incorporation study area, and a determination of the exact boundaries for two electoral areas in Electoral Area 'C'.

Recognizing the timing of the request, the Minister and CSRD Board agreed that undertaking a full-scale study to explore restructure options before the general local election in October was not feasible. Instead, it was agreed that the Ministry will fund a *boundary analysis study* to clarify and define potential study area geographies for the alternatives recommended by the committee, which includes identifying restructure implications arising from the selection of the study boundaries.

The analysis will look at four potential study boundary scenarios:

- 1) incorporation of Blind Bay (or a portion thereof) as a separate municipality;
- 2) incorporation of Sorrento (or a portion thereof) as a separate municipality;
- 3) incorporation of Blind Bay and Sorrento (or a portion thereof) as a combined municipality;
- 4) splitting of electoral area 'C' into two electoral areas (each with a separate Electoral Area Director).

Since the committee did not specify which portion of Electoral Area 'C' is most suitable for incorporation, the study will map boundaries for a portion of Sorrento, a portion of Blind Bay, and a portion of Sorrento and Blind Bay together. Once Board members are sworn in following the October 2018 election, the Board can reaffirm or withdraw the request for a full-scale restructure study and decide the scope of the study.

The objectives of the *boundary analysis study* are to:

- outline the criteria used to decide on study area boundaries, including, but not limited to population, settlement patterns, roads, land use regulation, and services;
- establish a recommended study area boundary for each of the four scenarios described above;
- identify, at a high-level, restructure implications resulting from the recommended study area boundaries that could be explored further by a future full-scale restructure study;
- if appropriate, identify secondary boundaries that would also be appropriate for a study area;
- if secondary boundaries are identified, describe the differences between the recommended boundary and the secondary boundary.

The *boundary analysis study* will provide a comprehensive assessment of quantitative and qualitative data in sufficient detail and rigour to make recommendations for study areas for each of the four scenarios. The analysis is expected to consider, at a high-level, implications of the proposed boundaries on future restructure scenarios, but it is not expected to analyze the impacts of each restructure scenario on residents in the area or the CSRD (e.g. impacts on taxation). If the Minister and CSRD Board decide to move forward with a full-scale restructure study following the boundary analysis study, impacts will be explored at that time.

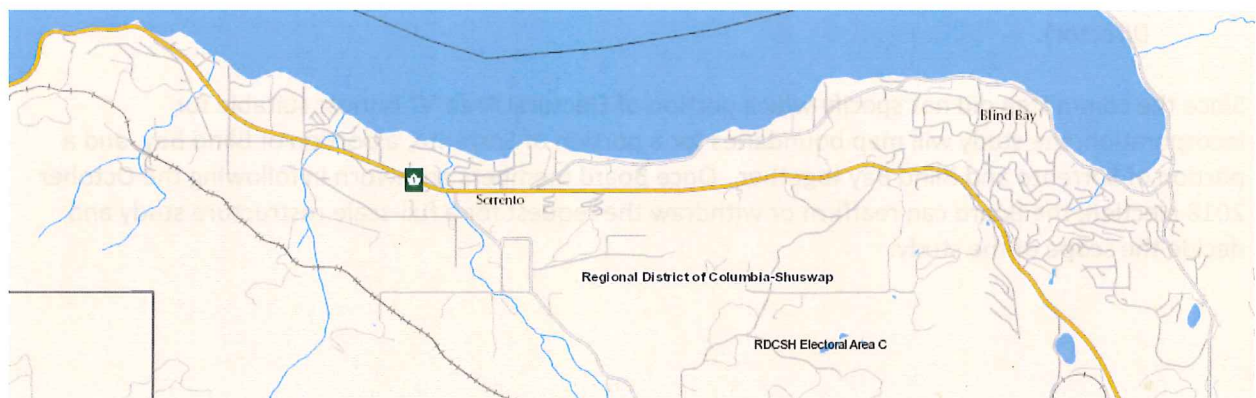
The boundary analysis will be completed by a consultant or consultants retained by the CSRD. The CSRD will lead the procurement process and administer the contract. As this study is mostly technical in nature, it will not include the re-establishment of the committee that was used for the governance study. Instead, CSRD plans to update past committee members and inform the public so they can fully understand the project and the decision-making process. If the boundary analysis study leads into a full-scale restructure study it is likely the governance committee would be re-established at that time.

2.0 SCOPE OF WORK

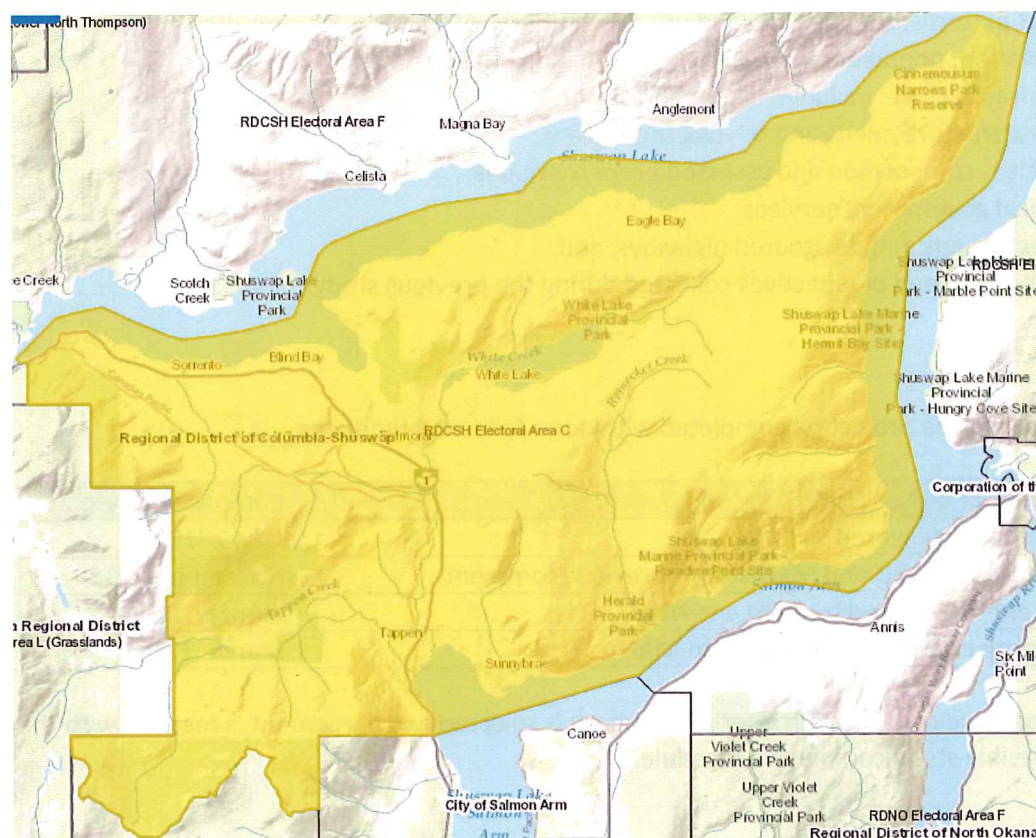
2.1 Study Area

The maps provided outline the overall location of the boundary analysis study, but it is expected that the study itself will identify various boundaries for future study areas within the overall geography.

Map of study area – incorporation study boundary analysis (scenarios 1-3 below)



Map of study area – splitting of electoral area analysis (scenario 4 below)



2.2 Study Contents

Expected outputs from the *boundary analysis study* include:

- 1) Final report that fulfills the objectives of the boundary analysis study as described in section 1.0;
- 2) GIS based maps depicting recommended and alternative (if appropriate) study boundaries for each scenario;
- 3) Data tables and other quantitative/qualitative information (to be included in final report as appendices and also provided electronically in appropriate formats) used to make recommendations.

The final study report should include, but is not limited to, the following components:

- 1) Background: overview of the purpose of the study and report contents; data collection methodologies; and evaluation criteria used to decide on boundaries.
- 2) Results: description of each recommended and alternative (if appropriate) restructure boundary scenario, including detailed maps; high-level overview of potential restructure implications for each scenario; and associated analysis of available data and identification of data 'gaps'.
- 3) Conclusions: clear summary of report findings and limitations, or other conclusions.
- 4) Appendices: technical or aggregated data (as necessary).

When assessing boundary options the following factors should be considered:

- settlement patterns, zoning, OCP land use designations, ALR status, lot sizes etc;
- area population, population density, and dispersion;
- existing infrastructure, including water and sewer;
- future infrastructure needs and development plans;
- property class composition and assessed property values;
- existing local government services;
- existing local roads and designated highways; and,
- community input and perspectives collected during the previous study.

2.3 Timeline

It is recommended that the project be completed within the following timelines:

Task/Deliverable	Completion Date
Interim progress report delivered to MAH	July, 2018
Draft report provided to CSRD and MAH staff for review/comment	November, 2018
Final formatted report delivered to CSRD and MAH	January, 2019
Final account of project expenses delivered to MAH	March, 2019

This timeline will become more certain after a consultant is selected and agreement is reached with the consultant on a feasible study completion schedule.

2.4 Linkages

The *boundary analysis study* should consider linkages with:

- Previous study report completed by local governance study committee
- Timing of upcoming local government elections
- A potential future restructure study

3.0 ADMINISTRATION

The CSRD will procure a consultant, or consultants, in accordance with the CSRD's procurement policy and process and meeting North West Partnership Trade Agreement requirements.

Consultant(s) will be sought to undertake this study with sufficient experience and expertise in local government boundary extension/restructure, service delivery and governance studies to effectively identify restructure implications arising from the selection of study boundaries. The consultant(s) must also demonstrate ability to work with and generate GIS data and mapping.

In supervising the work of the consultant(s), the CSRD is responsible for ensuring that expected outputs completed by the consultant(s) meet the requirements outlined in this Terms of Reference.

The consultant(s) shall report directly to the CSRD, who will administer the contract. MAH staff will provide additional input including review of the draft materials and provision of comments prior to completion of the final report.

The total funding available for the *restructure study boundary analysis* will be determined by the CSRD; the MAH contribution is up to \$15,000. Disbursements under contract(s) will be made by the CSRD.

The CSRD will provide MAH staff with a copy of the selected consultant's proposal accepted as the basis of a contract for the study and/or a preliminary outline of the study and work plan before substantive work begins.

A draft report written by the consultant(s) will be provided to CSRD and MAH staff for review and comment prior to the report being finalized.

Once the report is finalized, the CSRD will convey the findings to the Minister of Municipal Affairs and Housing. Depending on the results of the *boundary analysis study*, and subsequent decisions by CSRD and MAH, further phases of a restructure study may be considered.



ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

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

Date: February 27, 2018
Time: 9:30 AM
Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Directors Present	S. Knaak	Alt. Director - Area A (Via Teleconference)
	L. Parker	Electoral Area B (Via Teleconference)
	P. Demenok	Electoral Area C
	R. Talbot	Electoral Area D
	R. Martin	Electoral Area E
	L. Morgan	Electoral Area F
Directors Absent	K. Cathcart	Electoral Area A
Staff Present	C. Hamilton	Chief Administrative Officer
	J. Graham	Executive Asst./Asst. Deputy Corporate Officer
	L. Schumi	Administrative Clerk (Recorder)
	J. Pierce	Manager, Financial Services
	S. Haines	Deputy Treasurer
	G. Christie	Manager, Development Services
	C. Paiement	Team Leader, Development Services
	D. Passmore	Senior Planner
	J. Thingsted	Planner

1. Call to Order

The Chief Administrative Officer called the meeting to order at 9:40 AM.

1.1 Election of Chair

The Chief Administrative Officer called for nominations for the position of Chair for 2018.

Director Talbot nominated Director Demenok. Director Demenok consented to the nomination.

The Chief Administrative Officer called three times for nominations.

Hearing no further nominations for the position of Chair, the Chief Administrative Officer declared Director Demenok as Chair of the Electoral Area Directors' Committee for 2018 by acclamation.

1.2 Election of Vice Chair

The Chief Administrative Officer called three times for nominations for the position of Vice-Chair for 2018.

Director Talbot nominated Director Martin. Director Martin did not consent to the nomination.

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

The Chief Administrative Officer called three times for nominations.

Hearing no further nominations for the position of Vice-Chair, the Chief Administrative Officer declared Director Morgan as Vice-Chair of the Electoral Area Directors' Committee for 2018 by acclamation.

Director Demenok assumed the Chair at this time.

2. Adoption of Agenda

Moved By Director Talbot

Seconded By Director Morgan

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

CARRIED

3. Meeting Minutes

3.1 Adoption of Minutes

Moved By Director Morgan

Seconded By Director Talbot

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

CARRIED

4. Reports by Staff

4.1 New Provincial Liquor Control and Licensing Branch Policy Directive No. 18-01 Special Event Permit Exemption

Verbal report from C. Paiement, Team Leader, Development Services regarding the following:

- Overview of Policy Directive No. 18-01
- Overview of CSRD Policy No. A-42

For discussion/direction.

Mr. Paiement presented the Committee with an overview of his PowerPoint presentation.

Here is a link to Mr. Paiement's [presentation](#).

The Province has introduced a new Policy Directive whereby profits from an event with a LCLB Special Event Permit no longer have to go to charity if the event is determined to be of significance prior to the permit being issued. This is intended to be an effort to support the music industry, although staff are unsure exactly how this will be of benefit.

There are four types of significance. The Province will determine international, national, and provincial significance. If the Province is unable to make the determination if the event is one of these three types of significance, the applicant may request a local government to determine if the event is of municipal significance.

Mr. Paiement also gave an overview of CSRD Policy A-42 regarding how CSRD responds to referrals about Provincial liquor licence applications. The policy outlines that the CSRD would like to be informed of applications but will not provide comments about relevant land use regulations.

Discussion around local events, what municipal significance means and whether the CSRD should get involved at this point, citing the additional staff time and workload. Mr. Paiement noted that staff are recommending that CSRD Policy A-42 be revised to delegate a staff person to communicate that no events in the CSRD are of municipal significance and only provide comments regarding land use regulations.

There were comments from Area Directors that the Directors should have input about community events that serve alcohol and how profits are spent in their communities. Mr. Paiement responded that staff are only able to review land use regulations and not how profits are spent.

Chair commented that Area Directors and local government should have more opportunity to provide input on these types of applications, determine municipal significance and how the profits are spent. Noting profits from the sale of alcohol should benefit the community. There was also mention of the Economic Development Officer being involved to determine, or assist in determining, municipal significance.

Gerald Christie, Manager of Development Services, informed the Committee that the CSRD Telecommunication Facilities Siting and Consultation Policy P-22 allows the Area Director the opportunity to provide input about specific applications and choose to elevate applications for consideration by the Board.

Mr. Paiement confirmed that liquor licence applications that are referred to the CSRD are currently forwarded to the relevant Area Director for comments. He also confirmed that an Area Director can make the determination of municipal significance in their area. Staff will prepare an amendment to CSRD Policy No. A-42 (Liquor Licence Applications) that includes this for the Board's consideration.

4.2 Cannabis Production and Retailing in BC

Verbal report from J. Thingsted, Planner, Development Services regarding the following:

- Overview of the proposed Cannabis Act
- Overview of Health Canada cannabis production regulations
- Overview of cannabis production in BC, including ALR
- Considerations for cannabis production in CSRD Electoral Areas
- Overview of cannabis retailing in BC
- Considerations for cannabis retailing in CSRD Electoral Areas

For discussion/direction.

Here is a link to Mr. Thingsted's [presentation](#).

Mr. Thingsted explained the proposed Cannabis Act and what local government involvement may look like. He also gave some background on the Marihuana Medical Access Regulations (2001) and the Marihuana for Medical Purposes Regulations (2013). Mr. Thingsted then provided the Committee with information on what is known about current and proposed production, processing and retail of cannabis in the CSRD.

After considerable discussion, comments made by the Electoral Area Directors were:

- Referrals regarding cannabis should be forwarded to the relevant Director for comment.
- There was some division on whether the CSRD should treat cannabis the same as alcohol. It was suggested that more Director input is required when it comes to cannabis. Placing unnecessary restrictions on cannabis along with Federal and Provincial regulations the CSRD could be opening up opportunities for legal challenge.
- Odour from production was identified as an issue.
- Consensus that production of cannabis should not just be restricted to the Agricultural Land Reserve as it could potentially result in ALR land becoming more expensive.
- Retail outlets selling cannabis should not be located near schools, daycares or in residential areas. Production and retail sales could be

regulated through zoning in order to trigger an application process and opportunity for public input.

- Regarding how to regulate retail sales in communities with no zoning bylaw, Mr. Thingsted confirmed that the Liquor Control and Licencing Branch will require a Board resolution showing support in order to obtain a retail licence.
- Public consultation is needed; this could become an election issue. Unsure of what area residents want.
- Consultation with other regional governments and municipalities should be carried out to better understand what approach they are taking in regard to regulating cannabis. Perhaps there could be some research conducted to determine how Colorado and Washington State have regulated cannabis since it's been legal there for a while.
- Could direct cannabis production to industrial zones, rather than agricultural areas.

In closing, Mr. Thingsted provided an overview of the current zoning bylaws in each electoral area and how they pertain to cannabis. He identified bylaw amendments as one possible approach but emphasized that a priority would be to develop a cannabis policy similar to the CSRD liquor application policy. It was also mentioned that establishing a fee structure for Board resolution requests be considered. Additionally, considering there is a tight timeline with legalization slated for August 2018, a work plan is necessary.

Mr. Christie reiterated to the Committee that this is still a work in progress as not all the necessary information has been provided by the Provincial or Federal government. As there is a tight timeline it is suggested that staff develop a policy to address cannabis as soon as possible.

5. Reports by Electoral Area Directors

5.1 Invitation from Ministry of Agriculture on Revitalizing ALR and the ALC

Request brought forward from February 15, 2018 Board Meeting for discussion:

- Meeting date: Thursday, March 1, 2018 in Kamloops, BC.
- Deadline for submitting information to Minister of Agriculture's Advisory Committee is 4:00 PM, April 30, 2018.

- Letter and Discussion Paper were circulated with the Agenda.

Three Directors are planning to attend the meeting. There is a comprehensive survey available online to give feedback on ALR land.

Discussion on each areas priorities for ALR land and the Directors concluded the top priorities are:

- Lack of enforcement of regulations, most important.
- Assisting ALR landowners to use their land for agriculture as of now there is no incentive for farmers.
- Updates to the classification of farmland and the regulations on subdividing for family members.
- Boundaries need review, too much unusable ALR land making the cost of farming too high.
- Housing affordably for workers.
- Succession planning for retirees.

5.2 Director Remuneration and Expenses - Tax Implications

- Requested by Director Talbot
- Discuss January 1, 2019 tax implications regarding expenses.

Jodi Pierce, Manager, Financial Services explained the new Canada Revenue Agency tax changes regarding Directors non-accountable expenses. Expenses incurred in the nature of the job such as mileage, home office expenses, etc. would be taxable without a valid receipt.

It may be possible for Directors to receive a T2200 form to claim home & vehicle expenses but that the Manager of Financial Services will explore all options available and will consult with the auditors on this matter. The manager also advised more information will be provided after the Government Finance Officers Association of BC conference in May.

6. Adjournment

Moved By Director Morgan

Seconded By Director Talbot

THAT: the February 27, 2018 Electoral Area Directors' Committee meeting be adjourned.

CARRIED

CHAIR

CHIEF ADMINISTRATIVE OFFICER



Council Meeting
March 14th 2018 | 10:15 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. Elect Chair and Vice Chair for 2018
2. Receive report from Program Managers
3. Receive presentation on 2018-19 work plan

Present

Paul Demenok, Chair – Columbia Shuswap Regional District, Area C
 Rick Berrigan, Vice Chair – Thompson-Nicola Regional District, Village of Chase
 Rene Talbot – Columbia Shuswap Regional District, Area D
 Rhona Martin – Columbia Shuswap Regional District, Area E
 Larry Morgan – Columbia Shuswap Regional District, Area F
 Ken Christian – Thompson-Nicola Regional District, City of Kamloops
 Todd Kylo – District of Sicamous
 Nancy Cooper – City of Salmon Arm
 Dennis Delisle – Regional District of North Okanagan (*alternate*)
 Dennis Einarson – BC Ministry of Environment and Climate Change Strategy
 Ray Nadeau – Community representative
 Randy Wood – Community representative

Erin Vieira and Mike Simpson – Fraser Basin Council

Observers

Jay Simpson

Regrets

Dave Nordquist
 Tundra Baird
 Lorne Hunter
 Laura Code
 Representative, Secwepemc Nation

**Call to Order**

The meeting was called to order at 10:15 AM by Mike Simpson

Election of Chair and Vice Chair

Chair of the Shuswap Watershed Council for 2018 is Paul Demenok by acclamation

Dennis Einarson entered the meeting at 10:20 AM

Vice Chair of the Shuswap Watershed Council for 2018 is Rick Berrigan.

Moved/seconded by Director Talbot/Chair Demenok that:
The ballots be destroyed.

CARRIED**Adoption of meeting summary**

Moved/seconded by Mayor Christian/Director Talbot that:
The summary for the December 13th 2017 meeting of the SWC be adopted.

Discussion:

Chair Demenok noted that a letter of support has been sent to Adams River Salmon Society.

CARRIED**Correspondence**

Moved/seconded by Director Morgan/Mayor Cooper that:
The correspondence be received for information.

Discussion:

Chair Demenok noted that the letter to the Province regarding the AWCR generated some correspondence in local media; there was some misunderstanding, and some comments in the media did not accurately portray the SWC's position. Chair Demenok stated the Council's position to maintain good water quality as well as a thriving agriculture industry in the Shuswap region, and the importance of defining and understanding the term "sensitive receiving environment" before applying this designation in the watershed or a portion thereof. Ray Nadeau offered his apologies to the Council for the media release submitted by SEAS and SWAT that misrepresented the Council's viewpoint. Ray reiterated his personal concerns over phosphorus loading to the Shuswap watershed.

CARRIED



Report from Chair

Chair Demenok noted that the correspondence sent out since the last meeting has not yet received any replies.

On March 1st, the Chair made a presentation to the Salmon Arm Environmental Advisory Committee; there was very good discussion about the SWC's monitoring project for nonylphenols.

Old business: SWC Terms of Reference

Chair Demenok explained the proposed updates to the Council's Terms of Reference and a discussion took place. Revisions to the Terms of Reference were captured as follows:

- Allowance for Secwepemc Nation representatives (as represented by Adams Lake Indian Band) to have a financial vote
- Clarification to the allowance of alternates for elected SWC members
- The addition of specific measures to enhance liaison between the SWC and its supporting committees.

Moved/seconded by Mayor Christian/Director Talbot that:
The Terms of Reference be amended as discussed.

CARRIED

Action item: staff will update the Terms of Reference (as Version 4) after the amendment to the Contribution Agreement is finalized, then circulate and post the TOR online.

Old business: SWC Statement of Principles

SWC members added their signatures to the SWC Statement of Principles.

Report from Program Managers

Mike Simpson reviewed the action items noted in the December 13th and noted that all but one are complete: Dennis Einarson commented that re-structuring has taken place within the Ministry and a suggested guest speaker on climate change will be made in the near future.

Erin Vieira provided an update on program operations:

- The Water Monitoring Group met in February; part of the meeting was spent creating the watershed monitoring plan for 2018
- Staff are receiving proposals for water quality improvement project(s) to be carried out in 2018
- Results of the Nonylphenols monitoring project have been publicized; it has been covered by local newspapers and radio stations

- Staff have created an educational program for Zebra and Quagga Mussels with input from CSISS, Okanagan Basin Water Board, and the Invasive Species Council of BC; the program will launch in April

Expenses to the end of the third quarter (April 1st – December 31st 2017) are as follows:

	Budget (\$)	Expenses (\$)
Water Monitoring Initiative	66,250	10,344
Water Protection Initiative	75,650	61,735
Recreation Safety Education Program	12,800	9545
Communications	34,600	29,337
Management and Administration	41,600	29,322
Operating Reserve	99,014	0
Total expenses to December 31st 2017	329,914	140,283

Gardom Creek project

Mike Simpson reviewed the objective of the Gardom Creek water quality improvement project, which is to create a 5000 m² wetland at Gardom Creek (flows into Gardom Lake). The wetland will improve water quality into Gardom Lake as well as provide a suite of ecological benefits typical of wetlands. The Gardom Lake Stewardship Society is the lead on the project and has support from wetland experts. The project is delayed and won't be complete by March 31st; the delays are related to the acquisition of a permit for the work and assuming liability.

Discussion:

Rick Berrigan inquired if the SWC could send a letter requesting that the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development take out a Licence of Occupation for the wetland project.

Moved/seconded by Mayor Berrigan/Mayor Christian that:
The SWC send a letter to the MFLNRORD as described above.

CARRIED

Action item: staff will work with the Chair and the Gardom Lake Stewardship Society to prepare the letter

Moved/seconded by Director Martin/Mayor Cooper that:
The contribution agreement between SWC and the Gardom Lake Stewardship Society for the wetland project be amended and extended to November 30th 2018.

CARRIED

Action item: staff will work with the GLSS to extend the contribution agreement

Lunch Break

The SWC took a lunch break from 12:00 – 12:30 PM

2018 Work plan and budget

Erin Vieira presented the 2018-19 work plan and budget, as summarized below:

Revenue	\$
<i>Carry forward from 2017-18</i>	
Projected operational surplus	12,000
Operating Reserve (includes \$20K contingency fund)	99,014
<i>Per Contribution Agreement:</i>	
CSRD Areas C, D, E, F and District of Sicamous	160,000
TNRD	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1300
Total Revenue	365,914
Work plan and budget	\$
Water Quality Program: Water Monitoring Initiative	66,400
Water Quality Program: Water Protection Initiative	76,300
Zebra and Quagga Mussel Prevention Program	26,850
Recreation Safety Program	12,200
Communications	37,850
Administration	40,750
Sub-total work plan expenses	260,350
Operating Reserve (includes \$20K contingency fund)	105,564
Total budget	365,914

Erin Vieira presented an overview of the work to take place in 2018-19, beginning on April 1st. Key activities for the SWC within the Water Quality Program will be:

- Increased water quality monitoring on the Salmon River
- Year three of a three-year nutrient study with UBC-Okanagan on the Shuswap and Salmon Rivers
- Establishment of a dedicated algae monitoring fund, to be used only in extraordinary circumstances

- Financial support of water quality improvement project(s)
- Nutrient management and pollution reduction education

The SWC will implement a new educational program for Zebra and Quagga Mussel Prevention, working collaboratively with the Columbia Shuswap Invasive Species Society and other invasives species groups in BC. The SWC will promote “Clean Drain Dry”, watercraft inspection and decontamination, and increase awareness for the threat imposed by zebra and quagga mussels.

Other key activities for the SWC will be ongoing delivery of recreation safety awareness campaigns, provision of equipment for safe boating, and the production and distribution of a 2017 Shuswap Water Quality Report.

Moved/seconded by Director Morgan/Mayor Cooper that:

The 2018-19 work plan and budget be received and approved, as presented.

Discussion:

Chair Demenok inquired about implementing another special water quality monitoring project; he noted that pesticides and herbicides are of interest. Dennis Einarson commented that laboratory costs for herbicide/pesticide analysis in water samples are very expensive. Mayor Christian cautioned against monitoring contaminants for which there isn't conclusive science, and where interpreting the results is therefore very complicated. Randy Wood suggested informational material be distributed about the proper use of herbicides and pesticides near water; other SWC members commented that herbicide use is addressed by other measures such as municipal by-laws, training through the pesticide applicator certificate, and guidelines as laid out in pesticide management plans.

Ray Nadeau inquired about the possibility of receiving some preliminary results from UBC – Okanagan regarding the nutrient study so that the SWC could implement some additional water protection measures this year. It was agreed that the SWC would stay its course with the study, and consider appropriate water protection/rehabilitation measures in 2019, as informed by the results of the study.

Chair Demenok suggested approaching the South Chamber of Commerce with safe boating collateral for distribution at kiosks, as well as engaging with the Okanagan Basin Water Board for general

information and relationship-building.

CARRIED

Action item: Staff will prepare a framework for the Interim Review, which will take place through the spring and summer, by a sub-committee of SWC members.

Roundtable updates None

Adjourn **Moved/seconded** by Mayor Christian/Director Morgan that:
The March 14th 2018 meeting of the SWC be adjourned.

CARRIED

The meeting adjourned at 2:11 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

Minutes of a Committee of the Whole (Budget) meeting held March 16, 2018
in the Board Room of the Regional District Office, Salmon Arm, BC

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

PRESENT

Chair:	R. Martin	Electoral Area 'E'
Directors	C. Moss	Town of Golden (via teleconference)
	M. McKee	City of Revelstoke
	K. Flynn	City of Salmon Arm (absent)
	C. Eliason	City of Salmon Arm (absent)
	T. Lavery	City of Salmon Arm (alternate)
	L. Wallace-Richmond	City of Salmon Arm (alternate)
	T. Rysz	District of Sicamous (absent)
	M. Makayev	District of Sicamous (alternate)
	K. Cathcart	Electoral Area 'A'
	L. Parker	Electoral Area 'B'
	P. Demenok	Electoral Area 'C'
	R. Talbot	Electoral Area 'D'
	L. Morgan	Electoral Area 'F'
Staff:	C. Hamilton	Chief Administrative Officer
	J. Pierce	Manager, Financial Services
	S. Haines	Deputy Treasurer
	L. Shykora	Deputy Manager, Corporate Administration
	B. Payne	Manager, Information Systems
	D. Mooney	Manager, Operations Management
	G. Christie	Manager, Development Services

CALL TO ORDER

Chair Martin called the meeting to order at 9:33 AM and then the meeting was turned over to J. Pierce, Manager, Financial Services.

BUSINESS GENERAL

Presentation/Overview of the draft two five-year Financial Plan (2018 Budget) by J. Pierce, Manager, Financial Services.

The Financial Services Manager provided an overview of the following topics:

Key changes from draft 1 to draft 2
Tax summaries by area
Electoral area taxes
Public consultation

Key changes:

The Financial Services Manager explained that the changes from draft 1 to draft 2 fall into the following five categories:

- Updated residential assessments;
- Surpluses and deficits finalized;
- Reserve contributions finalized;
- Director changes;
- Minor changes from actuals and staff.

The Manager, Financial Services explained that there were an additional 1,092 new folios this year within Area C (574 new) and Area F (495) as a result of BC Assessment Authority (BCAA) changing the way they are issuing folios. This results in properties with a foreshore license now being classified as two folios – one for the upland portion and one for the foreshore. While this did not affect the total value of assessments, the average assessment was significantly affected (decreased) by the addition of these new folios. For draft 2, the total assessed value has been left the same but the foreshore folio counts have been removed, resulting in residential assessments and tax increases that are more closely in line with other areas.

The Manager, Financial Services explained that the surplus and deficit numbers are now final, while draft 1 was based on estimates. The net surplus for 2017 was \$1,462,515 and the net deficit was \$65,610. Per the Local Government Act this deficit must be repaid in 2018. The significant deficit resulted from late invoicing for the Lakeview Heights water upgrade project – this deficit has already been repaid using authorized borrowing. Other small deficits were in street lighting as a function of increased BC Hydro costs, film commission, and parks and playgrounds for Sicamous/Area E.

The Manager, Financial Services explained that all transfers to and from Capital and Operating Reserves are now finalized. The Capital Reserve at year end is \$15,103,566, which is a net change of \$149,912. The Manager, Financial Services provided an overview of functions which made significant contributions to Capital Reserves in 2017, as well as providing details of significant projects funded out of reserves in 2017. In addition, there was \$203,400 contributed to parkland acquisition funds, which was broken down by area for the Committee. Operating Reserves have been established to assist with tax rate stabilization, as well as planning for non-capital projects which recur regularly but not annually (elections being provided as one example).

Director Martin asked in there is a ceiling to the Operating Reserves. The Manager, Financial Services responded that the plan is to utilize the Operating Reserves in the coming years, and there are no planned contributions to Operating Reserves – only in the case of surpluses within functions will there be funds contributed to Operating Reserves.

Director Demenok noted that the operating reserve balances for the Recycling and Development Services are very high, he wondered why these reserves are so high, and is there a specific plan for these funds? The Manager, Financial Services noted that in 2017 there was a significant surplus in Development Services as a result of staffing shortages – this surplus was rolled in to an operating reserve. As there are no capital projects in the Development services budget, the plan is to utilize these reserves to keep the tax rate for this function at 0%. Recycling has significant events bi-annually (for example Hazardous Waste), so operating reserves can help mitigate large tax swings.

The Manager, Financial Services then reviewed the Director requested changes from draft 1 to draft 2. Director Talbot requested that the Area D Grant in Aid budget was increased, Director Morgan requested that the Area F Grant in Aid be decreased, and Director Demenok requested a decrease to the South Shuswap First Responders Grant in Aid. Director Talbot wanted a reduction to tax requisition

in Area D parks so some projects have been deferred to 2019, Director Demenok also wanted to decrease the tax requisition for Area C parks so there were projects identified which will be funded from community works funds, and Director Morgan wanted to increase the Area F parks budget slightly by increasing reserve contributions in preparation for some major projects in future years.

The Manager, Financial Services explained that other changes arose from minor adjustments to actual surpluses and deficits, miscellaneous adjustments and multiple adjustments within one function. The total impact of all changes on the budget is an increase of \$401,594, the total impact of all changes on tax requisition is a decrease of \$193,472.

The Manager, Financial Services then reviewed key changes from draft 1 to draft 2 by affected area.

- All Areas: General Government - minor adjustments to admin fees resulted in less required from operating reserve, no change to taxation. Admin Overhead & IT – surplus higher than anticipated, used less operating reserve, results in a tax decrease of \$12,127. Fleet – minor adjustments not affecting taxation. 911 Emergency Response – decrease in contract cost, resulted in tax decrease of \$32. Weed Control – higher surplus being used to decrease taxes by \$2,320.
- Electoral Areas only: Electoral Area Government – minor adjustments to admin fee and higher surplus than anticipated results in decrease of \$12,077 to taxation. Community Works Fund – updated for late invoicing and new projects approved in January & February 2018, no tax implications. House numbering – surplus lower than expected, increased transfer from operation reserve, net results \$394 decrease in taxation. Special projects – additional costs for Diagnostic Inventory presentation added but used surplus to cover this, so no effect on taxation.
- Salmon Arm, Sicamous, Areas C, D, E & F: Shuswap Emergency Program – higher admin fees due to additional EOC costs results in tax increase of \$1,282. Shuswap Airport – surplus higher than expenses, tax requisition decreased by \$1,000. Shuswap Tourism – project budget decreased for cut to DBC funding, surplus carried forward for unfinished DBC projects, no effect on taxation. Rail Trail Corridor – surplus generated due to recovery of shared legal fee costs from NORD, additional expense items for 2018 increased to utilize surplus without generating tax as there may be costs we are unaware of at this time.
- Sicamous, Areas C, D, E & F: Shuswap Watershed Council – surplus less than anticipated increases taxes by \$38. Economic Development – surplus being fully utilized to complete projects carried forward, no effect on taxation.
- All Areas except Golden/Area A: Film Commission – deficit less than anticipated reduces taxes by \$30.
- Golden/Area A: Airport – higher surplus reduces taxes by \$500. Mosquito control – surplus higher than anticipated reduces taxes by \$271. Arena – increased transfer from capital reserves required to fund Worksafe BC compliance issues, no change to taxation.
- Miscellaneous: Grant in Aid funding – Areas D and F changed as per Director requests. Sterile Insect Release – late information indicated a decrease in parcel tax for Salmon Arm of \$291.
- Area C: South Shuswap First Responders – Society indicated to Director that \$60,000 not required resulted in a funding decrease of \$10,000. Fire Protection Kault Hill – higher surplus being transferred to operating reserves, increase of \$1 in taxation. Fire Protection Area C – emergency floor repair at White Lake fire hall being funded out of capital reserves, other miscellaneous adjustments, net tax decrease of \$9,162. Sorrento Street Lighting – 2017 deficit to be repaid of \$18 increases taxes by this amount. Lakeview Place Waterworks – late invoices incurred a deficit to be repaid using borrowing, some project costs funded by the province and previous owners, overall decrease to parcel taxes of \$3,673. Sunnybrae Waterworks – higher surplus than expected, late invoice received but paid by grants so no effect on taxes. Cedar Heights Waterworks – added water metering project to be funded out of capital reserves, no effect on taxation. Area C Parks – using community works funds to decrease capital reserve usage, decreased contribution to capital reserves, resulting in a decrease in taxation of \$145,000.
- Area D: Falkland Fire Protection – higher surplus than anticipated, identified need for a fill station to be paid by capital reserves, miscellaneous adjustments to utilities and snow plowing, net tax increase of \$281. Silver Creek fire protection – dry hydrant project not moving forward, was to be

funded out of capital reserves so no change to tax requisition. Area D Dog Control – higher surplus than anticipated used to decrease tax requisition by \$800. Falkland Street Lighting – higher surplus than anticipated and increased electricity costs result in net tax decrease of \$175. Area D Parks – surplus less than anticipated, increased transfer from capital reserves to fund projects and increased transfer from operating reserve to alleviate taxes resulting in tax decrease of \$7,683.

- Area E: all street lighting functions had small deficits needing to be repaid in 2018 and adjustments to electricity to accurately reflect costs – no tax requisition to C Strata K46 as it is invoiced and recovered but the change is \$62; Swansea Point tax increase of \$78 and Area E tax increase of \$52. Mosquito Control – increased transfer from operating reserve to decrease taxes by \$1,000.
- Area F: Fire Protection Area F – increased budget for possible land acquisition and dry hydrant project, both to be funded out of capital reserves, additional miscellaneous adjustments to better reflect costs, net tax increase of \$17,000. St. Ives Street Lighting – small deficit to be repaid in 2018 and electricity budget adjusted to reflect actual costs, tax increase of \$87. Area F Building Inspection – surplus being used to decrease taxes by \$217. Rose Clifford Park – transfer capital reserve to Area F parks where capital upgrade is budgeted, increased transfer from operating reserve to reduce taxes by \$632, when debt repaid in 2019 this function will be combined with Area F parks.

Tax summaries by area:

The Manager, Financial Services then provided an overview of the latest total tax requisition for each of the member municipalities and electoral areas. For all member municipalities the average residential taxes increased from 2017 to 2018 but decreased from draft 1 to draft 2 - the changes from draft 1 to draft 2 were very minor and were mainly the result of fine tuning now that 2017 surpluses, deficits and transfers to and from reserves are finalized. In Electoral Areas C and F the taxes were artificially low due to the addition of the foreshore folios, so there is an increase from draft 1 to draft 2, as well as an increase from 2017 to 2018. All other electoral areas had small decreases from draft 1 to draft 2 but increases from 2017 to 2018. Significant increases from 2017 to 2018 are due to new services: Area E – Rail Trail Corridor and Sub Regional Building Inspection; Area B – Sub Regional Building Inspection; Salmon Arm & Sicamous – Rail Corridor Trail.

The Manager, Financial Services then reviewed the budget comparisons from draft 1 to draft 2 by department:

- Corporate Services and Finance – no significant changes other than those noted previously.
- Information Technology – no significant changes from draft 1.
- Development Services – no significant changes from draft 1.
- Protective Services - no significant changes from draft 1.
- Environmental Health Services - no significant changes from draft 1.
- Utilities – a number of street lighting systems ended with very minor deficits. Large increase in transfer from reserves for metering project in Cedar Heights. Other funding decreased as some grant funding for Lakeview and Sunnybrae was brought into 2017 to cover late invoicing. No significant changes to Liquid Waste Management functions from draft 1.
- Parks and Recreation – a number of projects now being funded out of reserves and/or gas tax to reduce tax requisitions in areas C and D.
- Economic Development & Tourism – surplus being used to fund projects carried over from 2017, DBC funding being so projects were reduced accordingly.
- Other – additional community works funds approved in January and February 2018.

Electoral Area Taxes:

The Manager, Financial Services reminded the Committee that taxes collected by the province for school tax, rural tax and police tax are still using the 2017 mill rates. 2018 mill rates are provided in the summer at which time the electoral area tax information sheets will be updated and distributed. It is anticipated that the mill rates will drop for 2018 – usually when assessments go up mill rates go down.

The Manager, Financial Services then provided some updates on new tax legislation that will come into effect in 2019.

- Effective January 1, 2019, the 1/3 tax-free allowance for elected officials will become taxable. This federal legislation has no direct financial implication for the CSRD, but elected officials will notice a decrease in their net pay.
- Effective January 1, 2019 a new payroll tax will be implemented which is proposed to replace MSP premiums. For the CSRD the proposed payroll tax of 1.95% amounts to approximately \$95,000 based on 2017 employment income (including firefighters and emergency workers). Currently the CSRD pays approximately \$35,000 for MSP premiums, so the additional cost will be approximately \$60,000. However, as the MSP premiums are proposed to be phased out by 2020, it appears that in 2019 the CSRD will be paying both a payroll tax and MSP premiums – essentially the Province of BC is double dipping.

The Chief Administrative Officer then proposed an amendment to the budget for draft 3 based on his discussion with Director McKee and Director Parker. The suggested amendment would allow for \$250,000 of Area B Economic Opportunity Funds to be transferred to the Area B Fire Protection budget to meet obligations under the proposed new agreement with the City of Revelstoke – specifically the purchase of a new water tanker, up to a maximum of \$250,000. **ACTION** – the draft 3 budget will be updated to include \$250,000 Economic Opportunity Funds transferred to the Area B Fire Protection Function with corresponding budgeting for the capital purchase of a water tanker.

Public Consultation:

Howard Williamson, Salmon Arm, BC was in attendance to speak to the proposed purchase of a 20 acre parcel for the Salmon Arm landfill expansion. He provided the following financial implications and questions regarding the purchase: the 2017 property tax assessment on this parcel \$299,000. The CSRD is offering \$750k – 2.5 times the assessment. The property appraisal that is being used was done in 2014 and was paid for by current owner, not the CSRD – the purpose was for obtaining a mortgage, not for purchase by buyer. The purchase price includes \$194,000 for future sand extraction - Mr. Williamson proposes that this appraisal is inappropriate. The Williamsons live adjacent to the property, and suggest this sand is low grade, more of a silt, with no commercial value. Additionally the appraisal assumes M1 industrial zoning, while it is actually agricultural zoning. The CSRD is assuming assessed value will increase for industrial, while the opposite has happened for them. Mr. Williamson is willing to share recent property tax notices to this effect. This expansion property may come with property tax liabilities. Mr. Williamson states that the current owners have operated a construction company on this property since they purchased it without proper zoning – he suggests this company has avoided paying property taxes on this property due to incorrect zoning. The Williamsons intend to file a formal complaint regarding back taxes to be paid. The required road upgrades are estimated at \$600-\$700, a cost that will be pushed to tax payers. Mr. Williamson believes that issues at other landfills, specifically Golden and leachate, are going unaddressed while this purchase is pursued.

Linda Williamson, Salmon Arm, BC was also in attendance, she advised that she brought a handout and a petition signed by 196 area residents, which she intends to pass out to Directors after the meeting.

Director comments:

Director Demenok thanked the Manager, Financial Services for preparing the reserve contributions summary pages. He then returned to the question of the Operating Reserves for the Recycling and Development Services functions, which make up about 30% of all operating reserves. He would like to suggest a more aggressive push in future years to utilize these funds and bring the balances more in line with the other operating funds. He suggests more of these reserves can be used to mitigate taxes. The Manager, Financial Services reminded the Committee that surpluses and deficits within one function cannot be transferred to any other function, but that staff can look at using more operating reserves within the Recycling Development Services functions to decrease taxes going forward.

Director Morgan inquired as to the rationale for having reserves at such a high level. The Manager, Financial Services explained that the large surplus in Recycling was generated by higher recovery from MMBC, Green By Nature and Richmond Steel Recycling. It was determined, in conjunction with the Team Leader, Environmental Health, to split this surplus into Capital and Operating reserves – this leaves some flexibility going forward to utilize operating reserves, as once funds are put into capital reserves they can only be withdrawn for capital projects, and we do not want to go into a deficit in this function. Operating reserves can be utilized to mitigate large tax swings from year to year.

The Deputy Manager of Corporate Administration then called for a motion to receive the minutes of the February 7, 2018 Committee of the Whole Meeting

BUSINESS GENERAL

Moved by Director Morgan, seconded by Director Cathcart THAT:
the minutes of the February 7, 2018 Committee of the Whole (Budget) meeting, be received.

CARRIED

ADJOURNMENT

There being no further business, the meeting adjourned at 10:40 a.m.

CERTIFIED CORRECT

CHAIR

CHIEF ADMINISTRATIVE OFFICER



BOARD REPORT

TO: Chair and Directors

File No: 1880 01

SUBJECT: 2017 CSR D Year-End Financial Statements

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated March 5, 2018 i.e.

RECOMMENDATION #1: THAT: in accordance with the Local Government Act, the 2017 CSR D Year End Financial Statements be approved.

SHORT SUMMARY:

The Canadian Auditing Standard 700 states that "*The auditor's report shall be dated no earlier than the date on which the auditor has obtained sufficient appropriate audit evidence on which to base the auditor's opinion on the financial statements, including evidence that those with the recognized authority have asserted that they have taken responsibility for those financial statements.*"

The attached draft financial statements have been provided to BDO Canada LLP on which to base their audit, and as such are subject to change. If necessary, a final copy of the 2017 CSR D Year End Financial Statements will be distributed to the Directors with the late agenda.

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

The Year-End Financial Statements must be approved as required by section 376(1) of the Local Government Act.

COMMUNICATIONS:

Approved financial statements will be distributed to a number of stakeholders including member municipalities; Statistics Canada; the Province; the Municipal Finance Authority; and, the CIBC. Additionally, the financial statements will be posted on the CSR D website.

DESIRED OUTCOMES:

That the Board approve the 2017 CSR D Year End Financial Statements.

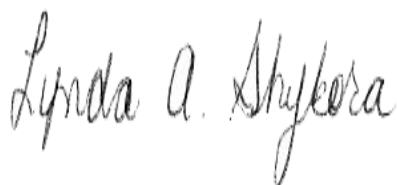
BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2018-03-29_Board_FIN_2017 CSRD Year-End Financial Statements.docx
Attachments:	- CSRD 2017 Draft Financial Statements.pdf
Final Approval Date:	Mar 16, 2018

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



Lynda Shykora - Mar 16, 2018 - 1:45 PM



Charles Hamilton - Mar 16, 2018 - 1:57 PM

**Columbia Shuswap Regional District
Client Information Package
For the Year Ended December 31, 2017**

Draft

Contact Information

**Angie Spencer, CPA, CA
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Chartered Professional Accountants
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Email: aspencer@bdo.ca**

Columbia Shuswap Regional District
Consolidated Financial Statements
For the Year Ended December 31, 2017

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Management's Responsibility for Financial Reporting

The accompanying consolidated financial statements of Columbia Shuswap Regional District (the "Regional District") are the responsibility of management and have been approved by the Manager of Financial Services and Chief Administrative Officer on behalf of the Board of Directors (the "Board").

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Certain amounts used in the preparation of the consolidated financial statements are based on management's best estimates and judgements. Actual results could differ as additional information becomes available in the future. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The Regional District maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Regional District's assets are appropriately accounted for and adequately safeguarded.

The Manager of Financial Services, the Chief Administrative Officer and the Board are responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the consolidated financial statements.

The Manager of Financial Services, the Chief Administrative Officer and the Board members meet periodically with management, as well as, the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging its responsibilities, and to review the consolidated financial statements and the external independent auditor's report.

The consolidated financial statements have been audited by BDO Canada LLP Chartered Professional Accountants in accordance with Canadian generally accepted auditing standards on behalf of the board. The independent auditor's report expresses its opinion on these consolidated financial statements. The auditors have full and free access to the accounting records and to the Manager of Financial Services, the Chief Administrative Officer and the Board.

Manager, Financial Services

Chief Administrative Officer

Independent Auditor's Report

To the Chair and Board of Columbia Shuswap Regional District

We have audited the accompanying consolidated financial statements of the Columbia Shuswap Regional District, which comprise the consolidated statement of financial position as at December 31, 2017, and the consolidated statements of income, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit 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 are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated 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 the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as, evaluating the presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Columbia Shuswap Regional District as at December 31, 2017 and the results of its income, change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Salmon Arm, British Columbia
March 29, 2018

COLUMBIA SHUSWAP REGIONAL DISTRICT**Consolidated****As at December 31**

	2017	2016
Financial assets		
Cash and cash equivalents	\$ 1,913,867	\$ 1,109,498
Cash - restricted (Note 1)	35,000	35,000
Accounts receivable		
Other	2,666,798	748,036
Joint functions (Note 2)	6,414	8,581
Inventory for resale	43,344	37,972
Investment funds (Note 3)		
Municipal Finance Authority	9,752,696	12,340,513
Raymond James Ltd.	11,919,231	11,662,250
Deposits and demand notes - MFA (Note 9)	3,426,325	3,147,504
Agreements due from member municipalities (Note 4)	48,089,970	47,120,548
Assets held for sale (Note 5)	553,619	-
	78,407,264	76,209,902
Liabilities		
Accounts payable and accrued liabilities	2,323,075	1,368,394
Accrued interest on long-term debt	48,681	9,163
Solid waste landfill closure and post-closure (Note 6)	4,879,900	4,567,800
MFA debt reserves (Note 9)	3,426,325	3,147,504
Restricted revenue		
Development Cost Charge - Falkland Waterworks (Note 7)	4,453	4,398
Developer Cash Contribution in Lieu of Parkland (Note 8)	1,770,477	2,275,482
Temporary borrowing - Municipal Finance Authority (Note 9)	1,750,000	8,400,000
Long-term debt (Note 9)		
Municipal	48,089,970	47,120,548
CSRD	6,714,717	716,989
Capital lease obligation (Note 12)	60,531	86,300
	69,068,129	67,696,578
Net financial assets	9,339,135	8,513,324
Non-financial assets		
Tangible capital assets (Note 10)	68,457,675	62,564,390
Assets under capital lease (Note 11)	157,777	157,777
Prepaid expenses	71,270	21,494
	68,686,722	62,743,661
Accumulated Surplus (Note 13)	\$ 78,025,857	\$ 71,256,985

 Manager, Financial Services

COLUMBIA SHUSWAP REGIONAL DISTRICT**Consolidated Statement of Income****For the year ended December 31**

	Budget (Note 18)	2017	2016
Revenues			
Sales and user fees	\$ 5,805,865	\$ 6,332,221	\$ 5,872,086
Tax requisitions	15,810,227	15,822,837	15,684,391
Other revenues from own source			
Return on investments	40,000	298,198	285,295
Actuarial adjustments on MFA debt	-	19,915	17,244
Transfers from other governments			
Government grants			
Grants and grants in lieu	1,860,986	4,416,707	373,122
Municipal government grant	158,116	160,000	158,116
Community Works Fund Agreement	1,967,074	901,254	1,016,320
BC Hydro - grants in lieu	2,000,000	2,051,004	1,728,916
Regional and other external transfers			
Member municipality MFA debt payment	4,911,187	4,710,501	4,750,640
Municipal levies	125,872	125,872	129,355
Other	59,262	1,598,222	177,947
Total Revenues	32,738,589	36,436,731	30,193,432
Expenditures			
General government	4,105,649	3,627,861	3,646,759
Protective services	3,881,274	5,050,719	4,094,487
Transportation and transit	81,750	68,538	70,409
Solid waste management	4,445,018	4,626,055	5,298,113
Development services	3,325,586	2,796,809	2,553,959
Parks, recreation and culture	4,290,484	5,710,454	4,936,579
Debt payments for member municipalities	4,911,187	4,710,501	4,750,640
Water services	972,045	1,785,073	1,502,763
Sewer services	190,884	47,108	134,521
Other	2,045,680	1,244,741	1,199,394
Total expenditures	28,249,557	29,667,859	28,187,624
Annual surplus	4,489,032	6,768,872	2,005,808
Accumulated surplus, beginning of year	71,256,985	71,256,985	69,251,177
Accumulated surplus, end of year	\$ 75,746,017	\$ 78,025,857	\$ 71,256,985

The accompanying summary of significant accounting policies and notes are an integral part of these consolidated financial statements.

COLUMBIA SHUSWAP REGIONAL DISTRICT
Consolidated Statement of Change in Net Financial Assets
For the year ended December 31

	2017 Budget (Note 18)	2017	2016
Annual surplus	\$ 4,489,032	\$ 6,768,872	\$ 2,005,808
Acquisition of tangible capital assets	(8,638,238)	(8,421,560)	(2,508,067)
Contribution of assets held for sale (Note 5)	-	(500,500)	-
Assets held for sale	-	553,618	-
Increase in prepaid expenses	-	(49,776)	(9,609)
Amortization of tangible capital assets	-	2,475,157	2,438,243
Proceeds on sale of tangible capital assets	-	-	101,202
(Gain) loss on sale of tangible capital assets	-	-	141,826
Net change in net financial assets	(4,149,206)	825,811	2,169,403
Net financial assets, beginning of year	8,513,324	8,513,324	6,343,921
Net financial assets, end of year	\$ 4,364,118	\$ 9,339,135	\$ 8,513,324

The accompanying summary of significant accounting policies and notes are an integral part of these consolidated financial statements.

COLUMBIA SHUSWAP REGIONAL DISTRICT**Consolidated Statement of Cash Flows****For the year ended December 31**

	2017	2016
Operating Activities		
Annual Surplus	\$ 6,768,872	\$ 2,005,808
Items Not Involving Cash:		
Actuarial adjustment on MFA debt	(19,915)	(17,244)
Amortization	2,475,157	2,438,244
Loss on sale of assets	-	141,826
Increase in solid waste landfill closure	312,100	1,137,100
Change in Cash-based Assets and Liabilities:		
(Increase) Decrease in accounts receivable	(1,916,595)	214,658
Increase in inventory	(5,372)	(1,557)
Increase (Decrease) in accounts payable	954,682	(203,481)
Increase (Decrease) in developer cash contributions in lieu of parkland	(505,005)	347,117
Increase in development cost charge	55	2,005
Increase in accrued interest on long-term debt	39,518	-
Increase in prepaid expenses	(49,776)	(9,609)
Decrease in capital lease obligation	(25,769)	(23,480)
	<u>8,027,952</u>	<u>6,031,387</u>
Capital Activities		
Proceeds on sale of tangible capital assets	-	101,202
Cash used to acquire tangible capital assets	(8,368,441)	(2,508,067)
Increase in assets held for sale	(553,619)	-
	<u>(8,922,060)</u>	<u>(2,406,865)</u>
Investing Activity		
(Increase) Decrease in long-term investments	<u>2,330,835</u>	<u>(3,448,883)</u>
Financing Activities		
Net proceeds from temporary borrowing	(6,650,000)	100,000
Proceeds from long-term debt	6,060,606	-
Long-term debt repayment	(42,964)	(42,964)
	<u>(632,358)</u>	<u>57,036</u>
Net Change in Cash and Cash Equivalents	804,369	232,675
Cash and Cash Equivalents, beginning of year	<u>1,144,498</u>	<u>911,823</u>
Cash and Cash Equivalents, end of year	\$ 1,948,867	\$ 1,144,498

The accompanying summary of significant accounting policies and notes are an integral part of these consolidated financial statements.

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017**

The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards which include:

Basis of Presentation

The consolidated financial statements of the Columbia Shuswap Regional District (Regional District) have been prepared by management in accordance with the local government accounting standards established by the Public Sector Accounting Board ("PSAB") of Chartered Professional Accountants Canada. The resources and operations of the Regional District are segregated into various functions for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or creation of a legal obligation to pay.

Revenue Recognition

Taxation revenues are recognized at the time property tax requisitions for the fiscal year become receivable. Sale of services and user fee revenues are recognized when the service or product is provided by the Regional District. Grant revenues are recognized when the funding becomes receivable or is received.

Government grants and transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, eligibility criteria has been met and reasonable estimates on the amount can be made.

The accounts are maintained on an accrual basis except for temporary borrowing of the Regional District. Grants in lieu of taxes are also recorded on a cash basis because it is not possible to estimate the amounts receivable.

Investment Funds

Funds held with the Municipal Finance Authority are held in a money market fund. Marketable securities consist of GIC's held with Raymond James recorded at fair value as well as one bond recorded at cost with the discount amortized on an annual basis.

Inventory

Inventory is recorded at cost. Cost is the delivered price, determined on a first in, first out basis, for the fuel at the Revelstoke Airport.

COLUMBIA SHUSWAP REGIONAL DISTRICT

Notes to Consolidated Financial Statements

December 31, 2017

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight line basis over their estimated useful life as follows:

Land	not amortized
Land improvements	10 – 40 years
Buildings	20 – 60 years
Equipment	3 – 25 years
Mobile vehicles	6 – 25 years
Water infrastructure	15 – 60 years
Other	15 – 60 years

Assets under construction, or works in progress, are not amortized until the asset is available for productive use.

Tangible capital assets, received as contributions, are recorded at their fair market value at the date of donation, with a corresponding amount recorded as revenue.

Leased Assets

Leases entered into that transfer substantially all the benefits and risks associated with ownership are recorded as the acquisition of a tangible capital asset and the incurrence of an obligation. The asset is amortized in a manner consistent with tangible capital assets owned by the District, and the obligation, including interest thereon, is liquidated over the term of the lease. All other leases are accounted for as operating leases, and the rental costs are expensed as incurred.

Landfill Closure and Post-Closure Obligation

The estimated costs to close and monitor solid waste landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to operations as the landfill site's capacity is used. The change in liability is recorded as an operational expense. These estimates are reviewed and adjusted annually.

Liability for Contaminated Sites

A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the organization is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries. No contaminated sites have been identified within the Regional District.

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017**

Reserve Funds

Reserve Funds have been established for a number of functional areas to provide for future capital expenditures. These reserves are funded by transfers from the Operating Fund. Expenditures from a reserve can only be made in accordance with the establishing bylaw.

Deferred Revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general regional district purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

Use of Estimates

The consolidated financial statements of the Regional District have been prepared by management in accordance with Canadian public sector accounting standards. As such, management is required to make estimates and assumptions that affect the amounts reported in the consolidated financial statements and accompanying notes. Actual results could differ from those estimates. Significant estimates in these consolidated financial statements include valuation of accounts receivable, completeness of accounts payable and accrued liabilities, valuation of inventory, amortization of tangible capital assets and solid waste landfill closure and post-closure liability. The financial estimates have, in management's opinion, been properly prepared using careful judgement within reasonable limits of materiality and within the framework of the accounting policies identified.

Long-term Debt

Long-term debt is recorded net of any sinking fund balances. Debt service charges, including principal and interest, are charged against current revenue in the period incurred.

Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenditures, provides the consolidated change in net financial assets for the year.

Budget

The budget figures for the year are from the Annual Budget Bylaw to be adopted by March 31 of each year. They have been reconciled to conform to PSAB financial statements, see Note 18.

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****1. Cash - Restricted**

The Regional District has issued a letter of credit in favor of Fisheries and Oceans Canada in respect of construction of a boat launch on Shuswap Lake. The letter of credit is secured by a one year GIC maturing September 2018 bearing interest at 0.45% per annum.

2. Due From (To) Joint Functions

The Town of Golden, City of Revelstoke and District of Sicamous operate certain functions on a cost-shared basis with the Regional District. The Regional District records taxation revenues and cost-shared expenditures that relate to the operation of these functions. As at December 31, 2017, amounts due from (to) these jurisdictions are as follows:

	2017	2016
Town of Golden		
Emergency Program	\$ 3,010	\$ (14,873)
Airport	8,609	16,130
Arena	(4,950)	646
Cemetery	(255)	4,455
	6,414	6,358
District of Sicamous		
Parks & Playground	-	(2,534)
Fire Protection	-	1,988
Mosquito Control	-	2,769
	-	2,223
	\$ 6,414	\$ 8,581

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****3. Investment Funds****a. Raymond James Ltd.****Fixed Income Securites and Cash**

	Face Value	Fair Value
CCS GIC 2% 29AUG19	\$ 2,264,208	\$ 2,279,593
CCS GIC 2.1% 28AUG20	1,094,500	1,102,371
CWB GIC 2.37% 27 SEP21	50,000	50,308
EQUITABLE BK GIC 2.4% SEP21	100,000	100,625
HOMEQUITY GIC 2.36% 27SEP21	100,000	100,614
CCS GIC 2.55% 08NOV21	882,255	885,646
CCS GIC 1.7% 05MAR18	289,866	293,930
HSBC BANK GIC 1.7% 05MAR18	289,866	293,930
CWB GIC 1.77% 08MAR18	36,119	36,641
CCS CSH GIC 1.8% 03MAY18	2,000,000	2,060,298
SCOTIA BK GIC 1.85% 27AUG18	1,000,000	1,006,437
HSBC BANK GIC 2.05% 08APR19	318,638	323,434
HSBC BANK GIC 2.05% 27AUG19	1,000,000	1,007,077
CCS GIC 1.85% 20JUL20	359,824	362,815
CCS GIC 1.9% 04AUG20	2,000,000	2,015,512
		<u>\$ 11,919,231</u>

The fair market value of the investments at December 31, 2016 was \$11,416,786.

b. Municipal Finance Authority

The funds held with the Municipal Finance Authority are invested in money market funds; as such, fair market value is equal to carrying value. The 2017 annual rate of return was 0.97% (2016 - 0.79%).

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****4. Agreements Due From Member Municipalities**

Agreements due from member municipalities become receivable on the same terms as payable to the Municipal Finance Authority. The Regional District borrows funds upon its credit at large and shall, in the event of default, constitute an indebtedness of the member municipalities for which they are jointly and severally liable.

	2017	2016
City of Revelstoke	\$ 14,282,033	\$ 15,254,567
City of Salmon Arm	23,486,456	25,590,104
District of Sicamous	7,932,063	3,715,517
Town of Golden	2,389,418	2,560,360
	<u>\$ 48,089,970</u>	<u>\$ 47,120,548</u>

5. Assets Held for Sale

Assets held for sale consist of surplus fire trucks and contributed assets as follows:

	2017	2016
Vehicles	\$ 53,119	\$ -
Land	117,500	-
Building	383,000	-
Assets held for sale	<u>\$ 553,619</u>	<u>\$ -</u>

On September 26, 2017, the Golden & Area Community Economic Development Society donated property consisting of land and a building to the Town of Golden and the Columbia Shuswap Regional district jointly. The property, legally described as Lot A Section 13, Township 27, Range 22, West of the 5th Meridian Kootenay District Plan NEP75597 Except Plan EPP3727 and EPP9425, is surplus to the needs of both parties and is currently marketed for sale.

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****6. Solid Waste Landfill Closure and Post-Closure Liability**

The Environmental Management Act of B.C. and the Ministry of Environment of B.C. set out the landfill criteria to properly close and maintain all active and inactive landfill sites. Under the guidelines, there is a requirement for closure and post-closure care of solid waste landfill sites. Provisions are therefore made over the estimated remaining life of the Regional District landfill sites based on scalehouse records and through tipping fees.

The main components of the landfill closure plans are: final capping using an engineered cap design and the implementation of a drainage and gas management plan. The post-closure care requirements may involve: cap maintenance; groundwater monitoring; gas management system operation and maintenance; inspections; leachate treatment and monitoring; and annual reports. Post-closure care activities begin once the entire landfill site no longer accepts waste and continues on for a period of one hundred years. As the date of the site closure is unknown, management estimates the liability to begin after the closure of the current active phase, assuming another phase will not be opened. In the event another phase is opened, the start date for the liability will be adjusted to begin upon closure of the newly opened phase.

The total liability recorded for the estimated landfill closure and post-closure costs of \$24,000,000 is \$4,879,900 (2016 - \$4,567,800). The estimated liability for the costs is based on the cumulative capacity used to date multiplied by the estimated total expenditures, expressed as discounted present values, assuming 1.29% (2016 - 1.80%) inflation and 3.94% (2016 - 2.10%) weighted-average cost of capital discount rate. The amount remaining to be recognized in future years is \$19,000,000 (2016 - \$18,000,000). The annual provision is reported as an Operating Fund expense and the accumulated provision is reported as a liability on the Consolidated Statement of Financial Position. Reserve funds totalling \$1,375,965 (2016 - \$1,347,230) have been established to provide for this liability in the Landfill Closure Special Reserve Fund.

Future events may result in significant changes to the estimated remaining useful life, estimated total expenses, total or used capacity and the estimated liability. These would be recognized prospectively as a change in estimate when applicable.

The table indicates the remaining landfill life in years and remaining capacity in cubic meters:

	Estimated Remaining Life (Years)	Estimated Total Expenditure for Closure and Post- Closure	Cumulative Capacity Used (m³)	Total Estimated Capacity (m³)	Total (%)	Remaining Capacity on December 31, 2017 (m³)
Salmon Arm	40	\$ 13,846,000	569,000	2,772,000	21	2,203,000
Golden	82	\$ 3,767,000	696,000	1,843,000	38	1,147,000
Revelstoke	28	\$ 4,500,000	217,000	597,000	36	380,000
Sicamous	26	\$ 2,017,000	6,000	163,000	4	157,000

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****7. Development Cost Charge - Falkland Waterworks**

	2016	Interest	Contribution from Developers	Transfers to Operating	2017
	\$ 4,398	\$ 55	\$ -	\$ -	\$ 4,453

8. Developer Cash Contribution in Lieu of Parkland

	2016	Interest	Contribution from Developers	Transfers to Operating	2017
Area A Parkland Reserve	\$ 243,893	\$ 3,566	\$ 11,200	\$ -	\$ 258,659
Area B Parkland Reserve	105,136	1,496	-	-	106,632
Area C Parkland Reserve	892,693	13,465	175,950	-	1,082,108
Area D Parkland Reserve	137,384	1,893	-	-	139,277
Area E Parkland Reserve	38,746	656	16,250	-	55,652
Area F Parkland reserve	739,994	9,519	25,000	(739,000)	35,513
DCC in Lieu of Parkland Receivable	117,636	-	(25,000)	-	92,636
	\$ 2,275,482	\$ 30,595	\$ 203,400	\$ (739,000)	\$ 1,770,477

Under Section 941 of the Local Government Act, an owner of land being subdivided must either provide park land of not more than 5% of the area of the proposed subdivision, or, pay an amount that equals the market value of that land not dedicated. Funds received in accordance with this legislation are put into a reserve fund to be utilized for future purchases of park land. In certain circumstances, the Board may approve the deferral of payment or land dedication until a future date. In these cases, a receivable has been recorded to accurately portray the total funds available for future park land purchases.

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****9. Long-term Debt - (see also Schedule 1 - Long-term Debt)**

On November 14, 2013, the Board of Directors authorized the Regional District to borrow \$3,600,000 from the Municipal Finance Authority to finance construction of the new CSRD Administrative Building. As per section 175 of the Community Charter, this debt must be repaid within five years of the date of the initial drawdown. This drawdown took place in May, 2015 and the debt will be repaid by May 2020. At year end, \$1,750,000 remained outstanding. Interest on this liability under agreement is paid monthly and there are no specific terms of repayment other than as required under the Community Charter.

Repayment of long-term debt in the next five years is as follows:

	Principal Repayments	Actuarial Adjustments	Total
2018	\$ 2,301,904	\$ 1,249,023	\$ 3,550,927
2019	2,301,904	1,399,291	3,701,195
2020	2,021,417	1,177,490	3,198,907
2021	1,887,991	1,129,878	3,017,869
2022	1,887,991	1,254,919	3,142,910
Thereafter	19,359,785	18,833,094	38,192,879
	<u>\$ 29,760,992</u>	<u>\$ 25,043,695</u>	<u>\$ 54,804,687</u>

The Regional District issues its debt instruments through the Municipal Finance Authority (MFA). As a condition of these borrowings, portions of the debenture proceeds are withheld by the MFA as a debt reserve fund. At December 31, 2017, the cash deposits in the Debt Reserve Fund were \$1,206,227 (2016 - \$1,093,652). The Regional District also executes demand notes in connection with each debenture whereby the Regional District may be required to loan certain amounts to the MFA. At December 31, 2017, the demand notes totalled \$2,220,098 (2016 - \$2,053,852).

COLUMBIA SHUSWAP REGIONAL DISTRICT

Notes to Consolidated Financial Statements

December 31, 2017

10. Tangible Capital Assets

	Land	Land Improvements	Buildings	Equipment	Mobile Vehicles	Water Infrastructure	Other	2017 Total
Cost, beginning of year	\$ 13,631,044	\$ 6,248,331	\$ 23,167,529	\$ 7,804,885	\$ 10,105,000	\$ 23,361,460	\$ 3,938,178	\$ 88,256,427
Additions	4,429,603	362,131	899,053	367,549	225,711	2,137,513	-	8,421,560
Disposals	-	-	-	(27,053)	(399,165)	-	-	(426,218)
Cost, end of year	18,060,647	6,610,462	24,066,582	8,145,381	9,931,546	25,498,973	3,938,178	96,251,769
Accumulated amortization, beginning of year	-	2,309,076	9,020,650	5,046,608	3,859,652	4,662,032	794,019	25,692,037
Amortization	-	240,580	778,492	321,549	402,995	642,287	89,253	2,475,156
Disposals	-	-	-	(27,053)	(346,046)	-	-	(373,099)
Accumulated amortization, end of year	-	2,549,656	9,799,142	5,341,104	3,916,601	5,304,319	883,272	27,794,094
Net carrying value, end of year	\$ 18,060,647	\$ 4,060,806	\$ 14,267,440	\$ 2,804,277	\$ 6,014,945	\$ 20,194,654	\$ 3,054,906	\$ 68,457,675

	Land	Land Improvements	Buildings	Equipment	Mobile Vehicles	Water Infrastructure	Other	2016 Total
Cost, beginning of year	\$ 13,697,144	\$ 6,131,200	\$ 22,851,726	\$ 7,516,739	\$ 9,666,055	\$ 22,413,354	\$ 3,927,896	\$ 86,204,114
Additions	-	220,383	315,803	288,146	712,378	948,106	23,250	2,508,066
Disposals	(66,100)	(103,252)	-	-	(273,433)	-	(12,968)	(455,753)
Cost, end of year	13,631,044	6,248,331	23,167,529	7,804,885	10,105,000	23,361,460	3,938,178	88,256,427
Accumulated amortization, beginning of year	-	2,141,314	8,256,966	4,723,766	3,602,091	4,033,080	709,303	23,466,520
Amortization	-	235,012	763,684	322,842	398,498	628,952	89,255	2,438,243
Disposals	-	(67,250)	-	-	(140,937)	-	(4,539)	(212,726)
Accumulated amortization, end of year	-	2,309,076	9,020,650	5,046,608	3,859,652	4,662,032	794,019	25,692,037
Net carrying value, end of year	\$ 13,631,044	\$ 3,939,255	\$ 14,146,879	\$ 2,758,277	\$ 6,245,348	\$ 18,699,428	\$ 3,144,159	\$ 62,564,390

The net book value of tangible capital assets not being amortized because they are under construction is \$3,052,930 (2016 - \$591,330). These projects consist primarily of water system upgrades to the Lakeview and Sunnybrae Water Systems and an expansion project for the Tappen Sunnybrae fire hall. All of these projects are expected to be completed during 2018.

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****11. Assets Under Capital Lease**

	2017	2016
Cost, beginning of year	\$ 157,777	\$ 157,777
Cost, end of year	\$ 157,777	\$ 157,777

The asset under capital lease is not being amortized as it was not complete at year end.

12. Obligation Under Capital Lease

	2017	2016
Ricoh, payable in monthly instalments of \$934 including interest at 1.936%, due December 2018	\$ 3,844	\$ 7,461
Ricoh, payable in monthly instalments of \$1,957 including interest at 1.943%, due May 2020	56,687	78,839
	\$ 60,531	\$ 86,300

13. Accumulated Surplus

The accumulated surplus consists of individual fund balances and reserves as follows:

	2017	2016
Operating surplus		
Surplus within Regional District functions	\$ 1,404,012	\$ 2,702,077
Solid waste landfill closure and post-closure	(4,879,900)	(4,567,800)
Community works fund	4,085,467	4,025,855
Total operating surplus	609,579	2,160,132
Statutory Reserves	16,772,455	15,577,975
Equity in tangible capital assets		
Tangible capital assets, at net book value	68,457,675	62,564,390
Assets under Capital Lease	157,777	157,777
Assets held for sale	553,619	-
Temporary borrowing - Municipal Finance Authority	(1,750,000)	(8,400,000)
Capital Lease Obligation	(60,531)	(86,300)
Capital debt	(6,714,717)	(716,989)
Total equity in tangible capital assets	60,643,823	53,518,878
Total accumulated surplus	\$ 78,025,857	\$ 71,256,985

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****14. Expenditures by Object**

	2017	2016
Amortization	\$ 2,475,157	\$ 2,438,244
Community grants	857,042	917,662
Contracts	6,201,442	5,898,010
Insurance	368,936	347,913
Interest	280,761	233,726
Landfill closure	312,100	1,137,100
MFA debenture payments	4,710,501	4,750,640
Minor equipment	679,907	641,661
Operating expense	4,648,704	3,953,984
Other	1,388,615	708,190
Professional and legal fees	269,127	295,719
Repairs and maintenance	1,244,997	1,164,134
Salaries, wages and benefits	5,265,589	4,792,907
Truck and travel	433,556	398,931
Utilities	531,425	508,803
	\$ 29,667,859	\$ 28,187,624

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017**

15. Pension Information

The Regional District and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2016, the Plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Regional District paid \$345,000 for employer contributions to the Plan in fiscal 2017 (2016 - \$347,000).

The next valuation will be December 31, 2018 with results available in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

16. Related Party Transaction

The Regional District holds investments for the North Okanagan/Columbia Shuswap Regional Hospital District, which total \$4,359,756 (2016 - \$4,329,466). These investments are not included on the statement of financial position.

COLUMBIA SHUSWAP REGIONAL DISTRICT**Notes to Consolidated Financial Statements****December 31, 2017****17. Contractual Obligations**

The Regional District has entered into a number of contractual agreements for the provision of goods and services related to the operation and maintenance of Regional District facilities. The Regional District is committed to total minimum obligations under these agreements as follows:

2018	\$ 4,534,438
2019	2,520,952
2020	461,792
2021	85,812
2022	15,000
	<u>\$ 7,617,994</u>

18. Budget Reconciliation

Fiscal plan amounts represent the Financial Plan Bylaw adopted by the Board on March 23, 2017 and amended on October 19, 2017 without estimates for amortization of tangible capital assets.

The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues. In addition, the Financial Plan anticipated capital expenditures rather than amortization expense.

Financial Plan Bylaw surplus for the year	\$ -
Add:	
Capital expenditures	8,638,238
Debt repayments	692,965
Transfers to reserves and own funds	6,286,009
	<u>15,617,212</u>
Less:	
Borrowing	2,775,000
Transfers from reserves and own funds	8,353,180
	<u>11,128,180</u>
Budget surplus reported in the financial statements	<u>\$ 4,489,032</u>

Columbia Shuswap Regional District

Schedule 1 - Long-term Debt

For the year ended December 31, 2017

	Security Issuing Bylaw	Issue Date	Term	Interest Rate	Issue Amount	Amount Outstanding December 31, 2016	Issued	Principal Payment	Actuarial Adjustment	Interest	Amount Outstanding December 31, 2017
City of Salmon Arm	9051	1999	20	5	\$ 7,000,000	\$ 1,507,983	\$ -	\$ 232,044	\$ 248,541	\$ 147,000	\$ 1,027,398
	9054	1999	20	6	1,000,000	215,426	-	33,150	35,506	21,000	146,770
	9059	2002	20	5	775,000	151,315	-	140,305	11,010	7,802	-
	9060	2003	20	5	300,000	139,294	-	9,073	8,037	6,300	122,184
	9062	2003	20	5	2,878,000	1,336,295	-	87,039	77,087	60,438	1,172,169
	9064	2004	30	6	9,900,000	7,528,202	-	149,010	118,591	589,050	7,260,601
	9069	2006	20	5	520,000	310,344	-	17,463	8,387	9,100	284,494
	9070	2006	30	5	1,100,000	549,523	-	12,467	5,988	12,236	531,068
	9071	2006	20	4	1,065,000	635,606	-	35,765	17,176	18,637	582,665
	9074	2007	20	5	500,000	322,305	-	126,791	7,107	24,100	188,407
	9075	2008	20	5	9,000,000	6,215,131	-	302,235	111,394	418,500	5,801,502
	9084	2009	20	4	2,500,000	1,836,904	-	83,954	26,523	103,250	1,726,427
	9086	2010	20	4	2,040,000	1,585,597	-	68,506	18,176	76,092	1,498,915
	9090	2011	30	3	48,370	43,700	-	862	186	1,572	42,652
	9099	2015	20	3	1,800,000	1,736,350	-	63,649	2,227	49,500	1,670,474
	9101	2015	20	3	500,000	482,319	-	17,680	618	13,750	464,021
	9100	2015	25	3	1,020,000	993,812	-	26,187	916	28,051	966,709
						\$ 25,590,106	\$ -	\$ 1,406,180	\$ 697,470	\$ 1,586,378	\$ 23,486,456

Columbia Shuswap Regional District

Schedule 1 - Long-term Debt

For the year ended December 31, 2017

	Security Issuing Bylaw	Issue Date	Term	Interest Rate	Issue Amount	Amount Outstanding December 31, 2016	Issued	Principal Payment	Actuarial Adjustment	Interest	Amount Outstanding December 31, 2017
City of Revelstoke	9055	2000	20	6	\$ 3,300,000	\$ 925,196	\$ -	\$ 109,393	\$ 106,866	\$ 209,385	\$ 708,937
	9056	2000	20	6	725,000	203,263	-	24,033	23,478	46,001	155,752
	9058	2002	25	3	2,500,000	1,473,402	-	52,381	51,330	43,750	1,369,691
	9061	2003	20	5	850,000	394,667	-	25,706	22,767	17,850	346,194
	9065	2004	25	5	2,000,000	1,332,994	-	41,905	33,350	40,000	1,257,739
	9066	2005	25	5	3,500,000	2,366,581	-	84,042	45,337	54,250	2,237,202
	9072	2007	25	5	625,000	466,180	-	15,007	6,353	28,250	444,820
	9076	2008	25	5	850,000	661,936	-	20,410	7,523	39,525	634,003
	9077	2008	25	5	250,000	194,687	-	6,003	2,213	11,625	186,471
	9078	2008	25	5	400,000	311,499	-	9,605	3,540	18,600	298,354
	9079	2008	25	5	225,000	175,217	-	5,403	1,991	10,463	167,823
	9083	2009	25	5	1,500,000	1,215,520	-	36,018	11,379	73,500	1,168,123
	9087	2010	25	4	225,000	189,163	-	5,403	1,433	8,392	182,327
	9088	2010	25	4	718,000	603,643	-	17,241	4,574	26,781	581,828
	9089	2010	25	4	450,000	378,329	-	10,805	2,867	16,785	364,657
	9091	2011	25	3	750,000	652,458	-	18,009	3,902	24,375	630,547
	9092	2011	25	3	600,000	521,967	-	14,407	3,121	19,500	504,439
	9093	2011	25	3	445,000	387,126	-	10,685	2,315	14,463	374,126
	9094	2012	15	3	500,000	393,963	-	24,971	4,241	17,000	364,751
	9095	2012	25	3	620,000	556,780	-	14,887	2,529	17,980	539,364
	9096	2012	25	3	1,200,000	1,077,640	-	28,814	4,894	34,800	1,043,932
	9097	2013	15	3	915,000	772,355	-	45,696	5,706	28,823	720,953
						\$ 15,254,566	\$ -	\$ 620,824	\$ 351,709	\$ 802,098	\$ 14,282,033

Columbia Shuswap Regional District

Schedule 1 - Long-term Debt

For the year ended December 31, 2017

	Security Issuing Bylaw	Issue Date	Term	Interest Rate	Issue Amount	Amount Outstanding December 31, 2016	Issued	Principal Payment	Actuarial Adjustment	Interest	Amount Outstanding December 31, 2017
Town of Golden	9073	2007	20	5	\$ 1,265,000	\$ 815,433	\$ -	\$ 42,481	\$ 17,983	\$ 60,973	\$ 754,969
	9081	2008	20	5	1,250,000	863,213	-	41,977	15,472	58,125	805,764
	9082	2009	20	5	1,200,000	881,714	-	40,298	12,731	58,800	828,685
						<u>\$ 2,560,360</u>	<u>\$ -</u>	<u>\$ 124,756</u>	<u>\$ 46,186</u>	<u>\$ 177,898</u>	<u>\$ 2,389,418</u>
District of Sicamous	9085	2011	30	4	\$ 3,000,000	\$ 2,710,278	\$ -	\$ 53,490	\$ 11,588	\$ 126,000	\$ 2,645,200
	9102	2016	25	7	1,005,237	1,005,238	-	25,809	-	26,136	979,429
	9104	2017	25	3	4,307,434	-	4,307,434	-	-	-	4,307,434
						<u>\$ 3,715,516</u>	<u>\$ 4,307,434</u>	<u>\$ 79,299</u>	<u>\$ 11,588</u>	<u>\$ 152,136</u>	<u>\$ 7,932,063</u>
Long-term debt for member municipalities						<u>\$ 47,120,548</u>	<u>\$ 4,307,434</u>	<u>\$ 2,231,059</u>	<u>\$ 1,106,953</u>	<u>\$ 2,718,510</u>	<u>\$ 48,089,970</u>
Regional District	9063	2004	15	5	\$ 330,000	\$ 86,580	\$ -	\$ 15,293	\$ 12,171	\$ 7,920	\$ 59,116
	9080	2008	20	5	524,000	361,859	-	17,597	6,486	24,366	337,776
	9098	2013	20	4	300,000	268,550	-	10,074	1,257	11,550	257,219
	9103	2017	25	3	6,060,606	-	6,060,606	-	-	84,848	6,060,606
Long-term debt for Regional District						<u>\$ 716,989</u>	<u>\$ 6,060,606</u>	<u>\$ 42,964</u>	<u>\$ 19,914</u>	<u>\$ 128,684</u>	<u>\$ 6,714,717</u>
Total long-term debt						<u>\$ 47,837,537</u>	<u>\$ 10,368,040</u>	<u>\$ 2,274,023</u>	<u>\$ 1,126,867</u>	<u>\$ 2,847,194</u>	<u>\$ 54,804,687</u>

Columbia Shuswap Regional District

Schedule 2 - Reserve Funds

For the year ended December 31, 2017

	2016	Interest	Transfer From Operating	Transfer To Operating	Expense	2017
Capital Reserve Funds						
Milfoil	\$ 55,935	\$ 842	\$ 7,655	\$ -	\$ -	\$ 64,432
Regional Feasibility Study Fund	138,783	1,899	10,000	-	-	150,682
Rural Feasibility Study Fund	215,697	2,993	10,000	-	-	228,690
Sicamous & District Rec. Centre	727,476	11,261	7,199	(35,449)	-	710,487
Revelstoke Airport	557,630	6,427	130,059	-	-	694,116
Swansea Point Fire Protection	23,566	533	33,077	-	-	57,176
Falkland Fire Protection	161,305	2,144	39,242	-	-	202,691
Ranchero/Deep Creek Fire Protection	45,860	689	94,515	(90,000)	-	51,064
Nicholson Fire Protection	163,649	2,499	-	(8,918)	-	157,230
Malakwa Fire Protection	21,634	249	5,425	-	-	27,308
Silver Creek Fire Protection	24,078	1,008	71,208	-	-	96,294
Area C Sub-regional Fire Protection	1,000,391	12,409	91,914	(380,868)	-	723,846
Area F Sub-Regional Fire Reserve	174,453	3,604	309,222	-	-	487,279
Golden & District Library	111,863	1,482	2,000	-	-	115,345
Golden Arena	768,815	12,479	19,634	(40,456)	-	760,472
Golden Curling Rink	65,431	1,412	23,000	(39,738)	-	50,105
Administration	31,782	333	-	-	-	32,115
Solid Waste Management	755,842	9,160	384,072	-	-	1,149,074
Rose Clifford Park	21,467	385	-	(6,559)	-	15,293
Area A Community Parks	172,379	2,595	89,315	-	-	264,289
Area B Community Parks	51,486	732	-	-	-	52,218
Area C Community Parks	68,367	1,718	15,000	(38,241)	-	46,844
Area D Community Parks	81,965	1,195	26,000	-	-	109,160
Area E Community Parks	190,386	2,625	42,718	-	-	235,729
Area F Community Parks	302,605	3,339	-	(450,000)	-	(144,056)
Shuswap Emergency Program	119,708	1,376	56,000	(100,000)	-	77,084
911 Emergency Telephone	322,384	3,534	-	(7,949)	-	317,969
Reserve Fund Whitetooth Sale	1,563,798	27,072	-	-	-	1,590,870
Recycling Capital Reserve	-	111	162,458	-	-	162,569
Internal borrowing	-	-	-	(1,864,960)	-	(1,864,960)
	\$ 7,938,735	\$ 116,105	\$ 1,629,713	\$ (3,063,138)	\$ -	\$ 6,621,415

Columbia Shuswap Regional District

Schedule 2 - Reserve Funds

For the year ended December 31, 2017

	2016	Interest	Transfer From Operating	Transfer To Operating	Expense	2017
Operating Reserve Funds						
Insurance deductible	\$ 54,430	\$ -	\$ 26,844	\$ -	\$ 990	\$ 80,284
Eagle Ridge water system	6,300	-	-	-	-	6,300
Creek Maintenance Funds	53,316	1,155	580	-	-	55,051
Economic Opportunity Funds	1,597,947	24,295	1,025,502	(1,388,300)	-	1,259,444
Landfill Closure Special	1,347,230	18,735	10,000	-	-	1,375,965
General Government	40,000	-	207,035	-	-	247,035
Electoral Area Government	35,000	-	219,595	-	-	254,595
Administrative Overhead	17,400	-	31,000	-	-	48,400
Fleet	-	-	13,697	-	-	13,697
Electoral Area B Fire	-	-	15,017	-	-	15,017
Electoral Area E Fire	-	-	6,606	-	-	6,606
Fire Kault Hill	-	-	791	-	-	791
Area F Sub-Regional Fire	-	-	45,000	-	-	45,000
911	-	-	100,000	-	-	100,000
Shuswap Emergency Program	-	-	16,274	-	-	16,274
RAEMP	15,903	-	1,350	-	-	17,253
GAEMP	-	-	5,402	-	-	5,402
Area C Dog Control	-	-	7,938	-	-	7,938
Area D Dog Control	-	-	438	-	-	438
Area F Dog Control	8,000	-	826	-	-	8,826
Shuswap Airport	25,000	-	8,321	-	-	33,321
Golden Airport	8,000	-	24,609	-	-	32,609
St. Ives Street Lights	175	-	-	(125)	-	50
Swansea Point Street Lights	1,144	-	-	(100)	-	1,044
Blind Bay Street Lights	92,166	-	9,080	-	-	101,246
Area E Street Lights	490	-	-	(100)	-	390
Sorrento Street Lights	381	-	-	-	-	381
Sunnybrae Waterworks	-	-	20,044	-	-	20,044
South Shuswap LWMP	4,000	-	18,927	-	-	22,927
North Shuswap LWMP	-	-	25,139	-	-	25,139
Seymour Arm LWMP	2,700	-	6,500	-	-	9,200
Area E LWMP	-	-	28,374	-	-	28,374
Recycling	337,687	-	264,916	-	-	602,603
Cemetery - Golden/Area A	-	-	3,745	-	-	3,745
Cemetery - Revelstoke/Area B	-	-	50,000	-	-	50,000
Area C Fireworks	3,214	-	430	-	-	3,644
Area E Fireworks	-	-	270	-	-	270
Area F Fireworks	1,200	-	600	-	-	1,800
Marine Noise Control	-	-	1,100	-	-	1,100

Columbia Shuswap Regional District

Schedule 2 - Reserve Funds

For the year ended December 31, 2017

	2016	Interest	Transfer From Operating	Transfer To Operating	Expense	2017
Operating Reserve Funds - continued						
GIS/Mapping	\$ 66,000	\$ -	\$ 560	\$ -	\$ -	\$ 66,560
House Numbering	2,081	-	-	(874)	-	1,207
Development Services	260,000	-	192,714	-	-	452,714
Planning Special Projects	58,000	-	8,144	-	-	66,144
Bylaw enforcement	-	-	130,948	-	-	130,948
Blind Bay Trail	-	-	102,173	-	-	102,173
Revelstoke Mosquito	22,000	-	-	(18,550)	-	3,450
Golden Mosquito	24,500	-	-	(2,753)	-	21,747
SC/LC Mosquito	16,000	-	7,978	-	-	23,978
Area E Mosquito	-	-	5,177	-	-	5,177
Film Commission	6,000	-	15,000	-	-	21,000
Area A Economic Development	-	-	30,000	-	-	30,000
Rose Clifford Park	30,000	-	-	(4,736)	-	25,264
Area B Parks	-	-	2,106	-	-	2,106
Area D Parks	9,000	-	16,000	-	-	25,000
Area F Parks	8,500	-	-	-	-	8,500
Area B Recreation	-	-	2,040	-	-	2,040
Golden Curling Rink	-	-	4,800	-	-	4,800
Golden/Area A Library	-	-	2,070	-	-	2,070
Okanagan Library	29,448	-	5,263	-	-	34,711
Golden Museum	3,900	-	-	(1,300)	-	2,600
Area C/D Transit	-	-	4,380	-	-	4,380
	\$ 4,187,112	\$ 44,185	\$ 2,725,303	\$ (1,416,838)	\$ 990	\$ 5,538,772

Columbia Shuswap Regional District

Schedule 2 - Reserve Funds

For the year ended December 31, 2017

	2016	Interest	Transfer From Operating	Transfer To Operating	Expense	2017
Waterworks Reserve Funds						
Falkland	\$ 210,763	\$ 2,544	\$ 3,984	\$ (18,690)	\$ -	\$ 198,601
Cedar Heights	363,602	4,845	54,715	(3,680)	-	419,482
Eagle Bay Estates	138,435	2,228	-	(13,780)	-	126,883
Saratoga	184,189	2,421	44,191	-	-	230,801
MacArthur Reedman	110,692	1,496	3,891	(50,000)	-	66,079
Galena Shores	171,299	2,198	28,802	-	-	202,299
Anglemont Estates	758,843	9,592	954,432	-	-	1,722,867
Sorrento	1,414,267	18,253	116,157	-	-	1,548,677
Cottonwoods Water Reserve	100,038	1,056	-	(17,015)	-	84,079
Sunnybrae Waterworks	-	46	12,454	-	-	12,500
	\$ 3,452,128	\$ 44,679	\$ 1,218,626	\$ (103,165)	\$ -	\$ 4,612,268
Total Reserves	\$ 15,577,975	\$ 204,969	\$ 5,573,642	\$ (4,583,141)	\$ 990	\$ 16,772,455

Columbia Shuswap Regional District
Schedule 3 - Consolidated Statement of Segmented Information
For the years ended December 31, 2017 and 2016

The Regional District is a diversified municipal government institution that provides a wide range of services to its citizens. The Regional District services are provided by departments and their activities are reported in these service areas. Departments disclosed in the segmental information, along with the services they provide are as follows:

General Government - Board of Directors, Administration and Finance Departments, Feasibility Studies, Grants-In-Aid, Regional Waterworks

Protective Services - Fire Departments, Bylaw Enforcement, Building Inspection, Mosquito Control, Dog Control, Emergency Preparedness, First Responders, and Related Functions

Transportation and Transit - Street Lighting and Transit

Solid Waste Management - Solid Waste Disposal and Recycling

Development Services - Creek Maintenance, GIS and Mapping, House Numbering, Environment Management, Milfoil Control, Weed Control, Economic Development, Tourism Information, and Film Commission

Parks, Recreation and Culture - Community Parks, Arenas, Recreation Centres, Curling Rink, Library Funding, Museums, and TV Rebroadcast

Water Services - Local Area Waterworks

Sewer Services - Liquid Waste Management

Other - Airports, Cemeteries, Shuswap Watershed Council, and Community Works Fund Program

Debt Payments from Member Municipalities - Municipal debenture payments for Golden, Revelstoke, Sicamous and Salmon Arm

Columbia Shuswap Regional District
Schedule 3 - Consolidated Statement of Segmented Information
For the years ended December 31, 2017 and 2016

	General government	Protective services	Transportation and transit	Solid waste management	Development services	Parks, recreation and culture	Water services	Sewer services	Other	Debt payments for member municipalities	2017 Segment Totals
Revenue											
Sales and user fees	\$ 89,216	\$ 77,895	\$ 2,377	\$ 4,284,416	\$ 280,326	\$ 260,503	\$ 915,717	\$ -	\$ 421,771	\$ -	\$ 6,332,221
Tax requisitions	2,181,235	4,404,771	82,679	972,896	2,826,704	3,565,106	995,985	104,684	688,777	-	15,822,837
Other revenues from own source	66,900	35,804	-	28,005	1,996	132,989	44,734	-	7,685	-	318,113
Transfers from other governments	208,219	1,218,777	146	-	171,955	3,176,084	1,852,460	5	901,319	-	7,528,965
Regional and other external transfers	-	125,872	-	-	-	-	-	-	-	4,710,501	4,836,373
Other	-	-	-	-	500,500	1,090,500	7,222	-	-	-	1,598,222
	2,545,570	5,863,119	85,202	5,285,317	3,781,481	8,225,182	3,816,118	104,689	2,019,552	4,710,501	36,436,731
Expenses											
Amortization	214,220	573,830	-	225,049	36,958	593,422	716,217	-	115,461	-	2,475,157
Community grants	314,501	202,000	-	-	-	228,110	-	-	112,431	-	857,042
Contracts	-	696,213	24,120	2,243,251	206,406	2,278,579	225,900	-	526,973	-	6,201,442
Insurance	153,786	123,534	-	3,316	10,377	38,865	30,940	-	8,118	-	368,936
Interest	35,088	26,290	-	41,304	2,748	7,920	144,914	-	22,497	-	280,761
Landfill closure	-	-	-	312,100	-	-	-	-	-	-	312,100
MFA debenture payments	-	-	-	-	-	-	-	-	-	4,710,501	4,710,501
Minor equipment	35,873	484,532	-	34,834	2,462	144,094	(55,295)	-	33,407	-	679,907
Operating expense	336,825	1,614,867	26	1,212,452	745,911	189,298	127,176	46,991	375,158	-	4,648,704
Other	-	-	-	315	-	1,388,300	-	-	-	-	1,388,615
Professional and legal fees	107,107	29,818	-	14,288	84,371	24,654	8,848	-	41	-	269,127
Repairs and maintenance	89,946	172,809	454	106,120	14,600	416,782	422,668	-	21,618	-	1,244,997
Salaries, wages and benefits	2,092,773	811,958	-	371,681	1,645,328	334,346	-	-	9,503	-	5,265,589
Truck and travel	176,664	185,360	-	14,466	41,187	12,752	1,366	117	1,644	-	433,556
Utilities	71,078	129,508	43,938	46,879	6,461	53,332	162,339	-	17,890	-	531,425
	3,627,861	5,050,719	68,538	4,626,055	2,796,809	5,710,454	1,785,073	47,108	1,244,741	4,710,501	29,667,859
	\$ (1,082,291)	\$ 812,400	\$ 16,664	\$ 659,262	\$ 984,672	\$ 2,514,728	\$ 2,031,045	\$ 57,581	\$ 774,811	\$ -	\$ 6,768,872

Columbia Shuswap Regional District
Schedule 3 - Consolidated Statement of Segmented Information
For the years ended December 31, 2017 and 2016

	General government	Protective services	Transportation and transit	Solid waste management	Development services	Parks, recreation and culture	Water services	Sewer services	Other	Debt payments for member municipalities	2016 Segment Totals
Revenue											
Sales and user fees	\$ 83,900	\$ 118,569	\$ 2,028	\$ 4,078,281	\$ 199,392	\$ 240,245	\$ 899,202	\$ 2	\$ 250,467	\$ -	\$ 5,872,086
Tax requisitions	2,383,625	4,398,491	77,285	977,112	2,662,003	3,437,774	915,669	119,401	713,031	-	15,684,391
Other revenues from own source	79,279	29,840	-	20,007	1,768	124,662	32,165	-	14,818	-	302,539
Transfers from other governments	227,899	27,942	131	74,616	35,415	1,763,858	50,217	6	1,096,390	-	3,276,474
Regional and other external transfers	-	129,355	-	-	-	-	-	-	-	4,750,640	4,879,995
Other	-	300	-	-	-	-	177,647	-	-	-	177,947
	2,774,703	4,704,497	79,444	5,150,016	2,898,578	5,566,539	2,074,900	119,409	2,074,706	4,750,640	30,193,432
Expenses											
Amortization	214,220	564,285	-	215,584	53,850	575,406	699,839	-	115,060	-	2,438,244
Community grants	282,392	192,000	-	-	-	224,889	-	-	218,381	-	917,662
Contracts	18,038	605,802	27,915	2,228,221	186,183	2,208,750	201,900	-	421,201	-	5,898,010
Insurance	142,359	114,480	-	3,348	10,616	34,849	34,107	-	8,154	-	347,913
Interest	78,362	25,719	-	29,233	2,404	7,920	72,185	-	17,903	-	233,726
Landfill closure	-	-	-	1,137,100	-	-	-	-	-	-	1,137,100
MFA debenture payments	-	-	-	-	-	-	-	-	-	4,750,640	4,750,640
Minor equipment	34,232	393,114	-	49,992	796	157,996	(2,181)	-	7,712	-	641,661
Operating expense	350,031	1,163,222	33	1,061,328	553,709	284,243	69,638	134,521	337,259	-	3,953,984
Other	20,000	-	-	254	83	640,400	-	-	47,453	-	708,190
Professional and legal fees	101,296	11,540	-	13,240	153,720	2,557	13,325	-	41	-	295,719
Repairs and maintenance	106,430	175,918	387	131,950	10,894	465,978	268,664	-	3,913	-	1,164,134
Salaries, wages and benefits	2,038,240	580,771	-	363,551	1,533,204	273,046	179	-	3,916	-	4,792,907
Truck and travel	181,521	142,481	-	14,590	42,056	15,525	958	-	1,800	-	398,931
Utilities	79,638	125,155	42,074	49,722	6,444	45,020	144,149	-	16,601	-	508,803
	3,646,759	4,094,487	70,409	5,298,113	2,553,959	4,936,579	1,502,763	134,521	1,199,394	4,750,640	28,187,624
	\$ (872,056)	\$ 610,010	\$ 9,035	\$ (148,097)	\$ 344,619	\$ 629,960	\$ 572,137	\$ (15,112)	\$ 875,312	\$ -	\$ 2,005,808



BOARD REPORT

TO: Chair and Directors

File No: TUP850-07
CV20160101

SUBJECT: Electoral Area B: Temporary Use Permit No. 850-07 (Revell)

DESCRIPTION: Report from Jennifer Sham, Planner, dated February 21, 2018.
3401 Catherwood Road, South Revelstoke

RECOMMENDATION: THAT: In accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-07 for Lot 1, Section 11, Township 23, Range 2, W6M, KD, Plan 7126, except part included in Plan 7169, be issued this 29th day of March, 2018, for a vacation rental subject to the applicant fulfilling the following conditions:

- a) Proof of adequate vacation rental and liability insurance with a minimum of \$5 million dollars in coverage for the vacation rental house, and naming the CSR D as an additional insured; and,
- b) Registration of a suitably worded Section 219 Covenant on the title of the subject property agreeing to obtain the acceptable insurance and agreeing to a release and indemnification to the CSR D for any damage that occurs as a result of the temporary use/vacation rental.

SHORT SUMMARY:

The applicant is applying for a 3 year Temporary Use Permit (TUP) to allow a seasonal vacation rental on the subject property.

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

PROPERTY OWNER/APPLICANT:
Stephen Revell

AGENT:
Robert Lundberg

ELECTORAL AREA:
B

CIVIC ADDRESS:
3401 Catherwood Road, Revelstoke

LEGAL DESCRIPTION:
Lot 1, Section 11, Township 23, Range 2, W6M, KD, Plan 7126 except part included in Plan 7169

PID:

014-006-511

SIZE OF PROPERTY:

3.16 ha

DESIGNATION:

Electoral Area B Official Community Plan Bylaw No. 850
SH Small Holdings

ZONE:

Electoral Area B Zoning Bylaw No. 851
SH Small Holdings

CURRENT USE:

Residential, Seasonal Vacation Rental

PROPOSED USE:

Residential, Seasonal Vacation Rental

SURROUNDING LAND USE PATTERN:

North: Agriculture, Residential, Small Holdings, ALR

South: Small Holdings, ALR, treed

East: Agriculture, Residential, Small Holdings, ALR

West: Agriculture, Small Holdings, ALR

AGRICULTURAL LAND RESERVE:

100%

SITE COMMENTS:

A site visit was conducted on June 24, 2016 for Agricultural Land Commission (ALC) application No. 2518. The property is generally flat and heavily treed in the south portion of the property. Currently there are a number of structures on the property: 5 bedroom single family dwelling; 3 car garage with 2 bedrooms*; and three old accessory buildings/structures. According to the caretaker during the site visit, the single family dwelling is connected to a septic system and a well. The caretaker indicated that the single family dwelling is currently being used as a seasonal vacation rental, while one of the bedrooms in the garage is rented out long term and the other one is available to the owner when the owner visits. The property is within the Revelstoke Fire Services area.

*staff did not enter the garage building and cannot confirm the layout.

See "Maps_Plans_Photos_TUP850-7.pdf" attached.

POLICY:

Agricultural Land Commission Act

Permitted uses for land in an agricultural land reserve

3(d) bed and breakfast use of not more than 4 bedrooms for short term tourist accommodation or such other number of rooms as specified in a local government bylaw, or treaty first nation government law, applicable to the area in which the parcel is located.

Electoral Area 'B' Official Community Plan Bylaw No. 850 (Bylaw No. 850)
SH Small Holdings

See "Policies_BL850_TUP850-07.pdf" attached.

Electoral Area 'B' Zoning Bylaw No. 851 (Bylaw No. 851)
SH Small Holdings

See "Policies_BL851_TUP850-07.pdf" attached.

FINANCIAL:

There are no direct financial implications to the CSRD, the TUP application is not the result of a Bylaw Enforcement action. The cost of preparing legal documents, and obtaining insurance will be borne by the property owners. However, there could be future financial implications in terms of risk management, and therefore the requirement for the property owners to obtain the minimum liability insurance naming the CSRD as an additional insured is required.

KEY ISSUES/CONCEPTS:

According to the agent, the vacation rental house located at 3401 Catherwood Road was constructed in 1995. The current owner purchased the property in 2007. According to the FireSmart Assessment completed by the agent, the Wildfire Hazard level for this property is 12 or Low and the property is located within the Revelstoke Fire Service area.

Policy 4.3.34 Vacation Rentals, in Bylaw No. 850 states that vacation rentals shall be first considered on a three year trial basis by the use of a temporary use permit; that the vacation rental not create an unacceptable level of negative impact on surrounding uses; comply with ALC regulations (for ALR properties; be subject to local health authority requirements; and subject to all Ministry of Transportation and Infrastructure (MOT) Access Permit requirements.

Sewage Disposal

The single family dwelling and detached garage are connected to a shared septic system and a new shared well. Staff is in receipt of a Sewage Dispersal System Assessment dated November 29, 2016 by Rich Deans, Registered On-site Wastewater Practitioner (ROWP) of DeansTech Consulting Ltd. confirming that there is sufficient infiltrative surface present, and that the dispersal fields "appear to be in good operating condition." See "Septic_report_2016-11-29_TUP850-07.pdf" attached.

Staff noted that the assessment stated that there was only one bedroom in the garage and contacted DeansTech Consulting to request further information. In an email dated September 11, 2017, Mr. Deans stated that "with regards to the size of the dispersal field it is our opinion the field is large enough to handle the capacity of a 2 bedroom suite as well... it is our opinion that the sewage system has the ability to handle the flows for the house and two bedroom suite."

Water Supply

The original well used for the single family dwelling and the detached garage appeared to be within 30 m of a neighbouring septic system; therefore, a new well was constructed on May 9, 2017. Staff is in

receipt of a hydrogeology assessment dated July 15, 2017 from Daniel Watterson of Watterson Geoscience Inc. (WGI) stating that "because of the well location and design, distance from local potential sources of contamination, local sediment and groundwater flow characteristics, and the addition of a protective sleeve, water from the new well will not be negatively impacted by nearby septic system operation. In addition, water quality analyses demonstrate the water meets all potable water quality standards." WGI recommended that a protective sleeve be installed around the septic system discharge line; and, the original well be abandoned if no longer used. See "Hydrogeologist_report_2017-08-15_TUP850-7.pdf" attached.

The agent has indicated that a general contractor (and now current local contact person for this property), Chuck Ferguson, installed the recommended protective sleeve. Staff is in receipt of a well record stating that Moore's Well and Pump Service decommissioned the original well on May 25, 2017.

Access and parking

Access to the subject property is from Catherwood Road. The vacation rental home contains 5 bedrooms and the garage contains 2 bedrooms; therefore, the required number of parking spaces will be 7. The agent has indicated that there are 6 designated parking spaces on the subject property, but there appears to be ample room for parking on the property.

Proposal

To allow a seasonal (December to April) vacation rental use on the subject property for 3 years; for a maximum of 10 guests, for a minimum of 3 nights stay, in the existing single family dwelling only. The proposal appears to meet the conditions listed in Policy 4.3.34 of Bylaw No. 850, except the access permit; however, the owner may contact MOT regarding the access permit if this TUP is issued. Staff note that Section 4.3.34 states that a vacation rental first be considered on a three year trial basis; however, the Board may issue a TUP for a period of less than three years. Further, if the terms or conditions of the TUP are not adhered to, the TUP may be revoked prior to the expiration date of the permit.

SUMMARY:

The applicant has applied for a Temporary Use Permit to allow a seasonal vacation rental in the single family dwelling on the subject property. Staff are recommending that the Board consider issuing TUP850-07, subject to the following conditions:

- That the owner obtain adequate vacation rental and liability insurance with a minimum of \$5 million dollars in coverage and name the CSRD as additional insured;
- Registration of a Section 219 covenant regarding insurance and release and indemnification to the CSRD for any damage that occurs as a result of the vacation rental.

IMPLEMENTATION:

If the Board denies issuance of TUP850-07, the vacation rental will not be permitted and the property may be the subject of a Bylaw Enforcement case.

If the Board chooses to issue this TUP, upon receipt of the adequate vacation rental insurance, and proof of registration of a suitably worded Section 219 covenant, the owner will be notified of the Board's decision and TUP850-07 will be registered on title of the subject property. Prior to the expiration of TUP850-07, the owner has the option to apply for one-time renewal of up to 3 years, or commence the bylaw amendment process to permanently allow the vacation rental use on the subject property.

COMMUNICATIONS:

Neighbouring property owners first became aware of this application when a sign was posted on the subject property on July 13, 2016, in accordance with the Development Services Procedures Bylaw No. 4001, as amended. As of the date of this report, no written submissions regarding this TUP application have been received.

Further, in accordance with the Local Government Act, local government must give notice to owners within 100 m of the subject property, and must publish a notice in a newspaper at least 3 days prior to Board consideration of this TUP.

The application was also forwarded to the following agencies:

Advisory Planning Commission B

Recommended approval of TUP850-07 subject to the following conditions:

1. Another water sample be taken by a qualified professional to confirm potable water;
2. The recommendations in the DeansTech Consulting report be implemented prior to issuance of the TUP;
3. Approval by the ALC for the vacation rental and confirmation of number of bedrooms permitted; and,
4. Quiet time to begin at 10 PM instead of 11 PM.

Interior Health

Interests unaffected by bylaw.

CSRD Operations Management

Utilities: the dispersal field seems to be of adequate size for the expected sewage flows and Utilities agrees with the report recommendations from DeansTech Consulting. Utilities does have some concerns regarding the well location in relation to the lift station and discharge piping, it has been proposed to be mitigated through the use of a protective sleeve around the discharge piping however it is still concerning to have raw sewage that close to the water source.

Agricultural Land Commission

A landowner may rent out the primary dwelling for vacation rentals to a single party, provided that no additional alterations are made to the property in conjunction with the rental and no other non-farm related activities (commercial weddings, other non-farm businesses, special events, etc.) are conducted. Based on the information provided with CSRD TUP850-07, the ALC has no objection to the use of the single family dwelling as a vacation rental as proposed.

See "Agency_responses_TUP850-07.pdf" attached.

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.*

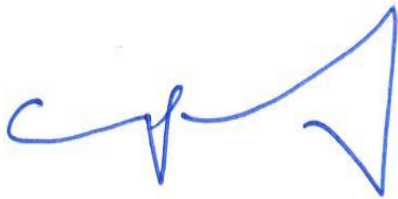
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851

Report Approval Details

Document Title:	2018-03-29_Board_DS_TUP850-07_Revell.docx
Attachments:	<ul style="list-style-type: none">- TUP850-7.pdf- Policies_BL850_TUP850-07.pdf- Policies_BL851_TUP850-07.pdf- Hydrogeologist_report_2017-08-15_TUP850-07.pdf- Septic_Report_2016-11-29_TUP850-07.pdf- Agency_responses_TUP850-07.pdf- Maps_Plans_Photos_TUP850-07.pdf
Final Approval Date:	Mar 17, 2018

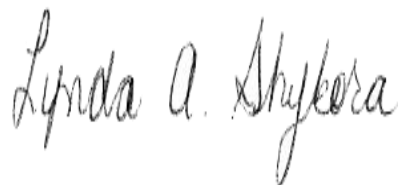
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Mar 13, 2018 - 3:56 PM



Gerald Christie - Mar 15, 2018 - 8:27 AM



Lynda Shykora - Mar 16, 2018 - 2:05 PM



Charles Hamilton - Mar 17, 2018 - 9:30 AM



TEMPORARY USE PERMIT NO. 850-07

Registered Owner: Stephen Revell
 42 Canonbury Park South Islington
 London N12JH
 United Kingdom

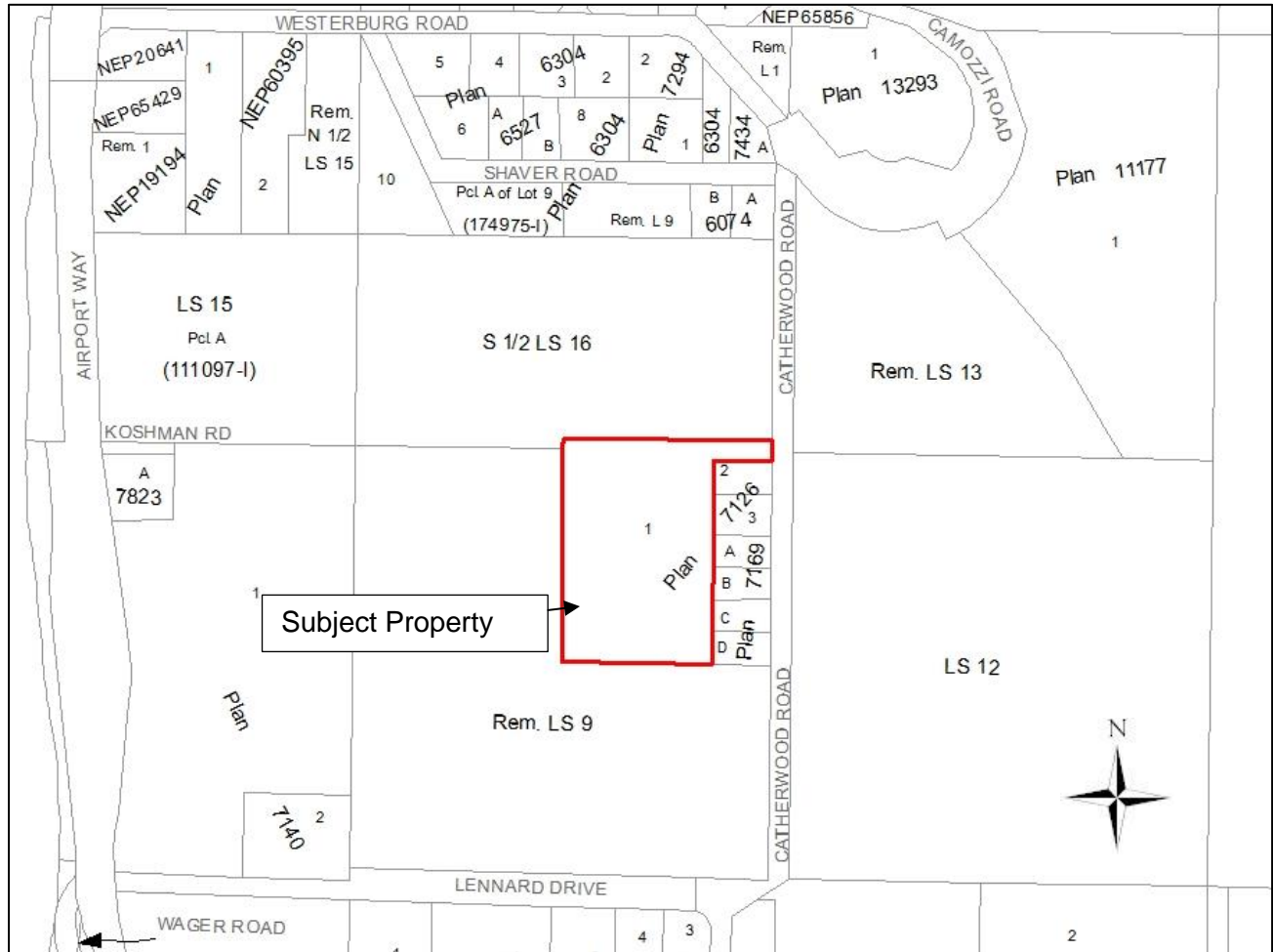
1. This Temporary Use Permit is issued subject to compliance with all the Bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies only to the lands described below:
 Legal Description: Lot 1 Section 11 Township 23 Range 2 W6M KD Plan 7126 except part included in Plan 7169
 PID: 014-006-511
 which property is more particularly shown on the map attached hereto as Schedule 'A'.
3. The owner of the subject property has applied for a Temporary Use Permit for a seasonal vacation rental in the single family dwelling on the subject property. The vacation rental will be conducted in the single family dwelling at 3401 Catherwood Road, as shown on the site plan attached hereto as Schedule 'B'.
4. The use authorized by this Temporary Use Permit may be carried out only in accordance with the terms and conditions set out herein.
5. If the terms of this permit are not adhered to, this permit may be revoked prior to the expiry date of the permit.
6. In addition to Section 3.21 Vacation Rental regulations and the permitted uses in the SH Small Holdings Zone in the Electoral Area 'B' Zoning Bylaw No. 851, the subject property may be used for a seasonal vacation rental subject to compliance with the following conditions:
 - a) The vacation rental use is permitted from **December 1 to April 30**, only.
 - b) Limited to the single family dwelling at 3401 Catherwood Road.
 - c) Maximum number of guests is 10.
 - d) Quiet time is from 10 PM to 6 AM daily.
 - e) Vacation rental signage shall be limited to one sign.
 - f) All parking must be accommodated on site; no parking shall occur on Catherwood Road.

- g) The owner is wholly responsible for the proper disposal of all garbage, recycling, and yard waste created by the operation of the vacation rental.
7. This Temporary Use Permit is subject to proof of adequate vacation rental and liability insurance, with a minimum of \$5 million dollars in coverage, naming the CSRD as an additional insured, and providing a release and indemnification agreement to the CSRD for any damages arising from or relating to the issuance of the Temporary Use Permit. Proof of renewal of the vacation rental insurance is required on an annual basis, or if there is a change in the registered owners.
 8. This Temporary Use Permit is also subject to the owner providing the CSRD with a local person's contact information on an annual basis, or if the local person and/or information changes. The local contact person has the responsibility of remedying non-compliance with the TUP conditions or any other issues at the vacation rental property.
 9. This Temporary Use Permit is not a Building Permit, nor shall it be construed as providing warranty or assurance that the property or any of the structures complies with the BC Building Code or any other applicable enactments.
 10. Issuance of a Temporary Use Permit does not relieve the property owner of the responsibility to comply with applicable acts, regulations, or bylaws of the CSRD, or other agencies having jurisdiction under an enactment (e.g. Interior Health, Ministry of Transportation).
 11. This permit, issued as per Section 493 of the Local Government Act, is valid for a 3 year period. This permit may be extended only for one additional period up to 3 years in duration, upon application and subsequent approval by the CSRD Board of Directors.
 12. This permit is valid from _____, 2018, and shall expire on _____, 2021.

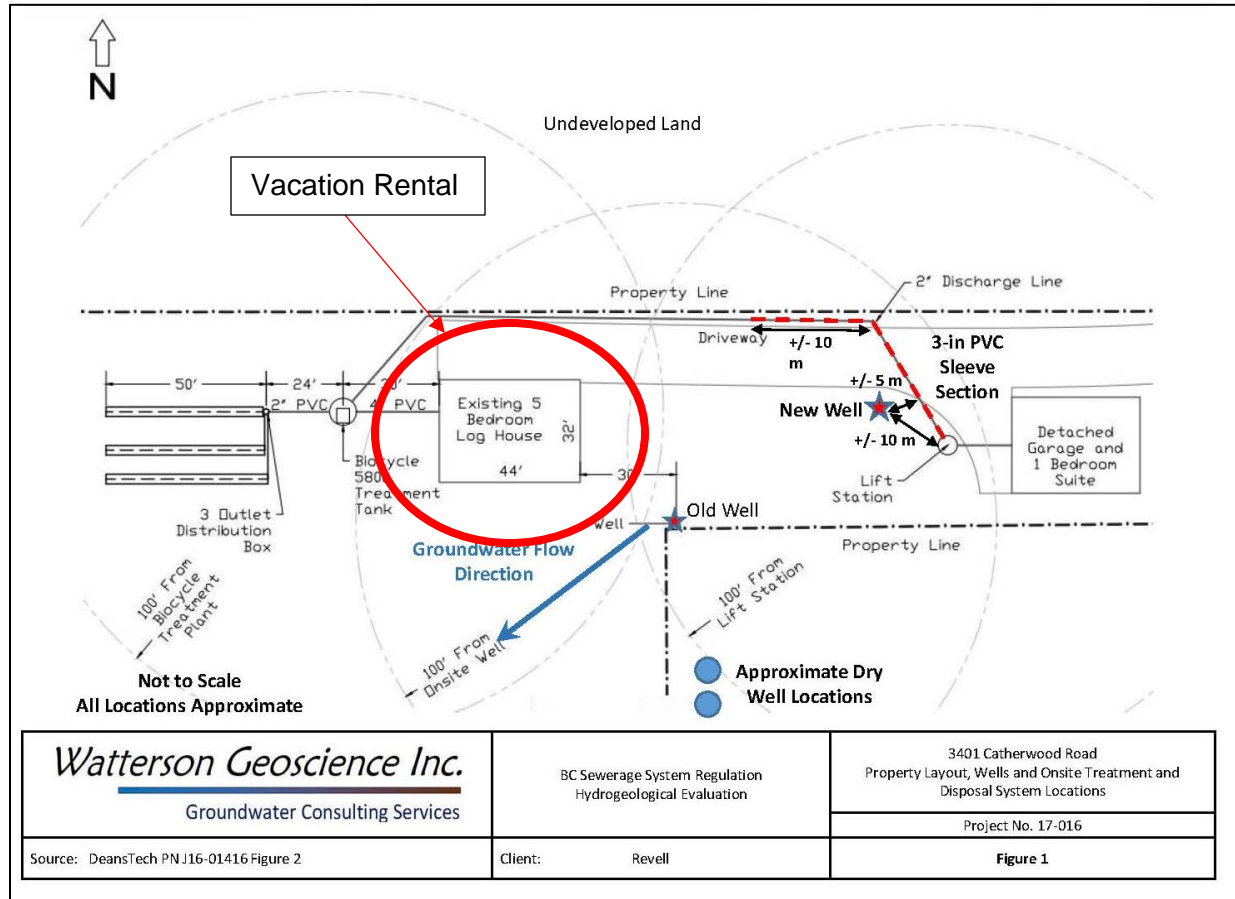
AUTHORIZED AND ISSUED BY the Columbia Shuswap Regional District Board on the ____ day of _____, 2018.

CORPORATE OFFICER

TUP 850-7
Schedule 'A'



TUP850-7
Schedule 'B'



Electoral Area 'B' Official Community Plan Bylaw No. 850

Residential

4.1 Community Context

Minimum parcel size for SH Small Holdings is 4 ha.

The majority of the residential development in the plan area is low density, single family development set in a rural context on large lots.

4.3 Land Use & Density Policies

4.3.5 Support a range of residential dwelling types.

4.3.9 Support a process to initiate implementation of a Building Inspection Process.

4.3.10 One primary dwelling unit and one secondary dwelling unit shall be permitted in the primary dwelling in all residential zones subject to the relevant parking requirements, the requirements of the Agricultural Land Commission Act, and the BC Building Code. Once building permits are mandatory and the requirements of the BC Building Code can be addressed, sewage disposal systems must be designed or upgraded to accommodate the total combined number of bedrooms to be serviced by the system.

Small Holdings

4.3.20 The principal use shall be residential or agricultural.

4.3.22 One primary dwelling and one secondary dwelling unit shall be permitted per parcel.

4.3.23 The minimum parcel size for subdivision of Small Holdings shall be 4 ha.

Secondary Dwelling Units

4.3.28 Owing to the remote and recreational nature of this area, residents may have need for additional accommodation on site. The CSRD supports secondary dwelling units including carriage houses, and secondary suites as strategies to provide one additional dwelling unit per parcel. Secondary dwelling units are required to address the following:

- accessory to a single family dwelling where accessory is less than 60% of the floor area of the principle dwelling;
- register a covenant against the title of the subject property to specify that there shall be no intent to subdivide to create separate parcels for each dwelling;
- where the second dwelling is an independent structure, sites shall be a minimum of 2 ha to allow sufficient area for independent sewer systems as required by the Interior Health Authority. Sewage disposal systems shall be designed or upgraded to accommodate the total combined number of bedrooms to be serviced by the system;
- connected to the approved on-site utilities, including water, sewer and hydro;
- the addition of an accessory dwelling unit will trigger additional regulatory approvals and all of these must be met; and
- provide one additional parking space.

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.

4.4 Community Specific Policies

South Revelstoke

4.4.8 As shown on Figure 4.2, South Revelstoke contains an Upper Bench area that adjoins the planned core of Revelstoke Mountain Resort. The Upper Bench will be impacted by future activity in the resort core and will not sustain its present rural character. Recognizing the nature of future development pressures, the CSRD supports the following strategy for the Upper Bench.

- a. As Revelstoke Mountain Resort develops, the future land uses considered for the Upper Bench should be urban and resort development;
- b. development to higher resort densities should be consistent with the overall direction of the Resort Master Plan, and will require neighbourhood planning and design guidelines to achieve consistency and use compatibility;
- c. development to higher density cannot be accomplished without improved servicing. The terms of servicing, phasing, timing and partnerships shall be considered as part of a detailed planning process; and
- d. when there is a clear strategy to integrate development on the Upper Bench with the overall Revelstoke Mountain Resort Master Plan, these lands may be more appropriately administered as properties within the City of Revelstoke and the CSRD could support a Phase 3 boundary extension process that considers the private lands on the Upper Bench and how they should be serviced.

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).

- 4.4.11 Parcels in all areas south of Revelstoke will be independently serviced with water and sewer. Minimum parcel sizes 2 ha can only be achieved where provincial water and sewer servicing standards can be met.

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.

Section 14: Temporary Use Permits

Temporary use permits may be considered by the Regional Board to allow specific land uses to occur for a short period of time. The permit can contain very detailed requirements such as indicating the buildings that can be used, the time frame of the permit, and other conditions.

14.1 Objectives

There are important objectives that form a framework for the policies.

14.1.1 Allow opportunity for the consideration of the issuance of a temporary use permit in order to permit a temporary use to continue while a more suitable location for the use is determined or a rezoning application is completed.

14.1.2 Allow opportunity for the consideration of interim activities such as gravel extraction prior to development.

14.1.3 Ensure that temporary permits are not considered a substitute for a rezoning application.

14.2 Policies

The specific policies are:

14.2.1 Consider the issuance of temporary use permits based upon the following general conditions:

- a. The use must be clearly temporary or seasonal in nature;
- b. The temporary use should not create an unacceptable level of impact on surrounding permanent uses;
- c. In the case of the discovery of a use already underway that does not conform with zoning regulations, there is either an undertaking to initiate a rezoning application, or, an outline provided of when and how the temporary use in that location will be ended.

14.2.2 Consider applying conditions in the temporary permit such as, but not limited to; the buildings to be used, the area of use, the hours of use, appearance, site rehabilitation, noise control, and means of ensuring compliance.

14.2.3 The issuance of temporary use permits can be considered in all Official Community Plan designations.

Electoral Area 'B' Zoning Bylaw No. 851

3.14 Bed and Breakfast

- (1) A *bed and breakfast* must comply with the following regulations:
 - (a) there may be a maximum of one (1) *bed and breakfast* on a *parcel*;
 - (b) a *bed and breakfast* shall not be operated in conjunction with a *vacation rental*;
 - (c) a maximum of three (3) bedrooms in a *single family dwelling* may be used for a *bed and breakfast* and no more than six (6) guests are permitted in a *bed and breakfast* at any one time;
 - (d) a *bed and breakfast* must be operated by a permanent resident of the *single family dwelling* with which it relates;
 - (e) a maximum of one (1) person who is not a resident of the *single family dwelling* may be on the *parcel* at any one time to assist a resident in the operation of a *bed and breakfast*;
 - (f) a *bed and breakfast* 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;
 - (g) meet all provincial and Interior Health requirements regarding water and sewer servicing; and
 - (h) total signage (excluding framing) used for the purpose of advertising the *bed and breakfast* on each *parcel* shall not exceed 0.5 m² in area. *Signs* shall have a minimum setback of 1 m from *parcel* lines.

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.

Section 5.5

SH - Small Holdings

Principal Uses

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:

- agriculture
- day care
- horticulture
- single family dwelling
- standalone residential campsite
- timber harvesting

Secondary Uses

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:

- accessory use
- bed and breakfast
- home occupation
- small-scale sawmill
- residential campsite
- secondary dwelling unit

Minimum parcel size created by subdivision: 4 ha

Maximum parcel coverage: 25%

Maximum number of single family dwellings per parcel (subject to Section 3.15 of this bylaw):
1

Maximum number of secondary dwelling units per parcel (subject to Section 3.15 of this bylaw): 1

Maximum gross floor area of secondary dwelling unit: less than 60% of the floor area of the principal dwelling unit

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.

Dwelling unit is the use of one or more habitable rooms in a building that constitute a single self-contained unit with a separate entrance, and used together for living and sleeping purposes for not more than one family, and containing a bathroom with a toilet, wash basin, and a bath or shower and only one room which due to its design, plumbing, equipment and furnishings may be used primarily as a kitchen. Dwelling unit does not include camping unit, park model, tourist cabin, or sleeping unit in a hotel, lodge or motel;

Guest accommodation is the use of a secondary dwelling unit on the same parcel as a single family dwelling or two-family dwelling, for temporary free accommodation on a non-commercial basis by guests of the permanent residents living on that same parcel.

Secondary dwelling unit means one or more rooms located within a single family dwelling or in an accessory building (where permitted by this bylaw) for either guest accommodation or long-term/seasonal rental accommodation. A secondary dwelling unit has direct access to outside without passing through any part of the principal dwelling unit and may have its own separate cooking, sleeping and bathing facilities.

Single family dwelling is the use of land, structures and one detached building used exclusively for one dwelling unit, except where additional uses are specifically permitted in this Bylaw as a part of a single family dwelling.

Temporary means less than four (4) consecutive weeks.

Vacation Rental is the use of a residential dwelling unit or secondary dwelling unit for temporary accommodation on a commercial basis.

Required parking spaces and loading spaces:

Dwelling unit – two per dwelling unit

Vacation rental – one per sleeping unit

July 15, 2017

Mr. Stephen Revell
3401 Catherwood Road
Revelstoke, BC

Via email: revel@freshfields.com

Re: **AMENDED** - BC Health Hazards Setback and Sewerage System Regulation Hydrogeology Assessment – Potable Water Supply Well at 3401 Catherwood Road, Revelstoke, BC

Dear Mr. Revell:

Watterson Geoscience Inc. (WGI) understands that a new potable water supply was constructed at the above-referenced property. The property includes the main residence and a 2nd 1-bedroom guest residence above a garage, with the new well located adjacent to the property's guest residence. Domestic waste water from the guest residence is routed to an adjacent lift station, where it is then routed to the property's onsite wastewater treatment and disposal system, located west of the main property residence (Figure 1). The property's existing well will not be used for potable water supply.

Given the new well's proximity to the adjacent lift station, WGI was retained to address groundwater quality, on-site sewage disposal and potable water supply setback requirements provided in the BC Health Hazards Regulation (HHR). Part 8 (1) (a) of this regulation requires that wells must be installed at least 30 m from any probable source of contamination. As such, this regulation is considered to apply to this property.

In addition, part of the southern neighbor's onsite treatment and disposal system may also be situated within 30 m from the new well. The BC Sewerage System Regulation (SSR) Part 1 Section 3.1 requires that a sewerage system should not be constructed less than 30 m from a well, unless written advice is received from a professional that operation of the system would not likely cause a health hazard. Due to the proximity of the new well to the nearby septic system, these regulations are also considered to apply to this property.

Therefore, the intent of this analysis is to confirm that water quality from the new well, based on location, construction and property hydrogeological characteristics, will not be negatively impacted by the guest residence's lift station or associated piping, nor by effluent disposal from the adjacent property septic system.

NEW WELL, DISPOSAL SYSTEM AND PROPERTY CHARACTERISTICS

Based on information provided by Mr. Rich Deans, ROWP with DeansTech Consulting (DeansTech), WGI understands the following:

- Domestic wastewater from the property is treated and disposed using a recently upgraded sewage treatment and disposal system. This system, consisting of a Biocycle 5800 treatment

plant and three infiltration laterals, is located west of the property's main residence and more than 50 m west of the new well (Figure 1);

- Effluent from the guest residence is collected in an adjacent concrete lift station and pumped via a 2-inch PVC discharge line to the main residence treatment tank (Figure 1);
- Effluent from the neighbor's adjacent onsite treatment and disposal system is dispersed to ground using three dry wells, located approximately 30 m from the new well as shown in Figure 1;

On December 14, 2016 WGI, DeansTech and Mr. Logan Flett with Dan-Gare Drilling Ltd. (Dan-Gare) conducted a field assessment to identify the best location for installing a new well. Field observations indicated that since the ground surface in the area slopes gently to the southwest, and shallow groundwater flow usually follows surface topography, groundwater flow is likely also to the southwest.

Therefore, based on the adjacent property's septic dry well locations, the guest residence pump chamber location, the discharge pipe location, and likely groundwater flow direction, the new well was located as shown in Figure 1.

The new well for the property was constructed by Dan-Gare (BC Driller Registration 08042501) on May 9, 2017. The 6-inch diameter well was drilled to 18.3 m (60 ft) below ground surface (bgs) and encountered layered sand, gravel and silt. The well was constructed using 6-inch steel casing with 1.3 m of stainless steel screen installed between 15.8 m and 17.1 m bgs. The static water level was reported at 4.3 m bgs and the estimated yield using air-lift pumping was 60 US gpm.

The well was constructed in accordance with the BC Groundwater Protection Regulation with a 0.6 m (24-inch) stick-up, 4.6 m (15 ft) of bentonite surface seal and a locking aluminum cap.

EFFECTS OF SEPTIC SYSTEM COMPONENTS ON WELL WATER QUALITY

Property hydrogeology characteristics, design characteristics and location are expected to limit the negative impacts from nearby septic systems for these reasons:

- The new well is hydraulically cross-gradient and approximately 10 m distant from the adjacent lift station; and
- The new well is situated approximately 5 m from the 2-inch discharge line;
- The new well is located hydraulically upgradient of the neighbor's dry wells;
- The source of recharge water to the well is undeveloped property located to the northeast;
- The lift station is constructed of concrete which is unlikely to leak under normal use;
- The lift station is designed to only hold a small amount of effluent before it is pumped to the main treatment tank; i.e. for most of the time the lift station is empty;
- Underlying sediments consist of sand and gravel, so any leakage from the lift station will migrate vertically downward rather than laterally towards the well;

- The surface seal installed around the well casing will protect the well from any incidental surface-based contamination;
- Groundwater flow is to the southwest thus any infiltrated effluent will flow to the southwest, away from the well.

Although the above rationale demonstrates the small likelihood for the onsite systems to impact well water quality, there remains a low potential for incidental effluent leakage from the 2-inch PVC discharge line. Given the proximity of this line to the new well, WGI recommends installing a protective sleeve, consisting of a 3-inch PVC pipe, around the discharge line. As shown in Figure 1, this sleeve should extend between the lift station and approximately 10 m west of the new well. This sleeve will ensure the well will be protected from any leakage that may occur from the discharge line.

If no longer used, the existing property well should be abandoned in accordance with BC Groundwater Protection Regulation requirements. Further information regarding proper well decommissioning is provided in

http://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-wells/gwpr_info_for_well_owners_brochure.pdf

WATER QUALITY ANALYSIS RESULTS

A water quality sample was collected from the well on June 5, 2017 after pumping the well for several hours. Bacteria concentrations in this sample exceeded applicable Guidelines for Canadian Drinking Water Quality Guidelines (GCDWQG), thus the well was disinfected and resampled in July 12, 2017 and analyzed for bacteria. The samples were submitted to Caro Analytical Services in Kelowna for general potability analyses. Complete laboratory analytical reports are provided as an attachment. Note that WGI did not collect the samples and our analysis is based on data provided by others.

For this water quality assessment, the term potability is defined as water which is sufficiently pure to be consumed or used with low risk of immediate or long-term harm. With respect to CDWQ guidelines, potable water must meet all health-based Maximum Allowable Concentrations (MACs). In samples where parameters are found to exceed only Aesthetic Objectives (AOs), the water is considered to be potable but treatment may be desired to address taste or odor concerns.

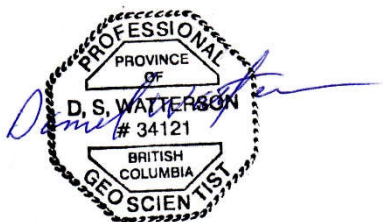
All parameters met both AOs and MACs, with no exceedances observed.

CONCLUSIONS

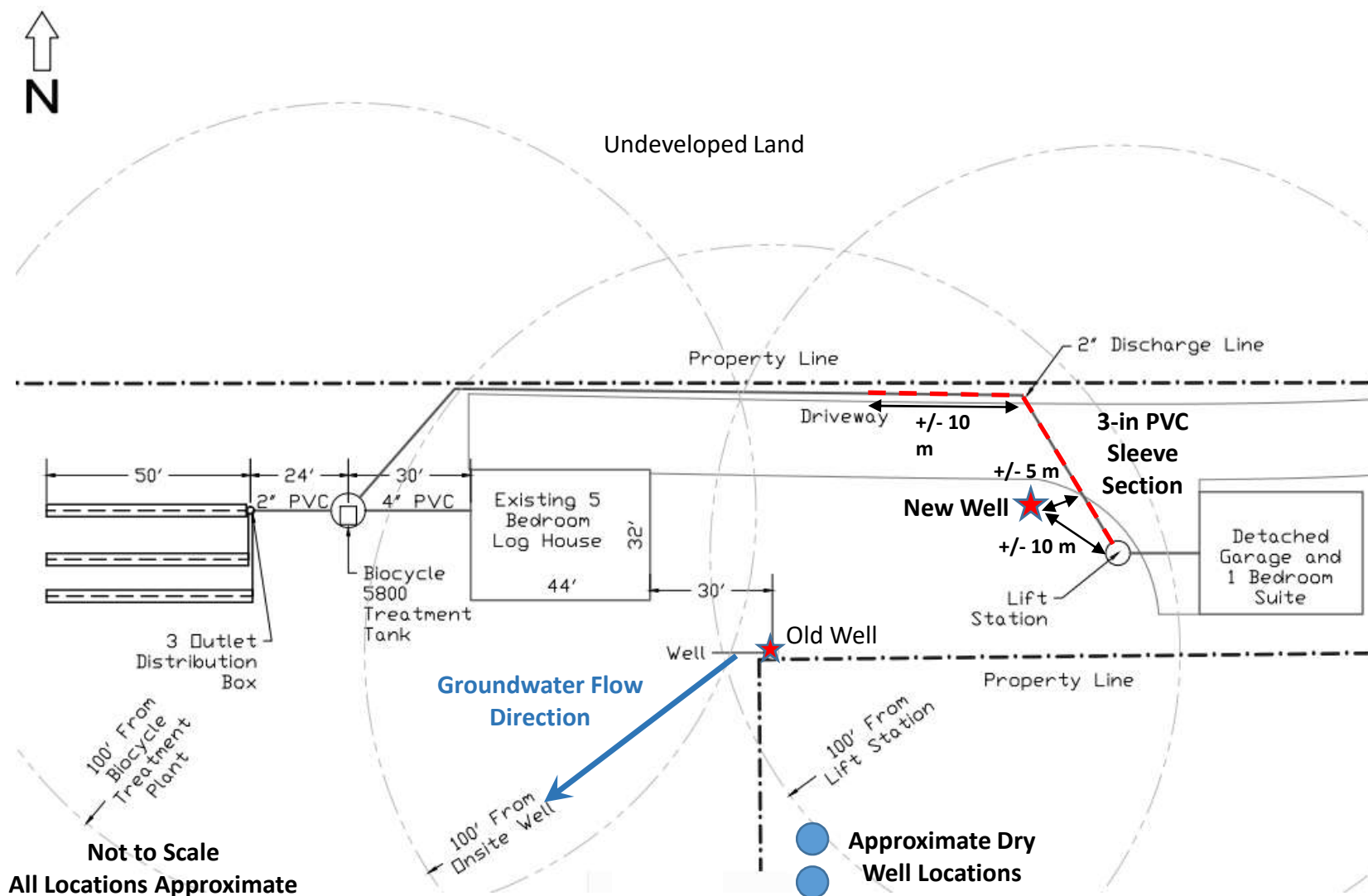
Although the well is situated within setbacks stipulated in the HHR and SSR, it is my professional opinion that because of the well location and design, distance from local potential sources of contamination, local sediment and groundwater flow characteristics, and the addition of a protective sleeve, water from the new well will not be negatively impacted by nearby septic system operation. In addition, water quality analyses demonstrate the water meets all potable water quality standards.

Please be advised that I am a member in good standing in the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) and I am acting within my area of expertise. In preparing this analysis I have relied in good faith on information provided by others, the accuracy of which I cannot attest. This assessment has been completed in accordance with generally accepted engineering and environmental practice. Please contact the undersigned if you have any questions or wish to discuss any aspect of this report.

Watterson Geoscience Inc.



Daniel Watterson, P.Ge. (BC, AB), LHG (WA)
Principal Hydrogeologist



Watterson Geoscience Inc. Groundwater Consulting Services	BC Sewerage System Regulation Hydrogeological Evaluation	3401 Catherwood Road Property Layout, Wells and Onsite Treatment and Disposal System Locations
		Project No. 17-016
Source: DeansTech PN J16-01416 Figure 2	Client: Revell	Figure 1



CERTIFICATE OF ANALYSIS

REPORTED TO	Revell, Stephen 3401 Catherwood Road Revelstoke, B.C V0E 2S3	TEL	(250) 683-9013
		FAX	-
ATTENTION	Stephen Revell	WORK ORDER	7060322
PO NUMBER		RECEIVED / TEMP	2017-06-05 15:15 / 11°C
PROJECT	General Potability - Okanagan	REPORTED	2017-06-12
PROJECT INFO		COC NUMBER	No Number

General Comments:

CARO Analytical Services employs methods which are conducted according to procedures accepted by appropriate regulatory agencies, and/or are conducted in accordance with recognized professional standards using accepted testing methodologies and quality control efforts, except where otherwise agreed to by the client.

The results in this report apply to the samples analyzed in accordance with the Chain of Custody or Sample Requisition document. This analytical report must be reproduced in its entirety. CARO is not responsible for any loss or damage resulting directly or indirectly from error or omission in the conduct of testing. Liability is limited to the cost of analysis. Samples will be disposed of 30 days after the test report has been issued unless otherwise agreed to in writing.

A handwritten signature in blue ink that reads "Sara Gulenchyn".

Authorized By:

Sara Gulenchyn, B.Sc, P.Chem.
Client Service Coordinator

If you have any questions or concerns, please contact me at sgulenchyn@caro.ca

Locations:

#110 4011 Viking Way
Richmond, BC V6V 2K9
Tel: 604-279-1499

#102 3677 Highway 97N
Kelowna, BC V1X 5C3
Tel: 250-765-9646

17225 109 Avenue
Edmonton, AB T5S 1H7
Tel: 780-489-9100

www.caro.ca

ANALYSIS INFORMATION

REPORTED TO PROJECT Revell, Stephen
General Potability - Okanagan

WORK ORDER REPORTED 7060322
2017-06-12

Analysis Description	Method Reference	Technique	Location
Alkalinity in Water	APHA 2320 B*	Titration with H ₂ SO ₄	Kelowna
Anions by IC in Water	APHA 4110 B	Ion Chromatography with Chemical Suppression of Eluent Conductivity	Kelowna
Coliforms, Total (MF-CCA) in Water	APHA 9222*	Membrane Filtration / Incubation on Chromocult Agar	Kelowna
Conductivity in Water	APHA 2510 B	Conductivity Meter	Kelowna
Cyanide, SAD in Water	ASTM D7511-12	Flow Injection Analysis with In-Line Ultraviolet Digestion and Amperometric Detection	Kelowna
E. coli (MF-CCA) in Water	APHA 9222*	Membrane Filtration / Incubation on Chromocult Agar	Kelowna
Hardness (as CaCO ₃) in Water	APHA 2340 B*	Calculation: 2.497 [total Ca] + 4.118 [total Mg] (Estimated)	N/A
Langelier Index in Water	APHA 2330 B	Calculation	N/A
pH in Water	APHA 4500-H+ B	Electrometry	Kelowna
Solids, Total Dissolved (calc) in Water	APHA 1030 E	Calculation: 100 x ([Cations]-[Anions])/([Cations]+[Anions])	N/A
Temperature (lab) in Water	APHA 2550 B	Thermometer	Kelowna
Total Metals by ICPMS in Water	APHA 3030 E* / APHA 3125 B	HNO ₃ +HCl Hot Block Digestion / Inductively Coupled Plasma Mass Spectrometry (ICP-MS)	Richmond
Turbidity in Water	APHA 2130 B	Nephelometry	Kelowna

Note: An asterisk in the Method Reference indicates that the CARO method has been modified from the reference method

Method Reference Descriptions:

APHA Standard Methods for the Examination of Water and Wastewater, 22nd Edition, American Public Health Association/American Water Works Association/Water Environment Federation

ASTM ASTM International Test Methods

Glossary of Terms:

MRL Method Reporting Limit

< Less than the Reported Detection Limit (RDL) - the RDL may be higher than the MRL due to various factors such as dilutions, limited sample volume, high moisture, or interferences

AO Aesthetic objective

MAC Maximum acceptable concentration (health based)

OG Operational guideline (treated water)

°C Degrees Celcius

CFU/100 mL Colony Forming Units per 100 millilitres

mg/L Milligrams per litre

NTU Nephelometric Turbidity Units

pH units pH < 7 = acidic, pH > 7 = basic

µS/cm Microsiemens per centimetre

Standards / Guidelines Referenced in this Report:

Guidelines for Canadian Drinking Water Quality (Feb 2017)

Website: http://www.hc-sc.gc.ca/ewh-semt/alt_formats/pdf/pubs/water-eau/sum_guide-res_recom/sum_guide-res_recom-eng.pdf

Note: In some cases, the values displayed on the report represent the lowest guideline and are to be verified by the end user



SAMPLE ANALYTICAL DATA

REPORTED TO PROJECT Revell, Stephen
General Potability - Okanagan

WORK ORDER 7060322
REPORTED 2017-06-12

Analyte	Result / Recovery	Standard / Guideline	MRL / Limits	Units	Prepared	Analyzed	Notes
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Sample ID: Kitchen- 3401 Catherwood Rd (7060322-01) [Water] Sampled: 2017-06-05 07:00

Anions

Chloride	0.86	AO ≤ 250	0.10	mg/L	N/A	2017-06-06	
Fluoride	0.14	MAC = 1.5	0.10	mg/L	N/A	2017-06-06	
Nitrate (as N)	< 0.010	MAC = 10	0.010	mg/L	N/A	2017-06-06	
Nitrite (as N)	< 0.010	MAC = 1	0.010	mg/L	N/A	2017-06-06	
Sulfate	27.8	AO ≤ 500	1.0	mg/L	N/A	2017-06-06	

General Parameters

Alkalinity, Total (as CaCO ₃)	169	N/A	2.0	mg/L	N/A	2017-06-07	
Alkalinity, Phenolphthalein (as CaCO ₃)	< 1.0	N/A	2.0	mg/L	N/A	2017-06-07	
Alkalinity, Bicarbonate (as CaCO ₃)	169	N/A	2.0	mg/L	N/A	2017-06-07	
Alkalinity, Carbonate (as CaCO ₃)	< 1.0	N/A	2.0	mg/L	N/A	2017-06-07	
Alkalinity, Hydroxide (as CaCO ₃)	< 1.0	N/A	2.0	mg/L	N/A	2017-06-07	
Conductivity (EC)	378	N/A	2.0	µS/cm	N/A	2017-06-07	
Cyanide, Total	< 0.0020	MAC = 0.2	0.0020	mg/L	N/A	2017-06-09	
pH	8.02	7-10.5	0.01	pH units	N/A	2017-06-07	HT2
Temperature, at pH	25	N/A		°C	N/A	2017-06-07	HT2
Turbidity	< 0.10	OG < 0.1	0.10	NTU	N/A	2017-06-05	

Calculated Parameters

Hardness, Total (as CaCO ₃)	< 0.500	N/A	0.500	mg/L	N/A	N/A	
Langelier Index	-2.3	N/A	-5.0	-	N/A	2017-06-12	
Solids, Total Dissolved (calc)	229	N/A	1.00	mg/L	N/A	N/A	

Total Metals

Aluminum, total	< 0.0050	OG < 0.1	0.0050	mg/L	2017-06-07	2017-06-08	
Antimony, total	< 0.00010	MAC = 0.006	0.00010	mg/L	2017-06-07	2017-06-08	
Arsenic, total	< 0.00050	MAC = 0.01	0.00050	mg/L	2017-06-07	2017-06-08	
Barium, total	< 0.0050	MAC = 1	0.0050	mg/L	2017-06-07	2017-06-08	
Boron, total	0.015	MAC = 5	0.004	mg/L	2017-06-07	2017-06-08	
Cadmium, total	< 0.000010	MAC = 0.005	0.000010	mg/L	2017-06-07	2017-06-08	
Calcium, total	< 0.20	N/A	0.20	mg/L	2017-06-07	2017-06-08	
Chromium, total	< 0.00050	MAC = 0.05	0.00050	mg/L	2017-06-07	2017-06-08	
Copper, total	0.00353	AO ≤ 1	0.00020	mg/L	2017-06-07	2017-06-08	
Iron, total	< 0.010	AO ≤ 0.3	0.010	mg/L	2017-06-07	2017-06-08	
Lead, total	0.00021	MAC = 0.01	0.00010	mg/L	2017-06-07	2017-06-08	
Magnesium, total	< 0.010	N/A	0.010	mg/L	2017-06-07	2017-06-08	
Manganese, total	< 0.00020	AO ≤ 0.05	0.00020	mg/L	2017-06-07	2017-06-08	
Mercury, total	< 0.000020	MAC = 0.001	0.000020	mg/L	2017-06-07	2017-06-08	
Potassium, total	0.46	N/A	0.02	mg/L	2017-06-07	2017-06-08	
Selenium, total	0.00055	MAC = 0.05	0.00050	mg/L	2017-06-07	2017-06-08	
Sodium, total	97.1	AO ≤ 200	0.02	mg/L	2017-06-07	2017-06-08	
Uranium, total	0.000687	MAC = 0.02	0.000020	mg/L	2017-06-07	2017-06-08	
Zinc, total	0.0064	AO ≤ 5	0.0040	mg/L	2017-06-07	2017-06-08	

Microbiological Parameters

Coliforms, Total	Overgrown	MAC = None Detected	1	CFU/100 mL	N/A	2017-06-05	MIC5
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SAMPLE ANALYTICAL DATA

REPORTED TO PROJECT Revell, Stephen
General Potability - Okanagan

WORK ORDER 7060322
REPORTED 2017-06-12

Analyte	Result / Recovery	Standard / Guideline	MRL / Limits	Units	Prepared	Analyzed	Notes
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Sample ID: Kitchen- 3401 Catherwood Rd (7060322-01) [Water] Sampled: 2017-06-05 07:00, Continued

Microbiological Parameters, Continued

E. coli	Overgrown	MAC = None Detected	1	CFU/100 mL	N/A	2017-06-05	MIC19
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Sample / Analysis Qualifiers:

HT2	The 15 minute recommended holding time (from sampling to analysis) has been exceeded - field analysis is recommended.
MIC19	Overgrown without visible E.coli. The presence or absence of E.coli cannot be determined. The APHA recommends re-sampling. Re-samples due to overgrown result(s) should be communicated to the lab so they can be processed appropriately.
MIC5	Overgrown without visible Total Coliforms. The presence or absence of Total Coliforms cannot be determined. The APHA recommends re-sampling. Re-samples due to overgrown result(s) should be communicated to the lab so they can be processed appropriately.



ANALYSIS REQUISITION FORM

Client Name:

STEPHEN REVELL

Address:

3401 CATHERWOOD ROAD

City/Prov:

REVLSTOCK BC

Postal Code:

V0S 2S3

Telephone:

1 250 683 9013

Email (1):

STEPHEN.REVELL@FRESHFLEANS.COM

Email (2):

DAN@WATERSONGEOSCIENCE.COM

Sample Information:

Sample ID (Location of Collection)	Date Sampled	Time Sampled
KITATOJ - 3401 CATHERWOOD	JUNE 5	7:00 AM

Sample Type: Check only ONE Sample Category (A, B or C)

A.) Drinking Water

- ☐ Treated Public/Comm
☐ Untreated Public/Comm
☒ Treated Private House
☐ Untreated Private House

Source (Check One)

- ☒ Groundwater (Well)
☐ Surface Water (Lake,

Analysis:

COMPREHENSIVE

CARO ANALYTICAL SERVICES LTD.
102 3677 HIGHWAY 97
NORTH
KELOWNA BC

CARD 4519*****7492
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2017/06/05
TIME 5544 15:19:36
RECEIPT NUMBER
C84097952-001-001-280-0

PURCHASE TOTAL

\$340.20

B.) Asbestos
INTERAC
A0000002771010
C5330680734AF658
8080008000-6800
451AB145FE11F27B

APPROVED

AUTH# 000905
THANK YOU

00-001

VERIFIED BY PIN

GST @ 5%

Total Price

\$340.20

Full payment required prior to release of results. Samples will be discarded 30 days after the completion of the analysis.
** Cheque, Debit, Visa, MasterCard and AMEX are accepted **

Name on Card: STEPHEN REVELL Credit Card #: Exp/

For Lab Use Only:

VISA / MC / AMEX Auth#

Date Rec'd:

Cheque #

Date Received: 06/05/17

Time Rec'd: 1515

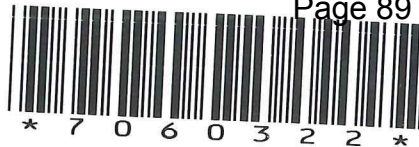
Technician: DRB

Rec'd Temp: 11.9°C

Courier: S

www.caro.ca

EDMONTON RICHMOND





CERTIFICATE OF ANALYSIS

REPORTED TO	Revell, Stephen 3401 Catherwood Road Revelstoke, B.C V0E 2S3	TEL	(250) 683-9013
		FAX	-
ATTENTION	Stephen Revell	WORK ORDER	7071037
PO NUMBER		RECEIVED / TEMP	2017-07-12 12:11 / 14°C
PROJECT	General Potability - Okanagan	REPORTED	2017-07-14
PROJECT INFO		COC NUMBER	No Number

General Comments:

CARO Analytical Services employs methods which are conducted according to procedures accepted by appropriate regulatory agencies, and/or are conducted in accordance with recognized professional standards using accepted testing methodologies and quality control efforts, except where otherwise agreed to by the client.

The results in this report apply to the samples analyzed in accordance with the Chain of Custody or Sample Requisition document. This analytical report must be reproduced in its entirety. CARO is not responsible for any loss or damage resulting directly or indirectly from error or omission in the conduct of testing. Liability is limited to the cost of analysis. Samples will be disposed of 30 days after the test report has been issued unless otherwise agreed to in writing.

A handwritten signature in blue ink that reads "Sara Gulenchyn".

Authorized By:

Sara Gulenchyn, B.Sc, P.Chem.
Client Service Coordinator

If you have any questions or concerns, please contact me at sgulenchyn@caro.ca

Locations:

#110 4011 Viking Way
Richmond, BC V6V 2K9
Tel: 604-279-1499

#102 3677 Highway 97N
Kelowna, BC V1X 5C3
Tel: 250-765-9646

17225 109 Avenue
Edmonton, AB T5S 1H7
Tel: 780-489-9100

www.caro.ca



ANALYSIS INFORMATION

REPORTED TO PROJECT Revell, Stephen
General Potability - Okanagan

WORK ORDER 7071037
REPORTED 2017-07-14

Analysis Description	Method Reference	Technique	Location
Coliforms, Total (MF-CCA) in Water	APHA 9222*	Membrane Filtration / Incubation on Chromocult Agar	Kelowna
E. coli (MF-CCA) in Water	APHA 9222*	Membrane Filtration / Incubation on Chromocult Agar	Kelowna

Note: An asterisk in the Method Reference indicates that the CARO method has been modified from the reference method

Method Reference Descriptions:

APHA Standard Methods for the Examination of Water and Wastewater, 22nd Edition, American Public Health Association/American Water Works Association/Water Environment Federation

Glossary of Terms:

MRL	Method Reporting Limit
<	Less than the Reported Detection Limit (RDL) - the RDL may be higher than the MRL due to various factors such as dilutions, limited sample volume, high moisture, or interferences
AO	Aesthetic objective
MAC	Maximum acceptable concentration (health based)
OG	Operational guideline (treated water)
CFU/100 mL	Colony Forming Units per 100 millilitres

Standards / Guidelines Referenced in this Report:

Guidelines for Canadian Drinking Water Quality (Feb 2017)

Website: http://www.hc-sc.gc.ca/ewh-semt/alt_formats/pdf/pubs/water-eau/sum_guide-res_recom/sum_guide-res_recom-eng.pdf

Note: In some cases, the values displayed on the report represent the lowest guideline and are to be verified by the end user



SAMPLE ANALYTICAL DATA

REPORTED TO PROJECT Revell, Stephen
General Potability - Okanagan

WORK ORDER 7071037
REPORTED 2017-07-14

Analyte	Result / Recovery	Standard / Guideline	MRL / Limits	Units	Prepared	Analyzed	Notes
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Sample ID: Kitchen Sink (7071037-01) [Water] Sampled: 2017-07-12 09:30

Microbiological Parameters

Coliforms, Total	< 1	MAC = None Detected	1	CFU/100 mL	N/A	2017-07-13	
E. coli	< 1	MAC = None Detected	1	CFU/100 mL	N/A	2017-07-13	



ANALYSIS REQUISITION FORM

Client Name:

STEPHEN REUBEL

Address:

3401 CATHERWOOD ROAD

City/Prov/Postal Code:

REDFORD BC V0R 2S1

Telephone:

250 814 4600 (CHUCK FERGUSON)

Email (1):

STEPHEN.REUBEL@FRESHFIELDS.COM

Email (2):

Sample Information:

Sample ID (Location of Collection)	Date Sampled	Time Sampled
KITCHEN SINK	JULY 12	9:30 AM

A.) Drinking Water

- ☐ Treated Public/Communal
☐ Untreated Public/Communal
☐ Treated Private Household
☐ Untreated Private Household

Source (Check One)

- ☒ Groundwater (Well)
☐ Surface Water (Lake, Spring, Creek)

B.) Asbestos

- ☐ Bulk (Tiles, Drywall, Insulation)
☐ Vermiculite
☐ Lead In Paint

C.) Food Testing

- ☐ Liquid
☐ Solid



Analysis:

BACTERIAL

Pricing:

PICK UP & PAY.

GST @ 5%

Total Price

99 + 5%

Full payment required prior to release of results. Samples will be discarded 30 days after the completion of the analysis.

** Cheque, Debit, Visa, MasterCard and AMEX are accepted **

Name on Card: _____ Credit Card #: _____ Exp/ _____

For Lab Use Only:

VISA / MC / AMEX Auth# _____

Date Rec'd: _____

CHEQUE # _____

DEBIT

Auth# _____

Date Rec'd: _____

Date Received: July 12 Time Rec'd: 12:11 Technician: km Rec'd Temp: 14.1 Courier: Wi



ANALYSIS REQUISITION FORM

Client Name:

STEPHEN REWELL

Address:

3401 CATHERWOOD ROAD

City/Prov/Postal Code:

REDFORD BC V0R 2S1

Telephone:

250 814 4600 (CHUCK FERGUSON)

Email (1):

STEPHEN.REWELL@FRESHFIELDS.COM

Email (2):

Sample Information:

Sample ID (Location of Collection)	Date Sampled	Time Sampled
KITCHEN SINK	JULY 12	9:30 AM

A.) Drinking Water

- ☐ Treated Public/Communal
☐ Untreated Public/Communal
☐ Treated Private Household
☐ Untreated Private Household

Source (Check One)

- ☒ Groundwater (Well)
☐ Surface Water (Lake, Spring, Creek)

B.) Asbestos

- ☐ Bulk (Tiles, Drywall, Insulation)
☐ Vermiculite
☐ Lead In Paint

C.) Food Testing

- ☐ Liquid
☐ Solid



Analysis:

BACTERIAL

Pricing:

PICK UP & PAY.

GST @ 5%

Total Price

99 + 5%

Full payment required prior to release of results. Samples will be discarded 30 days after the completion of the analysis.

** Cheque, Debit, Visa, MasterCard and AMEX are accepted **

Name on Card: _____ Credit Card #: _____ Exp/ _____

For Lab Use Only:

VISA / MC / AMEX Auth# _____

Date Rec'd: _____

CHEQUE # _____

DEBIT

Auth# _____

Date Rec'd: _____

Date Received: July 12 Time Rec'd: 12:11 Technician: KPM Rec'd Temp: 14.1 Courier: WI

November 29, 2016

DTC File No: J16-01416

Interior Health Authority
Box 627, 851-16th Street NE
Salmon Arm, BC
V1E 2N4

Attention: Public Health Inspection

**Re: Sewage Dispersal System Assessment
3401 Catherwood Road, Revelstoke, B.C.**

DeansTech Consulting Ltd. (DTC) was retained by Mr. Sam Lerose, property owner representative, to act as the agent for assessing a sewage dispersal system on the above noted property. DTC understands that the owner has applied for a temporary use permit to allow for onsite rentals for up to 10 occupants. The Columbia Shuswap Regional District has requested an assessment of the dispersal system to confirm whether it can meet the requirements for the new zoning amendment. The site consists of a 5 bedroom, 2240 ft² (208 m²) house with a 1 bedroom, 800 ft² (75 m²) suite over the detached garage.

The anticipated total daily effluent flow for this application based on Table III-11 of the Standard Practice Manual (Version 3) (SPM) is 420 Igpd (1900 Lpd) for the 5 bedroom home and 150 Igpd (700 Lpd) for the 1 bedroom suite for a total of 570 Igpd (2600 Lpd). The field assessment was carried out during the week of October 16, 2016.

Property Size: 3.04 hectares
Legal Description: Lot 1, Plan NEP7126, DL7, KLD
Folio: # 20 719 40890.025

General Property Description

The property currently contains a house and detached garage both of which are located at the northeast corner of the property. The remainder of the site is grass covered and the site slopes gently down to the south. The existing septic system consists of a Biocycle Treatment Unit Model 5800 that pumps treated Type 2 effluent to a distribution box, which then flows to 150 feet of dispersal field. The dispersal field consists of 3" perforated pipe over drain rock. Flows from the detached suite are collected in a lift station and pumped to the treatment unit. DTC inspected the sewerage system and the findings are summarized further in the report.

Geology

Based on DTC field experience in the area, the site soils would typically consist of sand and gravel from fluvial and glacial fluvial deposits.

DTC –

Hydrogeology

Based on the topography of the area, the property, and local knowledge, the interpreted direction of the regional groundwater flow is likely to the west towards the Columbia River, which is 600 m west of the proposed dispersal area.

A water well search of the BC Groundwater Data Base was carried out and the nearest well appears to be approximately 105 metres from the proposed dispersal field area. A copy of the well map is attached for reference. An on-site well was confirmed to be located 10 m east of the southeast corner of the main house. This well is greater than 30 m away from the existing treatment tank and dispersal area.

Field Results

- Two testpits were excavated adjacent to the ends of the two outside laterals. The soils were logged by DTC on October 17, 2016. The soil observed in the testpits excavated at the existing dispersal area typically consists of loam to 3.0 feet overlying sand to 8.0 feet. The loam was fine grained, sandy, firm, damp and light brownish grey. The underlying sand was fine grained, clean, damp, with trace gravel, compact and medium brownish grey.
- The slope in the proposed dispersal area was measured to be 1%.
- Two percolation tests at 3 feet below grade produced results of 2 & 2 min/inch. Based on these results and the soil type a soil hydraulic loading rate of 1.32 Ig/ft²/day (65 litres/m²/day) for Type 2 effluent has been implemented.
- During the site assessment DTC inspected the existing dispersal field. An inline camera/transmitter was inserted into the three laterals from the distribution box. The distal ends of the existing laterals were exposed in two locations. The drainrock below the pipe appeared to be relatively clean with very little biomat. The inside of the pipe in the first lateral was observed to be clear with no sludge noted. Minor sludge was noted in the second and third laterals.

The attached Figure 1 shows the overall site layout and testpit and percolation test locations and results, Figure 2 outlines the treatment plant and lift station locations and Figure 3 presents the sewage dispersal field layout.

Site Investigation Summary:

- Soil Texture – sand,
- Soil Structure – single grain,
- Percolation Rate – 2 minutes/inch (average),
- Slope down gradient – 1%,
- Depth of porous soil – 96”,
- Coarse gravel content < 20 %

DTC –

Site Capability and System Type

The results of the field investigation were compared to Tables II-10 to II-21 of the SPM Version 3, Volume II to identify soil type, constraining factor and system solution. Based on the information from these tables, the soil type category is sand having a good permeability. The recommended system solution for the site is gravity distribution.

During the design stage for any sewage dispersal system, the determination of a linear hydraulic loading rate (LLR) is necessary in order to determine the minimum system length along a contour. Based on the calculations, a minimum length of 34 ft is required and 50 ft laterals are present, therefore the dispersal system meets linear loading.

System Design Requirements

DDF (Daily design flow):

DDF is selected as per SPM table II- 8 for a 5 bedroom residence with 208 m² living area, and a 1 bedroom suite with 75 m² living area.

$$1900 \text{ L} + 700 \text{ L} = 2600 \text{ L DDF}$$

Septic Tank Size

2600 L x 1 day of retention for Type 2 effluent = 2600 L or 570 Ig minimum.

HLR (Hydraulic loading rate selected for design):

The infiltrative surface is sized based on an HLR of 65 L/day/m² for Type 2 effluent to sand as per SPM Table II- 22.

AIS (Calculation of minimum area of infiltrative surface):

$$2600 \text{ L/day} \div 65 \text{ L/day/m}^2 = 40 \text{ m}^2 \text{ needed and } 41.8 \text{ m}^2 \text{ is present}$$

LLR (Linear loading rate and calculation of minimum system length):

The minimum system length on contour, based on a LLR of 250 L/m for a 0 < 5% slope, > 90 cm depth of sand with favourable structure category as per SPM Table II- 27 is,

$$2600 \text{ L DDF} \div 250 \text{ L/m} = 10.4 \text{ m minimum system length}$$

Configuration of Dispersal System:

- The existing system consists of 3 laterals 15.2 m by 0.91 m providing 41.8 m² AIS and an effective LLR of 173 L/m that exceeds minimum SPM LLR standard of 250 L/m.

Summary:

DTC visited the property on October 17, 2016 to monitor the excavation of testpits and assess the exiting sewage dispersal system.

Based on the proposed new site use, a daily flow of 2600 L/day was established. DTC's calculations confirmed that a minimum area of infiltrative surface of 40 m² is needed and 41.8 m² is present.

The existing sewage system consists of a Biocycle 5800 Treatment Unit that treats incoming sewage to Type 2 quality before dispersal to ground. DTC contacted Bioharmony owner representative Mr. Barry Rumsey to discuss the operation of the existing onsite treatment unit. Mr. Rumsey advised DTC that the existing unit was capable of handling 2600 L/day (550 Imperial gallons). Mr. Rumsey also advised us that the treatment unit has been serviced on a regular basis and it appears to be functioning normally. Ongoing service of the treatment unit will continue to be provided by Bioharmony.

The dispersal field consists of 3 laterals that are 3 ft by 50 ft. Flows from the detached suite are collected in a lift station and pumped to the treatment unit. The existing laterals were exposed and appear to be in good operating condition.

An onsite well was located 10 m east of the southeast corner of the main house. DTC confirmed that this well is greater than 30 m away from the existing treatment tank and dispersal area, which meets SPM setbacks.

Recommendations and Inclusions

DTC recommends the following:

- Install cleanouts on the end of each lateral that extend to ground surface.
- Install a monitoring well that extends to the base of the drain rock in each trench.
- Please note that this design does not incorporate the use of a garburator or reverse osmosis water filter.
- No water softener backwash, pool or hot tub drains or roof drains can enter the septic system.
- No condensate from furnaces, appliances, compressors or any other mechanical device can enter the sewage system.
- We recommend the installation of a water meter to assist with determining the daily flow rates and development of a proper long term maintenance plan.

Use of this report is subject to the attached General Conditions. The reader's attention is specifically drawn to these conditions, as it is essential that they be followed for the proper use and interpretation of this report. We trust this report meets with your approval. Should you have any questions or comments, please contact the undersigned.

DTC –

November 25, 2016

5

J16-01416

Yours truly,
DEANSTECH CONSULTING LTD.

Prepared by,



Rich Deans, ROWP # 0340
Groundwater Technician

Attachments: Figure 1, Testing Location Plan
Figure 2, Tank Layout Plan
Figure 3, Dispersal System Layout Plan
Testpit Table
Waterwell Map
Biocycle 5800 Sewage Treatment Unit
Owner Location Report
General Conditions

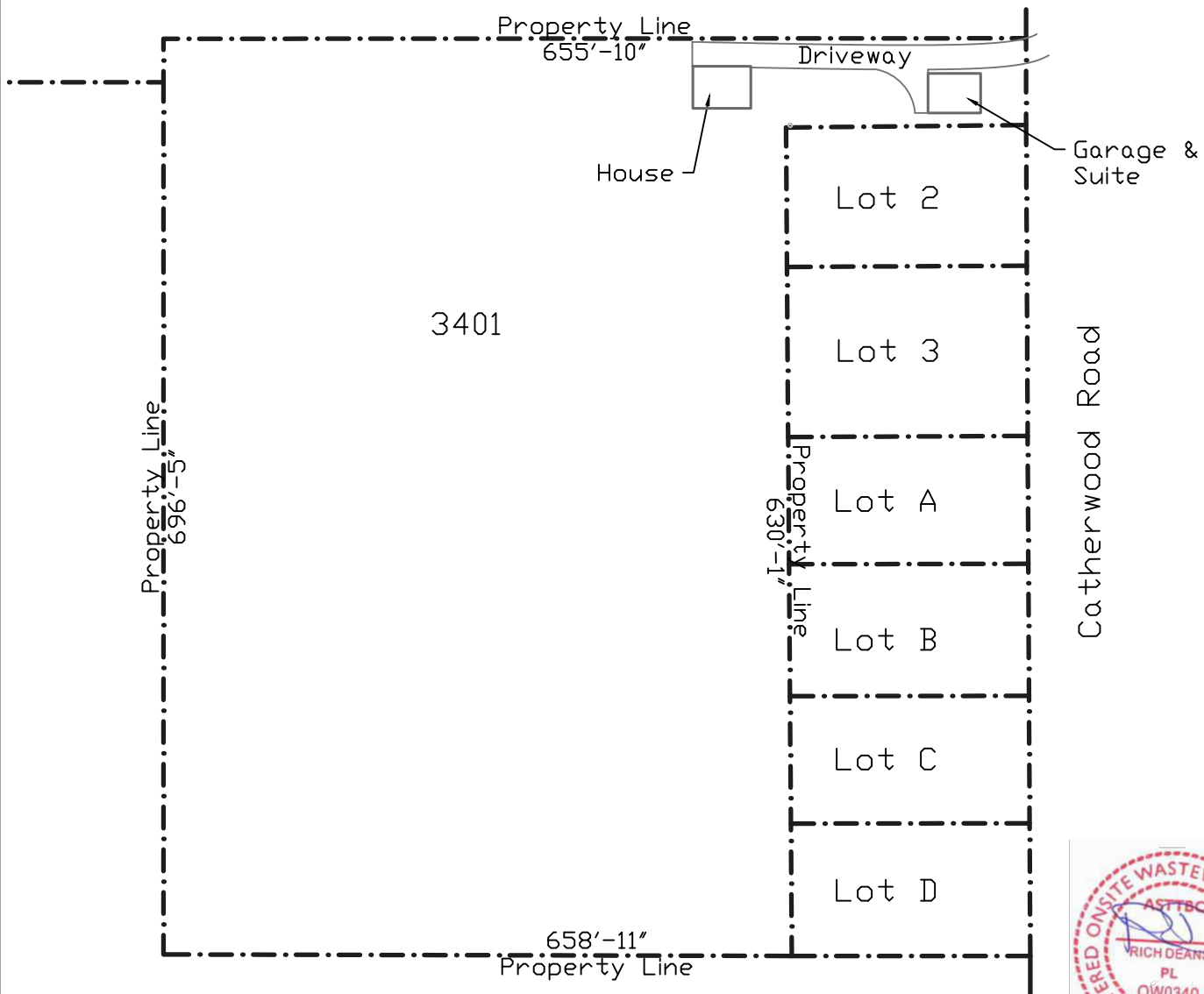
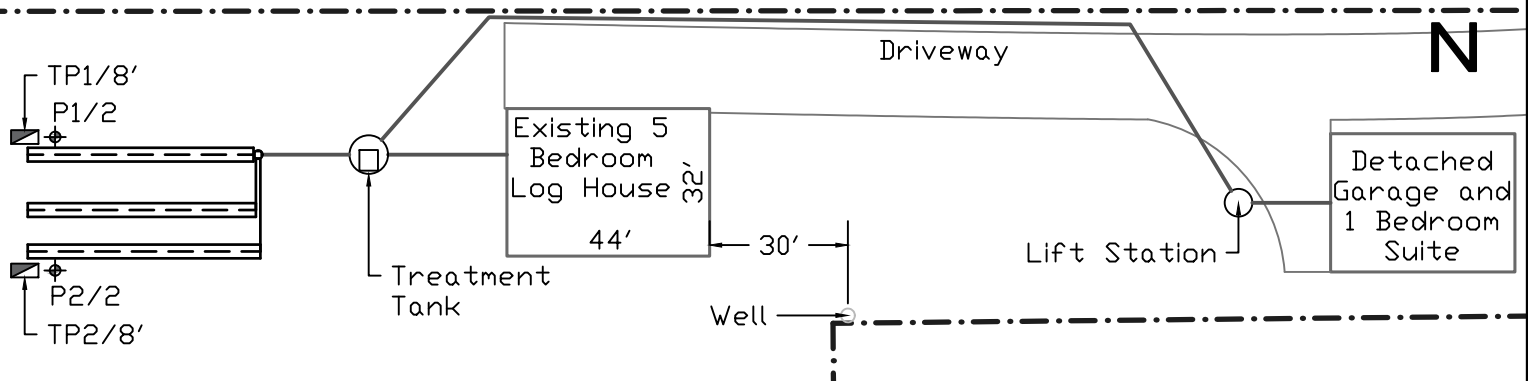
C: Stephen Revell
c/o Robert A. Lundberg Law Corporation
Barrister and Solicitor
P.O. Box 2490
119 Campbell Avenue
Revelstoke, BC
V0E 2S0

Attn: Joanne Chayko
Phone: 250-837-5196

C: Sam Lerosé
Revelstoke Septic Services
Phone: 250-837-6619

DTC -

Scale: 1:500

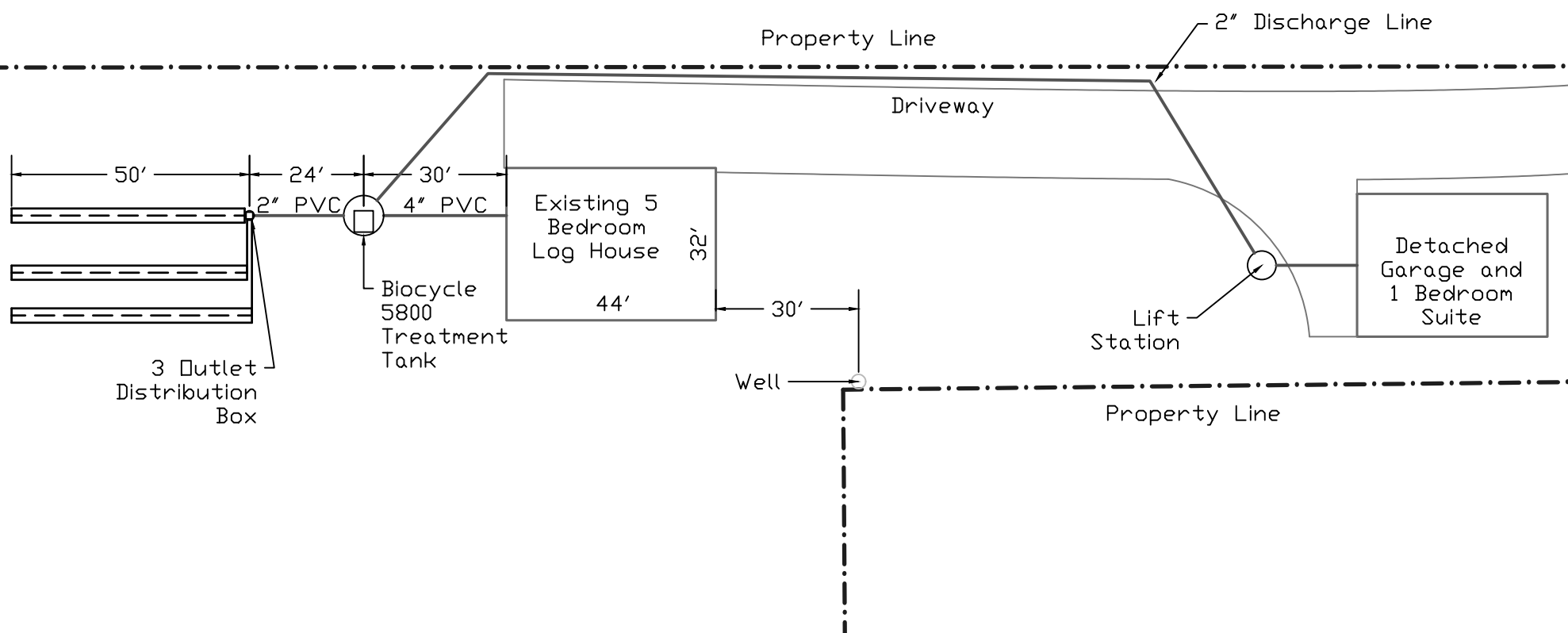
Scale: $\frac{1}{128}'' = 1'-0''$ 

Client: Stephen Revell			
Address: 3401 Chatterwood Rd, Revelstoke, BC			
Drawing Name: Figure 1			
Overall Lot Layout and Testing Locations			
Project #:	Scale:	Drawn by:	Date:
J16-01416	As Noted	JP	Nov 28, 2016

LEGEND

	Testpit Location Depth (ft)
	Percolation-Minutes/Inch





Client: Stephen Revell			
Address: 3401 Chatterwood Rd, Revelstoke, BC			
Drawing Name: Figure 2 Treatment Tank and Dispersal Field Layout			
Project #:	Scale:	Drawn by:	Date:
J16-01416	1/32"=1'-0"	JP	Nov 28, 2016



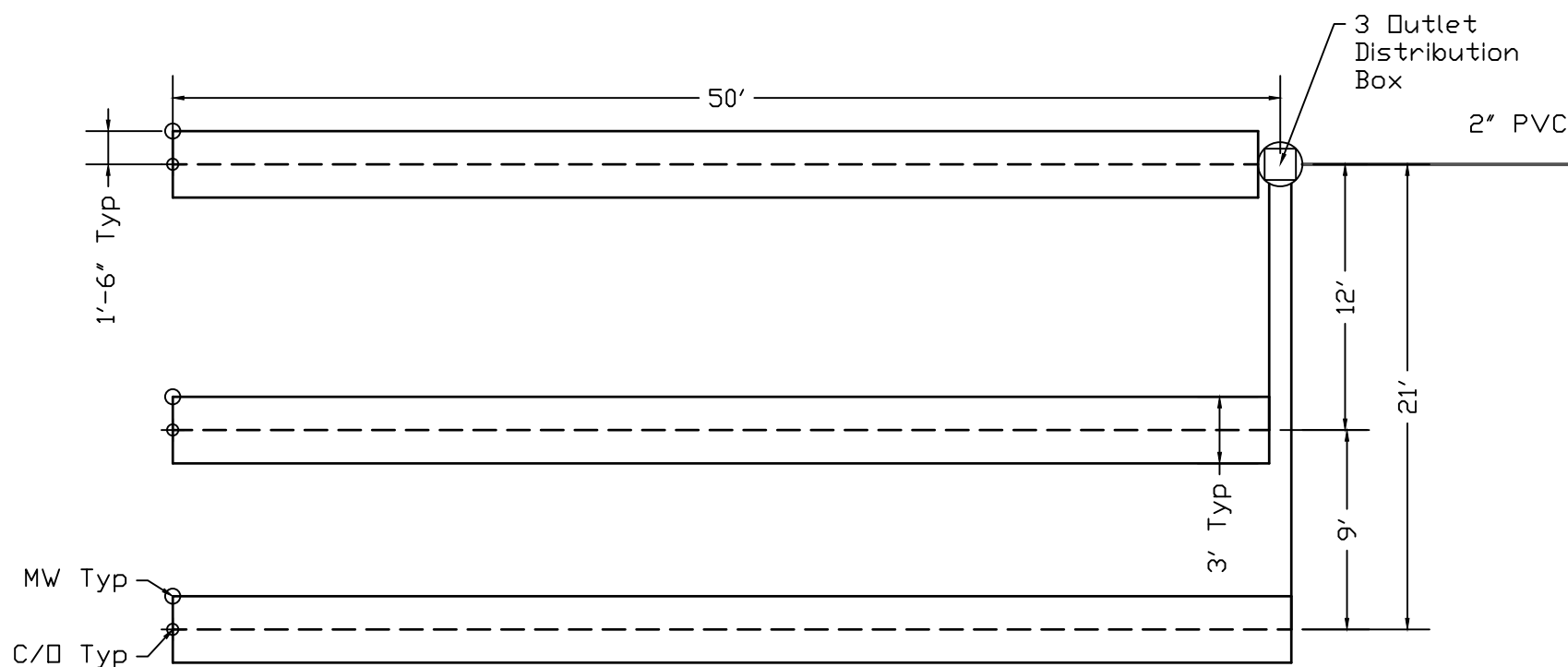
New Cleanouts and Monitoring Wells

Add at the end of each trench.

- Cleanout 4" solid PVC vertical pipe with C/W PVC cap access to surface thru valve box
- Monitoring well 4" Perforated PVC vertical pipe c/w PVC cap, access to surface through valve box

3 Existing Trenchs - 3' x 50'

4" perforated PVC surrounded by drain rock



Client: Stephen Revell			
Address: 3401 Chatterwood Rd, Revelstoke, BC			
Drawing Name: Figure 3 Dispersal Field Detail			
Project #:	Scale:	Drawn by:	Date:
J16-01416	1/8"=1'-0"	JP	Nov 28, 2016

October 17, 2016

1

J16-01416

TABLE 1
SOIL DESCRIPTION

Steven Revell

3401 Catherwood Road, Revelstoke, BC

Testpit #	Depth (feet)	Location	Percolation Test Result minutes/inch	Slope Angle (%)	Soil Description, depth in inches
1	8.0	North side of septic area	Lower Sand – 2 minutes	1	0 – 4.0 – ORGANICS – topsoil, sandy, damp, loose, dark brown. 4.0 – 40.0 – LOAM – fine grain sandy, firm, damp, light greyish brown. 40.0 – 96.0 – SAND – fine grain, trace gravel in places, clean, damp, compact, medium brownish grey. No groundwater, no bedrock.
2	8.0	South side of septic area	Lower Sand – 2 minutes	1	0 – 4.0 – ORGANICS – topsoil, sandy, damp, loose, dark brown. 4.0 – 36.0 – LOAM – fine grain sandy, firm, damp, light greyish brown. 36.0 – 96.0 – SAND – fine grain, trace gravel in places, clean, damp, compact, medium brownish grey. No groundwater, no bedrock.



DTC –

10553 Okanagan Centre Road West, Lake Country, B.C. V4V 2H8
Phone: (250) 766-0533 p Fax: (250) 766-0513 p Cell: (250) 317-6728 p e-mail: deans1@shaw.ca



3401 Catherwood Road

Revelstoke

Legend

- Water Wells - All
- Integrated Cadastral Fabric TileCache

0 0.04 0.08 km

1: 1,923

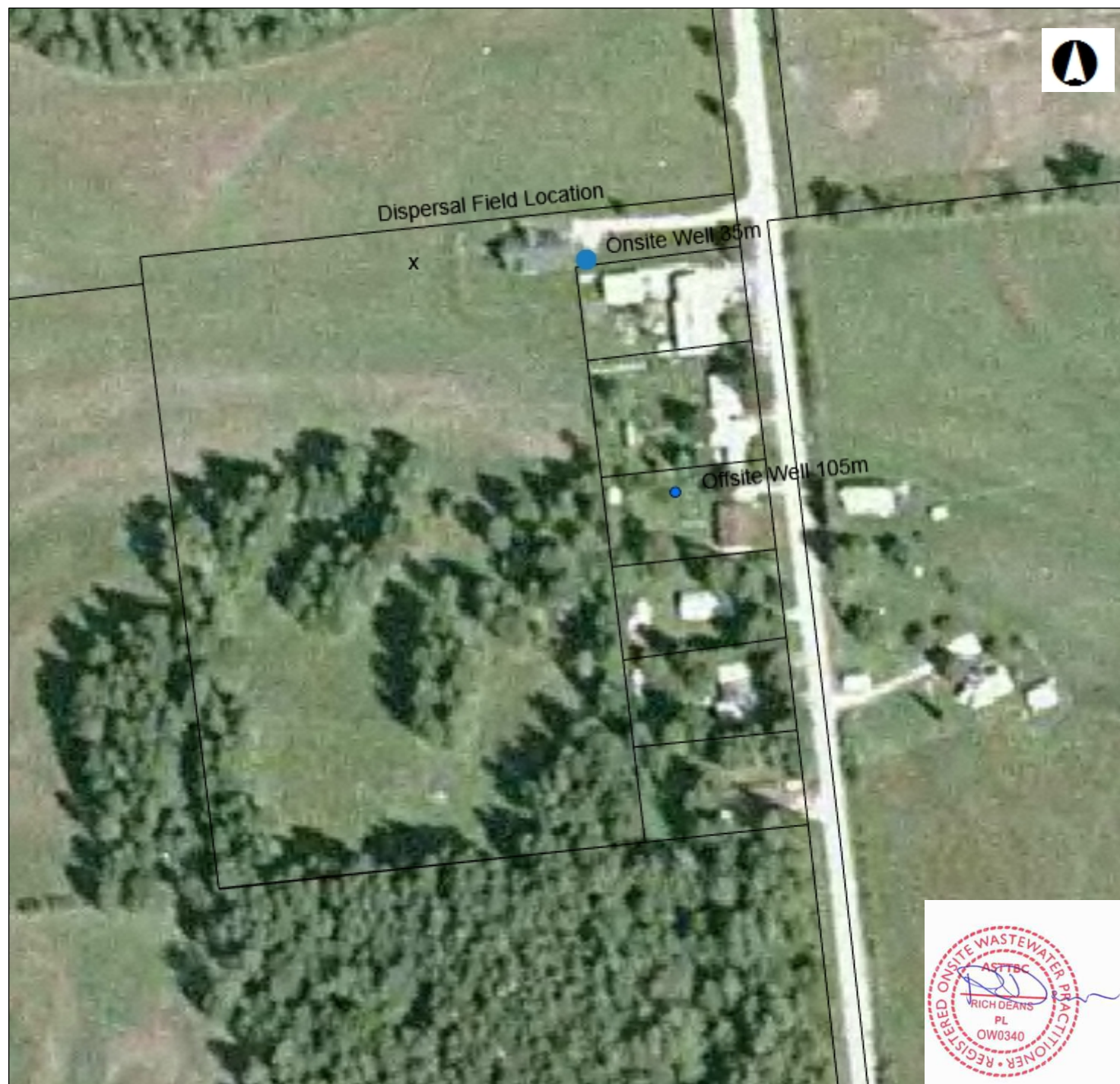
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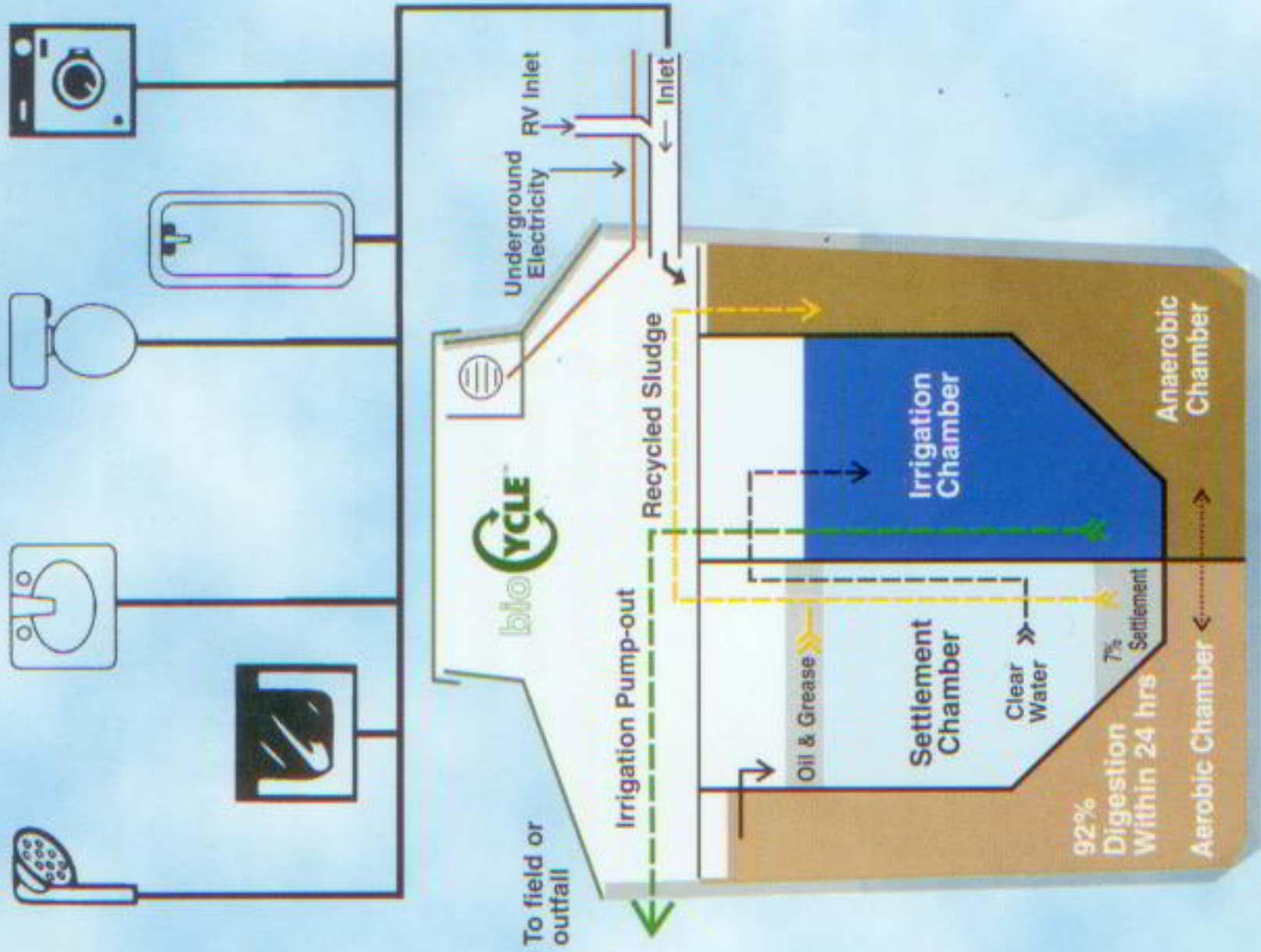
CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83

Projection: BC Albers

Key Map of British Columbia

Model 5800



HYDRAULIC LOADING/SHOCK LOADING

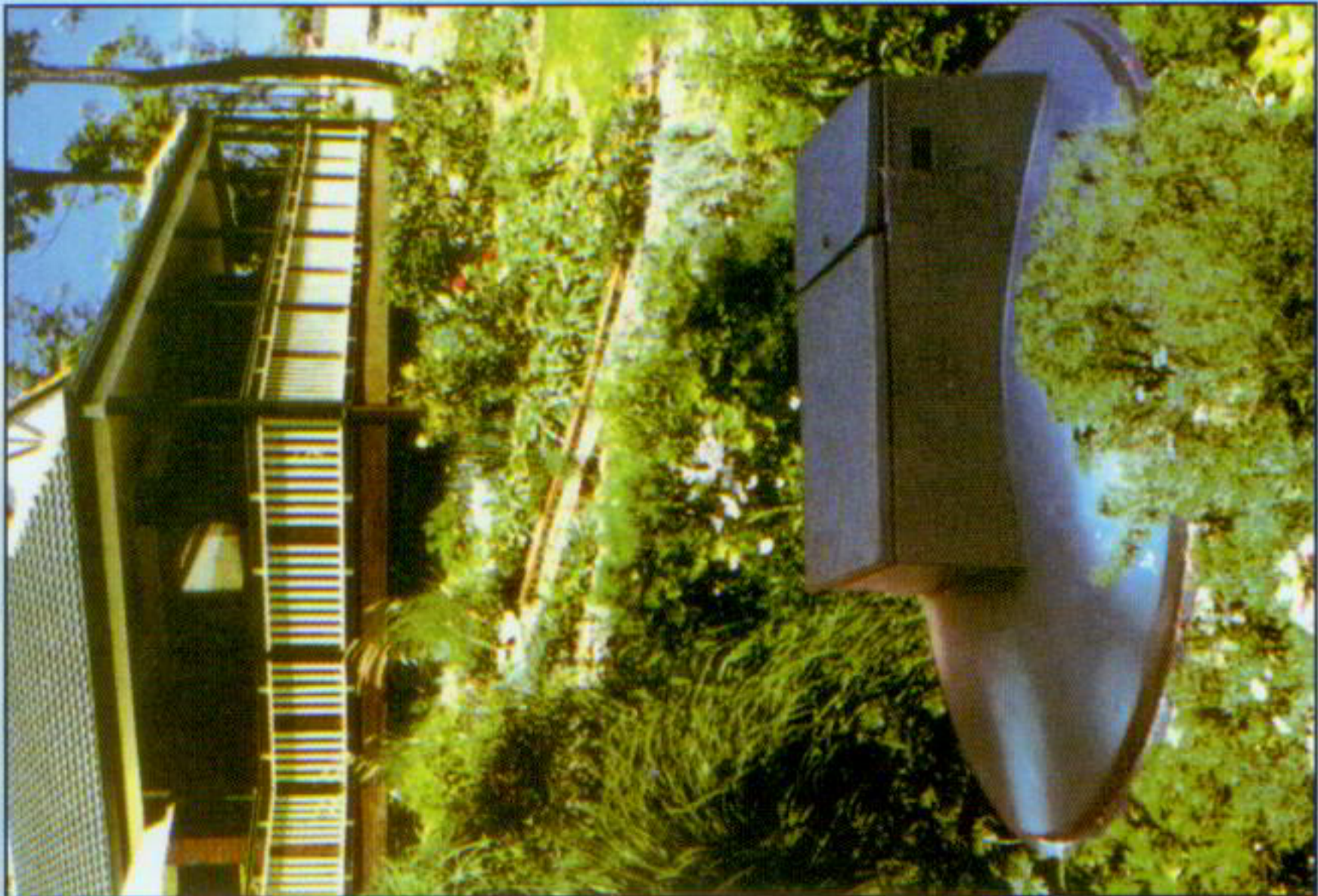
Design Total Daily Flow	2,500 L
Average Daily per Capita Flow	250 L
Maximum per Capita 2 Hr Flow	125 L
Maximum Instantaneous Flow	10.4 L/minute

EFFLUENT QUALITY

Effluent meets or exceeds regulatory standards for removal of BOD₅, Suspended Solids and faecal coliform.

WARRANTIES

Apart from the air and effluent pumps, which are covered under separate manufacturers' warranties, and for the irrigation network which is external to the System, the Biocycle Model 5800 is covered by a Limited Ten Year Warranty. Warranties on commercial systems vary according to design specifications.



For more information contact your locally independently owned and operated dealer:

Head Office:

BioHarmony Inc.
P.O. Box 1398
Vernon, B.C.
V1T 6N6

Phone: (250) 558-5566

Fax: (250) 549-5050

email: bh@bioharmony.ca

Website: www.bioharmony.ca



Printed in Canada

Biocycle

Aerated Wastewater Treatment Systems

Owner Location Report**Disclaimer**

This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.

©BC Assessment

Report Date:	Nov 23, 2016	Report Time:	03:01:29 PM
Folio:		For:	PA80303
Roll Year:	2016	Roll Number:	40890.025
Area:	20	Jurisdiction:	719
School District:	19		
Neighbourhood:	140 - SOUTH - AIRPORT TO WHISKEY PT		
Property Address:	3401 CATHERWOOD RD REVELSTOKE BC		
Owner Name:	STEPHEN MICHAEL REVELL	# of Owners:	1
Owner Address:	HIGH MILL HOUSE, HIGH LORTON COCKERMOUTH CA13 9UB		
Document No:	CA571088		
PID:	014-006-511		
Legal Description:	Lot 1, Plan NEP7126, Section 11, Township 23, Range 2, Meridian W6, Kootenay Land District, Except Plan 7169		
Additional Owners:	No Additional Owners	Associated PIDs:	

This report incorporates and is subject to these “General Conditions”.

1. USE OF REPORT AND OWNERSHIP

This sewage dispersal report pertains to a specific site, a specific development and a specific scope of work. It is not applicable to any other sites nor should it be relied upon for types of development other than that to which it refers. Any variation from the site or development would necessitate a supplementary assessment. This report and the recommendations contained in it are intended for the sole use of DeansTech’s client. DeansTech does not accept any responsibility for the accuracy of any of the data, the analyses or the recommendations contained or referenced in the report when the report is used or relied upon by any party other than DeansTech’s client unless otherwise authorized in writing by DeansTech. Any unauthorized use of the report is at the sole risk of the user. This report is subject to copyright and shall not be reproduced either wholly or in part without the prior, written permission of DeansTech. Additional copies of the report, if required, may be obtained upon request.

2. NATURE AND EXACTNESS OF DATA

Some data reviewed during this assessment was produced by others and has been relied upon by DeansTech to form opinions of the site. The accuracy of the data reviewed has not been confirmed. Some data was collected from sources readily available to the public. Other data and information was obtained from the client for use in this report.

3. LOGS OF TEST HOLES AND WATER WELL RECORDS

The test hole logs are a compilation of conditions and classification of soils and rocks as obtained from field observations and laboratory testing of selected samples carried out by others. Soil and rock zones have been interpreted. Change from one geological zone to the other, indicated on the logs as a distinct line, can be, in fact, transitional. The extent of transition is interpretive. Any circumstance, which requires precise definition of soil or rock zone transition elevations, may require further investigation and review.

4. STRATIGRAPHIC AND GEOLOGICAL INFORMATION

The stratigraphic and geological information indicated on drawings contained in this report are inferred from the information reviewed. Stratigraphy is known only at the location of the drill hole/testpit or other drill holes/testpits in the area. Actual geology and stratigraphy between drill holes/testpits and/or exposures may vary from that shown on these drawings. Natural variations in geological conditions are inherent and are a function of the historic environment. DeansTech does not represent the conditions illustrated as exact but recognizes that variations will exist. Where knowledge of more precise locations of geological units is necessary, additional investigation and review may be necessary.

5. SURFACE WATER AND GROUNDWATER CONDITIONS

Surface and groundwater conditions mentioned in this report are those observed at the times recorded in the report. These conditions vary with geological detail between observation sites; annual, seasonal and special meteorologic conditions; and with development activity. Interpretation of water conditions from observations and records is judgmental and constitutes an evaluation of circumstances as influenced by geology, meteorology and development activity. Deviations from these observations may occur during the course of development activities.

6. WATER QUALITY

Water quality information was based on the results of water samples obtained from the well(s). The chemical analysis results can vary from season to season and at different depths within a well.

7. STANDARD OF CARE

Services performed by DeansTech for this report have been conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practising under similar conditions in the jurisdiction in which the services are provided. Technical judgment has been applied in developing the conclusions and/or recommendations provided in this report. No warranty or guarantee, express or implied, is made concerning the test results, comments, recommendations, or any other portion of this report.

Marianne Mertens

From: N. Jerimiah Sappington
Sent: Tuesday, March 20, 2018 1:48 AM
To: Planning Public Email address
Subject: Short term rentals

To whom it may concern:

No further short term rentals in the Revelstoke area should be approved. This is driving families and long term citizens from town, forcing employers to run businesses on low staff and locals to move from the area. Expansion of this scourge of short term rentals on our local housing market to the agricultural areas of Revelstoke is misguided and harmful to the local population milieu.

Sincerely,

N. Jerimiah Sappington

<input type="checkbox"/> CAO <input type="checkbox"/> Works <input type="checkbox"/> DS <input type="checkbox"/> Fin/Adm	<input type="checkbox"/> Agenda <input type="checkbox"/> Reg Board <input type="checkbox"/> In Camera <input type="checkbox"/> Other Mtg	Ownership: File #
MAR 20 2018		
<input type="checkbox"/> Ec Dev <input type="checkbox"/> IT <input type="checkbox"/> Parks <input type="checkbox"/> SEP <input type="checkbox"/> HR <input type="checkbox"/> Other	RECEIVED <input type="checkbox"/> Staff to Report <input type="checkbox"/> Staff to Respond <input type="checkbox"/> Staff Info Oly <input type="checkbox"/> Dir Mailbox <input type="checkbox"/> Dir Circulate	Ask Sent: <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email


COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1
 Telephone: 1-250-832-8194 Fax: 1-250-832-1083

FILE NO.

TUP850-7

DATE RECEIVED:

Oct 3, 2017

OPERATIONS MANAGEMENT

Comments: Marianne Mertens

Terry Langlois
 Team Leader Utilities

The dispersal field seems to be of adequate size for the expected sewage flows and Utilities agrees with the reports recommendations from Deanstech Consulting. Utilities does have some concerns regarding the well location in relation to the lift station and discharge piping, it has been proposed to be mitigated through the use of a protective sleeve around the discharge piping however it is still concerning to have raw sewage that close to the water source.

Derek Sutherland
 Team Leader
 Protective Service

No Concerns

Sean Coubrough
 Fire Services Coordinator

No concerns

Ben Van Nostrand
 Team Leader
 Environmental Health

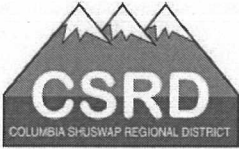
No Concerns

Ryan Nitchie
 Team Leader
 Community Services

No Concerns

Darcy Mooney
 Manager
 Operations Management

no additional concerns


COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1

Telephone: 1-250-832-8194 Fax: 1-250-832-3375

Staff Contact: Jennifer Sham
jsham@csrd.bc.ca

TUP No.: 850-7

DATE: October 3,
2017

RESPONSE SUMMARY

☐ Approval Recommended for Reasons
Outlined Below _____

☒ Interests Unaffected by Bylaw.

☐ Approval Recommended Subject to
Conditions Below.

☐ Approval not Recommended Due
To Reasons Outlined Below.

☐ No Objections

Signed By: *J. Ely*

Title *Specialist Environmental Health Officer.*

Date: *Nov 7 / 2017*

Agency *H.A.*

0360 40
TUP850-7
TUP850-10

Columbia Shuswap Regional District
Electoral Area 'B' Advisory Planning Commission Minutes

Date: October 18, 2017
Time: 12:00 PM
Location: Revelstoke Community Centre

Members Present:

B. Gadbois	Chairperson
K. Wiley	Secretary
A. Parkin	Member
M. Cummings	Member
J. Hooge	Member
J. Maitre	Member

<input type="checkbox"/> CAO <input type="checkbox"/> Works <input type="checkbox"/> DS <input type="checkbox"/> Fin/Adm	<input type="checkbox"/> Agenda <input type="checkbox"/> Reg Board <input type="checkbox"/> In Camera <input type="checkbox"/> Other Mtg	Ownership: File #
OCT 27 2017		
<input type="checkbox"/> Ec Dev <input type="checkbox"/> IT <input type="checkbox"/> Parks <input type="checkbox"/> SEP <input type="checkbox"/> LIA <input type="checkbox"/> Other	<div style="text-align: center; font-weight: bold; font-size: 0.8em;">RECEIVED</div> <input type="checkbox"/> Staff to Report <input type="checkbox"/> Staff to Respond <input type="checkbox"/> Staff Info Only <input type="checkbox"/> Dir Mailbox <input type="checkbox"/> Dir Circulate	Ask Sent: <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email

Members Absent: none

Staff: Jennifer Sham, Planner

Guests: Doug Stuart Alternate Regional Director

Call to Order: 12:05 PM

Additions to the Agenda: none

Application: Temporary Use Permit 850-7

Delegation: Robert Lundberg, Agent

Discussion: Ms. Sham began by providing background on the application as well as the history of past applications to remove the property from the ALR. Mr. Lundberg began by providing background information as well on the proposal and then took questions from the Committee.

- The TUP is for 5 bedrooms. Only 4 are permitted in a B&B within the ALR so are 5 bedrooms permitted even though it is a vacation rental. No answer as yet pending a response from the ALC.
- Were neighbors informed of the application? Yes.
- It was noted that there was a discrepancy in the two water samples in the DeansTech Consulting report. The first test showed contamination and the second didn't. The response was that the well was new and often the first sample will show contamination.
- Would a full house be hard on the septic system. No, the septic can handle it.
- Is the land under the TUP? No, just the house.
- Concern was also expressed that the property has a garage that is separate from the vacation rental with two bedrooms above the garage. This effectively puts two residences on the one property within the ALR.

0360 40
TUP850-7
TUP850-10

(Past applications were rejected by the ALC (Kramer) due to having two residence on the one ALR property.)

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 recommend approval of TUP 850-7 subject to the following conditions:

- Another water sample be taken to confirm potable water. The sample should be taken by a qualified professional.
- The recommendations in the DeansTech Consulting report be implemented prior to issuing the Temporary Use Permit.
- Approval by the ALC of a Vacation Rental on land within the ALR and if so, confirmation from the ALC regarding the number of bedrooms permitted within the ALR.
- Quiet time begin at 10 PM instead of 11 PM.

#for the motion	5
#opposed	0

Application: Development Variance Permit TUP850-10 (Eagle Pass Heli-Skiing/Tigchelaar)

Delegation: Shawn West, Eagle Pass Heli-Skiing.

Discussion: Ms. Sham began the discussion stating that in order to offer beer and wine, the application should actually be for a rezoning. Mr. West then provided some background to the application noting that Eagle Pass Heli-Skiing would like to provide a beer and wine service to their guests after a day of skiing. He said that there would only be a maximum of about 30 people and that the building usually shuts down for the day at about 5:00 PM, 6:00 PM at the latest. He said the septic and water can easily handle the estimated 30 guests.

Moved by J. Maitre, second by B. Gadbois, and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

To not approve the TUP and to move forward with the rezoning application to accommodate a beer and wine service for Eagle Pass Heli-Skiing.

0360 40
TUP850-7
TUP850-10

#for the motion 5
#opposed 0

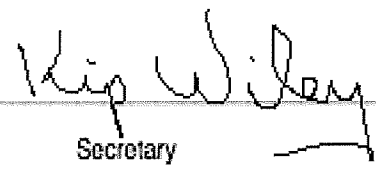
New Business: none

Adjournment

Motion to adjourn, K. Wiley, 13:15

CERTIFIED CORRECT

Chair


Secretary

**Agricultural Land Commission**

133 – 4940 Canada Way
 Burnaby, British Columbia V5G 4K6
 Tel: 604 660-7000
 Fax: 604 660-7033
 www.alc.gov.bc.ca

January 23, 2018

Reply to the attention of Benjamin Daly
 Local Government File: TUP850-7
 ALC File: 50891

SENT ELECTRONICALLY

Attn: Jennifer Sham

Re: Temporary Use Permit Referral: TUP850-7

PID: 014-006-511

Legal Description: Lot 1, Section 11, Township 23, Range 2, W6M, KDYD, Plan 7126
 except part included in Plan 7169

After further review of Columbia Shuswap Regional District (CSRD) TUP 850-7, the Agricultural Land Commission (ALC) would like to provide the following clarification and amendment to its previous response on November 3, 2017.

With respect to the request for a vacation rental of the primary dwelling, the *Agricultural Land Commission Act (ALCA)* and *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* (the "Regulation") do not make a distinction on the occupants of a residence and their length of occupancy. Therefore, a landowner may rent out the primary dwelling for vacation rentals to a single party, provided that no additional alterations are made to the property in conjunction with the rental and no other non-farm related activities (commercial weddings, other non-farm businesses, special events etc.) are conducted. Based on the information provided with CSRD TUP850-7, the ALC has no objection to the use of the single family dwelling as a vacation rental as proposed.

With respect to the two bedrooms located above the three car garage, the ALC confirms its previous assessment that only one dwelling unit is permitted above an existing accessory building, provided that the property is classified as a farm under the *Assessment Act*. In this regard, the bedrooms above the garage are not consistent with the Regulation. For further clarification please refer to s. 3(1)(b) of the Regulation.

3 (1) The following non-farm uses are permitted in an agricultural land reserve unless otherwise prohibited by a local government bylaw or, for lands located in an agricultural land reserve that are treaty settlement lands, by a law of the applicable treaty first nation government:

(b) for a parcel located in Zone 1,

(i) one secondary suite in a single family dwelling, and

(ii) either

(A) one manufactured home, up to 9 m in width, for use by a member of the owner's immediate family, or

(B) accommodation that is constructed above an existing building on the farm and that has only a single level;

For the reasons explained in the ALC's original response to CSRD TUP850-7, the two bedrooms for accommodation use are not consistent with the Regulation.

If you have any questions, please contact Benjamin Daly at 604-660-7047 or by e-mail (Benjamin.Daly@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

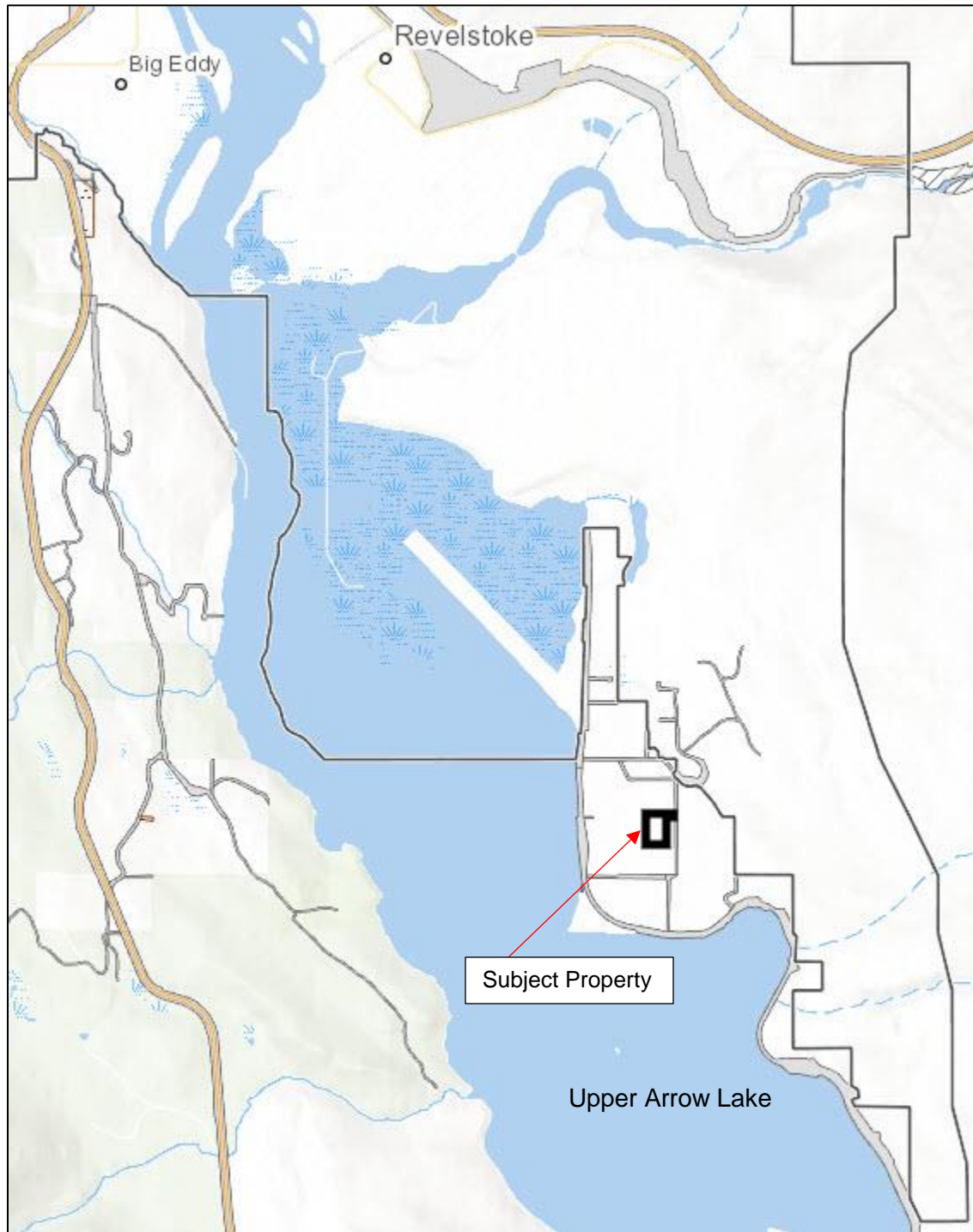
A handwritten signature in black ink, appearing to read 'Benjamin Daly', with a stylized, cursive script.

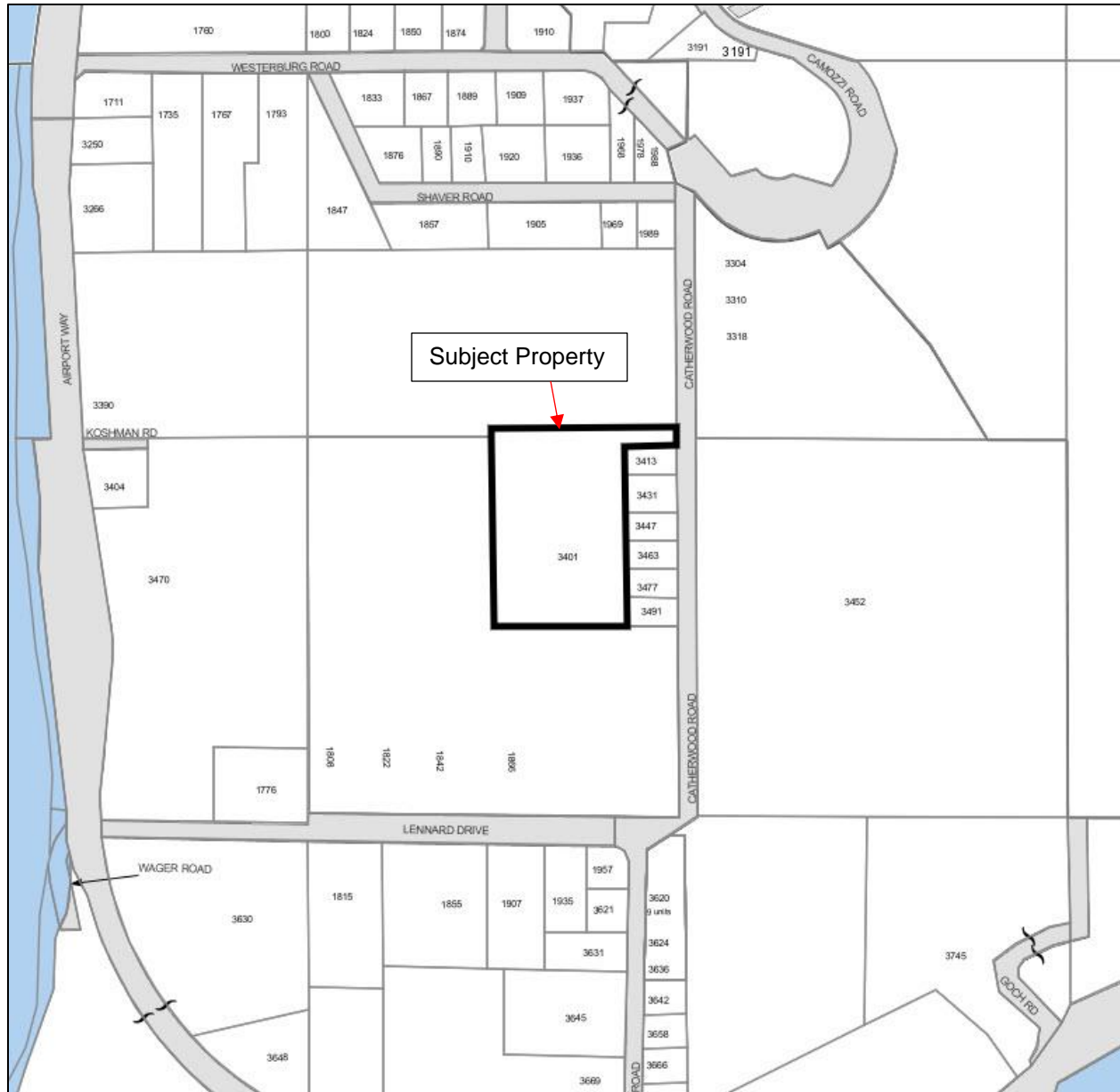
Benjamin Daly, Land Use Planner

Cc: Robert A. Lundberg Law Corporation

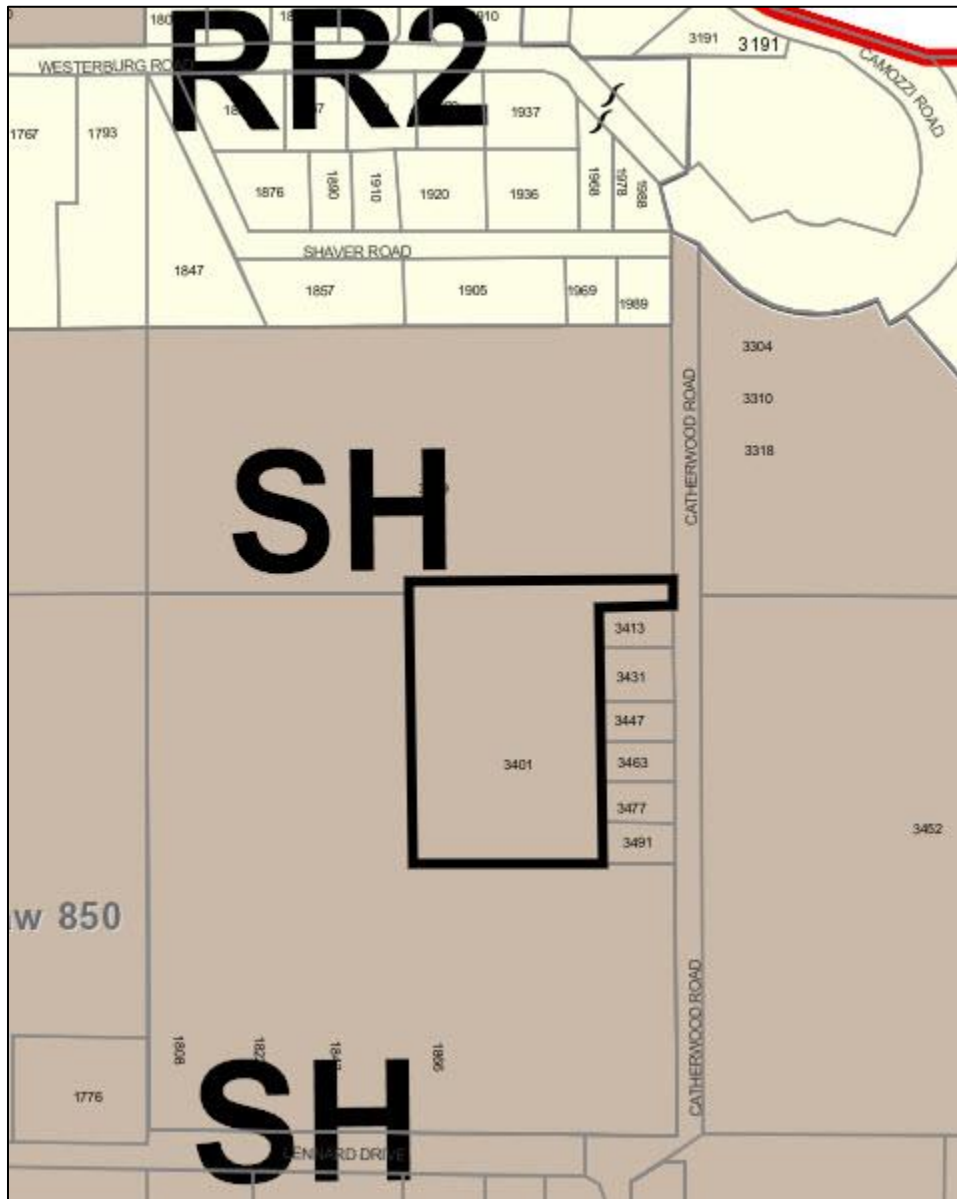
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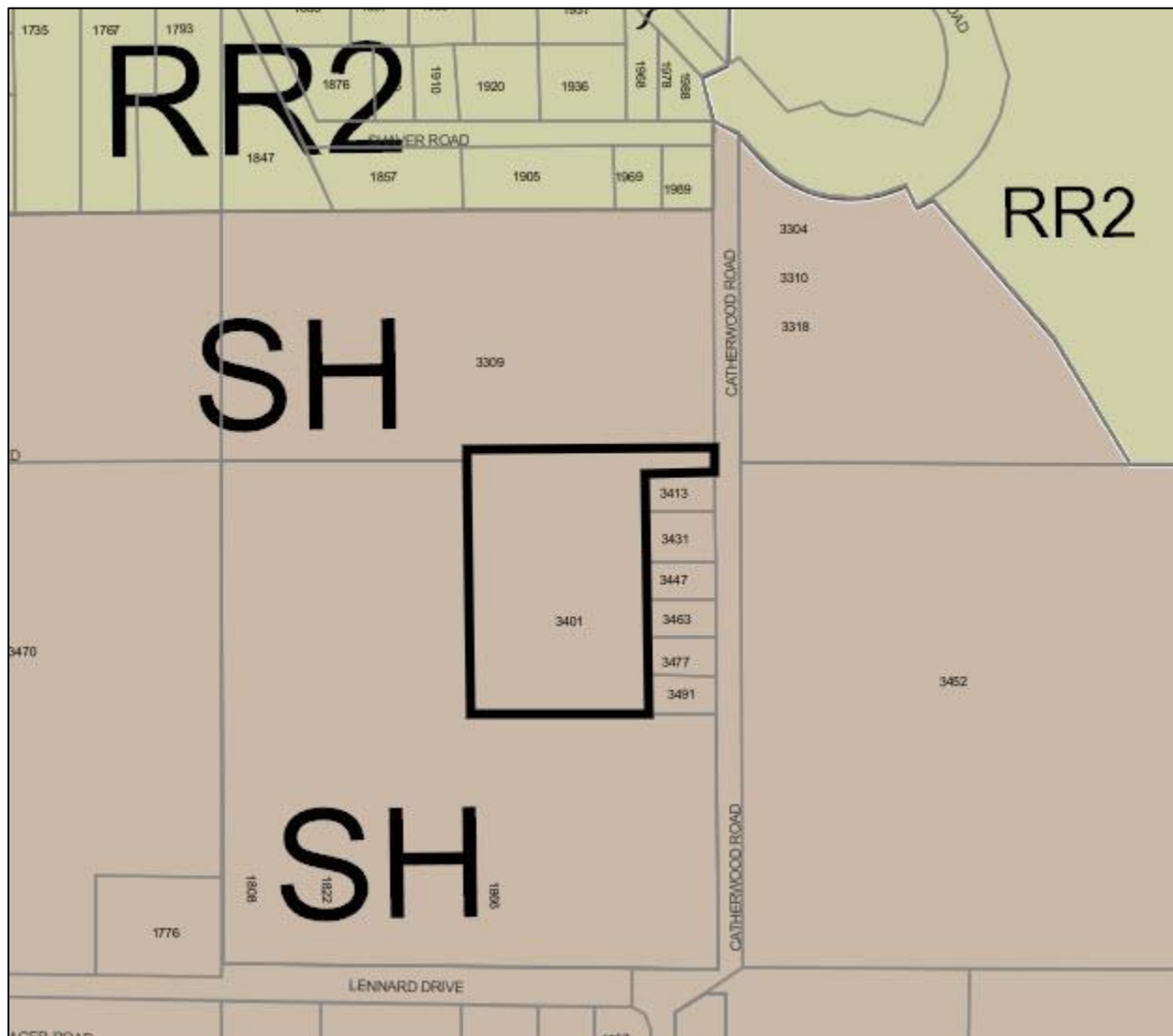




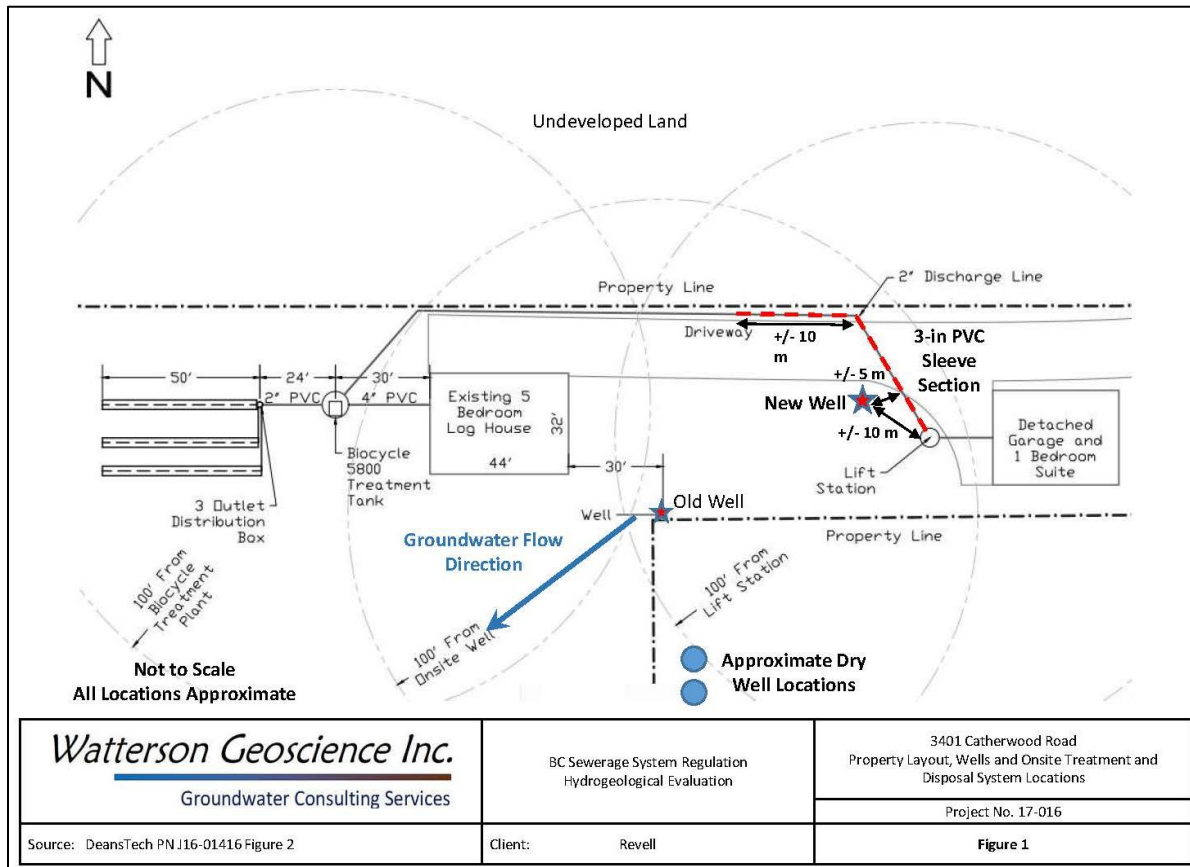
OCP



Zoning



Site Plan



Ortho



Photos





BOARD REPORT

TO:

Chair and Directors

File No: BL725-12

PL20180016

SUBJECT:

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

DESCRIPTION:

Report from Dan Passmore, Senior Planner, dated February 2, 2018. 1885 Tappen Notch Hill Road, Carlin.

RECOMMENDATION #1:THAT: "Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12" be given first reading this 29th day of March, 2018.**RECOMMENDATION #2:**

THAT: the Board utilize the simple consultation process for Bylaw No. 725-12, and the Bylaw be referred to the following agencies and First Nations:

- Area C Advisory Planning Commission;
- Interior Health Authority;
- Agricultural Land Commission;
- Ministry of Agriculture;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Water Rights Branch;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSR D Operations Management;
- CSR D Financial Services Department; and,
- All relevant First Nations.

SHORT SUMMARY:

The applicant has applied for an Official Community Plan (OCP) amendment to re-designate the subject properties. When the Electoral Area C OCP Bylaw No. 725 was adopted in March of 2014, it had designated the portion of the property where the existing Shuswap Country Estates development was located as SH – Small Holdings. Shuswap Country Estates is a manufactured home community consisting of 54 units, the SH designation allows for a maximum residential density of 1 unit per 4 ha.

The applicant is seeking to expand the manufactured home community onto the property to the south and to further subdivide that property into 3 large rural lots.

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

PROPERTY OWNER(S):

1. 0731852 BC Ltd.
2. 1043181 Alberta Ltd.

APPLICANT:

Franklin Engineering Ltd., c/o Trent Beckman-Cross

ELECTORAL AREA:

C

LEGAL DESCRIPTION:

1. Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan KAP55494, Except Plans KAP65068, KAP69965, and KAP75073
2. Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 34273

PID:

1. 023-187-468
2. 002-999-838

CIVIC ADDRESS:

1. Tappen Notch Hill Road
2. 1885 Tappen Notch Hill Road

SURROUNDING LAND USE PATTERN:

North = CPR/White Creek/Agriculture

South = Rural Residential

East = Rural Residential/Agriculture

West = Rural Holdings

CURRENT USE:

1. Vacant
2. Manufactured Home Park

PARCEL SIZE:

1. 38.39 ha (94.86 ac)
2. 54.85 ha (135.54 ac)

DESIGNATION:

1. RH – Rural Holdings
2. SH - Small Holdings/AG - Agriculture

PROPOSED DESIGNATION:

AG – Agriculture/NR – Neighbourhood Residential/SH – Small Holdings

ZONE:

Unzoned

POLICY:

Electoral Area C Official Community Plan Bylaw No. 725

1.2 Sustainable Planning Principles

Principle 3

A range of housing choices is supported, taking into account affordability for existing residents, particularly for young families and seniors. Only ground-oriented housing is appropriate near the Lakes; more dense forms of housing must be located away from the Lakes.

3.1 General Land Use Management

3.1.1 Objectives

- .2 To manage growth by directing development and redevelopment in existing settled areas and to discourage development outside these areas.
- .3 To provide a clear separation between rural and non-rural lands to preserve both rural and non-rural lifestyle choices.
- .7 To work towards providing a range of housing types in the South Shuswap, principally within the Village Centre and Secondary Settlement Areas.

3.1.2 Policies

- .4 Outside the Village Centre and Secondary Settlement Areas, new residential development is generally discouraged unless co-located with an agricultural use. Strip commercial development between these development areas is not acceptable.
- .5 Development will only be considered in areas with lower environmental values within the Village Centre and Secondary Settlement Areas, thereby allowing for the protection of areas with higher environmental values as well as agricultural lands.

3.3 Secondary Settlement Areas

3.3.2 Policies

- .1 Permitted land uses within the Secondary Settlement Areas include: residential, neighbourhood commercial uses, recreational residential, community and health- related services, institutional uses, recreation, arts and cultural activities.
- .2 Residential development is subject to the housing forms and maximum densities of each land use designation within the Secondary Settlement Area Boundaries (i.e. Neighbourhood Residential (NR), Country Residential (CR), etc).

3.4 Residential

3.4.1 Policies

- .1 New residential development will be directed to the Village Centre and Secondary Settlement Areas identified on Schedules B and C. Outside these areas, residential development is discouraged unless co-located with an agricultural use.

- .2 Residential development is subject to the following land use designations, housing forms and maximum densities:

Land Use Designation	Housing Form	Maximum Density
Medium Density (MD)	Detached	5 units/ac (1 unit/0.2 ac) 12 units/ha (1 unit/0.08 ha)
	Semi-detached	8 units/ac (1 unit/0.13 ac) 20 units/ha (1 unit/0.05 ha)
	Townhouse	12 units/ac (1 unit/0.13 ac) 30 units/ha (1 unit/0.03 ha)
Neighbourhood Residential (NR)	Detached, Semi-detached	2 units per 1 acre (1 unit/0.2 ha)
Country Residential (CR)	Detached, Semi-detached	1 unit per 1 acre (0.4 ha)
Rural Residential (RR)	Detached, Semi-detached	1 unit per 2.5 acres (1 ha)
Rural Residential 2 (RR2)	Detached, Semi-detached	1 unit per 5 acres (2 ha)
Small Holdings (SH)	Detached, Semi-detached	1 unit per 10 acres (4 ha)
Medium Holdings (MH)	Detached, Semi-detached	1 unit per 20 acres (8 ha)
Large Holdings (LH)	Detached, Semi-detached	1 unit per 25 acres (10 ha)
Rural Holdings (RH)	Detached, Semi-detached	1 unit per 148 acres (60 ha)

- .3 Cluster forms of development are encouraged within the Sorrento Village Centre and Secondary Settlement Areas to reduce the amount of land affected by residential growth when the permitted number of units is clustered on part of the site, and the remaining area is protected in a natural state. Where cluster developments are located near natural features, such as waterbodies, the cluster development should be directed away from the natural features. Areas near the features should be protected common or public areas.
- .4 Bed and Breakfast businesses are appropriate provided they are consistent with the residential character of the neighbourhood and provide adequate on-site parking. Additional conditions for Bed and Breakfast businesses will be included in the zoning bylaw.
- .5 One secondary suite is appropriate in a detached home provided it is compatible with surrounding residential uses. Additional conditions related to a secondary suite will be included in the zoning bylaw.
- .6 Agricultural uses are appropriate in all designations. Outside ALR lands, agricultural uses are supported to an intensity compatible with surrounding uses. On ALR lands, agricultural uses are subject to the Agricultural Land Commission Act and Regulations.

3.10 Agriculture (AG)

3.10.1 Policies

- .1 The lands designated as Agriculture (AG) are shown on Schedules B and C. In general, these are lands with half or more of their area lying within the Provincially-designated Agricultural Land

Reserve at the time of writing of this Plan. Land lying within the Agricultural Land Reserve is identified on Schedule E – ALR Map. Agriculture is the primary and dominant land use, with a full range of crop and livestock production activities permissible, as well as homes, buildings and structures associated with agricultural operations.

- .2 The minimum parcel size of land for subdivision within the Agriculture land use designation is 60 hectares (148 acres).
- .3 New subdivision is discouraged within the Agriculture designation, other than subdivision along ALR boundaries or subdivision or parcel consolidations demonstrated not to have an intrusive or conflicting impact on the surrounding agricultural community.
- .4 The Agriculture land use designations encompass agricultural uses, and uses accessory to agriculture. Subject to the guidelines of the Agricultural Land Commission and the zoning bylaw the following uses are appropriate in lands designated Agriculture: agri-tourism operations and agri-accommodation, and uses which will not affect the long-term agricultural capability of the land.

Section 4. Creating Diverse Housing Choices

4.1 Housing Choice

4.1.1 Objective

- .1 To provide a range of housing types and tenures to meet the needs of all residents of the community

4.3 Housing for Families

4.3.1 Objective

- .1 To encourage housing that is affordable to families and working people.

Section 4 of the OCP speaks to the need to promote a variety of housing types for seniors, families and seasonal workers due to significant increases in housing prices in the South Shuswap.

Section 9. Planning Efficient Infrastructure

Sustainable Principle

A region-wide approach to correcting inferior water and sewage treatment systems and development of a comprehensive, affordable liquid waste management plan that takes into account the latest technologies, is supported in order to fully protect groundwater, lakes and streams.

A well-planned community has adequate services to meet the needs of its citizens, with development taking place in a way that allows infrastructure and utilities to be provided efficiently.

Generally, the principles and policies of this Plan encourage development within identified Village Centre and Secondary Settlement Areas. This form of development will result in a smaller ecological footprint than a more dispersed settlement pattern. Compact development makes it more affordable to provide infrastructure — pipes, wires, and roads are shorter, and therefore, less costly to install and easier to maintain.

9.1 Infrastructure

9.1.1 Objectives

- .1 To provide an appropriate level of infrastructure in the settlement areas, balancing demands with affordability.
- .2 To work with applicants and landowners so that adequate infrastructure services are provided in new developments.

9.2 Water Distribution

The distribution of clean water for human use and consumption is one of the most important issues facing a community. Residents, businesses and visitors to the area rely on the community's water supply every day. The main sources of water in the South Shuswap include Shuswap Lake, White Lake and groundwater. Policies throughout this Plan set expectations in relation to the protection of these water sources.

9.2.1 Objectives

- .1 To encourage the development of community water systems, and ensure that they are designed and operated to the satisfaction of the Regional District; and,
- .2 To protect the Electoral Area's aquifers as a source of water supply.

9.2.2 Policies

The Regional District will:

- .1 Implement its Water System Acquisition Strategy; and,
- .2 Encourage Residents and businesses in the South Shuswap to make efforts to be responsible users of water, including the use of water conserving technology in newly constructed buildings.

9.3 Liquid Waste Management

Refer to Section 2.1 Water Quality of Shuswap Lake.

9.4 Solid Waste Management

The Regional District Solid Waste Management Plan has guided solid waste management since 1967. CSRD was the first regional district to have an approved solid waste management plan under the 1989 Provincial Waste Management Act.

9.4.1 Objective

- .1 To achieve efficient and environmentally acceptable solid waste disposal.

9.4.2 Policies

The Regional District will:

- .1 Strongly support efficient and environmentally acceptable solid waste disposal methods through an education process, especially reduction of waste, reuse of materials, recycling, and backyard composting; and,
- .2 Continue to implement the strategies of its Solid Waste Management Plan, as it is amended from time to time; and,
- .3 Consider requiring new development to financially contribute towards any necessary upgrades to existing solid waste facilities.

South Shuswap Zoning Bylaw No. 701

The subject properties are currently located outside of the area zoned under Bylaw No. 701.

FINANCIAL:

There are no financial implications to the CSRD with regard to this application.

KEY ISSUES/CONCEPTS:

ALR History

The portion of Property No. 2 (Lot 1, Plan 34273) lying north of Tappen Notch Hill Road is in the Agricultural Land Reserve (ALR). This portion of the property is designated AG - Agriculture and is not proposed to be included in the application for re-designation. There have been 3 separate applications to the Agricultural Land Commission (ALC) involving Lot 1, Plan 34273, as follows:

- 1476 (1978) ALC approved a subdivision that eventually led to the creation of the current title. The subdivision swapped land between former titles to create new Lots 1 and 2, Plan 34273. The former boundaries between the property were adjusted to more closely align with CPR railway Right of Way (RoW) and Ministry of Transportation and Infrastructure (MoT) highways RoW dedication requirements. The plan of subdivision also dedicated the extension of Carlin Road and Tappen Notch Hill Road through the properties.
- 2194 (1996) ALC approved a re-alignment of the ALR boundaries through Lot 1 Plan 34273 that aligned the ALR boundary with the north edge of Tappen Notch Hill Road. The result was the inclusion of 3.3 ha into the ALR.
- 2349 was withdrawn by the applicant before it was adjudicated by the ALC. The application was for the non-farm use of a portion of the property in the ALR for a 9 hole golf course. CSRD staff noted that the subject property was burdened by a Section 219 covenant in favour of the Ministry of Environment. The covenant protects an area south and west of Tappen Notch Hill Road from further subdivision and also to protect a green belt for spray irrigation purposes.

Existing Development

The portion (10.24 ha) of Lot 1, Plan 34273 lying south and west of Tappen Notch Hill Road has been developed into the Shuswap Country Estates manufactured home community. This is an existing development consisting of 54 units.

Just to the east of the bend in Tappen Notch Hill Road is where the sewage treatment plant for the manufactured home development is located. The treatment plant and lagoons have been constructed on the ALR portion of the subject property.

The Proposal

The applicant is proposing to expand the current manufactured home community by adding more units into the adjacent property to the south on a 14.76 ha portion. This will involve a subdivision application to achieve the boundary adjustment, as well as to subdivide 3 new (4 ha +) lots from the southern property. In order to support the existing development of the manufactured home community, its proposed expansion, and the 3 new lots an OCP amendment application has been made.

Water Servicing

The applicant has included information in the application that the current manufactured home community is serviced by an on-site groundwater well. The treatment and distribution system has been approved by the Interior Health Authority under 3 separate construction permits, and has had 4 separate permits to operate issued, as additional phases within the manufactured home community have been constructed. The applicant has stated that the current well capacity would be adequate to service the proposed expansion of the community.

For the proposed 3 new lots, independent on-site water systems will be required for each new lot as a requirement of the subdivision.

Sewer Servicing

The proposed manufactured home community expansion will be serviced by the existing wastewater treatment facility, which is located on the ALR portion of the subject property. The applicant has advised that this system has capacity to service the additional units under its current registration with the Ministry of Environment (MoE) under Waste Management Permit #PE 13672, March 5, 1996.

PE 13672 allows discharge by spray irrigation of 140 m³/day (140,000 l/day), The Sewerage System Standard Practice Manual (SSSPM) describes a design flow of 1,363 l/day for a 3 bedroom home, and 1,470 l/day for a 4 bedroom home. If the manufactured homes are 3 bedroom units, this translates into a maximum number of homes of 102, and for 4 bedroom homes, 95. Discharge through the spray irrigation system is limited to the period of April 1 to October 31. The registration further required registration of a Section 219 covenant (KK99479) against the title of the lands to identify 12 ha of the land for the purpose of spray irrigation and to restrict subdivision of the parcel.

The applicant has advised that approval was granted by the ALC to irrigate a 12 ha area of the ALR portion of the land with the treated effluent. However, Development Services staff do not have documentation for this, or for what would be considered a non-farm use in the ALR for the treatment facilities and infrastructure.

For the proposed 3 new lots, on-site sewage disposal will be required for each lot as a requirement of the subdivision.

Section 219 Covenant KK99479

This covenant was registered against the title of Lot 1, Plan 34273 in favour of the Ministry of Environment (MoE). The covenant restricts subdivision of the land and reserves the area south and west of Tappen Notch Hill Road as a green belt for the purposes of application of spray effluent discharge.

It is assumed that the covenant was originally intended rather to place this restriction on the area north and east of Tappen Notch Hill Road, as the manufactured home community is situated south and west

of the Road. In order to consider a subdivision on the northern portion of the subject properties, this covenant will need to be amended or discharged.

ALR

The Agricultural Land Commission Act (ALCA) under Section 2 indicates that the ALCA is not subject to any other enactment except the Environmental Management Act (EMA). The EMA, under Section 4, does not recognize the ALCA as an area of conflict, and therefore the EMA prevails. In essence this means that a permit issued under the EMA for a wastewater treatment facility would not be subject to the ALR. A Wastewater treatment facility is not a farm use, or a permitted non-farm use according to the Agricultural Land Commission Use, Subdivision and Procedure Regulation (BC Reg 171/2002). Staff intend to forward a referral to the ALC, the MoE and the Ministry of Agriculture so they are able to provide direction with respect to the existing permit to operate the facility on ALR land. Unfortunately, as a matter of policy the MoE does not respond to Local Government referrals.

If the ALC requires a non-farm use to be approved for the treatment facility, the current AG Agriculture designation of this portion of the property will require the CSRD to consider re-designating the area taken up by the facility to be consistent with the ALC regulations.

Electoral Area C Official Community Plan Bylaw No. 725

When OCP Bylaw No. 725 was adopted in 2014 the portion of Lot 1, Plan 34723 that is home to the manufactured home community was designated SH – Small Holdings which allows a density of development of 1 dwelling unit per 4 ha. The area of this portion of the parcel is currently 10.24 ha, and has a current development of 54 manufactured home units which translates to a density of 5.27 single family dwelling units per ha. No current designation in the OCP supports this level of density for single family dwelling housing forms.

The proposal is to expand the existing manufactured home community to the south and re-designate both the current 10.24 ha in Lot 1, Plan 34723, as well as the additional 14.76 ha portion of Lot 1 Plan KAP55494 to the NR Neighbourhood Residential designation, which would permit a density of 5 single family dwelling units per ha. With a total size of 25 ha, this new lot would permit a total of 125 dwelling units, or an additional 71 units, although the application materials do not specify a number for the proposed expansion. As noted earlier in the report, the current density of development within the manufactured home community portion of Lot 1, Plan 34273 is 5.27 units per ha.

The applicant has applied for the NR designation because the next lower density designation CR would only allow a total of 62.5 units per ha or an increase of 8.5 units. Although the applicant, as stated earlier, has not proposed a final number for the expansion of the manufactured home community, this would not be enough density to accommodate the proposal.

The NR designation and density it allows would be more appropriate in the Village Centre or secondary settlement areas, because Policy 3.4.1.1 directs new residential development into these areas and the subject properties are not in such an area. The OCP designates Sorrento as the Village Centre and Blind Bay, Eagle Bay, Sunnysbrae, and White Lake secondary settlement areas. The NR designation allows detached and semi-detached house forms.

Certainly, utilising existing servicing would ultimately limit how many units are added to the manufactured home community. However, providing for additional water sources and sewage treatment capacity would be approved by Provincial authorities and would not necessarily engender CSRD input. In the case of the sewer permit, the applicant has advised that additional capacity is available under

the existing permit and an amendment to that permit would not be required. Although the application materials are silent on how many more units are likely to be developed.

Nevertheless, should the Board consider approving the increased density of the NR designation as part of this application, it should be expected that the full density permitted would be developed. Other limitations on the extent of the proposed development would include the amount of land suitable for placement of a manufactured home site, like topography. Typically installation of a manufactured home requires a level pad area.

While Development Permit guidelines exist for form and character of intensive residential development, the guidelines only impose these requirements in the Village Centre or Secondary Settlement Areas, and then only in the event of subdivision. The proposed subdivision application would not trigger this requirement because the subject property is not located in either the Village Centre or a secondary settlement area.

Hazardous Lands DP Areas (Steep Slopes) would apply in this case, but would only impact issues regarding ground instability and/or slope failure and would be applicable only on the placement of a new manufactured home which would not be subject to a Building Permit approval by the CSRD, because this area is not included in the building inspection function area at this time. The proposed subdivision consisting of the lot line adjustment and the additional lots would however, trigger this requirement.

SUMMARY:

The applicant has applied for an OCP amendment that would re-designate portions of the subject properties which would reconcile an existing Manufactured Home Community development on the site and allow for its future expansion while also paving the way for a 3 lot subdivision to occur. Staff have prepared the OCP amendment bylaw in accordance with the application request, but have some reservations.

Staff concerns are with regard to the number of manufactured home units which would ultimately be developed on the re-designated area; this includes not knowing how many of the homes consist of 3 bedroom or 4 bedroom units, and as the developer has not placed limitations on the size of the homes placed, it is unknown how much of the capacity of the sewage treatment plant is available for expansion. Also, without firm figures on groundwater capacity, staff are unaware how many more homes could be serviced on the site. The applicant has advised that the current sewer servicing system permit would have capacity to service the additional units, and has provided the CSRD with the existing permit but not the number of units in the expansion. The information provided in the sewage system registration would seem to limit the number of units to 104, assuming only 3 bedroom units. While this raises concerns with staff, it may simply be a matter that the extensive site design work to create level pads on a hillside property has not yet been done. Upon review of further information from the applicant and referrals, servicing may not be an issue if the existing sewage treatment plant and water system is confirmed to be able to accommodate the proposed expansion.

Staff also have some concern about the expansion of residential use and density outside of the Village Centre and Secondary Settlement Area identified in the OCP, however it is recognized that this application is to expand an existing manufactured home community development that was established prior to the adoption of the OCP. The form and density of the residential housing that is proposed may increase the supply of affordable housing in the area, which is also an objective supported by the OCP.

Staff are recommending that the Board consider the bylaw for first reading and consider directing staff to forward the bylaw and background information to referral agencies and First Nations. Staff provide this recommendation understanding that the Board may wish to consider additional limitations on the re-designation to control the number of units or the type of housing contemplated (detached), or that staff may recommend a different designation at second reading to allow for a lesser density should better information on the expansion become available. Alternatively, the Board may decide that the expansion of the manufactured home community may not be appropriate in this location.

IMPLEMENTATION:

As per CSRD Policy No. P-18 regarding Consultation Processes-Bylaws, staff recommends the simple consultation process. Neighbouring property owners will first become aware of the application for zoning amendments when a notice of development sign is posted on the property.

Referral Process

The following list of referral agencies is recommended:

- Area C Advisory Planning Commission;
- Interior Health Authority;
- Agricultural Land Commission;
- Ministry of Agriculture;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Water Rights Branch;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services Department; and,
- All relevant First Nations
 - Adams Lake Indian Band
 - Little Shuswap Indian Band
 - Neskonlith Indian Band

COMMUNICATIONS:

If the bylaw is given first reading it will be forwarded to the referral agencies. Agency comments will be provided with a future Board report. The applicant will be required to post a Notice of Development sign on the subject property in accordance with Development Services Procedures Bylaw No. 4001.

DESIRED OUTCOMES:

That the Board endorse staff recommendations.

BOARD'S OPTIONS:

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

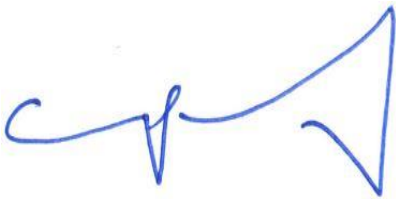
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area C Official Community Plan Bylaw No. 725.
2. Ministry of Environment Permit PE-13672 for sewage treatment and disposal.
3. Various permits issued by Interior Health Authority for water system.

Report Approval Details

Document Title:	2018-03-29_Board_DS_BL725-12_0731852-BC-LTD_1043181-ALTA-LTD.docx
Attachments:	- BL725-12-First.pdf - Maps_Plans_BL725-12.pdf
Final Approval Date:	Mar 19, 2018

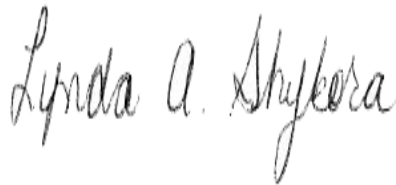
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Mar 15, 2018 - 11:51 AM



Gerald Christie - Mar 16, 2018 - 9:32 AM



Lynda Shykora - Mar 19, 2018 - 12:30 PM



Charles Hamilton - Mar 19, 2018 - 1:15 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA 'C' OFFICIAL COMMUNITY PLAN
AMENDMENT (SHUSWAP COUNTRY ESTATES) BYLAW NO. 725-12

A bylaw to amend the "Electoral Area 'C' Official Community Plan Bylaw No. 725"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 725;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 725;

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

1. Bylaw No. 725 cited as "Electoral Area 'C' Official Community Plan Bylaw No. 725" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, (the Official Community Plan text), which forms part of the "Electoral Area 'C' Official Community Plan Bylaw No. 725" is hereby amended by:

- i) Section 3, Part 3.4 Residential is hereby amended by adding the following new Subsection 3.4.1.9:

"9 Notwithstanding 3.1.2.4, 3.1.2.5, 3.3.1.1, 3.3.2.2, 3.3.2.3, and 3.4.1.1 above, re-designation to Neighbourhood Residential (NR) is permitted on portions of Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 34273, and Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan KAP55494, Except Plans KAP65068, KAP69965, and KAP75073, only, outside of a Secondary Settlement Area."

B. MAP AMENDMENT

2. Schedule B, (Land Use Designations – Overview), which forms part of the "Electoral Area 'C' Official Community Plan Bylaw No. 725" is hereby amended by:

- i) redesignating that portion of Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 34273 (PID: 002-999-838), south of Tappen Notch Hill Road, which is shown hatched in yellow on Schedule 1 attached hereto and forming part of this bylaw, from SMALL HOLDINGS (SH) to NEIGHBOURHOOD RESIDENTIAL (NR);

- ii) redesignating that portion of Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan KAP55494, Except Plans KAP65068, KAP69965, and KAP75073 (PID: 023-187-468), which is shown hatched in red on Schedule 1 attached hereto and forming part of this bylaw, from RURAL HOLDINGS (RH) to NEIGHBOURHOOD RESIDENTIAL (NR); and,
 - iii) redesignating that portion of Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan KAP55494, Except Plans KAP65068, KAP69965, and KAP75073 (PID: 023-187-468), which is shown cross-hatched in blue on Schedule 1 attached hereto and forming part of this bylaw, from RURAL HOLDINGS (RH) to SMALL HOLDINGS (SH).
- 3. Schedule C, (Land Use Designations – Mapsheets), which forms part of the "Electoral Area 'C' Official Community Plan Bylaw No. 725" is hereby amended by:
 - i) redesignating that portion of Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 34273 (PID: 002-999-838), south of Tappen Notch Hill Road, which is shown hatched in yellow on Schedule 1 attached hereto and forming part of this bylaw, from SMALL HOLDINGS (SH) to NEIGHBOURHOOD RESIDENTIAL (NR);
 - ii) redesignating that portion of Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan KAP55494, Except Plans KAP65068, KAP69965, and KAP75073 (PID: 023-187-468), which is shown hatched in red on Schedule 1 attached hereto and forming part of this bylaw, from RURAL HOLDINGS (RH) to NEIGHBOURHOOD RESIDENTIAL (NR); and,
 - iii) redesignating that portion of Lot 1, Section 33, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan KAP55494, Except Plans KAP65068, KAP69965, and KAP75073 (PID: 023-187-468), which is shown cross-hatched in blue on Schedule 1 attached hereto and forming part of this bylaw, from RURAL HOLDINGS (RH) to SMALL HOLDINGS (SH).

BL 725-12

PAGE 3

2. This bylaw may be cited as "Electoral Area 'C' Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12."

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

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

CHAIR

CERTIFIED a true copy of Bylaw No. 725-12
as read a third time.

CERTIFIED a true copy of Bylaw No. 725-12
as adopted.

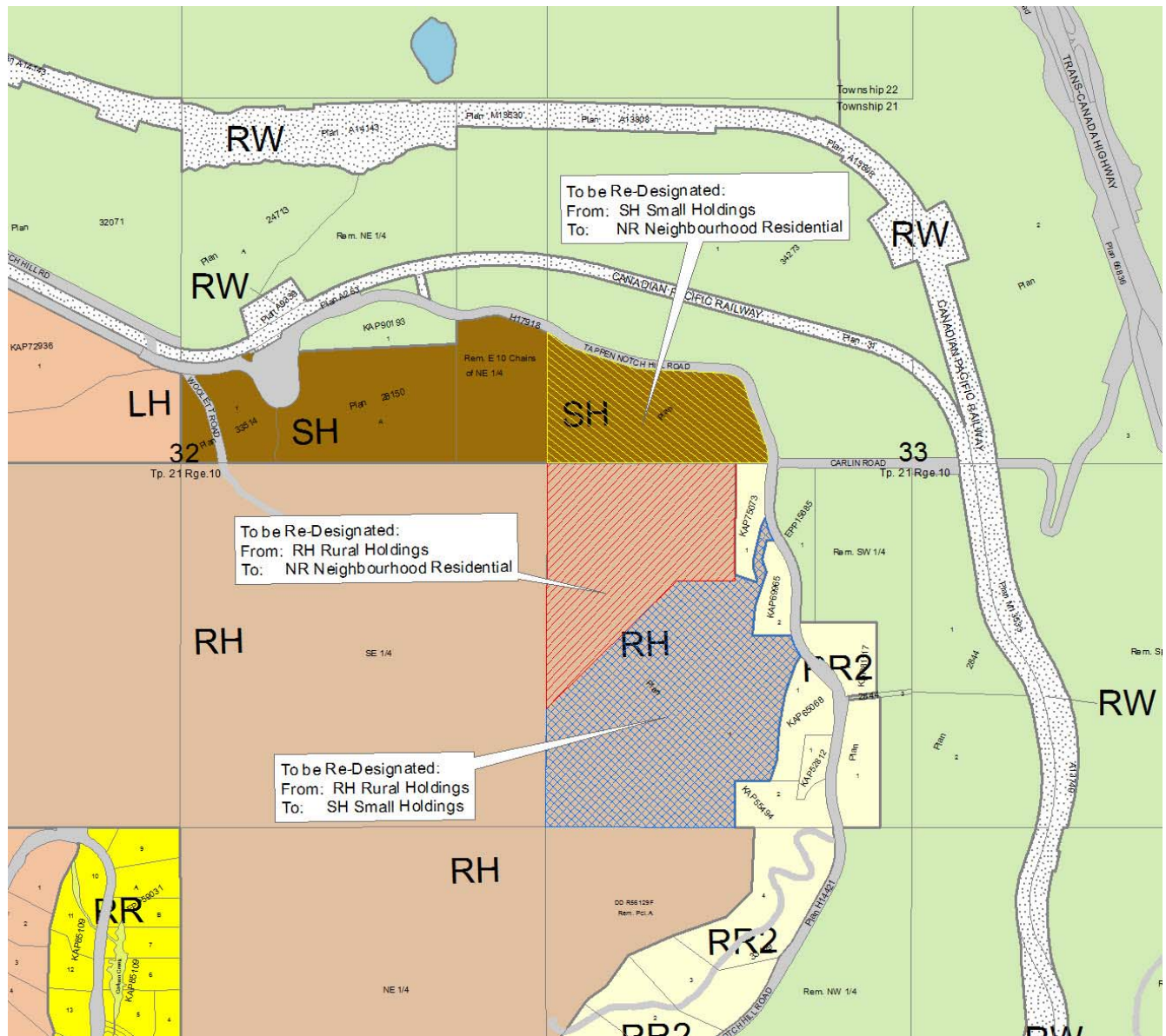
Corporate Officer

Corporate Officer

SCHEDULE 1

ELECTORAL AREA 'C' OFFICIAL COMMUNITY PLAN AMENDMENT
(SHUSWAP COUNTRY ESTATES) BYLAW NO. 725-12

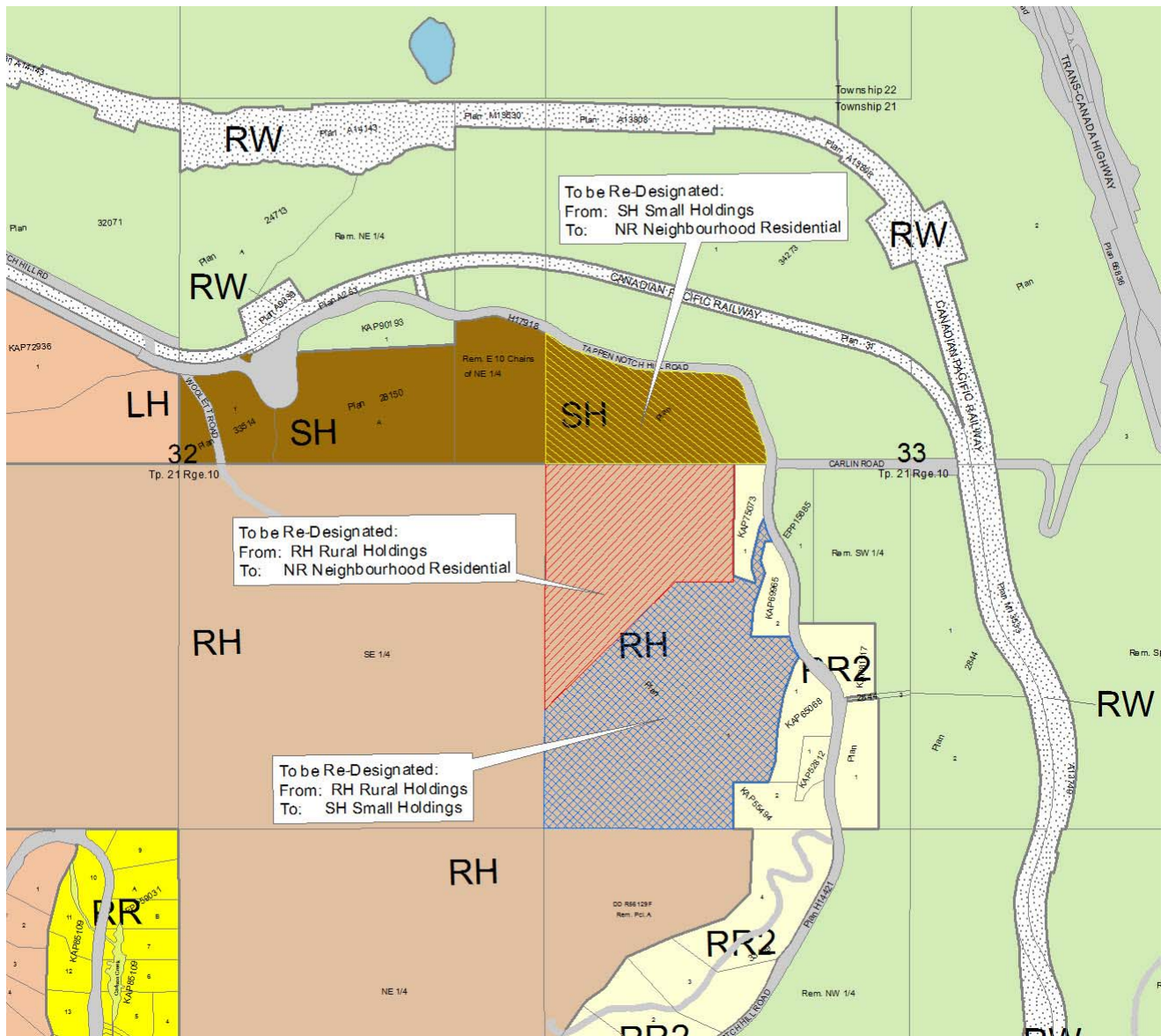
LAND USE DESIGNATIONS - OVERVIEW



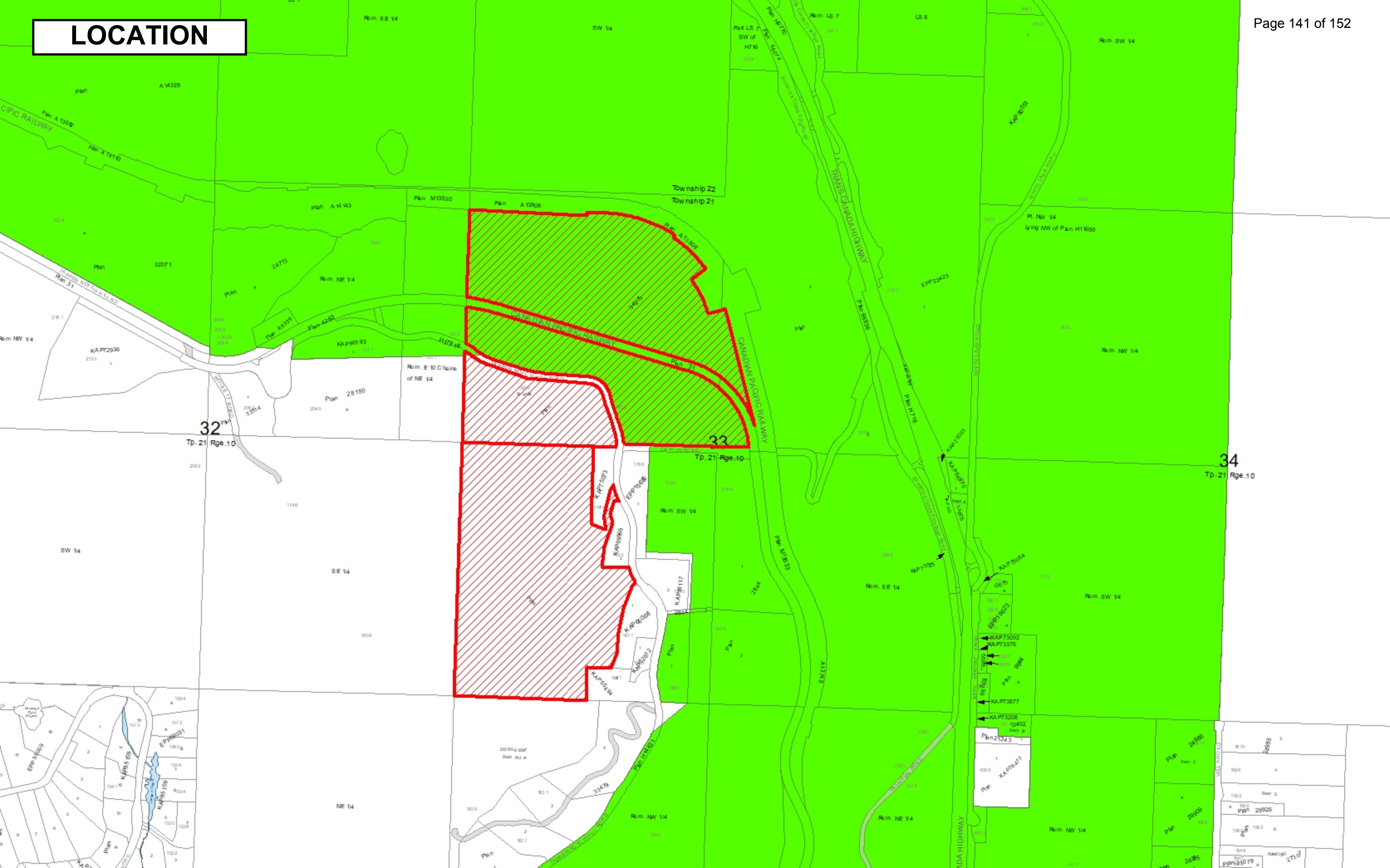
SCHEDULE 2

ELECTORAL AREA 'C' OFFICIAL COMMUNITY PLAN AMENDMENT
(SHUSWAP COUNTRY ESTATES) BYLAW NO. 725-12

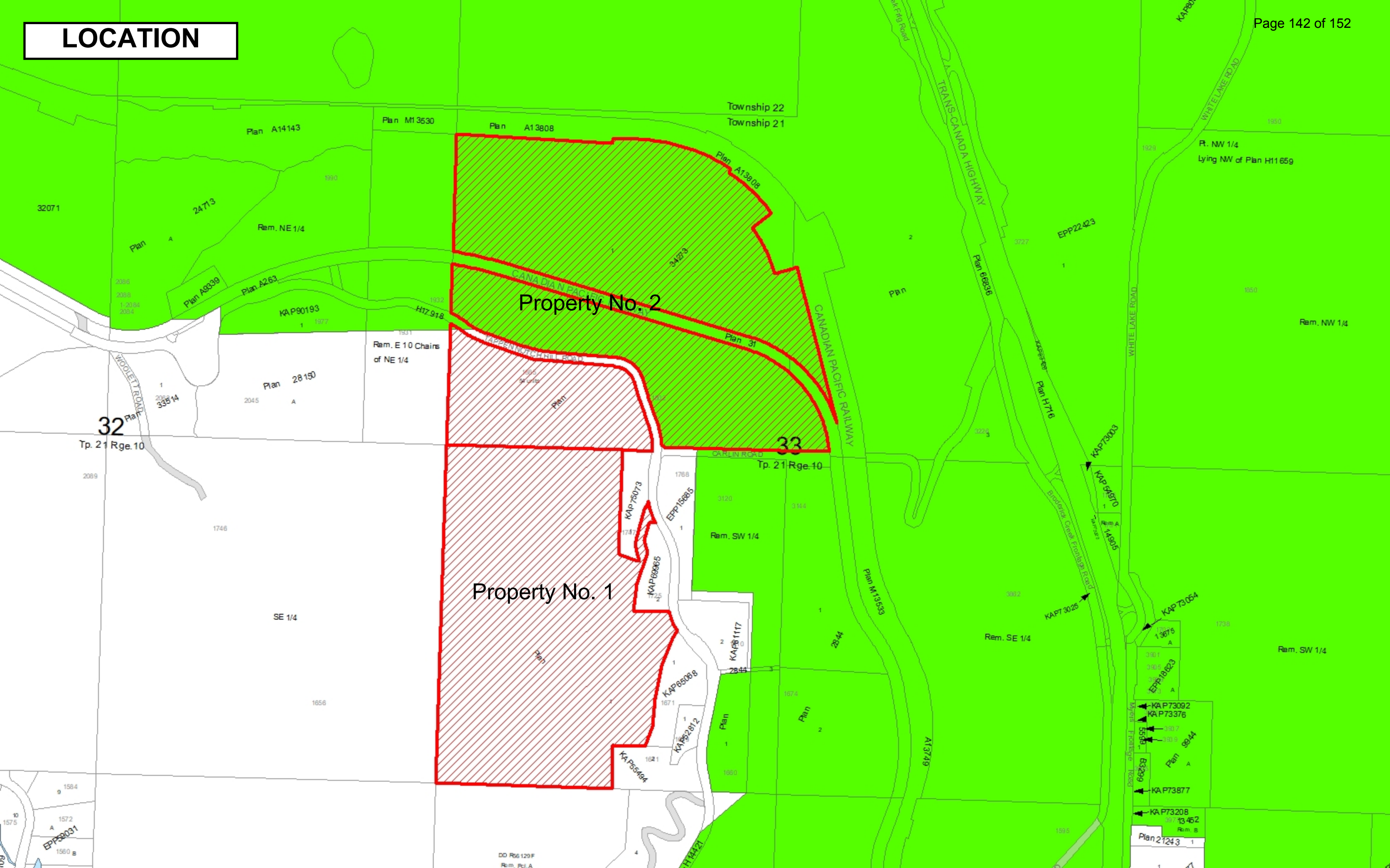
LAND USE DESIGNATIONS - MAPSHEETS

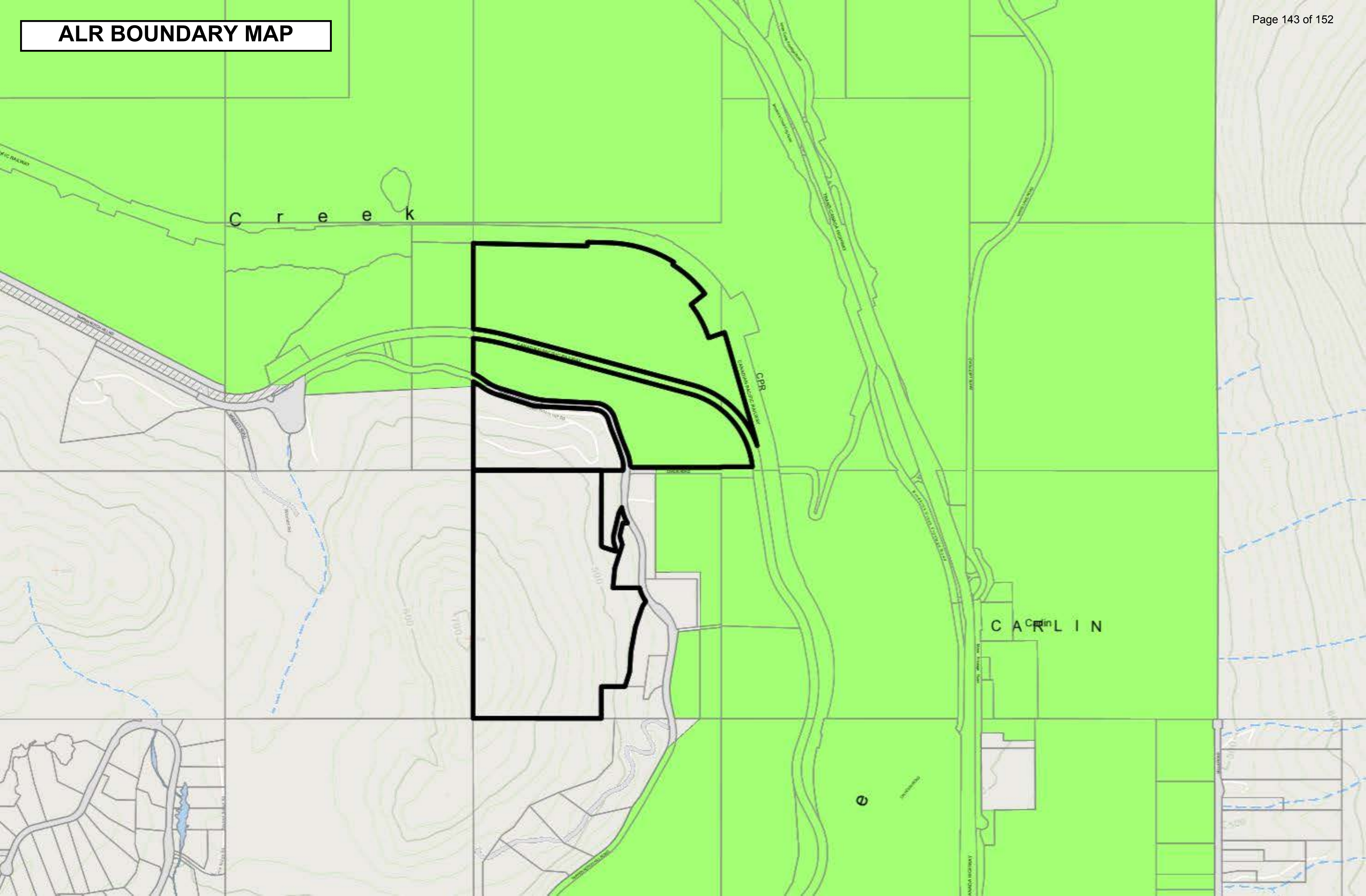


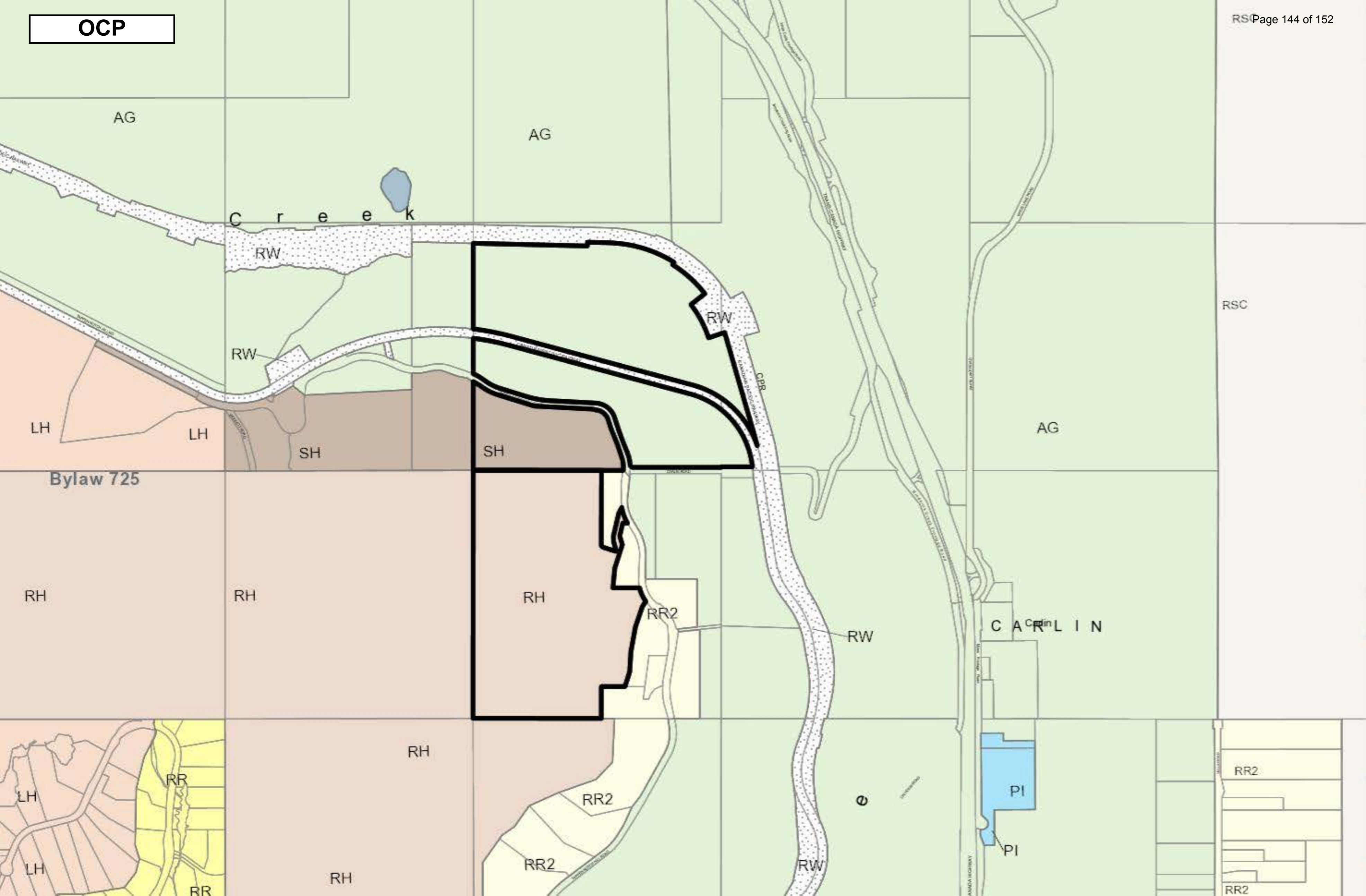
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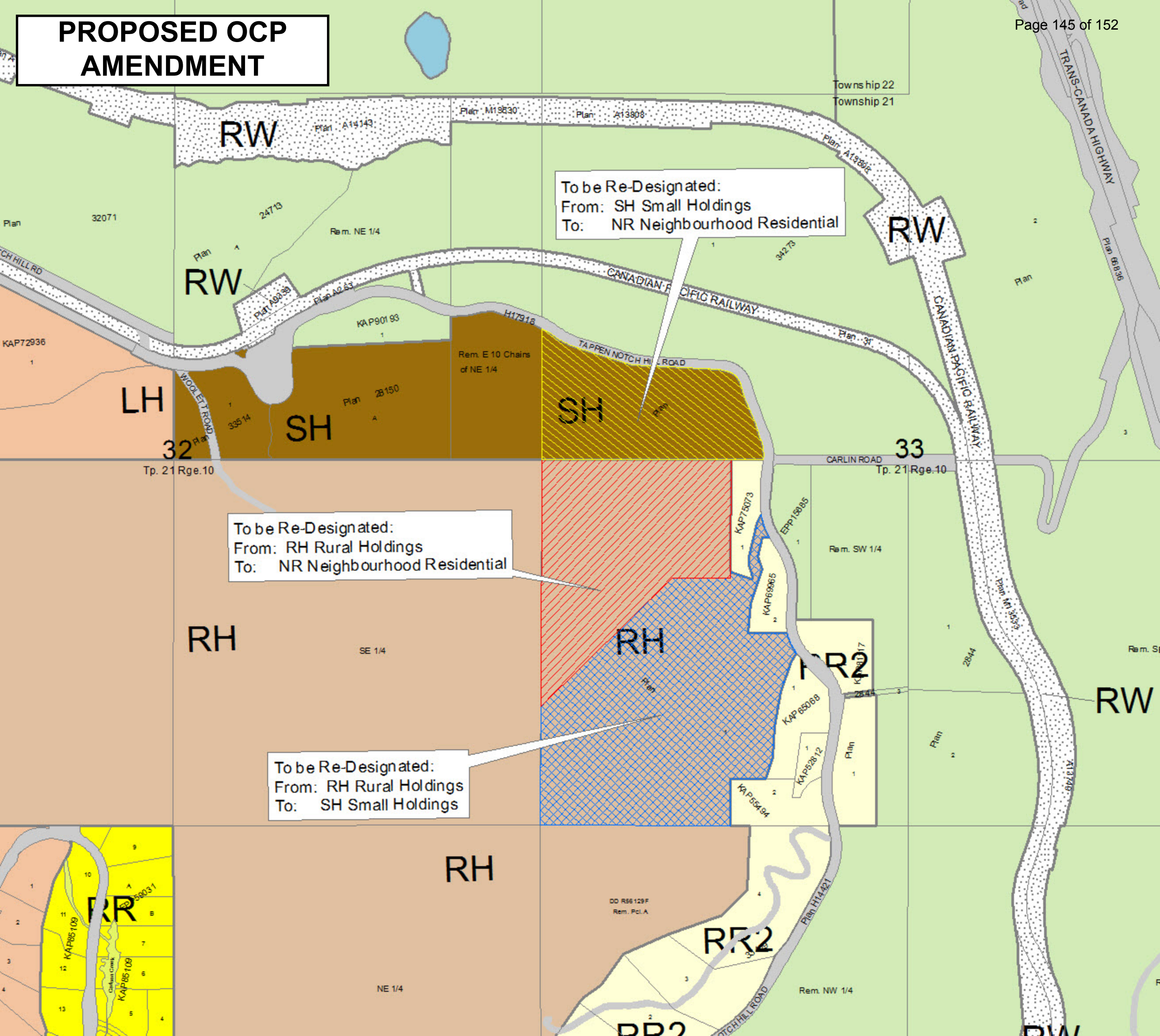


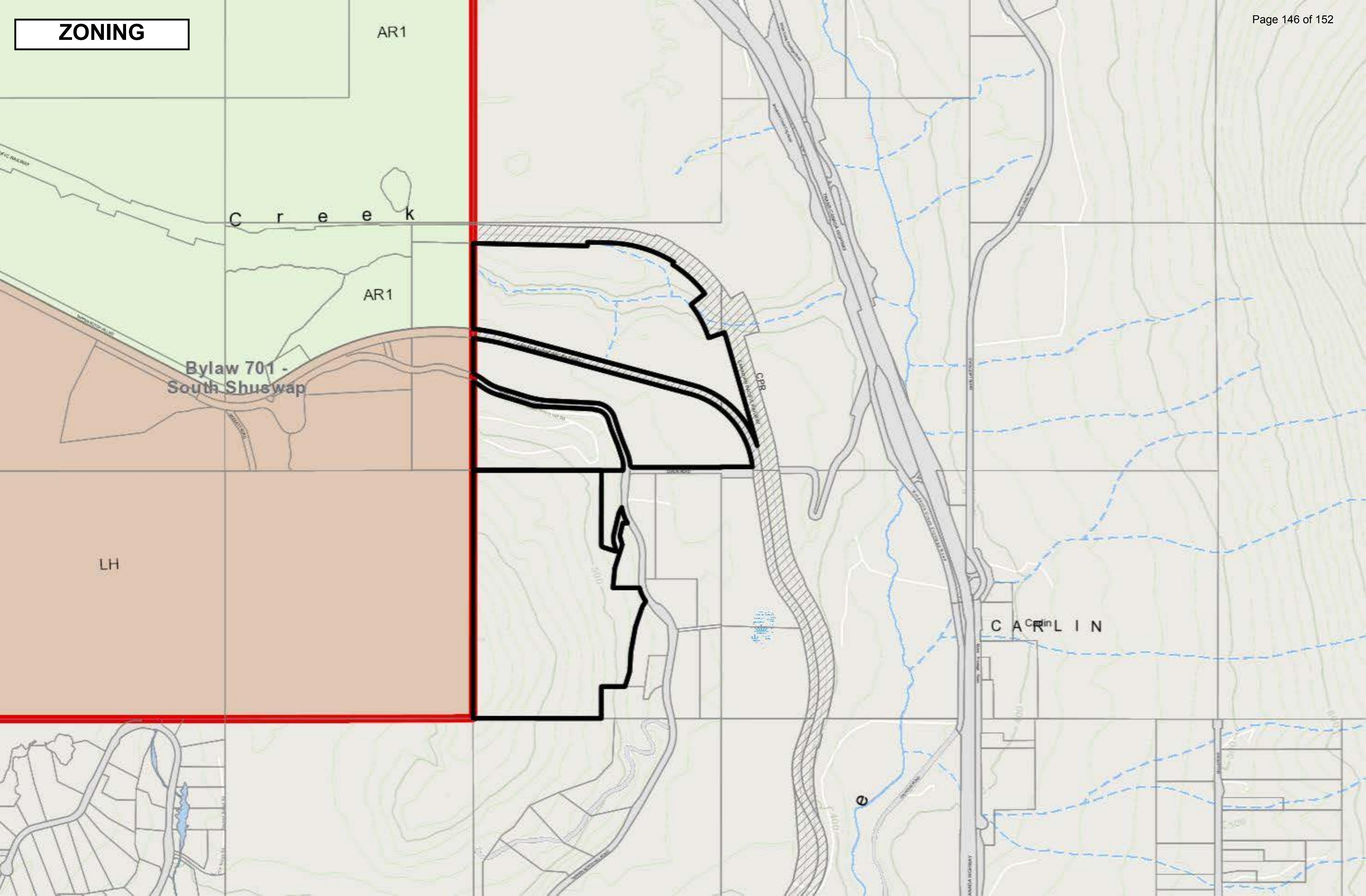
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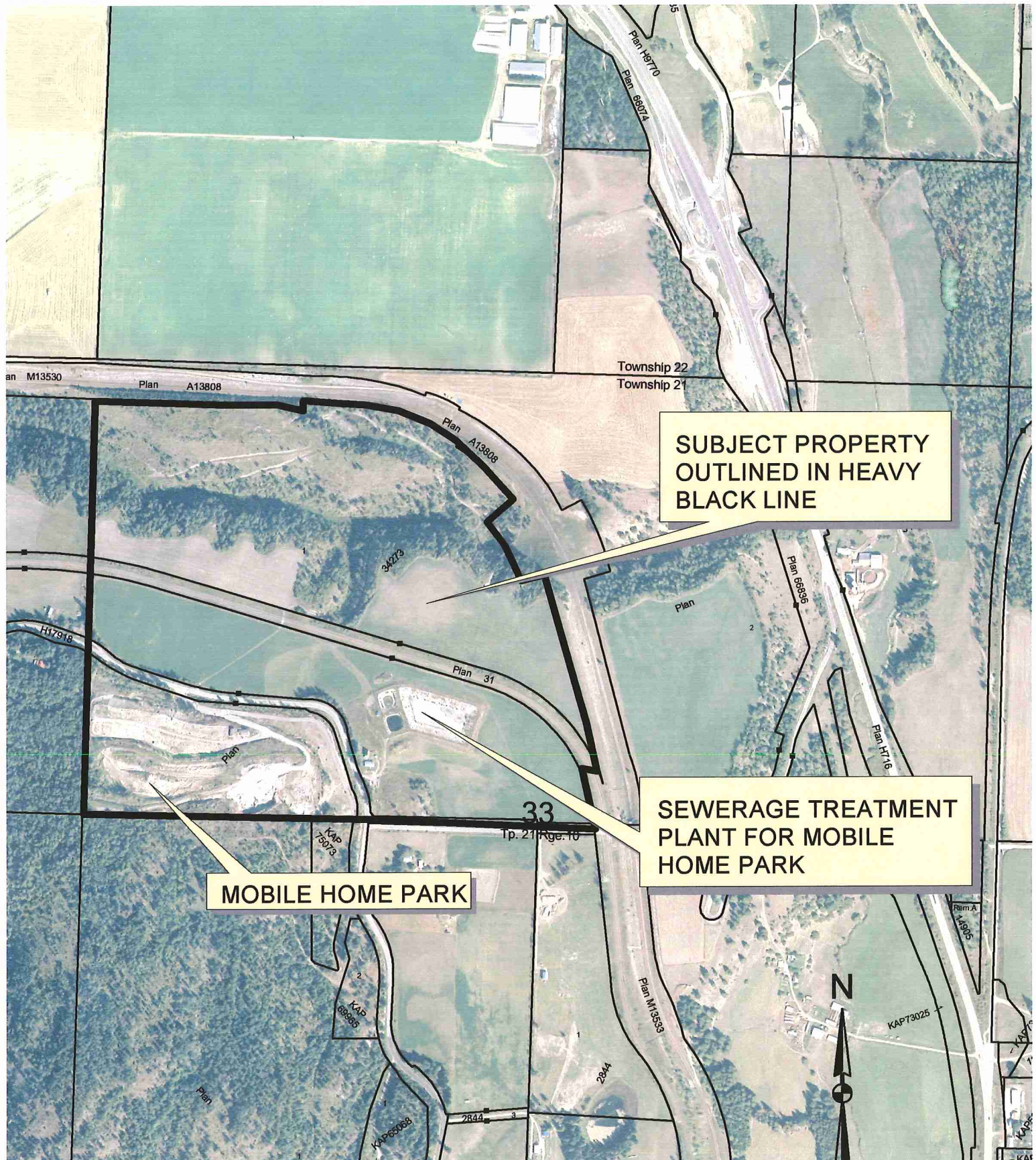




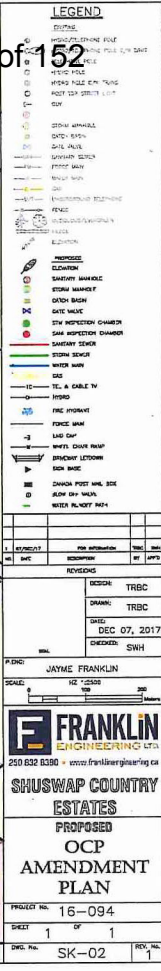




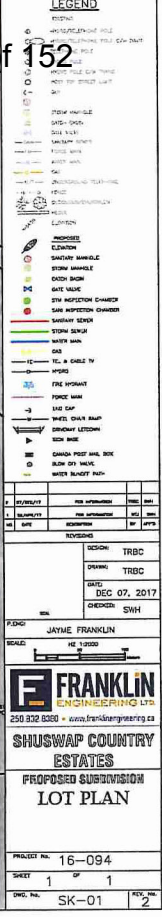
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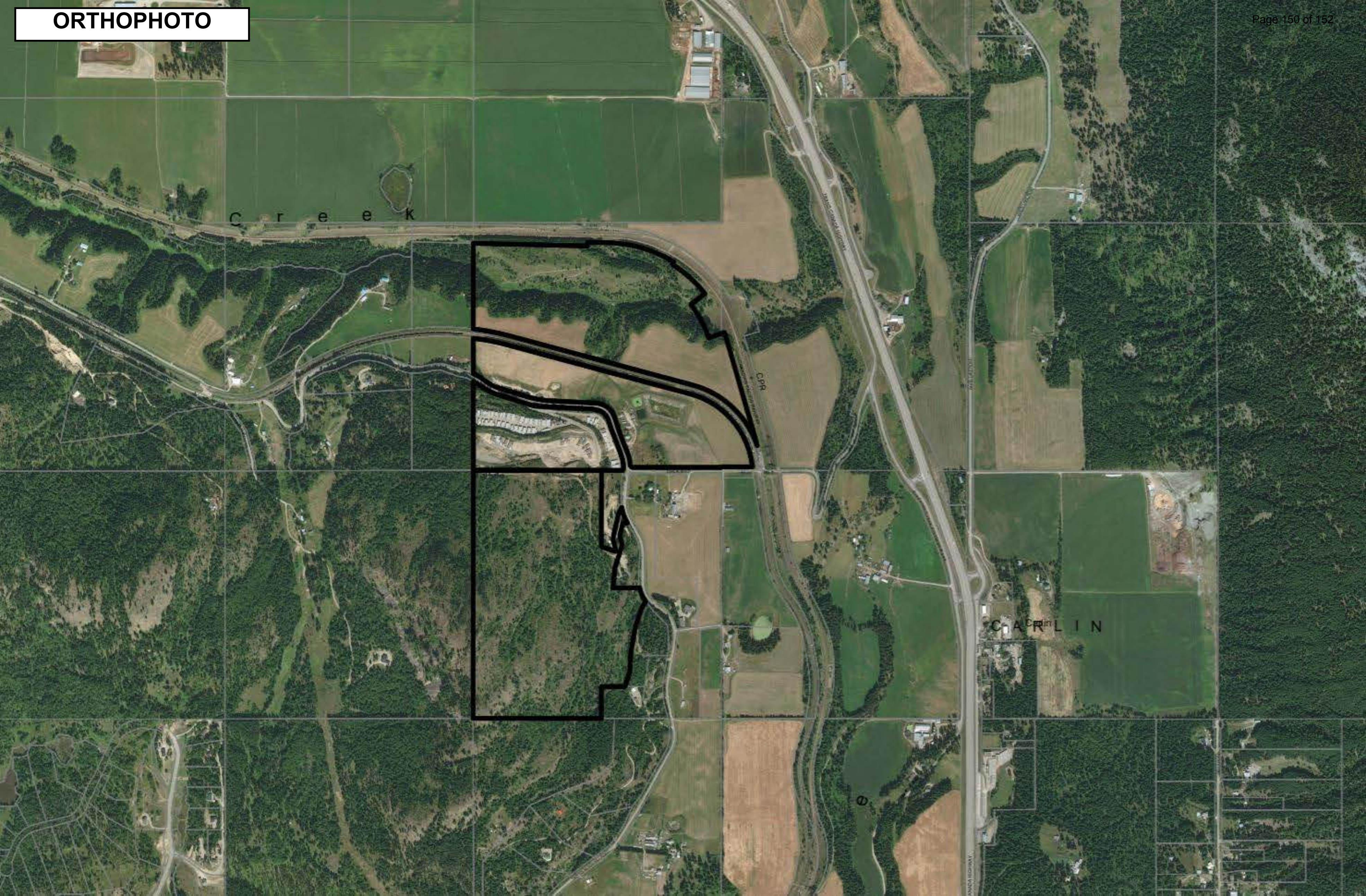


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Dan Passmore
Columbia Shuswap Regional District
555 Harbourfront Drive NE
Salmon Arm, BC
V1E 4P1

March 27, 2017

Shuswap Country Estates – Supplementary Information for OCP Amendment

Dear Dan,

The purpose of this letter is to provide clarification and supplementary information following discussions between the Owner and the CSRD Area C Director.

The proposed Official Community Plan (OCP) amendment will allow expansion of the Mobile Home Community to a maximum of 125 units. Currently there are 71 serviced pads constructed onsite and plans to service a further 7 units in the lower area. Preliminary layout design has been undertaken to develop a further 47 units in the neighbouring parcel (Lot 1, KAP 55494). The final concept includes a total of 125 units.

Detailed servicing design has not yet been undertaken, however all dwellings are 2-3 bedroom units with single or double occupancy only. It is anticipated that the existing wastewater system should have significant excess capacity for the proposed development. During detailed design, existing flow data will be utilized to confirm the existing loading on the system.

Following the Owner meeting with the Area C Director, the Owner would also like to highlight that the future development will consider the development of several recreational amenities for the existing mobile home community, including a community building and office, a dog park area and walking trails throughout the remaining lands.

Please don't hesitate to contact Franklin Engineering if you have any questions or require further information regarding the proposed development.

Sincerely,



Sean Husband