



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

LATE AGENDA

Date: Thursday, June 21, 2018
Time: 9:00 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Call to Order

Note: Start time is earlier than usual: 9:00 AM.

Motion

THAT: the Board convene as the Committee of the Whole, this 21st day of June, 2018.

2. Committee of the Whole: Policy Session

2.1 Policy Session Update June 2018

1

Report from Charles Hamilton, Chief Administrative Officer, dated June 8, 2018.

For information.

Motion

THAT: it be recommended to the Board that the Policy Session Update June 2018 Report, be received for information this 21st day of June, 2018.

Motion

THAT: the Committee of the Whole now Rise and Report.

3. Introduction of New Staff Member: Marty Herbert, Team Leader, Building & Bylaw Services

4. Board Meeting Minutes

4.1 Adoption of Minutes

5

Motion

THAT: the minutes of the May 17, 2018 regular Board meeting be adopted.

*4.2 Business Arising from the Minutes

SILGA (Southern Interior Local Government Association) advised that Gray Simms, Area D, CSRD has been selected to attend the 2018 UBCM Convention as the SILGA youth representative.

5. Delegations

5.1 10:00 AM: Voice of the Shuswap Broadcast Society 30

Dr. Warren Bell, President of the Voice of the Shuswap Community Radio, in attendance to provide the Board with information on the programming and how community radio serves the Shuswap.

A Powerpoint presentation will be made at the meeting.

ADMINISTRATION

6. Correspondence

6.1 Town of Golden (May 7, 2018) 32

Letter from Jon Wilsgard, CAO, Town of Golden regarding commissioning an oversight committee associated with the management of the Golden Landfill.

CSRD CAO response letter dated May 23 2018 is also attached for information.

6.2 Town of Golden (May 25, 2018) 34

Letter from Jon Wilsgard, CAO, Town of Golden, response regarding the Regional Feasibility Study, Golden Aquatic Centre.

6.3 Town of Golden (May 25, 2018) 35

Letter from Jon Wilsgard, CAO, Town of Golden in regard to the proposed Area A Core Facilities Contribution Agreement Establishment Bylaw No. 5777

6.4 Office of the Premier (June 11, 2018) 37

Letter from Premier John Horgan advising Mayors and Regional District Chairs that meeting requests with Cabinet Ministers at the 2018 UBCM Convention are now being accepted.

***6.5 Ministry of Forests, Lands, Natural Resource Operations and Rural Development (June 14, 2018) 38**

Email from Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development, acknowledging Chair Martin's letter dated June 2, 2018 regarding CSRD request for the Province to undertake a Back Country Recreation Plan for the City of Revelstoke and Area B.

Chair Martin's letter and response email attached to the Late Agenda.

***6.6 Ministry of Transportation (June 13, 2018) 41**

Email from Hana Blazkova, Policy Analyst, Ministry of Transportation and Infrastructure, advising that the CSRD's BikeBC Grant application was successful and the CSRD will be receiving \$784,077 for the Salmon River Road Parallel Trail.

See [News Release](#).

Motion

THAT: the correspondence contained on the June 21, 2018 Board agenda be received for information.

7. Reports

7.1 Report on Federation of Canadian Municipalities (FCM) 2018 Conference

Request of Chair Martin - Verbal report from attendees at the 2018 FCM Conference.

7.2 Revelstoke and Area Economic Development Commission Meeting Minutes 43

Motion

THAT: the minutes of the May 2, 2018 Revelstoke and Area Economic Development Commission be received for information.

8. Business General

8.1 2018 UBCM Resolution: Change to Class E Regulations to Allow Farm Gate Sales 46

Brought forward from April 19, 2018 Board meeting.

Motion

THAT: the Board submit the following resolution to UBCM 2018 Convention:

WHEREAS for the benefit of producers and consumers and in the promotion of a prosperous agricultural industry, it is vital for farmers in British Columbia to be able to operate their farms to establish a living income and for citizens of British Columbia to have the ability to purchase heritage meats through farm gate sales;

AND WHEREAS current licensing regulations require that rural farmers living within 2 hours of an abattoir must take their livestock to a facility for slaughter, where the existing abattoirs do not have capacity to meet the service demands;

NOW THEREFORE BE IT RESOLVED that the Minister of Agriculture be requested to make an immediate change to the Class E licensing requirements to give farmers the ability to slaughter their livestock on farm premises and to offer and promote farm gate sales.

8.2 2018 UBCM Resolution: Recycle BC Stewardship Plan Update

47

Brought forward from the May 17, 2018 Board meeting.

Resolution to address the CSRD's concerns regarding the proposed changes to the Recycle BC Stewardship Plan.

Motion

THAT: the Board submit the following resolution to UBCM 2018 Convention:

WHEREAS Recycle BC is currently conducting a review of its stewardship program, and appears that the following section from the Recycle BC's March 2018 Packaging and Paper Product Extended Producer Responsibility Plan (Plan) will have serious impacts on many local governments in establishing new curbside collection recycling programs:

"4.3.2 New Curbside Programs:

Local governments in communities that did not have PPP curbside collection programs by May 2014, when the program was launched, are eligible to join the Recycle BC program as contractors collectors if the employment a PPP curbside collection program, provided each of the following criteria is met:

Packaging and Paper Product Extended Producer Responsibility Plan:

- 1) A curbside garbage collection program was in place by May 2014;
- 2) The community represents an incorporated municipality; and
- 3) The community has a minimum population of 5000 residents.”;

AND WHEREAS the impact of the proposed changes to the above section will leave numerous communities and electoral areas within British Columbia ineligible to receive any Recycle BC incentives to administer new curbside collection programs in the future, leaving new curbside collection programs initiated to increase diversion of packaging and printed paper to be funded solely by the taxpayer;

NOW THEREFORE BE IT RESOLVED that the Province of BC immediately act to improve legislation in order to hold the stewardship agencies accountable for the total cost associated with the delivery of the depot program and, specifically, the Minister of Environment address the proposed changes in the Plan and acknowledge the tax funded subsidies in the Plan to ensure that all British Columbians have access to Recycle BC services through a fully funded producer responsibility stewardship model.

8.3 UBCM 2018 Ministerial Meeting Request

Brought forward from the May 17, 2018 Board meeting - Resolution 2018-0514.

Request to meet with the Minister of Environment during the UBCM Conference, 2018 - CSRD's concerns with Recycle BC's proposed stewardship plan updates.

8.4 2017 Statement of Financial Information (SOFI) Report

Report from Jodi Pierce, Manager, Financial Services, dated April 26, 2018.

Motion

THAT: The Board approve the 2017 Statement of Financial Information Report as required by the Financial Information Regulation, Schedule 1, subsection 9(2) and section 376 subsection (1) of the Local Government Act.

8.5 Asset Management Data Migration Project Sole Source 60

Report from Darcy Mooney, Manager, Operations Management, dated June 11, 2018. Board authorization to retain WSP|Opus International Consultants to conduct an Asset Management Data Migration Project.

Motion

THAT: the Board empower the authorized signatories to enter into an agreement with WSP|Opus International Consultants to conduct an Asset Inventory Migration project for a total cost not to exceed \$50,000 plus applicable taxes.

8.6 Carbon Neutral Local Government 63

Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated June 4, 2018. Corporate carbon neutrality update.

For information only.

***8.7 Proposed Cannabis Related Business Policy (A-71) 78**

Report from Jan Thingsted, Planner, dated June 18, 2018.

Motion

THAT: the Board adopt Cannabis Related Business Policy (A-71).

Motion

THAT: the Board direct staff to prepare amendments to Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications.

9. Business By Area***9.1 Grant-in-Aid Request 103**

Report from Jodi Pierce, Manager, Financial Services, dated June 15, 2018.

Motion

THAT: the Board approve the following allocations from the 2018 electoral grant-in-aids:

Area A

\$700 Gentlemens Leisure Club of Golden Society (Rec Plex Rental for Gear Swap)

\$1,000 Golden Sikh Cultural Society (Nagar Kirtan event)

\$1,000 Abbeyfield House Society (Landscaping)

\$2,500 Golden Interact Club (Community Projects)

Area B

\$980 Burnham Road Water Users Society (Fire suppression equipment)

Area C

\$500 SAS Dry Grad (2018 Celebrations)

\$2,500 Cedar Heights Community Association (Strategic Planning Project)

\$5,500 Carlin Elementary Middle School PAC (Smart Boards)

\$8,981.96 Sorrento Food Bank (Kitchen cabinets)

\$14,212.93 Sorrento Elementary PAC (Playground equipment)

\$16,000 Sunnybrae Seniors Society (Hall repairs and storage)

\$25,000 South Shuswap Canada Day Society (Canada Day celebration)

\$25,000 North & South Shuswap Community Resources Association
(Operational funding, website development)

Area D

\$2,000 Falkland Firefighters Association (Halloween event)

Area E

\$3,000 Sicamous and District Seniors Centre Society (Repair decks)

Area F

\$250 Shuswap Lifeboat Society (Relocate lifejacket kiosk)

\$1,000 SAS Dry Grad (2018 Celebrations)

\$1,800 North Shuswap Health Centre Society (Great Scotch Creek Walk
About)

\$2,000 Scotch Creek/Lee Creek Community Hall (Halloween event)

\$2,000 Scotch Creek/Lee Creek Fire Department (Halloween event)

9.2 Grant-in-Aid Request - Electoral Areas C, D, E and F

106

Report from Derek Sutherland, Team Leader, Protective Services, dated May 25, 2018.

Electoral Areas C, E, D, and F discretionary grant in aid funds to cover landfill tipping fees associated with the clean-up of beach debris and sand bags resulting from the high-water flooding in the Shuswap and Mara Lake system.

Motion

THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area C Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

Motion

THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area D Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

Motion

THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area E Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

Motion

THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area F Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

9.3 Grant in Aid – exception from Policy

110

Report from Jodi Pierce, Manager, Financial Services, dated June 12, 2018.

Motion

THAT: the Board waive policy with respect to the Post-application documentation required for the Seymour Arm Community Association grant in aid to allow this organization to make an additional 2018 application for a grant in aid while the post-application documentation for the grant approved in April 2018 remains outstanding;

AND THAT: the Board approve the following allocation from the 2018 electoral grant-in-aids:

Area F

\$7,000 Seymour Arm Community Association (Maintain water pumper truck, purchase lake pump, construct Kids Don't Float Kiosk)

9.4 Area C Community Works Fund – Sorrento Memorial Hall 116

Report from Jodi Pierce, Manager Financial Services, dated June 4, 2018.

Motion

THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$10,709 plus applicable taxes from the Area C Community Works Fund for installing lighting at the Sorrento Memorial Hall.

9.5 Area D Community Works Fund – Silver Creek Community Association 120

Report from Jodi Pierce, Manager, Financial Services, dated June 8, 2018.

Motion

THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$17,792 plus applicable taxes from the Area D Community Works Fund for energy efficient upgrades at the Silver Creek Community Hall.

9.6 Request for Support: Area A Labour Shortages 124

Requested by Director Cathcart.

Requesting Board support for a letter to be sent to the Minister of Immigration, Tourism, Community and Development asking for a review of the Temporary Foreign Worker Program to better support our hospitality and tourism trades.

***9.7 Request of Board Support to apply for Provincial Funding - Land Use Planning for Crown Land for Area B/City of Revelstoke 127**

Requested by Director Parker.

10. Administration Bylaws

10.1 **CSRD Noise Regulation Service Bylaw No. 5771** 129

First, Second and Third Readings given January 18, 2018.
Inspector of Municipalities approval received May 18, 2018.

For adoption.

Motion

THAT: the 'CSRD Noise Regulation Service Bylaw No. 5771' be adopted, this 21st day of June, 2018.

10.2 **CSRD Noise Bylaw No. 5754** 134

Third Reading January 2018

For adoption.

Motion

THAT: CSRD Noise Bylaw No. 5754 be adopted this 21st day of June, 2018.

10.3 **Sorrento Waterworks Service Area Amendment Bylaw No. 5778** 139

First, Second and Third Readings given on May 17, 2018.

For adoption.

Motion

THAT: the Sorrento Waterworks Service Area Amendment Bylaw No. 5778 be adopted this 21st day of June, 2018.

*10.4 **Amendment to Election Procedures Bylaw – Mail Ballot Voting Provisions** 143

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services dated June 8, 2018.

Motion

THAT: “General Local Government Election and Other Voting Amendment Bylaw No. 5779” be read a First, Second and Third time this 21st day of June, 2018.

Motion

THAT: “General Local Government Election and Other Voting Amendment Bylaw No. 5779” be adopted this 21st day of June, 2018.

11. IN CAMERA

Motion

THAT: pursuant to Sections 90(1)(a)(g) and (i)

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

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

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

of the Community Charter, the Board move In Camera.

DEVELOPMENT SERVICES

12. Business General

12.1 **Amendment to Bylaw Enforcement Policy A-69 to address Proposed Noise Bylaw No. 5754**

156

Report from Corey Paiement, Team Leader Development Services, dated June 6, 2018.

Amendment to Bylaw Enforcement Policy A-69 to address Proposed Noise Bylaw No. 5754.

Motion

THAT: Bylaw Enforcement Policy A-69 be amended to include a new Section 5.6 as follows:

"5.6 The CSRD has adopted Noise Bylaw No. 5754 to provide the RCMP with an additional enforcement tool to address noise-related concerns. The enforcement of Bylaw No. 5754 is at the sole discretion of the RCMP; the RCMP is authorized in MTI Bylaw No. 5776 to issue a municipal ticket for noise-related offences. CSRD staff will not be enforcing this bylaw.

Upon receipt of a noise complaint, CSRD staff will explain the purpose and content of Bylaw No. 5754 to residents and direct them to their local RCMP detachment for follow-up."

13. ALR Applications

13.1 **Electoral Area A: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use LC2543A**

176

Report from Candice Benner, Development Services Assistant, dated May 24, 2018.

2581 Highway 95, Nicholson

Motion

THAT: Application No. LC2543A, Section 20(3) Non-farm use in the ALR, for the north half of the southwest quarter, Section 16, Township 25, Range 20, W5M, Kootenay District, Except (1) Part outlined pink on RW Plan 1155 and (2) Part included in Plan 6772 be forwarded to the Provincial Agricultural Land Commission recommending approval, on this 21st day of June, 2018.

- 13.2 **Electoral Area A: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use LC2544A** 200

Report from Candice Benner, Development Services Assistant, dated May 25, 2018.

2625 Highway 95, Nicholson

Motion

THAT: Application No. LC2544A, Section 20(3) Non-farm use in the ALR, for Parcel A (see W3242) of the south ½ of the southwest ¼ of Section 16, Township 25, Range 20, W5M, Kootenay District, Except Part included in Plan 17383 be forwarded to the Provincial Agricultural Land Commission recommending approval, on this 21st day of June, 2018.

14. **Directors' Report on Community Events**

Brief Verbal Report from Each Board Director.

ELECTORAL AREA DIRECTORS

15. **Business by Area**

- 15.1 **Electoral Area C: Development Variance Permit No. 701-80 (Miles)** 226

Report from Erica Hartling, Development Services Assistant, dated May 30, 2018.

3401 Roncastle Road, MacArthur Heights.

Motion

THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. 701-80 for Lot 3, Section 30, Township 22, Range 10, West of the 6th Meridian, Kamloops Division Yale District, Plan KAP92908, varying South Shuswap Zoning Bylaw No. 701 as follows:

Section 7.2.4 Maximum height for principal buildings and structures from 10 m to 10.6 m only for a single family dwelling and attached garage.

be considered for issuance this 21st day of June, 2018.

15.2 Electoral Area F: Development Variance Permit No. 650-39 (Lakeview Community Centre Society)

253

Report from Dan Passmore, Senior Planner, dated June 4, 2018.
7703 Squilax-Anglemont Road, Anglemont

Motion

THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. DVP650-39 for Lot 31, Section 15, Township 23, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 12806, varying Anglemont Zoning Bylaw No. 650 as follows:

Section 5.10(e) minimum setback from a side parcel boundary from 7.5 m to 1.21 m for the east side of the existing Lakeview Community Centre building to allow for the construction of a new covered staircase,

be approved for issuance this 21st day of June, 2018.

16. Planning Bylaws

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

276

Report from Dan Passmore, Senior Planner, dated May 30, 2018.
1885 Tappen Notch Hill Road, Carlin.

Motion

THAT: "Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12" be given second reading this 21st day of June, 2018

Motion

THAT: a public hearing to hear representations on " Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12 " be held;

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

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

16.2 Electoral Area C: Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13 and South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92

345

Report from Dan Passmore, Senior Planner, dated May 14, 2018.
2066 Eagle Bay Road, Blind Bay.

Motion

THAT: Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13, be given first reading this 21st day of June, 2018.

Motion

THAT: South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92, be given first reading this 21st day of June, 2018.

Motion

THAT: the Board utilize the simple consultation process for Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13 and South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92 and that the Bylaws be referred to the following agencies and First Nations:

Area C Advisory Planning Commission;

Interior Health Authority;

Ministry of Transportation and Infrastructure;

Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;

CSRD Operations Management;

CSRD Financial Services Department; and,

All relevant First Nations.

16.3 Electoral Area C: South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91.

373

Report from Dan Passmore, Senior Planner dated May 31, 2018.
1299 Trans Canada Highway, Sorrento.

Motion

THAT: "South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91" be given second reading this 21st day of June, 2018.

Motion

THAT: a public hearing to hear representations on "South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91" be held;

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

AND FURTHER THAT: the holding of the public hearing be delegated to Director Paul Demenok, as Director of Electoral Area C being that in which the land concerned is located, or Alternate Director Arnie Payment, if Director Demenok is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board)

16.4 Electoral Area F: Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19 and Lakes Zoning Amendment (CSRD) Bylaw No. 900-24

413

Report from Christine LeFloch, Development Services Assistant, dated May 23, 2018.

1946 Bristow Road, Celista

Motion

THAT: "Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19" be read a second time this 21st day of June, 2018.

Motion

THAT: "Lakes Zoning Amendment (CSRD) Bylaw No. 900-24" be read a second time this 21st day of June, 2018.

Motion

THAT: a public hearing to hear representations on "Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19" and "Lakes Zoning Amendment (CSRD) Bylaw No. 900-24" be held;

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

AND FURTHER THAT: the holding of the public hearing be delegated to Director Larry Morgan, as Director for Electoral Area F being that in which the land concerned is located, or Alternate Director Bob Misseghers, if Director Morgan is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

17. **Release of In Camera Resolutions**

If Any.

MEETING CONCLUSION

18. **Upcoming Meetings/Events**

18.1 **Area A Local Advisory Committee Meeting**

Tuesday, June 26, 2018 - 6:00 PM to 8:00 PM
Golden & District Centennial Arena, 1410 9 Street South, Golden BC

18.2 **Revelstoke and Area Economic Development Commission Meeting**

Wednesday, July 4, 2018 at 4:00 PM
301 Victoria Road, Revelstoke, BC

19. **Next Board Meeting**

Thursday, July 19, 2018 at 9:30 AM
CSRSD Boardroom, 555 Harbourfront Drive NE, Salmon Arm, BC

20. **Adjournment**

Motion

THAT: the regular Board meeting of June 21, 2018 be adjourned.

NOTATION

The publication of the Columbia Shuswap Regional District Board (CSRSD) agenda on its website results in the availability of agenda content outside of Canada. In accordance with Freedom of Information and Protection of Privacy Act legislation, the reader will note that personal information (ie telephone number, email address, etc.) are redacted from this document where required, to protect the privacy of personal information belonging to an individual(s) in the case where an individual(s) has not provided direct consent to the CSRSD to publish such personal information on the CSRSD website.



BOARD REPORT

TO: Chair and Directors

File No: 0125 00 01

SUBJECT: Policy Session Update June 2018

DESCRIPTION: Report from Charles Hamilton, Chief Administrative Officer, dated June 8, 2018. For information.

RECOMMENDATION #1: THAT: it be recommended to the Board that the Policy Session Update June 2018 Report, be received for information this 21st day of June, 2018.

SHORT SUMMARY:

This report is a brief one, intended to serve as an update to the Board. To accompany the report, Senior Managers will speak to relevant Departmental activities and highlight future policy initiatives.

The Board has indicated its support for a more comprehensive policy session/review as part of the new Board Orientation in latter 2018/early 2019.

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

PROGRESS REPORT:

Operations Management Policies, Procedures and Bylaws:

Since the last policy session in October 2017, the following policies and bylaws were completed:

- Dog Control Regulation bylaw amendments
- Asset Management Policy
- Asset Management Strategy
- Asset Management Framework
- Tipping Fee Bylaw Amendment
- Solid Waste Management Plan Amendment
- Water Rates and Regulation Bylaw Amendment
- Fire Chief Appointment Policy Amendment.

The following Policies and Bylaws are planned to bring forward in 2018:

- Flood Policy Amendment
- Revelstoke Airport rates and fees bylaw
- Water Acquisition Strategy Amendments
- Sewer Acquisition Strategy Amendments.

Development Services Policies, Procedures and Bylaws:

Since October, 2017, major policy work has taken place on:

- Building Inspection Service Regulatory Bylaw
- Noise Service Regulation Bylaw
- Updated Bylaw Enforcement Policy (further updates to clarify that the RCMP, at its discretion, will be enforcing the Noise Regulation Bylaw will be included on the June Board meeting agenda), and,
- Draft Cannabis Production, Distribution and Retail Policy No. A-71. (Policy No. A-71 will be included on the Late Agenda, June Board meeting, for Board consideration).

For the remainder of 2018, we anticipate that land use bylaw work will be needed in relation to the legalization of cannabis and, potentially, further updates to the Policy No. A-71. Ongoing work is underway on the new Building Inspection Service initiative in Area C for 2019. Land use bylaw amendments for Area E and the Lakes Zoning Bylaw are required specific to the rail corridor lands.

Financial Services Policies, Procedures and Bylaws:

Since the last policy session in October, substantial work consisted of the proposal for an updated Director Remuneration bylaw.

Policies and bylaws planned to bring forward in 2018:

- Director Remuneration Bylaw
- Disposal of Equipment Policy.

Corporate Administration Services Policies, Procedures and Bylaws:

Major bylaws completed since the October 2017 Policy Session:

- Noise Service Establishment Bylaw
- Building Service Establishment Bylaw
- Core Facilities Funding Contribution Service Establishment (Area A) Bylaw
- Amendments to the Municipal Ticket Information (MTI) Bylaw in support of regulatory bylaws, followed by a recent re-write/adoption of a new MTI Bylaw.

In 2018 there remains significant administrative and policy work needed as a result of the CP Rail corridor lands acquisition, eg policies that address the various types of encumbrances on the rail trail lands, upland/foreshore use, etc. Other priorities for 2018 include the Referendum in relation to Area A Core Facilities Funding Contribution Service, 2018 Local Government and School District elections; development of needed Communications and Social Media policies, and amendments to the CSRD Records Retention Bylaw in conjunction with the organization-wide electronic records management system.

POLICY:

N/A

FINANCIAL:

There may be financial implications to various functions to which a relevant policy applies.

KEY ISSUES/CONCEPTS:

To inform the Board on the organization's progress in moving forward to update policies, bylaws and procedures, in support of the Board's priorities.

IMPLEMENTATION:

The policy index and policy manual are updated as new/revised policies are adopted by the Board. All Departments are actively involved in the rewriting of policies and new policies/bylaws to bring forward to the Board on a priority basis.

COMMUNICATIONS:

All policies are communicated to Directors, CSRD staff and are made available to the public on the CSRD website.

DESIRED OUTCOMES:

Receive the report of the Chief Administrative Officer dated June 8, 2018.

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. N/A

Report Approval Details

Document Title:	Policy Session Update 2018.docx
Attachments:	
Final Approval Date:	Jun 12, 2018

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

A handwritten signature in black ink, appearing to read "C. Hamilton". The signature is written in a cursive, somewhat stylized font.

Charles Hamilton - Jun 12, 2018 - 11:15 AM



REGULAR BOARD MEETING MINUTES

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

Date: May 17, 2018
 Time: 9:30 AM
 Location: District of Sicamous Office
 446 Main Street, Sicamous

Directors Present	R. Martin (Chair)	Electoral Area E
	K. Cathcart	Electoral Area A
	L. Parker	Electoral Area B
	P. Demenok	Electoral Area C (Electronic Participation)
	R. Talbot	Electoral Area D
	R. Missegheers	Alt. Director, Electoral Area F
	M. McKee*	City of Revelstoke
	T. Rysz*	District of Sicamous
	K. Flynn*	City of Salmon Arm
	R. Oszust*	Alt. Director, Town of Golden
T. Lavery*	Alt. Director, City of Salmon Arm	
Directors Absent	L. Morgan	Electoral Area F
	C. Eliason	City of Salmon Arm
	C. Moss	Town of Golden
Staff Present	C. Hamilton	Chief Administrative Officer
	L. Shykora	Deputy Manager, Corporate Administration Services
	B. Payne*	Manager, Information Services
	D. Mooney*	Manager, Operations Management
	B. van Nostrand*	Team Leader, Environment Services
	R. Nitchie*	Team Leader, Community Services
	D. Sutherland*	Team Leader, Protective Services
	G. Christie	Manager, Development Services
	C. Benner	Development Services Assistant

* Attended part of the meeting only

1. Call to Order

Chair Martin called the meeting to order at 9:30 AM. At this time, the Chair extended thanks to Mayor Rysz and Council, District of Sicamous, for hosting the CSRD Board meeting today.

Mayor Rysz responded, indicating that he and Council are pleased to have the CSRD meeting taking place in Sicamous.

2. Board Meeting Minutes

2.1 Adoption of Minutes

2018-0501

Moved By Director Rysz

Seconded By Director McKee

THAT: the minutes of the April 19, 2018 regular Board meeting be adopted.

CARRIED

ADMINISTRATION

4. Correspondence

4.1 Ministry of Transportation & Infrastructure (April 20, 2018)

Letter from the Honourable Claire Trevena, Minister of Transportation & Infrastructure, in response to CSRD letter regarding winter maintenance issues in the CSRD.

4.2 Southern Interior Local Government Association (May 8, 2018)

Correspondence from SILGA re: Nominations for Youth attendees at UBCM Conference - Process, Policy and Requirements.

Chair Martin advised that she had asked for this topic as an agenda item for the Board to be informed about what is required on the part of the Board, and its associated responsibilities, in nominating a youth delegate to the UBCM 2018 Conference.

Salmon Arm Municipal Directors commented on this initiative and on the City of Salmon Arm's support for a youth who lives in Electoral Area D and who attends Salmon Arm Secondary High School.

Director Talbot advised that the youth candidate from his area would be an excellent candidate.

2018-0502

Moved By Alternate Director Lavery

Seconded By Director Talbot

THAT: the CSRD Board sponsor a youth delegate to attend the UBCM Conference 2018, providing that Director Talbot and Chair Martin are satisfied with the application.

CARRIED

2018-0503

Moved By Director McKee

Seconded By Director Rysz

THAT: the correspondence contained on the May 17, 2018 regular Board agenda be received for information.

CARRIED

5. Reports

5.1 Shuswap Economic Development Committee Meeting Minutes (February 8, 2018)

2018-0504

Moved By Director Talbot

Seconded By Director Cathcart

THAT: the minutes of the February 8, 2018 Shuswap Economic Development Committee meeting be received for information.

CARRIED

5.2 Shuswap Tourism Advisory Committee Meeting Minutes (February 8, 2018)

2018-0505

Moved By Director Talbot

Seconded By Director Cathcart

THAT: the minutes of the February 8, 2018 Shuswap Tourism Advisory Committee meeting be received for information.

CARRIED

5.3 Revelstoke and Area Economic Development Commission Meeting Minutes (April 4, 2018)

2018-0506

Moved By Director Parker

Seconded By Director McKee

THAT: the minutes of the April 4, 2018 Revelstoke and Area Economic Development Commission be received for information.

CARRIED

2018-0507

Moved By Director Parker

Seconded By Director McKee

THAT: the CSRD Board send a letter to the Minister of Forests, Lands and Natural Resource Operations & Rural Development requesting that the Minister's office take the lead on the recreation plan(s)/planning process for the Revelstoke (Electoral Area B) Area.

CARRIED

5.4 Area A Local Advisory Committee Meeting Minutes (April 24, 2018)

2018-0508

Moved By Director Cathcart

Seconded By Alternate Director Oszust

THAT: the minutes from the April 24, 2018 Area A Local Advisory Committee meeting be received for information.

CARRIED

3. Delegations

3.1 10:00 AM: Okanagan-Kootenay Sterile Insect Release Program

Melissa Tesche, Acting General Manager, and Allan Neilson from Nelson-Welch Consulting, in attendance to present information on the SIR

Program and to request the CSRD Board support OKSIR's Offsetting Program Costs initiative with revenue generation.

Request for Board resolution attached to agenda for consideration.

Mr. Neilson provided details on this initiative in terms of product, excess capacity that exists, the potential to sell and the opportunities to do so, worldwide. Mr. Neilson explained that the original legislation that establishes the OK SIR program precludes OK SIR from entering into these contracts that create any liability beyond one year. To clarify, they are not talking about borrowing in terms of this liability - it relates to risk protection and protection under commercial insurance. In regards to the latter, Mr. Neilson responded to several questions.

The Board was advised that the four other Regional District Boards have agreed to support this initiative.

2018-0509

Moved By Director Flynn

Seconded By Director Talbot

THAT the Regional District Board support the efforts of the OKSIR Board to sell product that is developed at the OKSIR Rearing Facility, within the total production capacity of the Facility as it exists today, that is not required to control codling moth populations within the OKSIR Program service area;

THAT the revenues from the sales of product be used to offset the cost to provide the OKSIR Program; and

THAT the Regional District Board recognize the potential of the OKSIR Board to incur liabilities by entering into multi-year sale-of product contracts, and authorize the OKSIR Board to incur any such liabilities.

CARRIED

3.2 10:30 AM: Tourism Golden

The Executive Director, Tourism Golden, presented an overview of the 2017 Tourism Golden Annual Report. The Powerpoint presentation described the year's activities and events, the public relations campaigns, future plans and strategic planning for the organization. Ms. Sweeting

described some challenges in the tourism industry, for example, the difficult that employees face in finding housing. The opening of the new Golden Visitor Centre has been an exciting venture.

In response to several questions, Ms. Sweeting informed the Board on a recent Professional Excellence Award, visitation to the area during different seasons, upcoming events, MRDT funding and a potential change to that funding.

6. Business General

6.1 Appointment of Deputy Chief Election Officer for 2018 General Local Election and Assent Voting

Due to CSRD staff resignation, need resolution to rescind appointment of Jennifer Graham and to appoint new Deputy Chief Election Officer.

2018-0510

Moved By Alternate Director Lavery

Seconded By Director Cathcart

THAT: the appointment of Jennifer Graham as Deputy Chief Election Officer for the 2018 general local election and assent voting, be rescinded, this 17th day of May, 2018.

AND FURTHER THAT: pursuant to Section 58(1) and (2) of the Local Government Act Colleen Goodey, Salmon Arm, BC be appointed Deputy Chief Election Officer for conducting the 2018 general local election and assent voting with power to appoint other election officials as required for the administration and conduct of the 2018 general local election and assent voting, this 17th day of May, 2018.

CARRIED

6.2 2018 UBCM Resolution: Minister of Transportation for improved snow removal services in rural areas of the CSRD

The attached resolution was submitted as a Late Resolution at the Southern Interior Local Government Association. As it was not endorsed at SILGA, consider resolution to be submitted to the Union of BC Municipalities.

2018-0511

Moved By Director Cathcart

Seconded By Alternate Director Misseggers

THAT: the following resolution be submitted to UBCM 2018:

WHEREAS there are increased issues in terms of timeliness and quality of snow and ice removal in rural areas, particularly during the past 2017/2018 winter snow season;

AND WHEREAS the deteriorating level of winter maintenance in rural areas is creating a public safety issue in regards to emergency response vehicles (fire, police, ambulance) having the ability to access streets and roadways in the event of emergency, and affecting school bus routes, leading to unsafe situations for drivers, passengers and pedestrians;

THEREFORE BE IT resolved that the Ministry of Transportation and Infrastructure be requested to immediately undertake a review of their contractor obligations, and agreement specifications for snow and ice control in the rural areas, including a review of minimum equipment standards and staffing requirements.

Discussion on motion:

Director Flynn will not be supporting the motion, given the Minister's response letter contained in today's agenda.

CARRIED

DIRECTOR FLYNN OPPOSED

6.3 Chair Martin: Three Valley Gap, Trans-Canada Highway

Support for Letter to Ministry of Transportation and Infrastructure – Request for update of long range plans for Trans-Canada Highway at Three Valley Gap.

Chair Martin expressed serious concern about travel safety on this stretch of the Trans-Canada Highway in the Three Valley Gap area. The Board was advised of a letter writing campaign that a Three Valley gap resident is undertaking by urging community members to write the Premier to address the lack of safety at Three Valley Gap.

2018-0512

Moved By Director Flynn

Seconded By Director Cathcart

THAT the CSRD Board invite the Ministry of Transportation and Infrastructure to talk to us on what the long terms plans are for highway improvements at the 3 Valley Gap area (Trans-Canada Highway) and the future vision for Sorrento (Trans-Canada Highway).

CARRIED

6.4 Update on Waste Gypsum Material

Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated May 4, 2018. Gypsum board (drywall) recycling program update.

Staff responded to several questions in relation to clean drywall. Staff advised the Board that they are working on developing new acceptance policies and procedures to effectively manage drywall at CSRD refuse disposal facilities. There will be updates to the Board at a future Board meeting.

6.5 Update on Recycling Program Delivery in the CSRD

Report from Ben Van Nostrand, Team Leader, Update on Recycling Program Delivery in the CSRD.

2018-0513

Moved By Director McKee

Seconded By Alternate Director Lavery

THAT: the Board authorize staff to send a letter to the Minister of Environment outlining the CSRD's concerns with Recycle BC's proposed stewardship plan updates.

CARRIED

2018-0514

Moved By Director Rysz

Seconded By Director Cathcart

THAT the June 2018 CSRD Board meeting agenda include 1) consideration of a draft resolution for submission to UBCM 2018, and 2) a request to meet with Minister of Environment during the UBCM

Conference in September - in relation to the CSRD's concerns with Recycle BC's proposed stewardship plan updates.

CARRIED

2018-0515

Moved By Alternate Director Lavery

Seconded By Director Flynn

THAT: the report of Ben Van Nostrand, Team Leader, Environmental Health, CSRD re: Update on Recycling Program Delivery in the CSRD be forwarded to the CSRD member municipalities for information.

CARRIED

6.6 FCM Asset Management Grant Application

Report from Darcy Mooney, Manager, Operations Management, dated May 3, 2018.

Board authorization to apply for an FCM Asset Management Grant.

2018-0516

Moved By Director McKee

Seconded By Alternate Director Lavery

THAT: the Board empower the authorized signatories to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program in an amount of up to \$50,000 to support the development of an Asset Inventory Migration project. The CSRD will provide in-house contributions to support overall grant and project management;

AND THAT: contingent upon the receipt of a successful Municipal Asset Management Program grant for up to \$50,000, the Board empower the authorized signatories to enter into an agreement with WSP|Opus International Consultants to conduct the Asset Inventory Migration project for a total cost not to exceed the total grant monies awarded.

CARRIED

6.7 Charles and Sandra Moody – Park Land Deferral Agreement Electoral Area E

Report from Ryan Nitchie, Team Leader, Community Services, dated May 4, 2018. Park Land Deferral Agreement – Electoral Area E.

2018-0517

Moved By Alternate Director Lavery

Seconded By Director Cathcart

THAT: the Board empower the authorized signatories to enter into a park land deferral agreement to defer the cash in lieu of park land required by Section 510 of the Local Government Act – Provision of Park Land, and CSRD Policy No. P-5, Park Land Dedication as a Function of Subdivision until July 16, 2020 for Lots 1 through 3 and Lots 5 through 8 of EPP41904;

AND THAT: in accordance with Policy No. F-16, Park Land Dedication Deferral Fees, the Board authorize the deferral of the \$650 application fee and all legal costs plus applicable interest associated with the Park Land Deferral Agreement for Lots 1 through 3 and Lots 5 through 8 of EPP41904 until July 16, 2020.

CARRIED

6.8 2017 Annual Report

Report from Charles Hamilton, Chief Administrative Officer, dated May 17, 2018.

2018-0518

Moved By Director Cathcart

Seconded By Alternate Director Oszust

THAT: the Board receive the Columbia Shuswap Regional District's 2017 Annual Report for information.

CARRIED

7. Business By Area

7.1 Grant-in-Aids

Report from Jodi Pierce, Manager, Financial Services, dated May 4, 2018.

2018-0519

Moved By Director Talbot

Seconded By Director Cathcart

THAT: the Board approve the following allocations from the 2018 electoral grant-in-aids:

Area A

\$2,500 Town of Golden (Wildsafe BC Program funding)

Area C

\$3,000 The Adams River Salmon Society (Salute to the Sockeye Festival and Shuswap Salmon Symposium)

\$4,000 White Lake Fire Department (Halloween event)

\$1,900 Eagle Bay Fire Department (Annual open house)

\$20,000 Cedar Heights Community Association (upgrade greens on golf course)

\$13,250 Sorrento & Area Community Association (Beautification and Community toilet)

\$3,895 White Lake Community Hall Society (Audio-visual system)

\$1,000 Pink Piston Paddlers Dragonboat Team (lifejackets)

Area D

\$3,000 Silver Creek Fire Department (Halloween event)

\$5,000 Silver Creek Community Association (Equipment and upgrades to hall)

Area E

\$3,000 The Adams River Salmon Society (Salute to the Sockeye Festival and Shuswap Salmon Symposium)

\$2,000 The Joe Schandelle Firefighters Foundation (Halloween event)

Area F

\$3,000 The Adams River Salmon Society (Salute to the Sockeye Festival and Shuswap Salmon Symposium)

CARRIED

7.2 Grant in Aid – Exception from Policy F-30

Report from Jodi Pierce, Manager, Financial Services, dated May 4, 2018.

2018-0520

Moved By Alternate Director Missegghers

Seconded By Alternate Director Lavery

THAT: the Board waive policy with respect to the Post-application documentation required for the Blind Bay Community Society and the Swansea Point Community Association grant in aids to allow these organizations to make additional 2018 applications for grant in aids while the post-application documentation for the grants approved in February 2018 remain outstanding;

AND THAT: the Board approve the following allocations from the 2018 electoral grant-in-aids:

Area C

\$725 Blind Bay Community Society (Update hall signage)

Area E

\$6,000 Swansea Point Community Association (operating expenses and Mara Heights life jacket kiosk)

CARRIED

Director Flynn left the meeting at this time.

7.3 Electoral Area A – Parson Warming Hut and Picnic Shelter and Cedar Lake Recreation Site

Report from Ryan Nitchie, Team Leader, Community Services, dated April 19, 2018. Parson Recreation Park Warming Hut and Picnic Shelter and Cedar Lake Recreation Site Community Works Funds.

2018-0521

Moved By Director Cathcart

Seconded By Alternate Director Oszust

THAT: in accordance with Policy No. F-3 “Electoral Area Community Works Fund – Expenditure of Monies” access to the Electoral Area Community Works Fund be approved in the amount of \$80,000, plus applicable taxes, from the Electoral Area A Community Works Fund

allocation for construction of a warming hut and picnic shelter at Parson Recreation Park.

THAT: in accordance with Policy No. F-3 “Electoral Area Community Works Fund – Expenditure of Monies” access to the Electoral Area Community Works Fund be approved in the amount of \$30,000, plus applicable taxes, from the Electoral Area A Community Works Fund allocation for expansion of camping sites at Cedar Lake Recreation Site.

CARRIED

7.4 Revelstoke/Area B EOF Application – Revelstoke Flight Service

Report from Jodi Pierce, Manager, Financial Services, dated May 15, 2018.

2018-0522

Moved By Director Parker

Seconded By Director McKee

THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve funding from the Revelstoke and Area B Economic Opportunity Fund to the City of Revelstoke in the amount of \$90,000 toward the 2019 Revelstoke Air Charter Service subject to continued financial support from the Revelstoke Accommodation Association and Revelstoke Mountain Resort Limited Partnership for this initiative.

CARRIED

7.5 Electoral Area D: Falkland Fire Department – Tender Replacement

Report from Derek Sutherland, Team Leader, Protective Services, dated May 11, 2018.

Falkland Fire Department Tender Replacement.

2018-0523

Moved By Director Talbot

Seconded By Director Cathcart

THAT: the Board empower the authorized signatories to enter into purchase agreement with BKC Fire Trucks for the purchase of a 2012 International Water Tender for a total cost of \$185,000 including applicable taxes and vehicle delivery.

CARRIED**7.6 Electoral Area F - Bristow Road Boat Launch**

Report from Ryan Nitchie, Community Services Team Leader, dated April 17, 2018. Bristow Road Boat Launch Community Works Funds.

2018-0524

Moved By Alternate Director Misseghers

Seconded By Alternate Director Lavery

THAT: in accordance with Policy No. F-3 "Electoral Area Community Works Fund – Expenditure of Monies" access to the Electoral Area Community Works Fund be approved in the amount of \$400,000, plus applicable taxes, from the Electoral Area F Community Works Fund allocation for construction of a boat launch.

CARRIED**8. Administration Bylaws****8.1 Sorrento Waterworks Service Area Amendment Bylaw No. 5778**

Report from Terry Langlois, Team Leader, Utilities, dated May 2, 2018. A bylaw to amend Sorrento Waterworks Service Area Bylaw No. 5541.

2018-0525

Moved By Alternate Director Lavery

Seconded By Director Cathcart

THAT: Sorrento Waterworks Service Area Amendment Bylaw No. 5778 be read a first, second and third time this 17th day of May, 2018.

CARRIED**8.2 City of Revelstoke – Security Issuing Bylaw 9107**

Report from Jodi Pierce, Manager, Financial Services dated April 19, 2018.

2018-0526

Moved By Director McKee

Seconded By Director Rysz

THAT: Bylaw No. 9107, cited as "Columbia Shuswap Regional District Security Issuing Bylaw No. 9107" be read a first, second, and third time this 17th day of May, 2018.

CARRIED

2018-0527

Moved By Director McKee

Seconded By Director Rysz

THAT: Bylaw No. 9107, cited as “Columbia Shuswap Regional District Security Issuing Bylaw No. 9107” be adopted this 17th day of May, 2018.

CARRIED

8.3 City of Revelstoke – Security Issuing Bylaw 9108

Report from Jodi Pierce, Manager, Financial Services, dated April 26, 2018.

2018-0528

Moved By Director McKee

Seconded By Director Rysz

THAT: Bylaw No. 9108, cited as “Columbia Shuswap Regional District Security Issuing Bylaw No. 9108” be read a first, second, and third time this 17th day of May, 2018.

CARRIED

2018-0529

Moved By Director McKee

Seconded By Director Rysz

THAT: Bylaw No. 9108, cited as “Columbia Shuswap Regional District Security Issuing Bylaw No. 9108” be adopted this 17th day of May, 2018.

CARRIED

8.4 Amendment to Shuswap Economic Development Service Bylaw

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated May 2, 2018.

Amendment Bylaw to provide for the withdrawal of District of Sicamous as a participant in the Economic Development Service.

2018-0530

Moved By Director Talbot

Seconded By Director Cathcart

THAT: "Economic Development (Electoral Area C, D E and F) Service Amendment Bylaw No. 5775" be read a first, second and third time this 17th day of May, 2018.

CARRIED

8.5 CSRD Ticket Information Utilization Bylaw No. 5776

Report from Lynda Shykora, Deputy Manager, dated May 17, 2018.

2018-0531

Moved By Director Rysz

Seconded By Director McKee

THAT: CSRD Ticket Information Utilization Bylaw No. 5776 be read a first, second and third time this 17th day of May, 2018.

CARRIED

2018-0532

Moved By Director Rysz

Seconded By Director McKee

THAT: CSRD Ticket Information Utilization Bylaw No. 5776 be adopted this 17th day of May, 2018.

CARRIED

8.6 Amendment to Regional District Board and Committees Procedure Bylaw No. 5648

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated May 3, 2018. Proposed amendments to Procedures Bylaw for electronic meeting attendance at Board/Committee meetings, and minor housekeeping amendment.

2018-0533

Moved By Director Rysz

Seconded By Director McKee

THAT: Regional District Board and Committee Procedure Amendment Bylaw No. 5739 be read a first, second and third time this 17th day of May, 2018.

Discussion on motion:

Comment that cannot support four (4) consecutive Board meeting attendance through electronic means.

Staff commented on the enhanced audio/visual system in the CSRD Board Room being much more effective.

There is value in face to face meetings, but as evidenced by this past winter there are circumstances where neither a Director nor an Alternate Director are able to attend in person due to road closures and poor winter driving conditions.

Amendment:

Moved By Director Talbot

Seconded By Alternate Director Lavery

THAT the above motion and Bylaw 5739 be amended to reflect the attendance, via electronic means, at Board meetings remain at no more than two (2) consecutive meetings.

AMENDMENT DEFEATED

DIRECTOR TALBOT OPPOSED

VOTE ON ORIGINAL MOTION CARRIED

2018-0534

Moved By Director Rysz

Seconded By Director McKee

THAT: Regional District Board and Committee Procedure Amendment Bylaw No. 5739 be adopted this 17th day of May, 2018.

CARRIED

8.7 Proposed Golden-Area A Core Facilities Contribution Agreement Establishment Bylaw

Report from Charles A. Hamilton, Chief Administrative Officer, dated May 17, 2018.

Establishment of Proposed Core Facilities Funding Contribution Service in Area A.

2018-0535

Moved By Director Cathcart

Seconded By Alternate Director Oszust

THAT: the CSRD Board give first, second, and third readings to the *Electoral Area A Core Facilities Funding Contribution Service Establishment Bylaw No. 5777*; this 17th day of May, 2018.

CARRIED

2018-0536

Moved By Director Cathcart

Seconded By Alternate Director Oszust

THAT: assent voting (referendum) for Electoral A Core Facilities Funding Contribution Establishment Bylaw No.5777 be held on Saturday, October 20, 2018 in accordance with Sections 342, 344 of the *Local Government Act*;

CARRIED

2018-0537

Moved By Director Cathcart

Seconded By Alternate Director Oszust

THAT: the *Electoral Area A Core Facilities Funding Contribution Establishment Bylaw No. 5777* be forwarded to the Inspector of Municipalities for approval and that the Inspector be requested pursuant to Section 174(1) of the *Local Government Act*, to set the general voting day for October 20, 2018;

CARRIED

2018-0538

Moved By Director Cathcart

Seconded By Alternate Director Oszust

THAT: the Regional District Board approve the Assent Voting question for *Electoral Area A Core Facilities Funding Contribution Establishment Bylaw No. 5777*, as follows:

“Are you in favour of the Columbia Shuswap Regional District adopting Electoral Area A Core Facilities Funding Contribution Establishment Bylaw No. 5777, which will permit the Regional District to make an annual funding contribution to the Town of Golden to cover 20% of the net operating costs of the four core facilities, at a maximum annual taxation limit that is the greater of \$125,000 or \$0.1238 per \$1,000 calculated on the net taxable value of land and improvements?”

CARRIED

2018-0539

Moved By Director Cathcart

Seconded By Alternate Director Oszust

THAT: the Board allocate \$20,000 from the Rural Feasibility Fund to undertake a public engagement process and to conduct the referendum (other voting).

CARRIED

9. IN CAMERA

2018-0540

Moved By Director Rysz

Seconded By Director McKee

THAT: pursuant to Sections 90(1)(a), (c) and (e)

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

(c) labour relations or other employee relations;

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

of the Community Charter, the Board move In Camera.

CARRIED

DEVELOPMENT SERVICES

11. ALR Applications

11.1 Electoral Area A – Nicholson Boat Launch: Application to ALC for Non-Farm Use in ALR

Report from Ryan Nitchie, Team Leader, Community Services, dated May 4, 2018.

Nicholson Boat Launch Application to ALC for Non-Farm Use in ALR for owners Columbia View Homes Ltd.

2018-0541

Moved By Director McKee

Seconded By Alternate Director Lavery

THAT: Application No. 57290 Section 20(3) Non-Farm Use in the Agricultural Land Reserve, for Parcel A (Sketch Plan 5055I), Section 30, Township 26, Range 21, West of the Fifth Meridian, Kootenay District, Except Plans NEP65016 and NEP66542 be forwarded to the Provincial Agricultural Land Commission recommending approval on this 17th day of May, 2018.

CARRIED

12. Directors Report on Community Events

Directors had this opportunity to relay information on activities and community events in their respective areas.

Remainder of Municipal Directors left the meeting at this time.

ELECTORAL AREA DIRECTORS

13. Business by Area

13.1 Electoral Area C: Development Variance Permit 701-78 (Sigalet)

Report from Christine LeFloch, Development Services Assistant, dated March 16, 2018.

3553 Eagle Bay Rd, Eagle Bay

The applicant was not in attendance.

2018-0542

Moved By Director Cathcart

Seconded By Director Parker

THAT: In accordance with Section 498 of the Local Government Act, Development Variance Permit 701-78 for Lot A, Section 2, Township 23, Range 10, West of the 6th Meridian, Kamloops Division Yale District, Plan EPP56879, varying South Shuswap Zoning Bylaw No. 701, as follows:

1. Section 7.2.5 Minimum setback from the front parcel line boundary from 5 m to no less than 3.37 m to any portion of the building only for the proposed garage attached to the single family dwelling; and
2. Section 7.2.5 Minimum setback from the west side parcel boundary from 2 m to no less than 1.65 m only for the proposed single family dwelling and attached deck; and
3. Section 7.2.4 Maximum height for principal buildings and structures from 10 m to no greater than 11.61 m only for a single family dwelling;

as more particularly shown on the site plans attached hereto as Schedule 'B', and the elevation drawings attached hereto as Schedule 'C'.

be approved for issuance this 17th day of May, 2018.

CARRIED

13.2 Electoral Area F: Development Variance Permit No. 800-29 (Huhn)

Report from Candice Benner, Development Services Assistant, dated April 23, 2018.

6729 Magna Bay Drive, Magna Bay

Late Public Submissions attached to the Late Agenda.

The applicant was not in attendance.

Development Services staff noted two public submissions circulated in the Late Agenda; both of these submissions did not have issues related to the variance, rather had questions in relation to the proposed use.

2018-0543

Moved By Alternate Director Misseghers

Seconded By Director Talbot

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 800-29 for Lot 17, Section 19, Township 23, Range 9, W6M, KDYD, Plan 29300, varying Magna Bay Zoning Bylaw No. 800, as follows:

Section 5.4(2)(g) Maximum gross floor area of an accessory building from 55 sq. m. (592.02 sq. ft.) to 167.22 sq. m. (1800 sq. ft.) for each of the two new accessory buildings,

be approved for issuance this 17th day of May, 2018.

CARRIED

14. Planning Bylaws

14.1 Electoral Area C: South Shuswap Zoning Amendment (Ron Lindblad) Bylaw No. 701-89

Report from Dan Passmore, Senior Planner, dated April 27, 2018.
#1 to #6, 1541 Blind Bay Road, Blind Bay.

The applicant was not in attendance.

2018-0544

Moved By Director Cathcart

Seconded By Director Parker

THAT: South Shuswap Zoning Amendment (Ron Lindblad) Bylaw No. 701-89" be adopted this 17th day of May, 2018.

CARRIED

14.2 Electoral Area D: Rancho/Deep Creek Zoning Amendment (Linda Parker) Bylaw No. 751-1

Report from Dan Passmore, Senior Planner, dated April 20, 2018.
5192 Highway 97B, Rancho.

The applicant was not in attendance.

2018-0545

Moved By Director Talbot

Seconded By Director Cathcart

THAT: "Rancho/Deep Creek Zoning Amendment (Linda Parker) Bylaw No. 751-1", be read a first time this 17th day of May, 2018.

CARRIED

2018-0546

Moved By Director Talbot

Seconded By Director Cathcart

THAT: "Ranchero/Deep Creek Zoning Amendment (Linda Parker) Bylaw No. 751-1", be read a second time this 17th day of May, 2018.

CARRIED

2018-0547

Moved By Director Talbot

Seconded By Director Cathcart

THAT: a public hearing to hear representations on "Ranchero/Deep Creek Zoning Amendment (Linda Parker) Bylaw No. 751-1" be held;

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

AND FURTHER THAT: the holding of the public hearing be delegated to Director Rene Talbot, as Director of Electoral Area D being that in which the land concerned is located, or Alternate Director Joy de Vos, if Director Talbot is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

CARRIED

14.3 Electoral Area F: Anglemont Zoning Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13

Report from Candice Benner, Development Services Assistant, dated April 18, 2018.

7838 Golf Course Road, Anglemont

The applicant was not in attendance.

2018-0548

Moved By Alternate Director Misseghers

Seconded By Director Talbot

THAT: "Anglemont Zoning Bylaw Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13" be read a first time this 17th day of May, 2018.

CARRIED

2018-0549

Moved By Alternate Director Misseghers

Seconded By Director Talbot

THAT: the Board utilize the simple consultation process for Bylaw No. 650-13, and it be referred to the following agencies and First Nations:

- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands and Natural Resource Operations, Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services;
- All relevant First Nations Bands and Councils.

CARRIED

15. RELEASE OF IN CAMERA RESOLUTIONS

The following resolutions were authorized for release from the Closed (In Camera) meeting of the CSRD Board:

Revelstoke Area Economic Development Commission Appointment:

THAT: Kenneth Norrie be appointed to the Revelstoke Area Economic Development Commission as a Public at Large member for a term commencing May 17, 2018 and expiring on December 31, 2020;

AND FURTHER THAT: the above resolution be authorized for release from the Closed (In Camera) meeting of May 17, 2018.

Date Extension: Mounce Property Purchase - Salmon Arm Landfill Expansion:

THAT: the Board empower the authorized signatories to extend the acquisition date to December 31, 2018 on the Purchase Agreement with Mounce Construction Ltd. for a 20 acre parcel of land located at 2750 40 Street SE in Salmon Arm, BC for the amount of \$750,000 plus applicable taxes in order to expand the Salmon Arm Landfill site, subject to the property being successfully rezoned to comply with the City of Salmon Arm's Official Community Plan;

AND THAT: the resolution and associated Board Report from Ben Van Nostrand, Team Leader, Environmental Health Services, dated May 9, 2018 re: Update on the Purchase Agreement for the Mounce Property located adjacent to the Salmon Arm Landfill, be

authorized for release from the In-Camera (Closed) portion of the meeting, this 17th day of May, 2018.

ADJOURNMENT

2018-0550

Moved By Alternate Director Misseghers

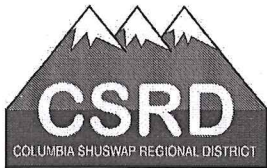
Seconded By Director Cathcart

THAT: the regular Board meeting of May 17, 2018 be adjourned.

CARRIED

CHAIR

CHIEF ADMINISTRATIVE OFFICER



REQUEST TO APPEAR AS A DELEGATION

<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Agenda	Ownership:
<input type="checkbox"/> Works	<input checked="" type="checkbox"/> Reg Board	File#
<input type="checkbox"/> D/S	<input type="checkbox"/> In Camera	0550.
<input type="checkbox"/> Other	<input type="checkbox"/> Other Mtg	02
10:00 AM APR 20 2018		
<input type="checkbox"/> Ec Dev	<input checked="" type="checkbox"/> Staff to Report	Ack Sent:
<input type="checkbox"/> IT	<input checked="" type="checkbox"/> Staff to Respond	<input type="checkbox"/> Fax
<input type="checkbox"/> Parks	<input type="checkbox"/> Staff Info Only	<input type="checkbox"/> Mail
<input type="checkbox"/> SEP	<input type="checkbox"/> Other	<input type="checkbox"/> Email
<input type="checkbox"/> HR		

Done

Name of Person or Organization:	Voice of the Shuswap Community Radio represented by Dr. Warren Bell
Topic of Discussion:	How Community Radio Serves the Shuswap
Purpose of Presentation:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Requesting Support <input type="checkbox"/> Requesting Funding <input type="checkbox"/> Other (provide details) <u>Note:</u> A letter outlining the Request or the Information must accompany the Delegation Request form.
Contact Information:	Address: Janet Pattinson 2451 Sherry Road, Sorrento, V0E 2W1 Phone Number: 250 835 2270 Email Address: scouse5@icloud.com
Meeting Date Requested:	June 21, 2018

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

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

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

Voice of the Shuswap Broadcast Society
PO Box 1052
#30, 451 Shuswap Street SW
Salmon Arm, BC
V1E 4P2

April 16th, 2018

Board of Directors
Columbia Shuswap Regional District
PO Box 978
Salmon Arm, BC
V1E 4P1

Dear Directors

Our group requests the opportunity to make a presentation to you at your June 21st meeting.

Our President, Warren Bell, would like to provide an update on the scope of our programming and on how we have expanded community engagement. We would like to provide information on our current undertaking to seek CRA status and how we are constantly striving for financial self-sufficiency. Our presentations have universally been greeted by people saying they were surprised by all we had accomplished and how much we were doing. We would enjoy answering your questions.

Yours respectfully

A handwritten signature in cursive script that reads "Janet Pattinson" with the word "volunteer" written in smaller cursive below it.

Janet Pattinson
for the Board of Directors for CKVS, Voice of the Shuswap
(250 835 2270, scouse5@icloud.com)



DM PT BWN	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Agenda June 21, 2018	Ownership:
	<input checked="" type="checkbox"/> Works	<input type="checkbox"/> Reg Board	File#
	<input type="checkbox"/> DS	<input type="checkbox"/> In Camera	
	<input checked="" type="checkbox"/> Fin/Adm	<input type="checkbox"/> Other Mitg	
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MAY 08 2018			
<input type="checkbox"/> Ec Dev	RECEIVED		Ack Sent:
<input type="checkbox"/> IT	<input type="checkbox"/> Staff to Report		<input type="checkbox"/> Fax
<input type="checkbox"/> Parks	<input checked="" type="checkbox"/> Staff to Respond		<input type="checkbox"/> Mail
<input type="checkbox"/> SEP	<input type="checkbox"/> Staff Info Only		<input type="checkbox"/> Email
<input type="checkbox"/> HR	<input type="checkbox"/> Dir Mailbox		
<input type="checkbox"/> Other	<input type="checkbox"/> Dir Circulate		

May 7th, 2018

File: 5360-00 Environmental Monitoring

Charles Hamilton, CAO
Columbia Shuswap Regional District
555 Harbourfront Drive NE
PO Box 978
Salmon Arm, BC V1E 4P1
SENT VIA EMAIL TO: chamilton@csrd.bc.ca

Dear Charles:

At its regular meeting held April 3rd, 2018 the Town of Golden Council passed the following resolution:

THAT the Mayor and CAO INVESTIGATE the prospect of the establishment of and participation by Council within an oversight committee commissioned by the CSRD associated with the Golden landfill and its continued management;

AND THAT Council then RECONVENE to discuss the Golden Landfill issues both present and emerging in a near-future meeting.

To this end, I am querying as to whether the CSRD does in fact intend to commission an oversight committee associate with the ongoing management of the Golden landfill and if so, would members of Golden Town Council be included in its membership.

Thank you for your attention in this matter.

Sincerely,

Jon Wilsgard
Chief Administrative Officer/
Corporate Officer





COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
 T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csrdb.ca

May 23, 2018

5360 32 01

VIA EMAIL: Jon.Wilsgard@golden.ca

Jon Wilsgard, CAO
 Town of Golden
 PO Box 350
 GOLDEN BC V0A 1H0

Dear Jon:

RE: Golden Landfill Management Issues

Thank you for your letter of May 7, 2018 inquiring whether the Columbia Shuswap Regional District (CSRD) is considering commissioning an oversight committee for the Golden Landfill and the potential for participation on the committee by Town of Golden Council.

The CSRD has a long standing Solid Waste Management Plan Monitoring Advisory Committee (PMAC) established, which has staff representation from the Town of Golden, as well community member representation from the Town of Golden/Electoral Area A (this position is currently vacant). The PMAC is the identified oversight committee in the Solid Waste Management Plan (SWMP) and is established by the CSRD Board to provide advice on topics related to solid waste management for the entire region.

As you are aware, CSRD staff has been working with adjacent landowners of the Golden Landfill to address local questions, concerns and assumptions related to the operations and management of the landfill site. On March 20, 2018, CSRD staff, along with the CSRD's contracted hydrogeologist, appeared before Town of Golden Council to provide an overview of the landfill's operational plans for 2018. These plans include drilling two new ground water monitoring wells to help establish ground water flow direction.

The CSRD is aware of a local group of citizens interested in developing a working group to voice operational concerns to the CSRD and to receive timely information. Karen Cathcart, Electoral Area A Director, has provided input related to the development of a terms of reference for this working group.

The CSRD does not intend to commission an oversight committee specific to the Golden Landfill. CSRD staff is certainly amenable to provide ongoing updates to the CSRD Board or the Town of Golden Council when requested. I am taking the liberty of including our exchange of correspondence on the June 21, 2018 CSRD Board meeting agenda for the Board's consideration.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:

Charles A. Hamilton
 Chief Administrative Officer

CC Ben Van Nostrand, Team Leader, Environmental Health Services
 Darcy Mooney, Manager, Operations Management
 Karen Cathcart, Director, Electoral Area A
 Caleb Moss, Director, Town of Golden

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
 F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
 REVELSTOKE

SALMON ARM
 SICAMOUS



May 25th, 2018

File: 0400-50-CSRD Cost Sharing Issues

Columbia Shuswap Regional District Board
Box 978, 555 Harbourfront Drive NE
Salmon Arm, BC V1E 4P1
VIA EMAIL TO: chamilton@csrd.bc.ca

Dear Chair Martin and Board Members:

RE: Regional Feasibility Study – Golden Aquatic Centre

At a special meeting of the Town of Golden Council held May 23rd, 2018 and in response to the letter received from CAO Charles Hamilton dated April 30th, 2018, the following resolution was passed:

THAT the Town of Golden is supportive in principle with the CSRD conducting a feasibility study to determine the capital and operating costs of an indoor aquatic facility and to determine if sufficient community support for establishing a new service to own and operate a community aquatic centre exists, provided that this does not represent a notice of concurrence to do so.

It is the sentiment of Council that its concurrence on this matter is not a requirement for its execution and therefore simply concedes the authority of the CSRD to undertake the above study at its convenience. Notwithstanding, Council wish it communicated that the commencement of this initiative may be best left till after contemplation of the results of the October 20th general local election and referendum.

Sincerely,

Jon Wilsgard
Chief Administrative Officer/
Corporate Officer





May 25th, 2018

File: 0400-50-CSRDR Cost Sharing Issues

Columbia Shuswap Regional District Board
 Box 978, 555 Harbourfront Drive NE
 Salmon Arm, BC V1E 4P1
 VIA EMAIL TO: chamilton@csrd.bc.ca

Dear Chair Martin and Board Members:

RE: Proposed Golden-Area A Core Facilities Contribution Agreement Establishment Bylaw

It is the purpose of this letter to convey the Town of Golden Council's unanimous adoption of the recommendations of the *Partnered Services Delivery Review Select Committee* to this body with respect to the above bylaw, its associated process, and pending the outcome of a referendum, a number of terms and conditions to follow in the development of a master agreement governed by CSRDR proposed bylaw No.5777.

More specifically, the following resolution was passed at a special meeting of Council held May 23rd, 2018:

THAT Council RECOMMEND to the Board of the CSRDR as a component of the 2018 general local election process, it seek assent of Electoral Area 'A' electors to be annually requisitioned the equivalent of 20% of the annual aggregate operating costs of the Golden Civic Centre, Golden Municipal Pool, Golden and District Seniors Centre, and Mount 7 Rec Plex provided that if successful will result in a 5 year fee-for-service master agreement that shall include but not be limited to provisions requiring:

- ***Administrative adjustments to the annual requisition as appropriate and practical, including escalation by the greater of either 2% or the previous year's Statistics Canada All Items Consumer Price Index (CPI) for the Province of British Columbia.***
- ***A dispute resolution clause stating verbatim:***
In the event of any dispute or disagreement arising between the parties concerning any matter covered by this Agreement or the interpretation of this Agreement, the parties agree to submit the matter to a single arbitrator acting pursuant to the Arbitration Act of British Columbia as amended from time to time, or any successor legislation thereto, and the determination of the arbitrator, both as to the matter in dispute, and as to costs, shall be final and binding upon the parties and no appeal or review shall lie from the arbitrator's decision. Either party may engage arbitration by delivering to the other party a Notice of Intention to Arbitrate (the "Notice"). The Notice shall set out the items in dispute and a summary of the position of the party delivering the Notice as to those items.



The place of arbitration shall be Golden, British Columbia. The arbitrator shall be chosen by agreement between the parties within 30 days of the delivery of the Notice and failing agreement between the parties the arbitrator shall be chosen by the International Commercial Arbitration Centre of British Columbia on the submission of either party, provided that the arbitrator shall be a person resident in the East Kootenay Region of British Columbia. The arbitrator shall make his or her determination within 45 days of the matter being submitted to them, and shall accept such written or oral submissions from the parties as the arbitrator shall determine, in his or her sole discretion. All matters of procedure shall be determined by the arbitrator.

- *A separate agreement wherein the CSRD will commit the equivalent of 40% of the annual aggregate capital needs of these four facilities as calculated by the Town of Golden through existing and ongoing condition assessments and algorithms associated with capital depreciation, pro-rated and amortized over a 10 year period.*
- *The requirement for CSRD capital contributions to be sourced from ongoing Federal Gas Tax' Community Works Fund (or future equivalent) receivables and kept in appropriate reserves by the CSRD, being released to the Town of Golden through an established protocol.*
- *a formal joint review to begin upon the 4th year of its duration, the basis for which the following guiding principles will be accounted:*
 - *that users of the facilities should pay an equitable share of their operating costs based on the scope of actual use by jurisdictional origin;*
 - *the extent to which facility operating partners are supported through taxation in either jurisdiction;*
 - *that use of the four facilities by visitors to the Golden area is a shared cost burden;*
 - *that the Town entertain in good faith proposals from the CSRD for a role in management of the facilities commensurate with its contributions;*
 - *that condition assessments and capital depreciation calculations drive capital reserve allocations and expenditures; and,*
 - *that the level of service provided by these facilities shall be commensurate with the level of joint funding supporting them.*
- *The requirement for the Town of Golden to continue as a minimum its current collection protocols for use data within the facilities while making best efforts toward improving these protocols.*

Notwithstanding this will constitute a process under your jurisdictional authority, Council understands and commits that we will work together to ensure a pro-active, mutually aligned, and responsive communications regime from now to October 20th, to provide objective, accurate, and promotional messaging to all constituents within the Golden area on this matter.

On behalf of Council and administration at the Town of Golden, our thanks to the board and staff of the CSRD in implementing this most important process for our greater constituencies.

Sincerely,


Jon Wilsgard
Chief Administrative Officer/
Corporate Officer





June 11, 2018

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Whistler from September 10-14.

Communication, Collaboration, Cooperation, the theme for the 2018 Convention, is indeed an appropriate focus as we engage in dialogue around local, provincial, federal, and First Nations governments working together to build strong and vibrant communities throughout our province. We all have a part to play in finding solutions and developing ideas that will ensure our communities thrive, and UBCM provides us with a wonderful opportunity to listen to one another, share ideas, and work together to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://UBCMreg.gov.bc.ca> (live, as of today). Please note that this year's invitation code is **MeetingRequest2018** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

A handwritten signature in blue ink that reads "John J. Horgan". The signature is fluid and cursive, with a long horizontal line extending to the right.

John Horgan
Premier

Laura Schumi

From: Lynda Shykora
Sent: Tuesday, June 19, 2018 1:30 PM
To: Laura Schumi
Subject: FW: Letter from Chair Rhona Martin, CSRD Board re Crown Land Tenure Applications - Area B-Revelstoke (Ref: 239920), Email response from Minister Donaldson's office - CORRESPONDENCE ITEM FOR LATE AGENDA, JUNE MEETING

Attachments: Letter from Chair Martin to Minister of FLNRORD re Crown Land - Parks Area B Revelstoke June 2 2018.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Hi, Laura,
Please include the email message below, as well as the attached letter of request from Chair Martin, in the Correspondence Section, Late Board Agenda for June.
Thank you,
Lynda

From: Lynda Shykora
Sent: Thursday, June 14, 2018 1:21 PM
To: Director Martin <RMartin@csrd.bc.ca>
Cc: Charles Hamilton <chamilton@csrd.bc.ca>; Director Parker <LParker@csrd.bc.ca>
Subject: FW: Letter from Chair Rhona Martin, CSRD Board re Crown Land Tenure Applications - Area B-Revelstoke (Ref: 239920), Email response from Minister Donaldson's office

Good afternoon, Chair Martin,
For your reference, here is the email response from Minister Donaldson's office, in response to your letter dated June 2 2018.
Regards,
Lynda Shykora
CSRD

From: Minister, FLNR FLNR:EX [<mailto:FLNR.Minister@gov.bc.ca>]
Sent: Thursday, June 14, 2018 1:19 PM
To: Lynda Shykora <LShykora@csrd.bc.ca>
Subject: RE: Letter from Chair Rhona Martin, CSRD Board re Crown Land Tenure Applications - Area B-Revelstoke (Ref: 239920)

Reference: 239920

June 14, 2018

Chair Rhona Martin
Columbia Shuswap Regional District
LShykora@csrd.bc.ca

Dear Chair Martin:

Thank you for your letter of June 2, 2018. Your comments have been noted and I appreciate you writing to share them with me. As we review your letter in detail, please be assured your comments will be given every consideration.

Sincerely,


Doug Donaldson
Minister of Forests, Lands,
Natural Resource Operations
and Rural Development

From: Lynda Shykora [<mailto:LShykora@csrd.bc.ca>]
Sent: Monday, June 4, 2018 8:37 AM
To: Minister, FLNR FLNR:EX
Cc: Director Martin
Subject: Letter from Chair Rhona Martin, CSRD Board re Crown Land Tenure Applications - Area B-Revelstoke

Good morning,
This email message and the Letter to Minister Donaldson are sent on behalf of Rhona Martin, Chair, Columbia Shuswap Regional District.
Regards,

Lynda Shykora | Deputy Manager
Corporate Administration Services
Columbia Shuswap Regional District
T: 250.833.5939 | F: 250.832.3375 | TF: 1.888.248.2773
E: lshykora@csrd.bc.ca | W: www.csrd.bc.ca



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This e-mail is CONFIDENTIAL. If you are not the intended recipient, please notify me immediately and delete this communication, attachment or any copy. Thank you.



COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
 T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csr-d.bc.ca

June 2 2018

File No.: 0580-40

Sent via email: FLNR.Minister@gov.bc.ca

The Honourable Doug Donaldson
 Minister of Forests, Lands, Natural Resources Operations & Rural Development
 VICTORIA, BC

Dear Minister Donaldson:

Re: Crown Land Tenure – Recreation Tenures & Need for Recreation Planning – Revelstoke/Area B, CSRD

Over the past several years the Columbia Shuswap Regional District (CSRD) has received many referrals for recreation tenures in the Revelstoke Area. You are probably well aware that Revelstoke is well known world wide for the incredible skiing due to Revelstoke Mountain Resort. The area has also become renowned for hiking, mountain biking, dirt biking, and climbing venues. As more requests for Crown Land tenures to accommodate these activities in a commercial fashion come forward, there are conflicts being experienced in the community. This is especially concerning when requests for tenures that are overlapping are being requested. The most recent request by Wandering Wheels for tenure on Mt. Cartier is an example that has created controversy in the community.

This matter was a topic of discussion at the May 17 2018 CSRD Board meeting which led to the Board adopting the following resolution: *“THAT: the CSRD Board send a letter to the Minister of Forests, Lands and Natural Resource Operations requesting that the Minister’s office take the lead on the recreation plan(s)/planning process for the Revelstoke (Electoral Area B) Area.”*

We have the sense that land use planning has been overlooked in recent years and it is our suggestion that a Back Country Recreation Plan be designed that looks at the cumulative effect of the current tenures and plans for the future as the destination of Revelstoke/Area B of the CSRD continues to grow as a world class recreation destination.

We appreciate your consideration of this letter and our request for the Province to undertake a Back Country Recreation Plan for the City of Revelstoke/Electoral Area B area. Thank you for listening to our concerns.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:

 Rhona Martin
 Chair

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B -COLUMBIA

C SOUTH SHUSWAP
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
 F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
 REVELSTOKE

SALMON ARM
 SICAMOUS

Laura Schumi

From: Lynda Shykora
Sent: Thursday, June 14, 2018 4:10 PM
To: Ryan Nitchie; CSRD Directors
Cc: Darcy Mooney; Phaedra Turner; Charles Hamilton; Laura Schumi
Subject: RE: BikeBC Grant Program: News Release - Salmon River Parallel Trail Funding approved - JUNE LATE BOARD AGENDA ITEM

Follow Up Flag: Follow up
Flag Status: Flagged

Hi, Ryan,
 Yes, we will include the News Release on the Late Agenda. Good news that the Columbia Shuswap Regional District funding: \$784,077 for Salmon River Road parallel trail is approved.
 Regards,
 Lynda Shykora
 CSRD


From: Ryan Nitchie
Sent: Thursday, June 14, 2018 11:36 AM
To: Lynda Shykora <LShykora@csrd.bc.ca>
Cc: Darcy Mooney <dmooney@csrd.bc.ca>; Phaedra Turner <Pturner@csrd.bc.ca>; Charles Hamilton <chamilton@csrd.bc.ca>
Subject: FW: BikeBC Grant Program: News Release

Lynda,

Darcy and I discussed and this might be a good late agenda item to add under Correspondence so that Director Talbot can comment on the successful grant application for the Salmon River Parallel Trail.

Ryan Nitchie | Team Leader
 Community Services | Operations Management
Columbia Shuswap Regional District
 T: 250.833.5917 | F: 250.832.1083 | TF: 1.888.248.2773
 E: rnitchie@csrd.bc.ca | W: www.csrd.bc.ca



 Please consider the environment before printing this e-mail

From: Blazkova, Hana TRAN:EX [<mailto:Hana.Blazkova@gov.bc.ca>]
Sent: Wednesday, June 13, 2018 3:39 PM
Cc: Callander, Alan TRAN:EX <Alan.Callander@gov.bc.ca>
Subject: BikeBC Grant Program: News Release

Good afternoon,

Congratulations! Your BikeBC application has been successful; please refer to the News Release below.

<https://news.gov.bc.ca/releases/2018TRAN0090-001185>

Next Steps:

1. You will be receiving the *Conditional Grant Agreement* in the next few weeks.
2. Please sign two copies and return them to us.
3. We will sign and return an official copy for your records.

If you have any questions, please do not hesitate to contact me.

Thank you,

Hana Blazkova, BA (hons.), MPA
Policy Analyst, Climate Action and Active Transportation
Transportation Policy and Programs
Ministry of Transportation and Infrastructure
250-356-9861
Hana.Blazkova@gov.bc.ca

Alternatively, you can contact:

Alan Callander
Manager, Active Transportation and Climate Action Policy
Transportation Policy Branch
Ministry of Transportation and Infrastructure

Telephone: 250-356-5563
Email: Alan.Callander@gov.bc.ca

**Revelstoke and Area
Minutes of the Economic Development Commission
Wednesday, May 2, 2018 at 4:00 p.m.
in the Revelstoke Business and Visitor Information Centre Boardroom,
301 Victoria Road West**

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

1. CALL TO ORDER

Meeting was called to order by chair, Roberta Bobicki at 4:00 pm.

2. ADOPTION OF AGENDA

Moved by Kevin Dorrius

Seconded by Lisa Longinotto

THAT the agenda be adopted as presented.

CARRIED

3. PRESENTATION – EVERYTHING REVELSTOKE, BRYDON ROE & LARA DAVIS

Presentation was postponed to the next meeting.

4. ADOPTION OF THE MINUTES

Moved by Brett Renaud

Seconded by Loni Parker

THAT the minutes from April 4, 2018 be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

Page 4, Item 6b, Development Concerns – Letter has been received by council.

Page 2, Item 3, Presentation – Everything Revelstoke – Nicole updated the Commission that Everything Revelstoke had recently presented to Committee of the Whole. There has been no word back from RMR on future commitments and the RAA will be meeting with their membership on May 14 to discuss. Discussions have been ongoing with Pacific Coastal and they are still interested in flying into Revelstoke.

Economic Development Commission Minutes, May 2, 2018

Page 3, Item 6a, Wandering Wheels Proposal – Noted report was forwarded to council.

Page 2, Item 5, Activity Report – Waiting to hear back from Ministry of Highways on the ferry stat information.

6. **ACTIVITY REPORT**

Nicole reviewed the report with the following highlighted on:

- Affordable housing application was not successful. Application put in by RCHS was successful and will be moving forward with that project.
- Looking at Kelowna's development process and seeing how some aspects might be implemented for Revelstoke.
- Continues to be lots of interest from the film industry for our community. Looking at arranging a familiarization trip in the near future in hopes of attracting larger projects.
- Currently looking at 3 possible locations for the fabrication lab. A building committee has been formed and is working on narrowing down the locations.
- Touched on the CED position currently posted and the collaboration with CF Revelstoke in sharing the employee.

7. **OLD BUSINESS**

7.1 **BC Hydro Rev 6 Project**

Nicole reported the project is back on and could have a BC Hydro representative present at the June meeting. General discussion held.

7.2 **Smart Cities Challenge**

Application was submitted on April 24 for a \$5M prize. The process brought out many different ideas with one constant, being the cost of shipping was a main reason for driving up costs. Nicole noted the province will be rolling out their own version of this challenge and Revelstoke will submit an application for this as well. General discussion held.

8. **NEW BUSINESS**

8.1 **New Cannabis Legislation**

Nicole noted the third reading will be on May 22 council meeting. As the new legislation seems to be coming out in pieces the City needed to have something in place prior to the legalization. It is seen more as a stop gap measure and can be changed once the federal and provincial governments

Economic Development Commission Minutes, May 2, 2018

have everything out. Having this bylaw zoning change could also help ensure that dispensaries are limited to specific areas (ie. not near schools, daycares) or having a number open in one area. A consultant will be hired to do research on this upcoming legislation so that development services can continue to focus on their top priorities. General discussion held.

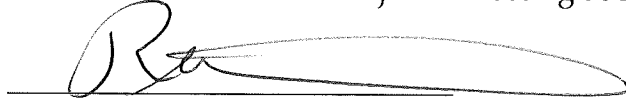
8.2 RMR Masterplan Update

Nicole reported that RMR has submitted an updated masterplan to the province. Currently the community has until May 24 to respond to the proposed changes, Revelstoke has asked for an extension of this date to have enough time to review the document. A consultant will be hired to review the original masterplan and compare it to the one that is being resubmitted to the province. General discussion held. Nicole asked for feedback from Commission members should they not be able to attend the public meeting.

9. ADJOURNMENT

Next meeting is June 6, 2018.

Brett Renaud moved to adjourn meeting at 5:35 pm.



Roberta Bobicki, Chair

RESOLUTION

**CHANGE TO CLASS E REGULATIONS TO
ALLOW FARM GATE SALES**

Columbia Shuswap Regional District

WHEREAS for the benefit of producers and consumers and in the promotion of a prosperous agricultural industry, it is vital for farmers in British Columbia to be able to operate their farms to establish a living income and for citizens of British Columbia to have the ability to purchase heritage meats through farm gate sales;

AND WHEREAS current licensing regulations require that rural farmers living within 2 hours of an abattoir must take their livestock to a facility for slaughter, where the existing abattoirs do not have capacity to meet the service demands;

NOW THEREFORE BE IT RESOLVED that the Minister of Agriculture be requested to make an immediate change to the Class E licensing requirements to give farmers the ability to slaughter their livestock on farm premises and to offer and promote farm gate sales.

RESOLUTION

RECYCLE BC STEWARDSHIP PLAN UPDATE

Columbia Shuswap Regional District

WHEREAS Recycle BC is currently conducting a review of its stewardship program, and appears that the following section from the Recycle BC's March 2018 Packaging and Paper Product Extended Producer Responsibility Plan (Plan) will have serious impacts on many local governments in establishing new curbside collection recycling programs:

"4.3.2 New Curbside Programs:

Local governments in communities that did not have PPP curbside collection programs by May 2014, when the program was launched, are eligible to join the Recycle BC program as contractors collectors if the employment a PPP curbside collection program, provided each of the following criteria is met:

Packaging and Paper Product Extended Producer Responsibility Plan:

- 1) A curbside garbage collection program was in place by May 2014;*
- 2) The community represents an incorporated municipality; and*
- 3) The community has a minimum population of 5000 residents.";*

AND WHEREAS the impact of the proposed changes to the above section will leave numerous communities and electoral areas within British Columbia ineligible to receive any Recycle BC incentives to administer new curbside collection programs in the future, leaving new curbside collection programs initiated to increase diversion of packaging and printed paper to be funded solely by the taxpayer;

NOW THEREFORE BE IT RESOLVED that the Province of BC immediately act to improve legislation in order to hold the stewardship agencies accountable for the total cost associated with the delivery of the depot program and, specifically, the Minister of Environment address the proposed changes in the Plan and acknowledge the tax funded subsidies in the Plan to ensure that all British Columbians have access to Recycle BC services through a fully funded producer responsibility stewardship model.



BOARD REPORT

TO: Chair and Directors

File No: 1880 01

SUBJECT: 2017 Statement of Financial Information (SOFI) Report

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated April 26, 2018.

RECOMMENDATION #1: THAT: The Board approve the 2017 Statement of Financial Information Report as required by the Financial Information Regulation, Schedule 1, subsection 9(2) and section 376 subsection (1) of the Local Government Act.

SHORT SUMMARY:

The 2017 Statement of Financial Information (SOFI), prepared in accordance with the Financial Information Act and the Financial Information Regulation is attached.

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

BACKGROUND:

Every year, all local governments must prepare and submit a SOFI report to the Ministry of Municipal Affairs by June 30. This report includes a Schedule of Board and Employee Remuneration, as well as a Schedule of Payments for the Provision of Goods and Services in accordance with the Financial Information Act. These Schedules must be approved by the Financial Officer and the Board prior to the deadline.

POLICY:

The SOFI Report must be prepared as required by the Local Government Act and the Financial Information Act.

IMPLEMENTATION:

The Report and related attachments will be sent to the Ministry of Municipal Affairs upon Board Approval.

COMMUNICATIONS:

The SOFI documents will be available to the public via the CSR D website or at the front counter of the CSR D office.

DESIRED OUTCOMES:

The Board approve the attached SOFI document.

BOARD'S OPTIONS:

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

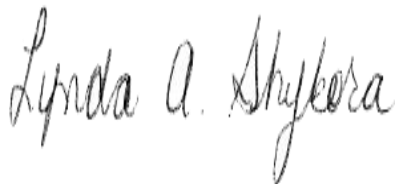
Report Approval Details

Document Title:	2018-06-21_Board_FIN_SOFI.docx
Attachments:	<ul style="list-style-type: none"> - 2017 SOFI - Schedule of Remuneration and Expenses.pdf - 2017 SOFI - Schedule of Payments for Provision of Goods and Services.pdf - 2017 SOFI - Statement of Financial Information Approval.pdf - 2017 SOFI - Management Report.pdf - 2017 SOFI - Schedule of Guarantee and Indeminty Agreements.pdf
Final Approval Date:	May 30, 2018

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



Jodi Pierce - May 25, 2018 - 9:26 AM



Lynda Shykora - May 30, 2018 - 3:42 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - May 30, 2018 - 3:44 PM

Columbia Shuswap Regional District**SCHEDULE OF REMUNERATION AND EXPENSES - 2017**

<u>NAME</u>	<u>POSITION</u>	<u>REMUNERATION</u> (Inclusive of Taxable Benefits)	<u>EXPENSES PAID TO AND ON BEHALF OF:</u>
1: ELECTED OFFICIALS			
CATHCART, Karen	Director, Area A	21,083	6,320
COOPER, Nancy	Director, City of Salmon Arm	1,561	37
DE VOS, Joy	Alternate Director, Area D	62	-
DEMENOK, Paul	Director, Area C	26,752	11,025
ELIASON, Chad	Director, City of Salmon Arm	13,410	594
FLYNN, Kevin	Director, City of Salmon Arm	13,045	439
KNAAK, Stephanie	Alternate Director, Electoral Area A	351	310
LAVERY, Tim	Alternate Director, City of Salmon Arm	980	116
MAKAYEV, Malcolm	Alternate Director, District of Sicamous	62	-
MARTIN, Rhona	Chair, Area E	53,043	11,240
MCKEE, Mark	Director, City of Revelstoke	14,477	1,618
MISSEGHERS, Robert	Alternate Director, Area F	430	171
MORGAN, Larry	Director, Area F	24,352	11,785
MOSS, Caleb	Director, Town of Golden	14,282	1,846
OSZUST, Ron	Alternate Director, Town of Golden	470	747
PARKER, Loni	Director, Area B	24,045	13,239
PAYMENT, Arnie	Alternate Director, Area C	196	20
RYSZ, Terry	Director, District of Sicamous	14,619	1,243
STUART, Doug	Alternate Director, Area B	457	395
TALBOT, Rene	Director, Area D	29,063	15,263
WALLACE-RICHMOND, Louise	Alternate Director, City of Salmon Arm	196	138
TOTAL - ELECTED OFFICIALS		\$ 252,935	\$ 76,546
2: EMPLOYEES EARNING MORE THAN \$75,000			
CHRISTIE, Gerald	Manager, Development Services	123,639	8,052
COUBROUGH, Sean	Assistant Regional Fire Chief	101,872	1,622
CYR, Robyn	Manager, Shuswap Tourism/Economic Development Officer	86,440	10,457
DODD, Dennis	Utilities Coordinator	77,674	2,240
HAMILTON, Charles	Chief Administrative Officer	226,121	7,746
KASSA, Hamish	Environmental Services Coordinator	96,405	7,074
KRAFT, Chelsea	Deputy Treasurer	100,403	1,964
LANGLOIS, Terry	Team Leader, Utilities	96,167	1,886
MOONEY, Darcy	Manager, Operations Management	135,428	4,740
NITCHIE, Ryan	Team Leader, Community Services	88,798	5,207
PAIEMENT, Corey	Team Leader, Development Services	99,693	1,076
PASSMORE, Dan	Senior Planner	75,793	451
PAYNE, Brad	Manager, IT/GIS Services	90,130	1,627
PIERCE, Jodi	Manager, Financial Services	128,762	5,880
SHYKORA, Lynda	Deputy Manager, Corporate Administration Services	92,017	3,041
TURNER, Phaedra	Administrative Services Coordinator	78,031	2,048
VAN NOSTRAND, Ben	Team Leader, Environmental Health Services	97,472	2,653
WALKER, Isaac	Waste Management Facilities Superintendent	77,851	7,289
TOTAL - SPECIFIED EMPLOYEES		\$ 1,872,697	\$ 75,054
CONSOLIDATED TOTAL of all Other Employees (i.e. earning less than \$75,000)		\$ 2,106,550	\$ 58,677
TOTAL - EMPLOYEES		\$ 3,979,246	\$ 133,731

Columbia Shuswap Regional District

3: RECONCILIATION OF REMUNERATION AND EXPENSES FOR THE YEAR 2017

Total Remuneration - Elected Officials	\$	252,935
Total Remuneration - Other Employees		3,979,246
SUBTOTAL:		4,232,182
 RECONCILING ITEMS		
Non taxable benefits, employer portion of statutory deductions and accruals		1,033,407
 TOTAL PER CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES - EXPENDITURES (Note 13)*	 \$	 5,265,589

*Note 13: Expenditures by Object - part of Salaries, Wages and Benefits / Travel

Columbia Shuswap Regional District**SCHEDULE OF PAYMENTS FOR THE PROVISION OF
GOODS AND SERVICES - 2017****SCHEDULE - A :****AMOUNTS EXCEEDING \$25,000**

1089472 BC LTD.	\$	43,475
478868 BC LTD. O/A MCDIARMID CONSTRUCTION		177,036
A&B CONTRACTING (620241 BC LTD.)		285,100
ASPHALT VALLEY PAVING SERVICES		43,464
ASSOCIATED FIRE AND SAFETY		100,491
ATEC SYSTEMS ASSOCIATES		47,208
BC HYDRO		361,662
BELL MEDIA RADIO GP		25,604
BERGERAC LAKE EQUIPMENT		36,472
BILL'S BOTTLE DEPOT LTD.		103,180
BLACK PRESS GROUP		44,509
BROOKE DOWNS VENNARD LLP	1,127,478	
BRUCE LANDSCAPING AND EXCAVATING		25,365
BWP CONSULTING INC		121,900
C JANZEN MANAGEMENT		27,763
C MUNK MANAGEMENT		142,141
CDL MECHANICAL SYSTEMS		27,295
CDW CANADA INC.		32,263
CEDARDALE ENTERPRISES LTD.		93,219
CHERKOWSKI MARSDEN LLP		53,108
CITY OF SALMON ARM		33,638
CITY OF SURREY		64,136
CITYVIEW (A DIVISION OF N HARRIS)		30,590
CLEANSITE MANAGEMENT	172,357	
COLYA J FIRE SERVICES		68,250
COMPLETE CLIMATE CONTROL INC.		53,694
CONTAINERWEST MANUFACTURING		54,492
CPMJ CONSULTING INC		54,758
CUPE LOCAL 1908		46,442
DESTINATION THINK! PROFESSIONAL		42,298
DICK, LUCKY		29,610
E. LEES & ASSOCIATES CONSULTING		38,107
ESRI CANADA LTD.		64,680
EVERGREEN BUILDING MAINTENANCE		28,119
EXECUTIVE FLIGHT CENTRE	273,646	
FIRESTORM ENTERPRISES LTD		70,674
FLYING W TRAIL RIDES LTD.		51,051
GENTECH ENGINEERING INC	241,251	
GUILLEVIN INTERNATIONAL CO		58,069
H.I.S. WILDFIRE FS INC.		63,037
HABITAT SYSTEMS INC.		25,118
HALTON RECYCLING LTD. DBA EMTERRA ENVIRONMENTAL		59,783
HENDERSON RECREATION EQUIPMENT LTD.	122,516	
HIGH IMPACT SIGNS & DESIGNS		41,203
HORIZON UNLIMITED CARPENTRY & CONSTRUCTION		43,976
INSURANCE CORPORATION OF BC		71,002
INTERCITY RECYCLE LTD.		86,822
INTERIOR UTILITY MANAGEMENT	394,907	
K-9 CONTROL SERVICES		37,450
KARDASH PLUMBING & HEATING LTD.		51,585
KERR WOOD LEIDAL ASSOCIATES LTD		37,015
KYLE DEARING CONSULTING		49,556
LARCH LANDSCAPE ARCHITECTURE		36,212
LB CHAPMAN CONSTRUCTION LTD.	300,621	
LEKO PRE-CAST LTD.		26,845
LIDSTONE & COMPANY		47,141
MEARL'S MACHINE WORKS LTD.		88,911
MILESTONE FABRICATION LTD.		26,630
MINISTER OF FINANCE		85,209
MITCHELL PRESS LIMITED		27,214
MORROW BIOSCIENCE LTD.	146,828	
MOUNCE CONSTRUCTION LTD.		107,710
MOUNTAIN SIDE EARTHWORKS LTD.	1,225,056	
MOUNTAIN VIEW ELECTRIC LTD.		37,696
MUNICIPAL INSURANCE ASSOC. OF B.C.		221,565
MURDY & MCALLISTER	2,207,268	
MURRAY HILLSON LOGGING LTD.		109,529
NEILSON-WELCH CONSULTING INC.		69,759

Columbia Shuswap Regional District**SCHEDULE OF PAYMENTS FOR THE PROVISION OF
GOODS AND SERVICES - 2017****SCHEDULE - A :****AMOUNTS EXCEEDING \$25,000**

NEWFOUND LANDSCAPING CORP	158,411
NUFLOORS	32,717
OPUS INTERNATIONAL CONSULTANTS (CANADA)	27,214
PACIFIC BLUE CROSS	241,948
PACIFIC MATTRESS RECYCLING INC.	38,588
PENSION CORPORATION	621,166
PHOENIX BENEFITS SOLUTIONS	38,094
PRESTIGE HARBOURFRONT RESORT	29,978
R. CRAIG HILLSON LTD.	381,442
R.B.W. FORESTRY & LANDSCAPE CO	107,791
RAMTECH ENVIRONMENTAL PRODUCTS	25,157
RCAP LEASING	39,831
REACH MARKETING CONSULTING	43,629
READING, GARY	138,066
RECEIVER GENERAL OF CANADA	1,363,180
RECYCLING SOLUTIONS	72,888
REGIONAL DISTRICT OF CENTRAL OKANAGAN	85,133
REVELSTOKE BOTTLE DEPOT	59,168
REVELSTOKE IRON GRIZZLY	72,870
RICOH CANADA INC	82,863
ROCKY MOUNTAIN PHOENIX	378,912
SALMON ARM CHEVROLET BUICK GMC LTD	49,082
SALMON ARM SECURITY	280,061
SCV CONTRACTORS	721,453
SHUSWAP BIRD OF PREY	60,139
SHUSWAP HUT & TRAIL ALLIANCE SOCIETY	39,363
SIVAN ENTERPRISES	90,372
SPOONER INDUSTRIAL LTD.	138,699
STARTEC REFRIGERATION SERVICES LTD	32,437
STEWART MCDANNOLD STUART	27,246
STORY & CO	74,918
STRAIN FRANK	366,081
SWING TIME DISTRIBUTORS	33,551
TELUS COMMUNICATIONS (BC) INC.	84,296
TELUS MOBILITY (BC)	33,118
TOMKO SPORTS SYSTEMS INC.	31,761
TOWN OF GOLDEN	26,043
TRUEFORM CONTRACTING	28,040
TURN-KEY CONTROLS	174,425
TWIN VALLEY CONTRACTING LTD.	67,520
US BANK	187,765
URBAN SYSTEMS LTD.	68,803
VELLA RADIOLINKS LTD.	53,201
WESTERN WATER ASSOCIATES LTD.	155,888
WESTREK GEOTECHNICAL SERVICES LTD	60,704
WORKERS' COMPENSATION BOARD OF B.C.	82,801
WOZAIR LEASING LTD.	94,289
XCG CONSULTING LIMITED	30,725
SUB-TOTAL:	\$ 17,374,584
ALL SUPPLIERS WITH AMOUNTS LESS THAN \$25,000	<u>2,729,912</u>
TOTAL PAYMENTS TO SUPPLIERS FOR THE PROVISION OF GOODS & SERVICES FOR 2017	<u>\$ 20,104,496</u>

Columbia Shuswap Regional District

SCHEDULE OF PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES - 2017

SCHEDULE - B :

GRANTS AND CONTRIBUTIONS

EXCEEDING \$25,000

CITY OF REVELSTOKE	\$	792,070	
CITY OF SALMON ARM		215,570	
COLUMBIA ELECTORAL AREA A TV REBROADCASTING		65,000	
COLUMBIA VALLEY SKATEBOARD ASSOCIATION		125,000	
COLUMBIA SHUSWAP INVASIVE SPECIES SOCIETY		70,000	
DISTRICT OF SICAMOUS		218,349	
FRASER BASIN COUNCIL		162,000	
GOLDEN & AREA COMMUNITY ECONOMIC DEVELOPMENT		260,000	
GOLDEN & DISTRICT HIST. SOC.		55,500	
GOLDEN COMMUNITY SOCIAL SERVICES CO-OP		30,000	
GOLDEN CYCLING CLUB		25,000	
MALAKWA COMMUNITY LEARNING CENTRE		50,000	
NORTH SHUSWAP FIRST RESPONDER SOCIETY		30,313	
OKANAGAN REGIONAL LIBRARY		1,143,192	
REVELSTOKE GOLF CLUB		80,000	
REVELSTOKE ROD & GUN CLUB		25,000	
SHUSWAP LIFEBOAT SOCIETY		25,000	
SHUSWAP HUT & TRAIL ALLIANCE SOCIETY		43,720	
SHUSWAP VOLUNTEER SEARCH & RESCUE		80,500	
SICAMOUS & DIST. REC. CENTRE		330,000	
SORRENTO DROP-IN SOCIETY		38,960	
SOUTH SHUSWAP CANADA DAY SOCIETY		32,000	
SOUTH SHUSWAP CHAMBER OF COMMERCE		28,394	
SOUTH SHUSWAP FIRST RESPONDERS ASSOCIATION		60,000	
STERILE INSECT RELEASE PROGRAM		66,692	
TOWN OF GOLDEN		519,479	
<i>SUB-TOTAL:</i>			\$ 4,571,739
<i>CONSOLIDATED TOTAL OF GRANTS & CONTRIBUTIONS LESS THAN \$25,000</i>			<u>356,394</u>
TOTAL GRANTS & CONTRIBUTIONS PAID IN 2017			<u><u>\$ 4,928,133</u></u>

Prepared under the Financial Information Regulations, Schedule 1, section 7 and the
Financial Information Act, section 2.

Columbia Shuswap Regional District

RECONCILIATION OF THE SCHEDULES FOR THE PROVISION OF GOODS & SERVICES FOR THE YEAR 2017

Schedules A & B

Total of aggregate payments exceeding \$25,000 paid to suppliers	\$ 17,374,584
Consolidated total of payments of \$25,000 or less paid to suppliers	2,729,912
Consolidated total of grants and contributions exceeding \$25,000	4,571,739
Consolidated total of grants and contributions less than \$25,000	356,394
TOTAL:	\$ 25,032,629

RECONCILIATION NOTE: The operational statement presented in accordance with Financial Information Regulation, Schedule 1, section 3 (1)(a) has been prepared in accordance with generally accepted accounting principles for British Columbia local governments, and expenditures have been accounted for in the period the goods and services are acquired and liability received. The schedule of payments for the Provision of Goods and Services indicates payments made in the year 2017 and therefore cannot be reconciled with the statement required in section 3.

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the *Financial Information Act*, section 2.

Columbia Shuswap Regional District

Statement of Financial Information Approval

The undersigned represents the Board of Directors of the Columbia Shuswap Regional District and approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Rhona Martin
Chair, Columbia Shuswap Regional District
Date:

- Prepared under the Financial Information Regulation, Schedule 1, subsection 9(2)
-

Columbia Shuswap Regional District

Management Report

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles for British Columbia Regional Districts, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The Board of Directors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control, including reviewing and approving the financial statements.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the regional district's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of the Columbia Shuswap Regional District,

Jodi Pierce
Manager, Financial Services
Date:

- Prepared under the Financial Information Regulation, Schedule 1, subsection 9(3)
-

Columbia Shuswap Regional District

Schedule of Guarantee and Indemnity Agreements

The Columbia Shuswap Regional District has **not** given any guarantees or indemnities under the Guarantees and Indemnities regulation.

- Prepared under the Financial Information Regulation, Schedule 1, subsection 5(4)
-

Statement of Severance Agreements

There were no severance agreements made between the Columbia Shuswap Regional District and its non-unionized employees during fiscal year 2017.

- Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)
-

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Jodi Pierce, CPA, CGA
Manager, Financial Services
Date:

- Prepared under the Financial Information Regulation, Schedule 1, subsection 9
-



BOARD REPORT

TO: Chair and Directors

File No: 1075 01

SUBJECT: Asset Management Data Migration Project Sole Source

DESCRIPTION: Report from Darcy Mooney, Manager, Operations Management, dated June 11, 2018. Board authorization to retain WSP|Opus International Consultants to conduct an Asset Management Data Migration Project.

RECOMMENDATION #1: THAT: the Board empower the authorized signatories to enter into an agreement with WSP|Opus International Consultants to conduct an Asset Inventory Migration project for a total cost not to exceed \$50,000 plus applicable taxes.

SHORT SUMMARY:

At the May 2018 regular Board meeting, the Board approved a grant application be submitted to the Federation of Canadian Municipalities (FCM) Municipal Asset Management Grant program for \$50,000 for data migration of existing CSR D asset management information. The Board also approved utilizing the services of WSP|Opus International Consultants conditional on grant approval.

The CSR D recently received communications from FCM indicating that they are unable to provide additional funding to the CSR D as it has already received project funding under the current intake.

As this is an important next step in the advancement of the CSR D's asset management program and there are funds available in the budget to complete this task, staff is requesting the Board support the sole source of WSP|Opus International Consultants to assist in the data migration process. This data migration project will provide much needed support to migrate existing asset inventory records into the new data design structure and will provide training to staff to complete the remainder of the process.

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

BACKGROUND:

The project will be a follow-up to the previously completed data design work. The previous project specified the asset attribute information and format to be stored in the asset management database in a way that allows for useful analysis and reporting to support decision makers. Some preliminary auditing to existing asset inventory was completed to the new structure but the full asset inventory has yet to be migrated into the new structure.

An asset management system integrates the process of inventory, valuation, use, strategic reviews, reporting and auditing of fixed assets. For strategic, operational and financial reasons, asset management is becoming an increasingly important area of decision making.

WSP|Opus International Consultants are recognized leaders in Asset Management provincially, nationally and internationally. The team at WSP|Opus International Consultants have been the sole provider of asset management consulting services to the CSR D since 2015.

POLICY:

A Board resolution supporting sole source use of WSP|Opus International Consultants is required in accordance with Policy F-32 "Procurement of Goods & Services", Board authorization must be obtained for any sole sourced contract award over \$10,000.

FINANCIAL:

This project can be accommodated within the existing approved budget allocation from the 10% All Area allocation of the Community Works Funds.

KEY ISSUES/CONCEPTS:

Asset management systems should be integrated into local government processes in order to make informed decisions that will ensure the sustainable delivery of services, both today and into the future.

DESIRED OUTCOMES:

The Board endorse the recommendation to utilize the services of WSP|Opus International Consultants to provide asset management data migration services.

BOARD'S OPTIONS:

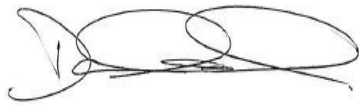
1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

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

Report Approval Details

Document Title:	2018-06-11_Asset_Management_Sole_Source.docx
Attachments:	
Final Approval Date:	Jun 11, 2018

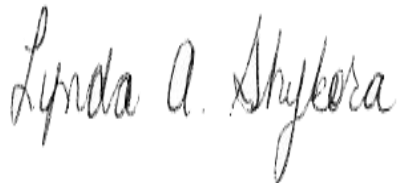
This report and all of its attachments were approved and signed as outlined below:



Darcy Mooney - Jun 11, 2018 - 11:56 AM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jun 11, 2018 - 1:05 PM



Lynda Shykora - Jun 11, 2018 - 3:45 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 11, 2018 - 3:47 PM



BOARD REPORT

TO: Chair and Directors

File No: 5360 01

SUBJECT: Carbon Neutral Local Government

DESCRIPTION: Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated June 4, 2018. Corporate carbon neutrality update.

RECOMMENDATION #1: For Information Only

SHORT SUMMARY:

As a signatory to the British Columbia Climate Action Charter, the CSR D committed to becoming carbon neutral by 2012, measuring and reporting on GHG emissions and creating complete, compact, more energy efficient rural and urban communities. The purpose of this Board Report is to provide the Chair and Directors an overview of the CSR D's actions related to meeting these commitments.

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

BACKGROUND:

The British Columbia Climate Action Charter was introduced in 2007 and to date, 174 local governments are signed to the Charter, committing to taking responsibility for the carbon pollution or greenhouse gas (GHG) emissions generated through local government operations. The two key elements of the Charter are:

- reporting on emissions; and
- taking actions to reduce or become carbon neutral.

Reporting

The Province of BC introduced the Climate Action Revenue Incentive Program (CARIP) grant to support local governments who are signatories to the Charter. In order to be eligible to receive the CARIP grant local governments are required to submit a Carbon Tax Calculation Form and a CARIP Climate Action/Carbon Neutral Progress Survey by June 1 in each year. This information must also be reported to the public.

Using the provincial government's SmartTool software, (a software tool developed by the province to assist local government in inventorying and quantifying carbon emissions), CSR D staff has calculated the 2017 overall emissions for CSR D operations at 543 tCO_{2e} (measured as tonnes of carbon dioxide equivalent (tCO_{2e})). This information, along with programs and activities related to reducing carbon emissions, are used to complete the Progress Survey report which is appended to this report and posted to the CSR D's webpage.

Based on CARIP reporting guidelines, local governments must state their climate action recognition level that best applies, based on the following criteria:

- Level 1 – Demonstrating Progress on Charter Commitments
- Level 2 – Measuring GHG Emissions
- Level 3 – Accelerating Progress on Charter Commitments

Level 4 - Achievement of Carbon Neutrality

Since the inception of the CARIP reporting program, the CSRD has achieved Level 4 status and has been recognized by the provincial government for its leadership demonstrated in maintaining Level 4 status.

Carbon Neutral

In order to maintain the Level 4 status of being a carbon neutral local government, the CSRD has implemented strategies to offset its corporate emissions, including; quantifying GHG reductions from a methane reducing bio filter constructed at the closed Skimikin Landfill site and a bio methane gas (biogas) plant constructed at the Salmon Arm Landfill.

The Salmon Arm Landfill biogas plant was constructed in 2010 in conjunction with the closure of Phase 1 of the landfill. The biogas plant collects methane generated in the landfill and converts it at a 1:1 ratio to carbon dioxide. As methane is a 23 times more potent of a greenhouse gas than carbon dioxide, for each tonne of methane converted to carbon dioxide, 23 equivalent tonnes of carbon dioxide are removed from the environment, generating 23 carbon credits. The CSRD collects and sells these carbon credits generated from the destruction of methane, either through flaring at the landfill or through the sale of gas to Fortis BC (flaring in furnaces). In 2017 the CSRD negotiated an agreement with the BC Climate Action Secretariat to retain carbon credits created by the Salmon Arm Landfill biogas plant to offset its corporate emissions.

The following table provides an overview of the cost benefits of the gas plant to date:

Contract Vintage	tCO2e	Contract value \$/tCO2e	Revenue for sale of tCO2e	Revenue from Fortis BC for sale of Gas (approx.)	Gross	Verification Costs (Approx.)	Maintenance and Upkeep Costs (Approx.)	Net
2011	6,907	\$ 15.00	\$ 103,605.00	\$ -	\$ 103,605.00	\$15,000	\$10,000	\$ 78,605.00
2012	8,226	\$ 15.00	\$ 123,390.00	\$ -	\$ 123,390.00	\$15,000	\$10,000	\$ 98,390.00
2013	7,446	\$ 15.00	\$ 111,690.00	\$ 4,391.63	\$ 116,081.63	\$15,000	\$10,000	\$ 91,081.63
2014	7,206	\$ 15.00	\$ 108,090.00	\$ 7,876.68	\$ 115,966.68	\$15,000	\$10,000	\$ 90,966.68
2015	6,643	\$ 13.00	\$ 86,359.00	\$ 14,867.85	\$ 101,226.85	\$15,000	\$10,000	\$ 76,226.85
2016	7,627	\$ 13.00	\$ 99,151.00	\$ 17,554.21	\$ 116,705.21	\$15,000	\$10,000	\$ 91,705.21
2017	7,291	\$ 13.00	\$ 94,783.00	\$ 20,914.20	\$ 115,697.20	\$15,000	\$10,000	\$ 90,697.20
	51,346		\$ 727,068.00	\$ 65,604.57	\$ 792,672.57	\$105,000	\$70,000	\$ 617,672.57

According to project estimates, the cost to install the gas collection system (over and above regulated landfill closure costs), at the time of closing Phase 1 of the Salmon Arm Landfill in 2010, was estimated at approximately \$500,000. To date, the return on the investment has covered the capital construction costs and revenues are now being used for a variety of solid waste management planning initiatives.

POLICY:

Under the BC Ministry of Environment's Landfill Gas Regulation, the CSRD is required to conduct landfill gas generation assessment reporting every five years. Landfill gas management facilities (gas collection and treatment) are mandated to be installed no later than four years after the date the landfill is estimated to generate over 1,000 tonnes of methane gas. The CSRD's most recent landfill gas generation assessment report, prepared in 2017, showed that Salmon Arm Landfill produced 738 tonnes of methane in 2016.

Once the Salmon Arm Landfill becomes regulated to install gas collection treatment works, generation of carbon credits will not be available as a stipulation to generating carbon credits is that projects are done so voluntarily outside of any mandated regulation.

The ability to collect carbon credits ends when the landfill becomes regulated to install treatment works. It is important to note that current projections indicate that the Salmon Arm Landfill will become regulated in 2040. However, CSRD studies indicate that programs developed to reduce the incoming organic waste stream into the landfill (materials that generate methane when buried) such as food waste diversion and landfill bans could increase the period of voluntary GHG reduction by more than 20 years (regulated in 2060).

FINANCIAL:

The cost for the CSRD to achieve Level 4 – Carbon Neutral status in 2017 is the cost associated with offsetting the 2017 corporate GHG emissions calculated at 543 tCO_{2e}. Under the existing agreement with the BC Climate Action Secretariat, the CSRD receives \$13/ tCO_{2e} which is equivalent to \$7,059. All functions within the CSRD that create GHG's pay a proportionate amount of the annual total.

Assuming existing rates are projected to the estimated regulation date of the Salmon Arm Landfill at 2040, the CSRD would receive a total of \$1,380,000 in net revenue (between 2010 and 2040). Food waste diversion programs could increase the regulation date to 2060 and could generate an additional \$1,800,000 in net revenues (between 2041 and 2060).

KEY ISSUES/CONCEPTS:

The CSRD has achieved Level 4 – Carbon Neutral status in 2017 and continues to demonstrate leadership when it comes to local government carbon neutrality.

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

Report Approval Details

Document Title:	June_Carbon Neutrality.docx
Attachments:	- 2017_CARIP_Survey_Template.pdf
Final Approval Date:	Jun 12, 2018

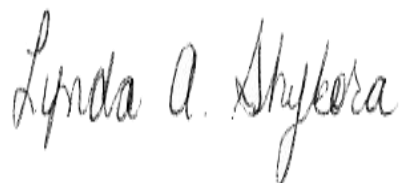
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Darcy Mooney was completed by assistant Phaedra Turner

Darcy Mooney - Jun 8, 2018 - 1:27 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jun 8, 2018 - 4:04 PM



Lynda Shykora - Jun 11, 2018 - 9:06 AM

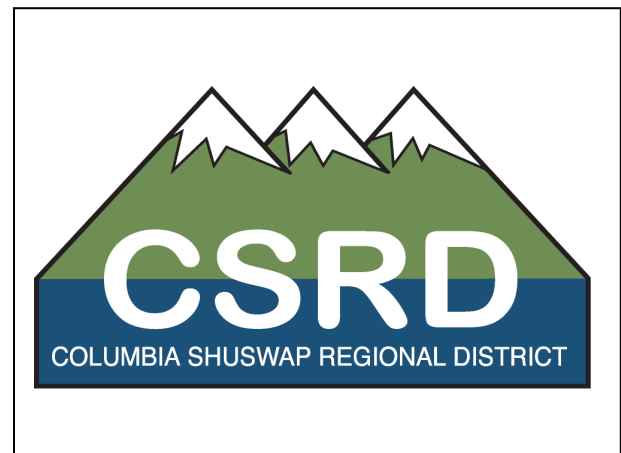
No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 12, 2018 - 10:39 AM

Climate Action Revenue Incentive Program (CARIP) Public Report for 2017

Columbia Shuswap Regional District

Ben Van Nostrand, Team Leader
Environmental Health Services
bvannostrand@csrd.bc.ca
250.833.5940
May 22, 2018



The Columbia Shuswap Regional District has completed the 2017 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2017 and proposed for 2018 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2017 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, and centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2017	
	No new Regional Growth Strategy, Official Community Plans, or Zoning Bylaws were adopted by the CSRD in 2017.
	CSRD continues to contribute to Shuswap Trails Roundtable – a regional leadership body working to advance active transportation in the Shuswap area.
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
	Continued work to ensure the CSRD is carbon neutral.
Corporate Actions Proposed for 2018	
	Continued work to ensure the CSRD is carbon neutral.

Broad Planning		
What is (are) your current GHG reduction target(s)?	To be carbon neutral.	
Has your local government used the Community Energy and Emissions Inventory (CEEI) to measure progress?		Yes
What plans, policies or guidelines govern the implementation of climate mitigation in your community?		
<ul style="list-style-type: none"> Official Community Plan (OCP) 		Yes
Does your local government have a corporate GHG reduction plan?		Yes
Does your local government have a climate reserve fund or something similar?		Yes

2017 BUILDINGS AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
	Continuous plans to upgrade buildings for energy efficiency
Corporate Actions Proposed for 2018	
	Energy efficient lighting replacement where needed.

2017 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2017	
	Not applicable.
Community-Wide Actions Proposed for 2018	
	Not applicable.
Corporate Actions Taken in 2017	
	Not applicable
Corporate Actions Proposed for 2018	
	Not applicable.

Energy Generation		
Is your local government developing, or constructing:		
• A district energy system		No
• A renewable energy system		No
Is your local government operating:		
• A district energy system		No
• A renewable energy system		No
Is your local government connected to a district energy system that is operated by another energy provider?		No
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ?		Yes

2017 GREENSPACE/ NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2017	
	Purchase agreement approved for the Mara Lake/Sicamous rail corridor
	Ongoing Shuswap Regional Trails Roundtable meetings promoting greenway corridors
Community-Wide Actions Proposed for 2018	
	Mara Lake CP Rail trail system development

Corporate Actions Taken in 2017	
	No specific actions taken.
Corporate Actions Proposed for 2018	
	No specific plans for 2018.
Greenspace	
Does your local government have urban forest policies, plans or programs?	No

2017 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Community-Wide Actions Taken in 2017	
	The CSRD continued to advance programs related to commercial food waste composting.
Community-Wide Actions Proposed for 2018	
	Working towards implementation of a commercial food waste ban.
	Developing a composting facility in Revelstoke.
Corporate Actions Taken in 2017	
	Food waste collection program implemented at the main CSRD office building.
Corporate Actions Proposed for 2018	

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Does your local government have organics reduction/diversion policies, plans or programs?	Yes

2017 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2017	
	Continued planning on parallel trail construction programs.
Community-Wide Actions Proposed for 2018	
	Improved biking and trail systems
Corporate Actions Taken in 2017	

Corporate Actions Proposed for 2018	
Transportation	
Does your local government have policies, plans or programs to support:	
• Walking	Yes
• Cycling	Yes
• Transit Use	No
• Electric Vehicle Use	No
• Other	Yes
Electoral Area C Parks Plan is recommending an active transportation plan for Area C.	
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?	Yes

2017 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Taken in 2017	
Upgrades to community water systems	
Community-Wide Actions Proposed for 2018	
Sunnybrae water system to be commissioned for service in 2018.	
Corporate Actions Taken in 2017	
Area C sewer upgrade planning work	
Corporate Actions Proposed for 2018	
Continued work related to a community sewer system for Electoral Area C.	
Water Conservation	
Does your local government have water conservation policies, plans or programs?	Yes

2017 CLIMATE CHANGE ADAPTATION ACTIONS

Climate Change Adaptation Actions

For local governments, adaptation to a changing climate can take the form of changes in policy, management, technology and behaviour that minimize negative impacts or exploit opportunities. It can

involve both “hard” and “soft” solutions, including: changes in infrastructure engineering, planning, zoning, bylaws, and public education.

Climate Change Adaptation Actions Taken in 2017	
<input type="checkbox"/>	Ongoing risk assessment work.
<input type="checkbox"/>	
Climate Change Adaptation Actions Proposed for 2018	
<input type="checkbox"/>	Nothing specific to report.
<input type="checkbox"/>	
Resources you have used to support climate change adaptation (e.g. Plan2Adapt, Preparing for Climate Change: Implementation Guide)	
<input type="checkbox"/>	Provincial government supplied education and resource materials
<input type="checkbox"/>	
In 2017 did you consider climate change impacts in any of the following areas? (check if yes)	
Risk reduction strategies Risk and Vulnerability assessment Asset management Infrastructure upgrades (e.g. stormwater system upgrades) Cross-department working groups Emergency response planning Land-use policy changes (eg. OCP, DPA) Economic diversification initiatives Ecosystem-based approaches (incl. shorelines) Incentives (e.g. property owner reducing stormwater run-off) Public education and awareness Research (e.g.mapping, participation in studies) Other (Please Identify):	<input type="checkbox"/> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes

2017 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Community-Wide Actions Taken in 2017	
<input type="checkbox"/>	Not applicable.
<input type="checkbox"/>	
Community-Wide Actions Proposed for 2018	
<input type="checkbox"/>	Not applicable.
<input type="checkbox"/>	

Corporate Actions Taken in 2017	
	Not applicable.
Corporate Actions Proposed for 2018	
	Not applicable.

Other	
Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	No
Have you used CLIC?	No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide GHG reduction or climate change adaptation activity that your local government has undertaken and that has had or has the potential to have a significant impact. Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Community-Wide Innovative Action
The CSRD continues to work towards planning and operational initiatives that incorporate carbon neutral/carbon reduction principles.
Corporate Innovative Action
Continuous improvements to corporate building and corporate capital goods.

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

Programs and Funding
Partnerships with the Columbia Basin Trust for funding food waste diversion programs in Revelstoke.

2017 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially *Becoming Carbon Neutral: A Guide for Local Governments in British Columbia*.

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2017?	Yes
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	494.59
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	48.51
TOTAL A: CORPORATE GHG EMISSIONS FOR 2017	543 tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

- undertake GCC-supported Option 1 Projects
- undertake GCC-supported Option 2 Projects (community GHG emissions reduction projects that meet project eligibility requirements)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	Not applicable
Solar Thermal	Not applicable
Household Organic Waste Composting	Not applicable

Low Emission Vehicles	Not applicable
Avoided Forest Conversion	Not applicable
TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2017	0 tCO2e

If applicable, please report the names and 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
Landfill Gas Collection, Transmission, and/or Flaring System for the Salmon Arm Landfill	543
TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2017	543 tCO2e

If applicable, please report the number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2017 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER NAME	OFFSETS
Not applicable	
TOTAL D: OFFSETS PURCHASED FOR 2017	0 tCO2e

TOTAL REDUCTIONS AND OFFSETS FOR 2017 (Total B+C+D) = 543 tCO2e

Corporate GHG Emissions Balance for 2017

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2017 = (A – (B+C+D)) = 0 tCO2e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.
CONGRATULATIONS!**

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

This year a new recognition level has been added – **Level 3: Accelerating Progress on Charter Commitments**–. Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 – Measuring GHG Emissions: for local governments that achieve level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI)

Level 3 – Accelerating Progress on Charter Commitments: for those local governments who have achieved level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (i.e.: through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: for local governments who achieve carbon neutrality in the reporting year.

For purposes of Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:

Based on your local government's 2017 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	
<input type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input checked="" type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	Yes
<input type="checkbox"/>	Not Sure	



BOARD REPORT

TO: Chair and Directors **File No:** A-71 & 0430 20 53

SUBJECT: Proposed Cannabis Related Business Policy (A-71)

DESCRIPTION: Report from Jan Thingsted, Planner, dated June 18, 2018.

RECOMMENDATION #1: THAT: the Board adopt Cannabis Related Business Policy (A-71).

RECOMMENDATION #2: THAT: the Board direct staff to prepare amendments to Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications.

SHORT SUMMARY:

Bill C-45, the Cannabis Act is expected to come into force as early as August 2018. This federal legislation will legalize the cultivation, processing, and retail sale of recreational cannabis across the country, subject to provincial legislation and local government regulations.

On April 19th, 2018 the CSR D Board directed staff to develop a policy which will address cannabis production and retail sale in all six CSR D electoral areas.

- see attached Board Report:
 "2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.pdf"

As a follow-up at the June 7th, 2018 Electoral Area Director's (EAD) Committee meeting, staff presented a draft policy along with public input gathered through an on-line comment form.

- see attached EAD Report: "2018-06-07_EAD_Report_DS_Cannabis_Policy.pdf"
 - see attached "2018-06-21_Board_Cannabis_Comment_Results.pdf."

The EAD Committee voted in favour to direct staff to bring forward a report and final version of the Policy to be considered for adoption at the June 21st, 2018 regular Board meeting

- see attached Cannabis Related Business Policy (A-71): "2018-06-21_A-71_Cannabis_Policy_A-71"

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

While the Federal and Provincial governments are responsible for many aspects of the legalization framework, local government will still play a key role in the area of land use planning for cannabis retail stores and production facilities.

The Province of British Columbia will regulate the retail and wholesale framework and has determined that cannabis retail stores will be licensed through the Liquor Control and Licensing Branch (LCLB). Local governments have been given the option to provide comments and recommendations on all licence applications but must first gather the views of residents before responding to the LCLB with a formal recommendation of support or non-support.

The Government of Canada licenses all cannabis production facilities (cultivation and processing) and is currently reviewing their licensing process to determine how local governments and other agencies will be engaged.

At the April 19th, 2018 Board meeting, staff presented both regulatory and non-regulatory options to address cannabis legalization in the CSRD Electoral areas. The Board chose the non-regulatory approach and directed staff to develop a standalone cannabis policy.

A draft policy was presented to the EAD Committee on June 7th, 2018 at which time the Committee recommended that a final version of the Policy to be considered for adoption at the June 21st, 2018 regular Board meeting. A legal counsel review of the Policy was conducted to ensure consistency with any applicable legislation.

It should be noted that at the time of writing this report, both the Provincial and Federal government have yet to reveal all the details regarding how local governments will be engaged during the licence application process. Future amendments may be required to the policy once more details are revealed.

POLICY:

A summary of CSRD land use regulation and how they pertain to cannabis legalization was provided in the April 19th, 2018 Board Report. While some Electoral Areas have cannabis specific land use regulations in place, other areas have no land use regulation or no regulations at all. The intent of this policy is to "fill the gaps" and provide clear location guidelines for areas with or without land use regulations.

FINANCIAL:

Staff are recommending that Development Services Application Fees Bylaw No. 4000 be amended to include fees for cannabis related business referrals. The intent of this amendment is to ensure that any costs incurred by the CSRD when processing cannabis related business referrals will be recovered. The fees charged for processing cannabis related referrals will align with the existing fee structure in Bylaw No. 4000. More details on this proposed amendment will be covered in a subsequent Board report.

KEY ISSUES/CONCEPTS:

The proposed Cannabis Related Business Policy includes:

- Policy statements to deter cannabis related businesses from operating in residential areas and on ALR land.
- Locational guidelines for cannabis production facilities, and cannabis retail sales. The guidelines establish:

- 300 metre minimum distances between cannabis related business, and sensitive locations such as schools, parks, playgrounds, day cares, and health care facilities, etc.
- minimum setbacks to separate cannabis production facility buildings and structures from parcel boundaries (90 m setback to front lot line, 60 m setback to exterior lot line, 30 m setback to other lot lines).
- The process and procedures for receiving and reviewing referrals and applications for cannabis production facilities, and cannabis retail sales. For example, the policy specifies:
 - information that needs to be included in a referral package submitted to the CSRD.
 - the method for gathering public feedback (e.g., conducting a survey or public meeting).

What the policy does not address:

- cannabis production for personal medical purposes (Federally regulated)
- age limits (Provincially regulated)
- distribution and wholesale (Provincially regulated)
- retail/wholesale framework (Provincially regulated)
- additional rules regarding personal cultivation of cannabis (the Federal Government is proposing four plants maximum per residence)
- additional rules regarding public consumption of cannabis (the Province will prohibit cannabis smoking and vaping in regional parks, public places, and any outdoor area established by a local government for purposes of community recreation)
- capping the number of cannabis related business in a particular neighbourhood, community or Electoral Area (will be controlled by market demand)

- see attached Cannabis Related Business Policy (A-71): "2018-06-21_A-71_Cannabis_Policy_A-71"

IMPLEMENTATION:

Should Cannabis Related Business Policy (A-71) be adopted, the Policy will be made available on the CSRD website. When staff are made aware of any proposal or inquiry for a cannabis related business in the CSRD, a copy of the Policy will be provided to the proponent. Development Services staff will review all cannabis related business application referrals for consistency with the Policy guidelines and compliance with relevant land use regulations. CSRD comments will be provided to the proponent and applicable government agency in respect of such guidelines and regulations.

COMMUNICATIONS:

Public input regarding a proposed cannabis policy was gathered from May 3, 2018 to June 5th, 2018 via an on-line comment form available on the CSRD's website. Paper copies were also available at the front counter and by mail upon request. Public notification of the comment form was advertised in local newspapers and through social media.

In summary, 15 comment forms were submitted from the following Electoral Areas:

- Electoral Area B – 1 response
- Electoral Area C – 5 responses
- Electoral Area D – 4 responses
- Electoral Area F – 5 responses

There was no opposition to a cannabis policy mentioned in any of the comments. Several individuals stated that cannabis should be treated no differently than alcohol while others raised the issue of odour and needing to locate cannabis operations away from daycares, places where children congregate, and other public spaces. Several respondents felt that cannabis legalization would create new tourism opportunities.

- see comments: "2018-06-21_Board_Cannabis_Comment_Results.pdf."

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2018-06-21_Board_DS_Cannabis_Policy_A-71_0430_20_53.docx
Attachments:	<ul style="list-style-type: none"> - 2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.pdf - 2018-06-07_EAD_Report_DS_Cannabis_Policy.pdf - 2018-06-21_Board_Cannabis_Comment_Results.pdf - 2018-06-21_A-71_Cannabis_Policy_A-71.pdf
Final Approval Date:	Jun 19, 2018

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

Corey Paiement - Jun 19, 2018 - 12:39 PM

Gerald Christie - Jun 19, 2018 - 12:48 PM

Lynda Shykora - Jun 19, 2018 - 2:36 PM

Charles Hamilton - Jun 19, 2018 - 3:42 PM



BOARD REPORT

TO: Chair and Directors

File No: 0430 20 53

SUBJECT: Electoral Areas: Cannabis Legalization Framework for the CSR D

DESCRIPTION: Report from Jan Thingsted, Planner, April 6, 2018.
Regulatory and Non-Regulatory Options to address Cannabis
Legalization in CSR D Electoral Areas

RECOMMENDATION #1: THAT: the Board direct staff to proceed with preparing a Cannabis Policy for consideration at a future Board meeting.

RECOMMENDATION #2: THAT: the Board direct staff to develop a public consultation plan which corresponds with the Board's chosen approach on a Cannabis Legalization Framework for the CSR D.

SHORT SUMMARY:

Bill C-45, the *Cannabis Act* is expected to come into force as early as August 2018. This federal legislation will legalize the cultivation, processing, and retail sale of recreational cannabis across the country, subject to provincial legislation and local government regulations.

The focus of this report is to present background information and options on how the CSR D can prepare itself to address this impending legislative change and the potential issues associated with cannabis legalization.

A powerpoint presentation on cannabis production and retail sale was given by staff to the Electoral Area Directors' Committee (EAD) on February 27th, 2018. The presentation generated much discussion and provided some clarity to staff regarding the Committee's preferred approach to addressing cannabis legalization in the CSR D Electoral Areas. The powerpoint presentation, and summary of discussion that followed, is found in two documents attached to this report:

- "2018-02-27_EAD_cannabis_legalization_presentation_0430_20_53.pdf"
- "2018-02-27_EAD_meeting_minutes"

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

BACKGROUND:

In February this year, the Federal Minister of Justice announced that the government is unlikely to meet their July 2018 target for legalizing recreational cannabis. While they did not provide a firm date for Royal Assent of Bill C-65, the Minister indicated that if the Senate approved the Bill in June and the Bill proceeded expeditiously, retail sale could commence in August or September 2018. This gives local government and the Province another month or so to consider and prepare companion regulations within our relevant jurisdictions (*see table below for an overview of authority/responsibility*).

ACTIVITY	AUTHORITY RESPONSIBLE		
	FEDERAL	PROVINCIAL	MUNICIPAL
Possession limits **	●		
Trafficking	●		
Advertisement and packaging **	●		
Impaired driving	●	●	
Medical cannabis	●		
Seed-to-sale tracking system	●		
Production (cultivation and processing)	●		
Age limit (federal minimum) **	●	●	
Public health	●	●	
Education	●	●	●
Taxation	●		●
Home cultivation (growing plants at home) **	●		
Workplace safety		●	
Distribution and wholesaling		●	
Retail model		●	
Retail location and rules		●	●
Regulatory compliance	●	●	●
Public consumption		●	●
Land use/zoning		●	●

** Provinces will have the ability to strengthen legislation for these areas under federal jurisdiction.¹

Source: City of Surrey Cannabis Legalization: *An Evolving Framework for BC Municipalities*

Cannabis Production:

Cannabis production includes both cultivation, and any form of subsequent processing and packaging. While the Federal government will be the lead authority regarding most aspects of cannabis production (*see table above and attached powerpoint presentation*), they will not be responsible for regulating any related land use issues. This creates a potential regulatory gap in which local governments can consider developing policy and/or land use regulations to address issues such as production facility locations, and distances from schools etc.

Unfortunately, it remains unclear at this time what the Federal referral process will look like for cannabis production facilities and if the Federal government will require the support of local government before issuing a licence.

It is also unclear if the Agricultural Land Commission (ALC) will treat the production of non-medical cannabis any differently from medical cannabis. Currently, the ALC considers medical marijuana production as a "farm use", as defined in the *Right to Farm Act*, and therefore permits it in the Agricultural Land Reserve.

Cannabis Retail:

In February, the Province released the *B.C. Cannabis Private Retail Licensing Guide* which provides details on the proposed retail framework. Those over 19 years of age will be able to purchase non-medical cannabis through privately run retail stores or government-operated stores and government online sales. BC's Liquor Distribution Branch (BCLDB) will operate a standalone network of retail stores and the Liquor Control and Licensing Branch (LCLB) will be tasked with licensing private stores and monitoring the retail sector.

The regulations governing public and private retail stores are proposed to be similar to those currently in place for liquor stores. The proposed approaches are as follow:

- **In urban areas**, licensed retailers will only be allowed to sell cannabis and cannabis accessories and will be prohibited from selling other products, such as liquor, food, clothing or gas.
- **In rural areas**, the Province proposes to establish exceptions for recreational cannabis retail, similar to those of liquor sales where a private *rural agency store* can sell a variety of goods and services. The criteria for these rural stores is unconfirmed as of the date of this report.

This spring, the Province will launch an early registration process for individuals/businesses wishing to apply for a cannabis retail licence. Although BC will not cap the number of retail licences, these will not be issued without the support of local governments. According to the Guide, a local government can opt to have no retail sales within their jurisdictions, or create regulations based on the needs of their communities.

Finally, the Province is tasking local governments with undertaking neighbourhood consultation; asking residents in the vicinity of the proposed retail location to comment on how the store would impact the community. The local government must then consider this public input when deciding whether or not to support the application and must notify the LCLB of their decision by way of a Board resolution. Although it has yet to be announced, it is expected that policy regarding local government consultation will be similar to what is currently in place for liquor primary licences. It is also unclear what will happen if a local government decides to provide no response to a cannabis retail store application. In the case of liquor applications, the CSRD has a policy (A-42) which states that the Board will not provide comment on liquor licence referrals concerning an amendment to an existing licence or a new licence. The policy only requests that the CSRD be notified of such applications. With notification, staff review land use regulations and determine if the proposed use is permitted.

The full summary of the retail framework, including frequently asked questions can be found at: [B.C. Cannabis Private Retail Licensing Guide](#)

Approach Taken by Other Jurisdictions:

Throughout the Province, regional districts and municipalities are taking a wide range of approaches in dealing with cannabis legalization. Thompson Nicola Regional District (TNRD), for example, is considering zoning bylaw amendments to "foreclose recreational cannabis sales for the present." This means that retail sales of recreational cannabis will not be permitted in TNRD Electoral Areas. City of Salmon Arm staff, however, are recommending a "moderately regulated approach" which would involve adopting a locational preference policy for cannabis retail. The locational preference policy would specify locational guidelines including minimum distance requirements between cannabis retail stores and schools, parks or residential areas. The District of Sicamous is considering amendments to their

zoning bylaw which would require a rezoning application to be submitted for any cannabis retail store proposal.

POLICY:

The following table lists the CSRD's 10 zoning bylaws and identifies the extent of their coverage and whether or not they contain cannabis specific regulations.

Electoral Area	Bylaw No	Electoral Area coverage	Cannabis specific regulations
Area A	BL 168	partial	no
Area B	BL 851	full	yes
Area C	BL 701 & 3000	partial	no
Area D	<ul style="list-style-type: none"> • BL 751 • BL 2500 	full full	yes no
Area E	BL 2000	partial	no
Area F	BL 825, 650 & 800	partial	no

As shown by the table, the CSRD currently has two zoning bylaws that have cannabis specific regulations:

- *Ranchero /Deep Creek Zoning Bylaw No. 751 (proposed to be adopted April 2018)*
 - home occupation regulations expressly prohibit cannabis related business activities (production and retail sale)
 - only permits cannabis retail sales in the Highway Commercial Zone
 - only permits cannabis production on ALR land (parcels 4 ha or greater)
- *Electoral Area B Zoning Bylaw No. 851 (adopted August 2014)*
 - home occupation regulations expressly prohibit medical marijuana production facilities
 - only permits medical marijuana production facilities on ALR land or in the "Special Industrial Zone"
 - minimum parcel size of 8 ha for facilities on non-ALR land
 - general regulations specify:
 - a 250 m minimum distance between medical marijuana production facilities and day cares, libraries, public assembly facilities, schools and parks
 - a minimum parcel boundary setback of 75 m for all facility buildings and structures
 - landscaping and screening requirements

The eight other CSRD zoning bylaws do not contain specific regulations that directly address cannabis and could potentially permit production facilities in industrial zones or as home occupations (depending

on the proposed scale of the operation). The retail sale of non-medical cannabis would potentially be permitted in any commercial zone that allows retail sales.

However, as outlined by the Province in its 'BC Cannabis Private Retail Licensing Guide' a resolution of support from the Board would be required prior to the Province issuing a cannabis retail licence.

It is also worth noting that many parts of the CSRD do not have zoning bylaws in place. These include: most of Electoral Area A; much of Electoral Area E; Sunnybrae; White Lake; Tappen in Electoral Area C; and Celista, Adams River, and Seymour Arm in Electoral Area F.

FINANCIAL:

The cost to implement cannabis regulations will depend largely on the extent to which the CSRD Board wishes to regulate, and if and how much public consultation is desired by the Board. Developing a standalone policy would be the least expensive option while making major bylaw amendments would require additional costs for advertising and holding public meetings and hearings.

KEY ISSUES/CONCEPTS:

The following options address the issues and concerns raised by Directors at the February 27th, 2018 EAD meeting. These options vary in terms of cost, implementation time, and regulatory force.

OPTIONS:

1. Standalone Cannabis Policy – Develop a CSRD wide policy for Electoral Areas that would establish how the CSRD facilitates and influences the siting, appearance, setbacks, density and any other features of a cannabis production facility or retail store in CSRD. Such a policy would be similar to the CSRD policy for addressing telecommunication facilities. Adopting a cannabis policy would enable the CSRD to establish criteria that could include the following:
 - a. Procedures, process and responsibilities for receiving and reviewing referrals/applications from the Province for retail sales and Health Canada for production facilities
 - b. Process for public consultation
 - c. Locational guidelines
 - d. Minimum distance guidelines between cannabis facilities/stores and other specific land uses such as schools, parks, and other cannabis businesses
 - e. Design guidelines

Although the policy could be tailored to suit the needs of each electoral area, a policy with guidelines and criteria that apply to all electoral areas would be simpler to interpret and administer.

It is noted that the few communities in BC which have adopted proximity regulations / policies reference a wide range of distances from schools, daycares, liquor stores, between stores, etc. The rationale for the varying distances in each community is not clear and appears to be unique to each community's built environment, zoning patterns, community input and/or and political desires.

It should be noted that staff are awaiting confirmation from the LCLB to see if they will accept a policy as the CSRD response to an application instead of a formal resolution.

Option #1 is recommended by staff since it would be the quickest, least expensive, and most effective tool to implement. Although a policy provides only guidelines, it would be sufficient enough to assist the Board in determining if it supports or does not support an application for a cannabis store or production facility. The Province will not issue licences for retail stores without local government support and it's likely that the Federal government will treat applications for cannabis production facilities the same way.

2. Cannabis Policy plus Bylaw Amendments – In addition to establishing a cannabis policy, the CSRD could consider making amendments to its existing zoning bylaws which address cannabis. These regulations could address the same features addressed in the policy but would be enforceable regulations, rather than guidelines. The amendments could also be tailored to suit the needs of each bylaw area.

This approach is not recommended given the significant staff time and resources required to amend eight or more separate bylaws. It is also likely that a standalone policy will be just as effective operationally as making specific bylaw amendments.

3. Cannabis Policy plus Cannabis Bylaw – Another option would involve developing a cannabis policy plus a CSRD wide cannabis bylaw. This approach would establish a single bylaw with cannabis specific regulations for the entire Regional District, including areas where zoning does not currently apply.

This approach would demand significant staff time and resources and is therefore not recommended. The main challenge in this approach would likely be optics of introducing such zoning regulations to areas which do not yet have even basic zoning provisions for non-cannabis related land uses. However, a policy would still be effective in the currently proposed LCLB application process for cannabis retail stores. Cannabis production though would still be permitted where zoning allows it or where no zoning is in place.

OTHER CONSIDERATION:

Fees Bylaw Amendment - As public input is required for a Provincial retail licence application, and the CSRD will be responsible for undertaking and coordinating the public input process, a new application form/procedure and an associated fee should be considered to cover advertising, staff resources, and administration costs. Again, at this time it is unclear what exactly the Province expects for public consultation, i.e. letters, website, newspaper advertisements, public meetings. Further, if a policy is adopted by the Board it is not clear whether or not public input is still required.

IMPLEMENTATION:

The direction chosen by the CSRD Board will determine the next steps taken by staff. A work plan may be required to establish the timeline and resources required to implement the selected option. Staff

will also continue to await additional information to be provided by the province and federal government as the cannabis production and retail distribution framework continues to be unveiled. As new information from the province and federal government becomes available, staff will provide updates to the Board and note any impacts that such information may have on the Board's chosen approach to deal with cannabis related applications.

COMMUNICATIONS:

A communication plan will be helpful in framing the method and scope of public engagement. Public input will be sought in the creation of a policy and /or bylaw amendments. Further public engagement and education will also be required once a policy and /or bylaw amendments are implemented.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.docx
Attachments:	- 2018-02-27_EAD_cannabis_legalization_presentation_0430_20_53.pdf - 2018-02-27_EAD_meeting_minutes.pdf
Final Approval Date:	Apr 10, 2018

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

Corey Paiement - Apr 10, 2018 - 9:56 AM

Gerald Christie - Apr 10, 2018 - 10:00 AM

Lynda Shykora - Apr 10, 2018 - 11:35 AM

Charles Hamilton - Apr 10, 2018 - 11:55 AM



ELECTORAL AREA DIRECTORS REPORT

TO: Chair and Directors

File No: 0430 20 53 & A-71

SUBJECT: Cannabis Production, Distribution and Retail Policy

DESCRIPTION: Report from Jan Thingsted, dated May 25th, 2018.

RECOMMENDATION #1: THAT: the Electoral Area Directors review the proposed Cannabis Production, Distribution and Retail Policy (A-71) and advise staff of any required changes.

RECOMMENDATION #2: THAT: the Electoral Area Directors direct staff to bring forward a report and final version of the Policy to be considered for adoption at the June 21, 2018 regular Board meeting.

SHORT SUMMARY:

Bill C-45, the Cannabis Act is expected to come into force as early as August 2018. This federal legislation will legalize the cultivation, processing, and retail sale of recreational cannabis across the country, subject to provincial legislation and local government regulations.

On April 19th, 2018 the CSR D Board directed staff to develop a policy which will address cannabis production and retail sale in all six CSR D electoral areas.

- see attached Board Report: "2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.pdf"

The focus of this report is to present a draft policy along with public input gathered through an on-line comment form.

The draft Cannabis Production, Distribution and Retail Policy (A-71) is attached to this report: "2018-06-09_A-71_Cannabis_Policy_A-71_draft."

BACKGROUND:

While the Federal and Provincial governments are responsible for many aspects of the legalization framework, local government will still play a key role in the area of land use planning for cannabis retail stores and production facilities.

The Province of British Columbia will regulate the retail and wholesale framework and has determined that cannabis retail stores will be licensed through the Liquor Control and Licensing Branch (LCLB). Local governments have been given the option to provide comments and recommendations on all licence applications but must first gather the views of residents before responding to the LCLB with a formal recommendation of support or non-support.

The Government of Canada licenses all cannabis production facilities (cultivation and processing) and is currently reviewing their licensing process to determine how local governments and other agencies will be engaged.

At the April 19th, 2018 Board meeting, staff presented both regulatory and non-regulatory options to address cannabis legalization in the CSRD Electoral areas. The Board chose the non-regulatory approach and directed staff to develop a standalone cannabis policy.

At the time of writing this report, both the Provincial and Federal government have yet to reveal all the details regarding how local governments will be engaged during the licence application process. Future amendments may be required to the policy once more details are revealed.

POLICY:

A summary of CSRD land use regulation and how they pertain to cannabis legalization was provided in the April 19, 2018 Board Report. While some Electoral Areas have cannabis specific land use regulations in place, other areas have no land use regulation or no regulations at all. The intent of this policy is to “fill the gaps” and provide clear location guidelines for areas with or without land use regulations.

FINANCIAL:

Existing CSRD fees bylaws may need to be amended to recover any administrative costs associated with processing cannabis licence applications.

KEY ISSUES/CONCEPTS:

The cannabis policy is proposed to include:

- Policy statements to deter cannabis related businesses from operating in residential areas.
- Locational guidelines for cannabis production facilities, and cannabis retail sales. The guidelines establish:
 - o minimum distances between cannabis related business, and sensitive locations such as schools, parks, playgrounds, day cares, and health care facilities, etc.
 - o minimum setbacks to separate cannabis related buildings and structures from parcel boundaries (on the parcel in which the business is located)
- The process and procedures for receiving and reviewing referrals and applications for cannabis production facilities, and cannabis retail sales. For example, the policy can establish:
 - o information that needs to be included in a referral package submitted to the CSRD
 - o the method for gathering public feedback

What the policy can't address:

- cannabis production for personal medical purposes (Federally regulated)
- age limits (Provincially regulated)
- distribution and wholesale (Provincially regulated)
- retail/wholesale framework (Provincially regulated)

What the policy should not address:

- additional rules regarding personal cultivation of cannabis (the Federal Government is proposing 4 plants max per residence)
- additional rules regarding public consumption of cannabis (the Province will prohibit cannabis smoking and vaping everywhere tobacco smoking and vaping are prohibited, as well as at

- playgrounds, schools, sports fields, skate parks, and other places where children commonly gather)
- capping the number of cannabis related business in a particular neighbourhood, community or Electoral Area (will be controlled by market demand)

IMPLEMENTATION:

Should the EAD require further amendments to the proposed policy, staff will make the changes prior to Board consideration of adoption of the policy. If this policy is adopted at the June 21, 2018 Board meeting, it will be in place prior to the proposed July 1, 2018 date that the Cannabis Act is to be enacted.

COMMUNICATIONS:

Public input regarding a proposed cannabis policy has been gathered since May 3, 2018 through an on-line comment form available on the CSRD's website. Paper copies were also available at the front counter and by mail upon request. Public notification of the comment form was advertised in local newspapers and through social media.

In summary, 11 comment forms were submitted from the following Electoral Areas:

- Electoral Area D – 4 responses
- Electoral Area F – 3 responses
- Electoral Area C – 3 responses
- Electoral Area B – 1 response

There was no opposition to a cannabis policy mentioned in any of the comments. Several individuals stated that cannabis should be treated no differently than alcohol while others raised the issue of odour and needing to locate cannabis operations away from daycares, places where children congregate, and other public spaces.

The complete results of the survey are attached to this report: "2018-06-09_EAD_Cannabis_Comment_Results."

DESIRED OUTCOMES:

That the EAD endorse the staff recommendation.

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2018-06-07_EAD_Report_DS_04302053_CannabisPolicy.docx
Attachments:	- 2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.pdf - 2018-06-09_A-71_Cannabis_Policy_A-71_draft.pdf - 2018-06-09_EAD_Cannabis_Comment_Results.pdf
Final Approval Date:	May 30, 2018

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

Corey Paiement - May 29, 2018 - 8:32 AM

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

Gerald Christie - May 29, 2018 - 8:36 AM

Lynda Shykora - May 29, 2018 - 2:57 PM

Charles Hamilton - May 30, 2018 - 8:12 AM

SUBMITTED	ELECTORAL AREA	COMMENTS
5/3/2018	Electoral Area D - Falkland, Deep Creek, Rancho, Salmon Valley, Silver Creek, Gardom Lake	If you were federal I'd have lots of comments, but thanks for asking.
5/4/2018	Electoral Area F - North Shuswap, Lee Creek, Scotch Creek, Celist, Magna Bay, Anglemont, St. Ives, Seymour Arm	I think the privately owned shops should be allowed to continue operating as they are Local shops are important And I think the taxes are too high for those on a disability that need this product for medical use.
5/5/2018	Electoral Area D - Falkland, Deep Creek, Rancho, Salmon Valley, Silver Creek, Gardom Lake	Please don't make legal access more difficult than black market access. Please don't allow someone to place a daycare (or similar) within a previously acceptable zone and permit retroactive restriction. We should use our alcohol laws as a guide to limit sale of cannabis. For future discussion: I'd like to go to a pot lounge, if someone wanted to set one up like a pub or a wine bar. I don't want to smoke it; I'd like to consume is as an edible or a fizzy drink with a essential oil spritz. And - if someone at a farmer's market wants to sell Nana's Pot Brownies - I'd like to buy them. So, I know it's early days yet, but the world keeps changing.
5/6/2018	Electoral Area D - Falkland, Deep Creek, Rancho, Salmon Valley, Silver Creek, Gardom Lake	Should be no different than regular cigarettes and alcohol
5/6/2018	Electoral Area F - North Shuswap, Lee Creek, Scotch Creek, Celist, Magna Bay, Anglemont, St. Ives, Seymour Arm	Leave it alone. It deserves exactly the same consideration as alcohol and that's it. No more no less. Leave the politics out of it.

<p>5/6/2018</p>	<p>Electoral Area C - South Shuswap, Sunnybrae, Tappen, White Lake, Blind Bay, Sorrento, Eagle Bay, Notch Hill</p>	<p>I dont want to smell it or have impaired drivers from smoking it. I throw up get anxiety and migraines just from the smell. A policy needs to be in place no smoking in public. The rest of us should not have to suffer for people to get high. Ingest if you really need it for medical reasons otherwise its recreational.</p>
<p>5/7/2018</p>	<p>Electoral Area F - North Shuswap, Lee Creek, Scotch Creek, Celistra, Magna Bay, Anglemont, St. Ives, Seymour Arm</p>	<p>Hi, I'm sure the you will have numerous recommendations to limit cannabis difficulties but I'd like to add two that may not get considered. Retail stores should have an air filtration system that removes a significant amount of the smell associated with cannabis. This will allow a retail strip mall or centre to have stores in close proximity without the nuisance of smelling skunk all day long. Production facilities should be completely blacked out, invisible at night, from the outside. Looking across the lake at Sorrento/Notch Hill and seeing that bright orange light from the nursery is not the most ideal evening view. I would prefer that the light pollution be kept indoors. Smell reduction systems should also be in place.</p>
<p>5/11/2018</p>	<p>Electoral Area D - Falkland, Deep Creek, Ranchoero, Salmon Valley, Silver Creek, Gardom Lake</p>	<p>I would like to comment on the stores in downtown vernon, bc. that reek of marijuans second hand smoke when I walk past and I get a headache from the smell each time I walk by those stores. Where is a person to walk when they have pot stores on both sides of the street. I dont want a headache or to smell pot or get high from second hand smoke. I dont think it should be legalized. It should be done in a hospital or a supervised house away from children and youth and from public streets. It is harmful to my health each time I breathe that seond hand smoke. It is unfair to not protect non - smoker of pot.</p>
<p>5/17/2018</p>	<p>Electoral Area B - Rural Revelstoke, Trout Lake, Galena Bay</p>	<p>Allow dispensaries in Revelstoke! Tourists especially will be very grateful.</p>

5/18/2018	Electoral Area C - South Shuswap, Sunnybrae, Tappen, White Lake, Blind Bay, Sorrento, Eagle Bay, Notch Hill	Why are they looking for input. Not legal yet and several shops have been operating already in Salmon Arm. A nd no.....not just medical. Don't need prescription. Just go in and they take care of it. For sure 4 operating but have heard another one also.
5/25/2018	Electoral Area C - South Shuswap, Sunnybrae, Tappen, White Lake, Blind Bay, Sorrento, Eagle Bay, Notch Hill	I am in favour of the legalization of marijuana but I do not agree with having it grown in a residential area. There is a grow op in my neighbourhood and if it is going to continue to operate I feel there needs to be strict guidelines on controlling the smell that permeates throughout the neighbourhood. The smell of fresh marijuana is very different then smoking it as the smell tends to linger for a lot longer. Grow ops should be in industrial zones only and perhaps the selling of it should be as well.

5/31/2018

Electoral Area F - North Shuswap, Lee Creek,
Scotch Creek, Celistia, Magna Bay, Anglemont, St.
Ives, Seymour Arm

Concerns:

Part Two: Criteria for reviewing licence applications

1.a. There is no need to limit production to industrial zones, ALR lands should be included.

1.b. Cannabis production should not be ruled out of ALR lands. In the Feb 27th minutes there is a discussion from the Min. of Agriculture on revitalizing ALR lands, this is an opportunity to do that.

1.d. What is the goal of making these huge setbacks from property lines? Who does this protect? The owners of these facilities will be creating secure barriers to eliminate theft along property lines. This unnecessarily moves industrial buildings, which may or may not continue to produce cannabis, very far back from lot lines and requiring overly large lots thereby limiting possible locations. I would suggest all setbacks to be standard CSRD industrial zoning setbacks.

Other comments:

Is there a way to require smell reduction technologies in all cases, both production and retail?

Is there a way to require light pollution elimination in any production facility?

Is there a way to make temporary worker housing a requirement for any production facility?

5/31/2018	Electoral Area F - North Shuswap, Lee Creek, Scotch Creek, Celistia, Magna Bay, Anglemont, St. Ives, Seymour Arm	Please prohibit smoking cannabis on ALL beaches not just in public parks. People access the beach through the variety of road ends then sit on the beach in front of private residences smoking in front of waterfront owners children and grandchildren.
5/31/2018	Electoral Area C - South Shuswap, Sunnybrae, Tappen, White Lake, Blind Bay, Sorrento, Eagle Bay, Notch Hill	There needs to be a way to assess a persons ability to function in regards to driving . Hopefully nobody drives while impaired in any way. Bad enough that people drive while drinking , now we have to worry about people driving under the influence of cannabis. July first should not be associated with the legalization of drugs.
6/4/2018	Electoral Area C - South Shuswap, Sunnybrae, Tappen, White Lake, Blind Bay, Sorrento, Eagle Bay, Notch Hill	I live in Tappen i believe that the shuswap could be one of the finest environmets to grow cannabis....like wine and winemakers draw tourist and money to the local economies in the okanagan...the Shuswap could benefit on a world wide scale for quality cannabis.
Total		15

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

With the legalization of recreational cannabis in Canada, the Columbia Shuswap Regional District (CSRD) will be requested to respond to licence application referrals for cannabis related businesses. This policy establishes a clear procedure and set of criteria for the CSRD to follow when responding to licence application referrals for any cannabis related business proposed in the CSRD.

PURPOSE

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

- cannabis related business are located in such a manner that they are sensitive to potential impacts on the surrounding community and are located in appropriate locations;
- the CSRD is provided sufficient information in the cannabis licence application referral package; and
- adequate public consultation is conducted when the Board provides a recommendation on a cannabis related business application.

DEFINITIONS

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

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

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

POLICY

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

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

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

Part One: Licence Application Procedure

1. Preliminary Consultation

Proponents are encouraged to contact the CSRD in writing before making any final site selection decisions in order to discuss their plans with staff.

Development Services staff will review all cannabis related business application referrals for compliance with relevant land use regulations, and provide information to the applicable provincial or federal agency in respect of such regulations.

2. Description of Proposed Cannabis Related Business

Referral packages provided to the CSRD for cannabis related businesses will be expected to provide the following information:

- A complete description of the proposed business (copy of the application received by Health Canada or the Liquor Control and Licensing Branch).
- The proposed layout with a site map and to-scale-drawings showing the location of the proposed facilities, and accessory buildings.
- Proposed site area and setbacks from parcel boundaries.
- Distance from schools, parks and other public spaces that are located within 1 km of the proposed business, calculated as a straight line from the edge of each parcel.

3. Public Consultation

- Where the CSRD provides recommendations on a cannabis related business application, the method of gathering public feedback will be in accordance with the applicable federal or provincial legislation.
- The CSRD will take the views of residents into account when making a recommendation on a licence application.

Part Two: Criteria for Reviewing Licence Applications

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

1. Location of Cannabis Related Businesses

- a. Where land use zoning exists, cannabis retail sales may only be permitted in commercial zones; cannabis production facilities may only be permitted in industrial zones.

CANNABIS RELATED BUSINESS POLICY A-71

- b. Cannabis related businesses are not supported on:
- Residential properties
 - Land within the Agricultural Land Reserve (ALR)
 - Areas located within 300 m of schools, parks, and any other public space
- c. A minimum separation distance of 300 m is recommended between a cannabis related business and the following locations (the minimum distance is calculated as a straight line from the edge of each parcel):
- Day Cares
 - Health Care Facilities
 - Libraries
 - Parks
 - Playgrounds
 - Schools
 - Other cannabis related businesses
- d. Minimum cannabis production facility (includes all buildings and structures) setbacks from property lines:
- 60 m setback to exterior lot line
 - 90 m setback to front lot line
 - 30 m to other lot lines
- e. Minimum cannabis production facility (includes all buildings and structures) setbacks from watercourses:
- 30 m

June 2018



BOARD REPORT

TO: Chair and Directors

File No: 1850 20 18

SUBJECT: Grant-in-Aid Request

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated June 15, 2018.

RECOMMENDATION #1: THAT: the Board approve the following allocations from the 2018 electoral grant-in-aids:

Area A

\$700 Gentlemens Leisure Club of Golden Society (Rec Plex Rental for Gear Swap)

\$1,000 Golden Sikh Cultural Society (Nagar Kirtan event)

\$1,000 Abbeyfield House Society (Landscaping)

\$2,500 Golden Interact Club (Community Projects)

Area B

\$980 Burnham Road Water Users Society (Fire suppression equipment)

Area C

\$500 SAS Dry Grad (2018 Celebrations)

\$2,500 Cedar Heights Community Association (Strategic Planning Project)

\$5,500 Carlin Elementary Middle School PAC (Smart Boards)

\$8,981.96 Sorrento Food Bank (Kitchen cabinets)

\$14,212.93 Sorrento Elementary PAC (Playground equipment)

\$16,000 Sunnybrae Seniors Society (Hall repairs and storage)

\$25,000 South Shuswap Canada Day Society (Canada Day celebration)

\$25,000 North & South Shuswap Community Resources Association (Operational funding, website development)

Area D

\$2,000 Falkland Firefighters Association (Halloween event)

Area E

\$3,000 Sicamous and District Seniors Centre Society (Repair decks)

Area F

\$250 Shuswap Lifeboat Society (Relocate lifejacket kiosk)

\$1,000 SAS Dry Grad (2018 Celebrations)

\$1,800 North Shuswap Health Centre Society (Great Scotch Creek Walk About)

\$2,000 Scotch Creek/Lee Creek Community Hall (Halloween event)

\$2,000 Scotch Creek/Lee Creek Fire Department (Halloween event)

VOTING:

Unweighted
Corporate

LGA Part 14
(Unweighted)

Weighted
Corporate

Stakeholder
(Weighted)

POLICY:

These requests meet the requirements of Policy F-30, are approved by the respective Area Director and required source documentation has been received. These requests are within the Electoral Area's grant-in-aid budget for 2018.

As the Alternate Director for Area F has a family member on the board of directors for the North Shuswap Health Centre Society, the Society's application was additionally reviewed by the CAO and he is supportive of this grant-in-aid. In addition, Financial Services staff have confirmed that the Society has previously received grant-in-aids and has successfully completed the post-application documentation requirements.

COMMUNICATIONS:

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

DESIRED OUTCOMES:

That the Board endorse the recommendation.

BOARD'S OPTIONS:

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

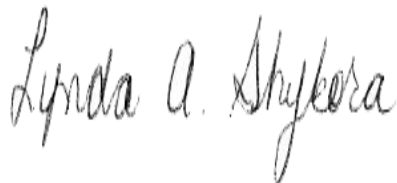
Report Approval Details

Document Title:	2018-06-21_FIN_Grant in Aids.docx
Attachments:	
Final Approval Date:	Jun 19, 2018

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

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jun 19, 2018 - 12:56 PM



Lynda Shykora - Jun 19, 2018 - 1:14 PM



Charles Hamilton - Jun 19, 2018 - 1:51 PM



BOARD REPORT

TO: Chair and Directors

File No: 1850 20 17

SUBJECT: Grant in Aid Request – Electoral Areas C, D, E and F

DESCRIPTION: Report from Derek Sutherland, Team Leader, Protective Services, dated May 25, 2018. Electoral Areas C, E, D, and F discretionary grant in aid funds to cover landfill tipping fees associated with the clean-up of beach debris and sand bags resulting from the high-water flooding in the Shuswap and Mara Lake system.

RECOMMENDATION #1: THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area C Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

RECOMMENDATION #2: THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area D Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

RECOMMENDATION #3: THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area E Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

RECOMMENDATION #4: THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area F Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

SHORT SUMMARY:

Due to wide spread flooding on Shuswap and Mara Lakes, in addition to 100 year flooding on the Salmon River, the Shuswap Emergency Program is planning for the recovery of sand, sandbags and lake debris. Although the Province of BC is reimbursing response costs associated with flooding events, it will not cover tipping fees unless the local landfill facility is owned by a third party. Because the CSRD owns and operates all local landfill facilities within the CSRD, fees incurred at these sites related to clean-up in Electoral Areas C, D, E and F are not eligible for reimbursement from the Province.

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

BACKGROUND:

Due to the unusually large quantity of sand bags distributed during 2018 freshet and the significant amount of debris deposited in lakes that are now resting on beaches below the high water mark in the Shuswap and elsewhere, the Province has developed criteria for reimbursement of the disposal of these

items. Interim policies have been distributed that outline the eligibility criteria as part of response costs. Unfortunately, associated costs of landfill user fees are only recoverable if the landfill is owned by a third party. The City of Salmon Arm and the District of Sicamous have advance clean-up programs of this material which will be forwarded to a CSRD landfill where tipping fees are a recoverable expense.

The CSRD cannot take advantage of this program in Electoral Areas F, C, D and E as the landfill fees in this case would not be covered by the Province. Despite continuous efforts of CSRD staff to explain that CSRD landfills are operated without a taxation component on a cost recovery user pay model, the Province continues to be unwilling to consider the CSRD's request to have its tipping fees reimbursed.

The only option available to Electoral Area residents to take advantage of this program is to have the tipping fees covered through grant in aid funds. Tipping fees apply to sand and sand bags, woodwaste and bulky waste. There are no landfill tipping fees associated with beach debris such as branches and other material defined as yard and garden waste. Affected Electoral Area Directors have agreed to advance the funding request to the Board.

POLICY/FINANCIAL:

The requests meet the requirements of Policy No. F-30 "Electoral Area Grants in Aid".

FINANCIAL:

The requests are within the respective Electoral Area's grant-in-aid budgets.

KEY ISSUES/CONCEPTS:

As per Policy No. F-30 "Electoral Area Grants in Aid" allocations from the electoral grants in aid must be approved by the Board.

COMMUNICATIONS:

If approved by the Board, opportunities will be made available at local landfills and transfer stations to receive approved clean-up materials free of charge for residents within the affected areas, as well as from CSRD owned parks properties.

DESIRED OUTCOMES:

The Board endorse the 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:

N/A

Report Approval Details

Document Title:	2018_06_21_Grant_in_Aid_Areas_C_D_E_F_Tipping_Fees.docx
Attachments:	
Final Approval Date:	Jun 12, 2018

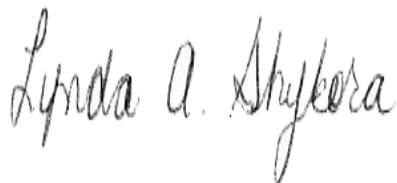
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Darcy Mooney was completed by assistant Phaedra Turner

Darcy Mooney - Jun 8, 2018 - 1:27 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jun 8, 2018 - 3:39 PM



Lynda Shykora - Jun 12, 2018 - 10:45 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 12, 2018 - 10:46 AM



BOARD REPORT

TO: Chair and Directors

File No: 1850 20 18

SUBJECT: Grant in Aid – exception from Policy

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated June 12, 2018.

RECOMMENDATION #1: THAT: the Board waive policy with respect to the Post-application documentation required for the Seymour Arm Community Association grant in aid to allow this organization to make an additional 2018 application for a grant in aid while the post-application documentation for the grant approved in April 2018 remains outstanding;

AND THAT: the Board approve the following allocation from the 2018 electoral grant-in-aids:

Area F

\$7,000 Seymour Arm Community Association (Maintain water pumper truck, purchase lake pump, construct Kids Don't Float Kiosk)

SHORT SUMMARY:

Pursuant to the attached grant in aid policy, an organization is ineligible for further grant in aid funding if the post-application documentation from a prior grant is outstanding. The current request is before the Board outside of the regular grant in aid process as the organization is currently ineligible for further grant in aid funding unless the Board agrees to waive policy in this instance. Due to the Local Government Elections in the fall of 2018, there will be no grant in aid applications heard by the Board after the June Board meeting until after the election in October 2018.

The Seymour Arm Community Association applied for and was awarded a \$5,000 grant in aid in April 2018 for wharf insurance and repairs. The Association has provided a letter of request to waive policy in this instance, as the Association is unable to complete the wharf repairs until late August or early September. The waiver would allow the Association to maintain the water pumper truck and purchase a lake pump, of utmost priority for the remote community during the summer months. In addition, the waiver would allow the Association to begin the Kids Don't Float Kiosk project without undue delay, promoting water safety for this lakefront community. The Area Director is in support of this request.

VOTING:

Unweighted
Corporate

LGA Part 14
(Unweighted)

Weighted
Corporate

Stakeholder
(Weighted)

POLICY:

Policy F-30 does not permit an application for a grant in aid to go to the Board for approval while post-application documentation is outstanding. With the Board's discretion, the Policy could be waived to allow for the application to be considered.

FINANCIAL:

The request is within the Electoral Areas grant in aid budget for 2018.

COMMUNICATIONS:

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

DESIRED OUTCOMES:

The Board endorse the recommendation.

BOARD'S OPTIONS:

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

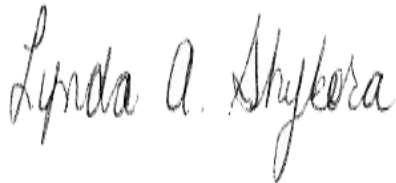
Report Approval Details

Document Title:	2018-06-21_FIN_Grant in Aids - Special.docx
Attachments:	- POLICY F-30.pdf - Seymour Arm Comm Assoc request for extension.pdf
Final Approval Date:	Jun 12, 2018

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



Jodi Pierce - Jun 12, 2018 - 12:15 PM



Lynda Shykora - Jun 12, 2018 - 2:29 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 12, 2018 - 2:29 PM

POLICY
ELECTORAL AREA GRANTS IN AID

PURPOSE AND INTENT

The giving of grants-in-aid has been left to the discretion of the Area Director. The purpose of this policy is to establish a consistent and accountable process for dealing with grant-in-aid applications in the Columbia Shuswap Regional District.

POLICY

Requests for grants-in-aid must meet all requirements of the Local Government Act and be approved by the Board of Directors either in the form of a line item in an adopted Five Year Financial Plan or through a separate resolution.

1. Recipient Organization must:

- Have a mailing address and contact representative within the Regional District.
- Provide a service to persons residing within the Regional District.
- Be non-partisan, non-denominational and non-profit.

2. Documentation to include:

The grant-in-aid application must be fully completed and provide sufficient documentation to justify the grant-in-aid, and include:

- Statement of purpose of the organization and purpose for which the grant is being requested.
- If the organization is an association or society, a list of the current officers and directors.
- If the request is in an amount greater than \$2,000, financial statements for the most recent fiscal year end and a current budget. These documents may be requested by the Board, the Area Director or the Manager of Financial Services for any grant-in-aid application. This policy makes no provisions for audited financial statements

3. Application dates and payments

Grant-in-aid applications must be supported by the Electoral Area Director in order to go before the board. Supported applications will be considered by the Board for approval each month at the regular Board Meeting, however, payment for any approved grants may not be made until after August 1st of the fiscal year in which the grant was approved.

No grants-in-aid applications will go before the Board for approval in the three (3) regular Board Meetings prior to a local government election. In the event of a by-election, only those grant-in-aid applications applicable to the Electoral Area will be suspended until after the by-election.

4. Post-application documentation and certification

Grant-in-aid funds are not to be utilized for any purpose other than that which is identified in the grant-in-aid application. Approved grant-in-aid applications in excess of \$2,000 must provide the following documentation within the earlier of: 1 year of the payment of the grant-in-aid by the CSRD to the recipient organization, upon completion of the project or upon a subsequent grant application:

- Copies of the paid invoice(s) where applicable
- Photographs of project where applicable
- Letter of certification, signed by the authorized signatory for the recipient organization that the grant-in-aid was utilized for the purpose for which the funds were sought.

If the project is not complete within one year of receipt of the grant-in-aid, an extension letter must be provided to the CSRD indicating why the project has been delayed and the new timeline for the project.

Unspent grant-in-aid funds must be returned to the CSRD. Failure to comply with the documentation and certification requirements will render the recipient organization ineligible to receive further grant-in-aid funds.

May 1991

July 1999

August 21, 2014

June 16, 2016

COPY

COLUMBIA SHUSWAP REGIONAL DISTRICT,
P.O. BOX 978, 555 HARBOURFRONT DRIVE NE,
SALMON ARM, BC, V1E 4P1

June 8, 2018

ATTN: SHEENA HAINES,
FOR JODI PEIRCE,
MANAGER, FINANCIAL ADMINISTRATIVE SERVICES

RE: \$5000.00 GRANT-IN-AID FOR WHARF INSURANCE AND REPAIRS, GIVEN TO THE SEYMOUR
ARM COMMUNITY ASSOCIATION, MAY 3, 2018

DEAR SHEENA

ATTACHED ARE THE RECEIPTS FOR THE ABOVE GRANT TALLING \$4760.26 TO THIS DATE.
THE SEYMOUR ARM COMMUNITY ASSOCIATION EXECUTIVE, THE WHARF COMMITTEE, AND I
REQUEST AN EXTENTION FOR THE REMAINING \$239.74 TO COMPLETE THE ABOVE GRANT-IN-
AID. AN ORDER FOR AN ADDITIONAL 20 WHARF BOARDS AT \$800.00 HAS BEEN GIVEN AND
ACCEPTED . THE NEW TOTAL AMOUNT WILL BE \$5560.26. I WILL FORWARD THIS RECEIPT IN
THE FALL AS I RECEIVE IT. THIS FURTHER WORK CAN NOT CONTINUE UNTIL LATE AUGUST OR
EARLY SEPTEMBER, 2018

I TRUST THIS WILL CONFIRM THE EXPENSES ASSOCIATED WITH THE GRANT-IN-AID.

THANK YOU,
KAREN SHAW



T 403 2575863

Email: ken.shaw@nucleus.com



BOARD REPORT

TO: Chair and Directors

File No: 1850 40 18

SUBJECT: Area C Community Works Fund – Sorrento Memorial Hall

DESCRIPTION: Report from Jodi Pierce, Manager Financial Services, dated June 4, 2018.

RECOMMENDATION #1: THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$10,709 plus applicable taxes from the Area C Community Works Fund for installing lighting at the Sorrento Memorial Hall.

SHORT SUMMARY:

Information relating to this request is attached and is supported by the Electoral Area C Director. The Sorrento Memorial Hall Association would like to upgrade to more efficient LED lighting within the hall, and install lighting on the ramp outside of the hall for safety purposes.

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

BACKGROUND:

The Sorrento Memorial Hall Association is a not-for-profit organization. The organization is undertaking to replace interior lighting with more efficient LED fixtures. In addition, they will be installing lighting on the ramp leading up to the hall for safety purposes. Quotes for the project have been received in accordance with the purchasing policy and have been reviewed by staff. The preferential quote provided for this work is \$10,709 plus applicable taxes.

POLICY:

This request meets the criteria for support in relation to CSR Policy *F-3, Community Works Fund – Expenditure of Monies*. Eligible recipients for Gas Tax funding include non-municipal not-for-profit organizations and the upgrade will improve efficiency and safety at the hall. The Sorrento Memorial Hall is available for public use and benefit.

FINANCIAL:

The balance of the Area C Community Works Fund (Gas Tax) at May 31, 2018 is approximately \$686,000 after all previously approved commitments. The 2018 distribution is not included in the above amount. Expenditure of the funds will be in accordance with the 2014-2024 Agreement between the UBCM and CSR, dated July 7, 2014.

IMPLEMENTATION:

Upon Board approval, a Use of Community Works Funds Agreement will be forwarded to the Sorrento Memorial Hall Association for signature and funding will be made available upon submission of copies of eligible invoices for payment at the end of the project, anticipated for completion in 2018.

COMMUNICATIONS:

The CSRD will enter into an agreement with the Sorrento Memorial Hall Association that transfers CSRD obligations on ownership and reporting to the Association (e.g. the Association will need to maintain records, provide access to auditors, spend funding on eligible costs of eligible projects, report to the CSRD on outcomes achieved, etc.).

DESIRED OUTCOMES:

The Board will approve the recommendation.

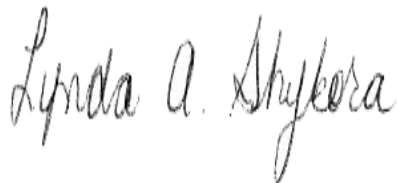
BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2018-06-21_Board_FIN_Area C Gas Tax - Sorrento Memorial Hall.docx
Attachments:	- Sorrento Memorial Hall email application.pdf
Final Approval Date:	Jun 8, 2018

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



Lynda Shykora - Jun 8, 2018 - 11:18 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 8, 2018 - 11:42 AM

Sheena Haines

From: Director Demenok
Sent: Thursday, May 31, 2018 11:19 AM
To: Jodi Pierce; Sheena Haines
Subject: Fwd: Gas Tax Grant - Sorrento Memorial Hall
Attachments: GIA - Lighting.pdf; ATT00001.htm

Hi Sheena

Gas Tax Grant app was copied to me. I will support this if the app meets the criteria and all documentation for previous gas tax grants is up to date.

Cheers

Paul

Sent from my iPhone

Begin forwarded message:

From: Sorrento Memorial Hall <sorrentomemorialhall@gmail.com>
Date: May 31, 2018 at 2:45:37 PM ADT
To: jpierce <jpierce@csrd.bc.ca>
Cc: pdemenok <pdemenok@csrd.bc.ca>
Subject: Gas Tax Grant - Sorrento Memorial Hall

Good morning,

We applied for a grant from the CSRD about a month ago and were referred to the GTG.

Please accept this as an application for the Gas Tax Grant.

We would like to upgrade the lighting in the Sorrento Memorial Hall to more efficient and better lighting. We would also like to install lighting on the ramp leading up to the hall for safety reasons. Currently there is no lighting on the ramp.

I am attaching two quotes, they are similar.

We are requesting \$ 12,000.00.

Thank you for your consideration.

Sandra Heschuk
Secretary, Sorrento Memorial Hall Board.



BOARD REPORT

TO: Chair and Directors

File No: 1850 40 18

SUBJECT: Area D Community Works Fund – Silver Creek Community Association

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated June 8, 2018.

RECOMMENDATION #1: THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$17,792 plus applicable taxes from the Area D Community Works Fund for energy efficient upgrades at the Silver Creek Community Hall.

SHORT SUMMARY:

Information relating to this request is attached and is supported by the Electoral Area D Director. The Silver Creek Community Association would like to perform significant energy efficient upgrades at the hall, including: update to low flow toilets, install air hand dryers, replacement of windows and doors, upgrade to LED lighting, install weather stripping and add an interior door. These upgrades will reduce both operating costs and environmental footprint for the Association.

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

BACKGROUND:

The Silver Creek Community Association is a not-for-profit organization. The organization is undertaking to perform significant energy efficient upgrades to the Silver Creek Community Hall. Quotes for the project have been received in accordance with the purchasing policy and have been reviewed by staff. The preferential quote provided for this work is \$17,792 plus applicable taxes.

POLICY:

This request meets the criteria for support in relation to CSR D Policy *F-3, Community Works Fund – Expenditure of Monies*. Eligible recipients for Gas Tax funding include non-municipal not-for-profit organizations, and the upgrade will improve energy efficiency at the hall. The Silver Creek Community Hall is available for public use and benefit.

FINANCIAL:

The balance of the Area D Community Works Fund (Gas Tax) at May 31, 2018 is approximately \$195,000 after all previously approved commitments. The 2018 distribution is not included in the above amount. Expenditure of the funds will be in accordance with the 2014-2024 Agreement between the UBCM and CSR D, dated July 7, 2014.

IMPLEMENTATION:

Upon Board approval, a Use of Community Works Funds Agreement will be forwarded to the Silver Creek Community Association for signature and funding will be made available upon submission of copies of eligible invoices for payment at the end of the project, anticipated for completion in 2018.

COMMUNICATIONS:

The CSRD will enter into an agreement with the Silver Creek Community Association that transfers CSRD obligations on ownership and reporting to the Association (e.g. the Association will need to maintain records, provide access to auditors, spend funding on eligible costs of eligible projects, report to the CSRD on outcomes achieved, etc.).

DESIRED OUTCOMES:

The Board will approve the recommendation.

BOARD'S OPTIONS:

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

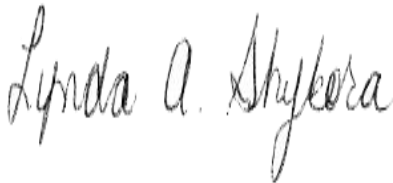
Report Approval Details

Document Title:	2018-06-21_FIN_Area D Gas Tax - Silver Creek Community Association.docx
Attachments:	- GAS TAX REQUEST Silver Creek Community Association.pdf
Final Approval Date:	Jun 8, 2018

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



Jodi Pierce - Jun 8, 2018 - 12:44 PM



Lynda Shykora - Jun 8, 2018 - 1:29 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 8, 2018 - 1:30 PM

Silver Creek Community Association
3048 Hornsberger Road, Salmon Arm B.C. V1E 3H1

Dear Jodi and the CSRD Board,

I am writing this letter on behalf of the Silver Creek Community Association to request to use some of the Community Works Funds in order to do an environmental upgrade on our Community Hall (Recreational Infrastructure). Our Community Association has not previously requested Community Works Funds. We are very excited to have an opportunity to upgrade our hall to more efficient fixtures and to ultimately reduce our energy and water consumption. Not only will this have a positive financial impact on our hall operating costs, it will also improve our footprint on the environment.

The work we are looking to complete at this time is an update on our toilets to dual flush low flow toilets, spring loaded automatic taps, replace 4 windows to argon filled vinyl, replace one exterior door to an insulated door, add weather stripping on exterior doors, add one interior door at entry way to reduce draft and heat lost when exterior door is opened, replace all light fixtures (inside and out) and bulbs to energy efficient LED, replace current paper towel dispensers in washrooms with energy efficient air hand dryers, and to replace current emergency lighting and exit lights with energy efficient LED Fixtures and Bulbs. The total cost of the upgrade will be \$17,793.17 plus applicable taxes.

Thank you so much for the consideration,

Sincerely

Rachel Wycherley
Silver Creek Community Association Director At Large
Phone number: 250-938-8064

President: Colleen Greig 250-832-4699
Vice President: Walter Grewe 250-833-5698

Laura Schumi

From: Lynda Shykora
Sent: Monday, June 11, 2018 10:06 AM
To: Laura Schumi
Cc: Director Cathcart; Cathcart, Karen
Subject: FW: June Board Agenda Item - Request of Director Cathcart - Business by Area
Attachments: 2018-06-07-CSRDLabour shortages.pdf

Importance: High

Hi, Laura,

Here is a letter from Director Cathcart for the June Board agenda in the Business by Area section. For the agenda documents, please include the attached letter from Tourism Golden, as well as the Email message from Director Cathcart, below:

Thank you

Lynda

From: Cathcart, Karen [mailto:KCATHCART@cotr.bc.ca]
Sent: Monday, June 11, 2018 9:16 AM
To: Lynda Shykora <LShykora@csrd.bc.ca>
Cc: Cathcart, Karen <KCATHCART@cotr.bc.ca>; Director Martin <RMartin@csrd.bc.ca>; Charles Hamilton <chamilton@csrd.bc.ca>
Subject: FW: Labour shortages letter revised
Importance: High

Good Morning Lynda,

I have attached a letter from Tourism Golden. The labor shortage in Golden for the Hospitality trade is abysmal. Restaurant's cannot get enough staff to cover afternoon shifts - so they are closing their doors. One major employer needs 16 housekeepers and is running with 2 folks - and are threatening to close their operations - these situations are impacting the local tourism industry. As this is not a new occurrence, it is getting worse - with our limited population base and no economic development function in Golden and the Area A community to strategize on how to attract folks to the area - its frustrating for employers!

I would like this letter placed on next week's Board agenda asking for the Board to support a letter to the Ministers of Immigration, Tourism and Community and Development: to ask for the TFWP to be reviewed and implemented to support our hospitality and tourism trades. Let me know if you need anything else.

Thanks

Director Karen Cathcart

Tourism Golden
 PO Box 20181
 521 9th Avenue North
 Golden
 B.C. V0A 1H0



Attn: Karen Cathcart
 Area A Director
 Columbia Shuswap Regional District Area A
 Golden, BC

June 7th, 2018

RE: CRITICAL LABOUR SHORTAGES IN GOLDEN

Dear Karen

Tourism Golden is the Destination Marketing Organisation (DMO) for Golden and Area A. Tourism is a primary economic driver in Golden and Area A, with visitation and visitor spend increasing exponentially since 2007.

Golden businesses are experiencing a critical shortage of labour. Despite implementing a cohesive and sophisticated approach to recruiting seasonal staff, our stakeholder businesses are unable to operate at maximum capacity, impacting revenue generation and guest service levels. At least one reports not being able to operate viably due to the chronic lack of seasonal staff, and is considering closing. Where businesses remain operational, we have seen management burnout, contributing to further loss of staff. Our 2017 visitor study demonstrated a drop in Net Promoter Score, as businesses are unable to provide the services and experiences required to meet visitor expectations.

We have concerns for our stakeholder businesses, the local tourism economy, and for our organisation which promotes Golden as a vacation destination. These are:

- Short-term cancellation of accommodation reservations, particularly for wedding groups, could attract a storm of negative publicity for the destination.
- Stories spread through social media of poor services levels and experiences will affect destination reputation and future visitation.
- Loss of MRDT revenue for the DMO will impact our strategic and tactical activity that sustains the growth of tourism, one of Golden's largest industries and economic drivers.
- Visitors are future residents, business owners and taxpayers. Reduction in visitation or destination reputation will have a long-term impact on the community.
- A loss of permanent employment positions if businesses are forced to close temporarily or permanently. Families losing permanent positions may have to leave Golden to find similar employment, taking kids out of school, taxpayers out of the municipality, and valuable skills out of the local workforce.



Tourism Golden
PO Box 20181
521 9th Avenue North
Golden
B.C. V0A 1H0



Whilst Tourism Golden is ready to participate in any way possible within our resources and mandate in a community effort to mitigate the situation for our tourism stakeholders, we strongly believe that this is an issue that should be led by an economic development function that can provide a strategic approach and focussed tactical implementation.

However, In the absence of a local economic development function, we are seeking action from the CSRD Board to lobby both federal and provincial governments for urgent review of the Temporary Foreign Worker Program, the Provincial Nominee Program, and any other existing or new immigration and employment programs that would broaden the pool of available and affordable unskilled employees for small business in rural tourism-based communities.

Yours sincerely

Joanne Sweeting
Executive Director

Laura Schumi

From: Lynda Shykora
Sent: Tuesday, June 19, 2018 10:21 AM
To: Laura Schumi
Subject: FW: Land Use Planning for Area B JUNE LATE BOARD AGENDA - Request from Director Parker - Business By Area

Importance: High

Good morning, Laura,
 Here is an email to be included as a Late Board Agenda Item for the June 2018 Board meeting.
 Thank you,
 Lynda Shykora
 CSRD

-----Original Message-----

From: Lynda Shykora
Sent: Monday, June 18, 2018 8:54 AM
To: Director Parker <LParker@csrd.bc.ca>
Cc: Charles Hamilton <chamilton@csrd.bc.ca>; Gerald Christie <gchristie@csrd.bc.ca>; Mark McKee <mmckee@revelstoke.ca>
Subject: Re: Land Use Planning for Area B

Good morning Director Parker
 As you know, we typically include requests from Director(s) on the agenda; we will include the contents of your email message on the Late Agenda.

We will also be including as Correspondence the recent response email from Minister Donaldson which indicates that he will take the comments in our recent letter (re the request/need for recreational planning on Crown lands in Area B/Revelstoke) into consideration.

Regards
 Lynda Shykora
 CSRD

Sent from my iPhone

> On Jun 15, 2018, at 1:41 PM, Director Parker <LParker@csrd.bc.ca> wrote:
 >
 > Hi Lynda,
 >
 > As per our discussion the am re a late agenda item:
 >
 > The CSRD has received numerous Crown Land Referrals for recreation tenures in Area B. These requests are ongoing and include overlapping tenures. This has resulted in concerns regarding the carrying capacity of our backcountry as it relates to the aforesaid and resulted in the letter to Minister Donaldson for a Backcountry Recreation Planning process to be instituted in Area B.
 >

- > In addition to the above, there have been numerous concerns raised in regards to harvesting in recreation areas adjacent to Revelstoke and most recently, after receiving complaints, we have seen the BCTS decide to refrain from it's plan to use herbicides on the clearcuts that were contentious.
- >
- > On top of those concerns, we have received notification that the Federal Government has determined that the Mountain Caribou in our region are under imminent threat which could result in a severe impact to our forestry sector and to our community in general.
- >
- > For background regarding land use planning processes, The Kootenay Boundary Land Use plan was completed in 1994 and has not been updated since. Following that the Minister's Advisory Committee did a Land Use Plan for our Timber Supply Area only and that has not been updated either.
- >
- > Over the last many years we have seen a reduction in provincial staff in regards to compliance and enforcement as well as planning on Crown Lands.
- >
- > Since the approval and development of Revelstoke Mountain Resort we have had many referrals for development of Crown Lands in Area B and it is long past due to have another planning process that involves our communities. Decisions should be made with an eye to the cumulative impacts and in conjunction with the aspirations of our citizens.
- >
- > On Monday June 11th, Mayor McKee and myself had the pleasure of accompanying Premier Horgan on a tour around Revelstoke and after relating the issues above he was extremely supportive of a grass roots effort from our community and suggested that due to our concerns we should move forward now with a request to the province for a Local Land Use Planning process.
- >
- > I would like the board to support a request for funding from the Province [FLYNRORD] for a local land use plan led by the CSRD [Area B] and the City of Revelstoke for the Revelstoke TSA. The scope and budget of the project will be determined by both parties, with Provincial approval.



RD08-29.09

May 23, 2018

Chief Administrative Officer
Columbia Shuswap Regional District
PO BOX 978
Salmon Arm BC V1E 4P1

GC CP: for info. Laura

<input type="checkbox"/> DCAO	<input type="checkbox"/> Works	<input checked="" type="checkbox"/> Agenda	Owship:
<input checked="" type="checkbox"/> DS	<input type="checkbox"/> Fin/Adm	<input checked="" type="checkbox"/> Reg Board	File# 5771
<input type="checkbox"/> Ec Dev	<input type="checkbox"/> Parks	<input type="checkbox"/> In Camera	
<input type="checkbox"/> IT	<input type="checkbox"/> DEP	<input type="checkbox"/> Other Mtn	
<input type="checkbox"/> HR	<input type="checkbox"/> Other		
MAY 29 2018			
<input type="checkbox"/> Dir to Report	<input type="checkbox"/> Staff to Report	<input type="checkbox"/> Dir Mailbox Only	<input type="checkbox"/> Dir Circulate
Ack Sent:			
<input type="checkbox"/> Fax			
<input type="checkbox"/> Mail			
<input type="checkbox"/> Email			

Re: CSRD Noise Regulation Service Bylaw No. 5771

Enclosed is one copy of the above bylaw approved under the provisions of section 342 of the *Local Government Act* (Act). The Regional Board may now adopt the bylaw.

Once the bylaw has been adopted by the Board, please forward one certified copy of the bylaw and one copy of the associated map (8 ½ X 11 is sufficient) to this office as required under section 348(2) of the Act.

BC Assessment Coding Process – Please forward the following to infoservices@bcassessment.ca for service area coding:

- Adopted service area bylaw(s)
- Service area code sheet
- Folio or PID list of impacted properties (i.e. .xls)
- Copy of a map outlining the service area
 - .pdf preferred
 - if original larger than 11 x 17, please send 2 hard copies
- GIS boundary of the service area (i.e. shape file), *if available*

Sincerely,

Madeline Dams
Governance Analyst



Statutory Approval

Under the provisions of sections _____ 349 _____

of the _____ Local Government Act _____

I hereby approve Bylaw No. _____ 5771 _____

of the _____ Columbia-Shuswap Regional District _____,

a copy of which is attached hereto.

Dated this 18 *day*

of May *, 2018*

A handwritten signature in black ink, appearing to be "JL", written over a horizontal line.

Deputy Inspector of Municipalities

COLUMBIA SHUSWAP REGIONAL DISTRICT**BYLAW NO. 5771**

A bylaw to establish a noise regulation service within Electoral Areas B, C, D, E and F.

WHEREAS a regional district may, by bylaw, establish a service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of the Columbia Shuswap Regional District wishes to establish the service of noise regulation in the regional district that consists of Electoral Areas B, C, D, E and F;

AND WHEREAS the Board has obtained approval for the service from the participating Electoral Areas in the form of written consent provided by each of the Electoral Area's Electoral Area Director, pursuant to the *Local Government Act*;

NOW THEREFORE in an open meeting assembled, the Board of Directors of the Columbia Shuswap Regional District enacts as follows:

SERVICE

1. To establish a service for the purpose of providing the control of noise.

PARTICIPATING AREAS

2. The participating areas for Noise Regulations established by this bylaw consist of Electoral Areas B, C, D, E and F.

SERVICE AREAS

3. The participating service area boundaries established by this bylaw are shown on the Schedule attached hereto and forming part of this bylaw and consist of:
 - Schedule A - All of Electoral Areas B, C, D, E and F.

COST RECOVERY

4. The annual costs shall be recovered by one or more of the following:
 - a) requisition of money to be collected by a property value tax on land and improvements in accordance with the *Local Government Act*;
 - b) the imposition of fees and charges;
 - c) revenues raised by other means authorized under the *Local Government Act* or another Act; and/or
 - d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

FORCE and EFFECT

5. This bylaw will come into effect upon adoption.

CITATION

6. This bylaw may be cited as the "CSRD Noise Regulation Service Bylaw No. 5771".

READ a first time this 18th day of January, 2018.

READ a second time this 18th day of January, 2018.

READ a third time this 18th day of January, 2018.

APPROVED by the Inspector of Municipalities this day of , 2018.

ADOPTED this day of , 2018.

CHIEF ADMINISTRATIVE OFFICER

CHAIR

CERTIFIED a true copy of
Bylaw No. 5771 as read a third time.

CERTIFIED a true copy of
Bylaw No. 5771 as adopted.

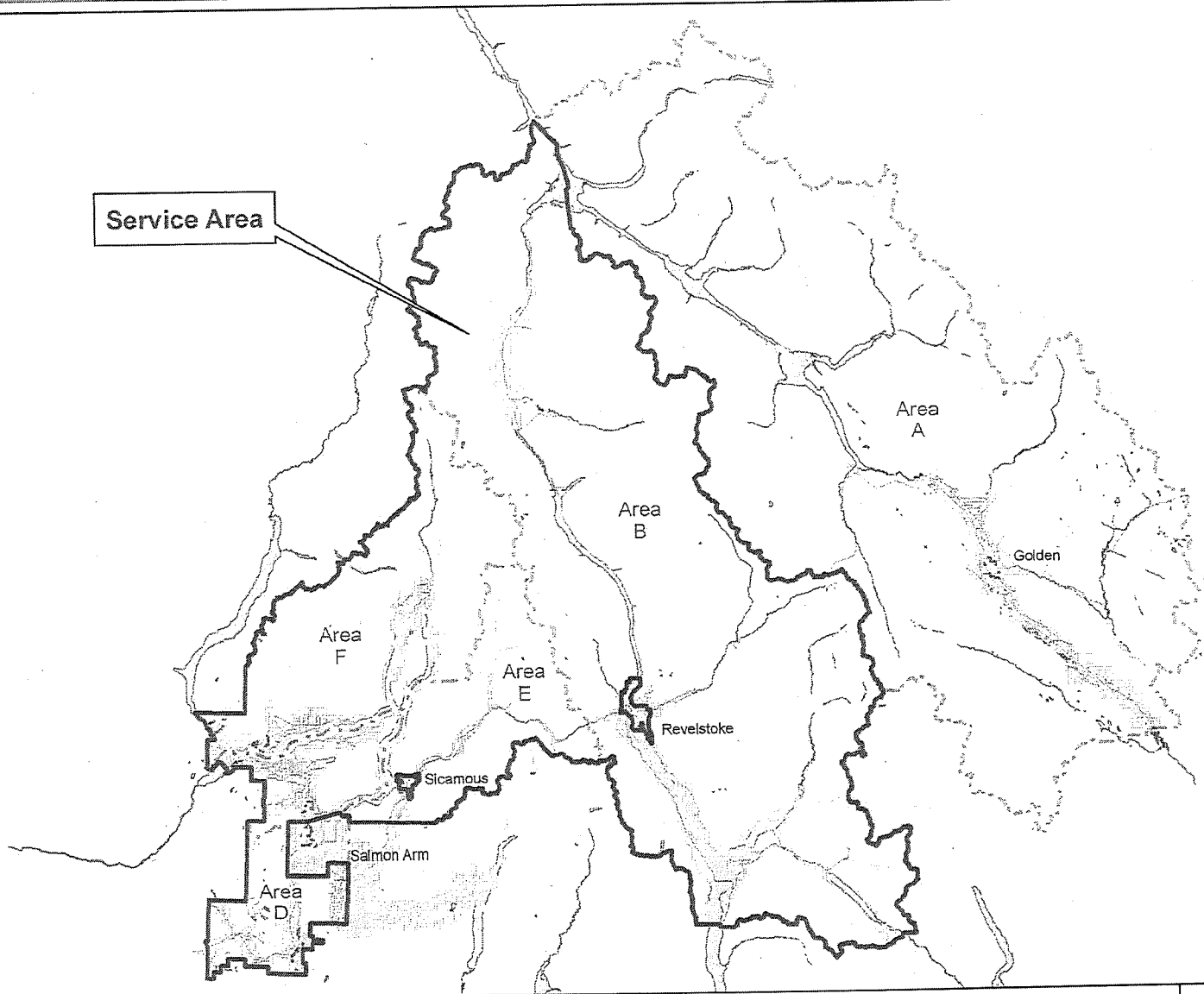


Deputy Manager of Corporate
Administration Services








Deputy Manager of Corporate
Administration Service



Service Area



Legend

-  Bylaw Boundary
-  Electoral Area Boundary
-  Parcel Boundary
-  Crown Land
-  Native Land
-  Road
-  Water

Schedule A

**CSRD Noise Regulation
Service Bylaw No. 5771**



Scale: 1:1,500,000



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

Date: January 19, 2018

Nad 83 CNT Datum
UTM Zone 11

The information on this map was compiled by the CSRD for regulatory and internal reference purposes only. No representation or warranty is made as to the accuracy of the information.

COLUMBIA SHUSWAP REGIONAL DISTRICTBYLAW NO. 5754

A BYLAW TO ENHANCE THE QUALITY OF LIFE
FOR THE CITIZENS OF THE COLUMBIA SHUSWAP REGIONAL DISTRICT

WHEREAS, the Board of the Columbia Shuswap Regional District desires to protect the quality of life for its citizens, endeavours to promote civic responsibility, and strives to encourage good relationships between neighbours;

AND WHEREAS the Board wishes to exercise its authority under Section 324 of the Local Government Act related to noise control;

AND WHEREAS the Columbia Shuswap Regional District, pursuant to supplementary Letter Patent dated October 1, 1981, was granted the power to exercise the authority under section 932 of the Municipal Act pertaining to control of noise;

NOW THEREFORE BE IT RESOLVED that the Board of the Columbia Shuswap Regional District in open meeting assembled, hereby ENACTS AS FOLLOWS:

PART I - INTERPRETATION

- 1.1 Words or phrases defined in the British Columbia Interpretation Act, Motor Vehicle Act or Local Government Act or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.
- 1.2 Terms used in this Bylaw are defined in Schedule "A" attached to this Bylaw.
- 1.3 A reference to an enactment refers to an enactment of the Province of British Columbia and a reference to an enactment, including a bylaw of the *Regional District*, refers to that enactment as it may be amended or replaced from time to time.
- 1.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.
- 1.5 If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

PART II – NOISE REGULATIONS

3.1 General Prohibitions:

- (a) No *person* being the owner, occupier or tenant of *real property* shall allow or permit such *real property* to be used so that noise or sound which occurs thereon or emanates therefrom, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any *person* or *persons* on the same property or in the neighbourhood or *vicinity* of that property.

- (b) No *person* shall make or cause, or permit to be made or caused, any noise or sound on a highway or other public place in the *Regional District* which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any *person* or *persons* in the neighbourhood or *vicinity* of that place.

3.2 Specific Prohibitions:

Without limiting the generality of Section 3.1 herein, between the hours of 12:00 a.m. and 7:00 a.m. any of the following sounds are deemed by the *Board* to be objectionable and disturbing the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public and are, therefore, generally prohibited:

- (a) the use of a megaphone, microphone or other voice amplification device, or shouting, clamouring, banging or making similarly disruptive sounds, whether produced outdoors or from the occupants within a *premises*, vehicle or vessel, such that the sound can be heard from a neighbouring lot or from another *premises* in the *vicinity*;
- (b) sound from a radio, stereophonic equipment, television, musical instrument, computer or other instrument or other apparatus for the production or amplification of sound, whether produced outdoors or from within a *premises*, vehicle or vessel, such that the sound can be heard from a neighbouring lot or from another *premises* in the *vicinity*;
- (c) no *person* shall construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner so as to generate any noise that can be heard from a neighbouring lot or from another *premises* in the *vicinity*.

3.3 Exemptions:

Section 3.1 does not apply to the following, or *persons* engaged in any of the following activities:

- (a) operating or in charge of Fire Department, Police or Ambulance or Emergency vehicles while in the execution of their duties;
- (b) operating any motor vehicle, machinery or other apparatus or thing during an emergency or for a civic, provincial or federal purpose such as avalanche or rock fall control, snow removal, civil defence exercises, construction, alteration, excavation, maintenance, improvement and repair of highways, water and sewer mains and other public works, buildings and structures and park property;
- (c) performing works of an emergency nature for the preservation or protection of life, health or property;
- (d) farm operations or other activities conducted on land designated by the Province as a farm area or Agricultural Land Reserve (ALR) or that is the subject of an aquaculture licence, and in accordance with Agricultural Land

Commission (ALC) regulations or normal farm practices under the Farm Practices Protection (Right to Farm) Act;

- (e) commercial snow clearing and removal operations;
- (f) operating a commercial delivery vehicle;
- (g) community or private events held at a community hall, or events held by a non-profit society, Community Association, or as endorsed by the *Regional District*;
- (h) wedding ceremonies including reception celebrations; and,
- (i) barking dogs.

PART III - ENFORCEMENT

- 4.1 The provisions of this Bylaw may be enforced by a *Bylaw Enforcement Officer* or by a *peace officer* unless otherwise specified.
- 4.2 No *person* shall obstruct or interfere with a *Bylaw Enforcement Officer* or peace officer in the exercise of their duties.
- 4.3 A *Bylaw Enforcement Officer* or *peace officer* shall have the right to enter upon the property of any owner or occupant at all reasonable times and in a reasonable manner to inspect and determine whether the requirements, restrictions and regulations of this Bylaw are being met.

PART IV - PENALTY

- 5.1 A *person* who contravenes any provisions of this Bylaw, or who directs, permits, suffers or allows any act or thing to be done in contravention or violation of any of the provisions of this Bylaw, commits an offence and each day that the offence continues constitutes a separate offence.
- 5.2 If proceedings are brought under the Offence Act, a *person* convicted of an offence under this Bylaw is liable to pay a fine in the maximum amount established under that Act, and any further penalties, costs, fines and compensation that may be ordered by the court under that Act or the Local Government Act, or both.
- 5.3 If proceedings are brought under the CSRD Ticket Information Utilization Bylaw No. 5296, a *person* convicted of an offence is liable to pay a fine of up to \$1,000.

PART V – APPLICATION

- 6.1 The provisions of this Bylaw apply to lands located within Electoral Areas B, C, D, E and F situated within the geographic boundaries of the *Regional District*.

PART VI – TITLE

- 7.1 This Bylaw may be cited as the “CSRD Noise Bylaw No. 5754”.

READ a FIRST TIME this 20 day of April, 2017.

AMENDED THIS 18 day of January, 2018.

READ a SECOND TIME AS AMENDED this 18 day of January, 2018.

READ a THIRD TIME this 18 day of January, 2018.

ADOPTED this ____ day of _____, 2018.

Chair

Chief Administrative Officer

CERTIFIED true copy of Bylaw No. 5754, as adopted.

(Deputy) Manager, Corporate
Administration Services

SCHEDULE “A”**Attached to CSRD Noise Bylaw No. 5754****In this Bylaw:**

“Bylaw Enforcement Officer” means the persons duly appointed by the Board as such, and shall include any peace officer, the Chief Administrative Officer or designate, Corporate Officer or designate, Manager, Development Services or designate; and the Manager of Operations or designate;

“Board” means the Board of Directors of the Regional District;

“peace officer” has the same meaning as in the British Columbia Interpretation Act and includes the Royal Canadian Mounted Police (RCMP) and bylaw enforcement officer;

“person” includes a natural person, a company, corporation, partnership, firm, association, society, or party and the personal or other legal representatives of a person to whom the context can apply according to law;

“premises” means any place occupied by an individual as a residence;

“real property” means land, with or without improvements so affixed to the land as to make them in fact and in law a part of the real property, and includes, as the context requires, individual premises located on the real property;

“Regional District” means the Columbia Shuswap Regional District or the area within the geographic boundaries of the electoral area as the context may require.

“vicinity” means close to neighbouring or near a particular place of origin.

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5778

A bylaw to amend Sorrento Waterworks Service Area Bylaw No. 5541

WHEREAS a service area has been established by the Columbia Shuswap Regional District by Bylaw No. 5541, cited as “Sorrento Waterworks Service Area Bylaw No. 5541”, for the purpose of providing water to the Sorrento area within Electoral Area C;

AND WHEREAS requests from property owners not within the service area established by Bylaw No. 5541 have been received by the Regional Board for the purpose of having additional lands included in the waterworks service area;

AND WHEREAS it is deemed desirable to include within the aforesaid service area additional lands as petitioned;

AND WHEREAS the Director for Electoral Area C has consented, in writing, to the adoption of this bylaw;

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

BOUNDARY

1. The boundaries of the “Sorrento Waterworks Service Area” as established by Sorrento Waterworks Service Area Bylaw No. 5541 are hereby extended to include the lands outlined and described in Schedule B, which is attached hereto and forms part of this bylaw.
2. Schedule A of Sorrento Waterworks Service Area Bylaw No. 5541 is hereby deleted and replaced by Schedule A attached hereto and forming part of this bylaw.

EFFECTIVE DATE

3. This Bylaw will come into effect upon adoption.

CITATION

- 4. This Bylaw may be cited as the "Sorrento Waterworks Service Area Amendment Bylaw No. 5778".

READ a first time this 17th day of May, 2018.

READ a second time this 17th day of May, 2018.

READ a third time this 17th day of May, 2018.

ADOPTED this _____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

CHAIR

CERTIFIED a true copy of
Bylaw No. 5778 as read a third time.

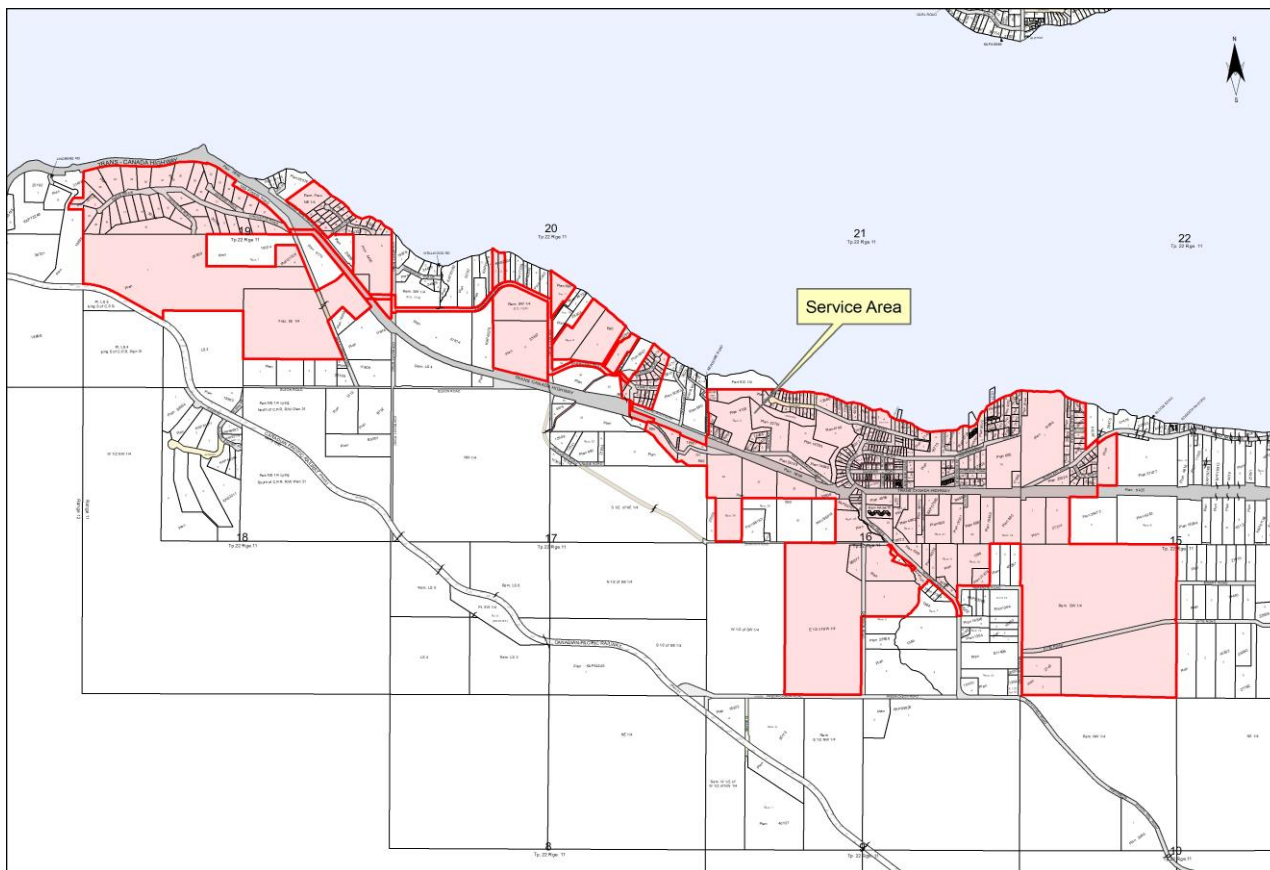
CERTIFIED a true copy of
Bylaw No. 5778 as adopted.

Deputy Manager of Corporate
Administration Services

Deputy Manager of Corporate
Administration Services

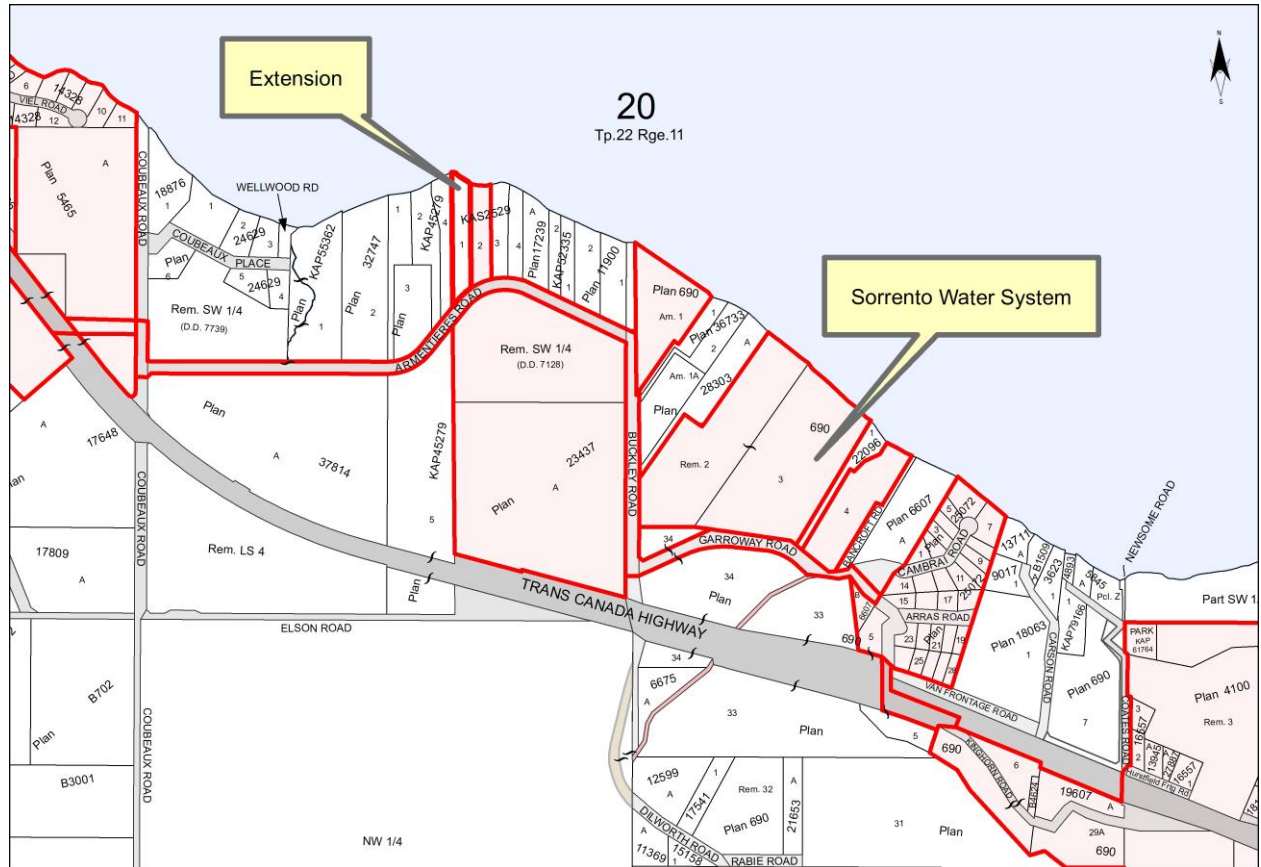
**SORRENTO WATERWORKS
SERVICE AREA AMENDMENT BYLAW NO. 5778**

SCHEDULE A



SORRENTO WATERWORKS SERVICE AREA AMENDMENT BYLAW NO. 5778

SCHEDULE B





BOARD REPORT

TO: Chair and Directors

File No: Amendment Bylaw No. 5779

SUBJECT: Amendment to Election Procedures Bylaw – Mail Ballot Voting Provisions

DESCRIPTION: Report from Lynda Shykora, Deputy Manager, Corporate Administration Services dated June 8, 2018.

RECOMMENDATION #1: THAT: "General Local Government Election and Other Voting Amendment Bylaw No. 5779" be read a First, Second and Third time this 21st day of June, 2018.

RECOMMENDATION #2: THAT: "General Local Government Election and Other Voting Amendment Bylaw No. 5779" be adopted this 21st day of June, 2018.

SHORT SUMMARY:

Corporate Administration Chief and Deputy Election Officers have reviewed past results for voter turnout in relation to Mail Ballot Voting for local government elections. This voter opportunity is underutilized and there is significant administrative work in providing mail ballot voting to the electorate. Therefore, Amendment Bylaw No. 5779 is proposed to remove Mail Ballots as a voting opportunity from the CSR D General Local Election and Other Voting.

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

Mail Ballot Voting may be done by mail for Electors who:

- (a) have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity; or
- (b) expect to be absent from the Regional District on General Voting Day and at the times of all advance voting opportunities; or
- (c) who reside in a location accessible only by boat, aircraft or remote forest service road.

Mail Ballot voting was implemented for the 2014 General Local Elections. A copy of the 2014 Election Results, including results for Mail in Ballots, is attached to this report.

In terms of the practical side of issuing mail ballots to electors, there is:

- a) a limited time frame in which to offer mail ballot applications due to the constricted time frame once final candidates are known and ballots are printed and available for distribution. (Applications for Mail Ballot voting are accepted for approximately one month before Voting Day; onus on the applicant to submit any mail ballot to the CSR D office by the end of General Voting Day).

b) Mail Ballot Procedures are extensive in terms of issuance and the voting procedures (reference to Bylaw No. 5661, Sections 12 through 19);

c) Applications for mail ballots must be vetted by staff to ensure voter eligibility. For example, in 2014 elections the CSRD received many requests for mail ballots that were denied. This was primarily due to residence of the applicant, where we experienced multiple instances of voters from out of Province, but perhaps owned property in the CSRD, who were not eligible to vote.

d) An element that causes some discomfort to election staff is the lack of control as to if, or when, a mail ballot will be returned to the CSRD by the deadline, in order to be counted. In 2014, there was an example where the postal service did not deliver a mail ballot to the CSRD office. Unfortunately the mail ballot was located several weeks after the election, but it was too late to have it counted at that point in time.

POLICY:

Local Government Act

CSRD General Local Government Election and Other Voting Bylaw No. 5661.

FINANCIAL:

No major financial implications on the Election Budget as most administrative election support is funded through the Corporate Administration budget.

KEY ISSUES/CONCEPTS:

The change in General Voting Day from November to October in the calendar year presents less weather related challenges for voters to get to the polls, and also means that eligible 'snowbird' electors are more likely to be in the area for Advance Voting opportunities in October.

Extensive administration is involved with the Mail ballot voting procedures.

The use of mail ballot voting in the 2014 general local election was insignificant in comparison to in-person voting at Advance Voting and on General Voting Day.

SUMMARY:

There is not opportunity for a local government to customize its own procedures for mail ballot voting; the procedure is legislated. Mail ballot voting is not a requirement, it is an optional procedure that local governments may choose to offer as an alternate voting opportunity.

Staff are recommending the Board consider the bylaw amendment to minimize administrative support in relation to the preparing, mailing, review of mail ballot applications, ballot acceptance (or rejection) for a system that staff views as a restrictive, cumbersome and a typically underutilized legislative process.

COMMUNICATIONS:

The amended General Voting Day and Other Voting Procedures Bylaw will be posted on the CSRD website.

DESIRED OUTCOMES:

Amending Bylaw No. 5779 is recommended for three readings and adoption at the June 2018 Regular Board meeting.

That the Board consider support for staff recommendations.

While the staff recommendation is to amend the Election Procedures Bylaw, it is recognized that the Board may wish to retain mail ballot voting as an additional voting opportunity in order to accommodate as many voters as possible to take part in the local government election process.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*

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

N/A

Report Approval Details

Document Title:	Election Procedures Amendment Bylaw.docx
Attachments:	- BL 5779 General Local Government Election and Other Voting, Amendment - Removes Mail Ballot Voting Provisions.pdf - BL5661 General Local Government Election and Other Voting.pdf - Election Results, including Mail Ballot Voting 2014.pdf
Final Approval Date:	Jun 19, 2018

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



Charles Hamilton - Jun 19, 2018 - 3:46 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5779

A bylaw to amend General Local Government Election and Other Voting Bylaw No. 5661

WHEREAS Bylaw No. 5661, cited as "General Local Government Election and Other Voting Bylaw No. 5661" establishes various procedures associated with the conduct of local government elections and other voting;

AND WHEREAS the Board deems it desirable to amend Bylaw No. 5661 to remove the provisions of mail ballot voting associated with CSRD local government general elections and other voting opportunities;

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

1. Sections 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 14, 25, and 26 of Bylaw No. 5661 are hereby deleted.
2. Sections 27 and 28 of Bylaw No. 5661 are hereby renumbered as Sections 9 and 10, respectively.
3. This bylaw may be cited as "General Local Government Election and Other Voting Amendment Bylaw No. 5779".

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

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

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

ADOPTED this _____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

CHAIR

CERTIFIED a true copy of
Bylaw No. 5779 as adopted.

Manager of Corporate
Administration Services

Manager of Corporate
Administration Services

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5661

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

WHEREAS the Board may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS the Board wishes to establish voting procedures and requirements under that authority;

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

REPEAL

1. General Local Government Election and Other Voting Bylaw No. 5599 is hereby repealed.

DEFINITIONS

2. In this Bylaw:

"**Chief Election Officer**" means the person appointed by the Regional District Board to carry out the duties under this bylaw and the *Local Government Act* and includes a delegation to the person who is appointed by the Regional District Board as the Deputy Chief Election Officer.

"**Elector**" means a resident elector or a non-resident property elector of an electoral area of the Regional District as defined in the *Local Government Act*.

"**Election**" means an election for the number of persons required to fill a Regional District office.

"**General Voting Day**" means:

- (a) the date set by the Province of British Columbia for general local elections;
- (b) the date set for a by-election;
- (c) the date set for an election under a Minister's order;
- (d) the date set for a runoff election in the event of a tie after a judicial recount, or
- (e) the date set for Other Voting.

"**Other Voting**" means voting on a bylaw or a matter for which assent of the electors is authorized or required and on voting on a referendum.

"**Regional District**" means the Columbia Shuswap Regional District.

VOTING DAY REGISTRATION

3. At each Election or Other Voting, Electors who wish to vote are required to register at the time of voting.
4. Registration as an Elector is effective only for an Election or Other Voting for which the voting is being conducted at that time.

ADDITIONAL ADVANCE VOTING OPPORTUNITIES

5. The Chief Election Officer is authorized to establish additional advance voting opportunities for each Election or Other Voting to be held in advance of General Voting Day and to designate the voting places and to establish the date and voting hours of those additional advance voting opportunities.

ORDER OF NAMES ON BALLOT FOR AN ELECTION

6. The order of the names of candidates on the ballot for an Election will be determined by lot.

ACCESS TO ELECTION DOCUMENTS

7. Nomination documents may be posted on the Regional District's website after their delivery to the Chief Election Officer and until 30 days after the declaration of the Election results.
8. Disclosure statements, supplementary reports and signed declarations may be posted on the Regional District's website after their delivery to the Chief Election Officer and until six months after General Voting Day for the Election to which they relate.

MAIL BALLOT VOTING

9. Voting and Elector registration for each Election or Other Voting may be done by mail for those Electors who:
 - (a) have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity; or
 - (b) expect to be absent from the Regional District on General Voting Day and at the times of all advance voting opportunities; or
 - (c) who reside in a location accessible only by boat, aircraft or remote forest service road.
10. The Chief Election Officer is authorized to establish the time limits in relation to voting by mail ballot.
11. An Elector wishing to vote by mail ballot must, during the time period established by the Chief Election Officer, apply in writing to the Chief Election Officer by giving:
 - (a) their name; and
 - (b) their mailing address; and
 - (c) the property address where they reside if they are registering as a resident elector or the property address for which they are registering as a non-resident property elector.

12. Upon receipt of a request for a mail ballot, the Chief Election Officer will:
- (a) mail or otherwise deliver or make available in the manner requested by the Elector a mail ballot package to the person who applied for the mail ballot if the request for a mail ballot is delivered to the Chief Election officer before the deadline established for distributing ballots by mail; or
 - (b) make the mail ballot package available to the person who applied for it, or someone acting on their behalf, to pick up the mail ballot package at a location specified by the Chief Election Officer if the request for a mail ballot is delivered to the Chief Election officer after the deadline established for distributing ballots by mail; and
 - (c) record and, upon request, make available for inspection:
 - (i) the name and address of a person to whom the mail ballot package was issued, and
 - (ii) the ballot or ballots that were issued to that person.
13. The Chief Election Officer may determine locations at which mail ballot packages may be picked up in person.

MAIL BALLOT VOTING PROCEDURE

14. To vote using a mail ballot, the Elector will mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
15. After marking the ballot, the Elector will:
- (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on the certification envelope, and then seal the certification envelope;
 - (c) place the certification envelope, together with a completed elector registration application and, if applicable, the non-resident property elector consent form and proof of property ownership in the outer envelope, and then seal the outer envelope;
 - (d) mail or otherwise deliver the outer envelope and its contents to the Chief Election Officer at the address specified on the outer envelope so that it is received by the Chief Election Officer no later than the close of voting on General Voting Day.

MAIL BALLOT ACCEPTANCE

16. Upon receipt of the outer mail ballot envelope and its contents and in the presence of at least one other person, the Chief Election Officer will immediately record the date of such receipt and will then open the outer envelope and remove and examine the certification envelope, the completed elector registration application and other required documentation. If the Chief Election Officer is satisfied as to:
- (a) the identity and entitlement to vote of the Elector whose ballot is enclosed; and
 - (b) the completeness of the certification, application and any other required documentation,
- the Chief Election Officer will mark the certification envelope as "accepted".

17. The unopened certification envelopes will remain in the custody of the Chief Election Officer until the close of voting on General Voting Day. At that time, the Chief Election Officer will open all accepted and unchallenged certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box designated for mail in ballots.
18. As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box will be opened under the supervision of the Chief Election Officer, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes will be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.

MAIL BALLOT REJECTION

19. Where:
 - (a) upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
 - (b) the Elector's certification and application to register as an elector is not complete; or
 - (c) any required additional documentation is not provided or is incomplete; or
 - (c) the outer envelope is received by the Chief Election Officer after the close of voting on General Voting Day,

the certification envelope will remain unopened and the Chief Election Officer will mark such envelope as "rejected" and will list the reasons for its rejection.

20. Any certification envelopes and their contents that have been rejected will remain unopened and will be destroyed subject to the provisions of the *Local Government Act*.

MAIL BALLOT CHALLENGE OF ELECTOR

21. Before the close of voting on General Voting Day and prior to the Chief Election Officer opening the certification envelope, an election official, a candidate representative, a candidate or an elector of the jurisdiction may challenge the right of a person who delivered a mail ballot to the Chief Election Officer to vote.
22. A person's right to vote may be challenged only on the basis that:
 - (a) that person is not entitled to vote, or
 - (b) that person has accepted an inducement:
 - (i) to vote or refrain from voting, or
 - (ii) to vote or refrain from voting for or against a particular candidate; or
 - (iii) as a reward for having voted or refrained from voting as described in sections 22(b)(i) and 22(b)(ii) above.
23. Where a challenge has been received, the person asserting the right to vote must either:
 - (a) provide evidence satisfactory to the Chief Election Officer that the person is entitled to vote; or
 - (b) make a solemn declaration to the Chief Election Officer as to person's entitlement to vote.

ELECTOR'S NAME ALREADY USED

- 24. Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the person asserting the right to vote as the named Elector must either:
 - (a) provide evidence satisfactory to the Chief Election Officer that the person is the named Elector; or
 - (b) make a solemn declaration as to person's entitlement to vote as the named Elector.

REPLACEMENT OF SPOILED BALLOT

- 25. Where an Elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the Elector may request a replacement ballot by advising the Chief Election Officer of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.
- 26. The Chief Election Officer will, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 13 of this bylaw.

RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

- 27. In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot.

CITATION

- 28. This Bylaw may be cited for all purposes as "General Local Government Election and Other Voting Bylaw No. 5661".

READ a first time this _____ 16th _____ day of _____ May _____, 2013.

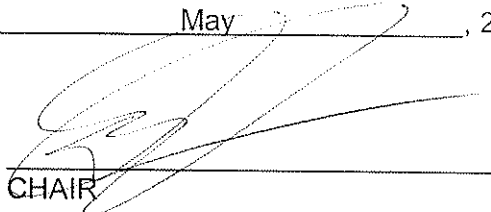
READ a second time this _____ 16th _____ day of _____ May _____, 2013.

READ a third time this _____ 16th _____ day of _____ May _____, 2013.

ADOPTED this _____ 16th _____ day of _____ May _____, 2013.



 CHIEF ADMINISTRATIVE OFFICER



 CHAIR

CERTIFIED a true copy of
Bylaw No. 5661 as adopted.

 Manager of Corporate
 Administration Services



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COLUMBIA SHUSWAP REGIONAL DISTRICT

Election Results 2014

Area 'A' - Rural Golden

Polling Station	Candidate	Candidate	Candidate
	SPAIN, Brian	HABART, Garry	CATHCART, Karen
Advanced Voting Nov 5 (Golden)	17	46	53
Advanced Voting Nov 5 & 12 (Salmon Arm)	0	0	0
Mail in Ballots	3	0	4
Field Elementary School	0	0	24
Golden Civic Centre	38	108	167
Joan Titus (Home)	1	21	4
Joyce Mitchell (Home)	2	21	21
Nicholson Elementary School	16	72	52
Parsons Kids Club	4	58	23
TOTAL	81	326	348

Area 'C' - South Shuswap

Polling Station	Candidate	Candidate	Candidate
	DEMENOK, Paul	McCLELLAND, Allan	NORMAN, Richard
Advanced Voting Nov 5 & 12	66	14	6
Mail in Ballots	21	3	2
Cedar Centre	367	250	16
Eagle Bay Community Hall	43	17	2
Sorrento Memorial Hall	124	136	10
Sunnybrae Hall	93	39	10
TOTAL	714	459	46

Area 'D' - Falkland/Salmon Valley/Ranchero/Deep Creek

Polling Station	Candidate	Candidate
	STALKER, Kelly	TALBOT, Rene
Advanced Voting Nov 5 & 12	1	15
Mail in Ballots	1	1
Falkland Elementary School	87	158
Ranchero Elementary School	54	76
Silver Creek Elementary School	41	30
TOTAL	184	280

Area 'E' - Rural Sicamous/Malakwa/Swansea Point

Polling Station	Candidate	Candidate
-----------------	-----------	-----------

Area 'E' - Rural Sicamous/Malakwa/Swansea Point

Polling Station	Candidate LETENDRE, Dan	Candidate MARTIN, Rhona
Advanced Voting Nov 5 & 12	0	6
Mail in Ballots	1	4
Cambie Community Hall	12	28
Malakwa Community School/ Malakwa Learning Centre	30	128
Sicamous Town Hall	17	26
Swansea Point Fire Hall	10	37
TOTAL	70	229

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BOARD REPORT

TO: Chair and Directors

File No: 0530 03
0115 20

SUBJECT: Amendment to Bylaw Enforcement Policy A-69 to address Proposed Noise Bylaw No. 5754

DESCRIPTION: Report from Corey Paiement, Team Leader Development Services, dated June 6, 2018.
Amendment to Bylaw Enforcement Policy A-69 to address Proposed Noise Bylaw No. 5754.

RECOMMENDATION: THAT: Bylaw Enforcement Policy A-69 be amended to include a new Section 5.6 as follows:

"5.6 The CSR D has adopted Noise Bylaw No. 5754 to provide the RCMP with an additional enforcement tool to address noise-related concerns. The enforcement of Bylaw No. 5754 is at the sole discretion of the RCMP; the RCMP is authorized in MTI Bylaw No. 5776 to issue a municipal ticket for noise-related offences. CSR D staff will not be enforcing this bylaw.

Upon receipt of a noise complaint, CSR D staff will explain the purpose and content of Bylaw No. 5754 to residents and direct them to their local RCMP detachment for follow-up."

SHORT SUMMARY:

The Board endorsed Bylaw Enforcement Policy A-69 in 2017 to establish clear procedures, expectations and standards for the Regional District's bylaw enforcement program. With the consideration of adoption of Noise Bylaw No. 5754 to regulate noise in Electoral Areas B, C, D, E and F, it is necessary to provide clarification in Policy A-69 that Bylaw No. 5754 will be enforced by the RCMP at its discretion.

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

BACKGROUND:

The Board endorsed Bylaw Enforcement Policy A-69 in 2017 to establish clear procedures, expectations and standards for the Regional District's bylaw enforcement program.

See "A-69 Bylaw Enforcement Policy.pdf" attached.

At the June 2018 Regular Board meeting, the Board is considering adopting Noise Bylaw No. 5754 to regulate noise in Electoral Areas B, C, D, E and F. It has been the intention of the Board that Bylaw No. 5754, and related amendments to MTI Bylaw No. 5776, would provide a tool for the RCMP to choose to enforce noise bylaw infractions. It is, therefore, necessary to provide clarification in Policy A-69 that

Bylaw No. 5754 will be enforced by the RCMP at its discretion. A new Section 5.6 is proposed to be included in Policy A-69 to provide this clarification, once the Noise Regulation Bylaw No 5754 is adopted.

An amendment to Policy A-69 to provide such clarification was recommended by CSRD staff in previous staff reports to the Board in relation to the creation and administration of a regulatory Noise Bylaw.

See "2018-01-18_Board_DS_BL5754_Noise_Bylaw_2nd_reading.pdf" attached.

See "2018-01-18_Board_Minutes_Item_10.5_Noise_Bylaw_No._5754.pdf" attached.

POLICY:

It is recommended the Bylaw Enforcement Policy A-69 be amended to include a new Section 5.6 as follows:

"5.6 The CSRD has adopted Noise Bylaw No. 5754 to provide the RCMP with an additional enforcement tool to address noise-related concerns. The enforcement of Bylaw No. 5754 is at the sole discretion of the RCMP; the RCMP is authorized in MTI Bylaw No. 5776 to issue a municipal ticket for noise-related offences. CSRD staff will not be enforcing this bylaw.

Upon receipt of a noise complaint, CSRD staff will explain the purpose and content of Bylaw No. 5754 to residents and direct them to their local RCMP detachment for follow-up."

FINANCIAL:

There are no financial implications for amending Policy A-69 to include a new Section 5.6.

There will be financial implications if Policy A-69 is not amended as recommended. Without the amendment there will be the expectation that CSRD staff will be enforcing Noise Bylaw No. 5754. This will mean that bylaw enforcement resources will need to be reallocated for this purpose or additional resources will be required.

KEY ISSUES/CONCEPTS:

Including the new Section 5.6 in Policy A-69 will provide guidance to CSRD staff, public, and RCMP about the CSRD's role in the enforcement of Noise Bylaw No. 5754.

IMPLEMENTATION:

The amended Policy A-69 will be updated on the CSRD's website. The new Section 5.6 will be used by CSRD staff, primarily the Bylaw Enforcement Officers, to explain the CSRD's role in the enforcement of Noise Bylaw No. 5754.

It is anticipated that at the July 19, 2018 Board meeting, staff will be recommending amendments to MTI Bylaw No. 5776 to add fines under the Noise Bylaw No. 5754 as ticketable offences, including the RCMP as the designated officer, offences and fines.

COMMUNICATIONS:

The amended Policy A-69 will be updated on the CSRD's website.

A copy of the updated Policy will be provided to the RCMP detachments where Bylaw No. 5754 will apply. The detachments will also be provided with MTI Bylaw No. 5776 after Noise Bylaw No. 5754 is added and provided ticket books so they are aware of the bylaw offences and may issue tickets at their discretion.

DESIRED OUTCOMES:

That the Board endorse the recommended amendment to Policy A-69.

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:	2018-06-21_Board_DS_053003_CSRD_Bylaw_Enforcement_Policy.docx
Attachments:	- 2018-01-18_Board_DS_BL5754_Noise_Bylaw_2nd_reading.pdf - 2018-01-18_Board_Minutes_Item_10.5_Noise_Bylaw_No._5754.pdf - A-69 Bylaw Enforcement Policy.pdf
Final Approval Date:	Jun 11, 2018

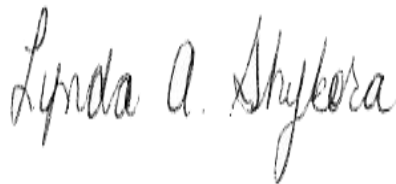
This report and all of its attachments were approved and signed as outlined below:



Gerald Christie - Jun 8, 2018 - 12:11 PM



Jodi Pierce - Jun 8, 2018 - 12:50 PM



Lynda Shykora - Jun 11, 2018 - 3:58 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 11, 2018 - 3:59 PM



BOARD REPORT

TO: Chair and Directors

File No: BL 5754 3995 20 04

SUBJECT: Noise Bylaw No. 5754 Second Reading Amendments

DESCRIPTION: Report from Gerald Christie, Manager Development Services, dated January 8, 2018.
Proposed amendments to Noise Bylaw No. 5754.

RECOMMENDATION #1: THAT: CSR D Noise Bylaw No. 5754 be amended as presented, this 18th day of January, 2018.

RECOMMENDATION #2: THAT: CSR D Noise Bylaw No. 5754 be given second reading as amended, this 18th day of January, 2018.

RECOMMENDATION #3: THAT: CSR D Noise Bylaw No. 5754 be read a third time this 18th day of January, 2018.

SHORT SUMMARY:

At the September 21, 2017 Board meeting, Directors discussed the results of the public comments received during the summer in regards to the proposed Noise Bylaw No. 5754. Directors approved the bylaw to move forward with the proposed staff amendments including some other minor changes desired by the Directors. Staff have now incorporated all of these amendments into the proposed bylaw for amendment prior to second, as amended, and third reading, as amended, for the Board's consideration. As noted in the staff report considered by the Board at the September 21, 2017 Board meeting, if the Board proceeds with Bylaw No. 5754, and prior to bylaw adoption, staff will also bring forward changes to CSR D Bylaw Enforcement Policy A-69 detailing how noise-related complaints will be managed by CSR D staff and provided to the RCMP for follow-up.

VOTING:

Unweighted Corporate LGA Part 14 (Unweighted) Weighted Corporate Stakeholder (Weighted)

BACKGROUND:

Several changes were recommended by staff, and approved by the Board, to be made to the proposed Noise Bylaw No. 5754 in light of the comments received from the public in the summer of 2017; as noted in the meeting minutes, additional amendments were also desired by Directors as discussed at the September 21, 2017 Board meeting.

"Area A Director spoke in favour but requested construction and homebased business be exempted, as well as weddings and barking dogs.

Area F Director spoke in favour but suggested that rural farm areas should be excluded and Bylaw should be in effect from 12AM to 7AM on weekends. Community events should be exempted.

Area E Director spoke in favour however, the Bylaw needs to be very clear that dogs are not included in Bylaw. Should be earlier than 7AM."

All staff and Director recommended changes have now been incorporated into the bylaw at second reading, as amended, and include:

- Extension of permitted noise hours
 - Original bylaw 10:00 p.m. – 7:00 a.m.
 - Amendment 12:00 a.m. – 6:00 a.m.
- Additional exemptions:
 - Commercial snow clearing and removal operations
 - Commercial deliveries
 - Community events
 - Wedding events
 - Barking dogs.

There was also some discussion at the September Board meeting about exempting home-based businesses and home construction from the bylaw; however, staff are of the opinion that with the new proposed extension of permitted noise hours and a 'quiet time' extending only between 12:00 a.m. and 6:00 a.m. that an exemption to allow noise from such uses is not necessary.

POLICY:

If the Board approves the amendments, second reading as amended, and third reading of Noise Bylaw No. 5754, staff will bring forward proposed changes to Bylaw Enforcement Policy A-69 prior to adoption of the bylaw. Changes to the policy will note the RCMP ability to ticket for such noise-related bylaw contraventions and that there are limited practical abilities of CSRD enforcement staff to address such complaints, e.g. the large geographic size of the regional district, that Noise Bylaw contraventions would only occur outside of normal weekday staff hours, and that there are significant safety issues with investigating complaints which occur at night, with large gatherings, or in remote locations.

1981 Supplementary Letters Patent (SLP) of the CSRD originally contained the authority for the Regional District to regulate or prohibit noise. Upon doing further research into the specifics and confirming which electoral areas were encompassed under the 1981 SLP, and in consultation with legal counsel in relation to the validity of SLP and the numerous changes to the Municipal and Local Government Act since 1981, it will be necessary for the Board to adopt a Noise Service Establishment Bylaw before the Noise Regulation Bylaw is adopted. The Noise Service Establishment Bylaw will be brought forward on the January Late Board agenda for consideration of three readings.

FINANCIAL:

As noted in the September 10, 2017 staff Board report, direct financial impacts to the CSRD primarily consist of providing ticketing books to the RCMP for ticketing of noise-related issues that are not in compliance with Noise Bylaw No. 5754.

Indirect costs are associated with the additional Bylaw Enforcement staff time necessary to receive noise complaints from the public, communicate with complainants and explain the purpose of the bylaw (not for the CSRD to investigate and enforce but to provide an enforcement tool for RCMP), and advise complainants to submit their complaints to the RCMP. Staff are concerned that additional Bylaw Enforcement staff time will still be necessary in administering proposed Bylaw No. 5754 and may make less time available to investigate and enforce other CSRD Bylaws. If the proposed Bylaw No. 5754 is adopted, staff will monitor the impact of this bylaw and report out to the Board at later date.

KEY ISSUES/CONCEPTS:

The intent of Noise Bylaw No. 5754 is to deal with unneighbourly and nuisance noise during nighttime hours. With the proposed bylaw amendments extending the permitted noise hours, and the additional exemptions added to the proposed bylaw, the expectations for a 'quiet time' extending between 12:00 a.m. and 6:00 a.m. is clear. However, although the bylaw will allow for the RCMP to write tickets to nuisance property owners in contravention of the bylaw the ability to effectively enforce the bylaw will be difficult and following-up on such complaints remains at the discretion and priority of the RCMP.

Some Directors also enquired about the ability to have the proposed Noise Bylaw to only apply to portions of a particular Electoral Area. The bylaw as currently proposed applies to all Electoral Areas and the lands contained therein within which the CSRD has regulatory jurisdiction. Given the Noise Bylaw's limited regulation, additional proposed exemptions, and extended permitted noise hours, the need to have the bylaw only apply to a portion of an Electoral Area should not be necessary. Staff is not supportive of implementing this regulation on a Sub-Electoral Area basis, however, if a Director wished to have the bylaw apply to only a portion of an Electoral Area, a referendum or alternative approval process (AAP) for property owners in the proposed service area would be necessary to obtain the requisite authority to implement the bylaw and establish the service area.

If Bylaw No. 5754 is given second reading as amended, and third reading, the bylaw will be brought back to the Board for consideration of final reading at the same time further amendments are proposed to CSRD Bylaw Enforcement Policy A-69 to clarify how Bylaw No. 5754 will be administered by CSRD staff. The effective date of the Noise Bylaw No. 5754 will be as of the date of final reading of the bylaw.

SUMMARY:

As previously directed by the Board, amendments have now been made to proposed Noise Bylaw No. 5754. If the Board grants the amendments and proceeds to the third reading stage, staff will bring back the bylaw for final reading early in 2018 for adoption along with recommended changes to the CSRD Bylaw Enforcement Policy A-69. As mentioned in the Policy section of this report, a Noise Service Establishment Bylaw will need to be adopted by the Board before the Noise Regulation Bylaw is adopted. The adoption of the Service Establishment Bylaw and the Noise Regulation Bylaw may be considered in tandem.

IMPLEMENTATION:

If adopted, Noise Bylaw No. 5754 will be placed on the CSRD webpage that has been created for the bylaw and a news release will be issued noting that the Noise Bylaw is now in effect. RCMP detachments will also be notified about the adoption of the bylaw, provided with copies for their information, and provided with ticketing books once the CSRD Municipal Ticket Information Bylaw is amended to set out the offences and associated fines.

COMMUNICATIONS:

CSRD Bylaw Enforcement staff will continue to liaise with the RCMP as necessary and provide the local detachments with ticketing books and applicable bylaws as required. The public will be made aware of the new bylaw via the CSRD website, social media, and newspaper advertisements.

DESIRED OUTCOMES:

That the Board consider the amendments proposed and proceed with second reading, as amended, as well as third reading of Noise Bylaw No. 5754.

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2018-01-18_Board_DS_BL5754_Noise_Bylaw_2nd_reading.docx
Attachments:	- Noise BL 5754 - 2nd as amended (final).docx - 2017-09-21_Board_DS_BL5754 - Noise Bylaw consultation results.pdf
Final Approval Date:	Jan 10, 2018

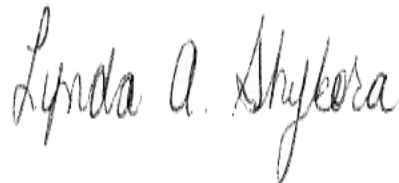
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Jan 9, 2018 - 4:25 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - Jan 9, 2018 - 4:35 PM



Lynda Shykora - Jan 10, 2018 - 11:04 AM



Charles Hamilton - Jan 10, 2018 - 11:29 AM

10.5 Noise Bylaw No. 5754 Second Reading Amendments

Report from Gerald Christie, Manager Development Services, dated January 8, 2018. Proposed amendments to Noise Bylaw No. 5754.

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

G. Christie provided a verbal report and summarized the amendments made. Hours were changed to 12 AM to 6 AM for quiet time. Exclusions were summarized.

This Bylaw will not be enforced by the Regional District, the RCMP will decide if they will use this Bylaw to issue tickets.

2018-0132

Moved By Director Morgan

Seconded By Director Talbot

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

Discussion on the Motion:

The Board had considerable discussion on this Bylaw

Electoral Area A Director - After much consideration and discussion Director Cathcart will be removing Area A from this bylaw.

The Directors agreed that an additional amendment is required to the quiet hours. It was agreed that the hours should be changed to amend Bylaw 5754 to 12:00AM to 7:00AM.

Amendment:

Moved By Director Demenok

Seconded By Director Morgan

THAT: (1) CSRD Noise Bylaw 5754 will be further amended to reflect quiet hours of 12:00 AM to 7:00 AM.

and (2) the removal of Electoral Area A from CSRD Noise Bylaw No. 5754.

VOTE ON AMENDMENT – CARRIED

VOTE ON MOTION AS AMENDED – CARRIED

2018-0133

Moved By Director Morgan

Seconded By Director Talbot

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

CARRIED

2018-0134

Moved By Director Morgan

Seconded By Director Talbot

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

CARRIED

10.6 CSRD Noise Regulation Service Establishment

Report from Lynda Shykora, Deputy Manager, Corporate Services, dated January 9, 2018.

Bylaw to establish a noise regulation service in Electoral Areas A, B, C, D, E and F.

Consideration of First, Second and Third Readings.

2018-0135

Moved By Director Demenok

Seconded By Director Morgan

THAT: Electoral Area A be removed from CSRD Noise Regulation Service Bylaw No. 5771.

CARRIED

2018-0136

Moved By Director Morgan

Seconded By Director Demenok

THAT: "CSRD Noise Regulation Service Bylaw No. 5771" be read a first, second and third time this 18th day of January, 2018.

CARRIED

10.7 CSRD Security Issuing Bylaw No. 9105

Report from Jodi Pierce, Manager, Financial Services, dated January 15, 2018.

Consideration of First, Second and Third Readings and Adoption.

2018-0137

Moved By Director Rysz

Seconded By Director Morgan

THAT: "Columbia Shuswap Regional District Security Issuing Bylaw No. 9105" be read a first, second, and third time this 18th day of January, 2018.

CARRIED



A-69

Columbia Shuswap Regional District

BYLAW ENFORCEMENT POLICY

Preamble

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

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

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

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

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

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

1.0 ROLES AND RESPONSIBILITIES

- 1.1 Board of Directors (the Board) – Approves Regional District bylaws, the bylaw enforcement policy and the bylaw enforcement budget. The Board appoints persons as Bylaw Enforcement Officers. Enforcement actions involving direct enforcement or legal proceedings are approved by a resolution of the Board. Each Director remains uninvolved in specific bylaw enforcement decisions unless and until the matter is put on the agenda for the entire Board to consider.
- 1.2 Corporate Officer – Makes recommendations to the Board regarding the bylaw enforcement budget and legal proceedings.
- 1.3 Manager of Development Services – Makes recommendations to the Board regarding the bylaw enforcement budget, legal proceedings and bylaw enforcement policy and may, at times, assume the responsibilities of the Team Leader of Development Services.
- 1.4 Manager of Operations – Makes recommendations to the Board regarding the Dog Control enforcement budget, legal proceedings and bylaw enforcement policy and may, at times, assume the responsibilities of the Department's Team Leaders.
- 1.5 Team Leaders (Development Services and Operations Management)
 - 1.5.1 Team Leader Development Services provides a supervisory function for the Bylaw Enforcement Officers;
 - 1.5.2 Team Leader Community Services provides a supervisory function for the Dog Control Officer;
 - 1.5.3 For departmental specific bylaws the applicable Manager, Team Leader, or Corporate Officer may:
 - 1.5.3.1 Authorize bylaw investigations in the absence of a written complaint (Section 3.1) and authorize exceptions to the required criteria for initiating enforcement action (Section 2.3);
 - 1.5.3.2 Authorize extensions to the time set to comply with a bylaw (Section 6.11);
 - 1.5.3.3 Authorize a decision to restrict contact with a person who is making repeated complaints about the same issue (Section 7.11); and,
 - 1.5.3.4 In consultation with applicable department manager, authorize correspondence with legal counsel (Section 6.16).
- 1.6 Bylaw Enforcement Officers and Dog Control Officers
 - 1.6.1 Receive, record and investigate complaints;
 - 1.6.2 Seek voluntary compliance through education and negotiation;
 - 1.6.3 Attend on-site as necessary to investigate complaints and carry out enforcement actions, including issuing tickets; and,
 - 1.6.4 Manage correspondence with legal counsel, prepare written reports and makes presentations to the Board regarding direct enforcement action or legal proceedings.
- 1.7 Building Inspector(s) – Where an investigation of the Bylaw Enforcement Officer determines a bylaw offense has occurred that was subject to the provisions of a

building regulation bylaw, the Building Inspector(s) is authorized to proceed with the investigation and the enforcement action as appropriate and as outlined in this policy.

- 1.8 Planners – Receive, review and make recommendations regarding land use and development applications that may originate from bylaw enforcement complaints.

2.0 SUBMISSION OF A COMPLAINT

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

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

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

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

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

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

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

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

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

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

3.0 OBSERVED INFRACTIONS

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

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

4.0 CONFIDENTIALITY

4.1 Subject to the Freedom of Information and Protection of Privacy Act (FOIPPA) the identity of the complainant, any personal information they provide, and the written complaint itself, shall not be disclosed to the alleged offender or any member of the public. The response of the alleged offender shall not be disclosed to the complainant, whether it is in writing or made orally. The complainant and the alleged offender shall be informed that this information will be kept confidential unless required by court proceedings. The anonymity and confidentiality given to complainants and alleged offenders under this policy cannot be assured if the investigation results in court proceedings.

4.2 Complainants and alleged offenders are to be advised that any personal information that they provide about other parties is subject to disclosure by order of the BC Information and Privacy Commissioner. If persons apply to the Regional District for disclosure of personal information about them in complaints and in responses to the complaints under the Freedom of Information and Protection of Privacy Act, it shall be the policy of the Regional District to refuse disclosure, unless consent is obtained from the person who supplied the information and who would otherwise be assured of confidentiality. The Regional District, however, is subject to orders issued by the Information and Privacy Commissioner under the Act and will not necessarily appeal an order for disclosure.

5.0 PRIORITY CLASSIFICATION OF COMPLAINTS

5.1 Upon receipt of a bylaw complaint, all bylaw infractions shall be prioritized, first according to the classification of the complaint; and second, according to the date the complaint was received.

5.2 Class 1 violations involve public health and safety risks to humans, significant adverse environmental impacts and/or harm to Regional District infrastructure. Matters are typically those which, if not addressed in a timely fashion, could result in irreversible impacts. Class 1 violations are considered paramount and receive first priority for enforcement.

- 5.3 Class 2 violations do not pose an immediate hazard to persons or property and typically do not involve significant environmental impacts. Such violations tend to have limited off-site implication and may be cosmetic in nature. Investigation of Class 2 complaints will be ranked in the order received and investigated subject to staffing, other priorities, and budgetary resources.
- 5.4 Complaints that are not related to a CSRD bylaw will not be investigated and no file will be opened; for serious complaints related to health, safety or the environment, staff will make best efforts to make complainants aware of the applicable regulatory agency that may be able to deal with their complaint and make the applicable regulatory agency aware of the issue for their information and follow-up.
- 5.5 Where complaints first require authorizations or approvals from other agencies, provincial or federal governments, such complaints will be forwarded to the applicable organization having jurisdiction for their follow-up and consideration. CSRD Bylaw Enforcement may be held in abeyance until the organization having jurisdiction has dealt with the matter.

6.0 COMPLAINT PROCESSING PROCEDURE AND ENFORCEMENT

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

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

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

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

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

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

The report may also include:

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

The report will be approved by the Chief Administrative Officer and presented (in-camera) to the Board for final consideration, by resolution. Upon Board approval, the Regional District may initiate legal proceedings through legal counsel. If legal proceedings are to be withheld for cause (i.e., budget, extensive investment of staff time, not deemed to be in the public interest, etc.), the complainant and violator may be so advised, and the enforcement file will be closed.

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

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

- 6.14 It is expected that the landowner cease their illegal activity until a determination on their permit or land use amendment application has been rendered. The Regional District may continue to pursue enforcement action during the consideration of an application for a permit or a land use amendment if the landowner is not proceeding in good faith with the Regional District in attempting to gain the necessary approvals that could result in the resolution of the violation.
- 6.15 At the end of legal proceedings, the Bylaw Enforcement Officer will advise the complainant and the Board of the outcome, and close the enforcement file once compliance has been established or the court decision renders continuing enforcement unnecessary.

7.0 FRIVOLOUS, REPEAT AND MULTIPLE COMPLAINTS

- 7.1 Bylaw Enforcement Officers or Dog Control Officers may decline to investigate some complaints based on the nature of the complaint and alleged violation, the impact of

- the violation on the community, the impact of the violation on the complainant or other individuals, and based on this policy.
- 7.2 In the case of frivolous, repeat and/or multiple complaints, each complaint will be dealt with on its own merits and according to this policy. However, Bylaw Enforcement Officers and Dog Control Officers will endeavour to focus on balancing fairly the interests of both the individual making the complaint and the broader community. The Regional District retains the discretion not to intervene in civil matters that are clearly disputes between individuals. The Regional District may consider responding to repeated complaints only where the complainant provides new information or raises a new issue.
- 7.3 If a decision is made to restrict contact with a person who is making repeated complaints about the same issue, the decision will be made by the applicable Manager, Team Leader or the Corporate Officer. The Bylaw Enforcement Officer will clearly communicate to the complainant in writing the nature of the restrictions, the reason for them and when they may be reconsidered. The decision to restrict complaints does not prevent or limit other necessary contact with staff that is unrelated to the person's complaints.
- 7.4 With respect to Dog Control, if a decision is made to restrict contact with a person making repeated complaints about the same issue, the decision will be made by the Team Leader Community Services and will clearly communicate to the complainant in writing the nature of the restrictions, the reason for them and when they may be reconsidered. The decision to restrict complaints does not prevent or limit other necessary contact with staff that is unrelated to the person's complaints
- 7.5 Multiple complaints from different people about the same issue may be investigated as a group, rather than individually.

8.0 INSPECTION OF PRIVATE PROPERTY

- 8.1 Bylaw Enforcement Officers and Dog Control Officers are authorized by the Board, without a warrant or permission from the owner or occupant, to enter private property to determine if bylaws are being followed.
- 8.2 Bylaw Enforcement Officers and Dog Control Officers will take all reasonable steps to advise the owner or occupant before entering the property unless the situation is one which bylaw or policy states that notice is not necessary, or where the issue involves public health or safety risks to humans, significant adverse environmental impacts or harm to Regional District infrastructure.
- 8.3 Bylaw Enforcement Officers and Dog Control Officers will only conduct enforcement action related to the issue of complaint, unless during the course of their investigation they are made aware of other bylaw infractions or other issues arise which may cause public health or safety risks to humans, significant adverse environmental impacts or harm to Regional District infrastructure.

9.0 STAFF SAFETY

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



BOARD REPORT

TO: Chair and Directors

File No: LC2543A PL20170000201
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SUBJECT: Electoral Area A: Agricultural Land Commission (ALC) Application
Section 20(3) – Non-Farm Use LC2543A

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated
May 24, 2018.
2581 Highway 95, Nicholson

RECOMMENDATION: THAT: Application No. LC2543A, Section 20(3) Non-farm use in the ALR,
for the north half of the southwest quarter, Section 16, Township 25,
Range 20, W5M, Kootenay District, Except (1) Part outlined pink on RW
Plan 1155 and (2) Part included in Plan 6772 be forwarded to the
Provincial Agricultural Land Commission recommending approval, on this
21st day of June, 2018.

SHORT SUMMARY:

The subject parcel is located in Nicholson in Electoral Area A. This is a non-farm use in the ALR application. The ALC contacted the subject property owner indicating that some of the existing uses, including a commercial operation called "Columbia Wetlands Outpost" that operates tourist accommodation and up to 20 special non-farm use events on the property, are not permitted within the ALR and require a non-farm use application.

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

REGISTERED OWNER(S):
Wobbly Dock Holdings Ltd., INC. No. BC0863893

APPLICANT:
Mark Teasdale

ELECTORAL AREA:
A

LEGAL DESCRIPTION:

The north half of the southwest quarter, Section 16, Township 25, Range 20, W5M, Kootenay District, Except (1) Part outlined pink on RW Plan 1155 and (2) Part included in Plan 6772

PID:

016-526-538

SURROUNDING LAND USE PATTERN:

North = Densely treed, single family dwelling

South = Teasdale LC2544A (Columbia Wetlands Outpost, aquaculture, wetland tour business, residential, agriculture)

East = Densely treed, residential

West = Columbia Wetlands

PARCEL SIZE:

28.98 ha

CURRENT USE:

1. Tourist accommodation in single family dwelling (old farm house)
2. Retail office in single family dwelling (old farm house)
3. Seasonal rental of teepees
4. Event facility in renovated barn
5. Seasonal farm tours
6. Hay, hop, fruit tree production
7. Bee hives
8. silviculture

PROPOSED USE: (same as current use)

1. Tourist accommodation in single family dwelling (old farm house)
2. Retail office in single family dwelling (old farm house)
3. Seasonal rental of teepees
4. Event facility in renovated barn
5. Seasonal farm tours
6. Hay, hop, fruit tree production
7. Bee hives
8. silviculture

DESIGNATION:

N/A

ZONE:

N/A

AGRICULTURAL LAND RESERVE:

65%

See "Maps_Plans_Photos_LC2543A.pdf" attached.

SOIL CAPABILITY:

See "Maps_Plans_Photos_LC2543A.pdf" attached.

According to the Canada Land Inventory mapping, 5% of the property is 60% Class 6 and 7 soils with excess water by inundation with streams and lakes as limiting factors; soils not improvable.

65% of the property is Class 4 soils with topography and fertility as limiting factors; soils not improvable.

30% of the property is 80% Class 6 soils with topography and stoniness as limiting factors and 20% Class 7 with stoniness as a limiting factor; soils not improvable.

HISTORY:

There is another ALC file (LC2544A) currently being processed for the property to the north and which is also on the June 21, 2018 Board agenda. There have been no other ALR applications on or adjacent to the subject property.

SITE COMMENTS:

The subject parcel is located along Highway 95 in Nicholson. It is separated into three areas divided by both Highway 95 and CP railway. Approximately 65% of the parcel is in the ALR; portions of this is within the Columbia Wetlands and other areas are densely treed, with the rest within the ALR being used for hayfields, hops and orchard. The area within the ALR also has a single family dwelling/old farm house (being used for guest accommodation and a retail office) and a barn (being used for agricultural storage and an event facility). 5 Teepees have been constructed for tourist accommodation and storage and are located in a treed area along the ALR/non-ALR boundary of the property.

Surrounding properties include residential and agricultural uses; most surrounding properties are either entirely or partially within the ALR.

POLICY:

Electoral Area 'A' does not have an Official Community Plan and the subject parcel is without the benefit of zoning regulation.

FINANCIAL:

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

KEY ISSUES/CONCEPTS:

The subject parcel is being used for tourist accommodation and special events, in conjunction with agricultural use. The Agricultural Land Commission contacted the owners in July 2017 indicating that the tourism uses on the property are not permitted in the ALR and the owners were directed to make a non-farm use within the ALR application. Staff understand that the owner was recently approved for farm status on the subject property.

The applicant has indicated that agricultural uses on the property include hay fields, hop production, and fruit orchard.

The non-agricultural uses include:

1. Temporary tourist accommodation -6 sleeping units within existing single family dwelling and 4 teepee sleeping units (4 being used for sleeping within the ALR, 1 used for storage currently located outside of the ALR).
2. Event facility in barn –seems to meet the event criteria within the ALR regulation of 150 guest limit, operating less than 24 hours per event, but requests maximum 20 events per year which exceeds current regulation which permits 10 events per year.
3. Seasonal farm tours –no permanent structures dedicated with this use.

The uses on this parcel appear to mostly be within the ALR regulation permitted uses of agri-tourism and special events.

A significant portion of the subject parcel is in Class 6 and 7 soils, with a portion within the ALR being within a wetland. The portion of the property with Class 4 soils is being used for agricultural purposes including hay, hop and fruit production.

The applicant has indicated that no additional structures have been constructed for the non-farm uses on the property; instead the existing single family dwelling (old farm house) and barn have been utilized for the agri-tourism operation.

The applicant has provided a detailed letter and site plan regarding the current operation, see "Applicant_letter_LC2543A.pdf" and "Maps_Plans_Photos_LC2543A.pdf" attached. The applicant submitted 4 letters of support with his application; these letters are from neighbours, Tourism Golden, Golden Agricultural Society, and College of the Rockies; see "Letters-Support_LC2543A.pdf" attached.

CSRD staff requested servicing information for the property including servicing capability for special events, servicing and location for the teepee accommodation, and water servicing and water quality information. At the time this report was submitted for the agenda, staff had not received this information from the applicant. The ALC may consider sending a referral to Interior Health Authority for their comments and guidance.

CSRD staff also recommended that the applicant contact Ministry of Transportation and Infrastructure regarding the potential requirement for a commercial access permit to Highway 95.

SUMMARY:

Development Services staff is recommending that the Board send a recommendation of approval for the non-farm uses on the subject parcel to the ALC for the following reasons:

- The existing non-farm uses fit within the ALC regulation requirements for permitted non-farm uses and agri-tourism except for the maximum allowable events permitted each year;
- The uses as located and described by the applicant do not appear to negatively impact the agricultural potential of the parcel and may promote agricultural knowledge to the community through agri-tourism;
- The agricultural capability of the property is somewhat limited due to soil and wetland conditions; the portion of the property that has good agricultural capability is being used for agricultural purposes; and,
- The existing buildings are being utilized within the ALR portion of the property and no new buildings are proposed in the ALR for non-farm use activities.

Staff also recommends that the Board may consider including a recommendation to the ALC to require further information and documentation for water (quantity and quality) and septic servicing to ensure the existing and proposed activities on the subject property meet health standards for the existing public use and events being conducted on the subject parcel.

IMPLEMENTATION:

If the ALC approves this application, the owners will continue with their current uses and operation.

COMMUNICATIONS:

The recommendation of the Board will be forwarded to the ALC for consideration during its review of this application.

DESIRED OUTCOMES:

Endorse staff recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation and include a recommendation to the ALC to consider requiring additional water (quantity and quality) and septic servicing documentation to ensure that the servicing can meet the pressures and health standards for public use and events on the parcel.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

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

1. Agricultural Land Commission Application Package

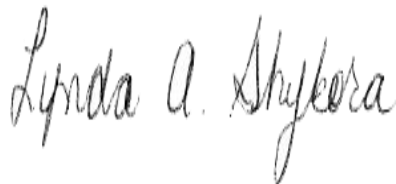
Report Approval Details

Document Title:	2018-06-21_Board_DS_LC2543A_Teasdale.docx
Attachments:	- Applicant_letter_2017-09-18_LC2543A.pdf - Letters_Support_LC2543A.pdf - Maps_Plans_Photos_LC2543A.pdf
Final Approval Date:	Jun 11, 2018

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



Gerald Christie - Jun 11, 2018 - 7:37 AM



Lynda Shykora - Jun 11, 2018 - 9:16 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 11, 2018 - 9:55 AM

MITIGATE IMPACTS OUTLINE

PID: 006-389-376

Address: 2581 Highway 95 BC

This proposal will not negatively impact surrounding agricultural operations or surrounding neighbours. Care and consideration has been put in place to mitigate any potential impacts. Indeed, it may serve to enhance the local agricultural economy if an annual farmer's market and celebration of regional agriculture happens each fall.

There are few immediate neighbours, but efforts are ongoing to mitigate any impact to adjacent properties.

See below mitigate impacts outlined as listed below:

EXISTING INFRASTRUCTURE – *the tourist accommodation and occasional events proposed are at the existing farm house and existing barn, results in no change to existing footprint of both buildings and existing access road. Therefore, this proposal has no negative impacts to the existing agricultural lands.*

PARKING FOR FARMHOUSE – *Parking for the farmhouse is restricted to the existing farmhouse parking area, with no permanent pavement. No new parking area was developed since the purchase of the parcel. Existing parking area is directly adjacent to the farmhouse. In addition, all cars access the parking area by existing access road. Therefore, the proposed farmhouse parking area has no negative impacts to existing agricultural lands.*

PARKING FOR THE BARN – *all non-permanent parking is contained within the existing large fir vets (trees) area adjacent to the existing barn, on existing grass area with no permanent pavement. The existing fir treed area render this area unsuitable for agricultural use (see attached Figure 1). In addition, all cars access the parking area by existing access road. The proposed parking area does not interfere with the farm's agricultural productivity, and cause no blockage access to adjacent properties, therefore, has no negative impacts to existing agricultural lands (see Photo 2)*

NOISE CONTROL – *All adjacent properties are parallel to Highway 95, and with CP Rail tracks close by (see Figure 1 and Photo 1), are already presented with existing traffic noise and freight train traffic noise both by day and night. Occasional events as outlined previously are generally hosted in the interior of the renovated barn. The existing barn is in the central area of the property which is away from property boundary. Time restriction applies to all events. The hops field once reaches maturity, as well as existing fir vets and surrounding treed area will also act as noise dampener. All of the above mitigate noise disturbance to surrounding area and have no negative impacts on agricultural lands and surrounding area (See attachment "Neighbour's Letter").*

***TEPEES** – Proposed tepees have no permanent structures, and are located in existing treed area which is unsuitable for agricultural use. It is mostly screened by surrounding treed area, and is considered passive recreation, and has no noise impact and environmental impact. Location of tepees are adjacent to the large area of non-ALR treed area of the parcel, providing further buffering to surrounding parcels. No hook-ups permitted, and no electricity or water services proposed which allowed the proposed treed area to remain in existing condition. Therefore, this proposal has no negative impact to the existing agricultural lands or surrounding neighbours.*

***ACCESS TO LANDLOCK AREA** – To provide access to the non-ALR area to the north-east part of the property, permission to access this area of the property through the adjacent property will mitigate all negative impacts that would have been caused to the existing agriculture area by avoiding the creation of a new access road from Highway 95 into the non-ALR treed area (see Figure 1).*

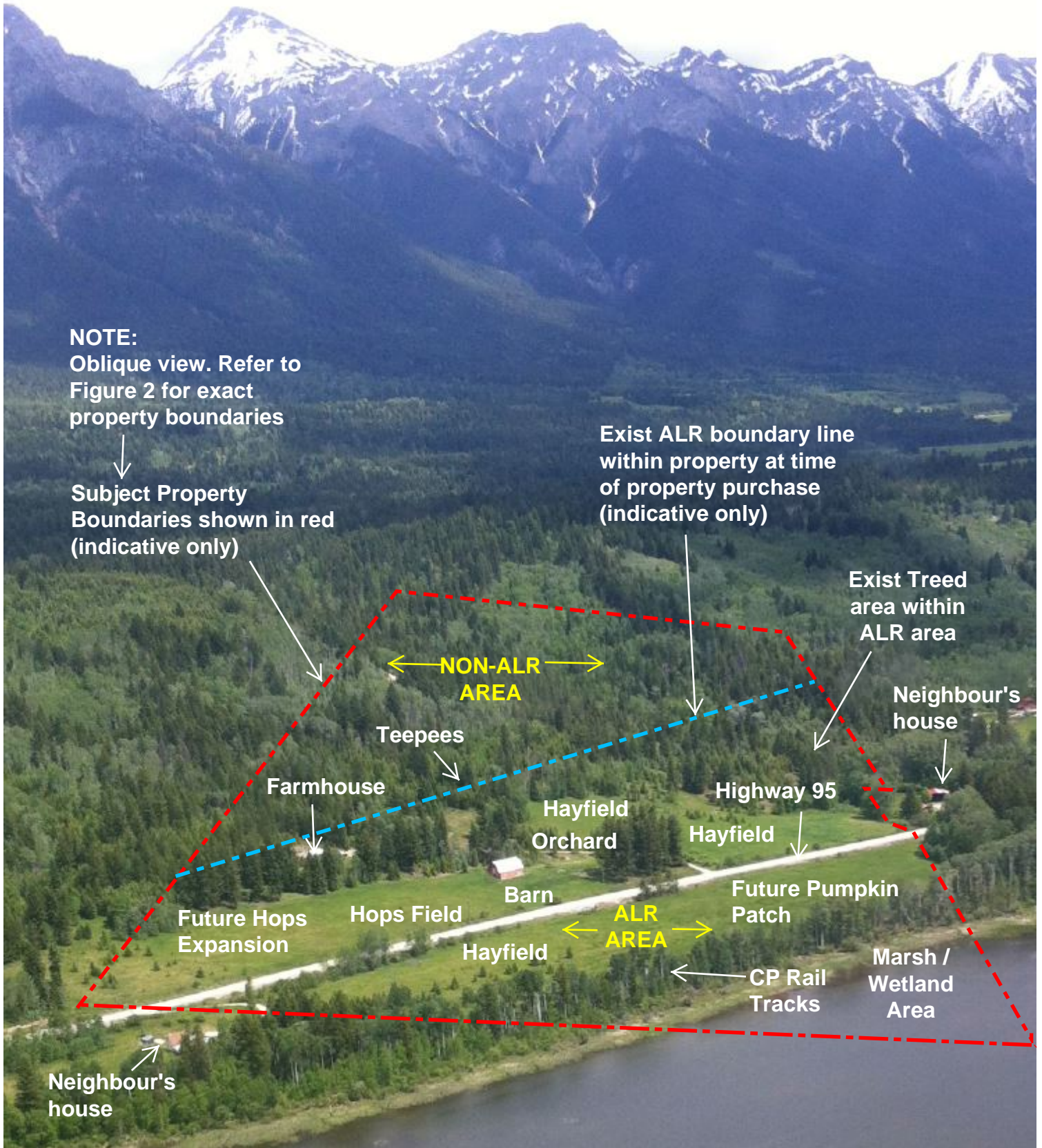


PHOTO 1 - Aerial View looking at property - Facing East

- PID - 016-526-538



PHOTO 2 - Red Barn in foreground with hops field to left side
background area- Facing North-West

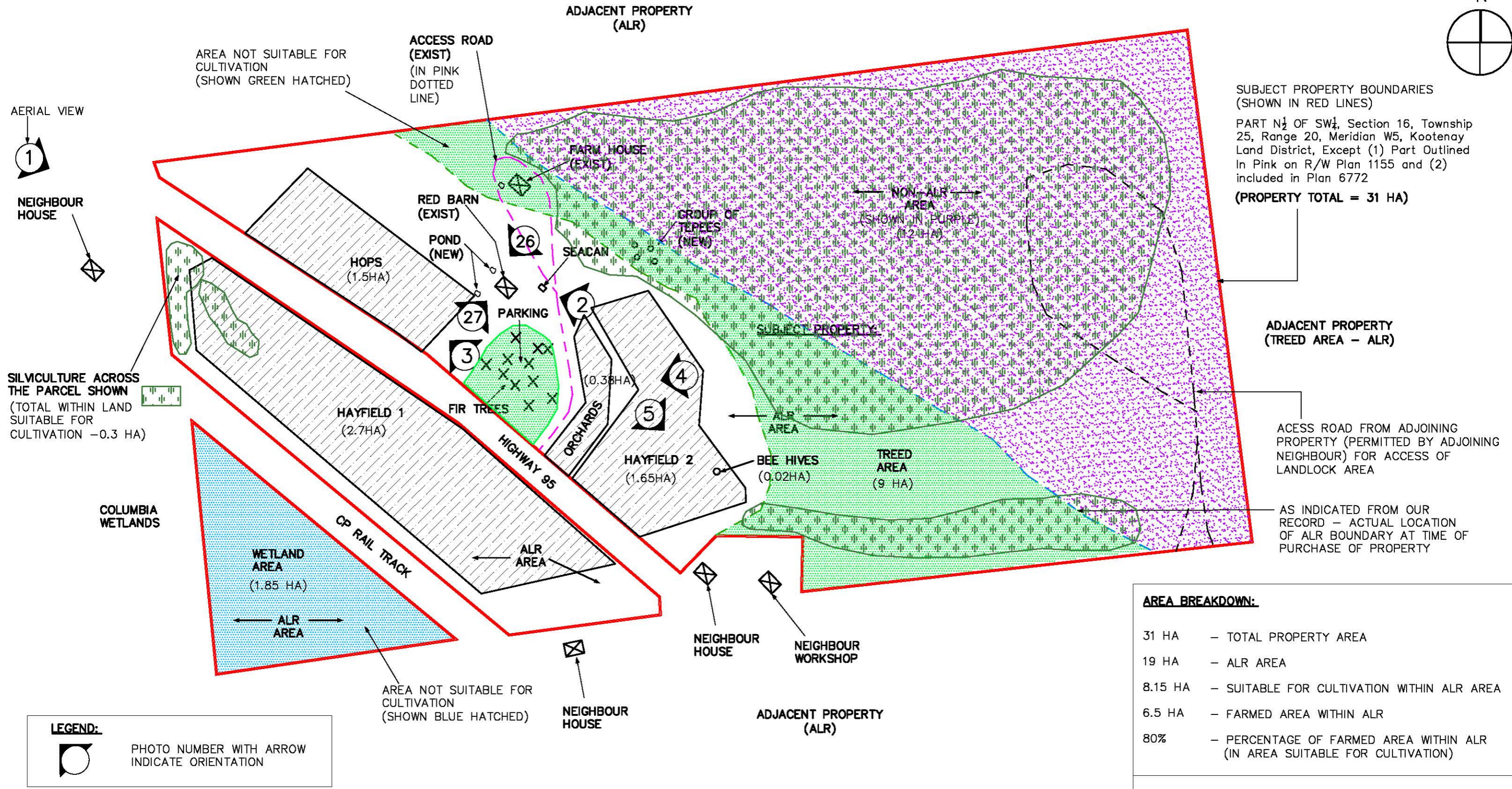
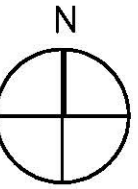
- PID - 016-526-538



PHOTO 3 - Hops Field with Treed area in the background - Facing North-West
- PID - 016-526-538



PHOTO 4 - Orchard Field in front with wetlands / marsh area in background - Facing South-West
- PID - 016-526-538



SUBJECT PROPERTY BOUNDARIES (SHOWN IN RED LINES)
 PART N $\frac{1}{2}$ OF SW $\frac{1}{4}$, Section 16, Township 25, Range 20, Meridian W5, Kootenay Land District, Except (1) Part Outlined In Pink on R/W Plan 1155 and (2) included in Plan 6772
(PROPERTY TOTAL = 31 HA)

ADJACENT PROPERTY (TREED AREA - ALR)

ACCESS ROAD FROM ADJOINING PROPERTY (PERMITTED BY ADJOINING NEIGHBOUR) FOR ACCESS OF LANDLOCK AREA

AS INDICATED FROM OUR RECORD - ACTUAL LOCATION OF ALR BOUNDARY AT TIME OF PURCHASE OF PROPERTY

AREA BREAKDOWN:	
31 HA	- TOTAL PROPERTY AREA
19 HA	- ALR AREA
8.15 HA	- SUITABLE FOR CULTIVATION WITHIN ALR AREA
6.5 HA	- FARMED AREA WITHIN ALR
80%	- PERCENTAGE OF FARMED AREA WITHIN ALR (IN AREA SUITABLE FOR CULTIVATION)
9 HA	- TOTAL TREED AREA WITHIN ALR
5.5 HA	- SILVICULTURE IN TREED AREA WITHIN ALR
61%	- PERCENTAGE OF FARMED AREA WITHIN ALR


LEGEND:
 PHOTO NUMBER WITH ARROW INDICATE ORIENTATION






FIGURE 1 - PROPOSAL SKETCH

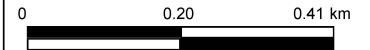
GENERAL NOTE:
 ALL AREA (HA & LOCATION) SHOWN INDICATIVE ONLY. FINAL EXTENT OF ALL AREAS TO BE VERIFIED ON SITE FOR FINAL ACCURACY.



iMapBC Mapping

Legend

-  ALR Boundaries
-  ALR Polygons
-  TileCache
-  Property Boundaries
-  Property area within property boundaries



1: 10,000

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Datum: NAD83

Projection: NAD_1983_BC_Environment_Albers

Key Map of British Columbia

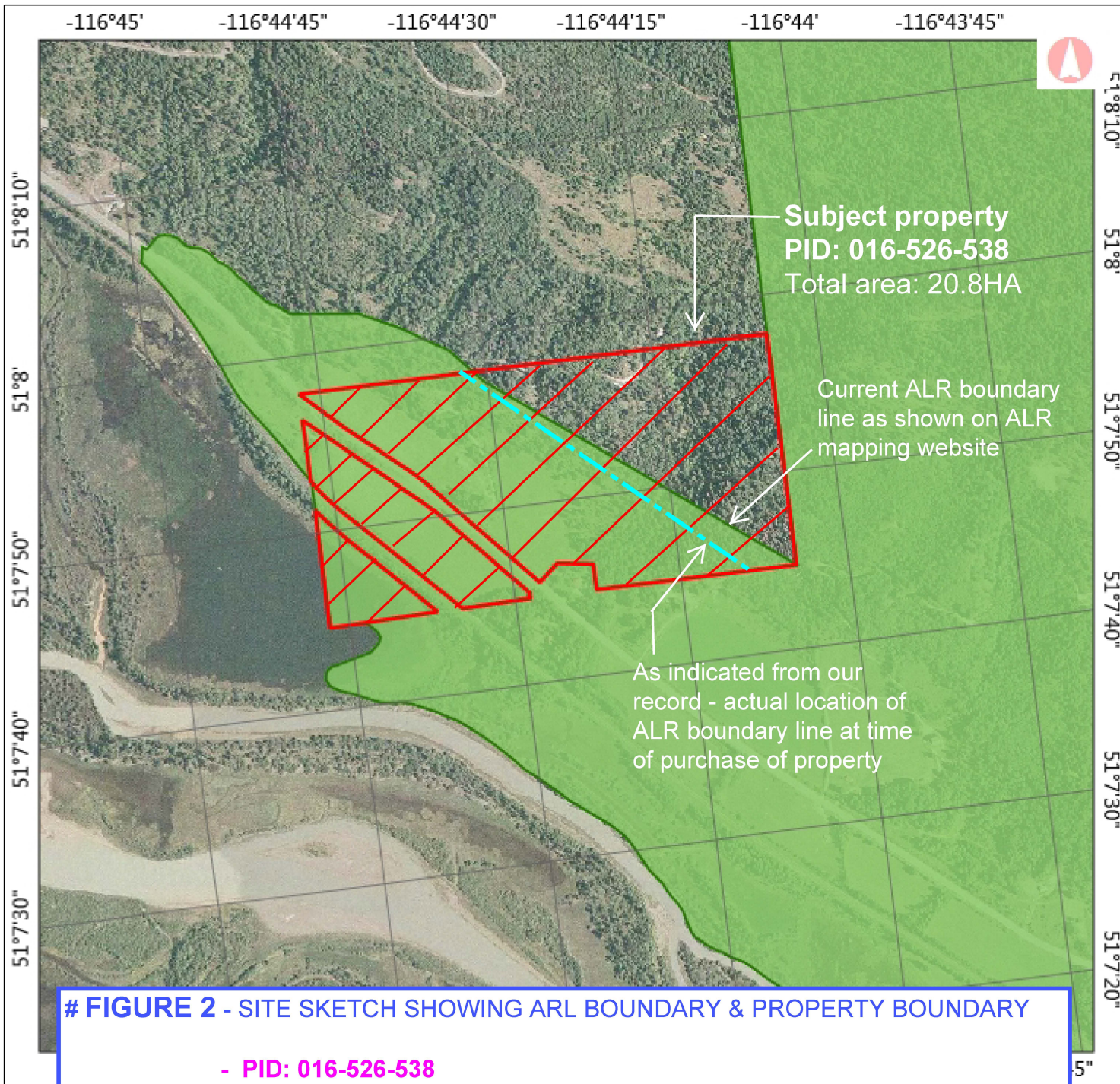


FIGURE 2 - SITE SKETCH SHOWING ARL BOUNDARY & PROPERTY BOUNDARY

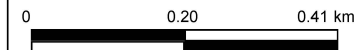
- PID: 016-526-538



iMapBC Mapping

Legend

- ALR Boundaries
- ALR Polygons
- Property Boundaries
- Hayed area
- Orchard area
- Hops area
- Bee Hives area
- Silviculture area



1: 10,000

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Datum: NAD83

Projection: NAD_1983_BC_Environment_Albers

Key Map of British Columbia

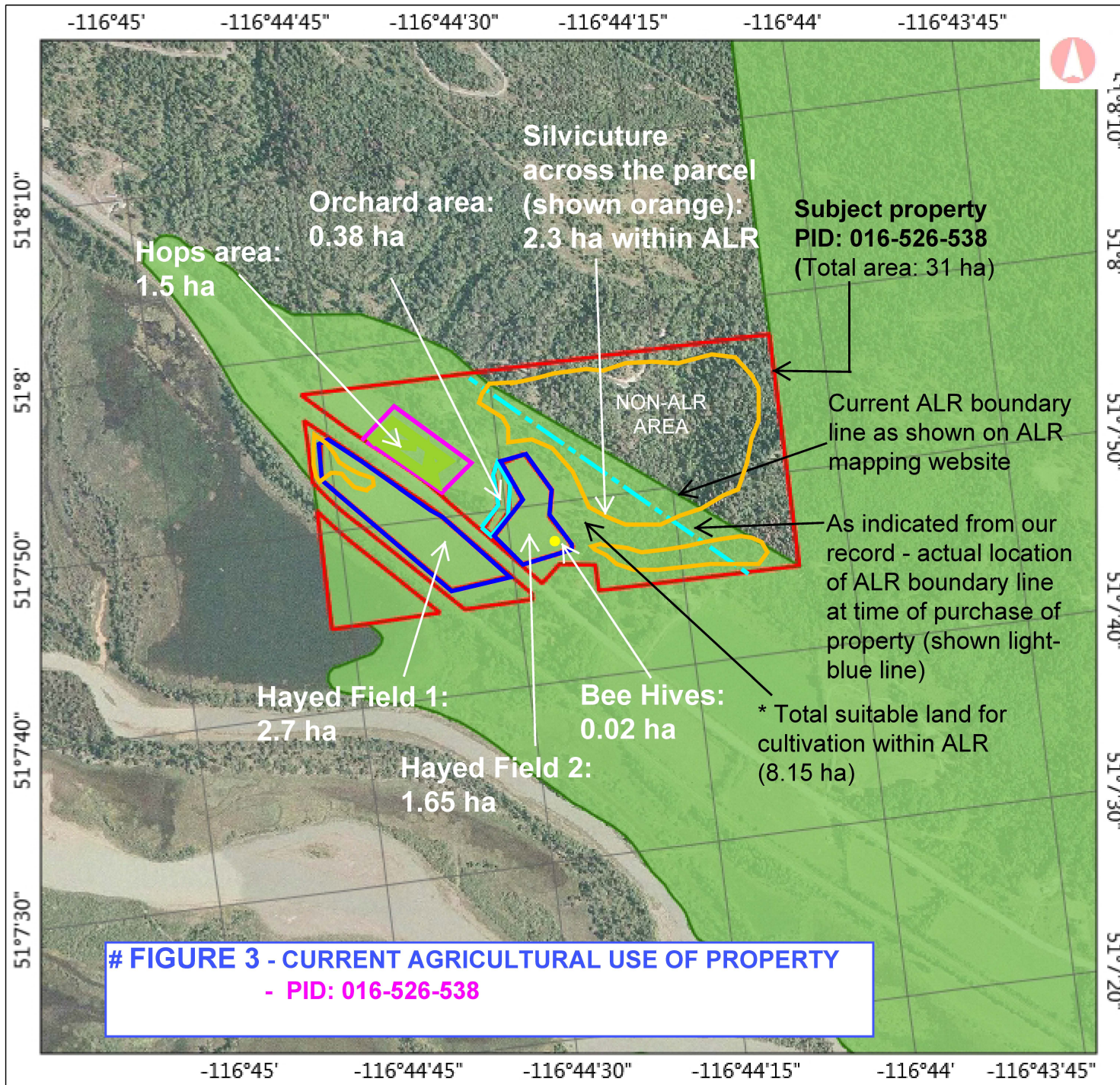
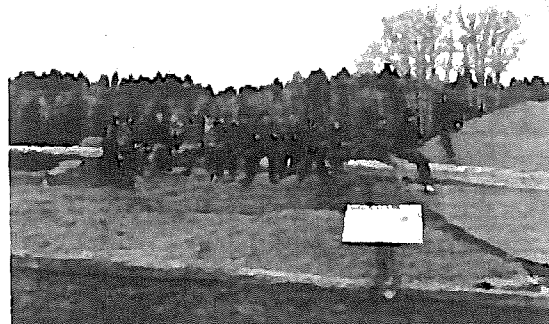


FIGURE 3 - CURRENT AGRICULTURAL USE OF PROPERTY
- PID: 016-526-538



ATBO students learning about environmental stewardship at Columbia Wetlands Outpost

November 6, 2017

RE: Columbia Wetlands Outpost

To whom it may Concern,

As the Course Program Co-ordinator of the Adventure Tourism Business Operation Diploma Program (ATBO) for the College of the Rockies (COTR) Golden Campus, I would like to take this opportunity to affirm Columbia Wetlands Outpost's phenomenal ongoing support to the College of The Rockies.

As an integral part of the ATBO Diploma Program, it is important for our students to be educated not just in the classrooms, but learning first hand from our local businesses. Columbia Wetlands Outpost has generously donated their time in collaboration with our teachers to host many field trips for our students, providing opportunities to learn about entrepreneurship, marketing, sustainability, and outdoor adventure skills.

One of the key tenets we teach in our Environmental Stewardship class is that people will only look after and support those natural areas that they have formed a connection to. A key benefit to adventure tourism experiences, is that they offer a chance to give people a positive and enjoyable experience in nature, and to teach them a little bit about that environment. Once people appreciate, and care about the environment, they will be more inclined to help preserve it.

Columbia Wetlands Outpost has provided a vital asset to the care and stewardship of the Columbia Wetlands through their dedication of creating a connection to, and an education of, the Columbia Wetlands when sharing the wetland with its community and its visitors.

Sincerely,

A handwritten signature in cursive script that reads "David Wan".

Dave Wan

Coordinator, ATBO Diploma

From: **Jesse Courteau** <jessecourteau@gmail.com>
Date: Wed, Aug 23, 2017 at 11:35 AM
Subject: Re: Reaching Out
To: Mark Teasdale <mark@columbiaextreme.com>

Hi Mark,

Thank you for your time in regards to our meeting this morning, it was a pleasure having a conversation with you.

As mentioned, I will be referring you on to the Kootenay & Boundary Farm Advisors for soil testing / viability concept of the field that you choose to implement your pumpkin patch / corn maze and even for the hops operation that you already have started. I will also be contacting several local farmers to see if we can't get some ground tilled up for you this fall, if the viability/feasibility makes sense to your farm.

Further, the Golden Agricultural Society would like to help in the development of your farm and encompass your visions in doing so.
Like I had mentioned please don't hesitate to contact myself or anyone in our organization in regards to future development plans of your farm.

We look forward to working with you and hope to see your visions become a reality for our community's benefit. As to my personal opinion you definitely seem to have the community's best interest in mind, by sharing your visions with everyone and we would like to support those visions.

Once again thank you very much for your time in regards to this matter.

Best regards to you and your family.

Jesse Courteau
President
Golden Agricultural Society.

Wed. August 23, 2017



To whom it may concern;

My name is [REDACTED] my husband [REDACTED] and I live at [REDACTED] [REDACTED] and we are approximately 300meters from a barn that is on Mark Teasdale's property.

We think it is GREAT that he has renovated the old barn and put it to use for Wedding's or Family reunions.

We have heard that there is some kind of noise problem when there are Weddings or Family Reunions?

We don't understand where that is coming from?

Mark has checked with us from time to time to see if things are too loud and we have assured him that we hear nothing and not to worry as we would let him know but there has not been any noise.

Our house is straight across an empty field from the barn (we can see it out our window) and we have NOT heard any noise or disturbance from any functions that have been held there.

I am a very light sleeper and believe me I hear everything.

I certainly hope people aren't trying to cause any problems for him, as it's nice to see a young man with such good ideas and is making such GREAT memories for others on THEIR SPECIAL DAY.

Thanking you for your time,

Sincerely



TOURISM GOLDEN
Box 20181
521 9th Avenue North
Golden
B.C. V0A 1 H0



Tel: 250-439-1111 | E-mail: info@tourismgolden.com

September 5th, 2017

RE: COLUMBIA WETLANDS OUTPOST

To whom it may concern,

Tourism is one of three primary industries in Golden and CSRD Area A, generating an estimated \$70 million annually in visitor spend on accommodation, activities, dining, weddings and events, and other incremental spend in the local economy. It is a valuable in bringing tourist dollars, and creating employment in the community.

Most of our tourism businesses are small, owner-operated businesses, all of whom contribute to the range of experiences that Golden offers as a credible vacation destination. When we lose one or more of our products, it impacts the entire industry.

Our 2016 Visitor Study indicates that 9% of visitors cite nature and wildlife, and 3% cite weddings, as their primary reason to visit Golden. Furthermore, 8% of visitors' state that they visited the Columbia Wetlands during their visit.

Columbia Wetlands Outpost (aka, Columbia Wetlands Adventures, and Red Barn) provide not only high-quality experiences, accommodation, event venue that are therefore very valuable to Golden as a tourism destination, but do so in a manner that is sensitive and respectful of the unique wetlands environment in which they operate.

As members and stakeholders of Tourism Golden, they are extremely supportive of our PR efforts; regularly hosting media and travel trade groups, which results in increased awareness of Golden as a destination, increased visitation, and ultimately a broader education and understanding of the diversity, and incredible environmental importance of the Columbia Wetlands. To lose Columbia Outpost products, and the Teasedales as supporters and advocates for the tourism industry, would be a significant blow to the local tourism industry.

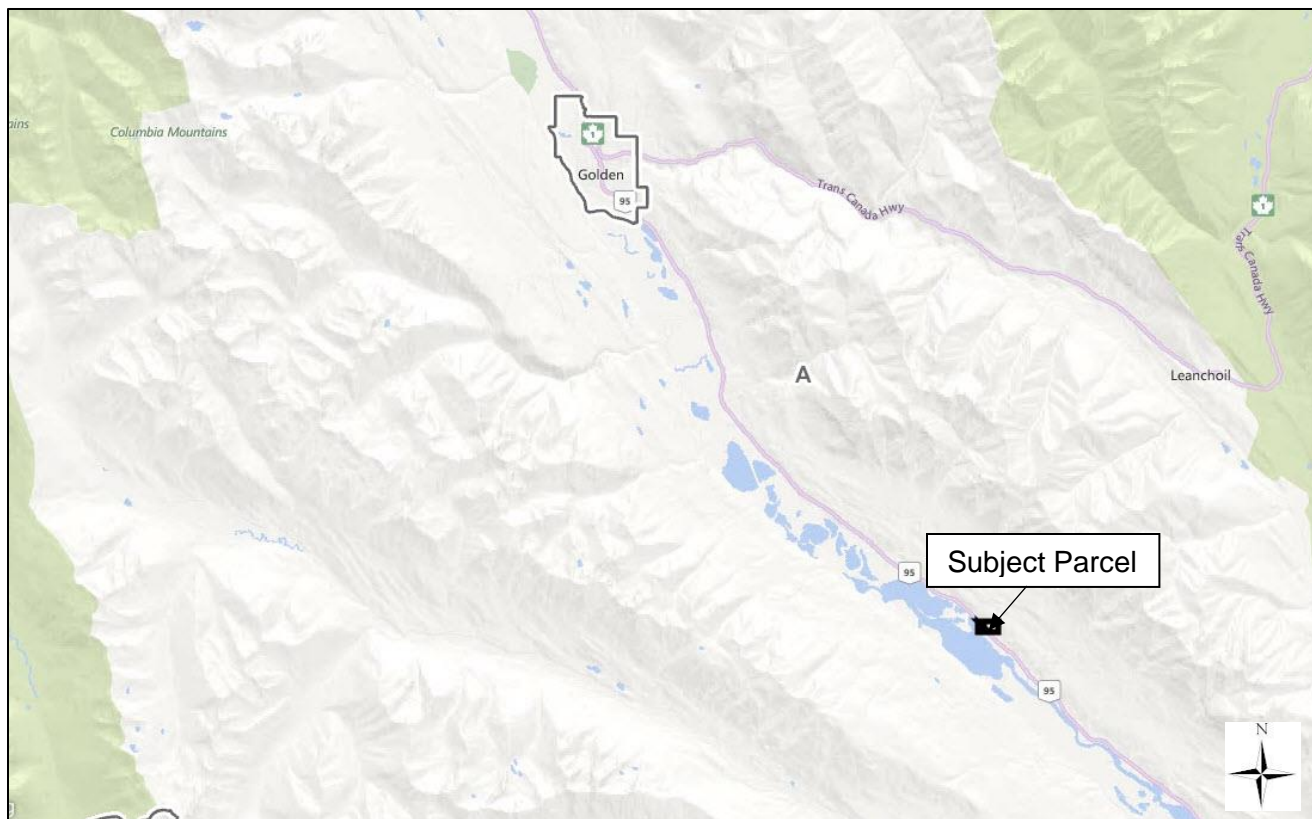
Yours sincerely,

A handwritten signature in black ink that reads "Joanne Sweeting". The signature is written in a cursive style with a horizontal line at the end.

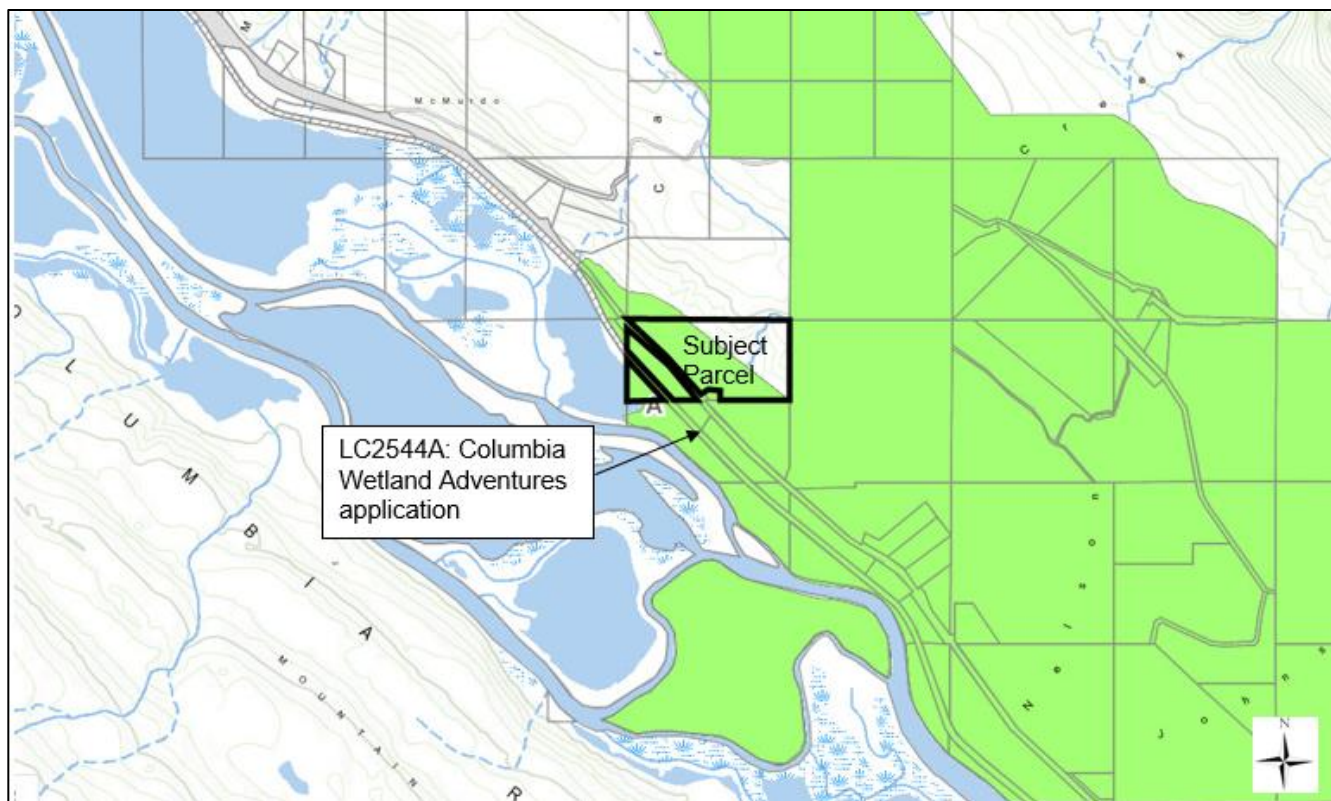
Joanne Sweeting

Executive Director

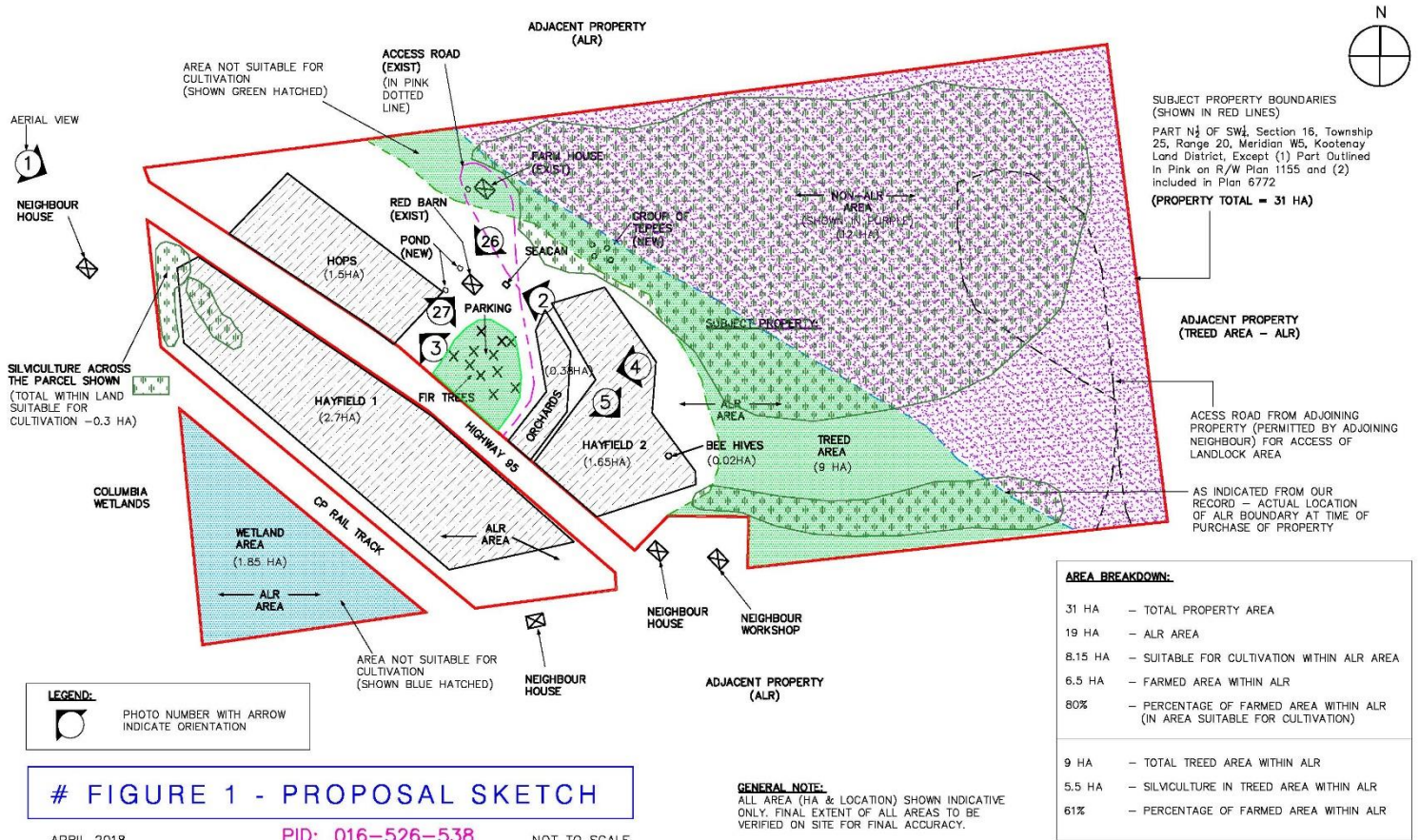
Location



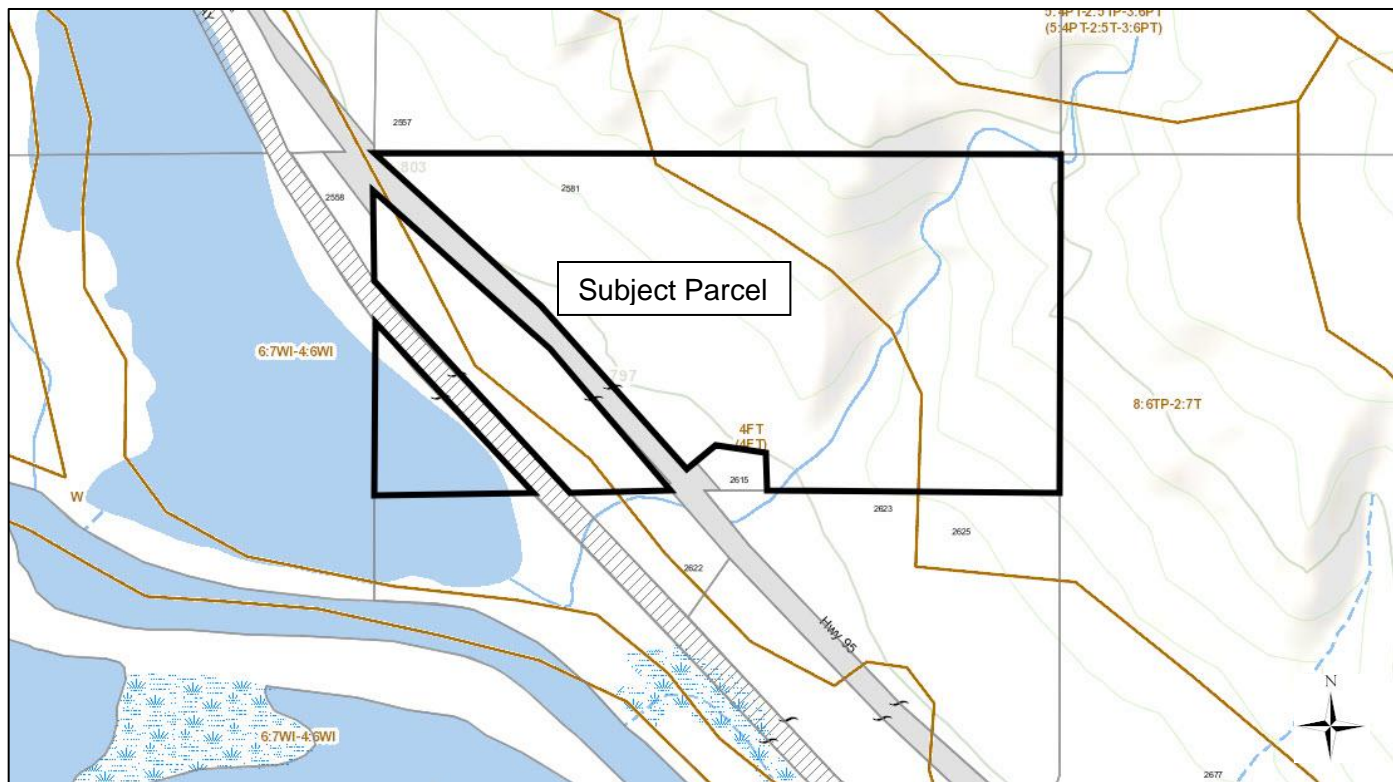
ALR



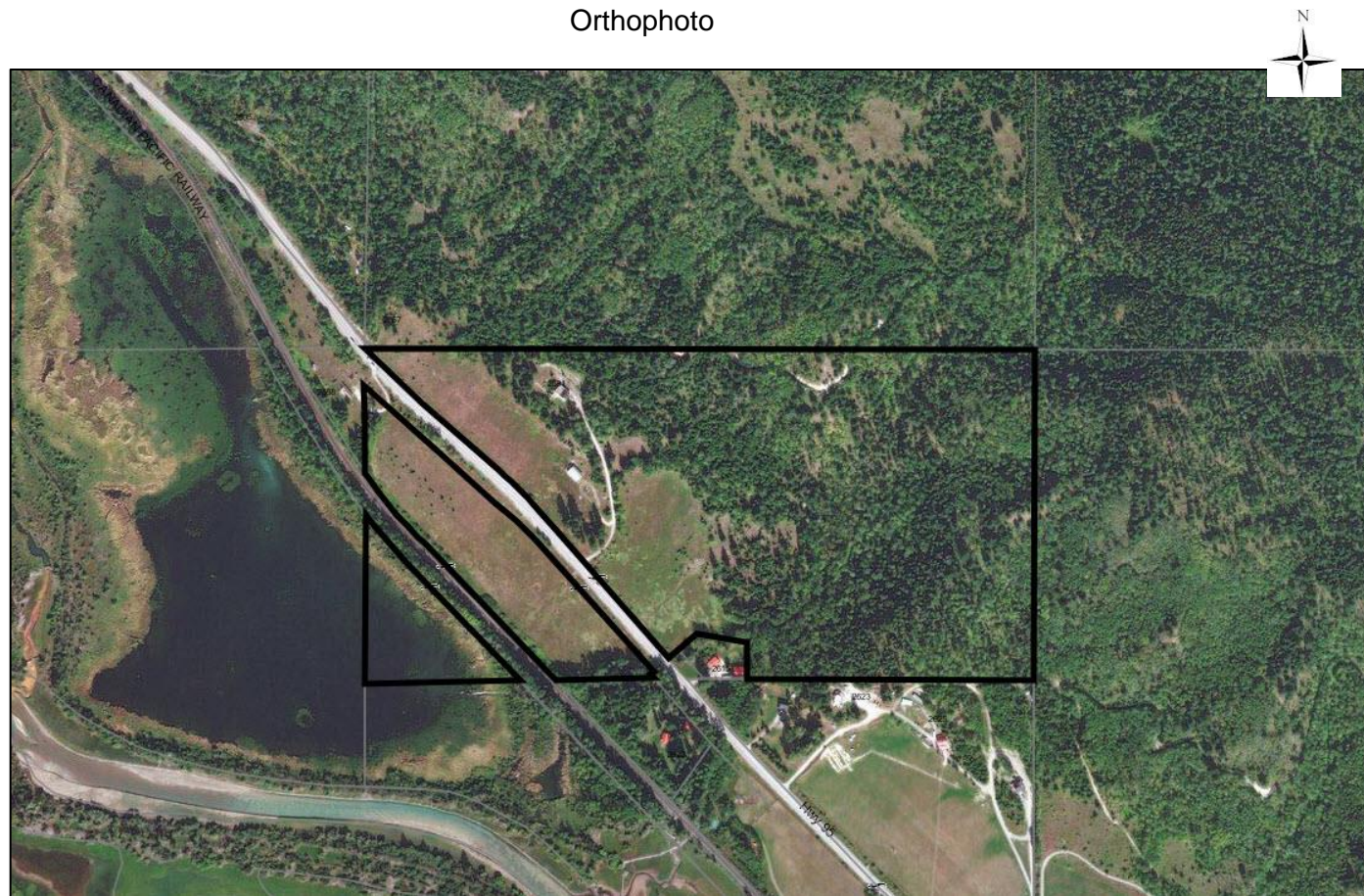
Site Plan



Soils



Orthophoto



Photos

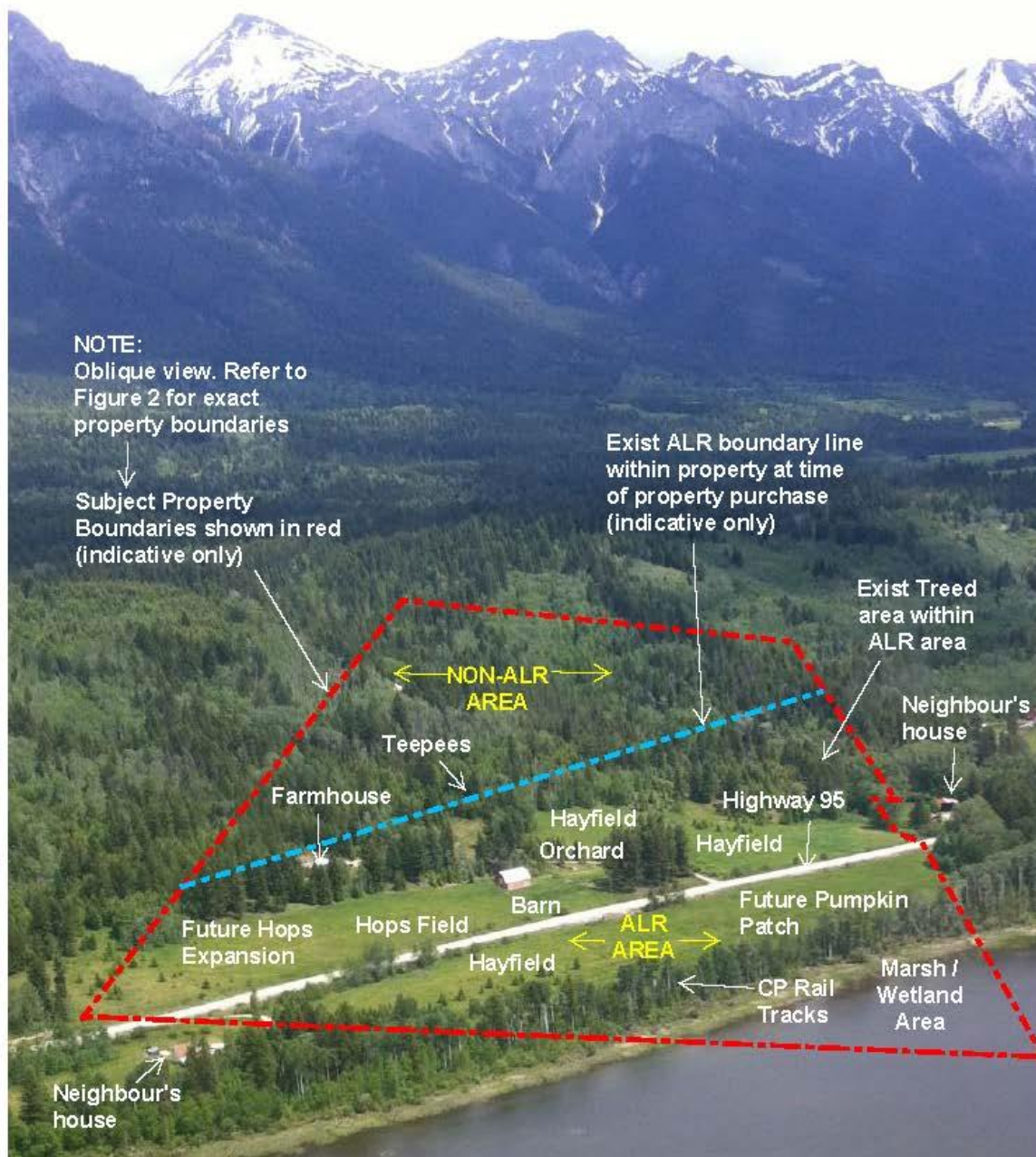


PHOTO 1 - Aerial View looking at property - Facing East

- PID - 016-526-538



PHOTO 2 - Red Barn in foreground with hops field to left side
background area- Facing North-West
- PID - 016-526-538



PHOTO 3 - Hops Field with Treed area in the background - Facing North-West
- PID - 016-526-538



PHOTO 4 - Orchard Field in front with wetlands / marsh area in background - Facing South-West
- PID - 016-526-538



BOARD REPORT

TO: Chair and Directors

File No: LC2544A PL20170000203
--

SUBJECT: Electoral Area A: Agricultural Land Commission (ALC) Application
Section 20(3) – Non-Farm Use LC2544A

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated
May 25, 2018.
2625 Highway 95, Nicholson

RECOMMENDATION: THAT: Application No. LC2544A, Section 20(3) Non-farm use in the ALR,
for Parcel A (see W3242) of the south ½ of the southwest ¼ of Section
16, Township 25, Range 20, W5M, Kootenay District, Except Part
included in Plan 17383 be forwarded to the Provincial Agricultural Land
Commission recommending approval, on this 21st day of June, 2018.

SHORT SUMMARY:

The subject parcel is located in Nicholson in Electoral Area A. This is a non-farm use within the ALR application. The ALC contacted the subject property owners indicating that some of the existing uses, including business support to "Columbia Wetlands Outpost" for the parcel to the north (LC2543A Teasdale) and business operation of "Columbia Wetland Adventures" for passive recreation activities and three single family dwellings on the subject parcel, are not permitted within the ALR and require a non-farm use application.

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

REGISTERED OWNER(S):
Christopher Teasdale
Maureen Teasdale

APPLICANT:
Mark Teasdale

ELECTORAL AREA:
A

LEGAL DESCRIPTION:
Parcel A (see W3242) of the south ½ of the southwest ¼ of Section 16, Township 25, Range 20, W5M, Kootenay District, Except Part included in Plan 17383

PID:
006-389-376

SURROUNDING LAND USE PATTERN:

North = LC2543A Teasdale (Columbia Wetlands Outpost business, tourist accommodation, tours, special events, agriculture)

South = Agriculture, residential

East = Agriculture, treed, vacant

West = Columbia Wetlands

PARCEL SIZE:

20.8 ha

CURRENT USE:

1. Business support for Columbia Wetlands Outpost
2. Commercial business and operation of Columbia Wetland Adventures
3. 3 single family dwellings (Farm House, Farm-help, Manufactured Home)
4. Hay production and livestock pasture
5. Aquaculture
6. Silviculture

PROPOSED USE:

1. Business support for Columbia Wetlands Outpost
2. Commercial business and operation of Columbia Wetland Adventures
3. 3 single family dwellings (Farm House, Farm-help, Manufactured Home)
4. Hay production and livestock pasture
5. Aquaculture
6. Silviculture

DESIGNATION:

N/A

ZONE:

N/A

AGRICULTURAL LAND RESERVE:

98%

See "Maps_Plans_Photos_LC2544A.pdf" attached.

SOIL CAPABILITY:

See "Maps_Plans_Photos_LC2544A.pdf" attached.

According to the Canada Land Inventory mapping, approximately 10% of the property is 60% Class 6 and 7 soils with excess water by inundation with streams and lakes as limiting factors; soils not improvable.

Approximately 5% of the property is classified as excess wetland.

65% of the property is Class 4 soils with topography and fertility as limiting factors; soils not improvable.

25% of the property is 80% Class 6 soils with topography and stoniness as limiting factors and 20% Class 7 with stoniness as a limiting factor; soils not improvable.

HISTORY:

There is another ALC file (LC2543A) currently being processed for the property to the north and which is also on the June 21, 2018 Board agenda. There have been no other ALR applications on or adjacent to the subject property.

SITE COMMENTS:

The subject parcel is located along Highway 95 in Nicholson. It is separated into three areas divided by both Highway 95 and CP railway. Approximately 98% of the parcel is in the ALR; portions of this is within the Columbia Wetlands and other areas are densely treed, with the rest within the ALR being used for hay field, livestock pasture and aquaculture. The area within the ALR also has three single family dwellings, with a portion of one of the dwellings being used as business and office space.

The southwest portion of the parcel located within the Columbia Wetland (and within the ALR) is being used for boat mooring, parking, and an interpretive walking trail and boardwalk has been constructed.

Surrounding properties include residential and agricultural uses; most surrounding properties are either entirely or partially within the ALR.

POLICY:

Electoral Area A does not have an Official Community Plan and the subject parcel is without the benefit of zoning regulation.

FINANCIAL:

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

KEY ISSUES/CONCEPTS:

The subject parcel is being used for commercial operation of Columbia Wetland Adventures business and office support for Columbia Wetlands Outpost business (property to the north, LC2543A), in conjunction with agricultural use. The Agricultural Land Commission contacted the owners in July 2017 indicating that the non-farm uses on the property are not permitted in the ALR and the owners were directed to make a non-farm use within the ALR application.

The agricultural uses on the property include hay fields, livestock pasture, and aquaculture for stocking trout.

The non-agricultural commercial uses include:

1. Commercial operation of Columbia Wetland Adventures –includes seasonal passive recreation opportunities for the public, educational tours and fieldtrips of the Columbia Wetland;
2. Business support/office space for Columbia Wetlands Outpost business, which is operated on the property to the north –this office space is located within the existing farm house; the applicant has indicated that this space is 93 m²; the ALC permits 100 m² of home occupation space within its regulation. The remainder of the dwelling is occupied by the owner.

A significant portion of the subject parcel is located within the Columbia Wetland or with Class 6 and 7 soils. The portion of the parcel with Class 4 soils is currently being used for agricultural hay fields,

aquaculture, and pasture. The owners have indicated they have invested in irrigation and farm equipment with intentions of improving the agriculture capability and operation of the parcel in future.

The applicant has provided a detailed letter and sketch regarding the current operation, see "Applicant_letter_LC2544A.pdf" and "Maps_Plans_Photos_LC2544A.pdf" attached. The applicant also submitted 2 letters of support with the application; these letters are from College of the Rockies and Tourism Golden; see "Letters_Support_LC2544A.pdf" attached.

There are currently 3 single family dwellings on the subject parcel; including a farm house (2012), farm-help accommodation (1960's), and a manufactured home (2006). The farm house is currently being used as a single family dwelling for the owners and for business use, the farm-help accommodation is being used by current farm help and seasonal workers, and the manufactured home is being used by immediate family. The ALC normally requires a non-farm use application for any additional dwellings beyond one single family dwelling and therefore, the 2 additional dwellings are included for review in this non-farm use application.

CSRD staff requested servicing information regarding the dwellings as well as further information regarding servicing facilities for guests of their Columbia Wetland Adventures operation. Staff have received a Record of Sewerage for the farm house and the applicant has indicated that the subject property has a domestic surface water license. The applicant also indicated that guests of the Columbia Wetlands Adventures have access to the facilities in the farm house.

The ALC may consider sending a referral to Interior Health Authority for their comments and guidance regarding servicing for the single family dwellings located on the subject property.

CSRD staff recommended that the applicant contact Ministry of Transportation and Infrastructure regarding the potential requirement for a commercial access permit and that they should contact CP Rail regarding the railway crossing that is used by staff and guests to access the Columbia Wetland area of the property.

SUMMARY:

Development Services staff is recommending that the Board send a recommendation of approval for the commercial non-farm uses on the subject parcel to the ALC for the following reasons:

- The commercial Columbia Wetlands Adventures non-farm use business (pathways, boardwalk, tours, etc.) is operated on that portion of the subject property that is within a wetland and is not available for agriculture;
- The parking area for guests is open space and the applicant has indicated that no improvements for parking is intended and could be returned or used for agricultural practice;
- The office support space for Columbia Wetland Adventures and Columbia Wetlands Outpost is located within the existing farm house and the applicant has indicated that its area is 93m² which is within the 100m² home occupation size limit permitted by the ALC within its regulation.
- The additional dwellings appear to be used by family and farm-help, with the farm house being used for owner occupation and the onsite business. It is unclear to staff with the information provided by the applicant if they are is enough farm activity to justify the need for the farm help accommodation, however, the ALC will review and make its own determination.

IMPLEMENTATION:

If the ALC approves this application, the owners will continue with their current uses and operation.

COMMUNICATIONS:

The recommendation of the Board will be forwarded to the ALC for consideration during its review of this application.

DESIRED OUTCOMES:

Endorse staff recommendation.

BOARD'S OPTIONS:

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

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

1. Agricultural Land Commission Application Package

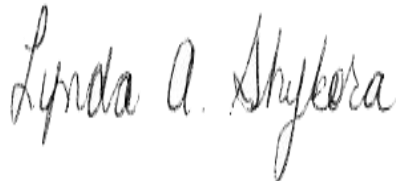
Report Approval Details

Document Title:	2018-06-21_Board_DS_LC2544A_Teasdale.docx
Attachments:	- Applicant_letter_2017-09-18_LC2544A.pdf - Letters_support_LC2544A.pdf - Maps_Plans_Photos_LC2544A.pdf
Final Approval Date:	Jun 11, 2018

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



Gerald Christie - Jun 11, 2018 - 7:38 AM



Lynda Shykora - Jun 11, 2018 - 9:20 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 11, 2018 - 3:41 PM

MITIGATE IMPACTS OUTLINE

PID: 006-389-376

Address: 2623/2625 Highway 95 BC

This proposal will not negatively impact surrounding agricultural operations or surrounding neighbours. Care and consideration has been put in place to mitigate any potential impacts. Indeed, it may serve to enhance the local agricultural economy if an annual farmer's market and celebration of regional agriculture happens each fall.

There are few immediate neighbours, but efforts are ongoing to mitigate any impact to adjacent properties.

See below mitigate impacts outlined as listed below:

Environmental Policies – In 2016, our staff attended a three-day Wetlands Keepers Workshop conducted by the BC Wild Life Federation. We also developed comprehensive environmental policies, which include a Sustainability Code of Conduct, a Wildlife Viewing Code of Ethics, and a Guide to Low Impact Kayak and Canoe Touring. We have committed to conducting our business within the scope of these policies in mind. We share our vision with our visitors in order to mitigate potential environmental impacts and as an educational opportunity.

Wetland educational and recreational dock – All walking paths are located within the wetland area of the property, which is not suitable for agriculture. Current pathways include both the path that was in existence at the time of purchase, and a new floating boardwalk built after purchase as mentioned previously (see Figure 2). The floating boardwalk is not permanent, and the system is designed to accommodate fluctuating water levels within the wetlands to mitigate its environmental footprint. This proposal has no negative impacts to the existing agricultural lands or surrounding properties (see Figure 1 and Photo 2)

Noise impacts – The wetlands and the adjacent property included in this application are parallel to Highway 95 and CP Rail tracks (see Figure 1 and Photo 1). These areas are already influenced by traffic and freight train noise twenty-four hours a day. Our proposed low impact canoe, kayak, paddle board, and float tours are designed for small groups and quiet enjoyment of the wetlands. Noise by visitors is limited to mostly quiet talking, which does not result in additional noise impacts to adjacent properties. Potential noise impacts are also mitigated by the practice of our environmental policies noted above (which specifically mention refraining from noise to minimize disturbance to wildlife). The wetland parking area is located adjacent to Highway 95 and is surrounded by an existing treed area. It does not present any negative noise impacts to the surrounding area.

Parking – An average of five cars per day park at the parking area during seasonal summer use of the area. The proposed parking site is an existing grassed area, and no paving is planned. Highway 95 is to the east of the parking, and treed area to north and west of the parking, therefore mitigates

noise impacts to the surrounding. The majority of this field will be used for pasturing livestock in the future. The proposed parking area does not interfere with the farm's agricultural productivity, and cause no blockage access to adjacent properties. Therefore, it has no negative impact to the surrounding properties or existing agriculture lands (see Figure 1 and Photo 3).

Home occupation use – This building is located away from neighboring residences at the center of property, along the rear property boundary, and adjacent to treed area (see Figure 1). Activities at the office area are generally limited to visitor registration, providing phone support to visitors, and general office administration, which creates no noise impact to the surrounding area. Therefore, there is no noise disturbance to neighboring property. In addition, designated access roads to the farmhouse are located in a treed area outside of current agriculture fields.



PHOTO 1 - Aerial View looking at property - Wetlands in foreground, with current farmed area in middle, and neighbour's treed area (north east) in background
 - Facing North-East
 - PID - 006-389-376

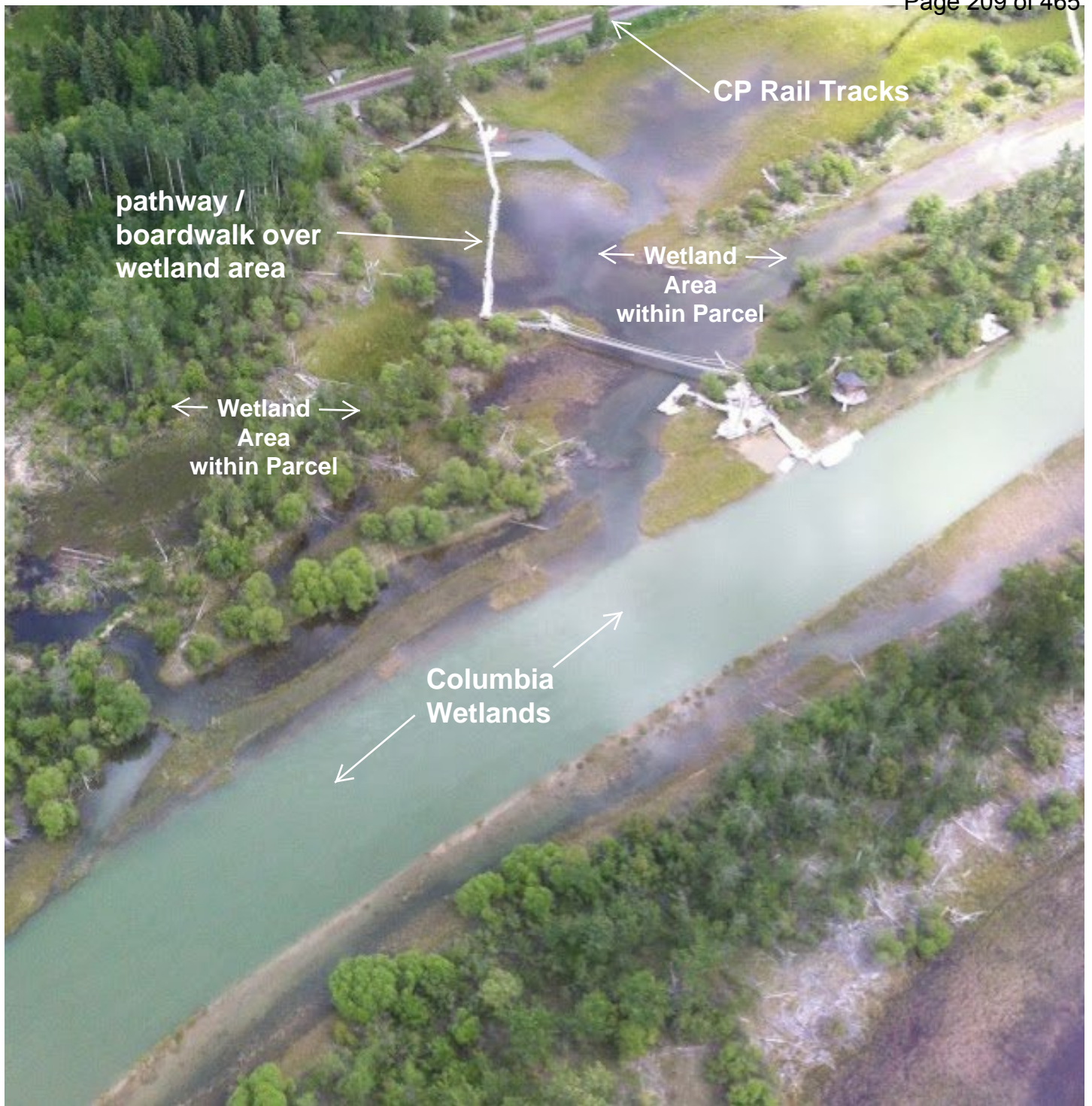


PHOTO 2 - Aerial View looking at property - showing Wetlands area not suitable for cultivation within Parcel 2 - due to high water fluctuation levels during the year.
- Facing East-West

- PID - 006-389-376



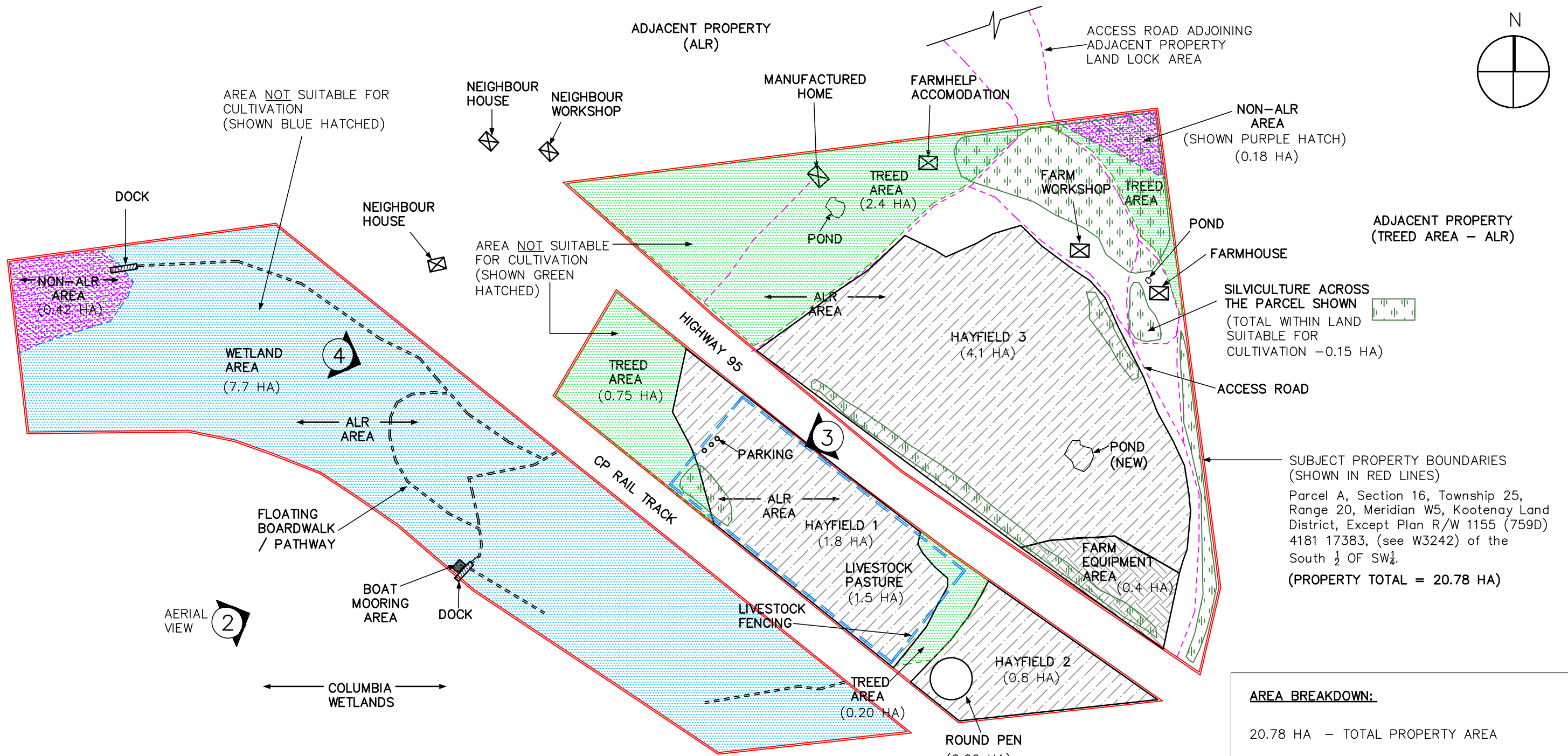
PHOTO 3 - Parking area surrounded by treed area to the backgrounds - showing typical day of low number parking - at parking area (see Figure 1) at current Hayfield 1 with no permanent structure or paved area proposed.
- Facing West

- PID - 006-389-376



PHOTO 4 - Small local school groups with wetlands interpretive leader learning about the ecosystem of the wetlands on existing pathway - at wetlands area of the parcel

- PID - 006-389-376



SUBJECT PROPERTY BOUNDARIES (SHOWN IN RED LINES)
 Parcel A, Section 16, Township 25, Range 20, Meridian W5, Kootenay Land District, Except Plan R/W 1155 (759D) 4181 17383, (see W3242) of the South 1/2 OF SW 1/4.
 (PROPERTY TOTAL = 20.78 HA)

AREA BREAKDOWN:	
20.78 HA	- TOTAL PROPERTY AREA
20.18 HA	- ALR AREA
9.1 HA	- SUITABLE FOR CULTIVATION WITHIN ALR AREA
8.7 HA	- FARMED AREA WITHIN ALR
95%	- PERCENTAGE OF FARMED AREA WITHIN ALR (IN AREA SUITABLE FOR CULTIVATION)
3.35 HA	- TOTAL TREED AREA WITHIN ALR
0.35 HA	- SILVICULTURE IN TREED AREA WITHIN ALR
10%	- PERCENTAGE OF FARMED AREA WITHIN ALR

GENERAL NOTE:
 ALL AREA (HA & LOCATION) SHOWN INDICATIVE ONLY. FINAL EXTENT OF ALL AREAS TO BE VERIFIED ON SITE FOR FINAL ACCURACY.


LEGEND:
 PHOTO NUMBER WITH ARROW INDICATE ORIENTATION

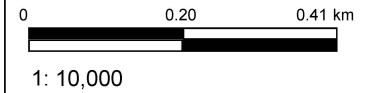
FIGURE 1 - PROPOSAL SKETCH



iMapBC Mapping

Legend

- ALR Boundaries
- ALR Polygons
- Property Boundaries
- Property area within property boundaries



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Key Map of British Columbia

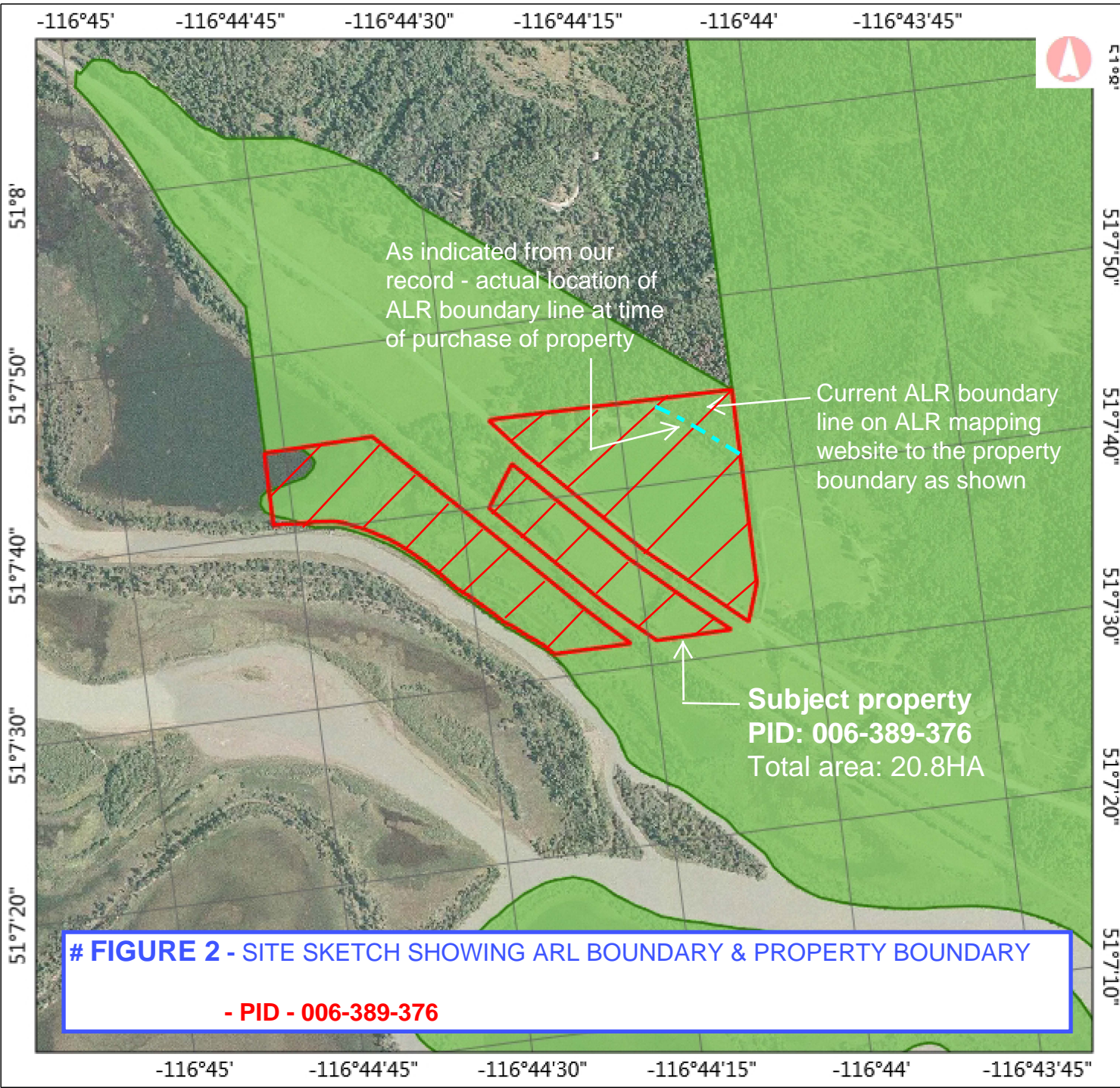


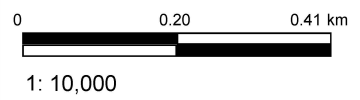
FIGURE 2 - SITE SKETCH SHOWING ARL BOUNDARY & PROPERTY BOUNDARY
- PID - 006-389-376



iMapBC Mapping

Legend

- ALR Boundaries
- ALR Polygons
- Hayed area
- Farm equipment area
- Silviculture area



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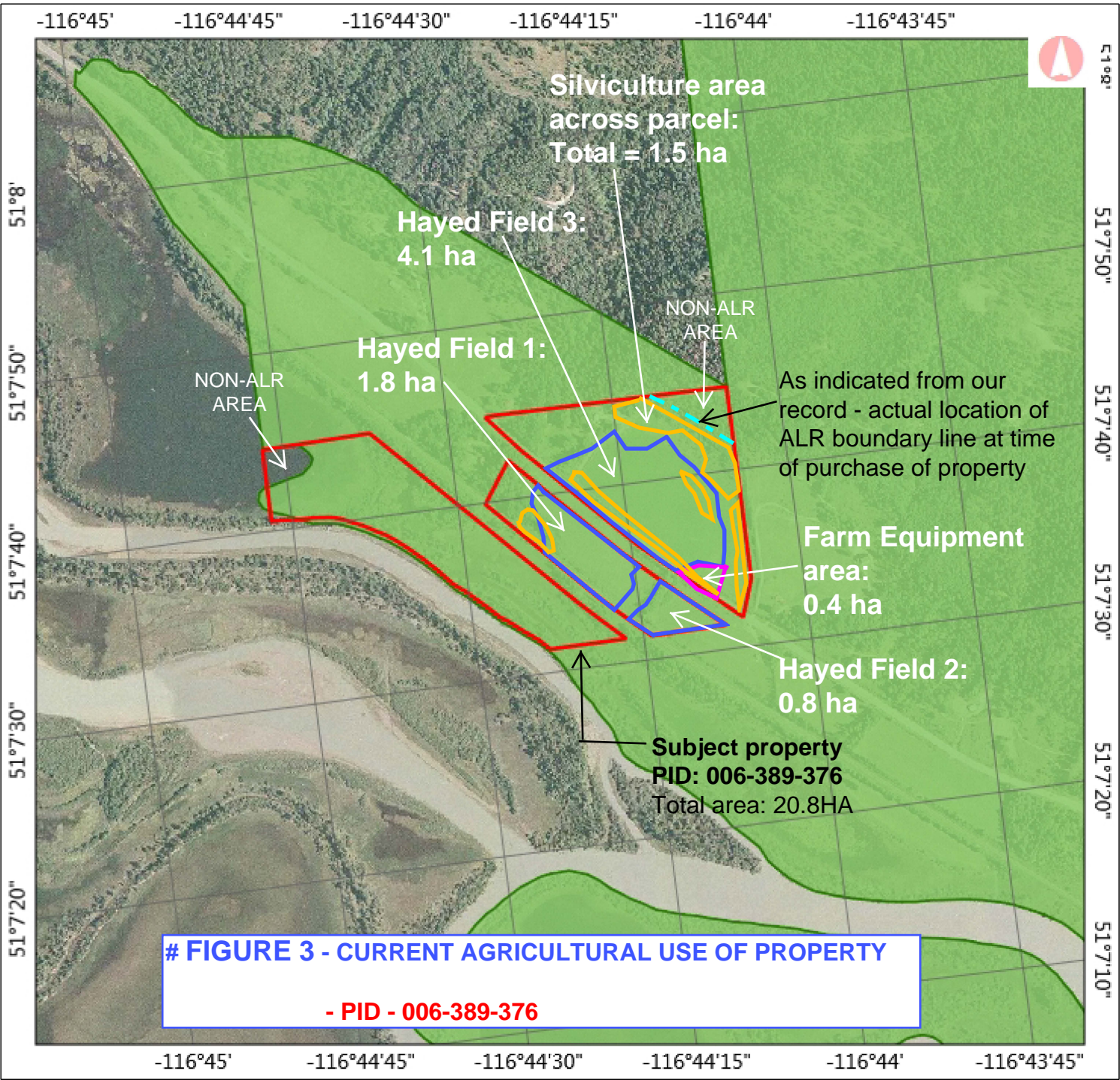
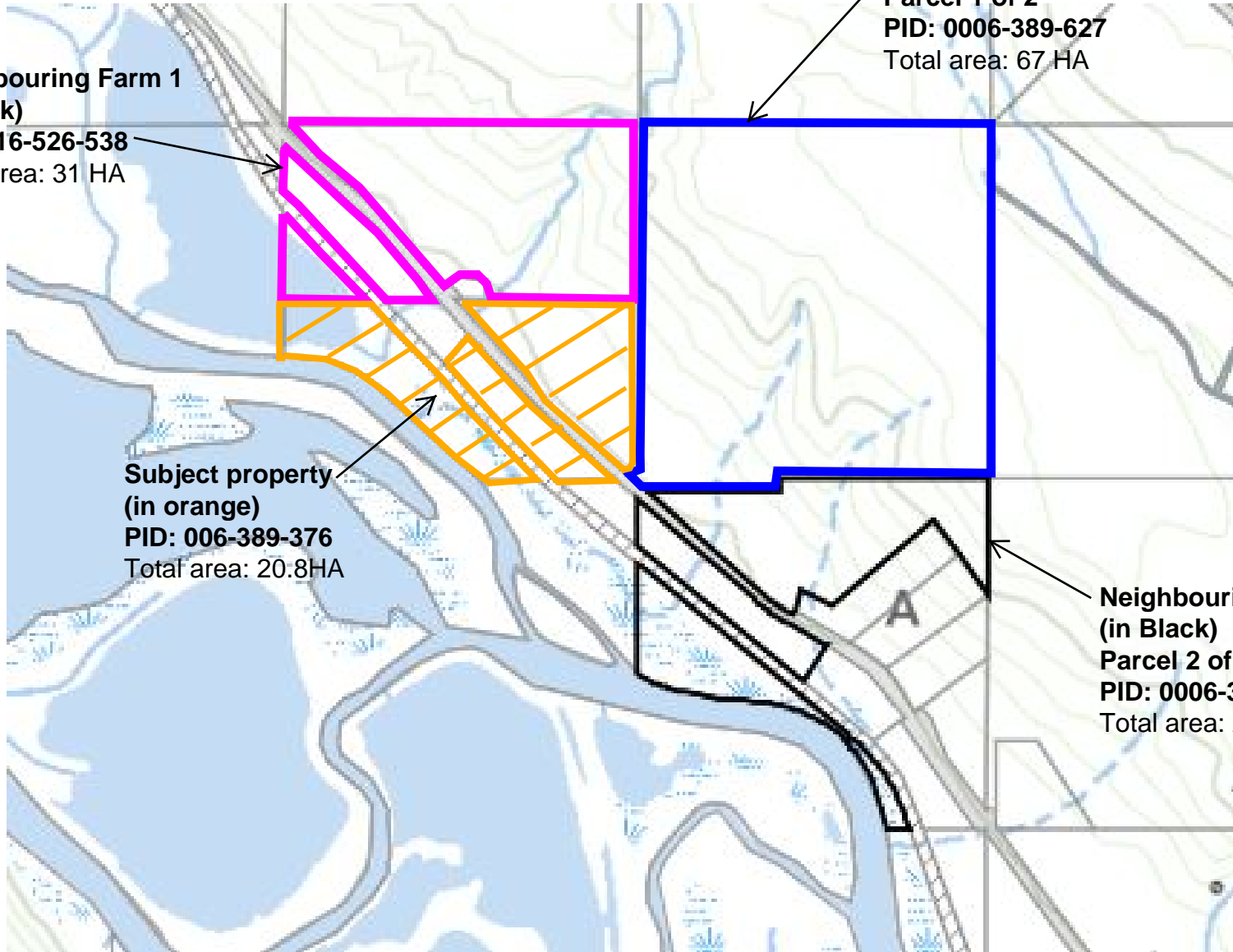


FIGURE 3 - CURRENT AGRICULTURAL USE OF PROPERTY
- PID - 006-389-376

**Neighbouring Farm 1
(in Pink)**
PID: 016-526-538
Total area: 31 HA

**Neighbouring Farm 2
(in Blue)**
Parcel 1 of 2
PID: 0006-389-627
Total area: 67 HA



**Subject property
(in orange)**
PID: 006-389-376
Total area: 20.8HA

**Neighbouring Farm 2
(in Black)**
Parcel 2 of 2
PID: 0006-389-597
Total area: 25 HA

FIGURE 4 - MULTIPLE FARMS MANAGEMENT DIAGRAM

- PID - 006-389-376

Not to Scale



**COLLEGE OF
THE ROCKIES**



ATBO students learning about environmental stewardship at Columbia Wetlands Outpost

November 6, 2017

RE: Columbia Wetlands Outpost

To whom it may Concern,

As the Course Program Co-ordinator of the Adventure Tourism Business Operation Diploma Program (ATBO) for the College of the Rockies (COTR) Golden Campus, I would like to take this opportunity to affirm Columbia Wetlands Outpost's phenomenal ongoing support to the College of The Rockies.

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Sincerely,

Dave Wan

Coordinator, ATBO Diploma

TOURISM GOLDEN
Box 20181
521 9th Avenue North
Golden
B.C. V0A 1 H0



Tel: 250-439-1111 | E-mail: info@tourismgolden.com

September 5th, 2017

RE: COLUMBIA WETLANDS OUTPOST

To whom it may concern,

Tourism is one of three primary industries in Golden and CSRD Area A, generating an estimated \$70 million annually in visitor spend on accommodation, activities, dining, weddings and events, and other incremental spend in the local economy. It is a valuable in bringing tourist dollars, and creating employment in the community.

Most of our tourism businesses are small, owner-operated businesses, all of whom contribute to the range of experiences that Golden offers as a credible vacation destination. When we lose one or more of our products, it impacts the entire industry.

Our 2016 Visitor Study indicates that 9% of visitors cite nature and wildlife, and 3% cite weddings, as their primary reason to visit Golden. Furthermore, 8% of visitors' state that they visited the Columbia Wetlands during their visit.

Columbia Wetlands Outpost (aka, Columbia Wetlands Adventures, and Red Barn) provide not only high-quality experiences, accommodation, event venue that are therefore very valuable to Golden as a tourism destination, but do so in a manner that is sensitive and respectful of the unique wetlands environment in which they operate.

As members and stakeholders of Tourism Golden, they are extremely supportive of our PR efforts; regularly hosting media and travel trade groups, which results in increased awareness of Golden as a destination, increased visitation, and ultimately a broader education and understanding of the diversity, and incredible environmental importance of the Columbia Wetlands. To lose Columbia Outpost products, and the Teasedales as supporters and advocates for the tourism industry, would be a significant blow to the local tourism industry.

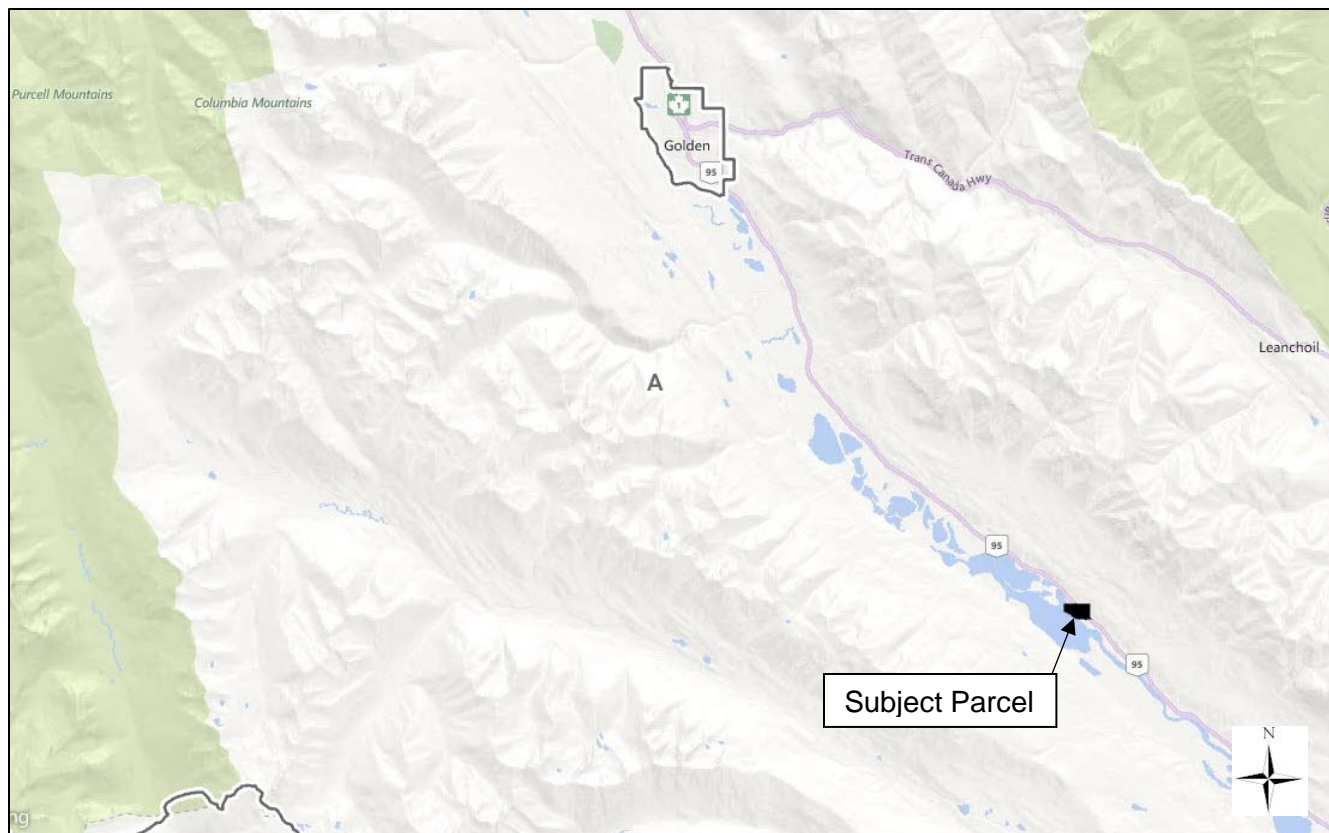
Yours sincerely,

A handwritten signature in black ink that reads "Joanne Sweeting". The signature is written in a cursive style with a horizontal line through the middle of the name.

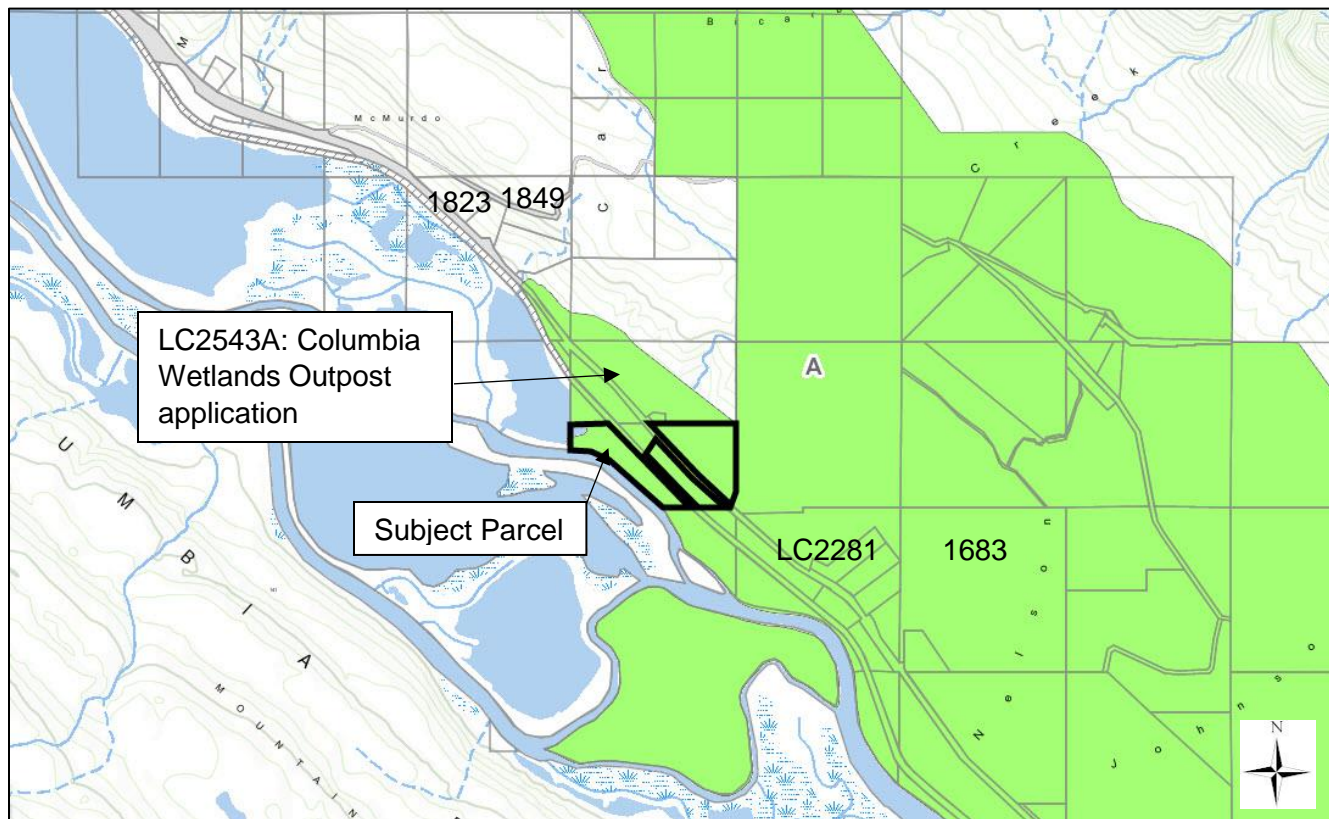
Joanne Sweeting

Executive Director

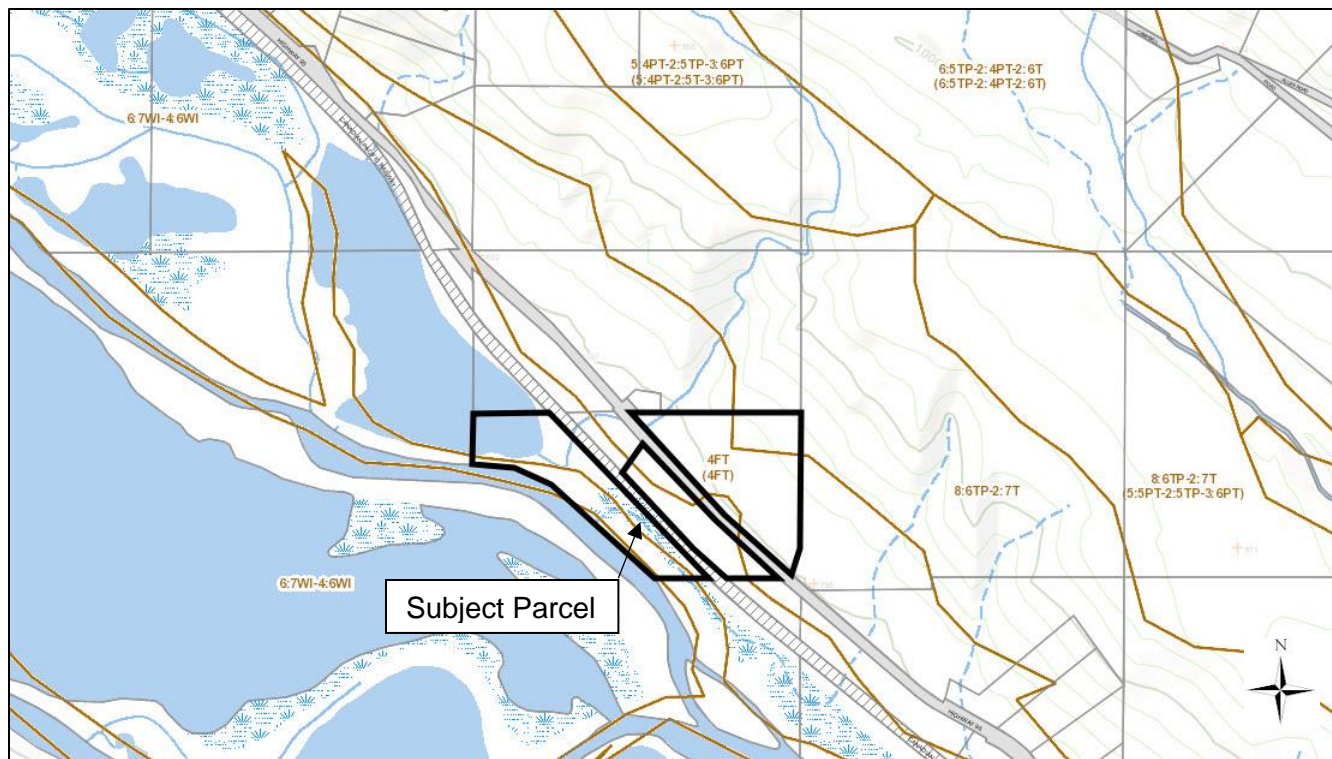
Location



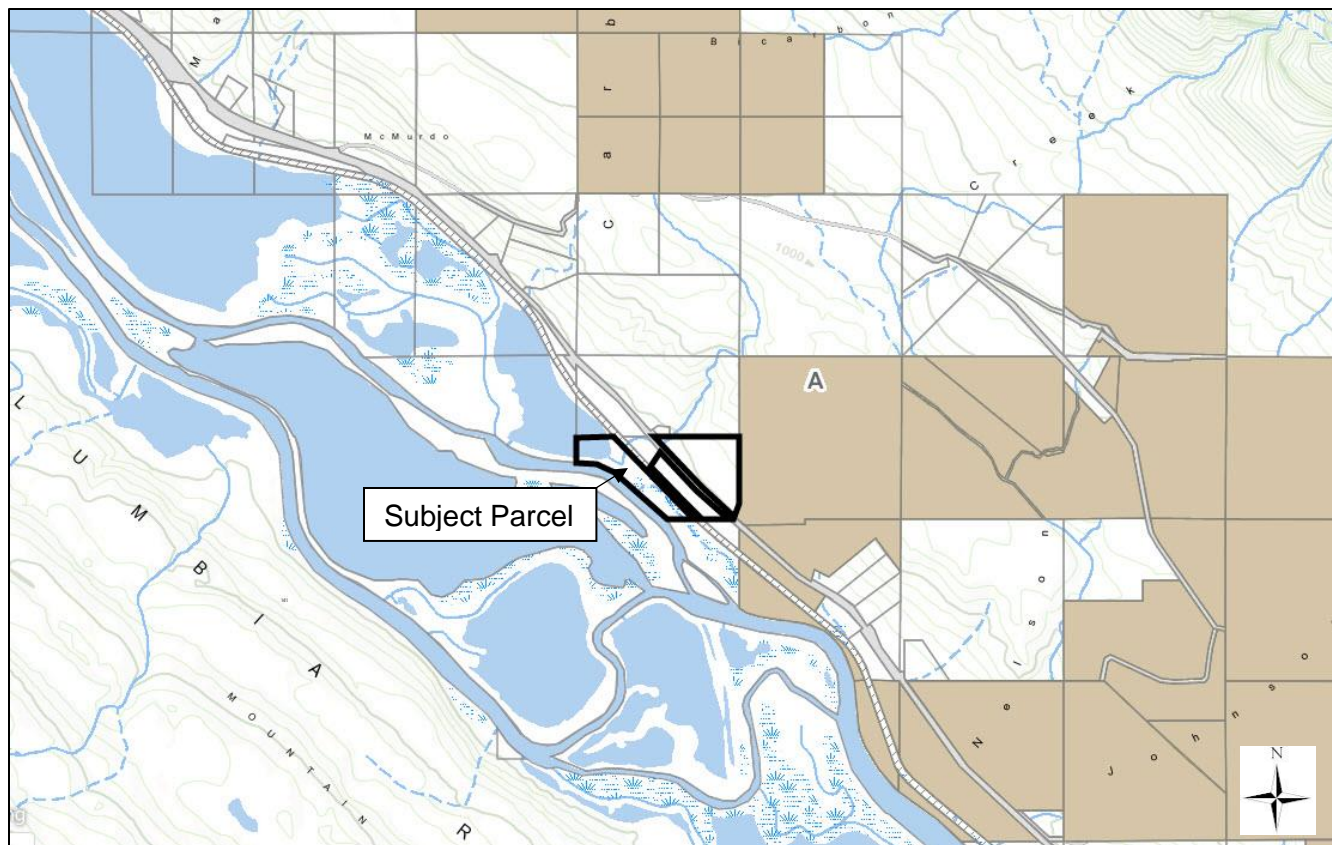
ALR History



Soils



Farm Status



Site Plan

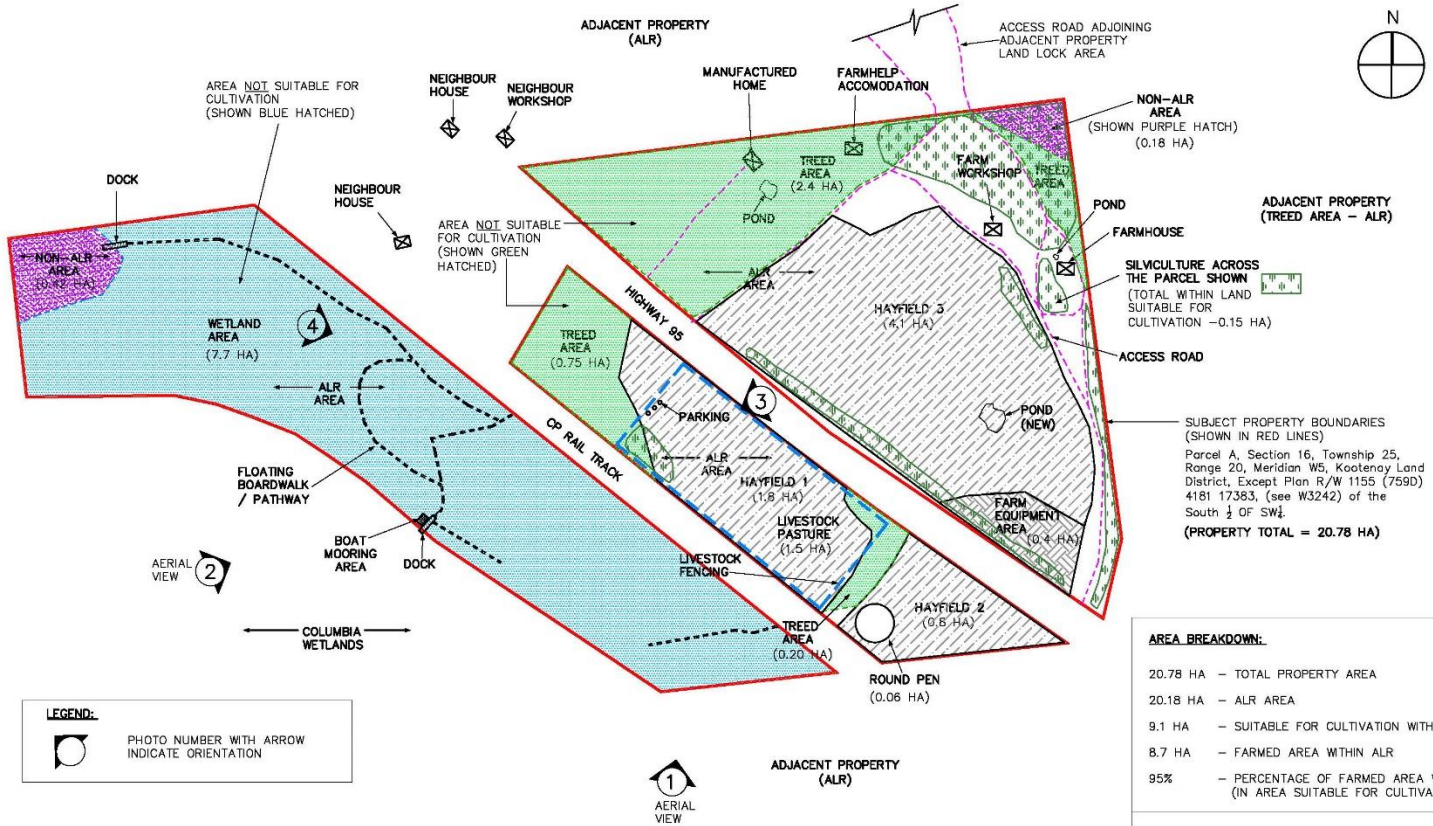


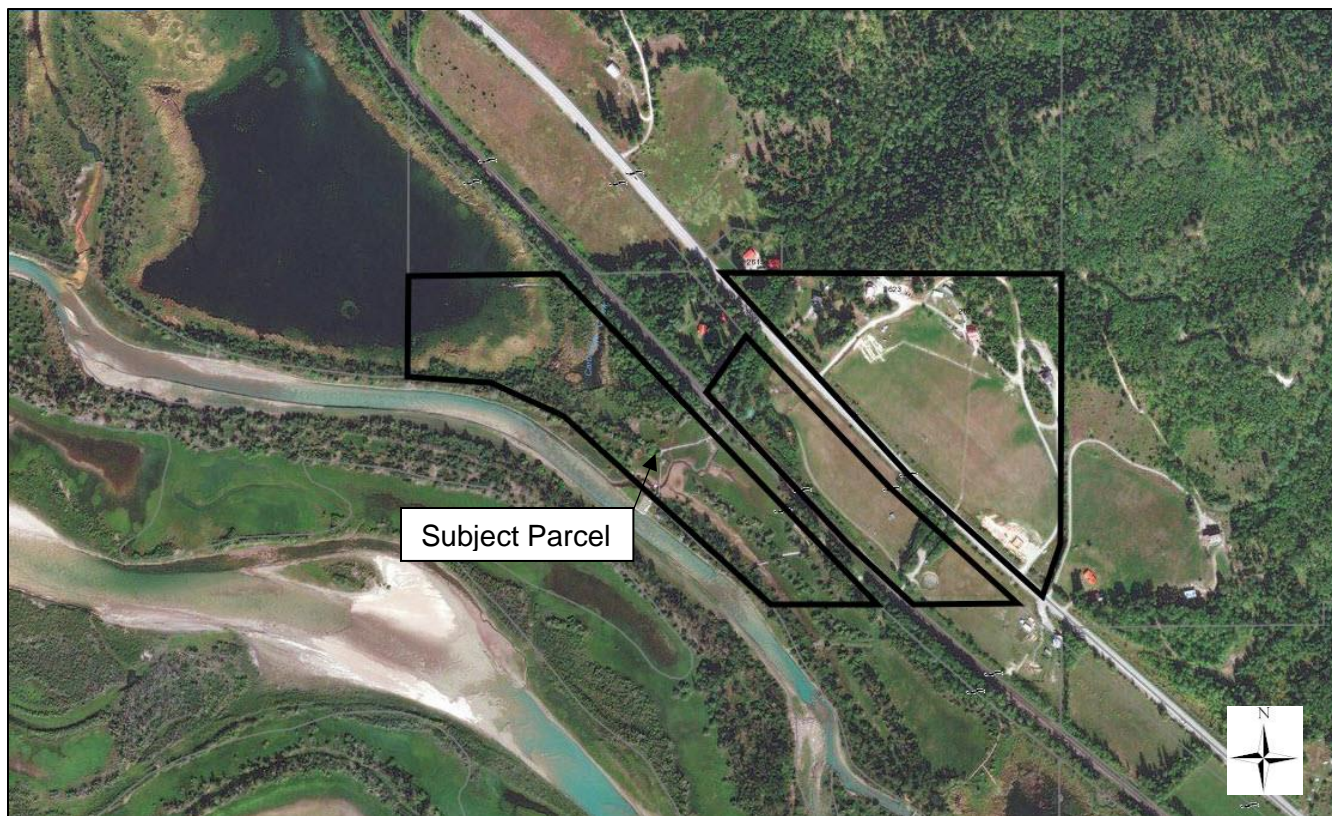
FIGURE 1 - PROPOSAL SKETCH

APRIL 2018

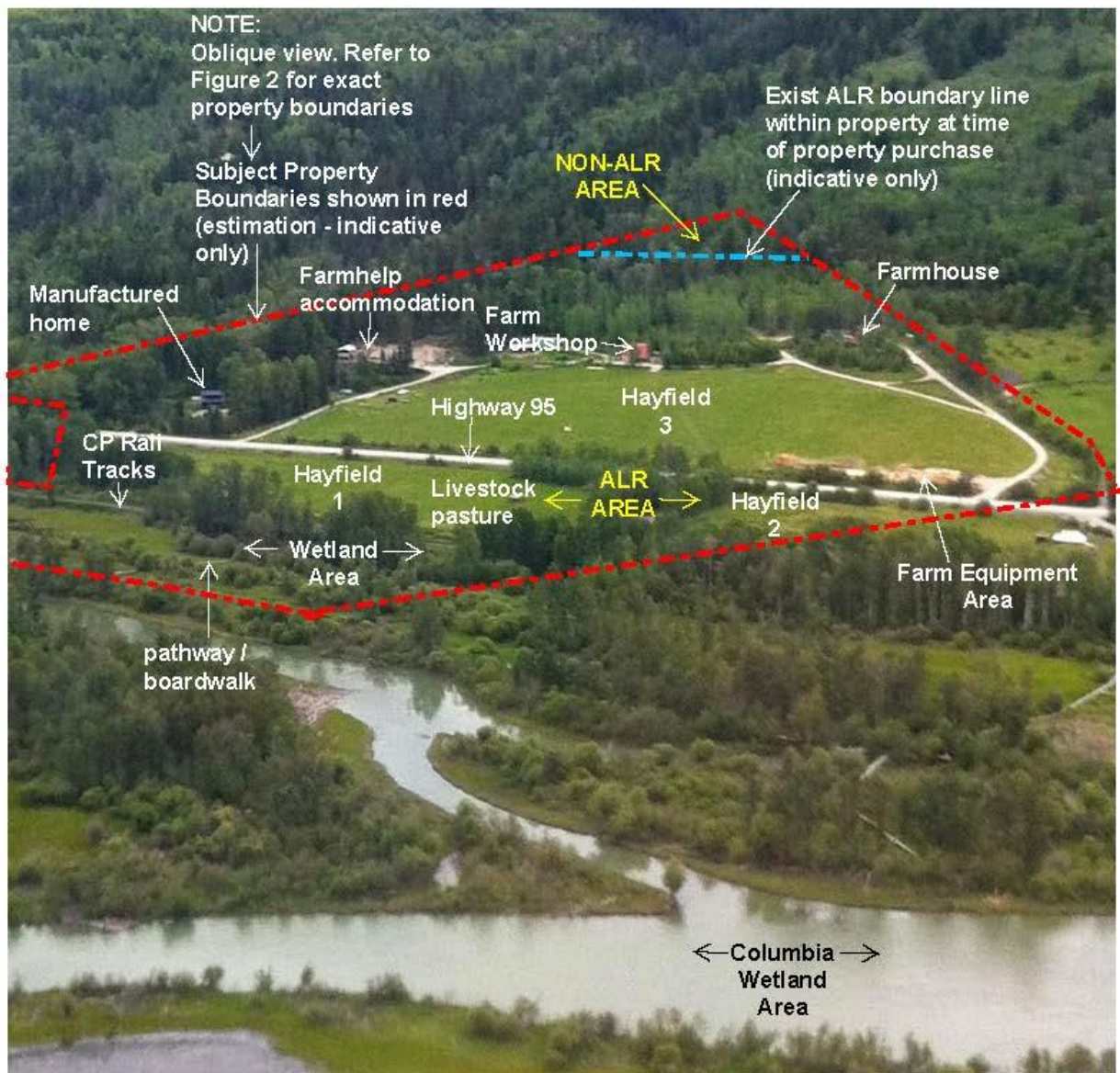
PID: 006-389 -376

NOT TO SCALE

Orthophotos



Photos



- # PHOTO 1** - Aerial View looking at property - Wetlands in foreground, with current farmed area in middle, and neighbour's treed area (north east) in background
 - Facing North-East
 - PID - 006-389-376



PHOTO 2 - Aerial View looking at property - showing Wetlands area not suitable for cultivation within Parcel 2 - due to high water fluctuation levels during the year.
- Facing East-West
- PID - 006-389-376



PHOTO 3 - Parking area surrounded by treed area to the backgrounds - showing typical day of low number parking - at parking area (see Figure 1) at current Hayfield 1 with no permanent structure or paved area proposed.
- Facing West

- PID - 006-389-376



PHOTO 4 - Small local school groups with wetlands interpretive leader learning about the ecosystem of the wetlands on existing pathway - at wetlands area of the parcel

- PID - 006-389-376



BOARD REPORT

TO: Chair and Directors

File No: DVP701-80 PL20180000045
--

SUBJECT: Electoral Area C: Development Variance Permit No. 701-80 (Miles)

DESCRIPTION: Report from Erica Hartling, Development Services Assistant, dated May 30, 2018.
3401 Roncastle Road, MacArthur Heights.

RECOMMENDATION: THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. 701-80 for Lot 3, Section 30, Township 22, Range 10, West of the 6th Meridian, Kamloops Division Yale District, Plan KAP92908, varying South Shuswap Zoning Bylaw No. 701 as follows:

Section 7.2.4 Maximum height for principal buildings and structures from 10 m to 10.6 m only for a single family dwelling and attached garage.

be considered for issuance this 21st day of June, 2018.

SHORT SUMMARY:

The subject property is located in the Reedman Point/MacArthur Heights area of Electoral Area C, at 3401 and 3404 Roncastle Road and is subject to South Shuswap Zoning Bylaw No. 701 and Electoral Area C Official Community Plan Bylaw No. 725. The owner is proposing to construct a new single family dwelling and attached garage on the subject property. This project requires a variance to the maximum height of the single family dwelling and attached garage from 10 m to 10.6 m.

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:

REGISTERED OWNER(S):
Edward and Dawn Miles

AGENT:
Copper Island Fine Homes Inc. c/.o Greg Vistisen

ELECTORAL AREA:
C

LEGAL DESCRIPTION:
Lot 3, Section 30, Township 22, Range 10, West of the 6th Meridian,
Kamloops Division Yale District, Plan KAP92908

PID:

029-008-204

CIVIC ADDRESS:

3401 & 3404 Roncastle Road

SURROUNDING LAND USE PATTERN:

North = Rural residential

South = Roncastle Road/Vacant Residential

East = CSRD waterworks buildings (3404 Roncastle Road), Vacant Residential

West = Rural residential

CURRENT USE:

Vacant land on the west portion of the subject property at 3401 Roncastle Road. East portion of the subject property contains a BC Hydro and TELUS statutory right of way and also a CSRD statutory right of way for the Utilities reservoir and water treatment plant at 3404 Roncastle Road.

PROPOSED USE:

Construct a new single family dwelling and attached garage on the southwest side of the subject property. The dwelling will be constructed on a slope and the building design includes a vault ceiling, bringing the building's height 0.6 m over the permitted maximum height for a principal building.

PARCEL SIZE:

1.18 ha (2.92 acres)

DESIGNATION:

Electoral Area C Official Community Plan Bylaw No. 725

RR2 - Rural Residential 2

ZONE:

South Shuswap Zoning Bylaw No. 701

RR1 - Rural Residential (.4ha)

SITE COMMENTS:

See "Maps_Plans_Photos_DVP701-80.pdf" attached.

The subject property is located adjacent to and north of the Roncastle Road cul-de-sac. The subject property currently has a CSRD Utilities reservoir and water treatment plant on the eastern portion of the lot. The vacant western portion of the subject property contains 10 - 50% slopes and the proposed dwelling will be located in an area with 10 – 35% slopes. The subject property is part of an eight lot subdivision registered in 2013. As conditions of approval of the subdivision a number of charges were registered on the title of the new lots.

Charges on title include:

1. Statutory Right of Way (SRW) P59145 / LB183010 – Plan A14515 - grants CSRD waterline and ancillary apparatus over the eastern portion of the subject property;
2. SRW LB383658/9 - grants BC Hydro/Telus works over the eastern portion of the subject property;

3. SRW - LB389891 Plan KAP90911 – grants CSRD reservoir and water treatment plant over the eastern portion of the subject property;
4. Covenant CA4015832 - registered on all lots in the subdivision, this appears to be a means of controlling the aesthetics of the built form within the subdivision. Transferees are the developer/agent applying on behalf of the owner of the subject property. The CSRD does not enforce this type of covenant.

SERVICING:

CSRD MacArthur Heights / Reedman Heights Waterworks and onsite sewage disposal system.

ACCESS:

See "Maps_Plans_Photos_DVP701-80.pdf" attached.

Driveway accessed directly from Roncastle Road. The proposed driveway splits off from the shared BC Hydro/Telus/CSRD access.

POLICY:**Electoral Area C Official Community Plan Bylaw No. 725****Section 3.4 - Residential**

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

RR2 shall have detached or semi-detached housing form and a maximum density of 1 unit per 5 acres (2 ha).

12.1 Hazardous Lands Development Permit Areas (Steep Slope)*Purpose and Justification*

The Hazardous Lands (Steep Slope) Development Permit Area (DPA) is designated under the Local Government Act for the purpose of protecting development from steep slope hazardous conditions. Whereas steep slopes pose a potential landslide risk, a Steep Slope DPA is justified so that Development Permit (DP) guidelines and recommendations from qualified engineering professionals are utilized prior to development in steep slope areas in order to provide a high level of protection from ground instability and/or slope failure.

Area

All properties, any portion of which, contain slopes 30% or greater are designated as a Steep Slope DPA. The CSRD requires a slope assessment of slope conditions as a condition of development permit issuance. Provincial 1:20,000 TRIM mapping, using 20 m (66 ft) on tour information, may provide preliminary slope assessment; however, a more detailed site assessment may be required.

*A Steep Slope DP is required for the proposed development due to slopes on the property in excess of 30%. Staff are processing Development Permit No. 725-136 concurrently with the Development Variance Permit No. 701-30. Approval of technical Development Permits such as these has been delegated to the Manager of Development Services.

South Shuswap Zoning Bylaw No. 701

RR1 – Rural Residential Zone (4000 m²)

Permitted Uses

7.1 The following uses are permitted in the RR1 zone:

- .1 single family dwelling;
- .2 cottage, permitted only on parcels greater than 4,000 m²
- .3 bed and breakfast;
- .3 home business;
- .4 accessory use.

7.2 Regulations

- | | | |
|----|---|-----------------|
| .1 | Minimum parcel size for new subdivisions | 1 ha |
| .2 | Maximum number of single family dwellings per parcel | 1 |
| .3 | Maximum number of cottages per parcel | 1 |
| .4 | Maximum height for: | |
| | Principal buildings and structures | 10 m (32.81 ft) |
| | Accessory buildings | 6 m (19.69 ft) |
| .5 | Minimum setback from: | |
| | front parcel line | 5 m |
| | exterior parcel line | 4.5 m |
| | interior parcel line | 2 m |
| | rear parcel line | 5 m |
| .5 | Maximum coverage on parcels less than 4000 m ² | 40% |

FINANCIAL:

There are no financial implications for the CSRD as a result of this application.

KEY ISSUES/CONCEPTS:

The owner is proposing to construct a new single family dwelling and attached garage on the subject property. The proposed dwelling complies with the RR1 zone permitted uses and setbacks and will be located outside the registered SRWs; however, the building is 0.6 m over the permitted maximum height of 10 m. The application proposes varying South Shuswap Zoning Bylaw No. 701 as follows:

- Section 7.2.4 Maximum height for principal buildings and structures from 10 m to
- 10.6 m only for a single family dwelling and attached garage.

The subject property contains steep slopes northwest of Roncastle Road, the most level area is located at the front of the subject property and to the eastern portion where the existing CSRD Waterworks Buildings are located. The lands on the west and east side of Roncastle are sloped, therefore there should be no impacts with regard to views from existing or future single family dwellings due to construction of the proposed over height single family dwelling. Majority of the neighbouring properties off of Roncastle Road are undeveloped and the adjacent neighbouring residences off of Duncan Road and McBride Road are downslope and currently face away from the subject property looking west and northwest.

Height is measured from the lowest point to highest point of a building or structure. As such, when a building is to be constructed on a slope this measurement is taken from the most exposed face of the building. When viewed from the front, the proposed dwelling's main level is 7.24 m in height. However, the rear elevation of the dwelling is built down slope facing west and has a walkout lower floor and the height from this side of the building is 10.6 m, which is 0.6 m over height. The proposed 0.6 m over height variance is requested by the agent to accommodate the building's design (walkout lower floor and main floor vaulted ceiling) constructed on a sloped lot.

SUMMARY:

The application proposes to vary:

- Section 7.2.4 Maximum height for principal buildings and structures from 10 m to
- 10.6 m only for a single family dwelling and attached garage.

Development Services staff are recommending that the Board consider issuance of Development Variance Permit No. 701-80 for the following reasons:

- The front elevation view of the single family dwelling is 7.24 m in height and the dwelling is situated down slope and at the end of the Roncastle Road cul-de-sac. The residential and vacant lands on the west and east side of Roncastle Road and the subject property are sloped, therefore there should be no impacts with regard to views from existing or future single family dwellings due to construction of the proposed over height single family dwelling; and,
- The requested variance is relatively minor at only 0.6 m.

IMPLEMENTATION:

If Development Variance Permit 701-80 is approved by the Board, staff will prepare a notice to be sent to the Land Title and Survey Authority of British Columbia (LTSA) for registration on title. The agent will be able to begin construction following issuance of both the Development Variance Permit and the Steep Slope Development Permit.

COMMUNICATIONS:

Property owners and tenants in occupation within 100 m of the subject property will be given notification a minimum of 10 days prior to the CSRD Board of Directors considering this application. All interested parties will have the opportunity to provide comments regarding this application prior to the Board Meeting. Copies of the written submissions are provided to the Board of Directors.

Referrals have been sent to the following:

- Area C APC

The Electoral Area C Advisory Planning Commission reviewed the application at their May 28, 2018 meeting and passed a resolution in support of the application.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*

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

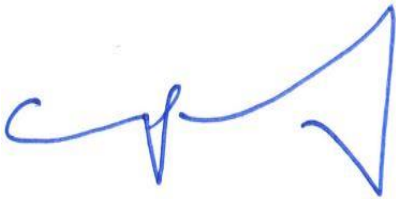
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. South Shuswap Zoning Bylaw No. 701
2. Electoral Area C Official Community Plan Bylaw No. 725
3. Electoral Area C Advisory Planning Commission Minutes May 28, 2018

Report Approval Details

Document Title:	2018-06-21_Board_DS_DVP701-80_Miles.docx
Attachments:	- DVP701-80.pdf - Maps_Plans_Photos_DVP701-80.pdf
Final Approval Date:	Jun 8, 2018

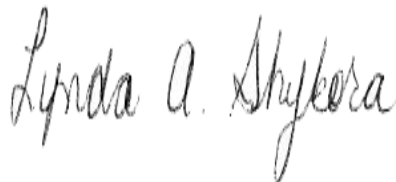
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Jun 8, 2018 - 9:19 AM



Gerald Christie - Jun 8, 2018 - 12:06 PM



Lynda Shykora - Jun 8, 2018 - 1:56 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 8, 2018 - 1:57 PM



DEVELOPMENT VARIANCE PERMIT NO. 701-80

- 1. OWNER: Edward Davies Miles
Dawn Marie Miles



- 2. This permit applies only to the land described below:

Lot 3, Section 30, Township 22, Range 10, West of the 6th Meridian, Kamloops Division Yale District, Plan KAP92908, which property is more particularly shown outlined in bold on the map attached hereto as Schedule A.

- 3. The South Shuswap Zoning Bylaw No. 701, is hereby varied as follows:

Section 7.2.4 Maximum height for principal buildings and structures from 10 m to 10.6 m only for a single family dwelling and attached garage;

as more particularly shown on the site plan attached hereto as Schedule B, and the elevation drawings attached hereto as Schedule C.

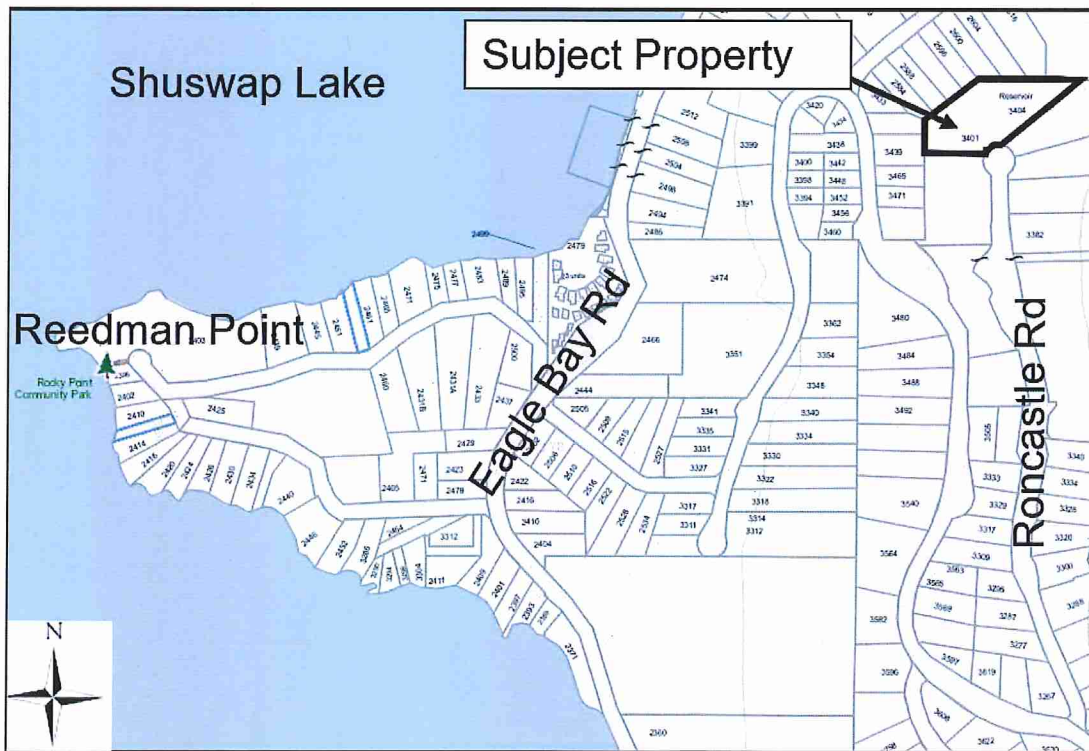
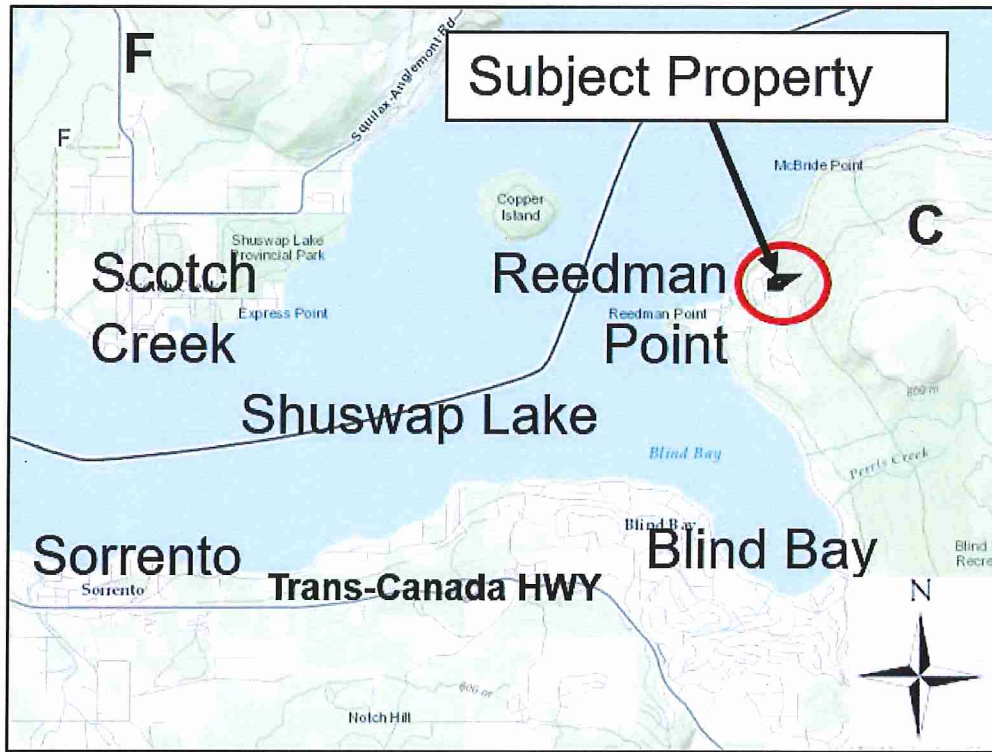
- 4. This permit is NOT a building permit.

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

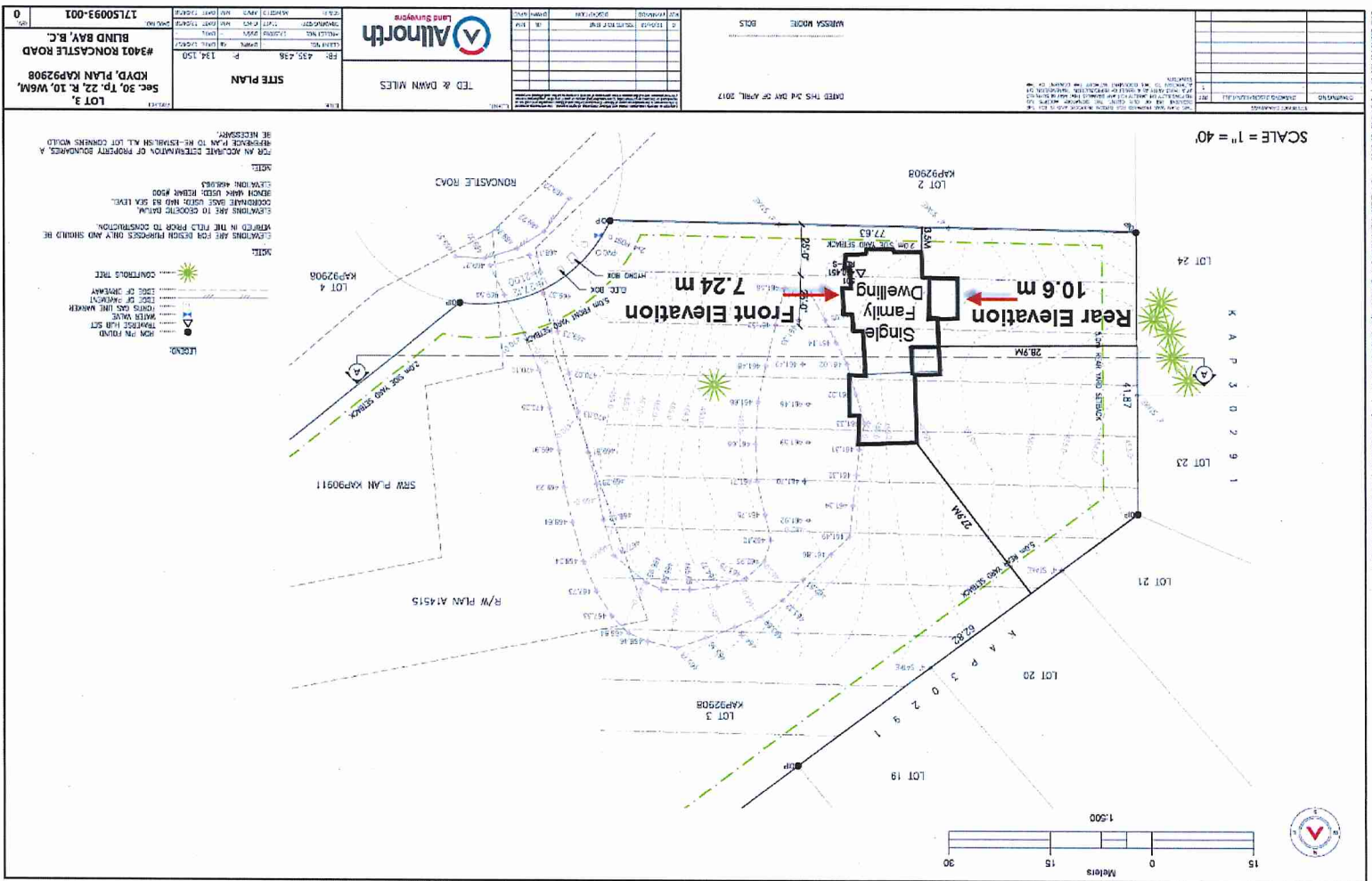
CORPORATE OFFICER

NOTE: Subject to Section 504 of the Local Government Act, if the development of the subject property is not substantially commenced within two years after the issuance of this permit, the permit automatically lapses.

DVP 701-80
Schedule A



DVP 701-80
Schedule B



DVP 701-80
Schedule C

FRONT ELEVATION

LEFT ELEVATION

FOYER WINDOW DETAIL
3/8"=1'-0"

GABLE BRACKET
3/8"=1'-0"

GENERAL NOTES AND DETAILS
PACKAGE TO BE FOUND ON PAGES 'D1', 'D2' & 'D3'.

SCALE BAR:
1"=1' 2"=2' 3"=3' 4"=4' 5"=5' 6"=6' 7"=7' 8"=8' 9"=9' 10"=10' 11"=11' 12"=12' 13"=13' 14"=14' 15"=15' 16"=16' 17"=17' 18"=18' 19"=19' 20"=20' 21"=21' 22"=22' 23"=23' 24"=24' 25"=25'

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ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE PROVISIONS & LOCAL ORDINANCES AND SHALL BE SUBJECT TO THE APPROVAL AND INSPECTION OF THE LOCAL BUILDING DEPARTMENT. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF ANY OTHER WORK OR FOR THE PERFORMANCE OF ANY OTHER WORK.

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MILES RESIDENCE
1960 SQ.FT. BUNGALOW
JOB NUMBER: XXXX
LOT: 3 SEC: 30 PLAN: KAP92908
3401 RONCASTLE ROAD
#103 15 CARLETON DRIVE ST. ALBERT, AB, T8N 7K9

PLAN DATE
FEB 2018

DATE PRINTED
March-16-18

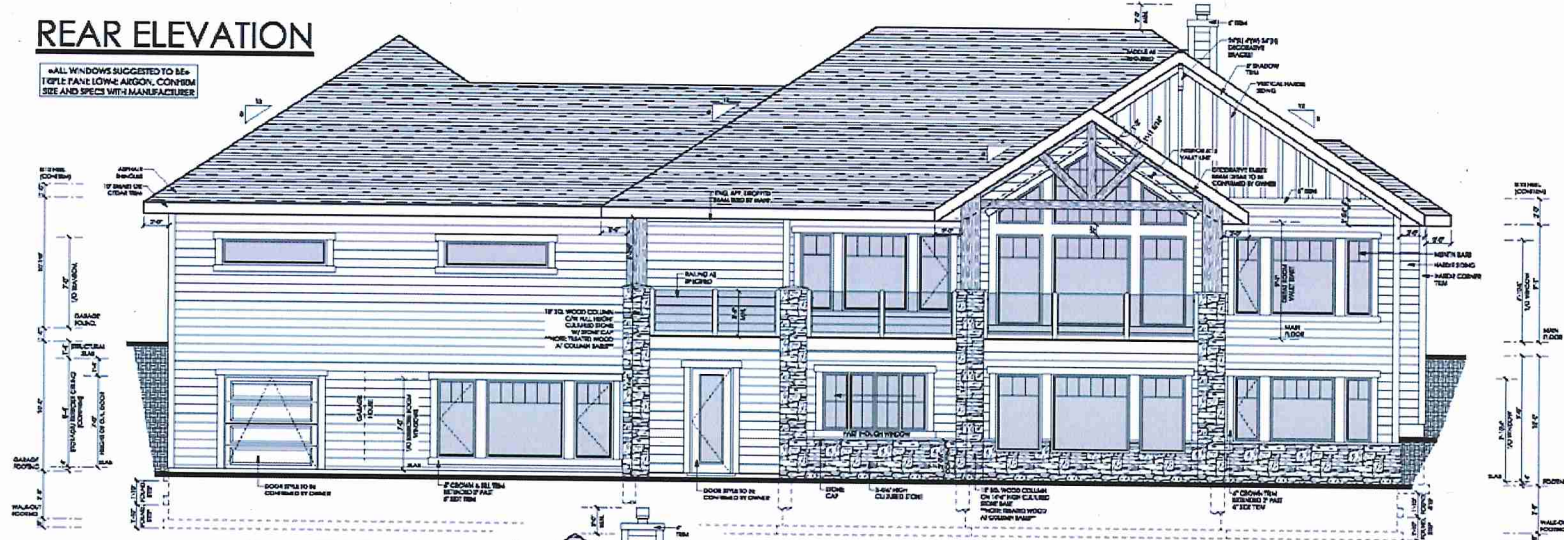
DRAWING
FRONT & LEFT
ELEVATIONS
SCALE
3/16" = 1'-0"

DRAWN BY
BJ & SC
A1

[780]470-0776 INFO@BOSSDESIGN.CA

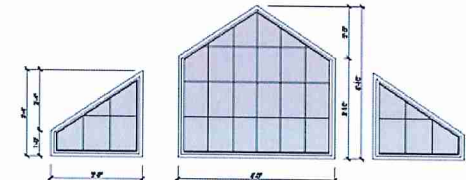
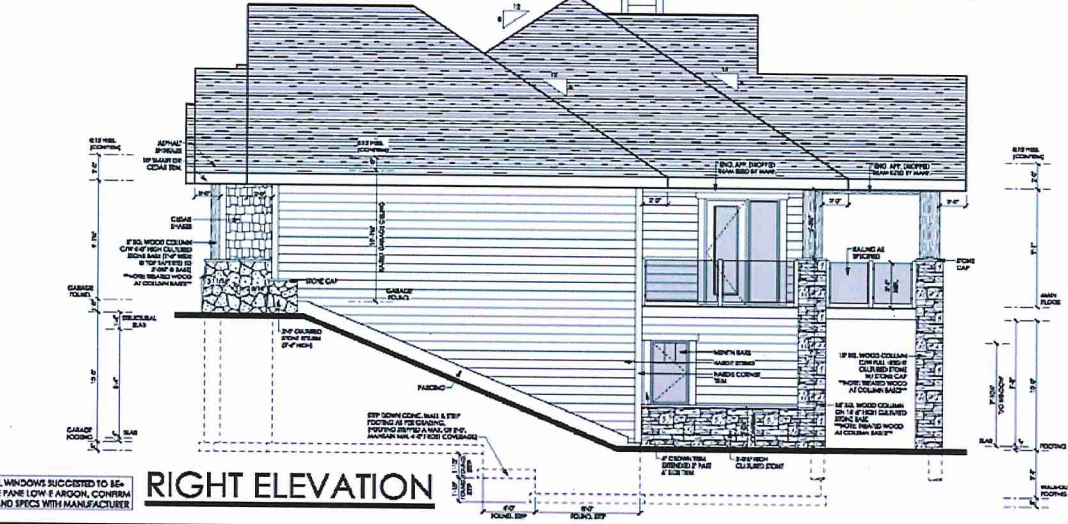
REAR ELEVATION

ALL WINDOWS SUGGESTED TO BE TRIPLE PANE LOW-E ARGON, CONFORM SIZE AND SPECS WITH MANUFACTURER



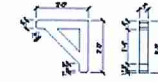
RIGHT ELEVATION

ALL WINDOWS SUGGESTED TO BE TRIPLE PANE LOW-E ARGON, CONFORM SIZE AND SPECS WITH MANUFACTURER



GREAT ROOM WINDOW DETAIL

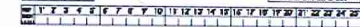
3/8" = 1'-0"



GABLE BRACKET

3/8" = 1'-0"

SCALE BAR:



GENERAL NOTES AND DETAILS PACKAGE TO BE FORWARDED TO THE DISTRICT

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MILES RESIDENCE
1960 SQ.FT. BUNGALOW
JOB NUMBER: XXXX
LOT: 3 SEC: 30 PLAN: KAP92908
3401 RONCASTLE ROAD
#103 15 CARLETON DRIVE ST. ALBERT, AB, T8N 7K9

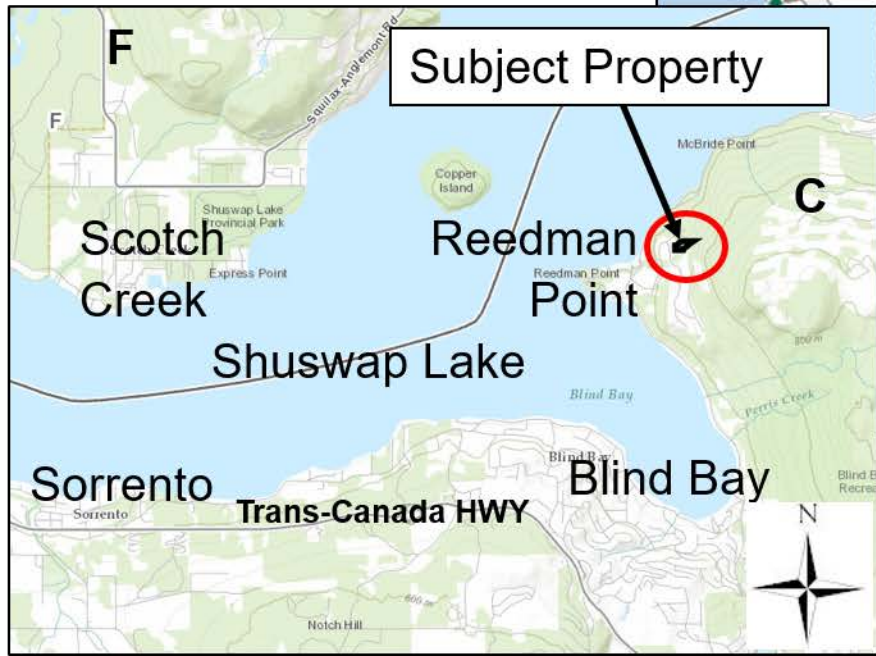
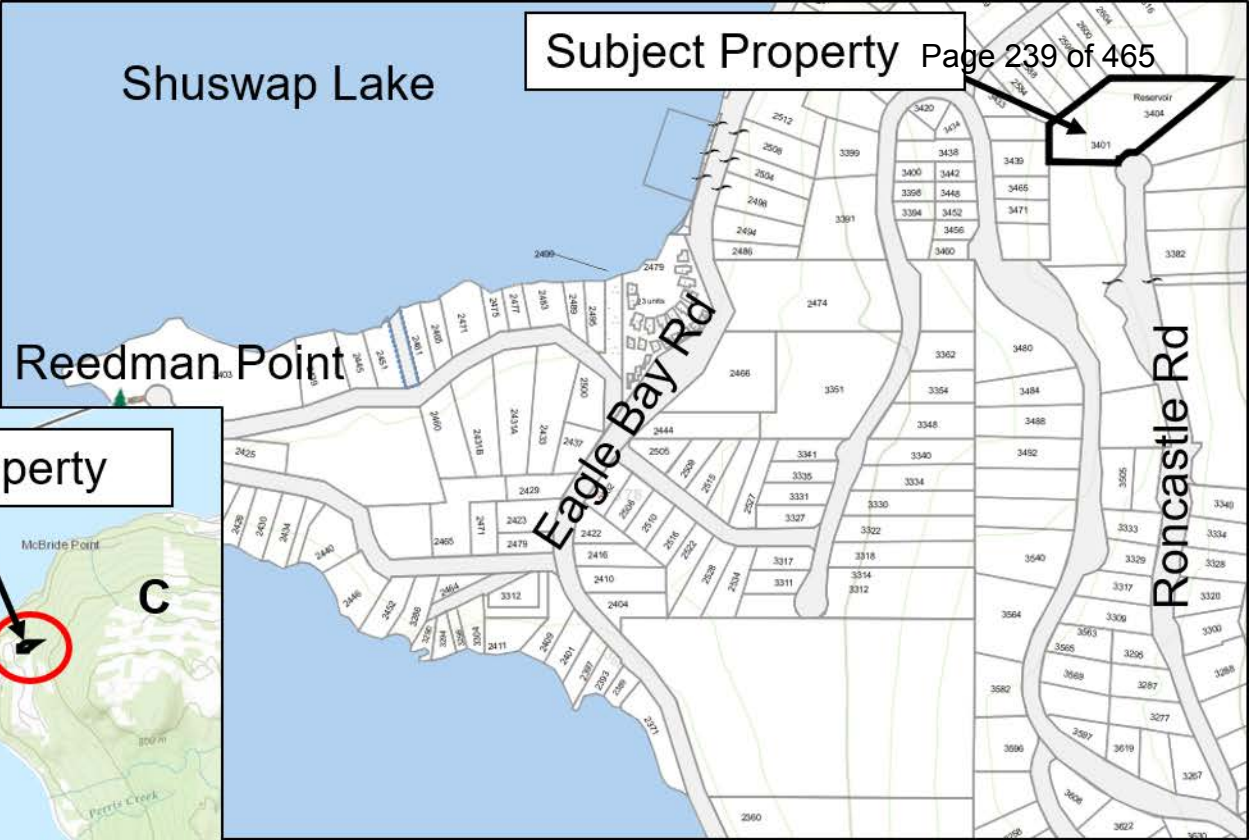


PLAN DATE
FEB 2018
DATE PRINTED
March-16-18

DRAWING
REAR & RIGHT
ELEVATIONS
SCALE
3/16" = 1'-0"

DRAWN BY
BJ & SC
A2
(780)470-0776 INFO@BOSSDESIGN.CA

Location



Eagle Bay Rd

Subject Property



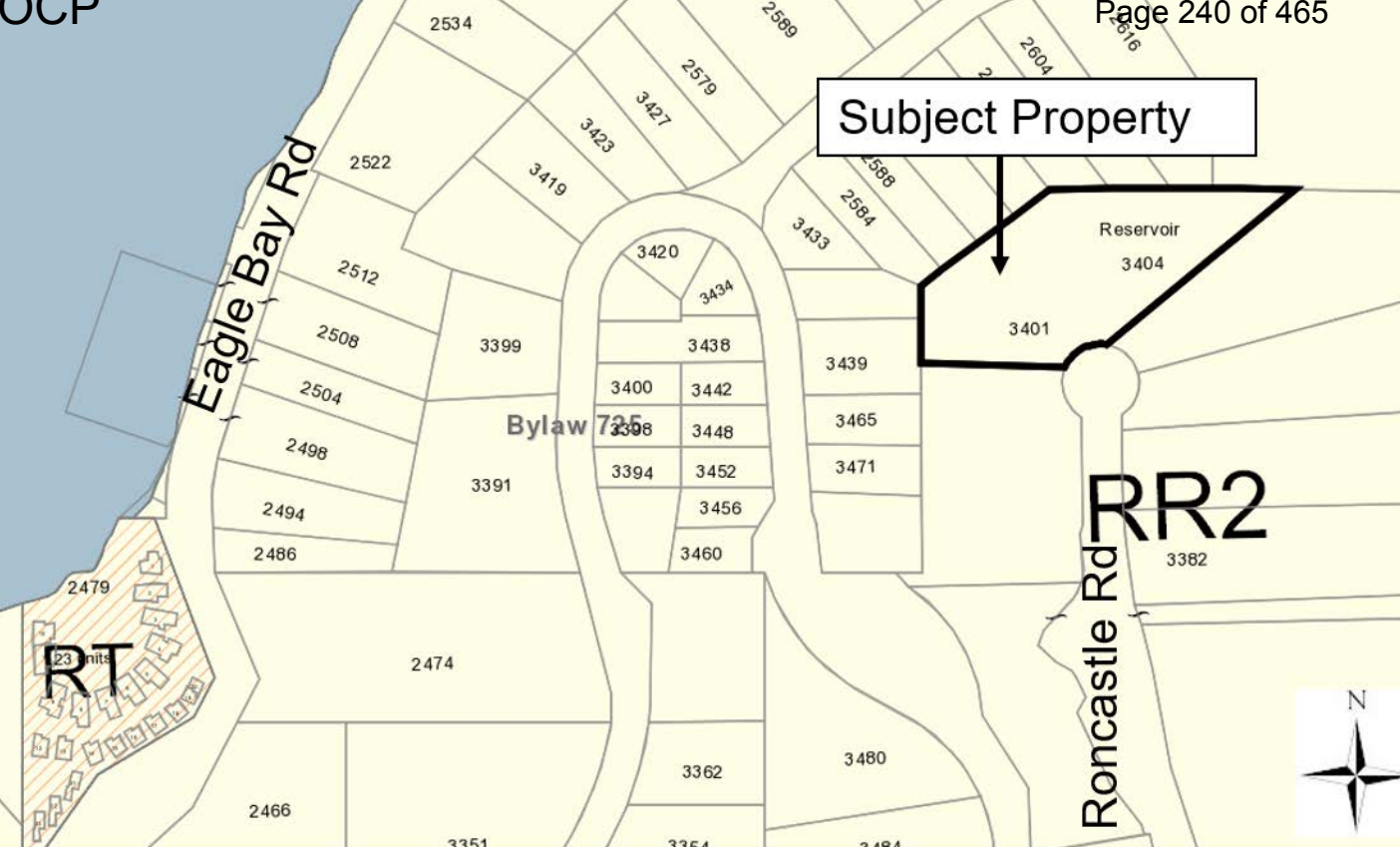
Reservoir
3404

3401

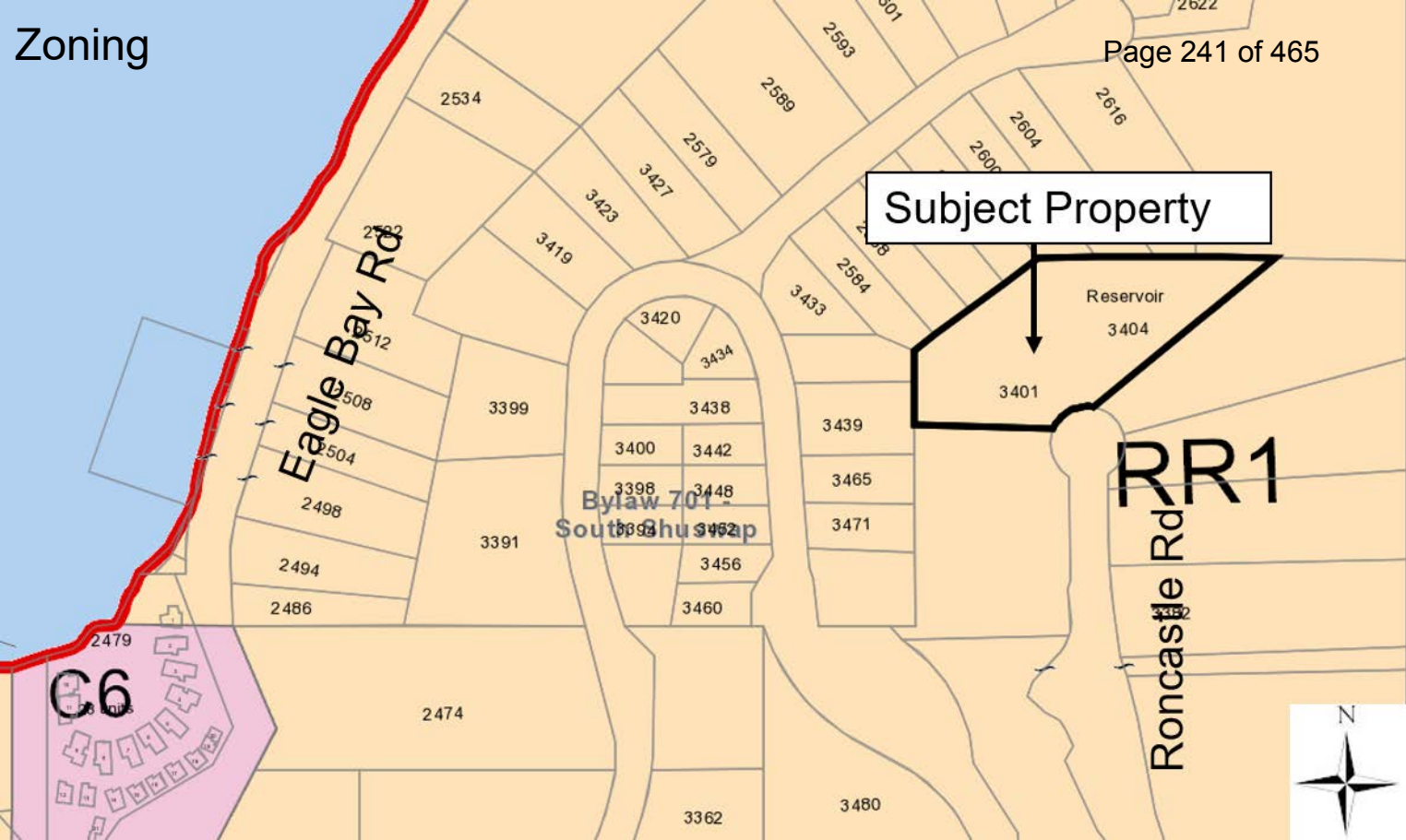
Bylaw 725

RR2

Roncastle Rd



Zoning



Subject Property

Reservoir
3404

RR1

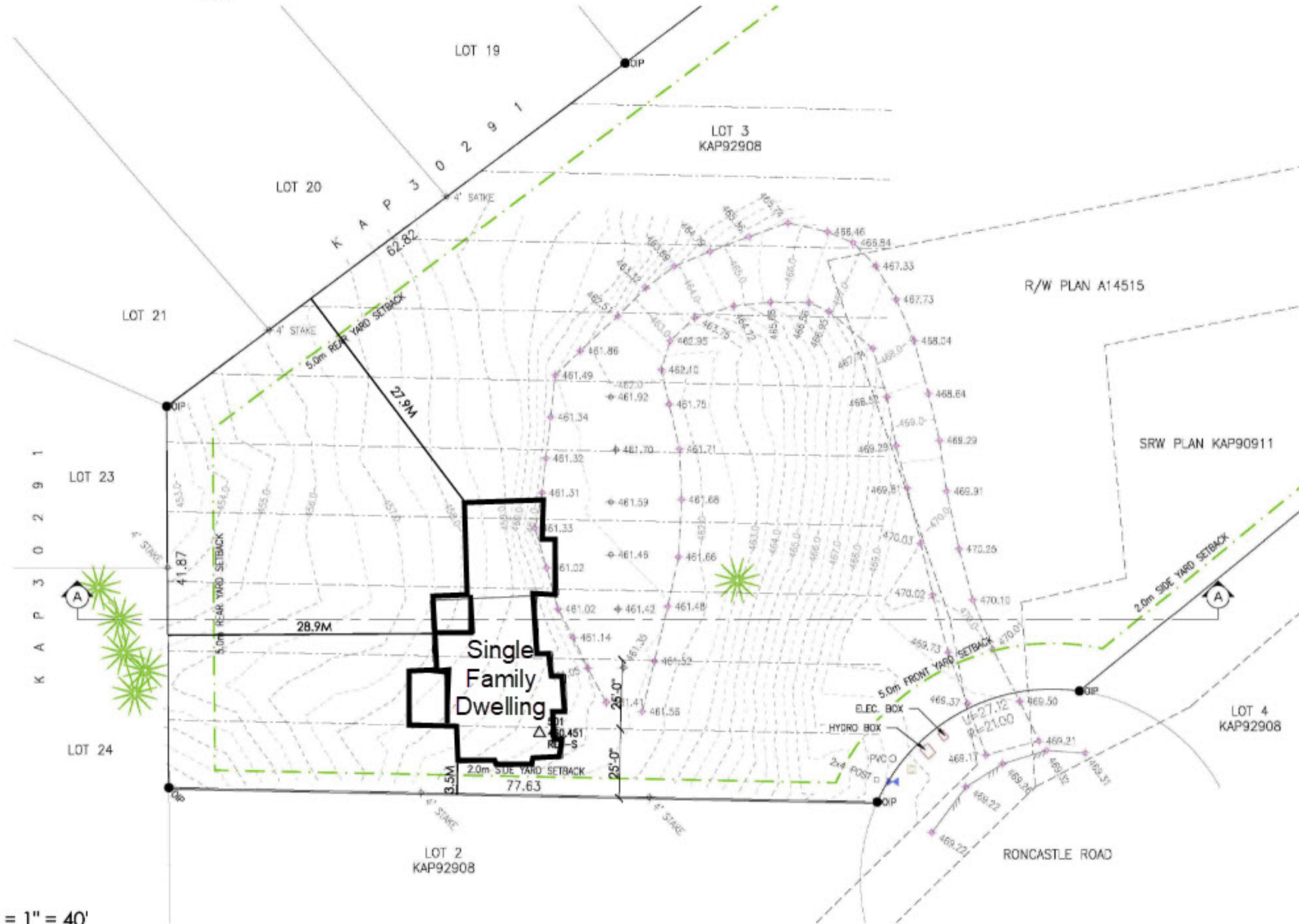
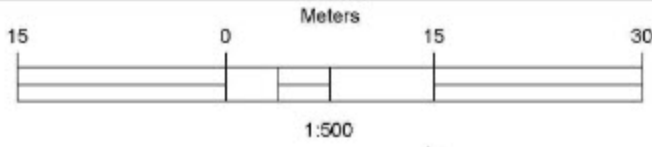
Roncastle Rd

Eagle Bay Rd

Bylaw 701 -
South Shuswap

C6





- LEGEND:**
- IRON PIN FOUND
 - TRAVERSE HUB SET
 - WATER VALVE
 - FORTIS GAS LINE MARKER
 - EDGE OF PAVEMENT
 - EDGE OF DRIVEWAY
 - CONIFEROUS TREE

NOTE:
 ELEVATIONS ARE FOR DESIGN PURPOSES ONLY AND SHOULD BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION.
 ELEVATIONS ARE TO GEODETIC DATUM.
 COORDINATE BASE USED: NAD 83 SEA LEVEL
 BENCH MARK USED: REBAR #500
 ELEVATION: 468.963

NOTE:
 FOR AN ACCURATE DETERMINATION OF PROPERTY BOUNDARIES, A REFERENCE PLAN TO RE-ESTABLISH ALL LOT CORNERS WOULD BE NECESSARY.

SCALE = 1" = 40'

NOTES	
DRAWING NO.	DRAWING DESCRIPTION/TITLE

THIS PLAN WAS PREPARED FOR DESIGN PURPOSES AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF REPRODUCTION, TRANSMISSION, OR ALTERATION TO THIS DOCUMENT WITHOUT THE CONSENT OF THE SIGNATORY.

DATED THIS 3rd DAY OF APRIL, 2017

MARISSA MOORE BCLS

REV	DATE	DESCRIPTION	BY	APPD
0	17/04/18	ISSUED TO CLIENT	MB	NM
1	17/04/18	DESCRIPTION	MB	APVD

CLIENT: TED & DAWN MILES

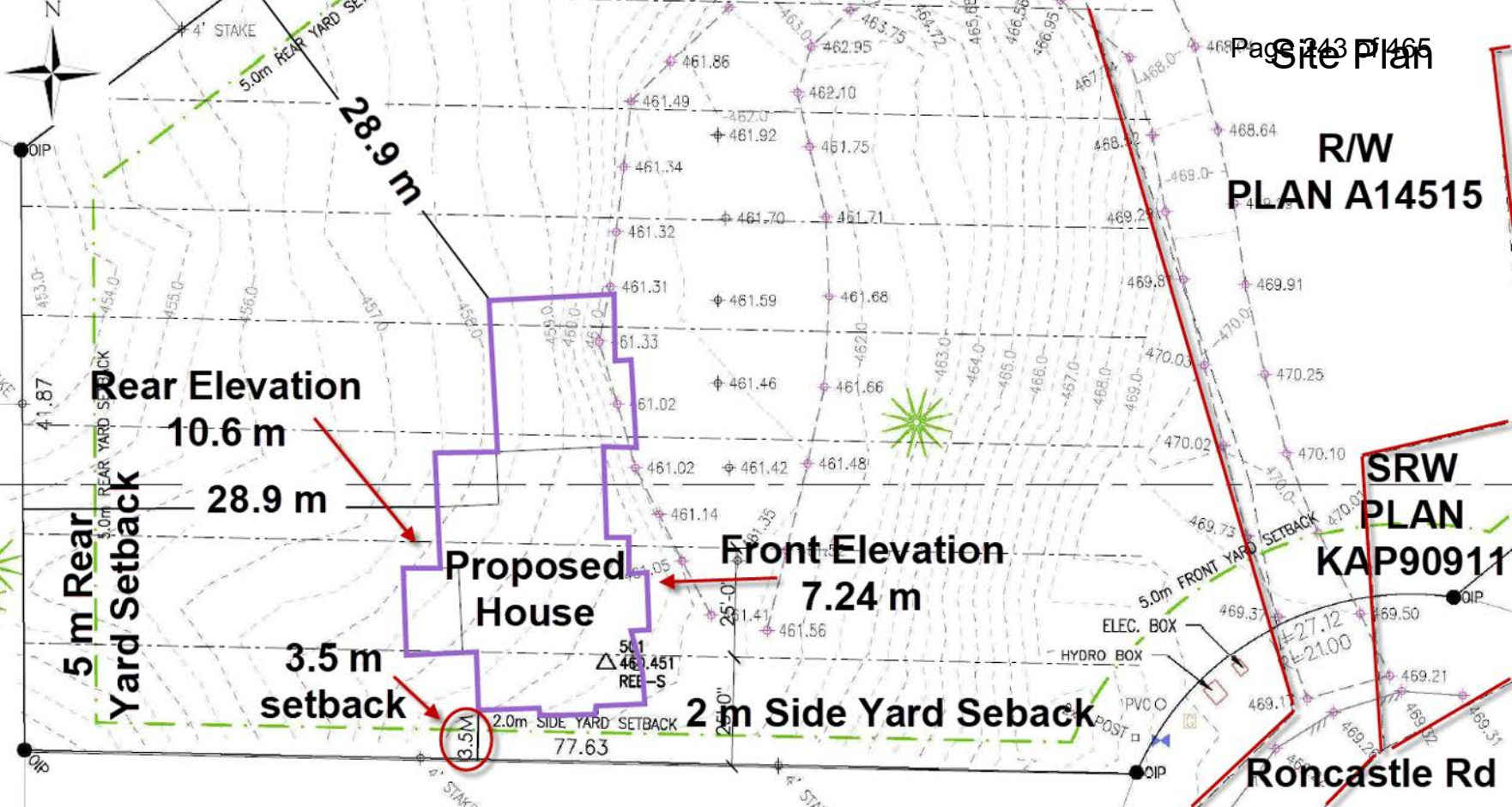
TITLE	
FB:	P:
435,438	134,150
CLIENT NO:	DATE:
17LS0093	17/04/17
DRAWING SIZE:	DATE:
11x17	17/04/18
SCALE:	DATE:
AS NOTED	17/04/18

PROJECT	
LOT 3, Sec. 30, Tp. 22, R. 10, W6M, KDYD, PLAN KAP92908	
#3401 RONCASTLE ROAD BLIND BAY, B.C.	
DWG NO:	REV:
17LS0093-001	0

Date: 2017/04/17 4:38 PM | User: Kristin Boreland | File: P:\17LS0093\17LS0093-001.dwg | Plot: 17LS0093-001 | Paper Size: 558.8mm x 431.8mm | Layout: 17LS0093-001

R/W PLAN A14515

SRW PLAN KAP90911



Rear Elevation
10.6 m

28.9 m

Proposed House

Front Elevation
7.24 m

3.5 m setback

2.0m SIDE YARD SETBACK

2 m Side Yard Seback

ELEC. BOX

HYDRO BOX

PVC POST

Roncastle Rd

28.9 m

4' STAKE

5.0m REAR YARD SE

5 m Rear Yard Setback

4' STAKE

4' STAKE

OIP

OIP

OIP

OIP

OIP

41.87

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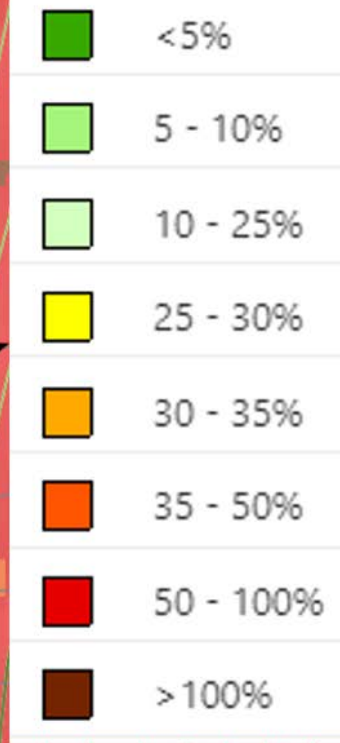
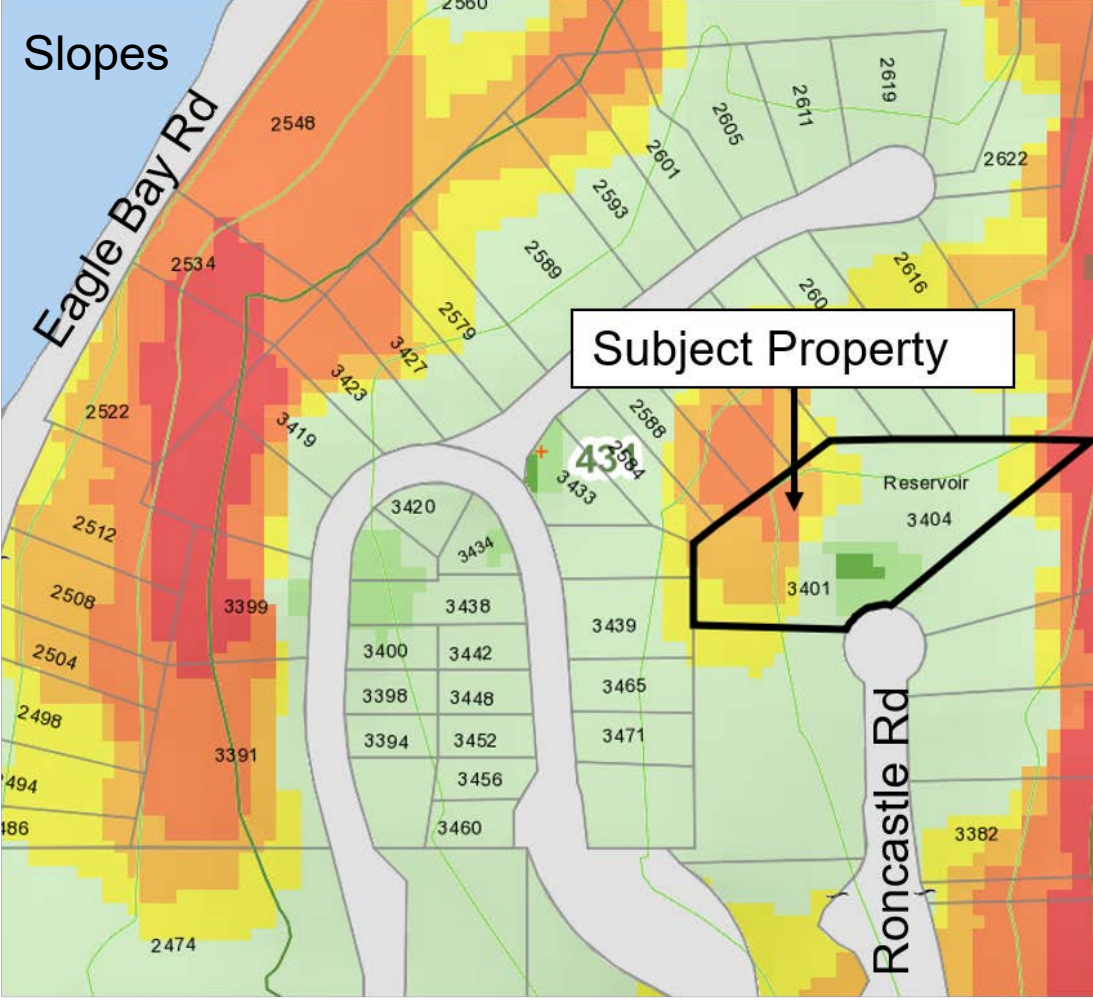
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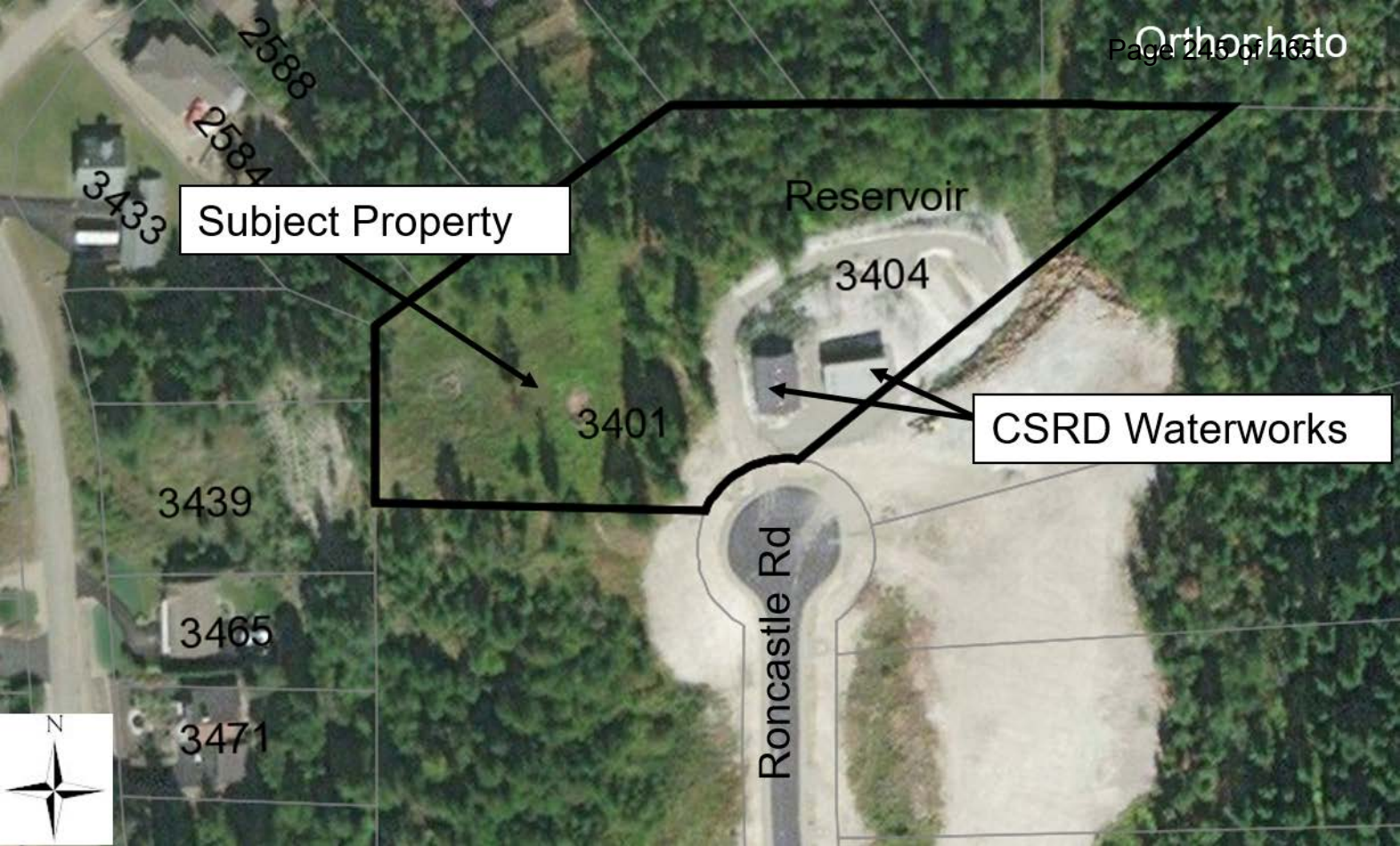
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459.77

459.75

Slopes





Subject Property

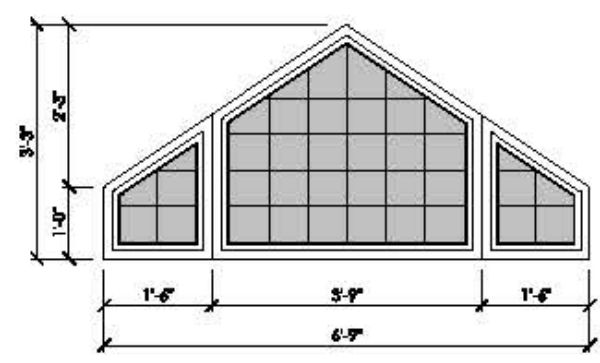
CSR D Waterworks





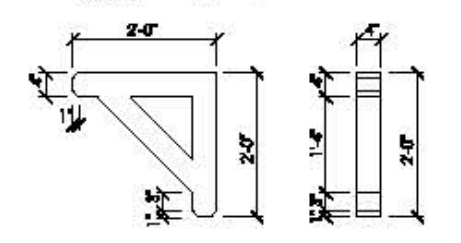
FRONT ELEVATION

•ALL WINDOWS SUGGESTED TO BE•
TRIPLE PANE LOW-E ARGON, CONFIRM
SIZE AND SPECS WITH MANUFACTURER



FOYER WINDOW DETAIL

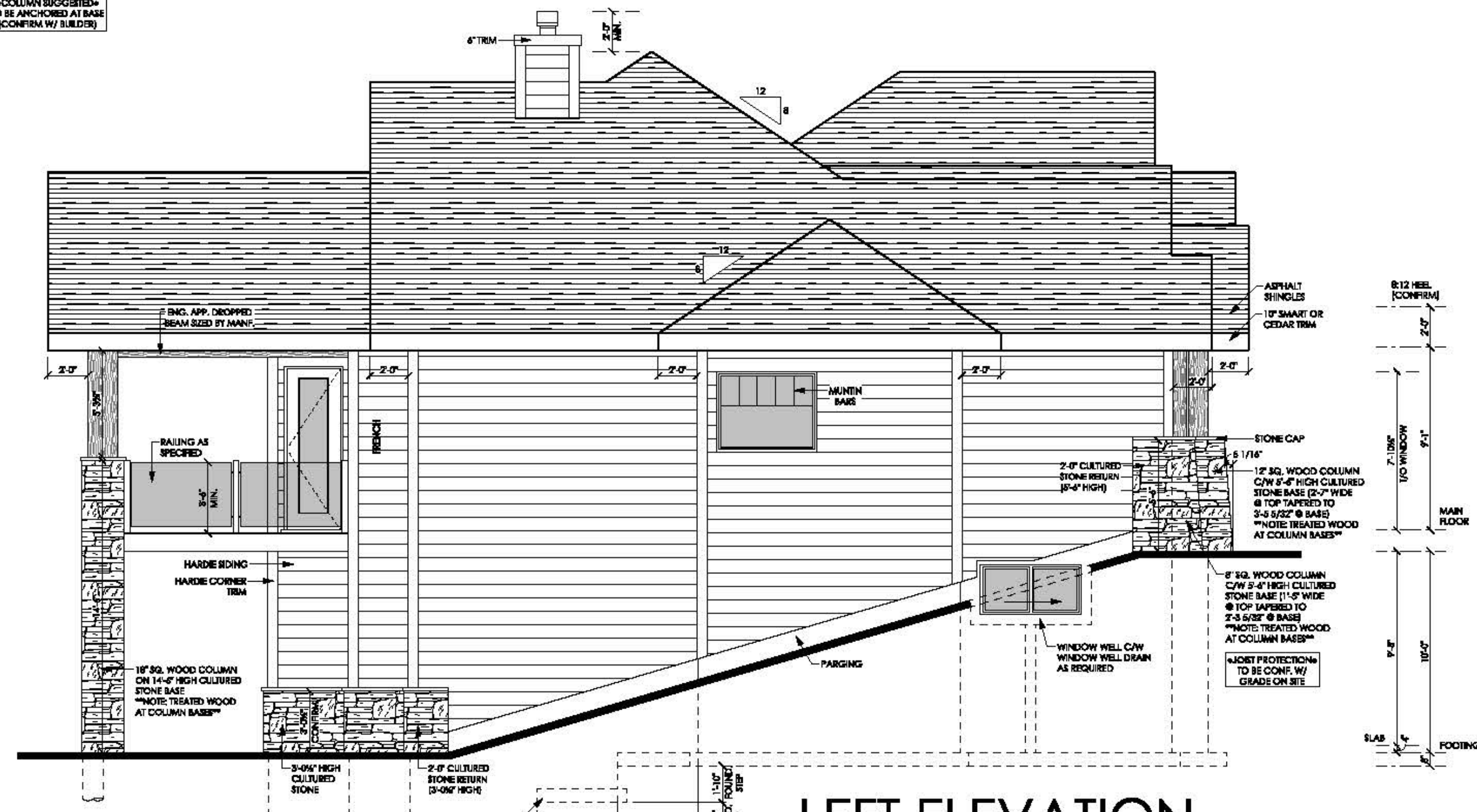
3/8" = 1'-0"



GABLE BRACKET

3/8" = 1'-0"

•GENERAL NOTES AND DETAILS•
PACKAGE TO BE FOUND ON
PAGES "D1", "D2" & "D3".



LEFT ELEVATION

•ALL WINDOWS SUGGESTED TO BE•
TRIPLE PANE LOW-E ARGON, CONFIRM
SIZE AND SPECS WITH MANUFACTURER



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•DEVIATIONS FROM THE CONTRACTS DOCUMENTS WITHOUT WRITTEN APPROVAL FROM THE CONSULTANT/DESIGNER ARE SUBJECT TO CORRECTION AT THE CONTRACTORS EXPENSE.
•ALL WORK IS TO BE DONE IN ACCORDANCE WITH PART 9 OF THE ABC(2013). PORTIONS OF WORK FALLING OUTSIDE PART 9 SHALL BE DESIGNED BY A LICENSED ENGINEER.

MILES RESIDENCE
1960 SQ.FT. BUNGALOW
JOB NUMBER: XXXX
LOT: 3 SEC: 30 PLAN: KAP92908
3401 RONCASTLE ROAD

#103 15 CARLETON DRIVE ST. ALBERT, AB, T8N 7K9

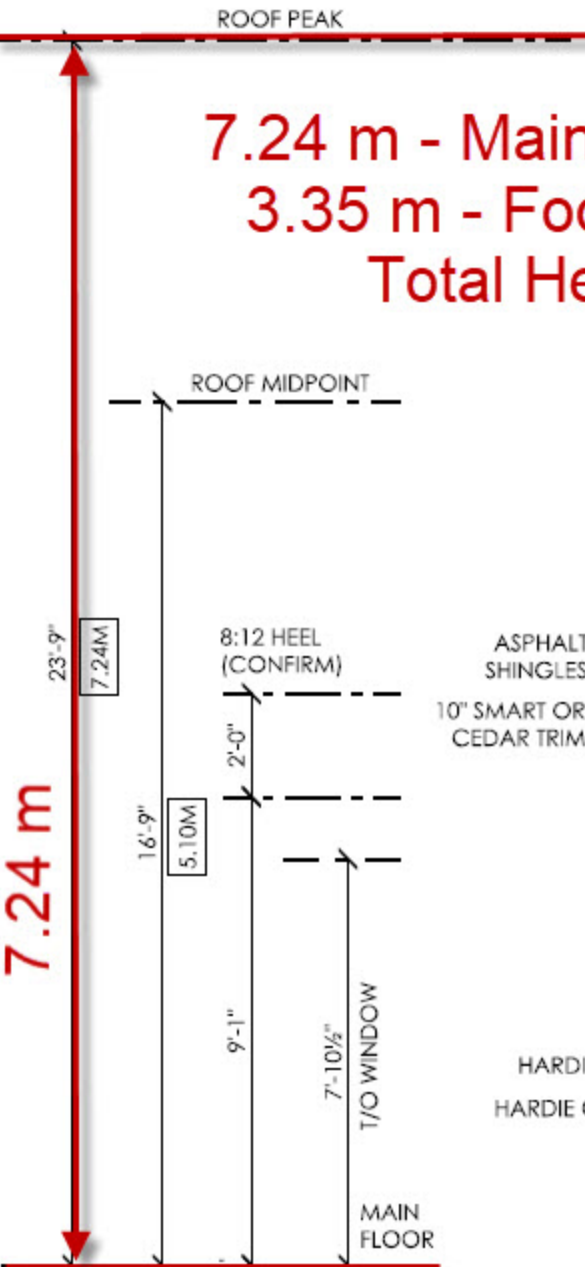


PLAN DATE
FEB 2018
DATE PRINTED
March-16-18

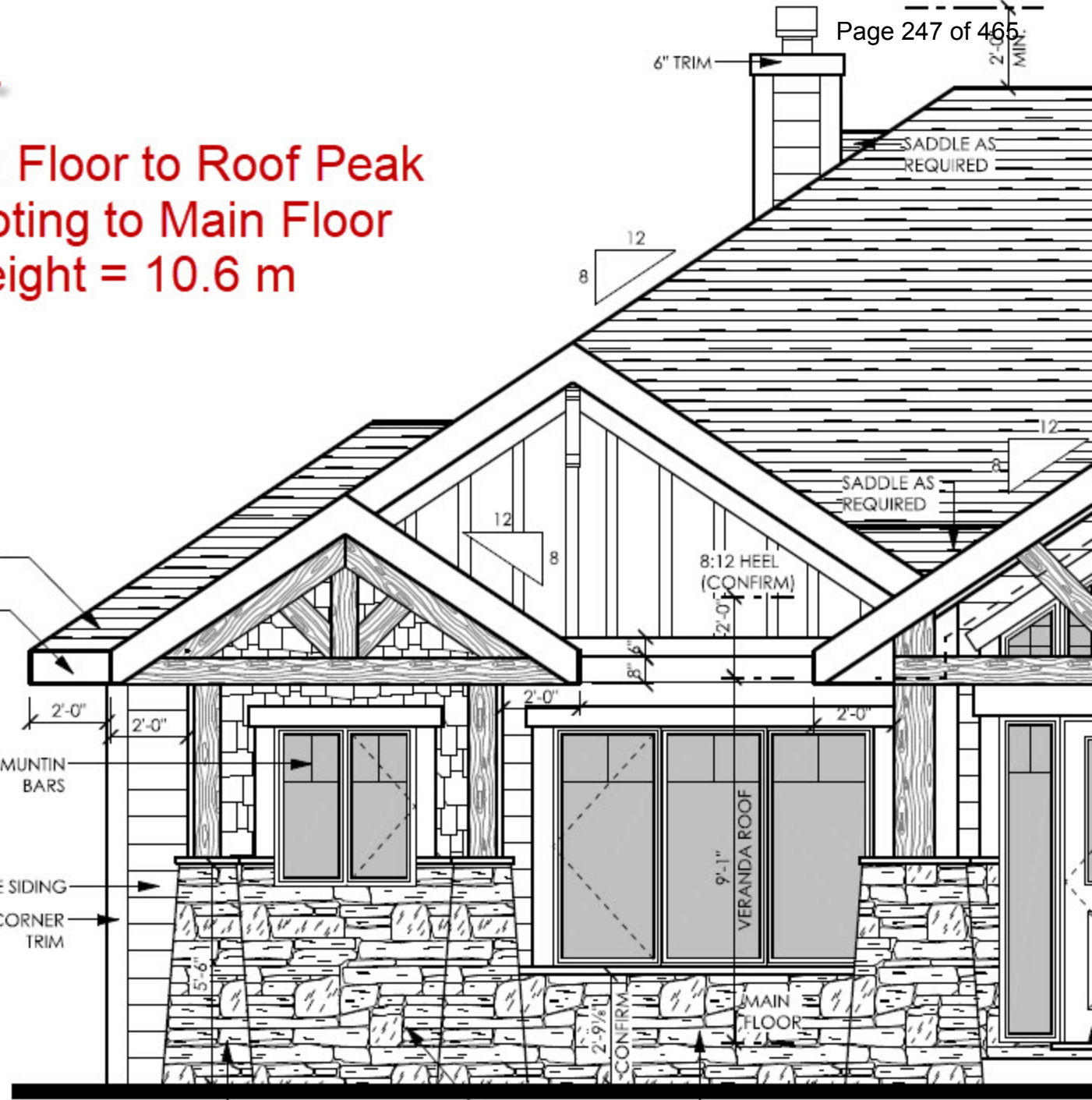
DRAWING
FRONT & LEFT
ELEVATIONS
SCALE
3/16" = 1'-0"

DRAWN BY
BJ & SC
A1

(780)470-0776 INFO@BOSSDESIGN.CA



7.24 m - Main Floor to Roof Peak
 3.35 m - Footing to Main Floor
 Total Height = 10.6 m



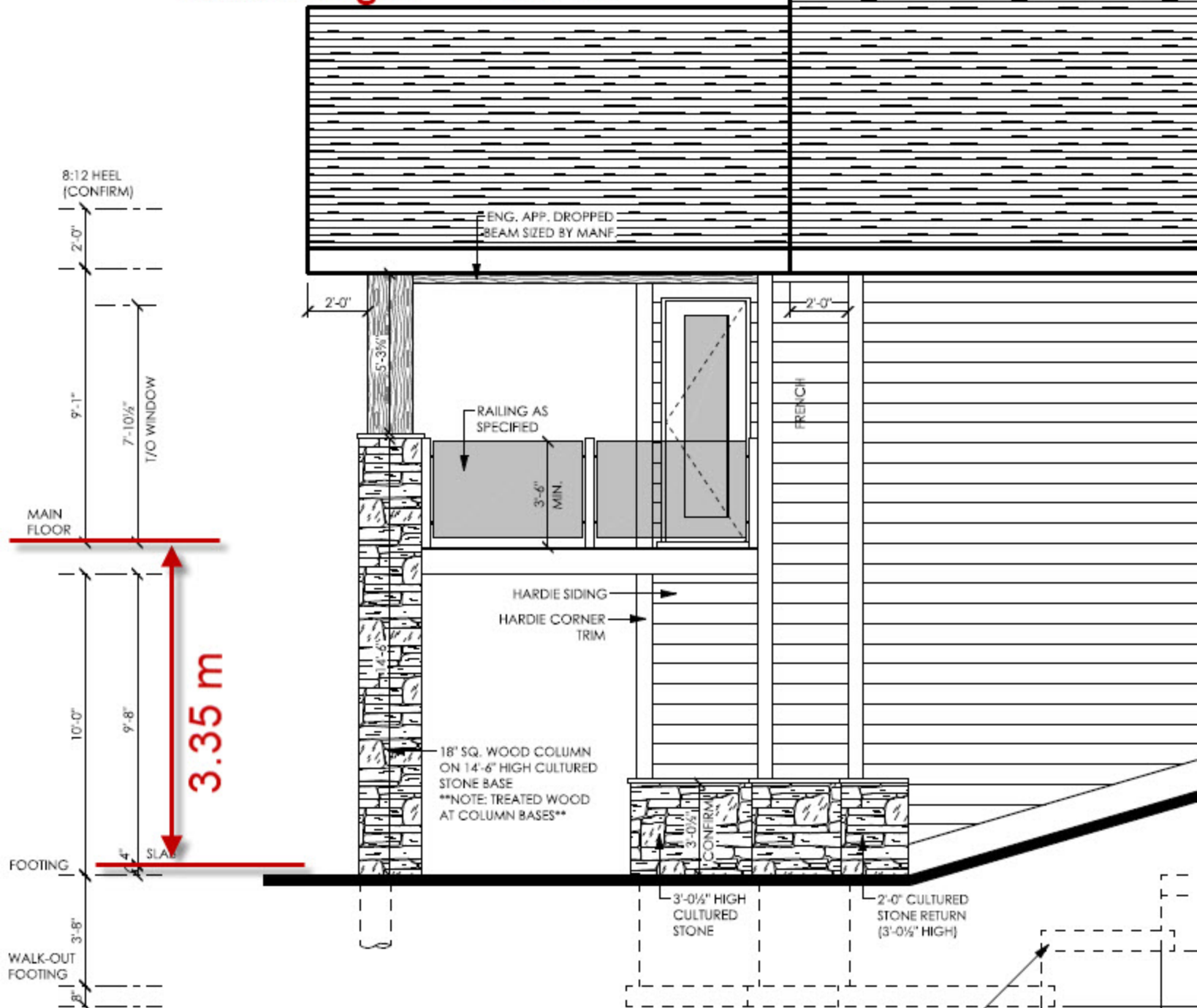
SURVEYOR NOTE:
 TOP OF MAIN FLOOR
 TO GRADE

•JOIST PROTECTION•
 TO BE CONF. W/
 GRADE ON SITE

FRONT ELEVATION

LEFT ELEVATION

7.24 m - Main Floor to Roof Peak
3.35 m - Footing to Main Floor
Total Height = 10.6 m



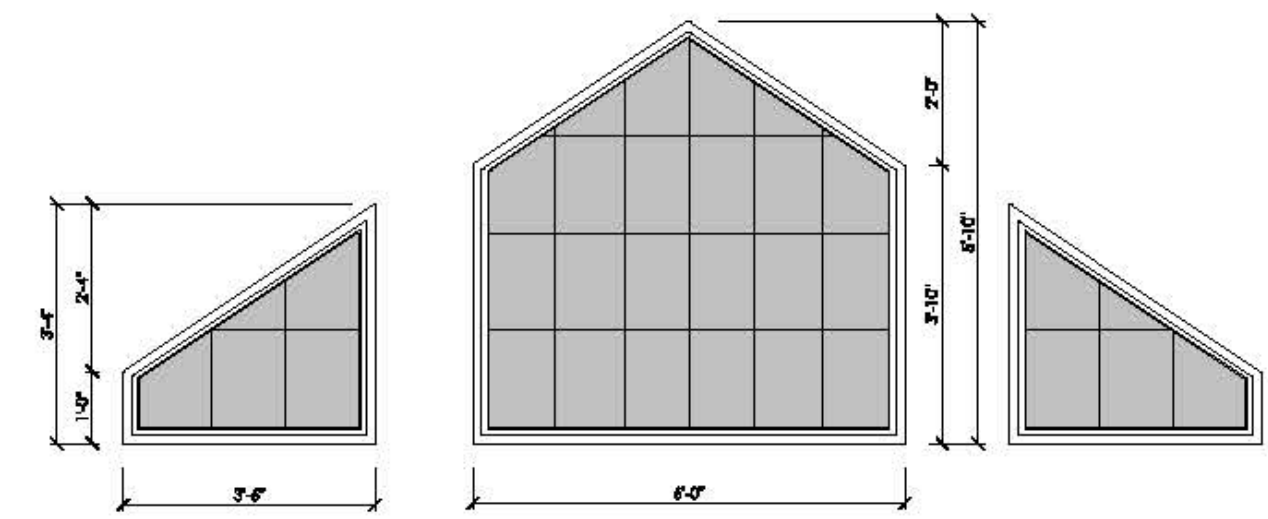
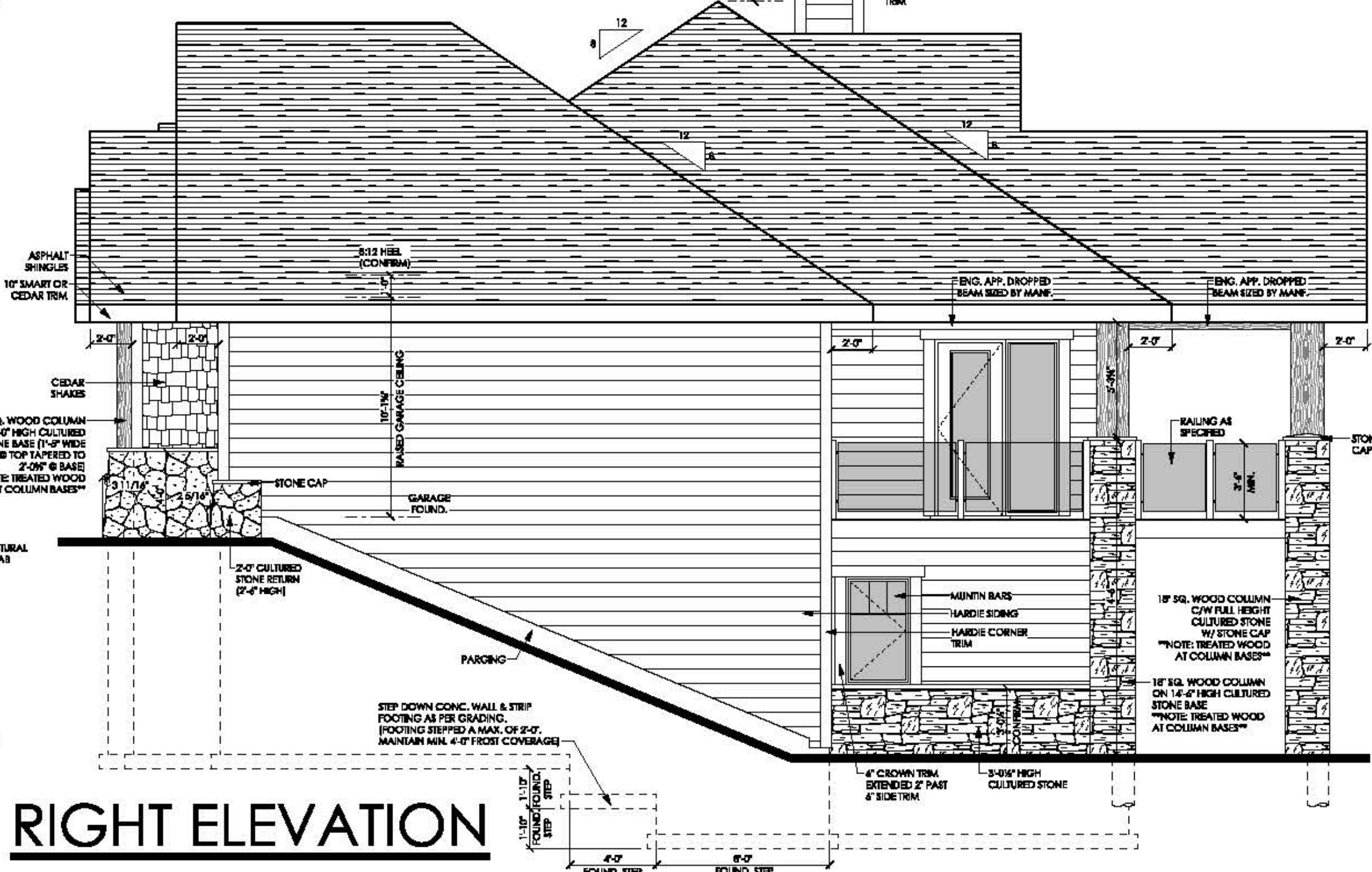
REAR ELEVATION

•ALL WINDOWS SUGGESTED TO BE TRIPLE PANE LOW-E ARGON, CONFIRM SIZE AND SPECS WITH MANUFACTURER



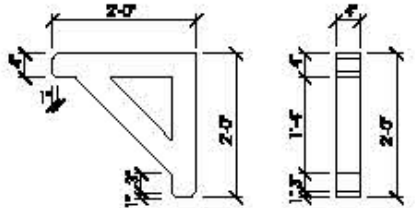
RIGHT ELEVATION

•ALL WINDOWS SUGGESTED TO BE TRIPLE PANE LOW-E ARGON, CONFIRM SIZE AND SPECS WITH MANUFACTURER



**GREAT ROOM WINDOW
DETAIL**

3/8"=1'-0"



GABLE BRACKET

3/8"=1'-0"

SCALE BAR:

1'	2'	3'	4'	5'	6'	7'	8'	9'	10'	11'	12'	13'	14'	15'	16'	17'	18'	19'	20'	21'	22'	23'	24'	25'
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•GENERAL NOTES AND DETAILS PACKAGE TO BE FOUND ON PAGES 'D1', 'D2' & 'D3'.



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MILES RESIDENCE
 1960 SQ.FT. BUNGALOW
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 LOT: 3 SEC: 30 PLAN: KAP92908
 3401 RONCASTLE ROAD



PLAN DATE
 FEB 2018
DATE PRINTED
 March-16-18

DRAWING
 REAR & RIGHT
 ELEVATIONS
SCALE
 3/16" = 1'-0"

DRAWN BY
 BJ & SC
A2

#103 15 CARLETON DRIVE ST. ALBERT, AB, T8N 7K9

(780)470-0776 INFO@BOSSDESIGN.CA

3401 Roncastle Rd

CSRD Waterworks



Access

3401 & 3404 Roncastle Rd





3401 Roncastle Rd

Access

3401 Roncastle Rd



3401 Roncastle Rd

Access
3401 Roncastle Rd





BOARD REPORT

TO: Chair and Directors

File No: DVP650-39 PL20180000081
--

SUBJECT: Electoral Area F: Development Variance Permit No. 650-39 (Lakeview Community Centre Society)

DESCRIPTION: Report from Dan Passmore, Senior Planner, dated June 4, 2018.
7703 Squilax-Anglemont Road, Anglemont

RECOMMENDATION: THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. DVP650-39 for Lot 31, Section 15, Township 23, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 12806, varying Anglemont Zoning Bylaw No. 650 as follows:

Section 5.10(e) minimum setback from a side parcel boundary from 7.5 m to 1.21 m for the east side of the existing Lakeview Community Centre building to allow for the construction of a new covered staircase,
be approved for issuance this 21st day of June, 2018.

SHORT SUMMARY:

The Lakeview Community Centre Society is proposing to add a new covered steel staircase on the front side (facing Squilax-Anglemont Road) of the existing Lakeview Centre building. The location of the proposed new staircase, as well as the existing building does not conform with the side parcel boundary setback requirement and so the owner has applied to vary this setback.

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

BACKGROUND:

REGISTERED OWNER:
Lakeview Community Centre Society

APPLICANT:
Mr. Joe Lacasse

ELECTORAL AREA:
F

LEGAL DESCRIPTION:
Lot 31, Section 15, Township 23, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 12806

PID:
009-341-064

CIVIC ADDRESS:

7703 Squilax-Anglemont Road

SURROUNDING LAND USE PATTERN:

North: Golf Course Road/Residential

South: Squilax-Anglemont Road/Residential/Shuswap Lake

East: Residential

West: Vacant

CURRENT USE:

Community Centre

PARCEL SIZE:

0.151 ha (0.37 ac)

DESIGNATION:

Electoral Area F Official Community Plan Bylaw No. 830

SSA – Secondary Settlement Area

ZONE:

Anglemont Zoning Bylaw No. 650

P4 – Recreational

POLICY:**Electoral Area F Official Community Plan Bylaw No. 830****11.8 Secondary Settlement Areas (SSA)**Detached, semi-detached and duplex*Policy 1*

Detached, semi-detached and duplex housing forms are acceptable residential land uses in the Primary and Secondary Settlement Areas.

Policy 2

All new detached, semi-detached and duplex housing units with a density greater than 1 housing unit per 2.5 acres (1 unit per hectare) must be connected to both a community water system and a community sewer system.

Policy 3

Applicants for new, detached dwellings are encouraged to consider net density in the range of 3 to 5 units per acre (8 to 13 units per hectare). The zoning bylaw will establish additional conditions related to such matters as lot line setbacks, lot coverage and parking.

Policy 4

Applicants for new semi-detached and duplex dwellings are encouraged to consider net density in the range of 6 to 8 units per acre (15 to 20 units per hectare). The zoning bylaw will establish additional conditions related to such matters as lot size, lot coverage, setbacks, and parking.

Recreational Residential

Recreational Residential refers to recreational vehicles, modular homes and recreational cabins located in a park-like setting with shared amenities.

Policy 1

All development applicants for recreational residential development should demonstrate quality building design, attractive landscaped parking areas and road boulevards, and safe and attractive connections for pedestrians and cyclists to nearby areas.

Policy 2

Any proposal for recreational residential development should be encouraged to locate within the Primary or Secondary Settlement Areas.

Policy 3

New developments must be serviced by a community water and a community sewage system.

Policy 4

Applicants for new recreational residential dwellings are encouraged to consider a net density in the range of 10 to 12 units per acre (25 to 30 units per hectare).

11.12 Public & Institutional (PI)

Policy 1

Existing institutional uses, both public and private, are acknowledged by this Plan.

Policy 2

Public and private institutional uses are encouraged to locate in the Primary and Secondary Settlement Areas. Institutional uses include schools, health facilities, cemeteries, religious facilities, government offices, libraries, and community halls as well as infrastructure required for public utility systems.

11.13 Parks and Recreation (PK)

Policy 1

The Parks and Recreation designation includes federal, provincial, and regional parks, and associated park uses, as well as public and private recreation facilities.

Anglemont Zoning Bylaw No. 650

The subject property is zoned P-4 Recreational in Anglemont Zoning Bylaw No. 650. The permitted uses in the P-4 zone are as follows:

- a) Airport
- b) Golf course
- c) Curling rink
- d) *Public assembly facility*

e) *Accessory use*

Minimum Setback from:

Front parcel boundary: 7.5 m

Side parcel boundary: 7.5 m

Rear parcel boundary: 7.5 m

FINANCIAL:

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

KEY ISSUES/CONCEPTS:

Site Development Proposal

The Lakeview Community Centre Society is proposing to remove the existing staircase and build a new covered steel staircase from the second floor of the existing community centre building to the ground in the same location. The staircase, while it projects south from the existing building, will be entirely situated within the required side parcel boundary setback on the east side. The existing building is also non-conforming with respect to the side parcel boundary setback.

Development Variance Permit

The application proposes to vary the minimum side parcel boundary setback required from 7.5 m, to as little as 1.21 m along the east property boundary for the new staircase, but will include the existing building.

Other Issues

While the proposed variance will allow for the immediate construction of the staircase, the application building location certificate has identified other areas where the existing building is in violation of setback requirements. The DVP is proposed to relax the side parcel boundary setback on the entire east side of the building sanctioning its location in this area only.

SUMMARY:

Development Services staff are recommending that the Board consider issuing Development Variance Permit No. DVP 650-39, as the proposed construction will provide additional fire safety for the building by providing a second means of egress from the second floor of the community centre. Additionally, the community centre building was constructed prior to the adoption of Anglemont Zoning Bylaw No. 650 established the current setbacks. The owner has consulted with the neighbouring property owner to the east, and has been advised that this owner has no concerns with the variance application.

IMPLEMENTATION:

If the Board approves the requested variance, the owner will be notified and notice of a Development Variance Permit will be registered on the title of the property.

COMMUNICATIONS:

Property owners and tenants in occupation within 100 m of the subject property will be given notification a minimum of 10 days prior to the CSRD Board of Directors considering this application. All interested parties will have the opportunity to provide written comments regarding this application prior to the Board Meeting.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

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

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

1. Electoral Area F Official Community Plan Bylaw No. 830
2. Anglemont Zoning Bylaw No. 650

Report Approval Details

Document Title:	2018-06-21_Board_DS_DVP650-39_Lakeview-Community-Centre-Society.docx
Attachments:	- DVP650-39_Permit.pdf - Maps_Plans_Photos_DVP650-39.pdf
Final Approval Date:	Jun 8, 2018

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

Corey Paiement - Jun 6, 2018 - 10:46 AM

Gerald Christie - Jun 8, 2018 - 9:32 AM

Lynda Shykora - Jun 8, 2018 - 11:23 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 8, 2018 - 11:24 AM



DEVELOPMENT VARIANCE PERMIT NO. 650-39

1. OWNERS: Lakeview Community Centre Society
PO Box 144A
7703 Squilax-Anglemont Road
ANGLEMONT BC V0E 1M8

2. This permit applies only to the land described below:

**Lot 31, Section 15, Township 23, Range 9, West of the 6th Meridian, Kamloops
Division Yale District, Plan 12806
PID: 009-341-064**

which property is more particularly shown outlined in bold on the map attached hereto as Schedule 'A'.

3. The Anglemont Zoning Bylaw No. 650, is hereby varied as follows:

Section 5.10(e) minimum setback from a side parcel boundary from 7.5 m to 1.21 m on the east side of the existing Lakeview Community Centre building.

For the construction of a new covered staircase on the front of the existing building as well as the existing building itself, as more particularly shown on the site plan and construction drawing attached hereto as Schedule 'B', and the Building Location Certificate plan attached hereto as Schedules 'C', and 'D'.

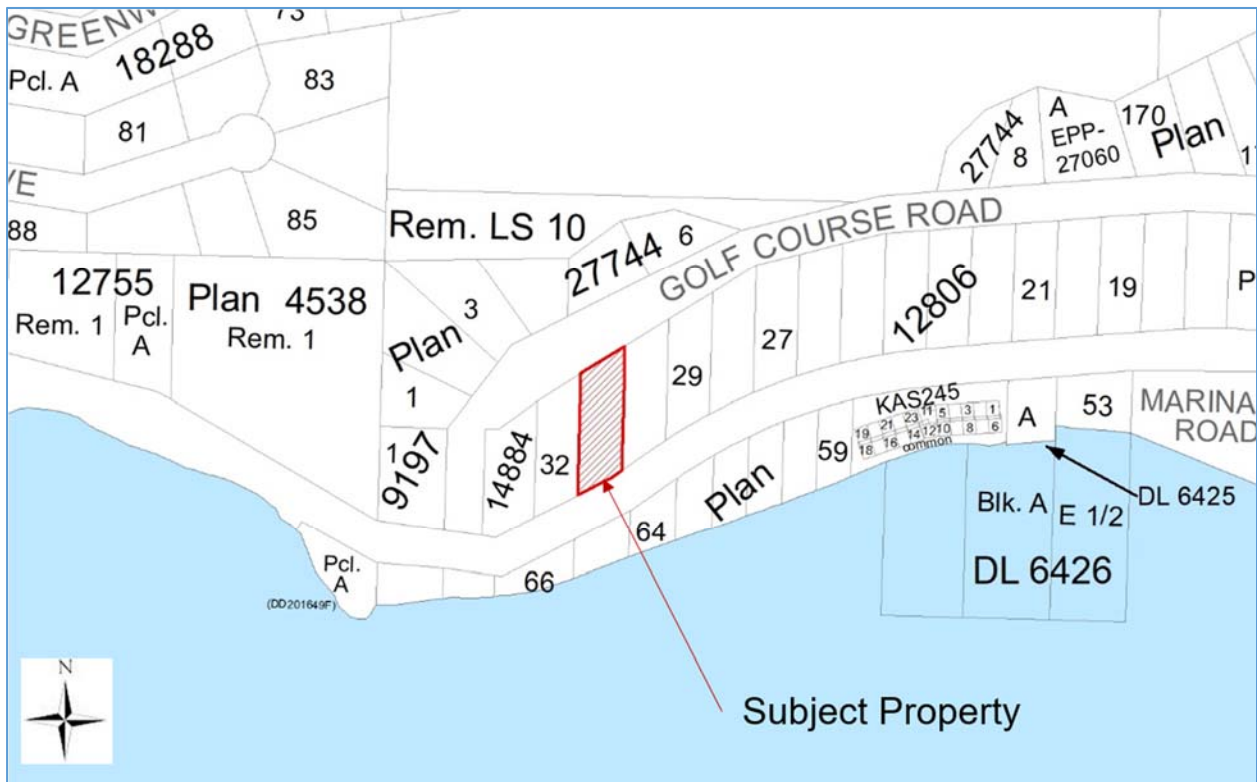
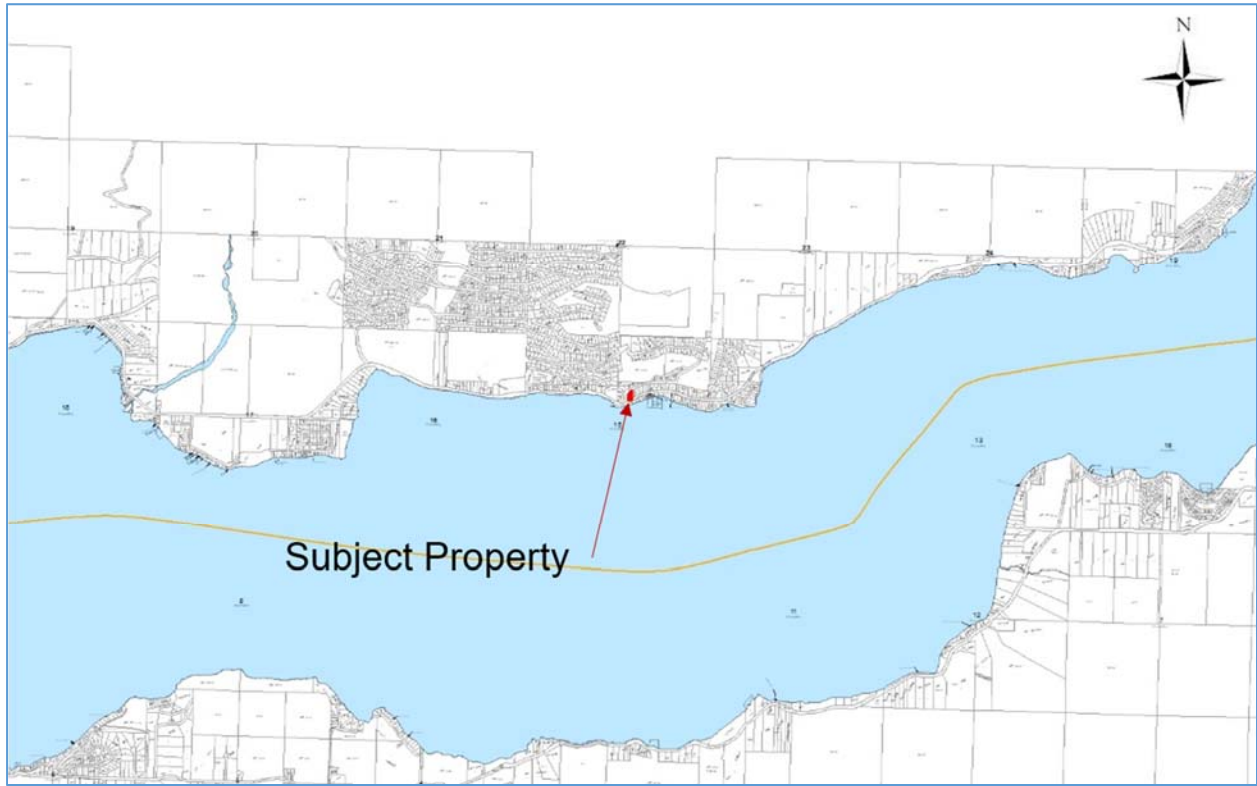
4. This is NOT a building permit.

AUTHORIZED AND ISSUED BY RESOLUTION NO. _____ of the Columbia Shuswap
Regional District Board on the _____ day of _____, 2018.

CORPORATE OFFICER

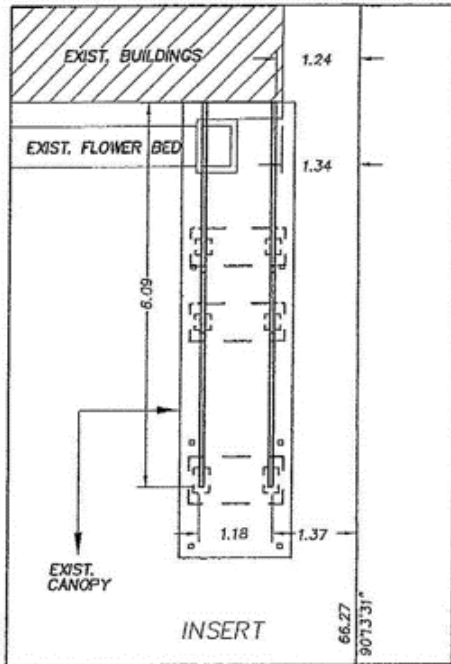
NOTE: Subject to Section 926(1) of the Local Government Act, if the development of the subject property is not substantially commenced within two years after the issuance of this permit, the permit automatically lapses.

COLUMBIA SHUSWAP REGIONAL DISTRICT
Development Variance Permit 650-39
Schedule 'A'

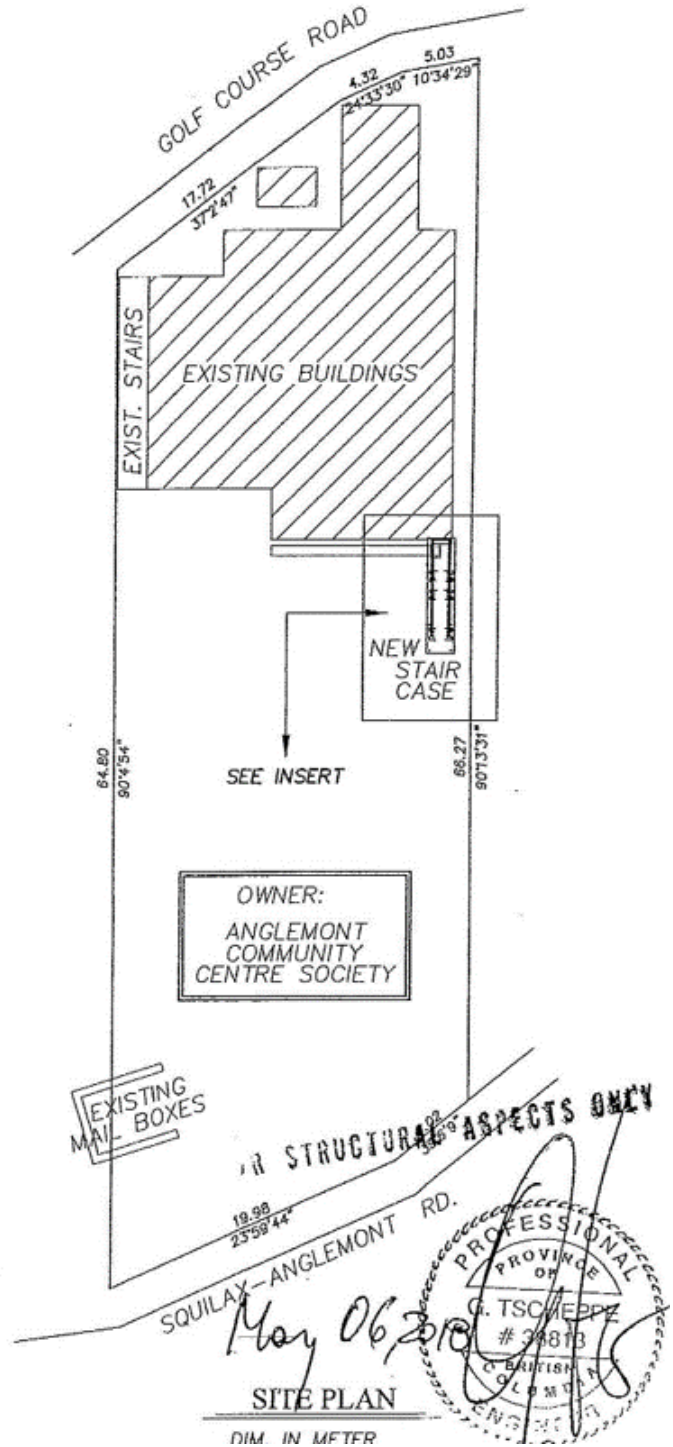


COLUMBIA SHUSWAP REGIONAL DISTRICT
Development Variance Permit 650-39
 Schedule 'B'

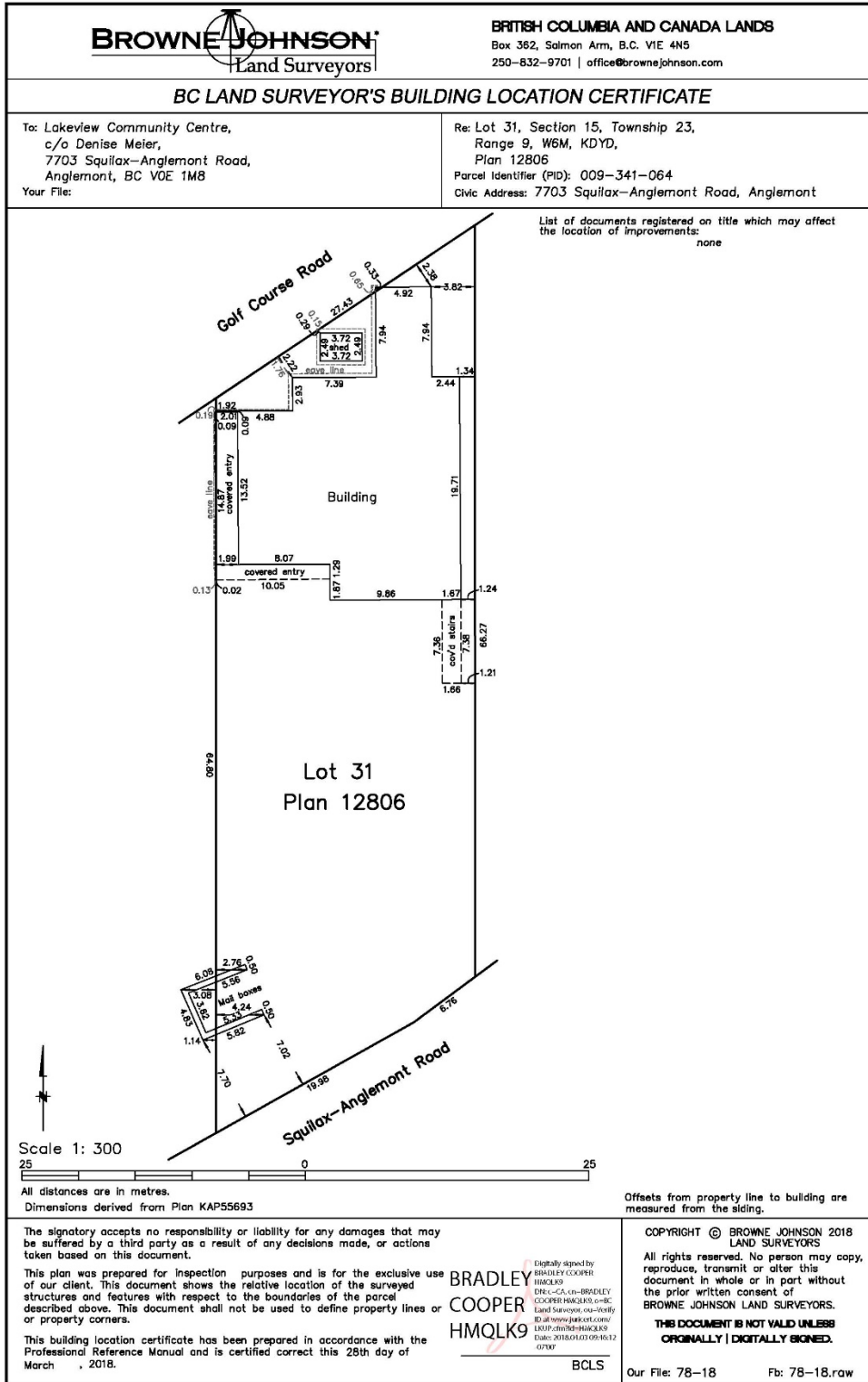
EXT.	EXTERIOR	SH.	SHELF
F.	REFRIGERATOR	LS.	LASY SUSAN
F.D.	FLOOR DRAIN	SLP.	SLOPE
FIN.	FINISHED	SUSP.	SUSPENDED
FTG.	FOOTING	T	TUB (WASH)
FND.	FOUNDATION	T&G	TONGUE & GROOVE
FR	FREEZER	T/O	TOP OF
FURN.	FURNACE	TYP.	TYPICAL
GA.	GAUGE	U/S	UNDER SIDE
GALV.	GALVANIZED	W	WASHER (CLOTHES)
GRDR'L	GUARD RAIL	W/	WITH
GYP.	GYPNUM	W.C.	WATER CLOSET
H.B.	HOSE BIB	W.I.C.	WALK IN CLOSET
HNR'L	HAND RAIL	WD.	WOOD
HORIZ.	HORIZONTAL	W.P.	WEATHER PROOF
HT.	HEIGHT	W.W.M.	WELDED WIRE MESH
HVAC	HEATING VENTILATION & AIR CONDITIONING	VERT.	VERTICAL
		V.B.	VAPOR BARRIER
H.W.T.	HOT WATER TANK		
INSUL.	INSULATION		
INT.	INTERSECTION		
L.C.	LAUNDRY CHUTE		
LDRY.	LAUNDRY		
LIN.	LINEN		



NOTE:
 NEW STAIR CASE
 NOT CONNECTED
 TO
 EXISTING BUILDING



COLUMBIA SHUSWAP REGIONAL DISTRICT
Development Variance Permit 650-39
 Schedule 'C'

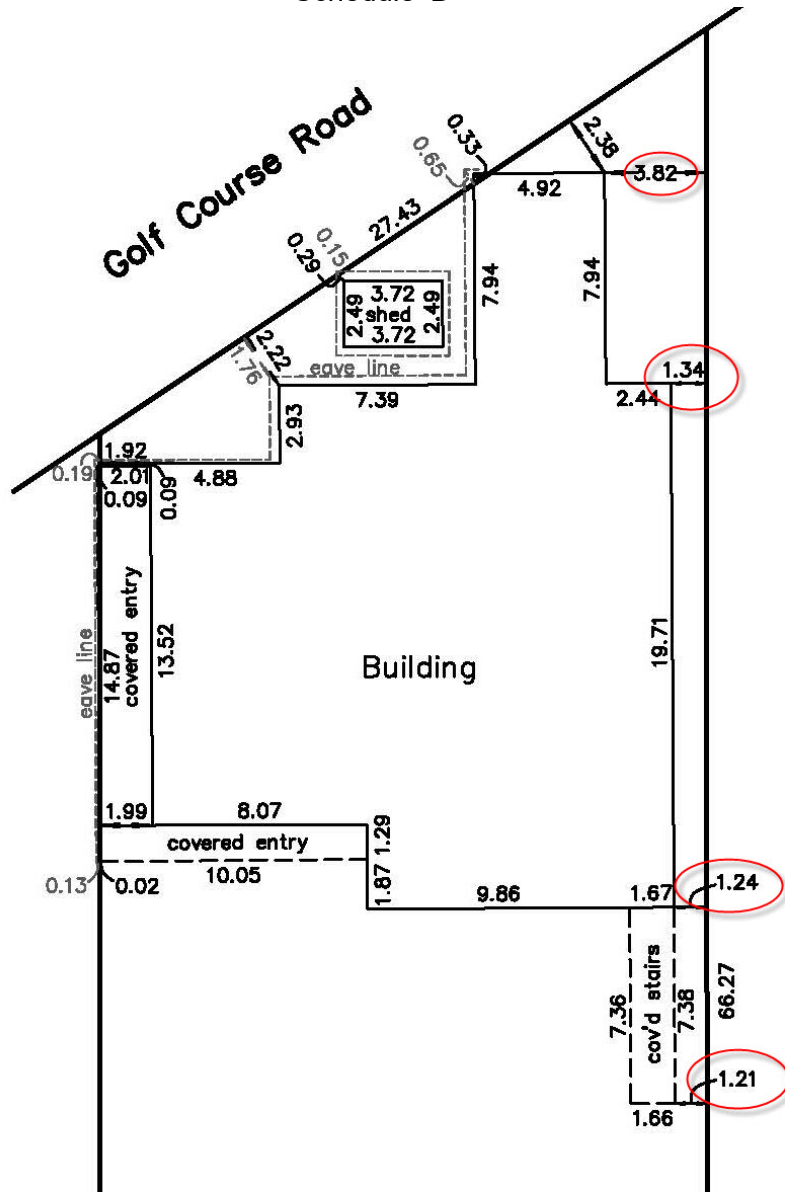


*A PARTNERSHIP PROVIDING LAND SURVEYING SERVICES THROUGH LAND SURVEYING COMPANIES

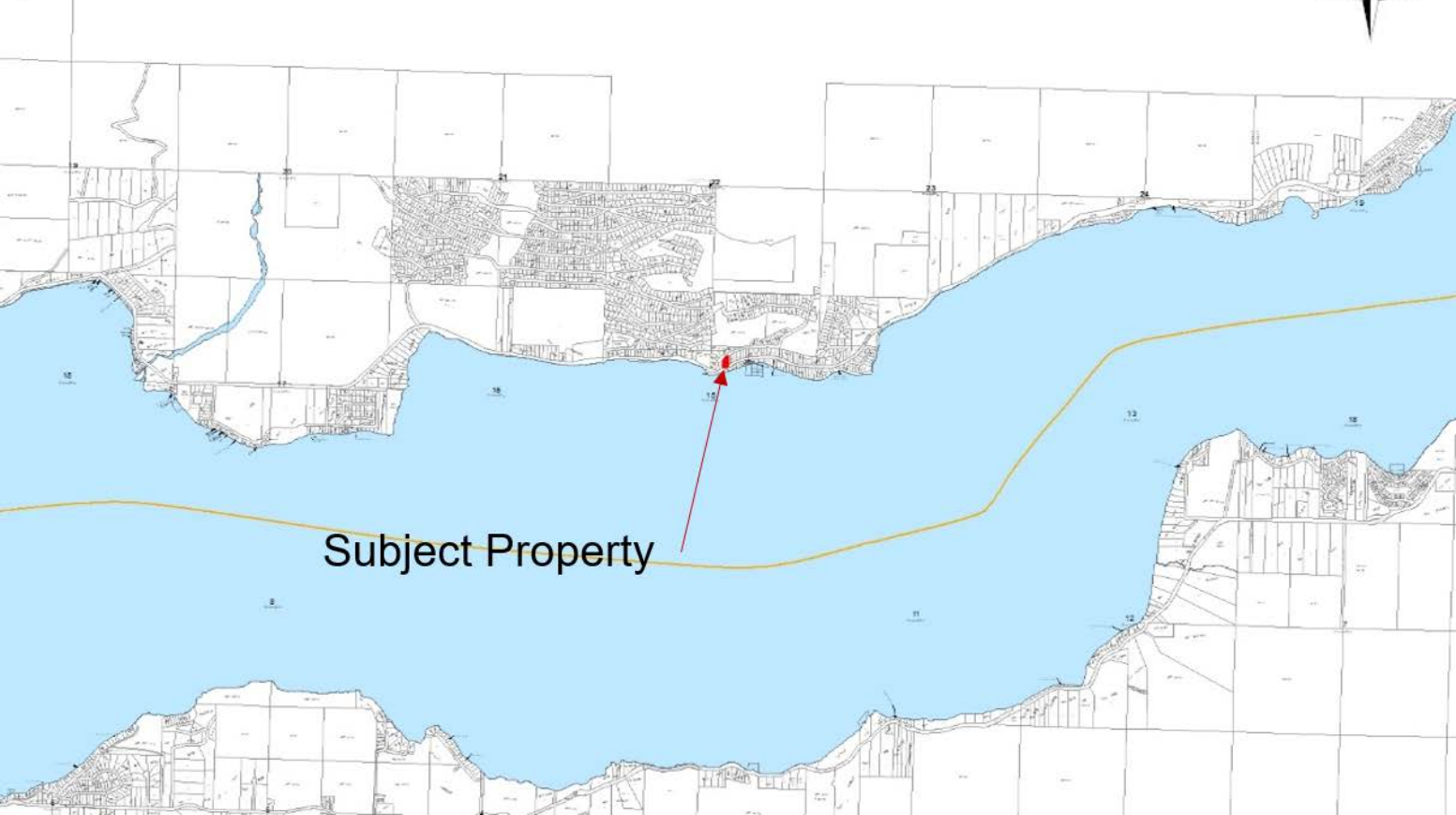
COLUMBIA SHUSWAP REGIONAL DISTRICT
Development Variance Permit 650-39
Schedule 'D'

Page 6 of 6

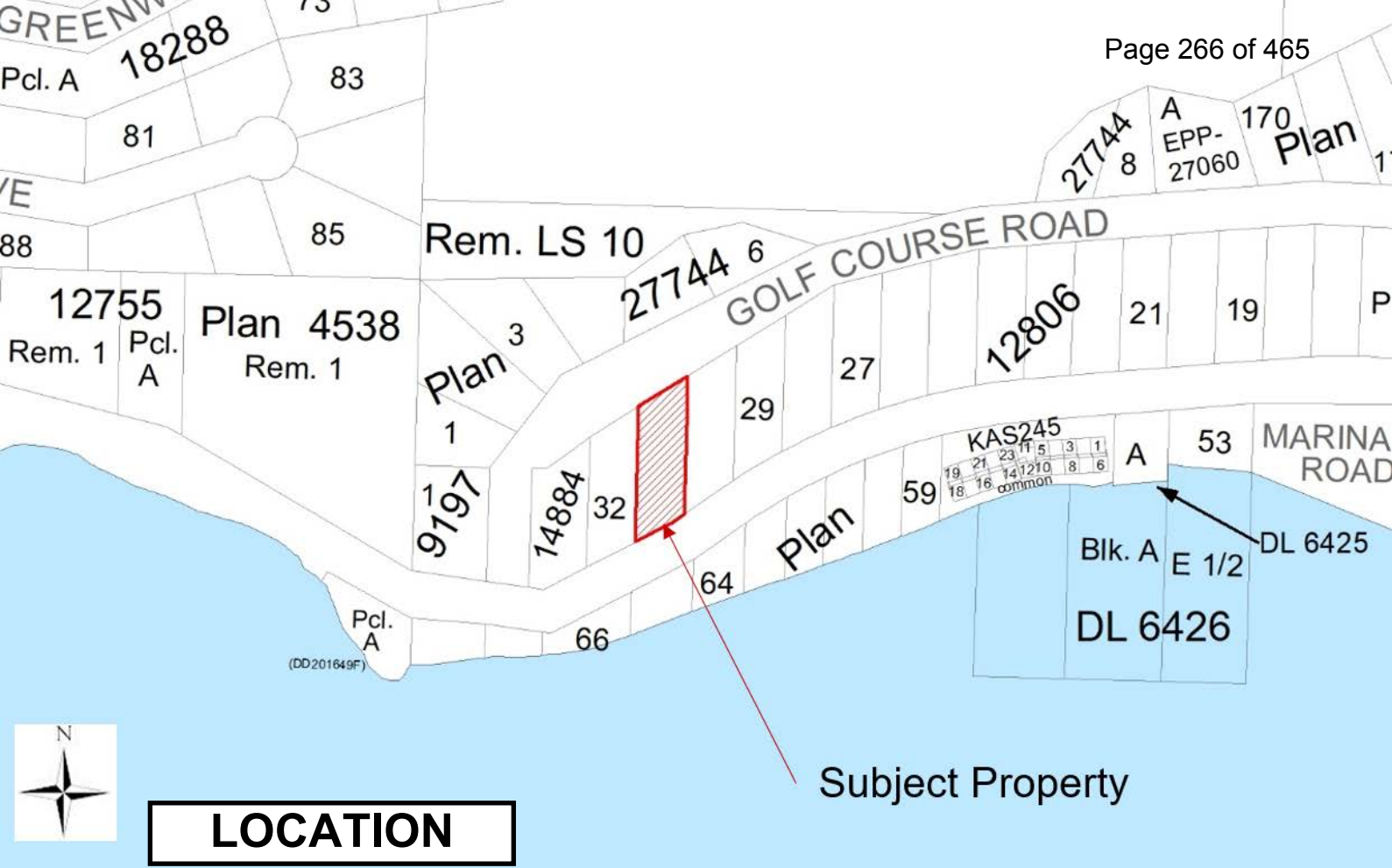
List of documents
the location of



LOCATION



Subject Property



LOCATION

Subject Property

PK
Airstrip
Park

A N G L E M O N T

PK

Purple dots indicate SSA Designation

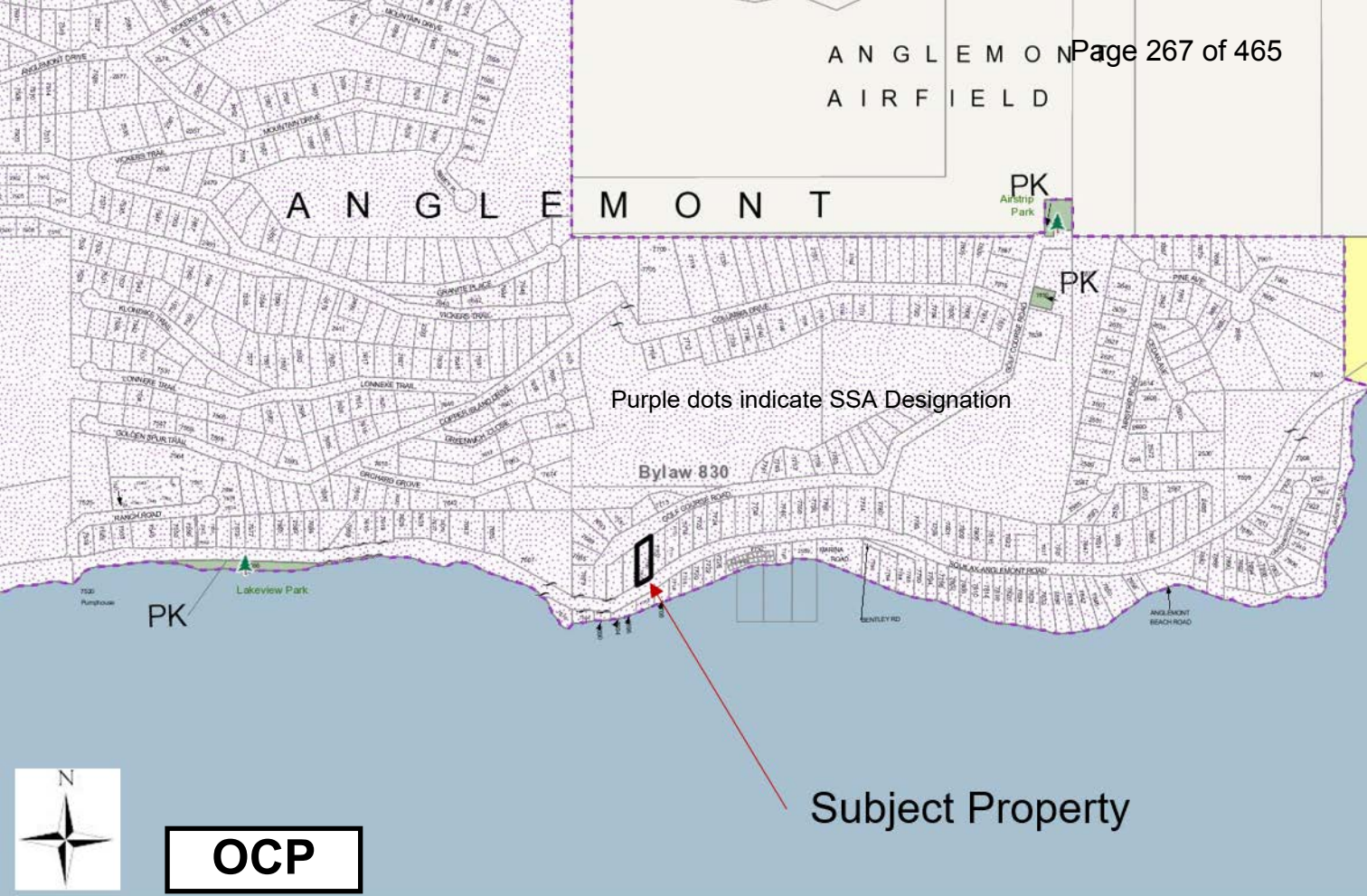
Bylaw 830

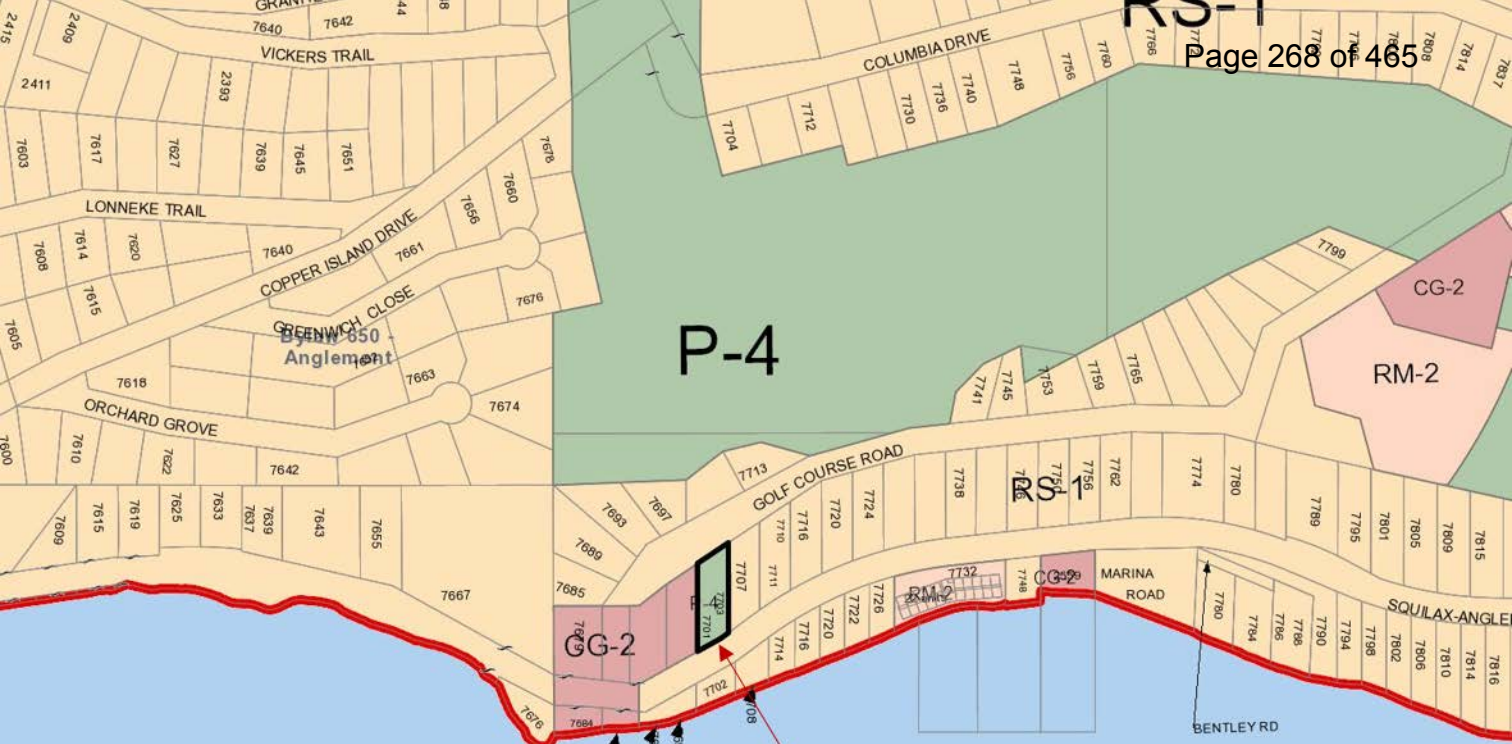
PK

Lakeview Park

Subject Property

OCP





P-4

RM-2

RS-1

CG-2

RS-1

CG-2



ZONING

Subject Property

GENERAL NOTES:

NOTES, PLANS, DETAILS AND SPECIFICATIONS (IF ANY) SHALL BE AS ONE DOCUMENT

APPLICABLE PROJECT CODES:

THIS SECTION INDICATES CODES APPLICABLE TO THE DESIGN OF THIS BUILDING AS PRESENTED IN THE DRAWINGS. THIS SECTION ALSO APPLIES TO THE DESIGN OF STRUCTURAL ELEMENTS, WHICH ARE THE RESPONSIBILITY OF OTHERS TO BE DESIGNED BY SPECIALTY STRUCTURAL ENGINEERS.

THE GOVERNING BUILDING CODE SHALL BE:

THE REGIONAL DISTRICT OF THE COLUMBIA SHUSWAP BUILDING BY-LAW NUMBER AND THE B.C. BUILDING CODE --2006 EDITION

FOR THE DESIGN OF STRUCTURAL SYSTEMS ONLY, THE SUPPLEMENT TO THE NATIONAL BUILDING CODE OF CANADA, 1995 EDITION SHALL BE USED WHERE IT COMPLIMENTS THE ABOVE MENTIONED GOVERNING CODES.

STANDARDS SHALL INCLUDE THE FOLLOWING:

- CAN/CSA A23.1 M04 CONCRETE MATERIALS AND METHODS OF CONCRETE CONSTRUCTION
- CAN/CSA A23.2 M04 METHODS OF TEST FOR CONCRETE
- CAN/CSA A23.3 M04 DESIGN OF CONCRETE STRUCTURES FOR BUILDINGS
- CAN/CSA A23.3 M04 LIMIT STATES DESIGN OF STEEL STRUCTURES
- CAN/CSA S16.1 M04 ENGINEERING DESIGN IN WOOD
- CAN/CSA-086.1 M04 COLD FORMED STEEL STRUCTURAL MEMBERS
- CAN/CSA-5304 M04 MASONRY DESIGN FOR BUILDINGS

• AND ALL REFERENCE CODES AND STANDARDS LISTED WITHIN THESE APPLICABLE STANDARDS.

1. THE FOLLOWING NOTES ARE TO BE INCLUDED AS PART OF THE PLANS.
2. IN THIS NOTES "HE", "YOUR", AND "JUST" MEAN "ADEN IND. INC." MANUFACTURER OF THIS PLANS. "YOU", AND "YOUR" MEAN ANY INDIVIDUAL USING THIS PLANS, WITH THE INTENT ON PERFORMING WORK ON THE PROJECT OUTLINED IN THIS DRAWINGS.
3. YOU SHALL VERIFY ALL DIMENSIONS--DETAILS--STRUCTURAL MATERIALS AND CONDITIONS SHOWN ON THE DRAWINGS OR NOTED IN THE SPECIFICATIONS.
4. YOU SHALL RESOLVE ANY PROBLEMS ARISING OUT OF ANY VARIANCES FROM THE DRAWINGS AND SPECIFICATIONS, OR FROM CONDITIONS ENCOUNTERED AT THE JOB SITE.
5. MASONRY DESIGN FOR BUILDINGS WE SHALL NOT BE RESPONSIBLE FOR ANY DEPARTURES FROM THE PLANS AND SPECIFICATIONS AUTHORIZED BY ANY INSPECTION AUTHORITY DURING THE COURSE OF CONSTRUCTION.
6. YOU SHALL ENSURE THAT ALL WORKS CONFORMS TO THE CURRENT BUILDING CODE ADOPTED BY THE AUTHORITIES HAVING JURISDICTION, OR LOCAL BUILDING CODES AND BY-LAWS THAT MAY TAKE PRECEDENCE.
7. YOU SHALL BE RESPONSIBLE FOR CORRECT PLACEMENT OF THIS BUILDING ON THE SITE. WE DO NOT GUARANTEE THAT THIS BUILDING WILL FIT ON A PARTICULAR SITE, UNLESS A LEGAL SURVEY PLAN AND A COPY OF THE APPLICABLE ZONING BY-LAWS AND BUILDING SCHEMES STATING THE REQUIRED SETBACKS FROM ALL PROPERTY LINES AND ALL OTHER SITE RESTRICTIONS IS REVIEWED BY THIS OFFICE IN ADVANCE OF ISSUANCE OF THESE DRAWINGS.
8. WE SHALL NOT BE RESPONSIBLE FOR SITE CONDITIONS SUCH AS SOIL BEARING CAPACITY, DEPTH OF WATER TABLES OR BURIED STRUCTURES.
9. ALL WORK SHALL BE DONE IN ALL RESPECTS TO GOOD BUILDING PRACTICES.
10. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DRAWINGS.
11. CONSTRUCTION LOADS ON THE STRUCTURE CAUSED BY INTERM STORAGE OF MATERIALS, OR OF EQUIPMENT ARE NOT TO EXCEED DESIGN LOADS.

ERRORS AND OMISSIONS:

1. WE MAKE EVERY EFFORT TO PROVIDE COMPLETE AND ACCURATE HOME PLANS. THIS OFFICE ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS THAT MAY AFFECT CONSTRUCTION.
2. SHOULD ANY DISCREPANCIES BE FOUND ON THIS SET OF DRAWINGS, PLEASE ADVISE OUR OFFICE AT YOUR EARLIEST CONVENIENCE.

STRUCTURAL DESIGN:

1. ALTHOUGH THIS BUILDING IS DESIGNED USING STANDARD ENGINEERING AND BUILDING PRACTICES, THE AUTHORITY HAVING JURISDICTION MAY REQUIRE CONFORMANCE BY A CERTIFIED STRUCTURAL ENGINEER. IF REQUIRED, YOU SHALL BE RESPONSIBLE FOR MAKING ARRANGEMENTS FOR SUCH SERVICES.

STRUCTURAL DESIGN CRITERIA:

- 1) ASSUMED DEAD LOADS:
 - a. FLOOR (0.48 kpa - 10 psf)
 - b. FLOOR WITH LIGHT WEIGHT CONCRETE TOPPING 1.2 kpa (25 psf)
 - c. DECK 0.48 kpa (10 psf)
 - d. ROOF WITH EUROSLATE TM/EUROSHAKE TM 0.30 kpa (6 psf)
 - e. ROOF WITH SHAKES/SHINGLES 0.48 kpa (10 psf)
 - f. ROOF WITH CLAY/CONCRETE TILES 1.2 kpa (25 psf)
- 2) ASSUMED LIVE LOADS:
 - (DESIGN LOCATION: ANGLEMONT, B.C.)
 - a. FLOOR 4.8 kpa (10 psf)
 - b. ROOF RAIN LOAD 0.1 kpa (2.09 psf)
 - c. GROUND SNOW LOAD 3.5 kpa (73.11 psf)
 - d. DESIGN ROOF SNOW LOAD 2.2 kpa (45.98 psf)
 - e. DESIGN DECK SNOW LOAD 2.2 kpa (45.98 psf)
 - f. WIND LOAD (q90) .30 kpa (7.52 psf)
- 3) ASSUMED SOIL BEARING CAPACITY = 75 kpa (1500psf) FOR DENSE OR COMPACT SILT. CONCRETE FOUNDATION WALLS AND SLAB ON GRADE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 20 mpa (3000psi) AT 28 DAYS.
- 4) EXTERIOR CONCRETE STEPS AND GARAGE AND CARPORT SLABS--ON-GRADE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 32 mpa (4500psi) AT 28 DAYS.
- 5) ALL REINFORCING BARS SHALL BE NEW DEFORMED BILLET STEEL COMPLYING WITH CSA-G30.10 GRADE 400

FOUNDATIONS:

1. FOUNDATIONS SHALL BE CONCRETE ON SOLID, UNDISTURBED BEARING AND BELOW FROST LINE.
2. BASEMENT FOUNDATION WALLS SHALL NOT BE BRICKLINED UNTIL:
 - a) CONCRETE HAS REACHED ITS SPECIFIED 28-STRENGTH
 - b) STRUCTURAL FLOOR FRAMING, INCLUDING SUBFLOOR REQUIRED TO SUPPORT THE WALLS, IS COMPLETE AND FULLY WALLED AND ANCHORED.
3. FOUNDATION WALLS MAY REQUIRE ADJUSTMENTS TO SUIT SITE CONDITIONS.
4. ALL CONCRETE AND MASONRY FOUNDATION WALLS EXCEEDING LIMITS SPECIFIED IN THE CURRENT BUILDING CODE REQUIRE ENGINEERING.
5. ALL FOUNDATION WALLS 24" (600mm) AND HIGHER SHALL HAVE ONE 1/2" (12mm)-- OR MORE-- REINFORCING BAR CENTERED IN THE WALL AND LOCATED 3" (75mm) FROM TOP OF THE WALL. CORNER REINFORCING TO BE LAPPED A MINIMUM OF 24" (600mm).
6. PROVIDE MINIMUM CLEAR CONCRETE COVER OF 1-1/2" (38mm).
7. YOU SHALL EXAMINE ALL APPLICABLE DRAWINGS FOR LOCATION OF EMBEDMENT ITEMS BEFORE PLACING CONCRETE.
8. PERIMETER DRAINAGE SHALL BE INSTALLED WHERE REQUIRED TO THE APPROVAL OF

WOOD FRAME CONSTRUCTION:

1. DIMENSIONS ARE TAKEN FROM THE OUTSIDE FACE OF THE EXTERIOR WALL STUDS AND TO ONE SIDE OF THE INTERIOR WALL STUDS (EXCEPTIONS NOTED). FACE OF THE EXTERIOR STUDS TO BE FLUSH WITH THE OUTSIDE FACE OF THE FOUNDATION WALL.
2. ALL STUDS, PLATES, BRACKETS, BLOCKING AND BRIDGING TO BE NO. 1--OR NO. 2 GRADE SPRUCE--PINE--FR-- OR BETTER.
3. ALL JOIST--RATERS--BEAMS AND LINTELS TO BE NO. 1-- OR NO. 2 GRADE SPRUCE--PINE--FR-- OR BETTER, EXCEPTIONS NOTED.
4. JOISTS ARE TO BE PLACED TO ACCOMMODATE HEATING, PLUMBING AND OTHER SERVICES.
5. ALL LINTELS TO BE 2x10 (2-38x235mm)"; EXCEPTIONS NOTED.
6. WOOD IN CONTACT WITH CONCRETE TO BE DAMP PROTECTED WITH 450. TAR SATURATED FELT, 6 MIL. POLYETHYLENE FOAM SILL GASKET, OR OTHER APPROVED MATERIALS.
7. ALL WOOD PLATES ARE TO BE ANCHORED WITH 1/2" (12mm) DIAMETER ANCHOR BOLTS AT A SPACING NOT EXCEEDING 6'-0" (1800mm) O.C. EXCEPTIONS NOTED.
8. EXTERIOR WOOD PLATES ARE TO BE LEVELD AND SEALED AT CONTACT WITH CONCRETE FOUNDATION.
9. CROSS BRIDGING FOR FLOOR JOISTS AND ROOF JOISTS SHALL BE 2x2 DIAGONAL TYPE WHEREVER POSSIBLE.
10. CROSS BRIDGING ROWS SHALL BE INSTALLED AT MID-SPAN FOR JOIST SPANS EXCEEDING 7'-0" OR AT 7'-0" O.C. MAXIMUM, UNLESS STRAPPING, OR SHEATHING IS APPLIED TO THE UNDERSIDE OF JOISTS.
11. ROOF TRUSSES MAY REQUIRE AN ENGINEER'S CERTIFICATE, FOR PRE-ENGINEERED TRUSSES. A CERTIFICATE MAY BE OBTAINED FROM THE TRUSS FABRICATOR.

INSULATION AND VENTILATION:

1. MINIMUM INSULATION REQUIREMENTS:
 - a) WALLS: R 20... (RSI 3.5)
 - b) ROOF/CEILING: R 40... (RSI 7.0)
 - c) ROOF JOIST ASSEMBLIES: R 28... (RSI 4.9) (CATHEDRAL CEILING/FLAT ROOFS)
2. 6 MIL. POLYETHYLENE VAPOR BARRIER SHALL BE INSTALLED ON THE WARM SIDE OF INSULATION.
3. WALL INSULATION TO BE FIBERGLASS BATT TYPE.
4. CEILING INSULATION MAY BE LOOSE FILL TYPE, OR FIBERGLASS BATT TYPE. PROVIDE A Baffle FOR A 2-1/2" AIR SPACE BETWEEN INSULATION AND ROOF SHEATHING AT EXTERIOR WALL LINE.
5. ALL WALLS AND CEILING BETWEEN RESIDENTIAL SPACES AND GARAGES, OR CARPORTS TO BE INSULATED.
6. INSULATION REQUIREMENTS MAY VARY WITH HEATING SYSTEMS AND WITH LOCAL CONDITIONS. VERIFY WITH LOCAL AUTHORITIES.
7. ALL ROOF SPACES SHALL BE VENTILATED WITH SOFFIT-- ROOF, OR GABLE VENTS, OR A COMBINATION OF THESE EQUALLY DISTRIBUTED BETWEEN THE TOP OF ROOF SPACE AND SOFFITS.
8. VENTING AREA FOR ATTICS AND ROOF SPACES SHALL BE MINIMUM 1/300 OF ATTIC, OR ROOF SPACE AREA.
9. VENTS FOR GARAGE SPACES SHALL BE CLOSEABLE, WITH A MINIMUM TOTAL AREA 1/500 OF GARAGE SPACE AREA.

MASONRY, CHIMINEYS AND FIREPLACES:

1. ALL MASONRY WORK SHALL BE IN ACCORDANCE WITH THE CURRENT LOCAL BUILDING CODE.
2. CHIMNEY AND FIREPLAC CONSTRUCTION TO COMPLY WITH THE APPLICABLE SECTION 9 OF THE LOCAL BUILDING CODE.
3. CHIMNEY AND FIREPLACES INSTALLATIONS SHALL BE GOVERNED, INSPECTED AND APPROVED BY LOCAL MUNICIPAL AUTHORITIES.
4. A SEPARATE PERMIT MAY BE REQUIRED.
5. FIREPLACE(S), INCLUDING HEARTH AND MANTLE IF SPECIFIED, TO BE FINISHED TO OWNER'S SPECIFICATION.
6. FIREPLACE FLUE SIZE TO BE MINIMUM 1/10 OF OPENING SIZE.
7. DAMPERS SHALL BE REAR HINGED AND A MIN. 8" (200mm) ABOVE FINISHED OPENING.
8. PROVIDE MIN. 8" (200mm) OF BRICK, INCLUDING FIREBRICK, ON ALL SIDES OF FIREBOX-- MIN. 12" (300mm) OF STONE.
9. INTERIOR WOOD FRAME MEMBERS TO BE MIN. 4" (100mm) CLEAR FROM BACK OF AND SIDE OF FIREBOX. AND MIN. 2" (50mm) CLEAR FROM BRICK CHIMNEYS.
10. EXTERIOR WOOD FRAME MEMBERS TO MINIMUM 1" (25mm) CLEAR OF EXTERIOR FIREPLACE, AND MIN. 1/2" (12mm) CLEAR FROM EXTERIOR CHIMNEYS.
11. ZERO CLEARANCE TYPE METAL FIREPLACES AND METAL CHIMNEYS TO BE "CSA" APPROVED AND INSTALLED TO MANUFACTURER'S SPECIFICATIONS. METAL LINING IS RECOMMENDED FOR CHIMNEY CHASES.

FINISHING:

1. THE OWNER SHALL CONFIRM ALL INTERIOR AND EXTERIOR FINISHES AS SHOWN ON THE DRAWINGS.
2. EXTERIOR DOORS SHALL BE SOLID CORE AND WEATHER STRIPPED.
3. EXTERIOR DOORS TO DWELLING AREA FROM GARAGE TO BE SOLID CORE, WEATHER STRIPPED AND SELF CLOSING.
4. ALL HORIZONTAL CHANGES IN EXTERIOR FINISHES TO BE FLASHED.
5. FLASHING TO BE INSTALLED OVER ALL UNPROTECTED EXTERIOR OPENINGS.
6. SLING GLASS DOORS SHALL BE SAFTY GLASS.
7. WINDOW SIZES ARE SHOWN IN FEET AND INCHES
 - e.g. 5/0x4/0 = 5'-0" W. x 4'-0" H.
 AND REPRESENT ROUGH OPENING SIZE.
8. DOOR SIZES ARE SHOWN IN FEET AND INCHES
 - e.g. 3/0x6/8 = 3'-0" W. x 6'-8" H.
 AND REPRESENT ROUGH OPENING SIZE.
9. OPENINGS IN PARTITIONS SHOWN WITHOUT DOORS ARE THE FULL HEIGHT, UNLESS SHOWN OTHERWISE.
10. COAT AND CLOTH CLOSETS SHALL HAVE ONE ROD AND SHELF. LINEN CLOSETS SHALL HAVE FIVE (5) ADJUSTABLE SHELVES WHERE POSSIBLE. BROOM CLOSETS SHALL HAVE ONE (1) SHELF. EXCEPTIONS NOTED.

HEATING, VENTILATION AND AIR CONDITIONING:

1. INSTALLATION OF ENTIRE "HVAC" SYSTEM, WHETHER ELECTRIC, FORCED AIR, OR WATER, MUST COMPLY WITH MANUFACTURER'S DIRECTIONS (WHERE APPLICABLE) AND CONFORM TO REQUIREMENTS OF LOCAL CODES AND REGULATIONS IN ALL RESPECTS.
2. GAS CONNECTION WILL REQUIRE SEPARATE PERMIT AND INSPECTION.
3. ALL SUPPLY AIR DUCTS TO BE INSTALLED OVERHEAD IN BASEMENT, UNLESS SPECIFIED OTHERWISE.
4. ALL RETURN AIR INTAKES AND REGISTERS TO BE LOCATED AND INSTALLED FOR MAXIMUM EFFICIENCY BY A QUALIFIED "HVAC" CONTRACTOR.

PLUMBING:

1. REQUIREMENT OUTLINED IN PART "7" OF THE LOCAL BUILDING CODE AND APPLICABLE LOCAL REGULATIONS.
2. WHEN THE OWNER'S PROPERTY IS NOT LOCATED ON A MUNICIPAL SEWER SYSTEM, WELL'S AND SEPTIC DISPOSAL SYSTEMS ARE TO BE LOCATED AND CONSTRUCTED IN ACCORDANCE WITH HEALTH AUTHORITIES HAVING JURISDICTION.

ZONING & COVERAGE:

ZONE:
 LOT AREA: 1552.64 sm (16712.46 sft.)
 TOTAL BUILDING COVERAGE: 385.37 sm (4148.08 sft.)
 PERCENT COVERAGE: 24.82%
 MAX. ALLOWABLE COVERAGE: 25%

LEGAL DESCRIPTION:

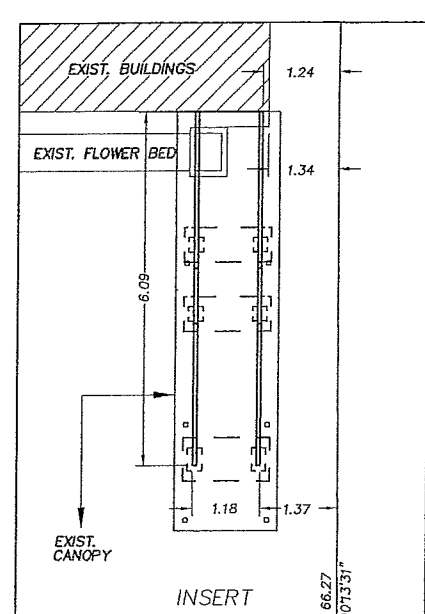
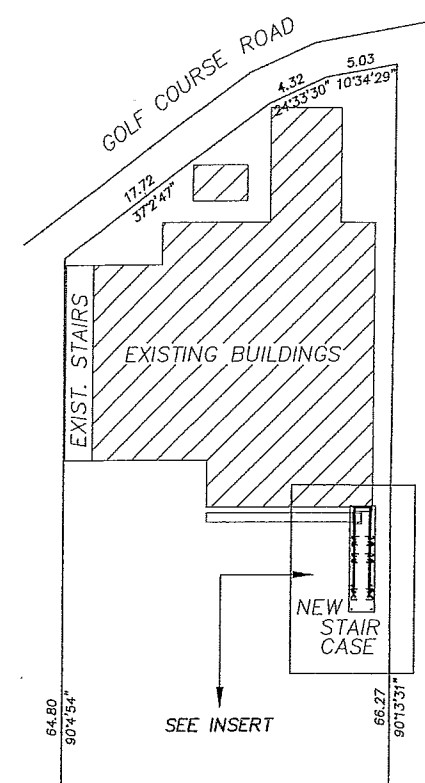
LOT: 31, SECTION 15, TOWNSHIP 23
 PLAN: 12806
 RANGE: 9, W6M, KDYD,
 PARCEL IDENTIFIER: (PID) 009-314-064
 CIVIC ADDRESS: 7703 Squilax Anglemont Rod, ANGLEMONT, B.C. VOE 1M8

ELECTRICAL:

1. INSTALLATION OF ELECTRICAL ITEMS MUST COMPLY WITH LOCAL ELECTRICAL CODE AND WITH THE LOCAL ELECTRICAL SUPPLIER IN ALL RESPECTS.
2. OUTLET LOCATIONS MUST COMPLY WITH OR EXCEED CURRENT MINIMUM REQUIREMENTS OUTLINED IN THE LOCAL BUILDING CODE. THE MINIMUM REQUIREMENTS ARE TO BE USED AS A GUIDE ONLY AND MAY BE ADJUSTED ACCORDING TO THE OWNER'S AND--OR LOCAL AUTHORITY'S SPECIFIC REQUIREMENTS BEYOND THE MINIMUM.

ABBREVIATIONS:

AC. ACOUSTIC	LD. LOAD
ALUM. ALUMINUM	LINO. LINOLEUM
B.C.B.C. BRITISH COLUMBIA BUILDING CODE	LOUV. LOUVERED
BD. BOARD	MAX. MAXIMUM
B.F. BIFOLD DOOR	M.C. MEDICINE CABINET
B.LDG. BUILDING	MIN. MINIMUM
BLK. BLOCK	MIR. MIRROR
B'M. BEAM	MFG.SPEC. MANUFACTURER'S SPECIFICATION
BRC. BEARING	M/W. MICROWAVE
B/U. BUILD-UP	N.B.C. NATIONAL BUILDING CODE
CLG. CEILING	NOT TO SCALE
G.I. GALVANIZED IRON	OBSC. OBSCURED
CAN'T. CANTILEVERED	O.C. ON CENTER
C.O. CASED OPENING	O/H. OVERHANG
COL. COLIUM	O.H.G.D. OVERHEAD GARAGE DOOR
COMP. COMPACTED	PUR. POCKET
CONC. CONCRETE	PKT. PLYWOOD
C.S. CRAWLSPACE COMPLETE WITH	PLY. POINT
O/W. DRYER	POLY. POLYETHYLENE
DBL. DOUBLE	PREP. PREPARATION
DIAM. DIAMETER	R. RANGE
DIM. DIMENSION	RECT. RECTANGULAR
DN. DOWN	REQD. REQUIRED
DRN. DRAIN	R.&S. ROD & SHELF
D.V. DIRECT VENT	R.M. ROOM
D/W. DOWNSIDE	R/O. ROUGH OPENING
ELEV. ELEVATOR	SHT. SHEET
ENG. ENGINEER	S/A. SMOKE ALARM
ENG'D. ENGINEERED	SAN. SANITARY
EQ. EQUAL	S.D. SINGLE DOOR
EXT. EXTERIOR	S/C. SOLID CORE
F. REFRIGERATOR	SH. SHELF
F.D. FLOOR DRAIN	LS. LASY SUSAN
FIN. FINISHED	SLP. SLOPE
FTG. FOOTING	SUSP. SUSPENDED
FND. FOUNDATION	T. TUB (WASH)
FR. FREEZER	T&G. TONGUE & GROOVE
FURN. FURNACE	T/O. TOP OF
GA. GAUGE	TYP. TYPICAL
GRD'R. GALVANIZED GUARD RAIL	U/S. UNDER SIDE
GYP. GYPSUM	W. WALKER
H.B. HOSE BIG	W.C. WALK IN CLOSET
HAND'R. HAND RAIL	WD. WOOD
HORIZ. HORIZONTAL	W.P. WEATHER PROOF
HT. HEIGHT	W.W.M. WELDED WIRE MESH
HVAC HEATING VENTILATION & AIR CONDITIONING	VERT. VERTICAL
H.W.T. HOT WATER TANK	V.B. VAPOR BARRIER
INSUL. INSULATION	
INT. INTERSECTION	
L.C. LAUNDRY CHUTE	
LDRY. LAUNDRY	
LIN. LINEN	



NOTE:
 NEW STAIR CASE NOT CONNECTED TO EXISTING BUILDING

SEAL:

DATE:

ADEN INDUSTRIES INC.
 Anglemont, B.C. CANADA TEL: 250-955-6429, FAX: 955-6439

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ANGLEMONT COMMUNITY SOCIETY
 ANGLEMONT, B.C.

NEW STAIR CASE
 SITE PLAN / GENERAL NOTES

ISSUE 4	Issued for Construction	DATE:	
ISSUE 3	Issued for Permit	DATE:	May 5, 2018
ISSUE 2	Issued for Tender	DATE:	
ISSUE 1	Issued for Review	DATE:	May 5, 2018

ARE NULL AND VOID

REV. #3....
 REV. #2....
 REV. #1....

APPROVED: _____ DATE: _____

DRAWN BY: W.A.

DATE: May 5, 2018

SCALE: NTS

DWG. NO: AS 17-00

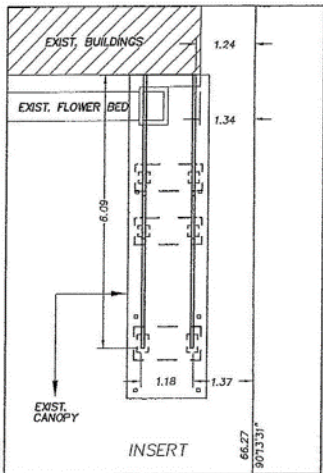
CONSTRUCTION PLAN

PROFESSIONAL ENGINEER
 G. TSCHEPP
 #3878
 BC REGISTERED PROFESSIONAL ENGINEER
 CIVIL
 May 06 2018

19-98
 235944
 SOULIAX-ANGLEMONT RD.

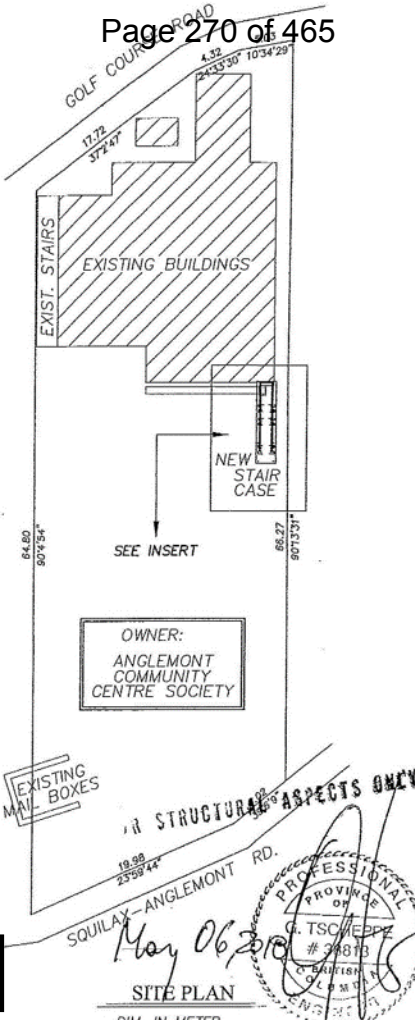
SITE PLAN
 DIM. IN METER

EXT.	EXTERIOR	SH.	SHELF
F.D.	REFRIGERATOR	LS.	LAST SUSAN
FIN.	FLOOR DRAIN	SUP.	SILOPE
FIG.	FINISHED	SUSP.	SUSPENDED
FND.	FOOTING	T	TUB (WASH)
FR.	FOUNDATION	T&G	TONGUE & GROOVE
FURN.	FURNACE	T/O	TOP OF
GA.	GAUGE	U/S	TYPICAL
GALV.	GALVANIZED	W.	UNDER SIDE
GROR'L.	GUARD RAIL	W/W	WASHER (CLOTHES)
GYP.	GYPSSUM	W/C	WATER CLOSET
H.B.	HOSE BIB	W.C.	WALK IN CLOSET
HDR'L.	HAND RAIL	W.D.	WOOD
HORIZ.	HORIZONTAL	W.P.	WEATHER PROOF
HT.	HEIGHT	W.W.M.	WELDED WIRE MESH
HVAC	HEATING VENTILATION & AIR CONDITIONING	VERT.	VERTICAL
H.W.T.	HOT WATER TANK	V.B.	VAPOR BARRIER
INSUL.	INSULATION		
INT.	INTERSECTION		
L.C.	LAUNDRY CHUTE		
LDRY.	LAUNDRY		
LIN.	LINEN		



NOTE:
NEW STAIR CASE
NOT CONNECTED
TO
EXISTING BUILDING

SITE PLAN



OWNER:
ANGLEMONT
COMMUNITY
CENTRE SOCIETY

EXISTING
MAIL BOXES

STRUCTURAL ASPECTS ONLY

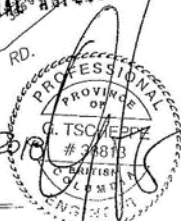
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19.98
25°58'44"

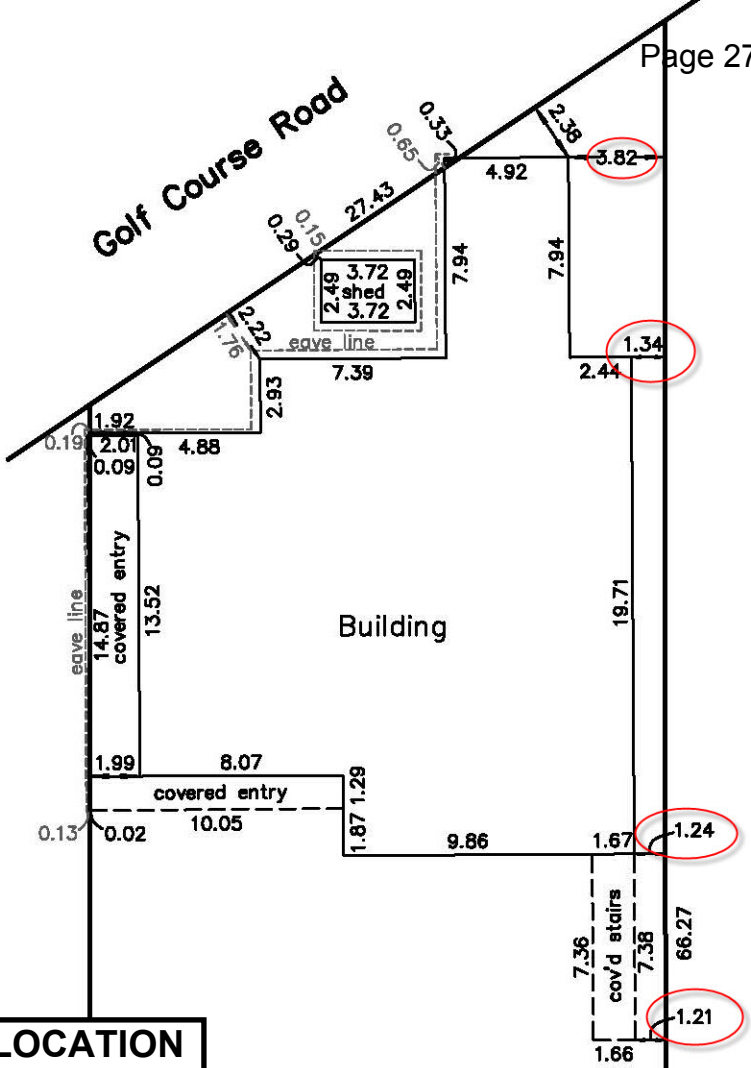
May 06 2018

SITE PLAN

DIM. IN METER



Golf Course Road



**BUILDING LOCATION
CERTIFICATE**



ORTHOPHOTO



ORTHOPHOTO



EXISTING STAIRCASE PROPOSED TO BE
REPLACED





BOARD REPORT

TO: Chair and Directors

File No: BL725-12 PL20180016
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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 May 30, 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 second reading this 21st day of June, 2018

RECOMMENDATION #2: THAT: a public hearing to hear representations on " Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12 " be held;

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

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

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.

The Board gave the bylaw first reading at the March 29, 2018 regular meeting and directed staff to refer the bylaw to agencies and First Nations. Referral comments have been compiled and it is appropriate for the Board to consider these comments in context with consideration of second reading of the bylaw and delegation of a Public Hearing.

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:

See attached "2018-03-29_Board_DS_BL725-12_0731852-BC-LTD_1043181-ALTA-LTD.pdf".

POLICY:

See attached "2018-03-29_Board_DS_BL725-12_0731852-BC-LTD_1043181-ALTA-LTD.pdf".

FINANCIAL:

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

KEY ISSUES/CONCEPTS:

See attached "2018-03-29_Board_DS_BL725-12_0731852-BC-LTD_1043181-ALTA-LTD.pdf".

Update

Staff have received referral comments from agencies and First Nations. See attached "Agency_referral_responses_BL725-12.pdf".

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 would seem to prevail. In actuality, according to staff at the ALC, the ALCA also applies, and therefore, the proposal must be in accordance with ALC applicable regulations.

In practice a permit being considered for issuance under the EMA for a wastewater receiving facility typically does not get referred to the ALC or to Local Government for input. This has resulted in a great many registrations being issued which impact on farm land. Strictly speaking, however, a Wastewater receiving 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).

Approval of the Ministry of Environment (MoE) would only be required should the existing wastewater treatment facility not have capacity to service the number of anticipated units. Information provided by the Engineer indicates that the current registration will be adequate and that no update would be required from the MoE. ALC staff have responded indicating that this is their understanding of the proposal, and as long as the facility does not need to be expanded, it is in compliance.

ALC staff have also indicated that the wastewater treatment facility was approved to be on ALR land by ALC resolutions #765/95 and #646/96 and have provided Development Services staff with these resolutions. These resolutions were not previously on file at the CSRD.

Should an update to the registration become necessary, however, this would only occur after the ALC has rendered a favourable decision on a non-farm use application.

Ministry of Agriculture's recommendation against the bylaw is therefore rendered moot by these approvals from the ALC and the revelation that the wastewater treatment facility is in compliance with the ALCA.

See attached "ALC_Referral_Response_Letter_BL725-12.pdf".

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.

Staff expressed concerns with the application at first reading which have been resolved through communication with the applicant. However, staff still harbour concerns about the expansion of residential use and density outside of the Village Centre and Secondary Settlement Area identified in the OCP. 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. Also, for the Board's consideration is that 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 second reading and delegation of a Public Hearing. 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) after hearing from the Public. Alternatively, the Board may decide that the expansion of the manufactured home community may not be appropriate in this location.

IMPLEMENTATION:

If the Board gives Bylaw No. 725-12 second reading and delegates a Public Hearing, staff will set a date for the Public Hearing and proceed with notification of property owners within 100 m of the subject property and publication of newspaper notices in accordance with the Local Government Act.

COMMUNICATIONS:

Agency comments are provided in the attached "Agency_referral_responses_BL725-12.pdf". The applicant was required to post a Notice of Development sign on the subject property in accordance with Development Services Procedures Bylaw No. 4001. The sign was posted.

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:	2018-06-21_Board_DS_BL725-12_0731852-BC-LTD_1043181-ALTA-LTD.docx
Attachments:	<ul style="list-style-type: none"> - 2018-03-29_Board_DS_BL725-12_0731852-BC-LTD_1043181-ALTA-LTD.pdf - BL725-12_Second.pdf - ALC_Referral_Response_Letter_BL725-12.pdf - Agency_referral_Responses_BL725-12.pdf - Shuswap Country Estates OCP Supplementary Letter 20180327.pdf - Maps_Plans_BL725-12.pdf
Final Approval Date:	Jun 8, 2018

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

Corey Paiement - Jun 7, 2018 - 9:20 AM

Gerald Christie - Jun 8, 2018 - 11:55 AM

Lynda Shykora - Jun 8, 2018 - 1:41 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 8, 2018 - 1:42 PM



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.

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, Sunnybrae, 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).

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.

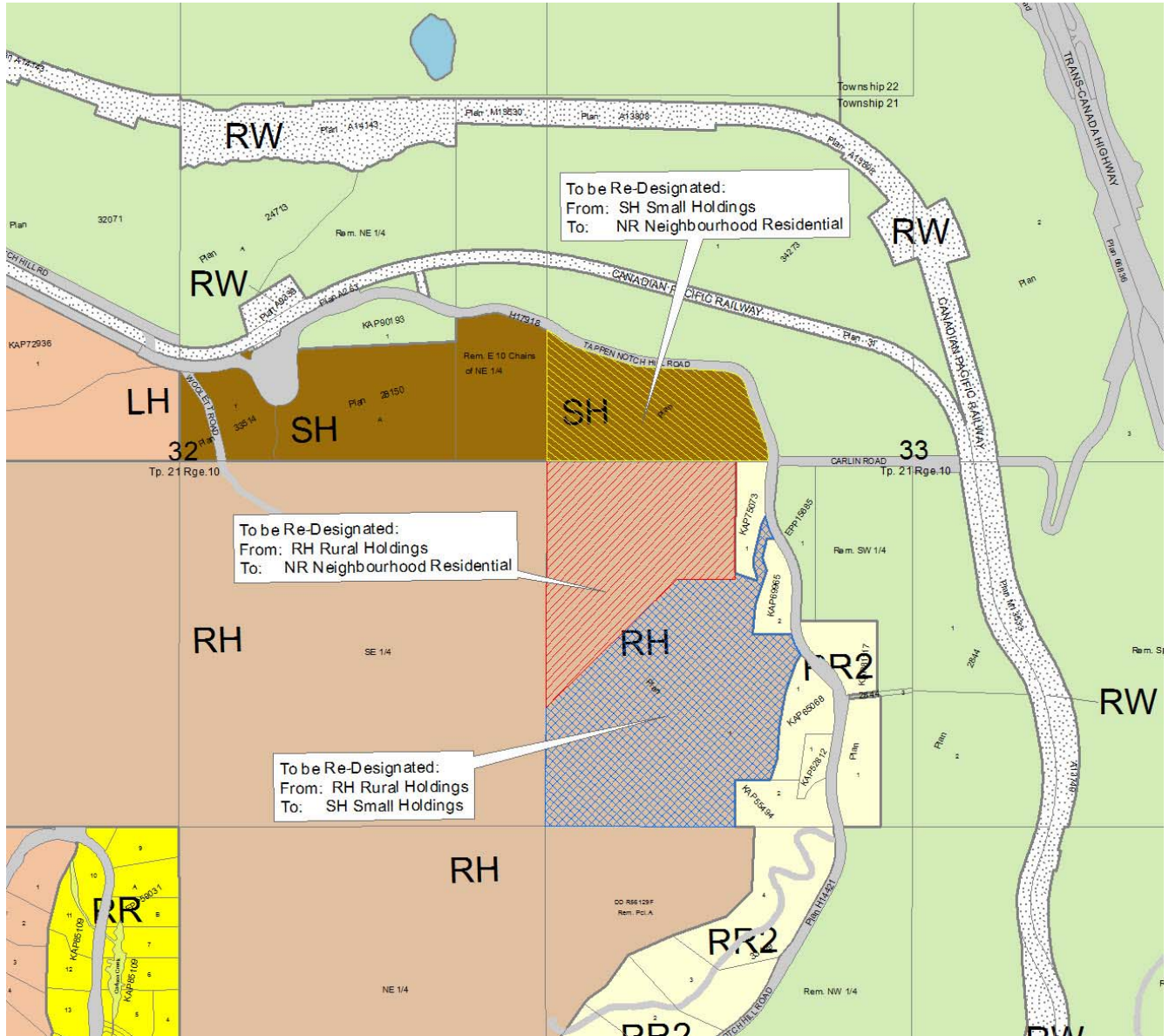
Corporate Officer

Corporate Officer

SCHEDULE 1

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

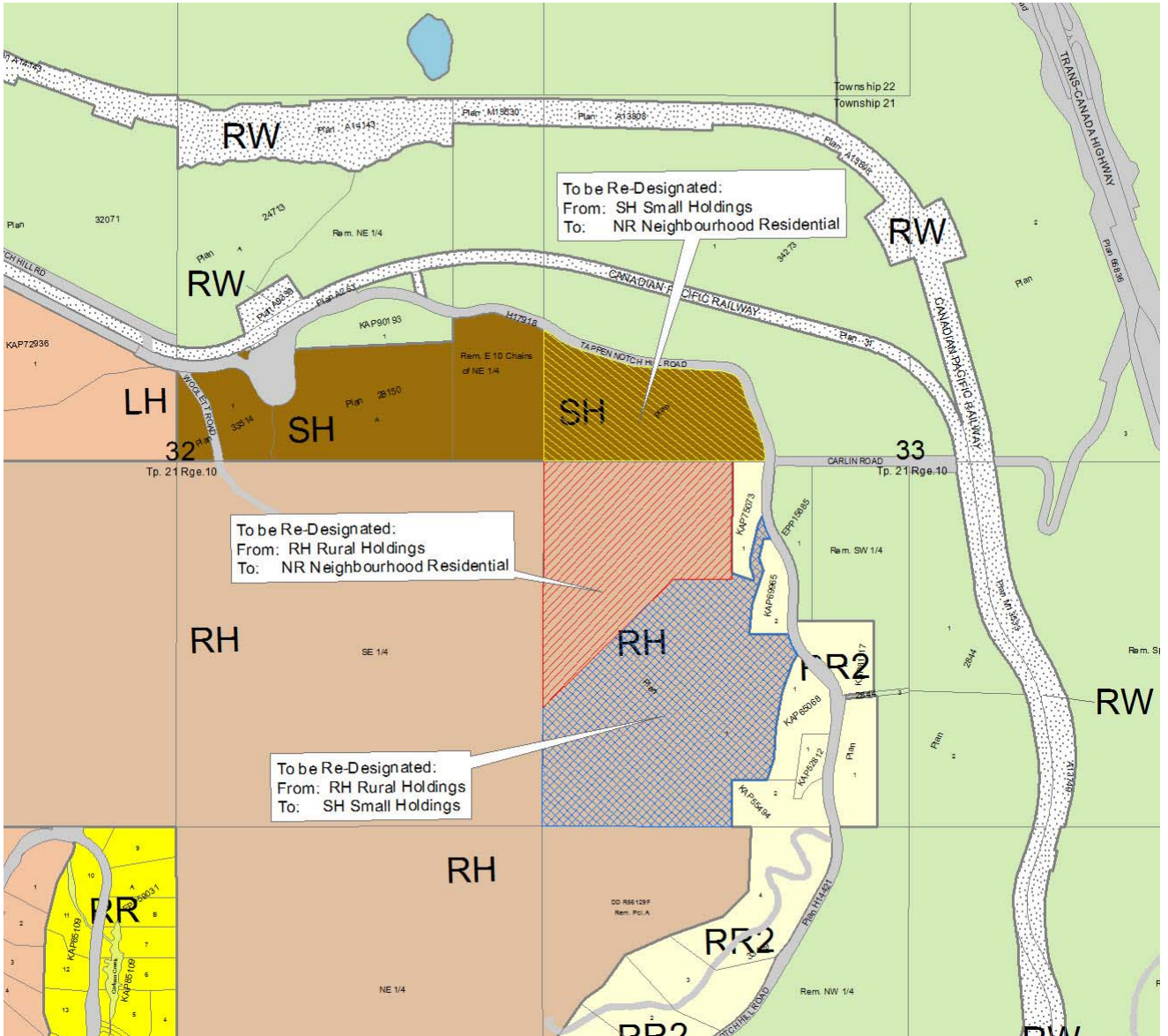
LAND USE DESIGNATIONS - OVERVIEW



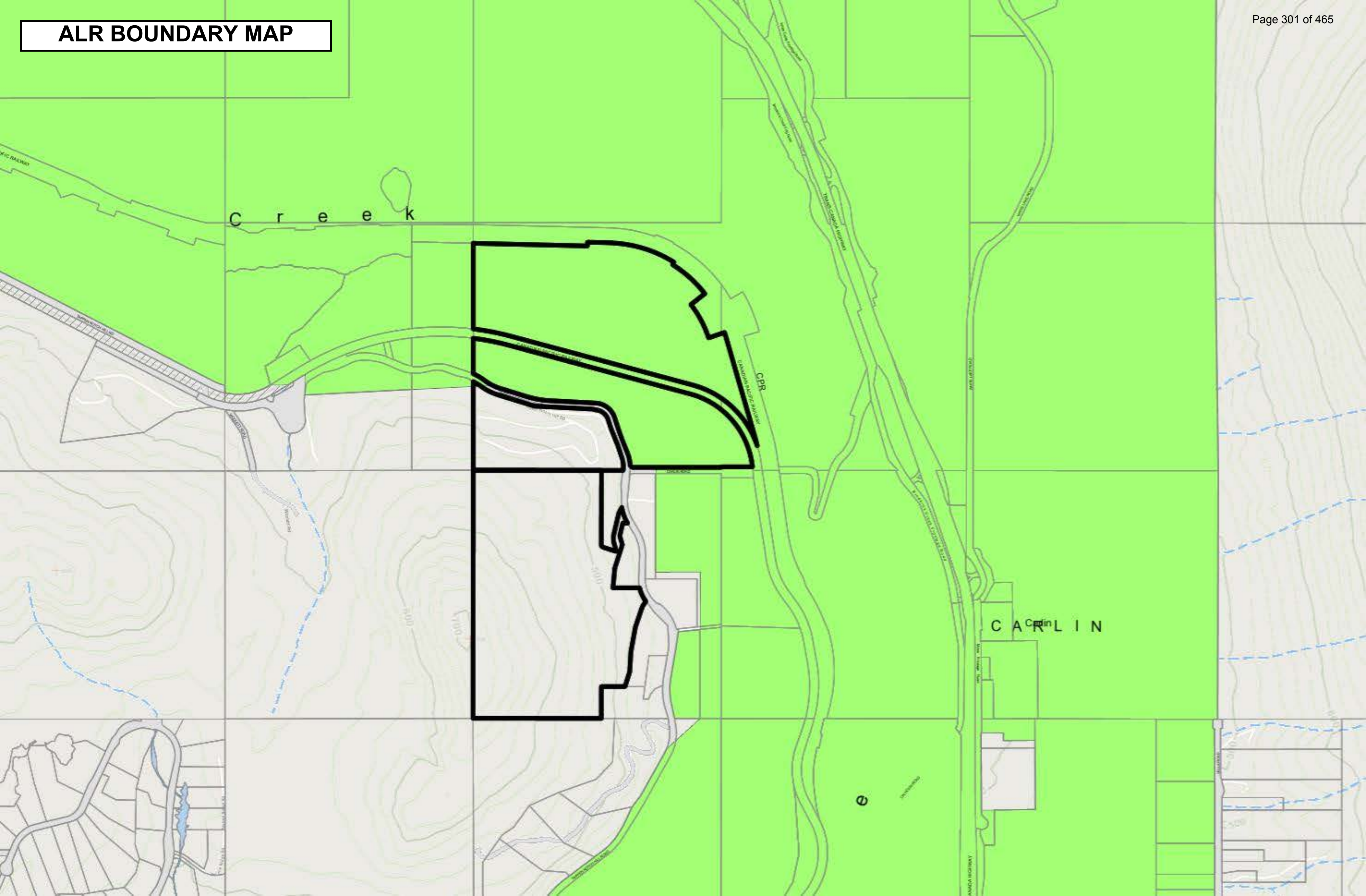
SCHEDULE 2

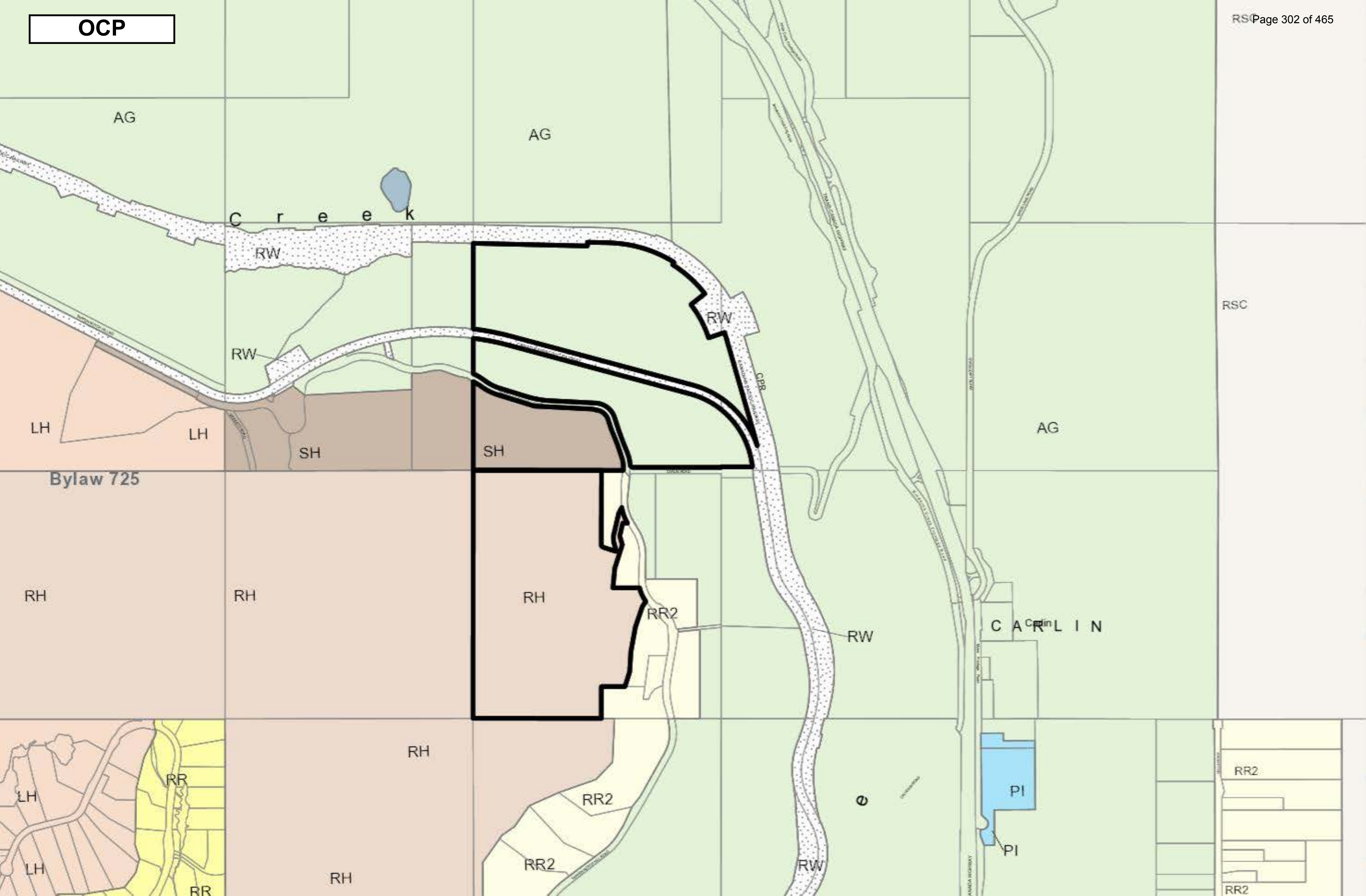
ELECTORAL AREA 'C' OFFICIAL COMMUNITY PLAN AMENDMENT
(SHUSWAP COUNTRY ESTATES) BYLAW NO. 725-12

LAND USE DESIGNATIONS - MAPSHEETS



ALR BOUNDARY MAP





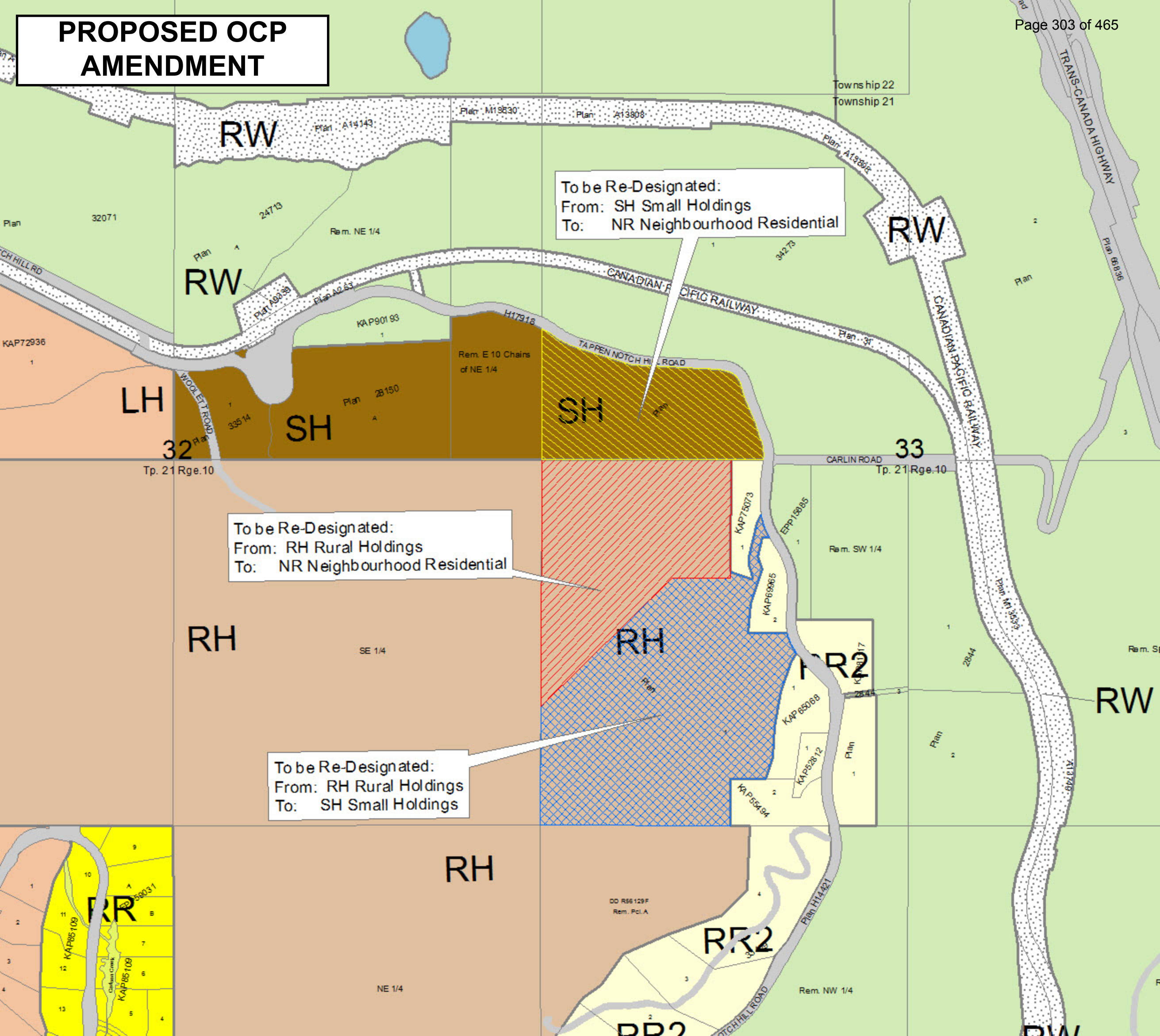
RSC

Bylaw 725

CARLIN

o

PROPOSED OCP AMENDMENT



ZONING

AR1

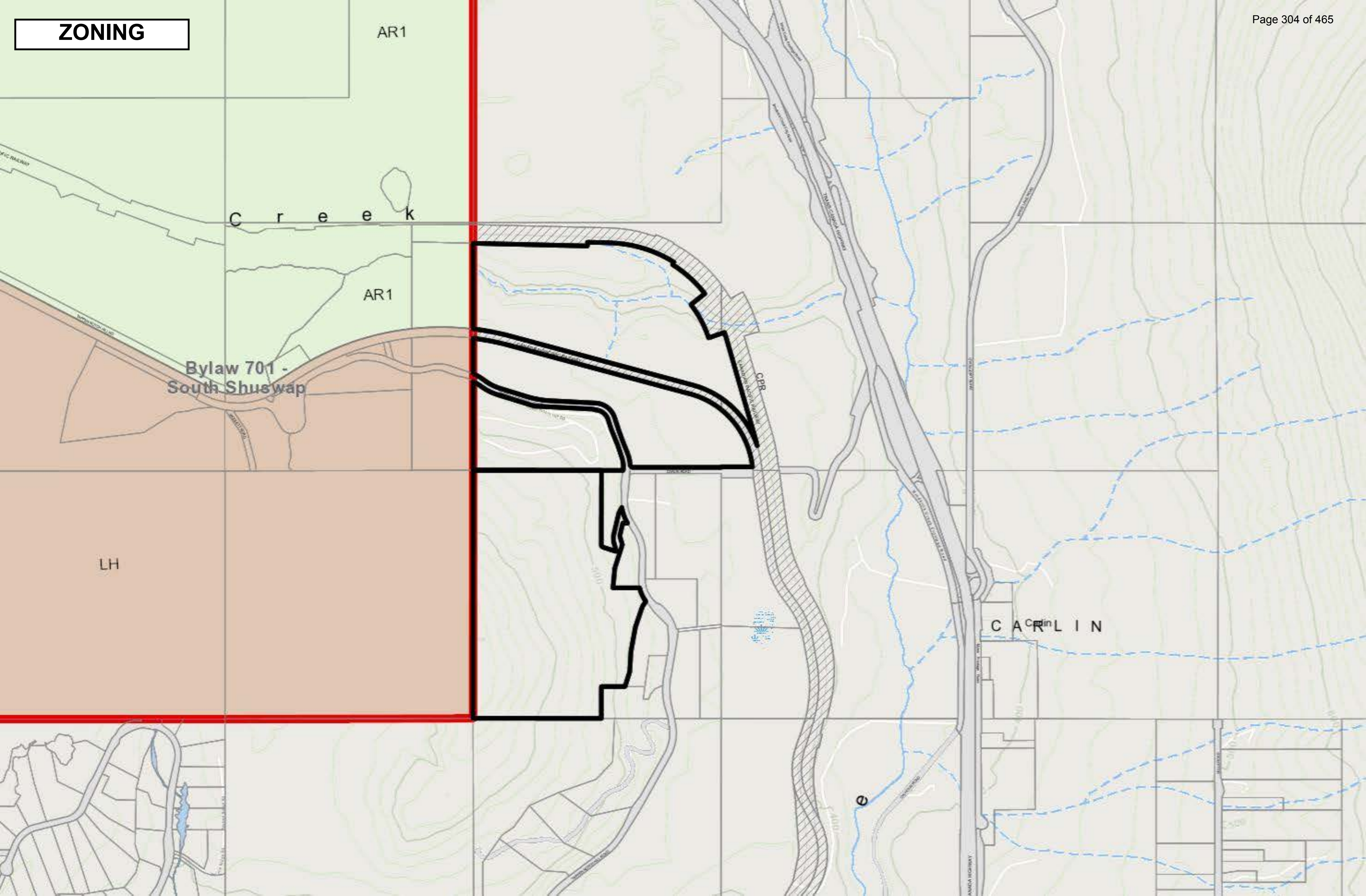
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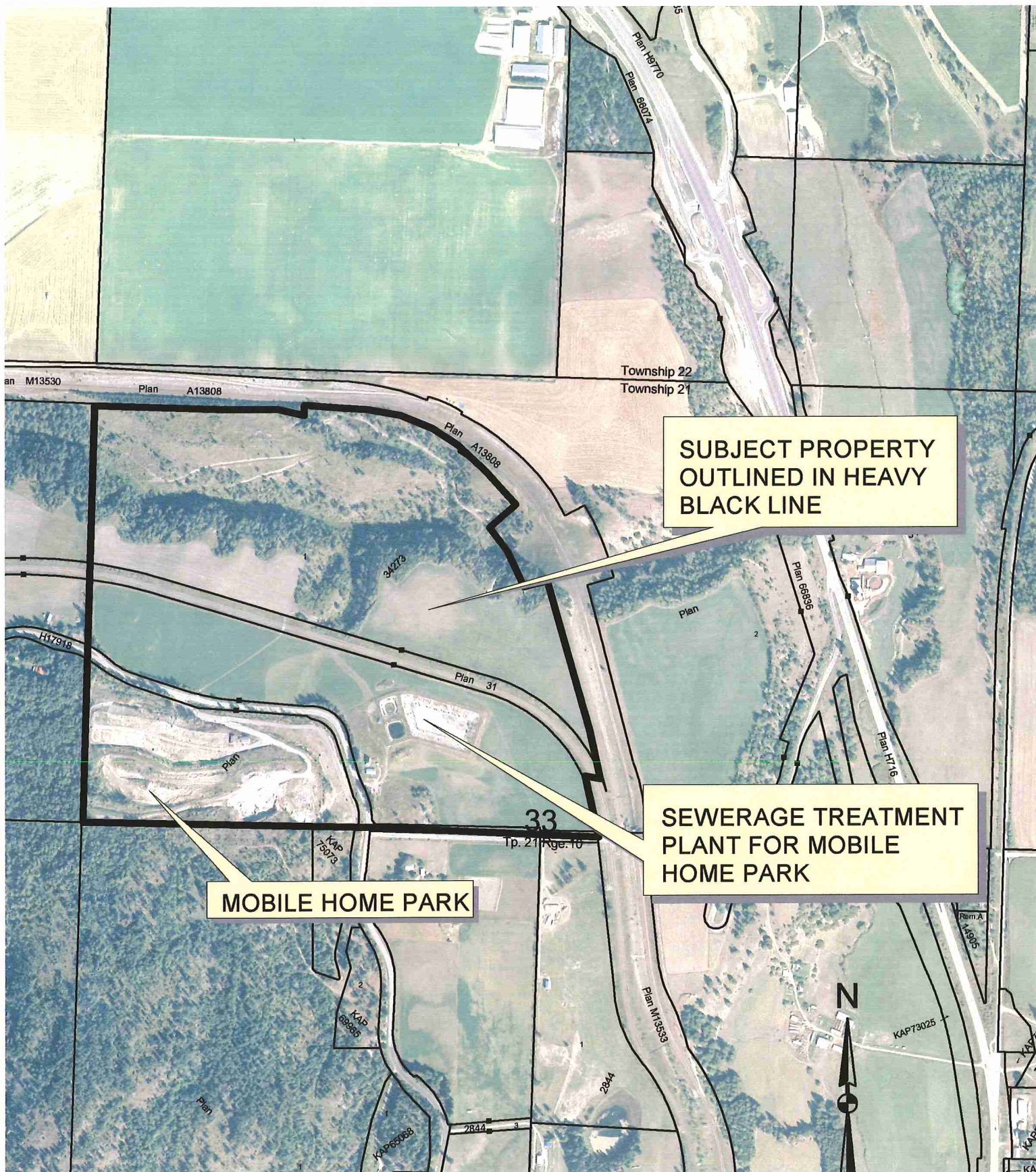
Bylaw 701 -
South Shuswap

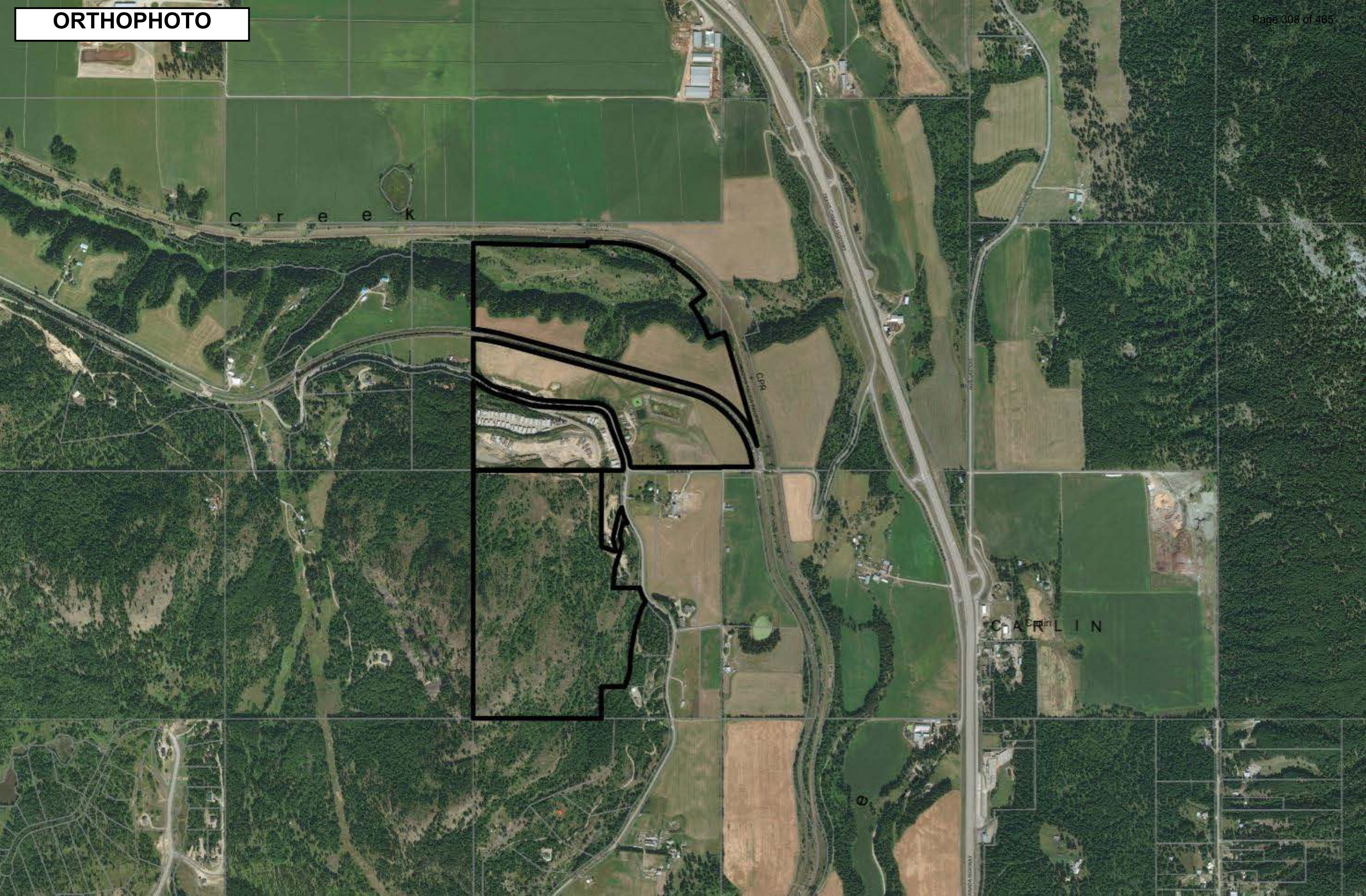
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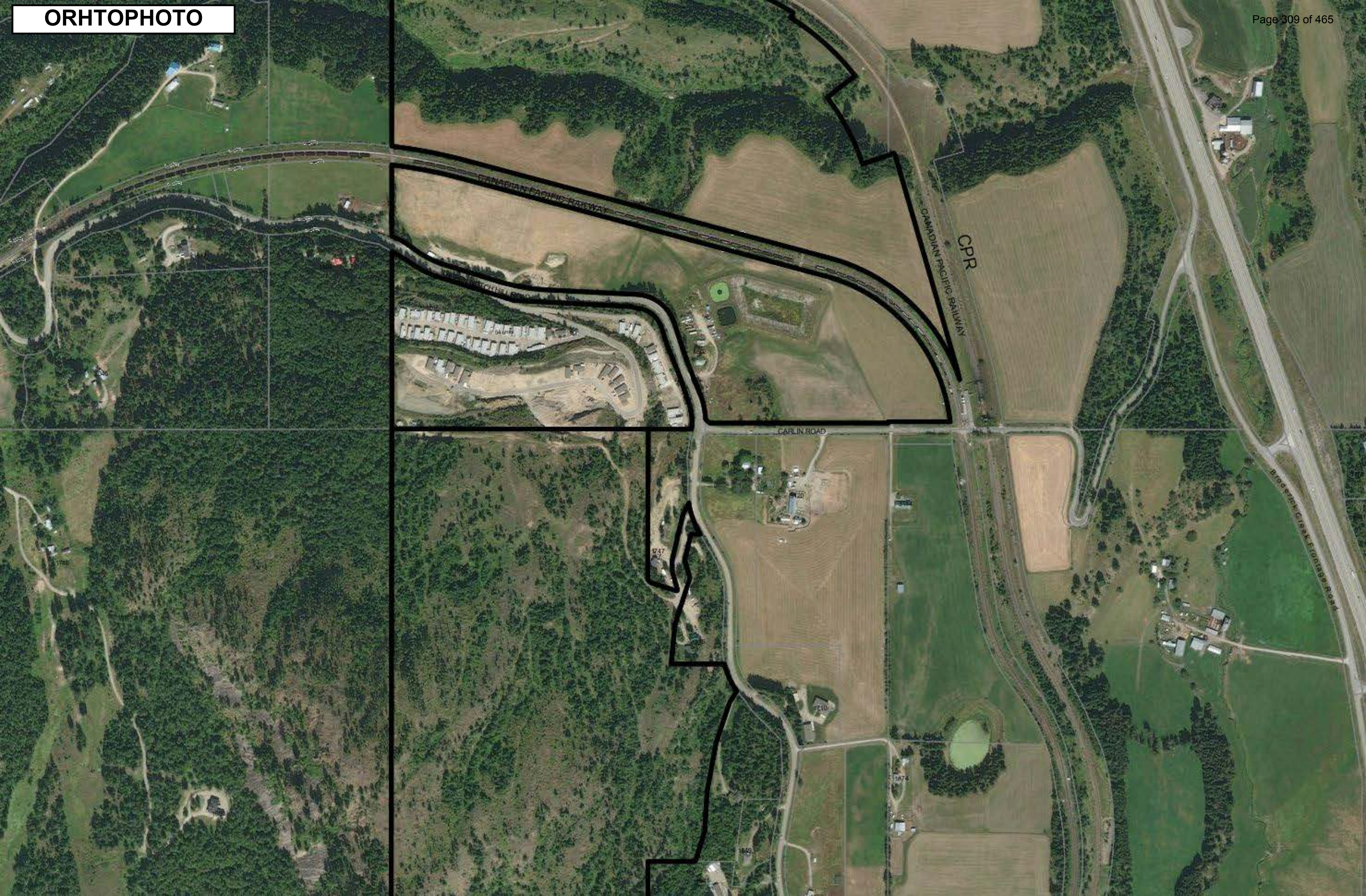
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PANACA HIGHWAY



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

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).

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 29 day of March, 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.

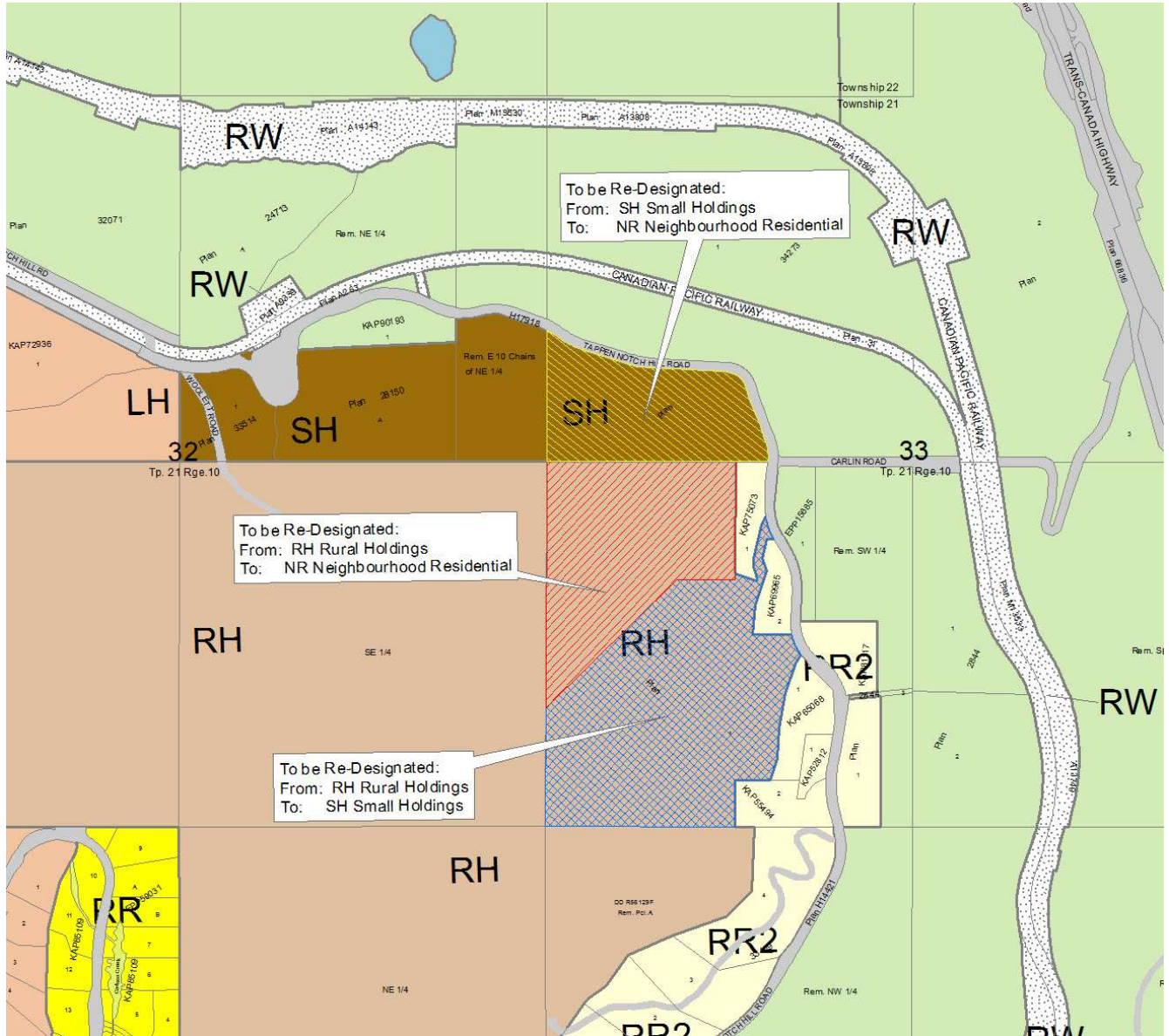
Corporate Officer

Corporate Officer

SCHEDULE 1

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

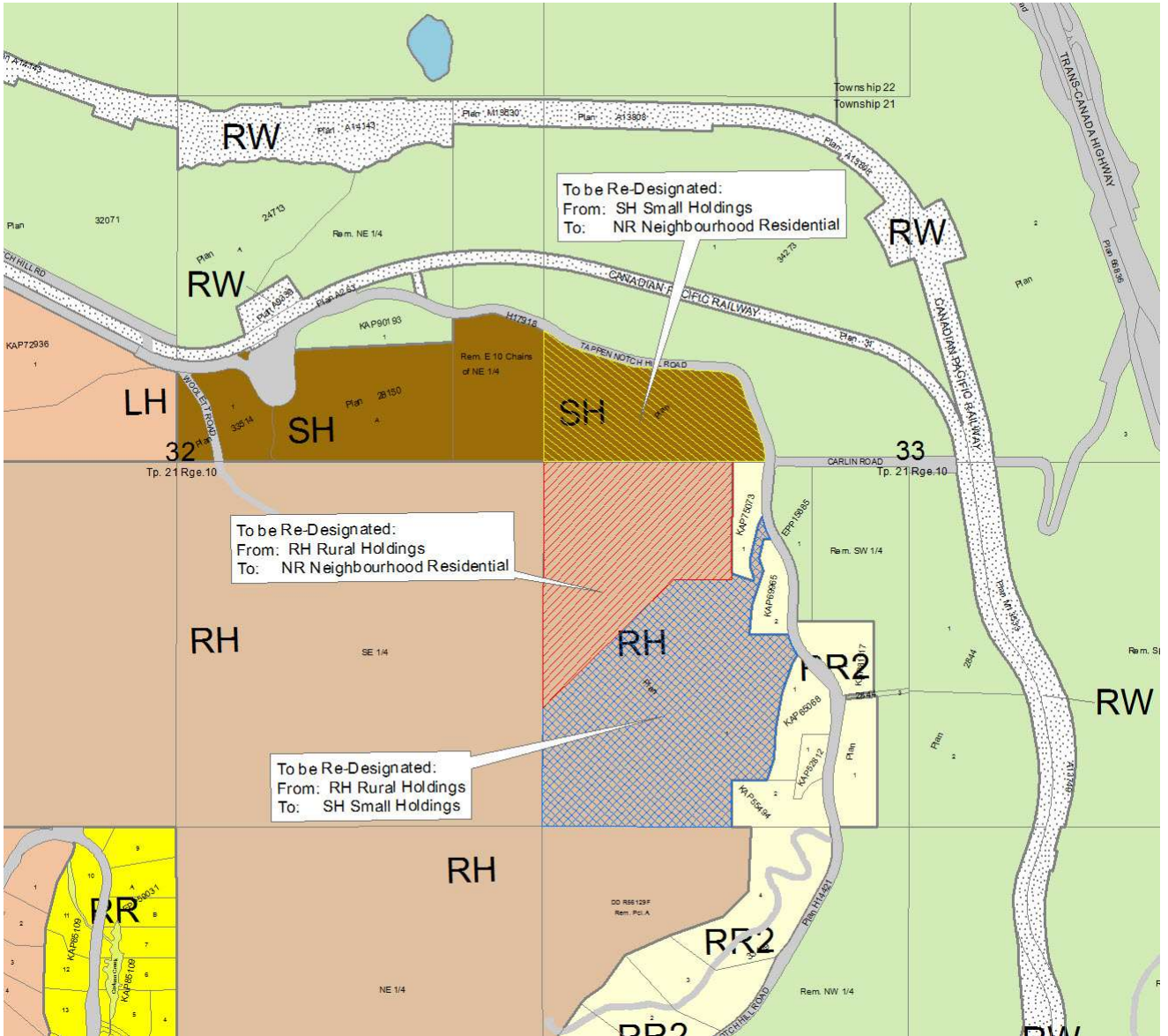
LAND USE DESIGNATIONS - OVERVIEW



SCHEDULE 2

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

LAND USE DESIGNATIONS - MAPSHEETS




Agricultural Land Commission

201 – 4940 Canada Way
 Burnaby, British Columbia V5G 4K6
 Tel: 604 660-7000 | Fax: 604 660-7033
 www.alc.gov.bc.ca

June 5, 2018

Reply to the attention of Celeste Barlow
 ALC Inquiry: 51067
 Local Government File: 725-12

Dan Passmore
 Senior Planner, Development Services
 Columbia Shuswap Regional District (CSRD)

Delivered Electronically

Re: OCP Amendment Bylaw No. 725-12

Properties: PID: 023-187-468 (“Property 1”) and PID: 002-999-838 (“Property 2”)

Thank you for forwarding a draft copy of OCP Amendment Bylaw No. 725-12 (the “Bylaw”) for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the Bylaw is consistent with the purposes of the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the “Regulation”), and any decisions of the ALC.

The ALC recognizes that Property 1 is outside of the Agricultural Land Reserve (ALR), that a portion of Property 2 is within the ALR, and that the Bylaw is specific to re-designating Property 1 and the non-ALR portion of Property 2 to accommodate a proposed expansion of the existing manufactured home community (Shuswap Country Estates).

There is an existing wastewater treatment facility located on the ALR portion of Property 2 (to the North and to the East of Tappen Notch Hill Road) that was previously approved by the ALC Resolutions #765/95 and #646/96 (attached) and is therefore subject to the ALCA and Regulation.

The ALC notes that the Board Report submitted as part of the Bylaw referral documents references the interaction between the ALCA and the Environmental Management Act (EMA). With reference to the analysis under the heading “ALR” on p. 9 of the Board Report, Commission staff do not agree with your interpretation of the ALCA and EMA, and recommend that you obtain legal advice before taking any steps on the basis of that interpretation. Note that CSRD previously applied for and obtained Commission approval, subject to certain conditions, for a wastewater treatment and spray irrigation storage facility on ALR land in accordance with the ALCA. The wastewater treatment facility is neither a farm use nor a permitted non-farm use under the ALCA and the Regulation; as such, this type of facility requires a non-farm use application for any future expansion or relocation.

Although the proposed re-designations affect non-ALR land, the Bylaw documents indicate that the proposed expansion of Shuswap Country Estates community is supported by the existing wastewater treatment facility located in the ALR. According to the Bylaw referral documents and CSRD staff, the number of units associated with the proposed expansion of the Shuswap

County Estates community has not yet been determined and therefore the CSRD is unable to confirm whether or not the existing wastewater treatment facility can accommodate the proposed expansion. The ALC advises the CSRD that any expansion of the existing wastewater treatment facility would require a new non-farm use application to the ALC.

Given the above, the ALC finds that the Bylaw is premature until the details of the proposed expansion of the Shuswap County Estates community are confirmed and a determination can be made as to whether or not a new non-farm use application for wastewater treatment facility expansion is required in order to proceed.

...

The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulation, or any orders of the Commission.

If you have any questions about the above comments, please contact the undersigned at 604-660-7046 or by e-mail (Celeste.Barlow@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION



Celeste Barlow, Land Use Planner

Enclosures:

ALC Context Map

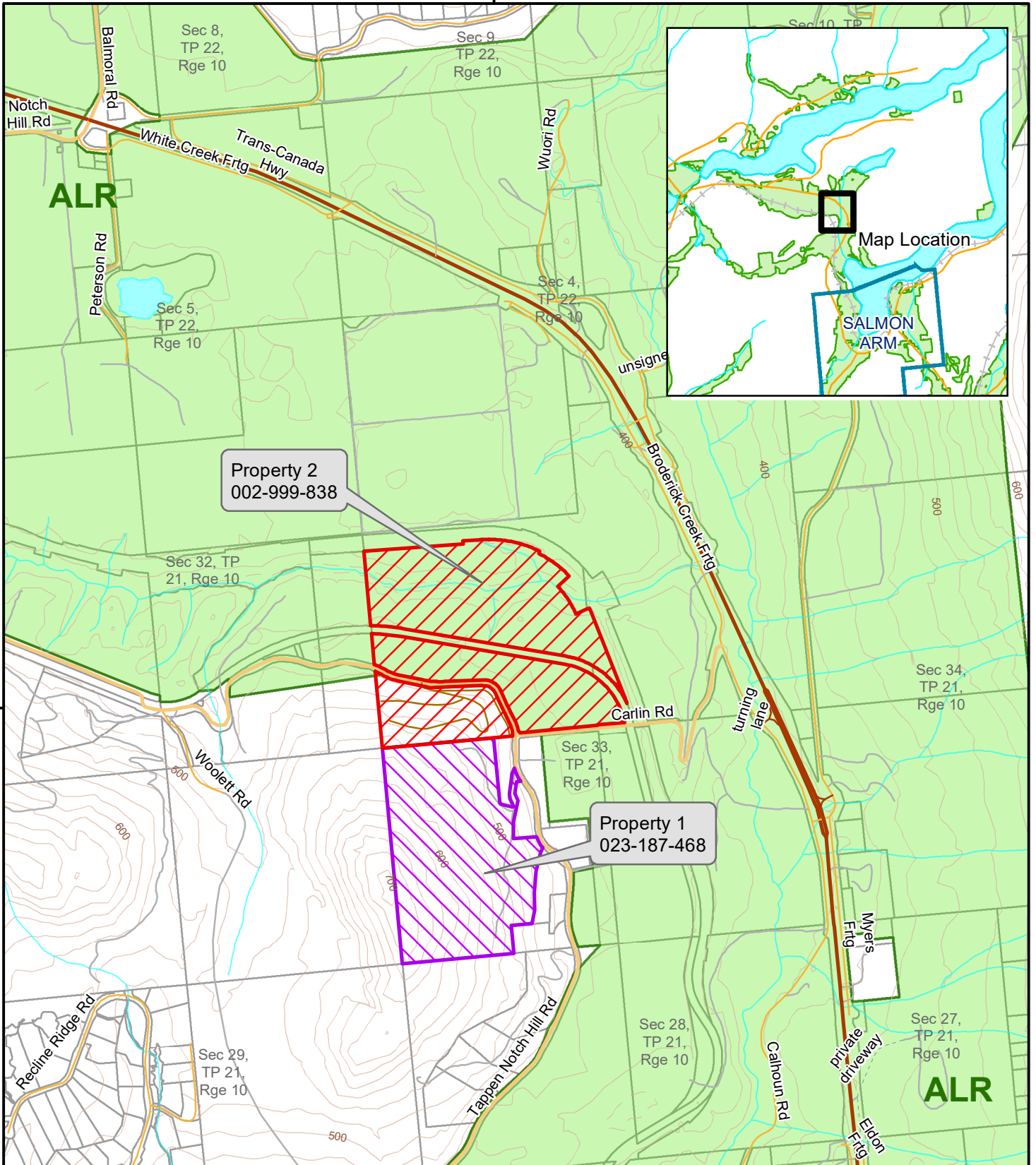
ALC Resolutions #765/95 and #646/96

CC:

Ministry of Agriculture

51067m1

119°20'0"W

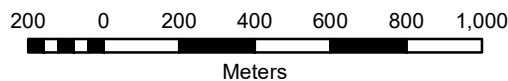


50°50'0"N



ALR Context Map

Map Scale: 1:20,000



ALC File #:	51067
Mapsheet #:	82L.084
Map Produced:	May 31, 2018
Regional District:	Columbia-Shuswap

Application # 25-H-95-29942-0
Resolution # 765/95

MINUTES OF THE PROVINCIAL AGRICULTURAL LAND COMMISSION

Meeting held at the Provincial Agricultural Land Commission Office, 4940 Canada Way, Burnaby, B.C. on the 12th day of September 1995.

PRESENT:

K. B. Miller	Chair
G. Horn	Commissioner
C. Huscroft	Commissioner

An application under Section 20(1) of the Agricultural Land Commission Act concerning land described as **Part of Lot 1, NW 1/4, Section 33, Township 21, Range 10, W6M, KDYD, Plan** was considered .

APPLICATION: #25-H-95-29942-0

APPLICANT: Renzo & Carol Schaafsma

AGENT: R. D. Lewis & Associates Ltd.

COMPANY NAME: N/A

PROPERTY LOCATION: Carlin north of Tappen.

LOCAL GOVERNMENT: Columbia Shuswap

SUBJECT PROPERTY SIZE (Ha): 63.0

AREA WITHIN ALR (Ha): 47.3

NUMBER OF PARCELS: 1.0

PROPOSAL: To construct a sewage treatment and spray irrigation storage facility (1.4 ha of ALR land) on the property. The sewage treatment facility is to serve a mobile home park being constructed on the non-ALR portion of the property and the effluent will be used to irrigate the farm fields.

TYPE OF APPLICATION: REGS Section 44

DATE OF PURCHASE: 1994-04-29

DATE APPLICATION RECEIVED: 1995-06-05

PRESENT USE: Dairy/Cow calf operation.

AGRICULTURAL CAPABILITY:

<u>Unimproved Ratings</u>	<u>Improved Ratings</u>	<u>% of Unit</u>
7:2D 3:2X	7:2D 3:2X	55
6T	N/A	45

Page 2

#765/95

SURROUNDING LAND USES:

NORTH: Railway with agriculture and forest beyond.

SOUTH: Forest and cultivated fields.

EAST: Rail lines with agriculture beyond.

WEST: Forest and agriculture.

COMMUNITY PLAN DESIGNATION: N/A**ZONING:** N/A

LOCAL GOVERNMENT RECOMMENDATION: *Concerned over subdivision along the road - feel all parts of the mobile home park should be in same legal parcel. Also concerned about use of ALR land for residential purpose.*

BACKGROUND INFORMATION: Commission previously approved a boundary line adjustment which created the subject property. During its review of the Tappen White Lake OSP the Commission received a recommendation that the ALR boundary follow the Tappen/Notch Hill Rd. that runs through the subject property. The applicant wants the facility centrally located to facilitate use of the sewage effluent for farm irrigation purposes.

During its initial review of this application the Commission requested an onsite inspection be conducted by the District Agrologist prior to making its decision.

Comments received from Brian M. Harper, District Agrologist for the Ministry of Ag. Fish and Food dated July 24, 1995 note:

1. The proposed sewage treatment plant and effluent storage facility will positively benefit the applicant's farming operation by providing a source of irrigation water which will greatly enhance crop production on adjacent land.
2. The non-ALR portion of the subject property located South and West of the road possesses no capability for agriculture due to a predominantly rocky/gravelly soil and steep topography.

The non-ALR portion of the subject property located North and East of the road possesses limited capability for agriculture, providing some forage for grazing.

LIST OF RELEVANT APPLICATIONS

Bin	Name	Summary	Decision	Decision Date
06571-0	George & Catherine Denman	Subdivide a 6 acre portion off of the 60 ha subject property and consolidate to an adjacent holding.	Allowed as submitted subject to consolidation.	1978-04-27
06572-0	Joseph & Brigitte Sternberg	Subdivide a 4.5 acre lot from the 160 acre property.	Allowed subject to consolidation.	1978-04-27
06601-0	Dean Trenholm	To stockpile approximately 70,000 cubic meters of soil on the subject property.	Allowed.	1978-04-27

Page 3

#765/95

PLANNERS COMMENT: Based on further discussion with Brian Harper, this is the most agriculturally beneficial place to put this facility, so that the effluent can be used by the farm.

Recommendation: Allow subject to the inclusion of all non-ALR allow subject to inclusion of all non-ALR land north and east of Tappen-Notch Hill Road.

STAFF COMMENT/RECOMMENDATION: That the application be refused as submitted. While the facility will provide irrigation water to the farm portion of the property it will alienate good capability actively managed agricultural land from production. In addition the applicant admits that there are non-ALR lands available for the facility and staff is concerned that in the future the owner may wish to sell the mobile home park. While staff appreciates that the inclusion of a portion of the property has been supported this land appears to have less agricultural utility than the area under application.

DISCUSSION: Inclusion should be required from a buffering perspective to prevent any future development of the lands located north of the Tappen Notch Hill Road. It would also be preferable if the facility could be moved as far into the non-ALR corner as possible to minimize the impact on the ALR. Also discussed was the requirement for additional roads and utilities to service this development which are to be kept out of the ALR wherever possible.

IT WAS

MOVED BY: Commissioner G. Horn
SECONDED BY: Commissioner C. Huscroft

That the application be allowed subject to receipt of an inclusion application for those lands located north and east of the Tappen Notch Hill Road.

This decision is subject to compliance with all other legislation.

CARRIED

f:29942\dec01.doc

Resolution # 646/96

MINUTES OF THE PROVINCIAL AGRICULTURAL LAND COMMISSION

Meeting held at the Provincial Agricultural Land Commission Office 4940 Canada Way, Burnaby, B.C. on the 25th day of June 1996.

PRESENT:	J. Glover	Vice Chair
	J. Bakker	Commissioner
	G. Horn	Commissioner
	D. Taylor	Commissioner
	M. Thompson	Commissioner

An application under Section 10(5) of the Agricultural Land Commission Act was considered concerning land described as **Part of Lot 1 NW 1/4 Section 33 Township 21 Range 10 W6M Plan 34273.**

APPLICATION: #11-H-95-30401-0

APPLICANT: Renzo & Carol Schaafsma

PROPERTY LOCATION: Carlin - North of Tappen

LOCAL GOVERNMENT: Columbia Shuswap

SUBJECT PROPERTY SIZE (Ha): 3.3 ha

AREA to be included (Ha): 1.4

NUMBER OF PARCELS: 1

PROPOSAL: To include approximately 1.4 ha of land in order to satisfy the Commission's conditional approval issued under Res. #765/95 to locate a sewage treatment and spray irrigation storage facility on the property.

TYPE OF APPLICATION: Inclusion (Land Owner)

DATE APPLICATION RECEIVED: 12/28/95

PRESENT USE: Farmland

SURROUNDING LAND USES:

NORTH: Agricultural
SOUTH: Mobile Home Park
EAST: Agricultural
WEST: Agricultural

COMMUNITY PLAN DESIGNATION: n/a

ZONING: n/a

Page 2

#646/96

LOCAL GOVERNMENT RECOMMENDATION: Board recommended approval of the Class 2 lands but not as a condition of approval for the sewage disposal facility.

Planning Dept. comments: After reviewing the application and the general comments and recommendations of the Development Services' staff, the Board wished to go on record as opposing the Land Commissions' approval of these type of sewage disposal systems which serve developments on lands outside of the Agricultural Land Reserve. It was the opinion of the Board that the condition of inclusion did not warrant justification of utilizing Class 2 soils for sewage treatment facilities. While spray irrigation may be considered beneficial for agricultural land, non-agricultural developments should contain all parts of functioning systems within that portion of the land where the development is taking place.

The Board, after considerable discussion, recommended inclusion of the Class 2 soils into the ALR but not as a condition of approval for the sewage disposal facility.

BACKGROUND INFORMATION: Previous application #29942 required the inclusion of the area under application in order to satisfy the conditions of approval issued under Res. #765/95

LIST OF RELEVANT APPLICATIONS

Bin	Name	Summary	Decision	Decision Date
29942-0	Renzo & Carol Schaafsma	To construct a sewage treatment and spray irrigation storage facility on the property. The sewage treatment facility is to serve a mobile home park being constructed on the non-ALR portion of the property.	Allow proposed use of property for sewage treatment and storage for spray irrigation subject to receipt of inclusion application of those non ALR lands located to the north and east of the Tappen Notch Hill Road. This inclusion is to prevent any possible residential development of those non ALR lands north and east of the road.	9/12/95
06571-0	George & Catherine Denman	Subdivide a 6 acre portion off of the 60 ha subject property and consolidate to an adjacent holding.	Allowed as submitted subject to consolidation.	4/27/78
06572-0	Joseph & Brigitte. Sternberg	Subdivide a 4.5 acre lot from the 160 acre property.	Allowed subject to consolidation.	4/27/78
06601-0	Dean Trenholm	To stockpile approximately 70, 000 cubic meters of soil on the subject property.	Allowed.	4/27/78

Page 3

#646/96

STAFF COMMENT/RECOMMENDATION: Allow as application is intended to satisfy earlier decision of Commission.

DISCUSSION: Concurred with staff recommendation.

IT WAS

MOVED BY: Commissioner G. Horn

SECONDED BY: Commissioner D. Taylor

That the application be allowed as requested on the grounds that this satisfies the requirements of ALC Resolution #765/95 subject to the land being designated as part of the Agricultural Land Reserve of the Columbia Shuswap Regional District.

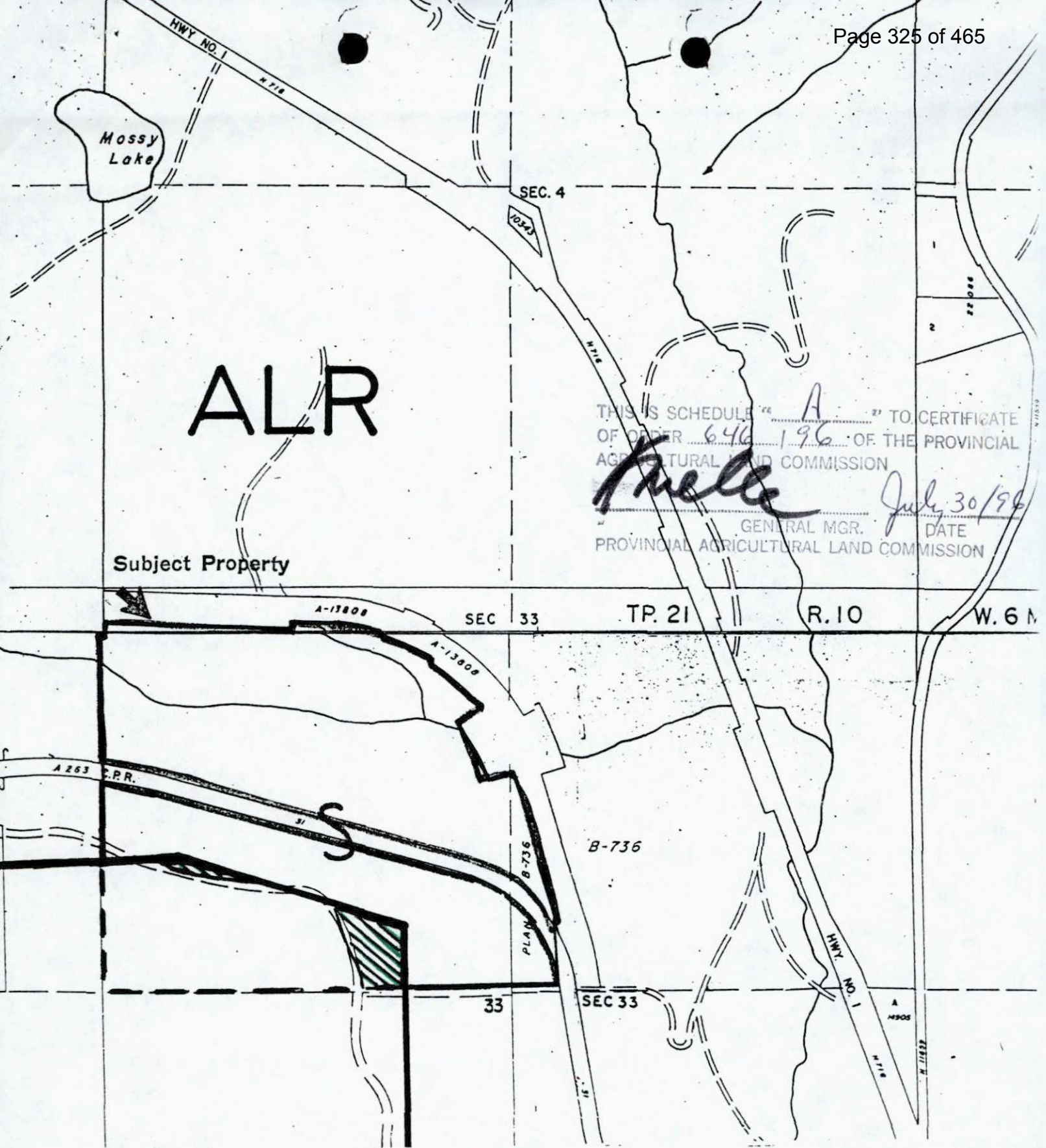
CARRIED

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ALR

THIS IS SCHEDULE "A" TO CERTIFICATE OF ORDER 646/96 OF THE PROVINCIAL AGRICULTURAL LAND COMMISSION
Trule
July 30/96
GENERAL MGR. DATE
PROVINCIAL AGRICULTURAL LAND COMMISSION

Subject Property



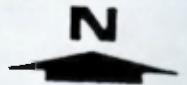
Sketch Plan to accompany
ALC Res # 646/96

Columbia Shuswap REGIONAL DISTRICT

APPLICATION #: 11-H-95-30401

SUBJECT PROPERTY: 

CONSTITUENT SHEET #: 29
(1:10000)



Agency Referral Responses

Area 'C' Advisory Planning Commission	<p>Recommended approval.</p> <p>Comments:</p> <p>The Commission reviewed the application with Mr. Franklin who was in attendance as agent. The developers intent to provide additional amenities – including a common facility, access to the trails – open lands beyond the developed area and their replanting plans were all noted by the Commission. The expansion was highlighted as an expansion of affordable housing in the rural area. The development is visible from the Trans Canada Highway when travelling through the area and the rocky nature of the site takes some time for the plantings and landscaping to overtake the visual impact of the ground work required for development. The expansion was discussed as it will change the current view of the development.</p> <p>The Development has water treatment and sewage treatment systems in place with capacity for the expansion. There was some discussion on the nature of the homes – their typical sizes and the additional outbuildings in place.</p> <p>The Commission was supportive of the changes to the OCP to have the existing use reflected and of the plans to expand the number of units within the development. The additional amenities proposed enhance the development and add to the appeal of the neighbourhood.</p> <p>The commission supported the expansion and the further subdivision of the lands with the rationalization of the OCP classifications.</p> <p>Moved Morris / Vlooswyk carried 7 – 1 Barron against</p>
Interior Health Authority	No response.
Agricultural Land Commission	<p><u>April 17, 2018</u></p> <p>It has come to the attention of the Provincial Agricultural Land Commission (ALC) that there is a mapping error in which a tiny triangle of land in the extreme northwest corner of Lot 1, Section 33, Township 21, Range 10 W6M KDYD, Plan 34273 shows on ALC maps as being in the ALR. The error was detected during review of the Referral Form supplied with Bylaw No. 725-12. The error had not previously been detected because of the very small size of the triangle.</p>

A Google Earth image is attached, on which the triangle has been highlighted.

The error will be corrected during the next mapping update. In the meantime Columbia Shuswap may proceed to delete the triangle from any of its maps.

The Commission has no further comment on the referral pertaining to 1885 Tappen Notch Hill Road.

June 5, 2018

Thank you for forwarding a draft copy of OCP Amendment Bylaw No. 725-12 (the "Bylaw") for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the Bylaw is consistent with the purposes of the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the "Regulation"), and any decisions of the ALC.

The ALC recognizes that Property 1 is outside of the Agricultural Land Reserve (ALR), that a portion of Property 2 is within the ALR, and that the Bylaw is specific to re-designating Property 1 and the non-ALR portion of Property 2 to accommodate a proposed expansion of the existing manufactured home community (Shuswap Country Estates).

There is an existing wastewater treatment facility located on the ALR portion of Property 2 (to the North and to the East of Tappen Notch Hill Road) that was previously approved by the ALC Resolutions #765/95 and #646/96 (attached) and is therefore subject to the ALCA and Regulation.

The ALC notes that the Board Report submitted as part of the Bylaw referral documents references the interaction between the ALCA and the Environmental Management Act (EMA). With reference to the analysis under the heading "ALR" on p. 9 of the Board Report, Commission staff do not agree with your interpretation of the ALCA and EMA, and recommend that you obtain legal advice before taking any steps on the basis of that interpretation. Note that CSRD previously applied for and obtained Commission approval, subject to certain conditions, for a wastewater treatment and spray

	<p>irrigation storage facility on ALR land in accordance with the ALCA. The wastewater treatment facility is neither a farm use nor a permitted non-farm use under the ALCA and the Regulation; as such, this type of facility requires a non-farm use application for any future expansion or relocation.</p> <p>Although the proposed re-designations affect non-ALR land, the Bylaw documents indicate that the proposed expansion of Shuswap Country Estates community is supported by the existing wastewater treatment facility located in the ALR. According to the Bylaw referral documents and CSRD staff, the number of units associated with the proposed expansion of the Shuswap County Estates community has not yet been determined and therefore the CSRD is unable to confirm whether or not the existing wastewater treatment facility can accommodate the proposed expansion. The ALC advises the CSRD that any expansion of the existing wastewater treatment facility would require a new non-farm use application to the ALC.</p> <p>Given the above, the ALC finds that the Bylaw is premature until the details of the proposed expansion of the Shuswap County Estates community are confirmed and a determination can be made as to whether or not a new non-farm use application for wastewater treatment facility expansion is required in order to proceed.</p> <p>The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulation, or any orders of the Commission.</p>
Ministry of Agriculture	<p>Thank you for providing the B.C. Ministry of Agriculture the opportunity to comment on the above noted proposed bylaw amendment. We appreciate being able to review and provide comments on bylaws affecting the Agricultural Land Reserve (ALR) and agricultural production. Our comments and concerns are as follows:</p> <ul style="list-style-type: none"> • The Ministry's "Guide to Edge Planning" notes that increased residential density adjacent or near

	<p>agricultural areas can have impacts and compatibility issues with agriculture. This increases potential for conflict between farm and non-farm uses. Impacts to agriculture may include disturbance to livestock, crops and farm equipment. Impacts to the residential neighbours include odour, noise, dust, early/late equipment operation, and slow-moving equipment on roadways. As such, Ministry staff does not support this expansion of residential use outside of a larger designated urban development area and within an agricultural/rural area.</p> <ul style="list-style-type: none"> • We recommend that the Regional District confirm with the Agricultural Land Commission (ALC) their position regarding the proposal's existing wastewater treatment facility currently located on land designated as Agricultural Land Reserve, and address any intended ALC course of action.
Ministry of Environment	No response.
Ministry of Transportation and Infrastructure	<p>Thank you for the referral and opportunity to comment. As this is a proposed OCP bylaw text amendment this Ministry endorsement of the bylaw is not required.</p> <p>The land owner is responsible for the following:</p> <p>Apply for an access permit for any access (existing or proposed) to a public road. All accesses require a permit, except an access for one single family dwelling. A <i>Provincial Public Highway Permit Application</i> can be obtain from our office or on line at http://www.th.gov.bc.ca/permits/Apply.asp</p> <p>Access info http://www.th.gov.bc.ca/permits/Highway%20Access%20Permits.asp</p> <p>Obtain a permit should there be any works within the road dedication or any structures located within 4.5m setback from the road/property line. A <i>Provincial Public Highway Permit Application</i> can be obtain from our office or on line. Info http://www.th.gov.bc.ca/permits/Permits.asp</p> <p>When the Ministry receives a subdivision application from the applicant, it will be processed accordingly. Subdivision Info http://www.th.gov.bc.ca/da/Subdivision_Home.asp Application http://www.th.gov.bc.ca/da/L1_apply.asp</p>

<p>Ministry of Forests, Lands Natural Resource Operations, and Rural Development – Water Rights Branch</p>	<p>You can mark us down as “No Objections” to this. Allow me to point out the following water-related information in case it’s relevant:</p> <p>There are numerous wells on the parcel 002-999-838 (the current mobile home park). The applicant’s assertion that there is sufficient water in that well (or wells) to also meet the demand on the proposed parcel (023-187-468) seems reasonable; however, we will not require proof of that unless some kind of licensing application is made to us.</p> <p>On the subject of water applications, even though the occupancy is comprised of multiple domestic dwellings, any well water use on the subject properties is considered “waterworks”, not “domestic”. This means the owner(s) must apply for a groundwater licence for their groundwater use. If they do that before March 1, 2019, then we can consider any demonstrated groundwater use prior to February 29, 2016 as existing use. That greatly simplifies the process of approving water rights. If they wait until March 1, 2019 or after, their groundwater use will have to be considered as a new application to divert and use groundwater. Any future proposed use from the wells to service not-yet-existing dwellings (on parcel 023-187-468, for example) is by default considered new use.</p> <p>Processing staff are currently heavily backlogged with applications for groundwater use. Consequently, applications are taking some time to process. I would caution you against waiting for the results of any application the proponent may make to us for groundwater before you move ahead with a decision on the proposed subdivision. If there is any uncertainty there that you are uncomfortable with, we should discuss it to see if we can come up with a plan to allow you to move forward.</p>
<p>Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Archaeology Branch</p>	<p>According to Provincial records there are no known archaeological sites recorded on the subject property.</p> <p>Archaeological potential data for the area indicates that there are some areas of moderate potential on the northern two parcels (shown as the beige areas on the screenshot below). The areas of potential are not dense enough to warrant an archaeological investigation or permitting, but we mention potential so property</p>

	<p>owners know that there is a possibility, albeit a small one, of there being an archaeological site present.</p> <p>Archaeological sites (both recorded and unrecorded) are protected under the <i>Heritage Conservation Act</i> and must not be altered or damaged without a permit from the Archaeology Branch. If any land-altering development is planned for the property, owners and operators should be notified that if an archaeological site is encountered during development, activities must be halted and the Archaeology Branch contacted at 250-953-3334 for direction.</p> <p>Please review the screenshot of the property below (outlined in yellow). If this does not represent the property listed in the data request please contact me.</p> <p>Do not hesitate to contact me if you have any further questions.</p>
CSRD Operations Management	<p>Team Leader Utilities – Details of the servicing demands of the proposed expansion in regard to the existing capacity of the sewer and water systems is required to properly review application in terms of servicing.</p> <p>Team Leader Protective Services – No concerns.</p> <p>Fire Services Coordinator – The proponent must ensure adequate road access for emergency vehicles as per MoTI requirements. Firesmart principles to be encouraged within any new development.</p> <p>Team Leader Environmental Health – No concerns.</p> <p>Parks – No concerns.</p> <p>Manager Operations Management – No additional concerns.</p>
CSRD Financial Services	No response.
Adams Lake Indian Band	<p>While Adams Lake defers to the Little Shuswap Lake Indian Band] on Bylaw Referral BL725-12, we reiterate that Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of Secwepemculucw.</p> <p>Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions that are practiced in accordance with Secwepemc customs, laws and governance structures.</p> <p>With that being said, the Adams Lake Indian Band wishes to express its concerns on this proposed activity. Through a preliminary</p>

	analysis we have identified some concerns which include: 89 sites within 5 km that where gathering and hunting and fishing sites.
Little Shuswap Indian Band	No response.
Neskonlith Indian Band	No response.

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.

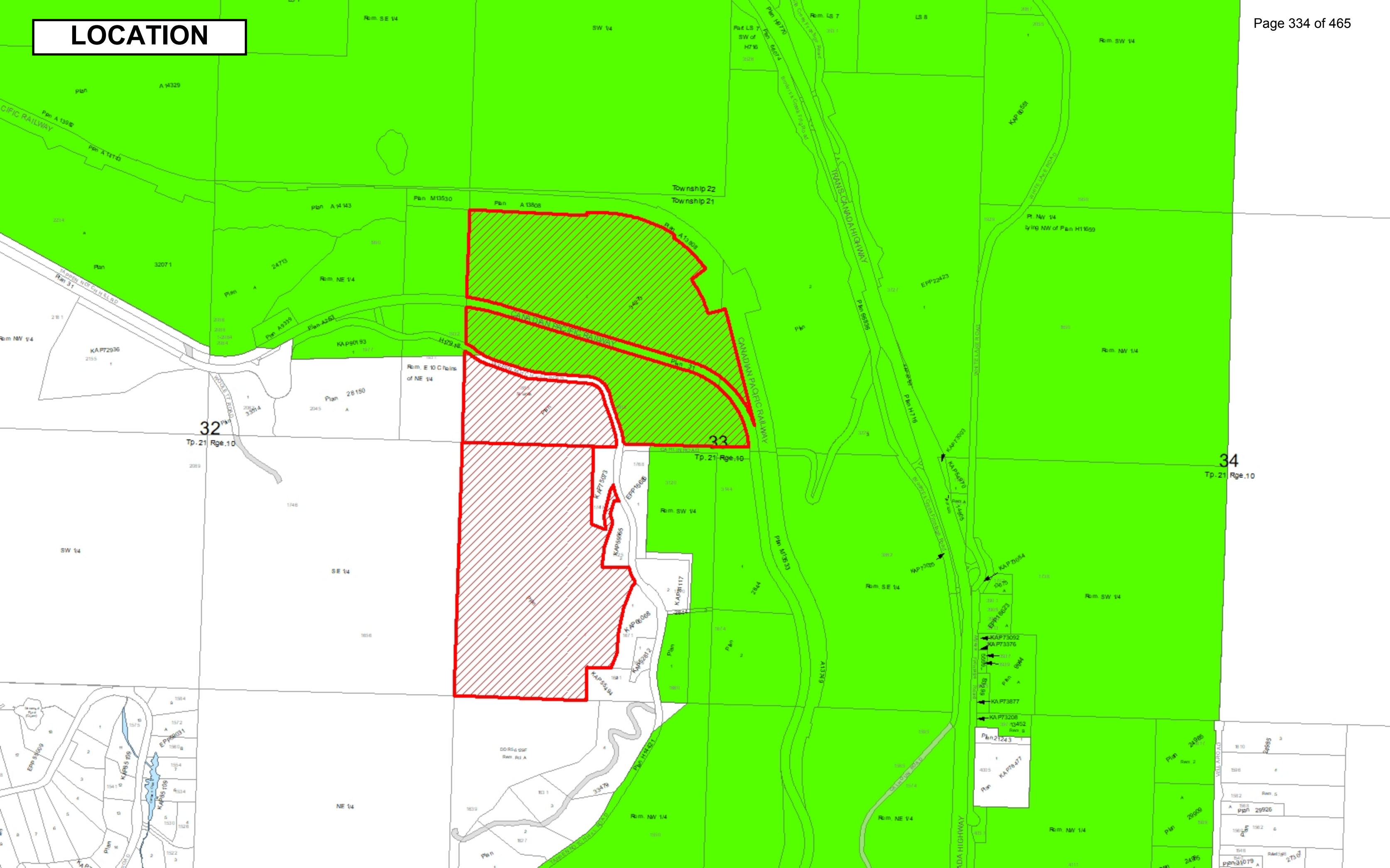
Please don't hesitate to contact Franklin Engineering if you have any questions or require further information regarding the proposed development.

Sincerely,

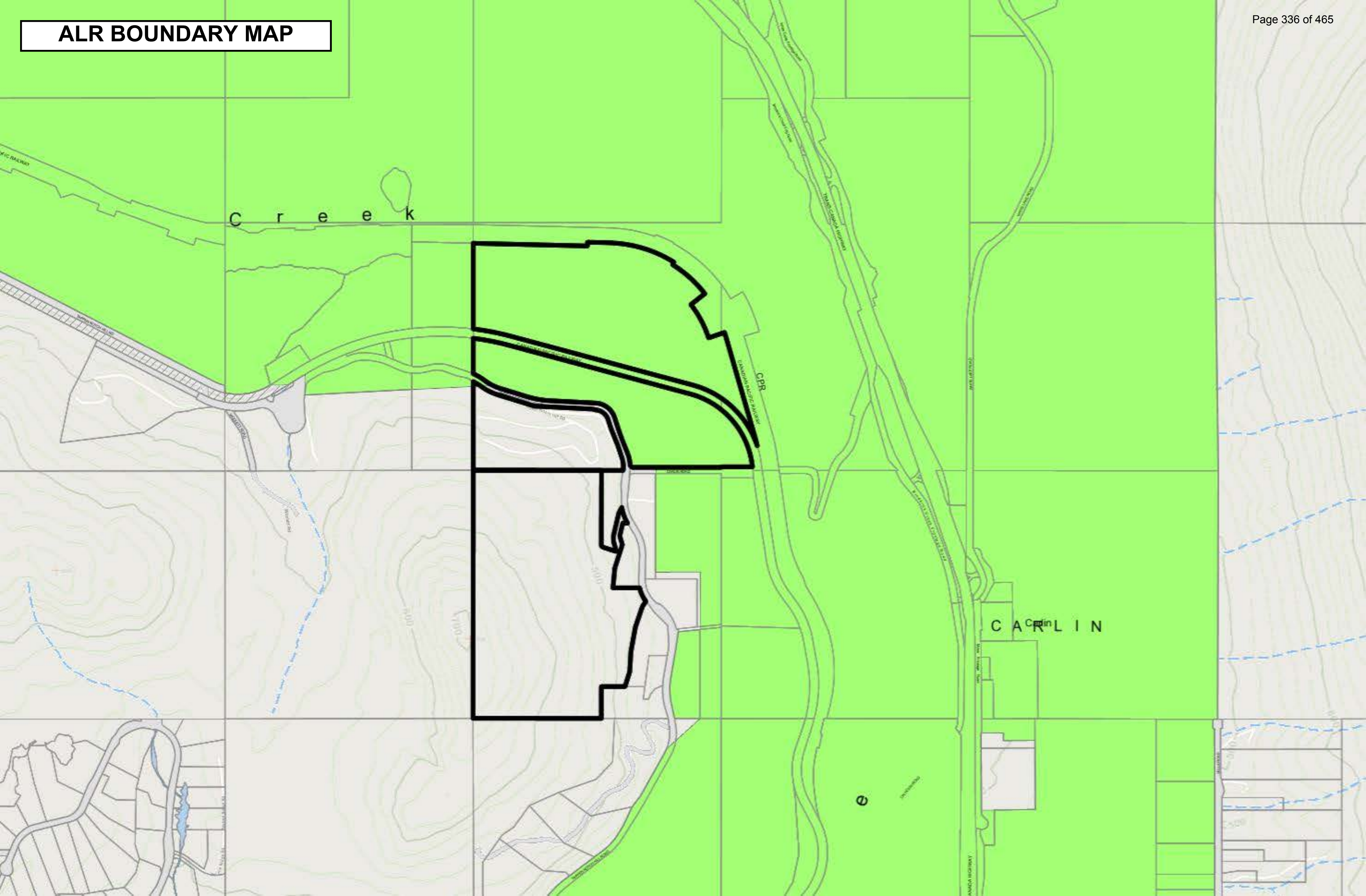


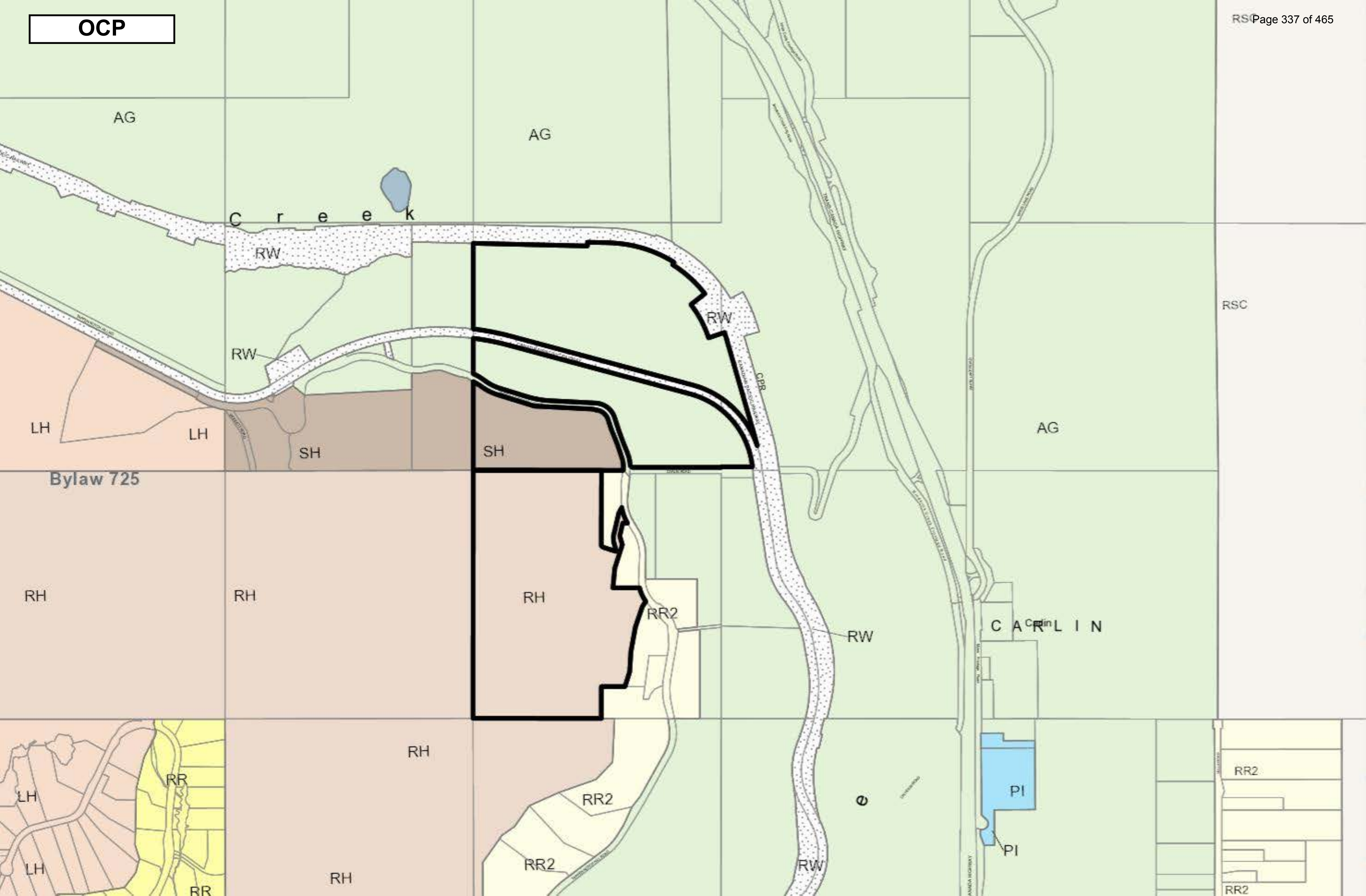
Sean Husband

LOCATION

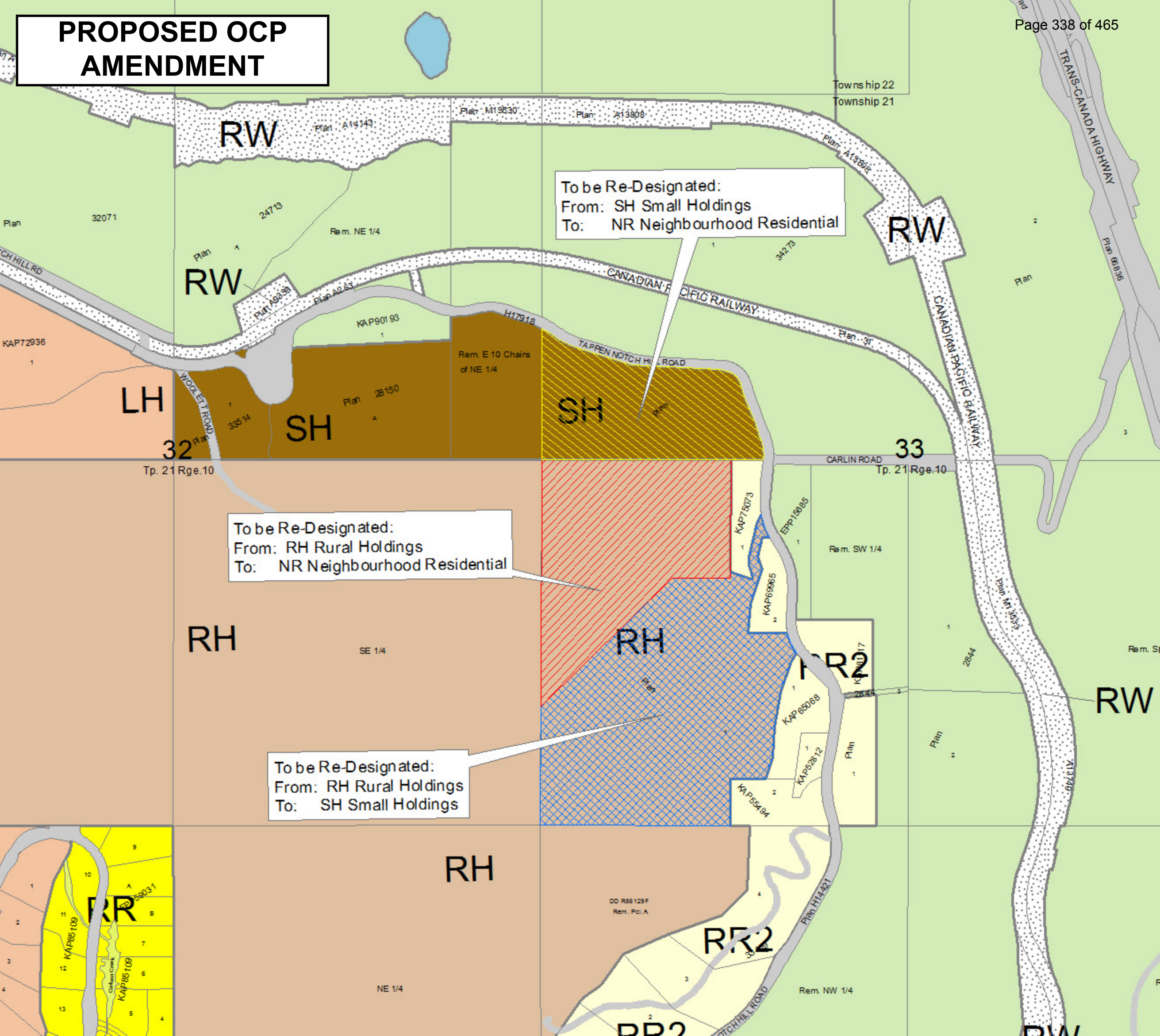


ALR BOUNDARY MAP





PROPOSED OCP AMENDMENT



To be Re-Designated:
 From: SH Small Holdings
 To: NR Neighbourhood Residential

To be Re-Designated:
 From: RH Rural Holdings
 To: NR Neighbourhood Residential

To be Re-Designated:
 From: RH Rural Holdings
 To: SH Small Holdings

ZONING

AR1

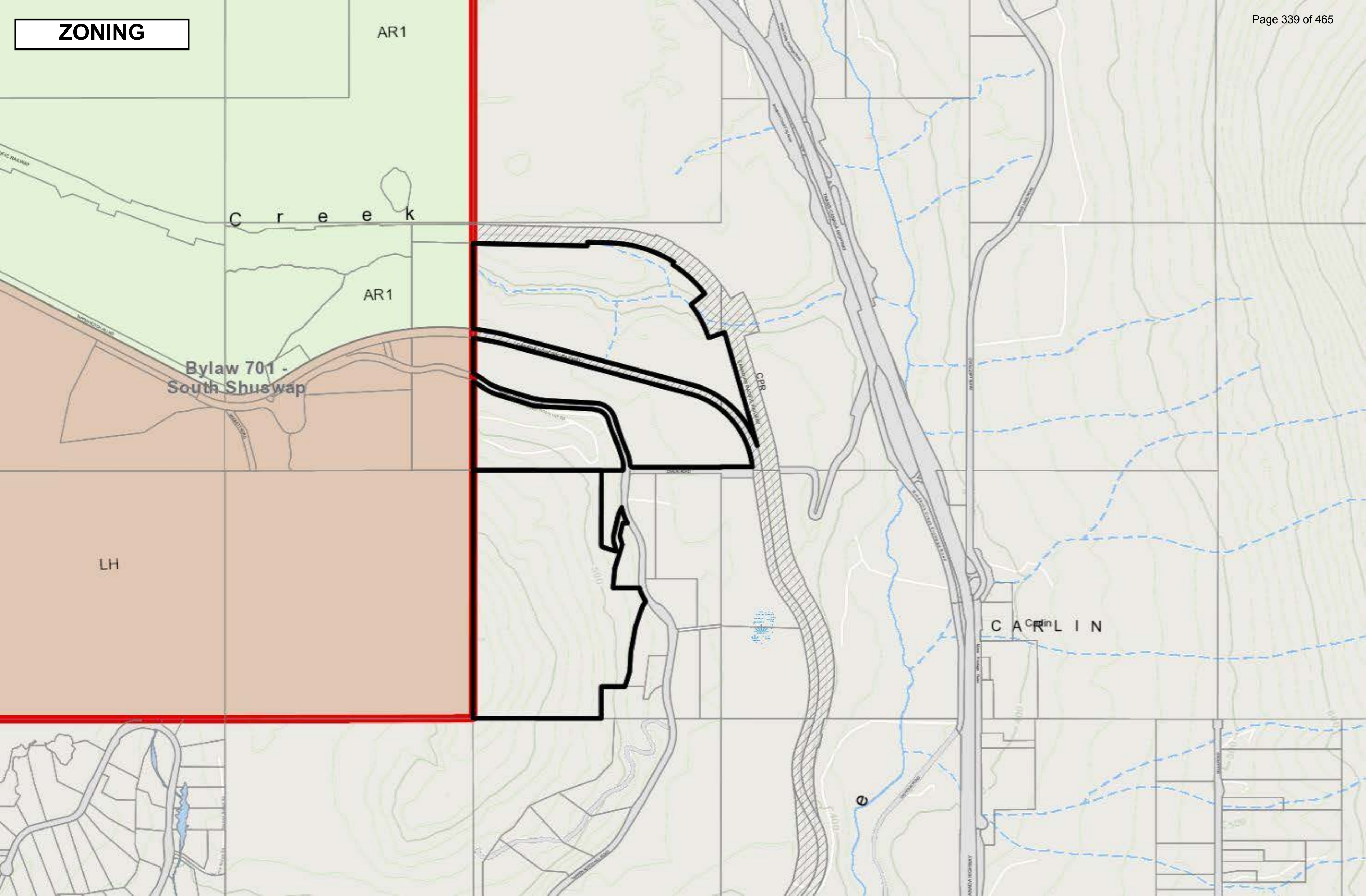
C r e e k

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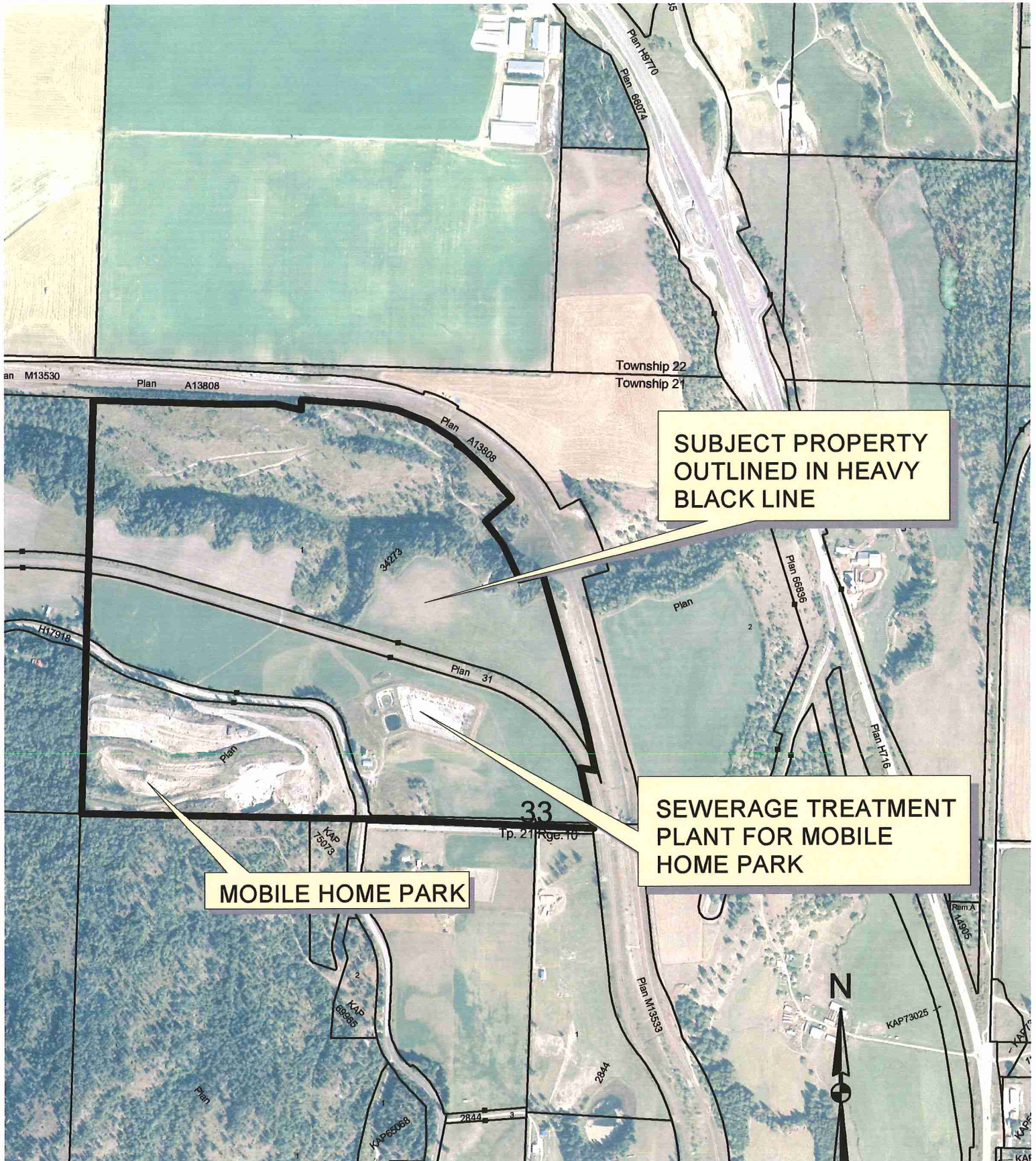
Bylaw 701 -
South Shuswap

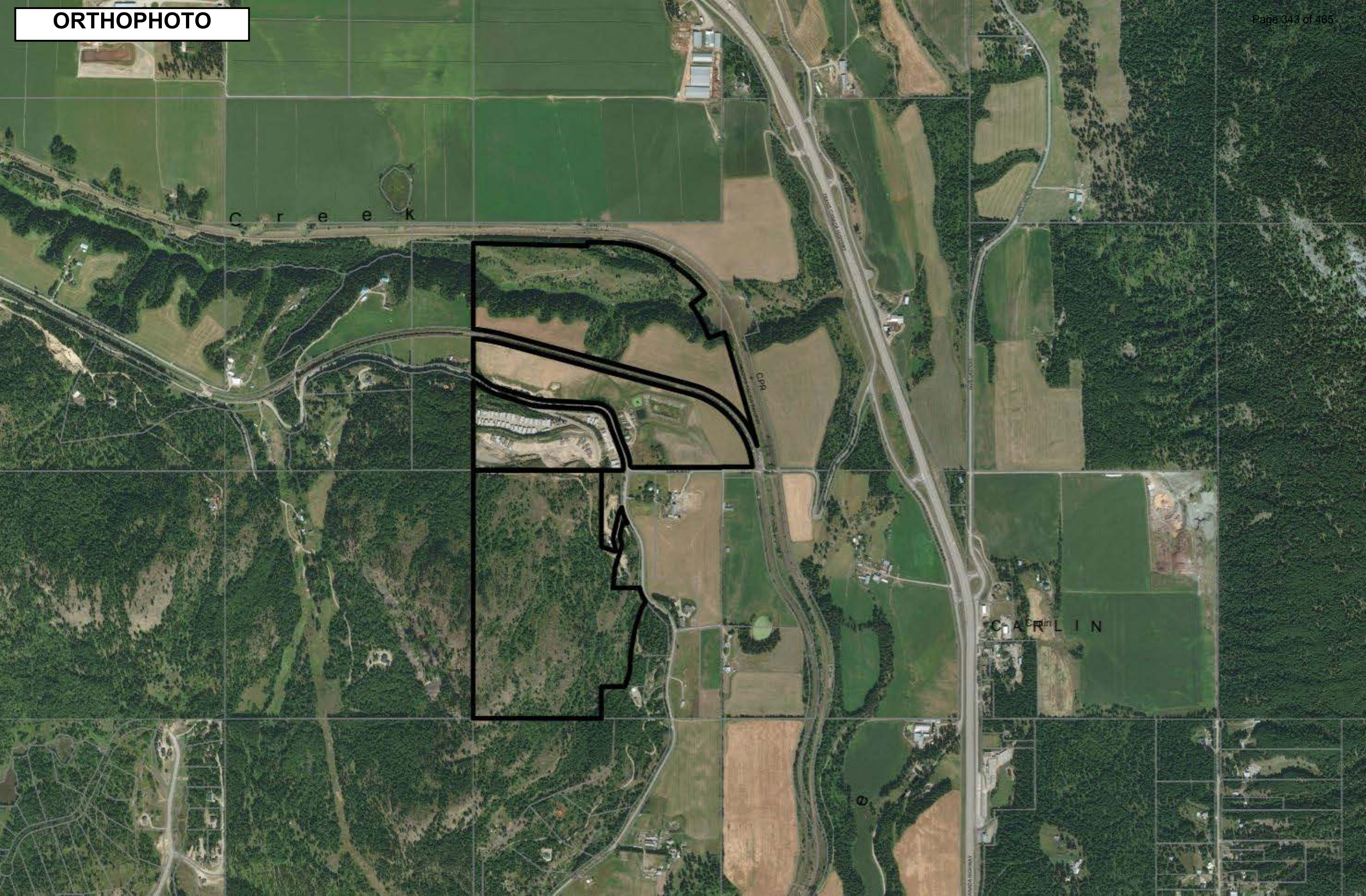
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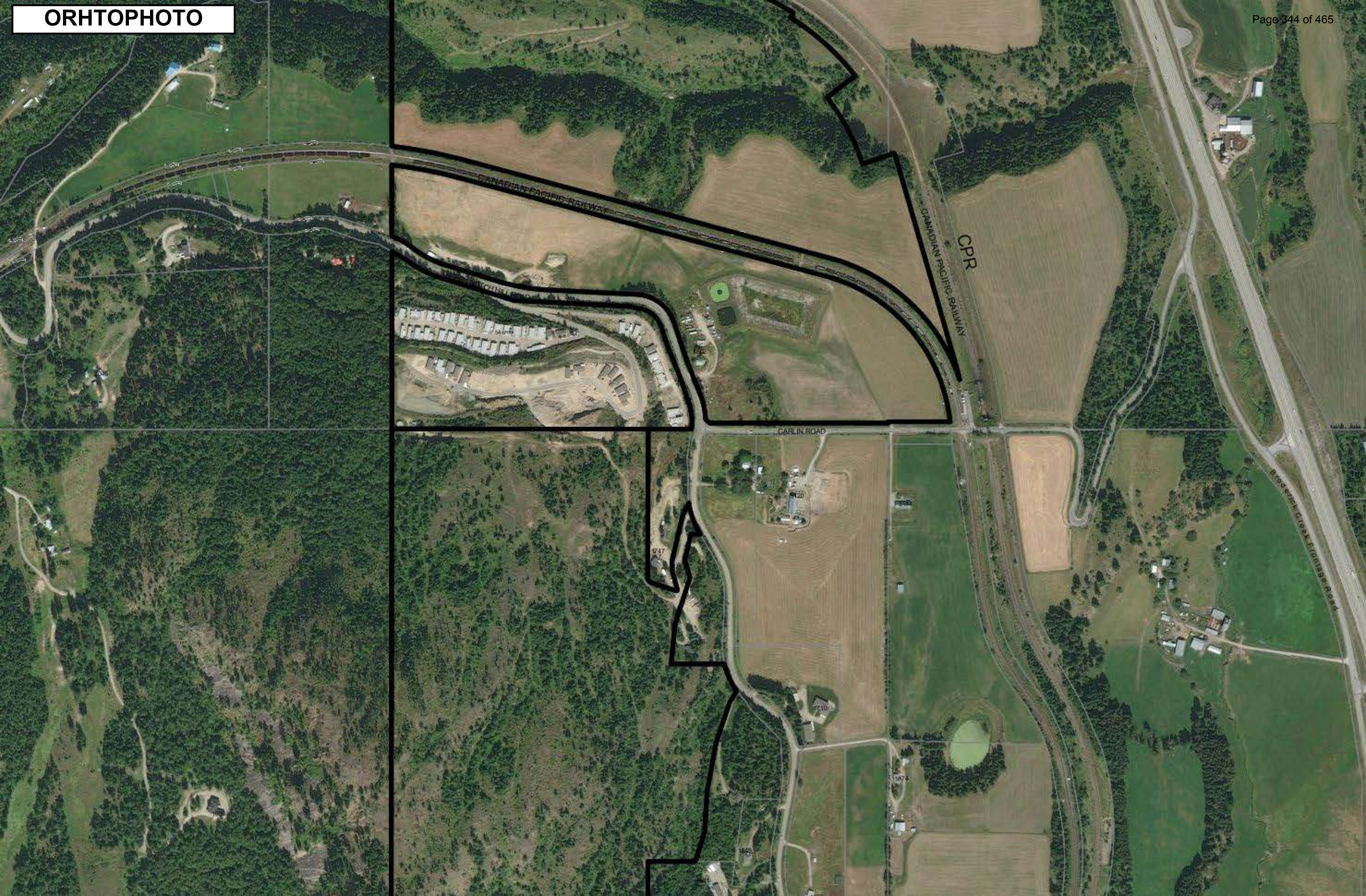
CARLIN



ORTHO









BOARD REPORT

TO: Chair and Directors

File No:	BL 725-13
	PL20180000070
	BL 701-92
	PL20180000071

SUBJECT: Electoral Area C: Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13 and South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92

DESCRIPTION: Report from Dan Passmore, Senior Planner, dated May 14, 2018. 2066 Eagle Bay Road, Blind Bay.

RECOMMENDATION #1: THAT: Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13, be given first reading this 21st day of June, 2018.

RECOMMENDATION #2: THAT: South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92, be given first reading this 21st day of June, 2018.

RECOMMENDATION #3: THAT: the Board utilize the simple consultation process for Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13 and South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92 and that the Bylaws be referred to the following agencies and First Nations:

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

SHORT SUMMARY:

The applicant has applied for an Official Community Plan amendment to re-designate the subject property located at 2066 Eagle Bay Road from RR2 – Rural Residential 2 to TC – Tourist Commercial and a rezoning amendment to the RR1 – Rural Residential 1 (0.4 ha) to allow the owner to develop tourist accommodation cabins.

The owner plans to develop the subject property which currently has a single family dwelling and a cottage/garage in 2 separate phases. The first phase will see the construction of 2 new tourist accommodation cabins, together with conversion of the current cottage/garage into an additional tourist accommodation cabin. The second phase will see the construction of another 6 tourist accommodation cabin units, behind the existing single family dwelling, although the applicant has not provided a plan showing these additional units at this point.

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

PROPERTY OWNER:

Calvin W. Withrow

ELECTORAL AREA:

C

LEGAL DESCRIPTION:

Lot 15, Section 20, Township 22, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 6612

PID:

010-078-371

CIVIC ADDRESS:

2066 Eagle Bay Road

SURROUNDING LAND USE PATTERN:

North = Residential

South = Residential

East = Crown Land

West = Eagle Bay Road/Shuswap Lake Blind Bay

CURRENT USE:

Single Family Dwelling and Cottage with attached garage

PROPOSED USE:

9 tourist accommodation cabins with a single family dwelling

PARCEL SIZE:

0.48 ha (1.19 ac)

OCP DESIGNATION:

RR2 – Rural Residential 2

PROPOSED OCP DESIGNATION:

TC – Tourist Commercial

ZONING:

RR1 – Rural Residential 1 (0.4 ha)

PROPOSED ZONING:

RR1 – Rural Residential 1 (0.4 ha) - Special Regulation allowing for 9 commercial lodging units and 5.0 m side parcel line setbacks.

POLICY:**Electoral Area C Official Community Plan Bylaw No. 725**

See attached "BL725_Policies.pdf"

South Shuswap Zoning Bylaw No. 701

The subject property is currently zoned RR1 – Rural Residential 1 (0.4 ha) which allows the following uses:

1. single family dwelling;
2. cottage, permitted only on parcels greater than 4,000 m²;
3. bed and breakfast;
4. home business;
5. accessory use.

Tourist accommodation cabins, would fall under the broader definition of commercial lodging which is defined in South Shuswap Zoning Bylaw No. 701, as follows:

COMMERCIAL LODGING means a commercial use for the temporary accommodation of the public and includes hotels, motels and other commercial resort operations.

FINANCIAL:

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

KEY ISSUES/CONCEPTS:**The Proposal**

The owner plans to develop the subject property which currently has a single family dwelling and a cottage/garage in 2 separate phases. The first phase will see the construction of 2 new tourist accommodation cabins, together with conversion of the current cottage/garage into an additional tourist accommodation cabin. The 2 new cabins would be constructed on the lower portion of the subject property closer to Eagle Bay Road.

The second phase will see the construction of another 6 tourist accommodation cabin units (commercial lodging units, as defined in South Shuswap Zoning Bylaw No. 701) on the upper portion of the subject property behind the existing single family dwelling. Although the owner would like the Bylaw amendment to allow these additional 6 units, he has not provided a site plan that would indicate location of the units, or the necessary sewerage infrastructure to service them.

Water Servicing

The subject property currently draws drinking water from Shuswap Lake. The owner does not currently have a license with the Province. The proposed new commercial uses on the property are required by policy within the OCP to connect to a community water system. No such water system is currently available in the area where the subject property is located. This will trigger the requirement for the owner to obtain a license and create a drinking water system in accordance with regulations from the Province (Ministry of Forests Lands, Natural Resource Operations and Rural Development – Water Rights Branch and the Interior Health Authority) and for the Board to consider this as an alternative to a connection to a community water system.

Staff are concerned that details regarding how the site's proposed full buildout will be laid out and serviced with drinking water and is recommending that a full build-out site plans and a pre-servicing

brief prepared by the appropriate professional be submitted by the applicant prior to any further readings of the bylaws.

Sewer Servicing

The applicant has not provided staff with details regarding how the proposed new development will be serviced. The proposed new commercial uses on the property are required by policy within the OCP to connect to a community sewer system. No such sewer system is currently available in the area where the subject property is located. This will trigger the requirement for the owner to have an Authorized Person design an on-site sewerage system and for the Board to consider this as an alternative to the required community sewer system connection.

Staff are concerned that details regarding how the site's proposed full buildout will be serviced by on-site sanitary sewer be submitted from an authorized person prior to any further readings of the bylaws.

Access

The subject property is currently serviced by an access driveway onto Eagle Bay Road. The owner will need to obtain a commercial access permit from the Ministry of Transportation and Infrastructure (MoT) that reflects the full proposed build out of the site. MoT will require that the owner submit plans illustrating vehicular movements on site and proposed parking for the proposed new uses. Development Services staff will also need to have details regarding these issues to ensure that the proposed site development complies with South Shuswap Zoning Bylaw No. 701 parking regulations. Such details will need to be submitted prior to any further readings of the bylaws.

Electoral Area C Official Community Plan Bylaw No. 725

The OCP policies indicate that the Tourist Commercial designation should only be contemplated within a Secondary Settlement Area. The subject property is not within a Secondary Settlement Area, so the Board will need to consider the OCP re-designation bylaw in this context. Staff are not proposing to include the subject property within the Blind Bay secondary settlement area as a part of the re-designation bylaw at first reading.

Staff are concerned that the proposed Tourist Commercial use may be incompatible with existing residential uses in the immediate area. Staff are also concerned that the subject property may be unable to accommodate the proposed development, including adequate water and sewer servicing, access/parking, development on steep slopes. However, it is noted that the nearby Blind Bay Hideaway was recently supported by the Board for a Development Permit for form and character for an addition of 4 weekly rental cabins to the existing 5 cabins of their already correctly zoned commercial use for a very similar purpose, and the immediate neighbourhood (100 m from 2094 Eagle Bay Road) chose not to comment on the proposal.

South Shuswap Zoning Bylaw No. 701

The owner is proposing a rezoning amendment which will add a site specific special regulation to the RR1 zone. This rezoning amendment would ordinarily be considered as incompatible with neighbourhood residential use. However, it may be that neighbouring property owners are currently using their residential properties for short term commercial accommodation. If this were the case, it would explain why the neighbourhood has not expressed concerns about the Blind Bay Hideaway development permit application. It would also tend to support the Board considering the proposed rezoning amendment.

The special regulation would limit the number of tourist accommodation cabins (commercial lodging units, as defined in South Shuswap Zoning Bylaw No. 701), to 9. The special regulation as currently written would permit the 9 units in 9 separate buildings, multiple units in a number of buildings, or 9 units in one building.

In addition staff are recommending that side parcel line setbacks be increased from 2.0 m to 5.0 m as a part of the special regulation to provide some separation from residentially zoned properties to either side. The C-5 Tourist Commercial Zone in Bylaw No. 701, which includes commercial lodging as a permitted use, has a 5.0 m minimum parcel line setback.

Lake Access

The subject property does not have lake access, as it is separated from the lakefront by Eagle Bay Road. This would require that pedestrians must cross Eagle Bay Road in order to get to the beach. Since the subject property is therefore semi-waterfront, the owner is not permitted to have a dock, but is permitted a swimming platform and private mooring buoy subject to the issuance of an Foreshore and Water Development Permit

In addition, should the Board approve the OCP/Rezoning amendment Bylaws, the owner will be required to obtain a commercial form and character Development Permit, as well as a Lakes 100 m, possibly a Riparian Areas Regulation (RAR), and possible a Hazardous Lands (Steep Slopes) Development Permit prior to commencing construction of the proposed first phase of development.

SUMMARY:

The applicant has applied for an Official Community Plan amendment to re-designate the subject property located at 2066 Eagle Bay Road from RR2 – Rural Residential 2 to TC – Tourist Commercial and a rezoning amendment to the RR1 – Rural Residential 1 (0.4 ha) to allow the owner to develop tourist accommodation cabins. Staff have concerns with respect to the properties ability to support the proposed development with on-site servicing and compatibility of the proposed use with the neighbouring residential uses. Nevertheless, staff are recommending that the Board can consider the bylaws for first readings and consider directing staff to forward the bylaws and background information to referral agencies and First Nations.

As previously noted, staff would not be recommending the amending bylaws receive second reading until the following information is submitted by the applicant which indicates that the subject property can support/accommodate the proposed development:

- Pre-Servicing brief on water supply and servicing;
- Proposed site plan for phase 2 consisting of an additional 6 commercial lodging units;
- Sewerage Servicing report from an authorized person; and,
- Access and vehicular movement plans illustrating compliance with South Shuswap Zoning Bylaw No. 701 Parking requirements for all proposed uses on the property.

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 official community plan and 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;
- Ministry of Transportation and Infrastructure;
- 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 bylaws are given first reading they 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. Staff will not forward the Bylaw to the Board for second reading unless the owner has supplied the required information, noted above.

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. South Shuswap Zoning Bylaw No. 701

Report Approval Details

Document Title:	2018-06-21_Board_DS_BL725-13_BL701-92_Withdraw.docx
Attachments:	- BL725-13_First.pdf - BL701-92_First.pdf - BL725_Policies.pdf - Maps_Plans_BL725-13_BL701-92.pdf
Final Approval Date:	Jun 8, 2018

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

Corey Paiement - Jun 8, 2018 - 8:41 AM

Gerald Christie - Jun 8, 2018 - 12:03 PM

Lynda Shykora - Jun 8, 2018 - 1:47 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 8, 2018 - 1:58 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA 'C' OFFICIAL COMMUNITY PLAN
AMENDMENT (WITHROW) BYLAW NO. 725-13

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 3.8 Commercial is hereby amended by adding the following new Subsection 3.8.2.11:

".11 Notwithstanding 3.8.2.5, and 3.8.2.9 above, re-designation to Tourist Commercial (TC) is permitted on Lot 15, Section 20, Township 22, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 6612, only, outside of a Secondary Settlement Area and without connection to community water and sewer services."

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 Lot 15, Section 20, Township 22, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 6612, which is shown hatched on Schedule 1 attached hereto and forming part of this bylaw, from RURAL RESIDENTIAL 2 (RR2) to TOURIST COMMERCIAL (TC),

- 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 Lot 15, Section 20, Township 22, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 6612, which is shown hatched on Schedule 2 attached hereto and forming part of this bylaw, from RURAL RESIDENTIAL 2 (RR2) to TOURIST COMMERCIAL (TC).

2. This bylaw may be cited as "Electoral Area 'C' Official Community Plan Amendment (Withdraw) Bylaw No. 725-13."

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. 725-13
as read a third time.

CERTIFIED a true copy of Bylaw No. 725-13
as adopted.

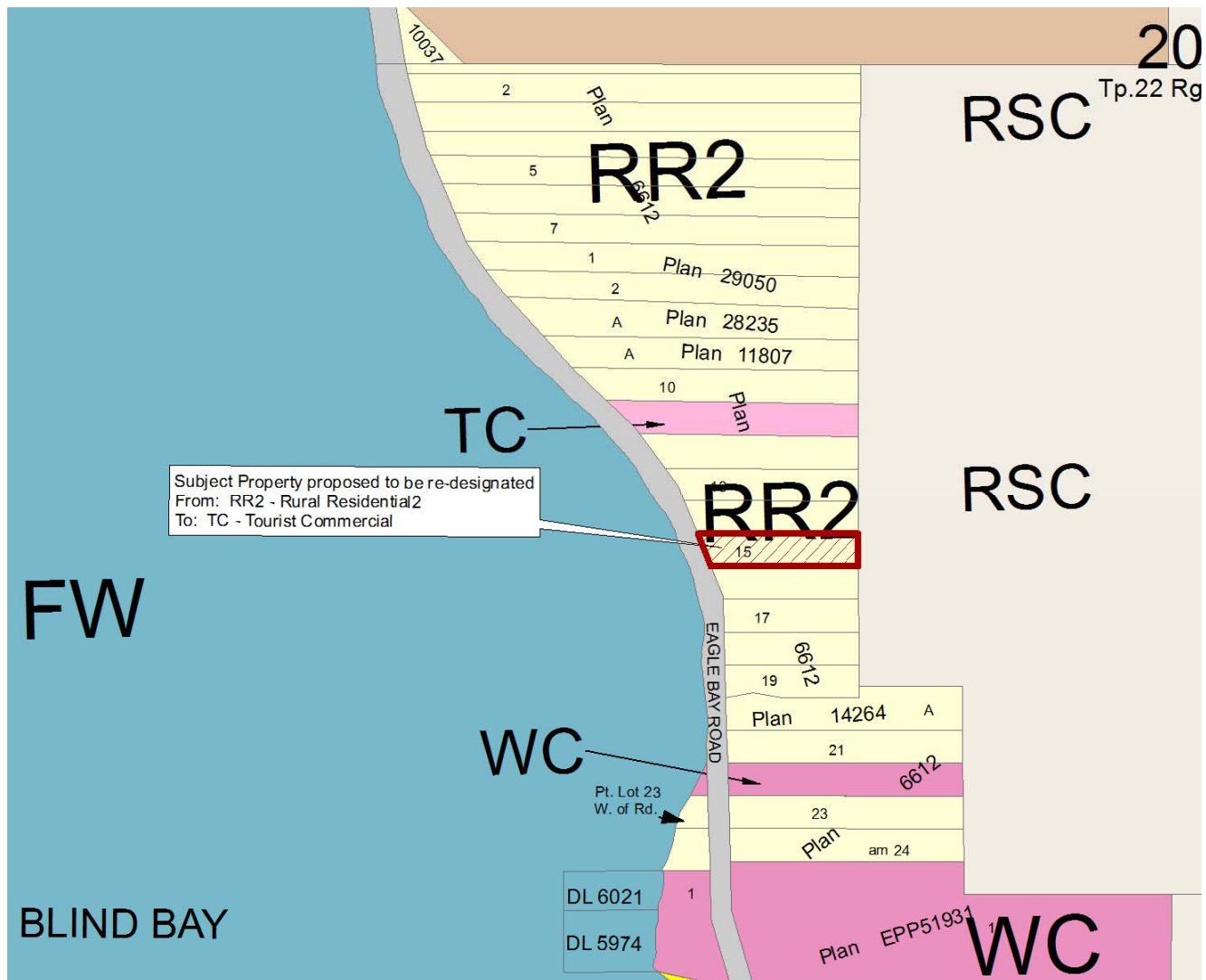
Corporate Officer

Corporate Officer

SCHEDULE 1

**ELECTORAL AREA 'C' OFFICIAL COMMUNITY PLAN AMENDMENT
(WITHROW) BYLAW NO. 725-13**

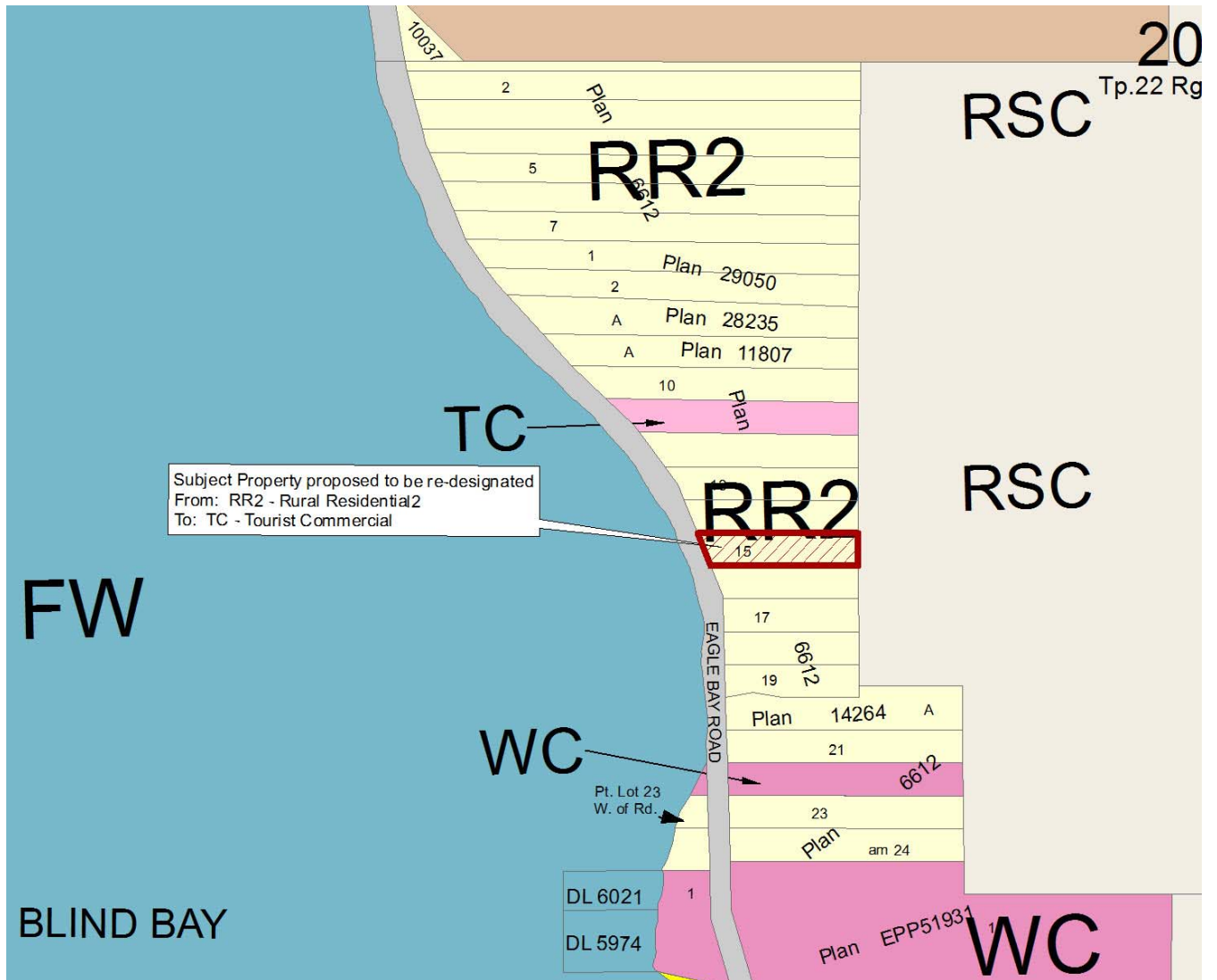
LAND USE DESIGNATIONS – OVERVIEW



SCHEDULE 2

ELECTORAL AREA 'C' OFFICIAL COMMUNITY PLAN AMENDMENT
(WITHROW) BYLAW NO. 725-13

LAND USE DESIGNATIONS - MAPSHEETS



COLUMBIA SHUSWAP REGIONAL DISTRICT

SOUTH SHUSWAP ZONING AMENDMENT (WITHROW) BYLAW NO. 701-92

A bylaw to amend the "South Shuswap Zoning Bylaw No. 701"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 701;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 701;

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

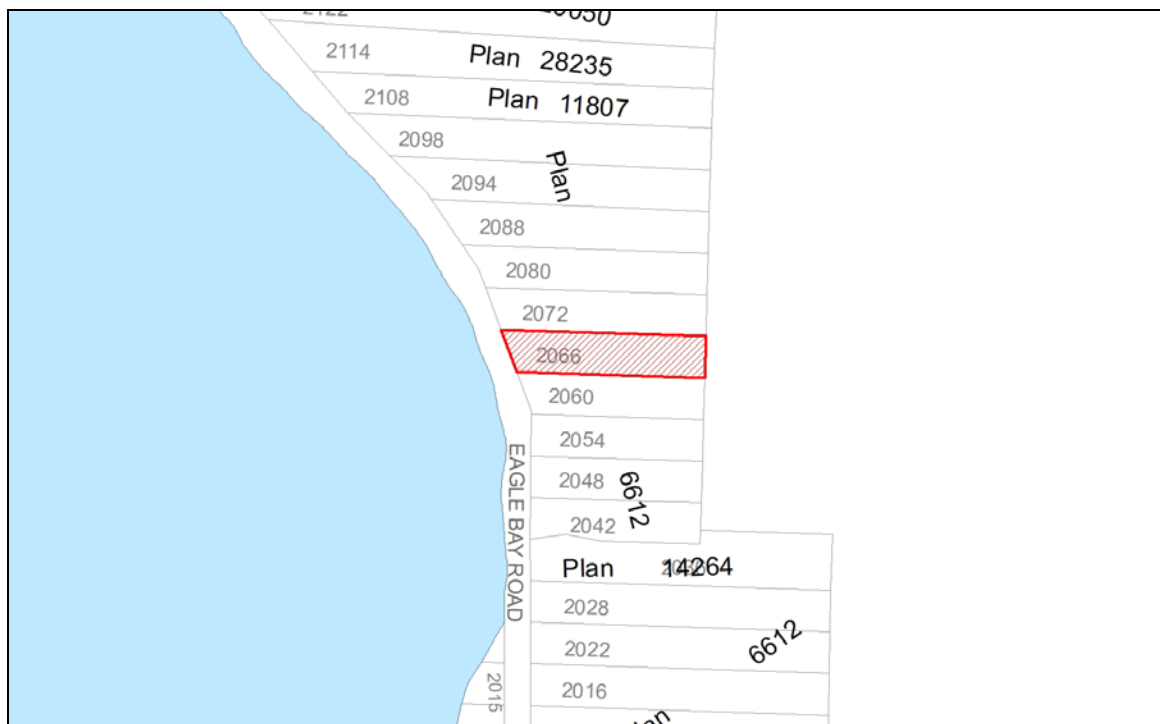
1. "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:

A. TEXT AMENDMENT

- i. Schedule A of "South Shuswap Zoning Bylaw No. 701" is amended by adding Special Regulation 7.3.52, to the RR1 – Rural Residential 1 (0.4 ha) Zone as follows:

"7.3.52 This special regulation applies to Lot 15, Section 20, Township 22, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Plan 6612, (PID: 010-078-371), which property is shown hatched on the map below.

- .1 Notwithstanding Section 7.1, the permitted use on the property includes a single family dwelling, and nine (9) commercial lodging units only.
- .2 Notwithstanding Section 7.2.5, the minimum setback from interior side parcel line is 5.0 m.



BL 701-92

Page 2

2. This bylaw may be cited as "South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92."

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. 701-92
as read a third time.

CERTIFIED a true copy of Bylaw No. 701-92
as adopted.

Corporate Officer

Corporate Officer

Bylaw No. 725-3 and Bylaw No. 701-92**Electoral Area C Official Community Plan Bylaw No. 725****Applicable Policies****2.1 Water Quality of Shuswap Lake**

Shuswap Lake remains a relatively healthy aquatic environment. However, as the amount of development around the Lake intensifies, it becomes more susceptible to human contamination. Most properties have on-site septic systems. In proper conditions, these systems can adequately dispose of sewage; however when inadequate conditions exist, such as failed or saturated tile fields, it can lead to sewage leaching into groundwater or the Lake, causing serious contamination.

The mountains surrounding Shuswap Lake are formed of granite that results in a very low input of nutrients. Historically, Shuswap Lake has been very clear, with a high oxygen content owing to the low amount of organic matter. However, as a result of agricultural and human waste entering the groundwater, and the failure of some community sewer systems that discharge into the Lake, the nutrient levels have been increasing leading to unsightly and potentially hazardous situations. E. Coli has been detected in increasing concentrations in groundwater and levels of chloride, nitrates and sulphate have risen along the foreshore between Sorrento and Blind Bay. With clear evidence of deterioration of the Lake, the CSRD has renewed efforts towards sustainable, acceptable liquid waste management for the South Shuswap.

2.1.1 Objectives

- .1 To protect the water quality of Shuswap Lake and its watershed.
- .2 To maintain healthy aquatic and groundwater environments and protect people from contaminated water.

2.1.2 Policies

- .1 Regardless of the level or type of treatment, the discharge of liquid waste (human, agricultural, industrial) into Shuswap Lake, White Lake and other natural waterbodies is unacceptable. In the event that a sewer system is available, properties within the service area will be required to connect to the system.
- .2 Any new commercial, industrial, and institutional development must connect to a community sewage system. Existing residential development must connect to a community sewage system, when capacity is available.

The Regional District will:

- .3 Implement its Liquid Waste Management Plan (LWMP);

- .4 Assume control over private community sewage systems if the proper circumstances exist, and if there is support to do so from residents and the Provincial government, the users will fund the cost of operating and maintaining the system;
- .5 Investigate opportunities for one or more marine pump-out(s) to a land-based discharge system located away from the residential areas of Shuswap Lake;
- .6 Request the Interior Health Authority to prohibit any further use of dry wells for liquid waste management, and recommend that the Interior Health Authority continue to work with property owners towards replacement of these existing dry wells and failing septic systems as appropriate;
- .7 Work to enhance environmental awareness and promote activities that protect the water quality and natural aquatic habitat;
- .8 Use the full range of planning tools and regulatory measures to protect the watershed and water quality of Shuswap and White Lakes. These include zoning bylaws, development permits, building regulation, and, potentially, statutory covenants; and
- .9 Work with federal and provincial ministries and agencies, including the Shuswap Lake Integrated Planning Process (SLIPP), to implement strategies that protect and enhance the quality of the lakes and streams of the South Shuswap.

3.1 General Land Use Management

The policies of this Plan aim to protect the rural character of this area, yet allow modest growth in settled areas that are, or will be, serviced by community water and sewer systems. By directing growth to the Village Centre and Secondary Settlement Areas as shown on Schedule B Land Use Designations – Overview, and Schedule C Land Use Designations - Mapsheets, there will be less impact on the rural and natural areas of the community, thereby protecting natural habitat and preserving the area's highly valued rural character. This settlement pattern will also facilitate shorter vehicle trips, as well as encourage more walking, bicycling and the use of public transit.

3.1.1 Objectives

- .1 To be thoughtful and careful stewards of the lands and waters of the South Shuswap to allow future generations an opportunity to appreciate and benefit from wise choices made by today's elected decision-makers.
- .2 To manage growth by directing development and redevelopment in existing settled areas and to discourage development outside these areas.
- .3 To provide a clear separation between rural and non-rural lands to preserve both rural and non-rural lifestyle choices.

- .4 To prevent inappropriate uses of shorelines, especially in areas with high fish habitat values.
- .5 To support the growth and long-term viability of the agricultural industry in the South Shuswap.
- .6 To support forestry, mining and recreational uses provided they follow all Provincial regulatory requirements, and avoid conflicts with residential areas.
- .7 To work towards providing a range of housing types in the South Shuswap, principally within the Village Centre and Secondary Settlement Areas.
- .8 To provide for a range of commercial services within the Village Centre and Neighbourhood Commercial designations that meet the needs of South Shuswap residents and visitors.

3.1.2 *Policies*

- .1 Land uses and activities that adversely affect safety, health, or liveability within Area C are not supported. Temporary use permits are not supported.
- .2 The Sorrento Village Centre, established on Schedules B and C, will accept much of the residential, retail and business development in Area C and will be connected to community water and sewer systems. Future development of a Balmoral Village Centre, at the northwest corner of the Balmoral Road/Highway #1 intersection, is dependent on approval from the ALC, as it lies within the ALR; this plan does not presume the ALC's position on the future uses of this land and does not support development pressure or speculation based on the plan's support of this area as a Village Centre as previous applications to exclude these ALR lands have been refused by the ALC.
- .3 Secondary Settlement Areas in the South Shuswap are established on Schedules B and C, as Blind Bay, Sunnybrae, White Lake and Eagle Bay.
- .4 Outside the Village Centre and Secondary Settlement Areas, new residential development is generally discouraged unless co-located with an agricultural use. Strip commercial development between these development areas is not acceptable.
- .5 Development will only be considered in areas with lower environmental values within the Village Centre and Secondary Settlement Areas, thereby allowing for the protection of areas with higher environmental values as well as agricultural lands.

- .6 Except as required to improve the health and safety of existing development, no public funds will be expended for the capital cost of extending water and sewer servicing to lands outside the Village Centre and Secondary Settlement Areas.
- .7 Agricultural uses on ALR lands are supported in all land use designations. Agricultural uses on non-ALR lands may be supported in all land use designations subject to compatibility with adjacent land uses and setbacks set out in the zoning bylaw.
- .8 As per the authority granted under the Local Government Act s.904 and s.905, consider creating an 'Amenity Policy' to guide developers making applications to the CSRD, and to assist staff and the Board in considering land use applications. The policy should detail a range of density bonusing alternatives and voluntary contributions that are of a community benefit such as parkland dedication, infrastructure development, affordable housing, and public facilities.
- .9 At the time of introducing zoning regulations to unzoned areas, existing uses and structures may be recognized in the zoning bylaw and that recognition will be considered as conforming to this OCP. New development, however, must conform to the policies and land use designations in this OCP.

3.8 Commercial

3.8.1 Objective

- .1 To recognize existing commercial uses and provide for future commercial opportunities within the Secondary Settlement Areas.

3.8.2 Policies

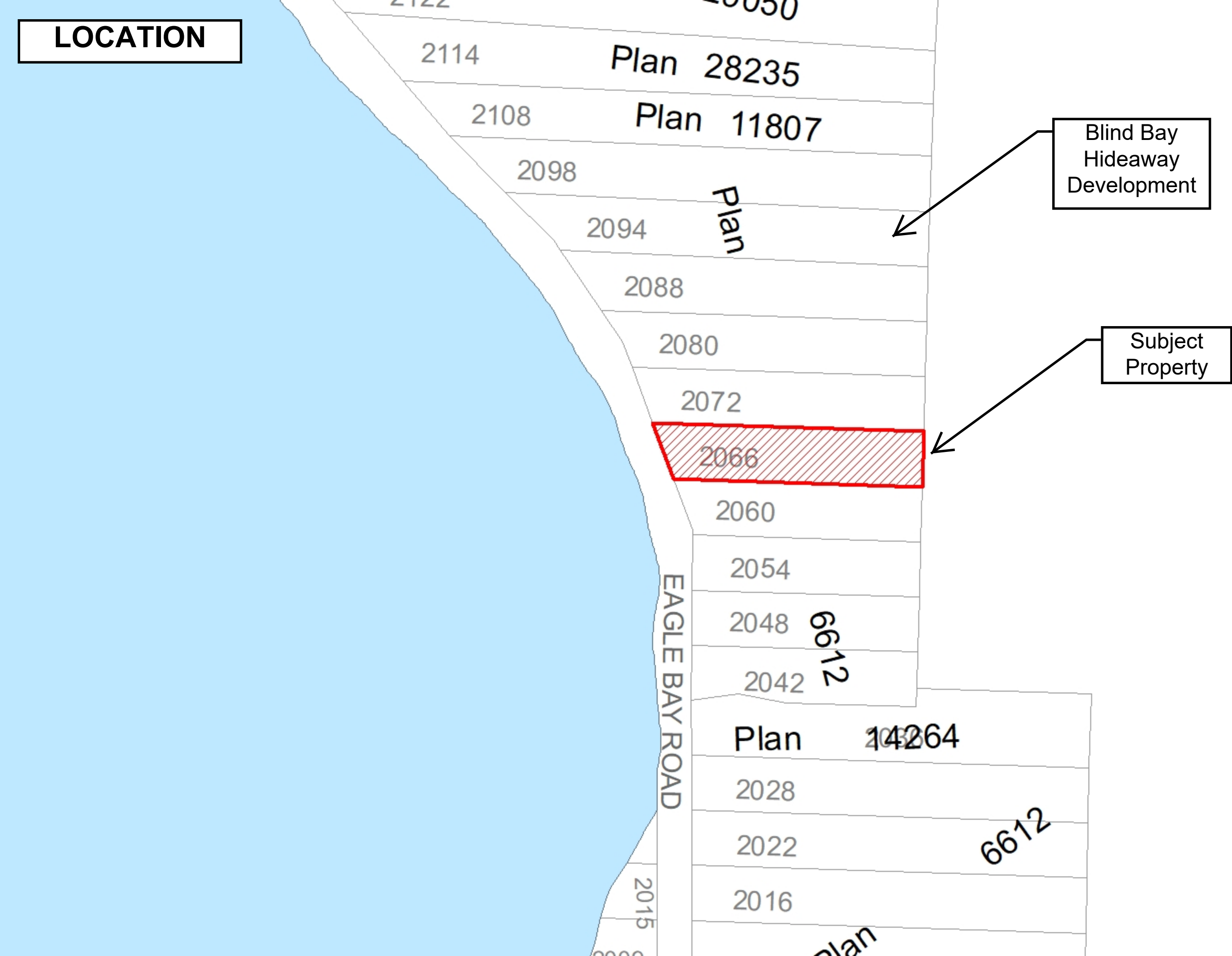
- .1 Commercial development that is incompatible with the community, or would have unmitigated negative impacts on the environment, is not acceptable anywhere in the South Shuswap.
- .2 Large scale commercial development is not acceptable in the Secondary Settlement Areas or rural areas of the South Shuswap. Such development is directed to the Village Centre.
- .3 The Village Centre (VC) designation encompasses a broad range of commercial uses, including retail, food services, offices, business and personal services, community and health-related services, public and institutional uses, recreation, arts and cultural activities, highway commercial uses, personal, professional and financial services.

- .4 Neighbourhood Commercial (NC) is acceptable in Secondary Settlement Areas, allowing a limited range of retail, and personal, professional and community services that meet the daily needs of local residents. Housing above grade level commercial is also acceptable.
- .5 Existing Commercial (C), Tourist Commercial (TC) and Resort Commercial (RC) land use designations are recognized on Schedules B and C. New Commercial (C), Tourist Commercial (TC) and Resort Commercial (RC) may be considered in the Secondary Settlement Areas through individual redesignation and rezoning applications.
- .6 Existing Waterfront Commercial (WC) developments are recognized on the Schedules B and C. New Waterfront Commercial (WC) developments are not supported.
- .7 Small-scale Highway Commercial (HC) which caters to the travelling public, is acceptable along the Trans-Canada Highway, but not between the Village Centres.
- .8 Multi-unit residential development is encouraged to locate near major commercial developments within the Sorrento Village Centre, in order to help create a more walkable community and to provide a population base to support businesses.
- .9 All new redesignation and rezoning applications for commercial uses which would require additional sewer or water capacity and which are located in proximity to a community sewer system and a community water system must connect to that system.

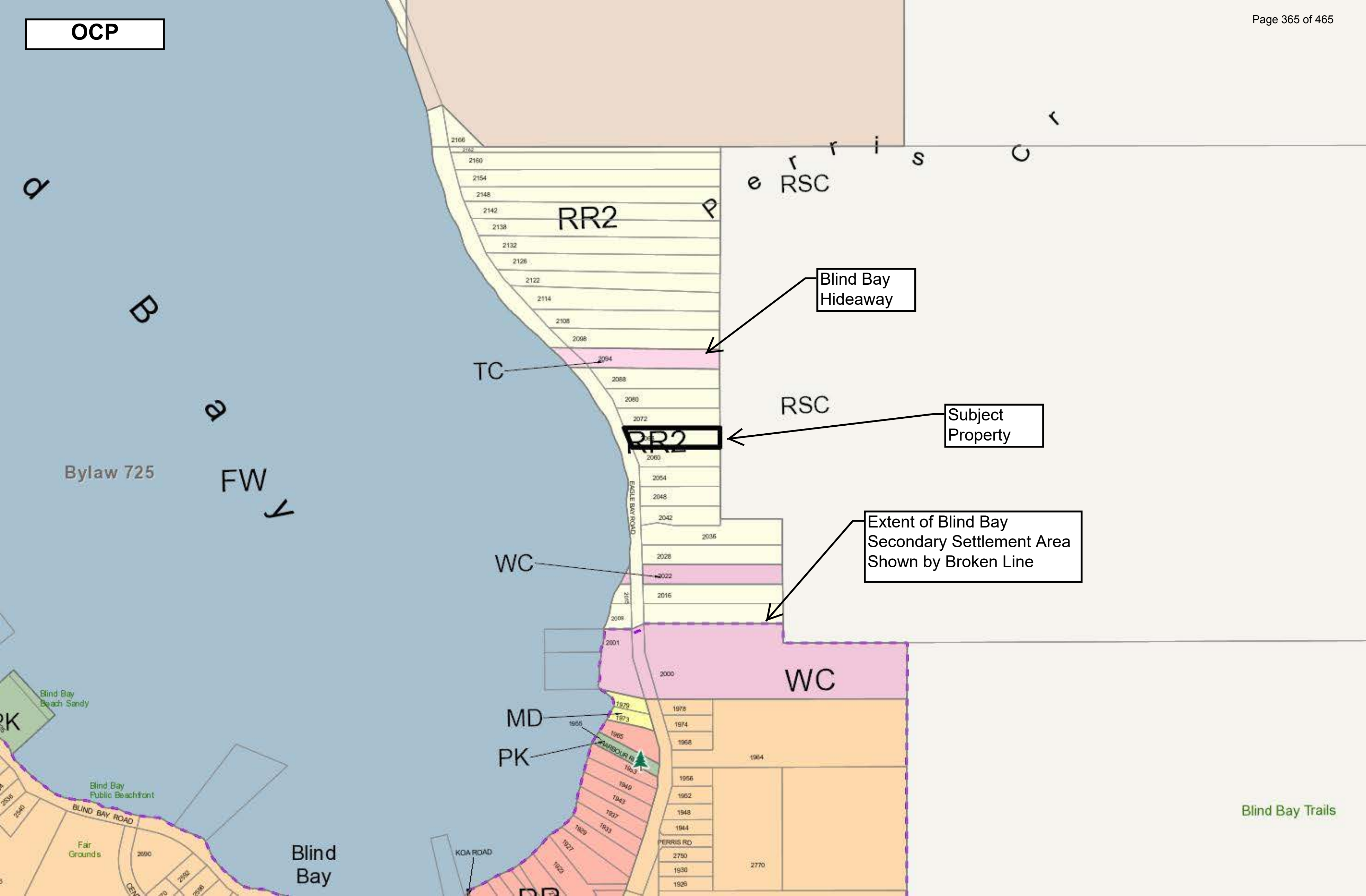
LOCATION



LOCATION



OCP



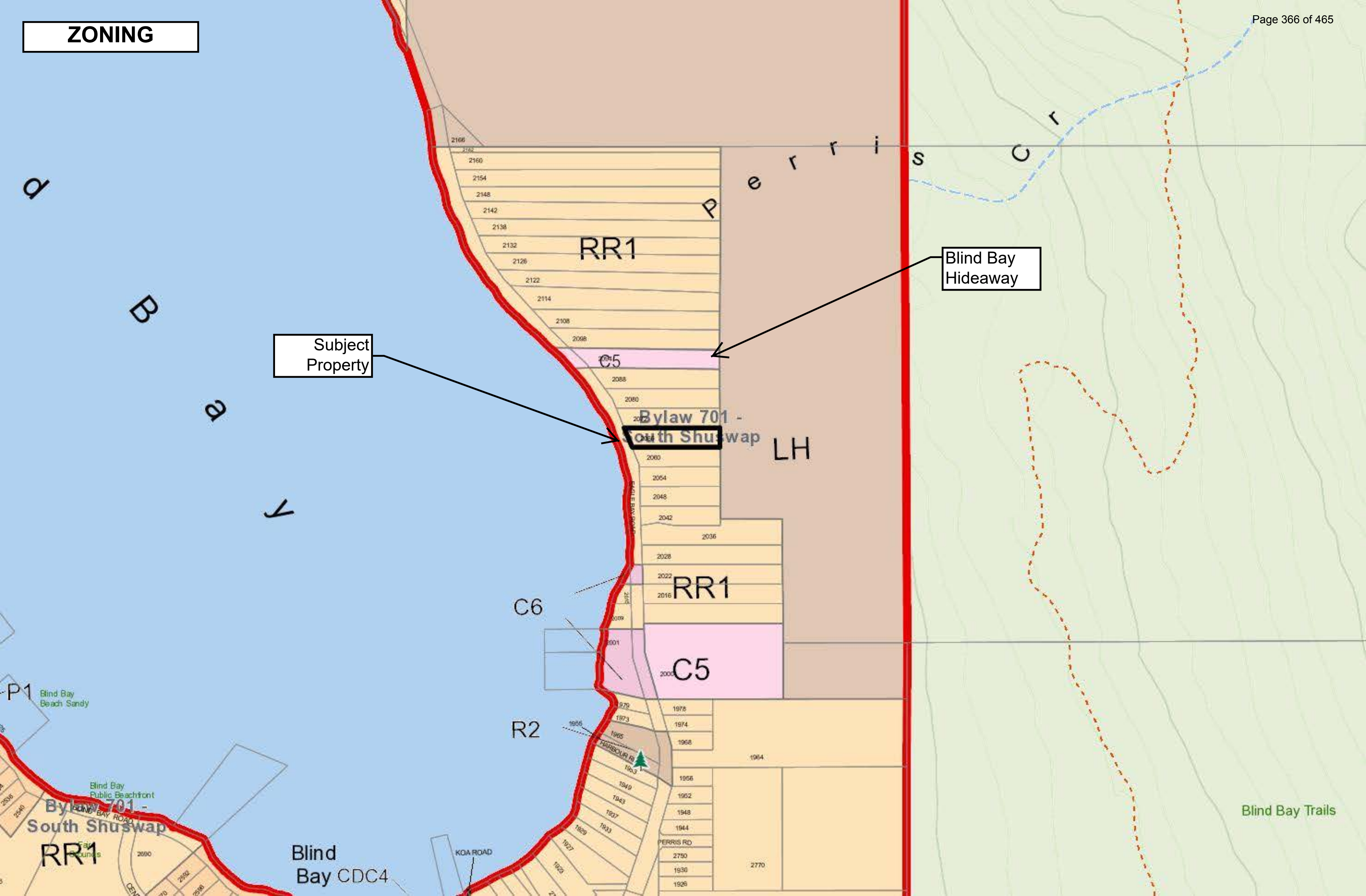
Blind Bay Hideaway

Subject Property

Extent of Blind Bay Secondary Settlement Area Shown by Broken Line

Blind Bay Trails

ZONING



Subject Property

Blind Bay Hideaway

Blind Bay Trails

Bylaw 701 - South Shuswap

Bylaw 701 - South Shuswap

Blind Bay CDC4

KOA ROAD

PERRIS RD

HARBOUR RD

RR1

RR1

RR1

C5

C6

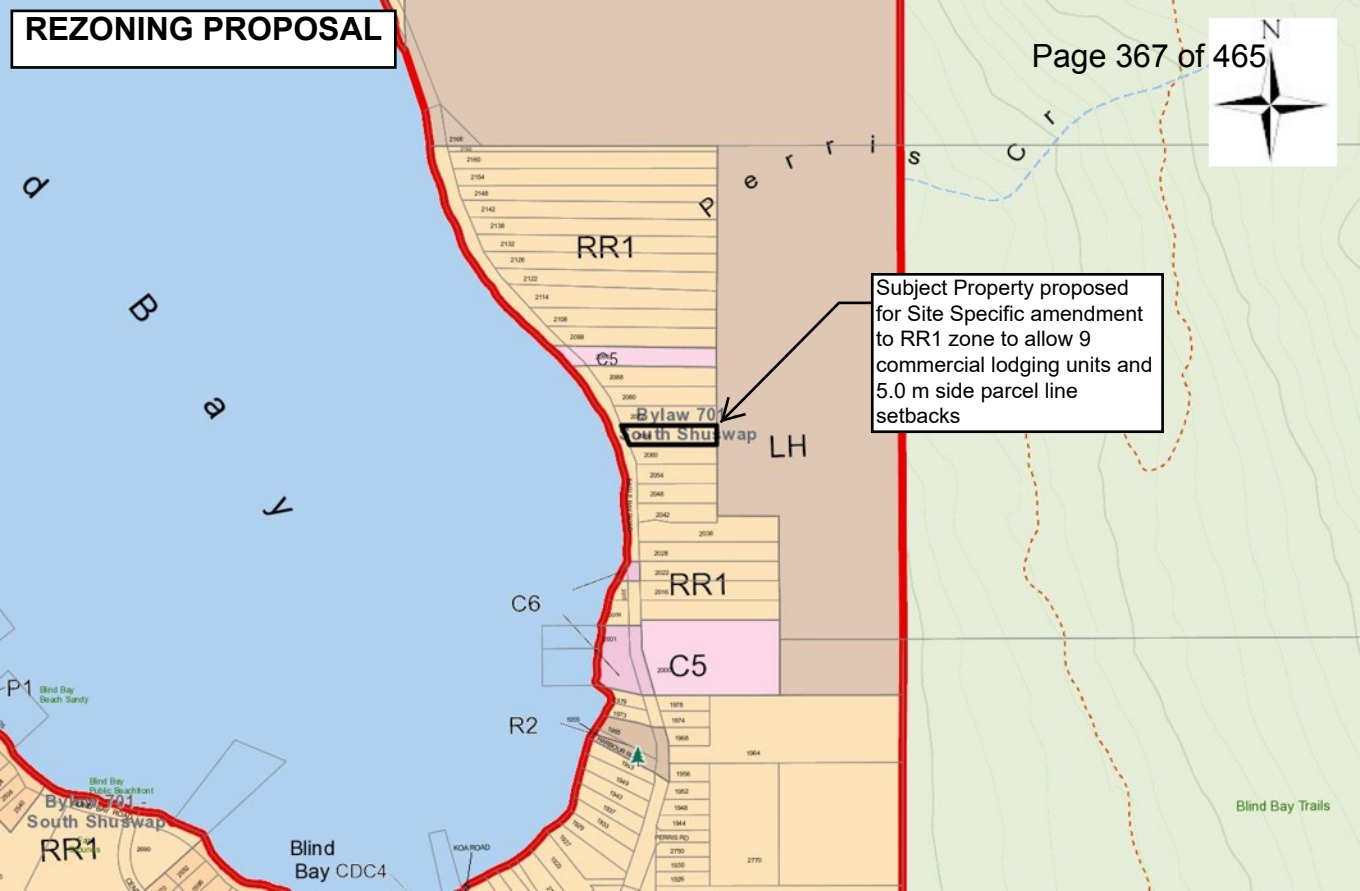
R2

LH

Perris Cr

Blind Bay

REZONING PROPOSAL



Subject Property proposed for Site Specific amendment to RR1 zone to allow 9 commercial lodging units and 5.0 m side parcel line setbacks

Bylaw 70
South Shuswap

RR1

C5

LH

RR1

C5

C6

R2

P1

RR1

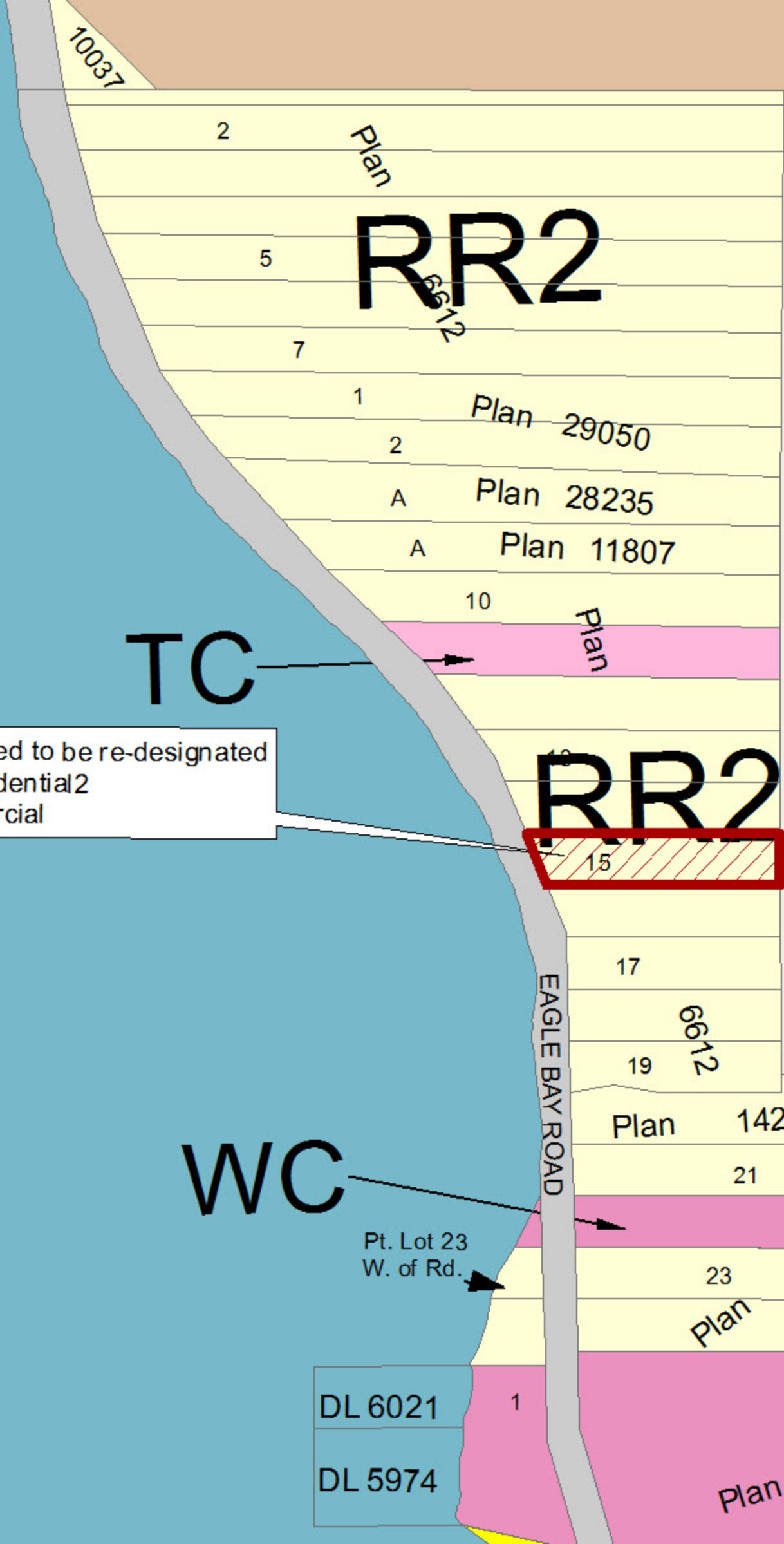
Blind Bay CDC4

Blind Bay Trails

**PROPOSED OCP
RE-DESIGNATION**

FW

BLIND BAY



Subject Property proposed to be re-designated
From: RR2 - Rural Residential2
To: TC - Tourist Commercial

RSC

RSC

WC

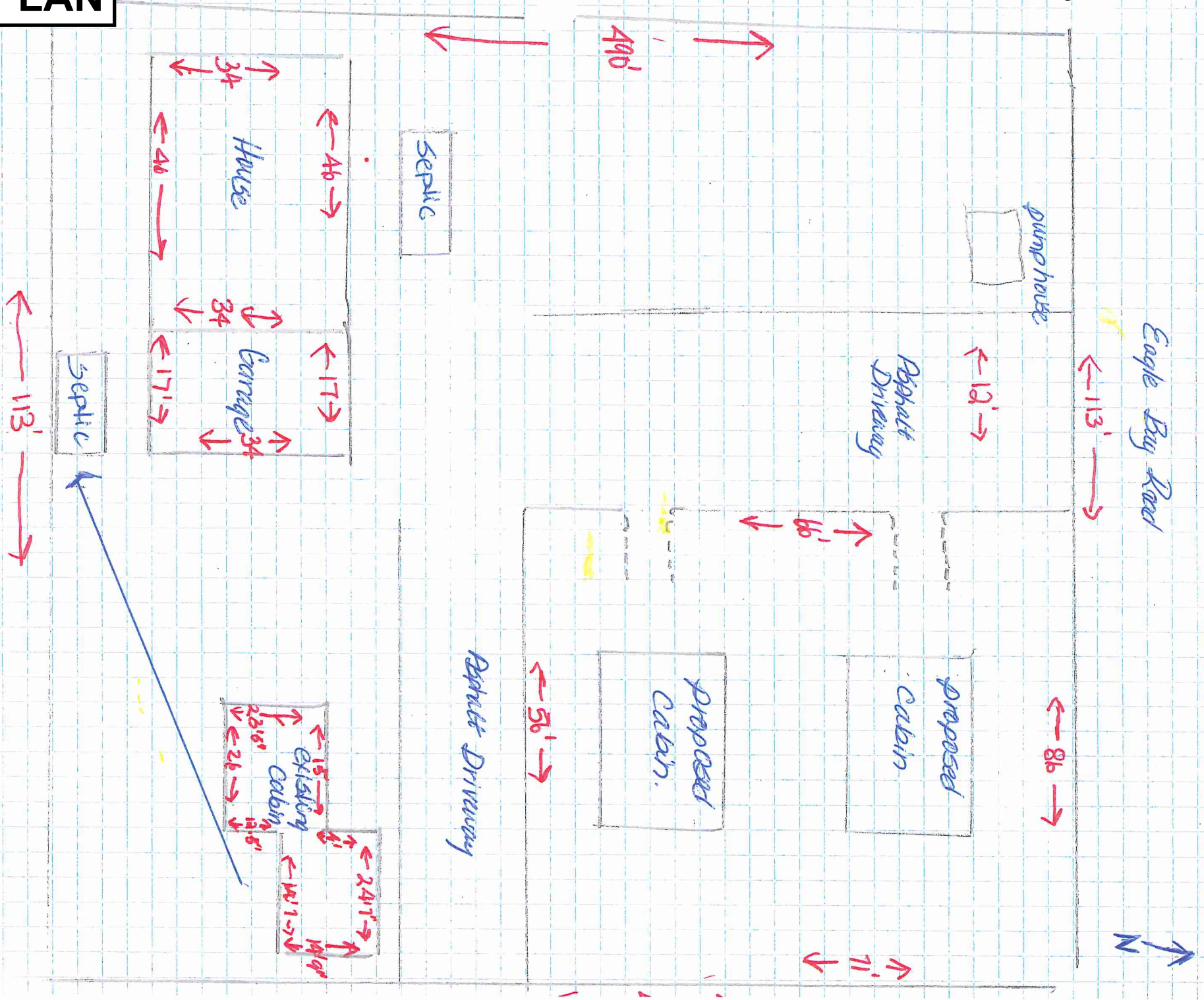
WC

EAGLE BAY ROAD

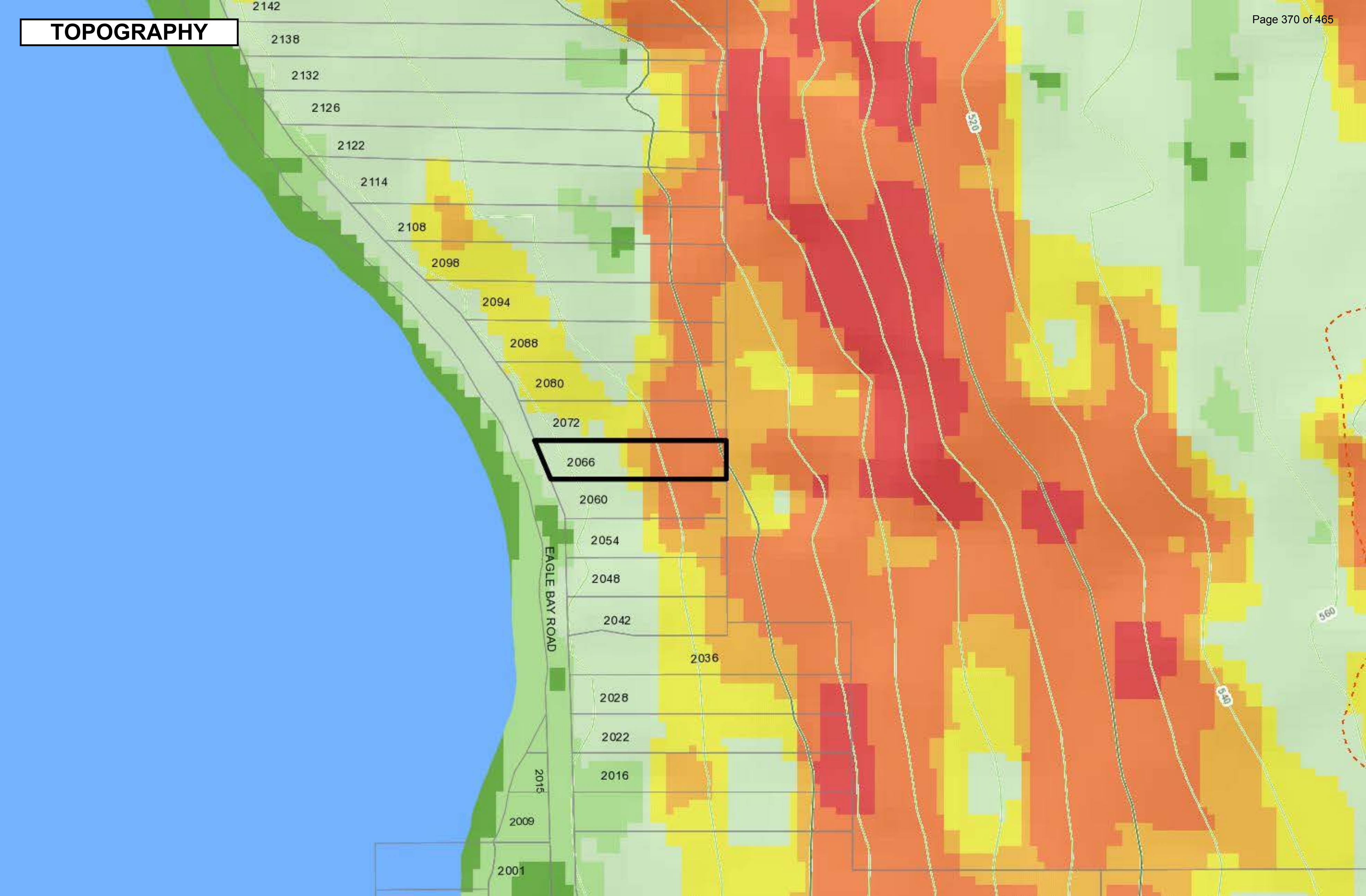
DL 6021
DL 5974

Pt. Lot 23
W. of Rd.

SITE PLAN



TOPOGRAPHY



ORTHOPHOTO

2080

2072

2066

2060

2054

EAGLE



2072

2066

2060





BOARD REPORT

TO: Chair and Directors

<p>File No: BL701-91 PL20180027</p>
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SUBJECT: Electoral Area C: South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91.

DESCRIPTION: Report from Dan Passmore, Senior Planner dated May 31, 2018. 1299 Trans Canada Highway, Sorrento.

RECOMMENDATION #1: THAT: "South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91" be given second reading this 21st day of June, 2018.

RECOMMENDATION #2: THAT: a public hearing to hear representations on "South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91" be held;

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

AND FURTHER THAT: the holding of the public hearing be delegated to Director Paul Demenok, as Director of Electoral Area C being that in which the land concerned is located, or Alternate Director Arnie Payment, if Director Demenok is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board)

SHORT SUMMARY:

The applicant has applied for a rezoning amendment to rezone the subject properties from C1 – Town Centre Commercial Zone to C5 – Tourist Commercial Zone. The proposed rezoning would allow a proposed boundary adjustment subdivision and result in 2 parcels consisting of 1.03 ha each. The southern property would be to support the existing motel, restaurant/pub, and ice cream stand, while the northern property would be re-developed into a campground consisting of 38 campsites.

The Board gave the bylaw first reading at the April 19, 2018 regular meeting and directed staff to refer the bylaw to agencies and First Nations, as well as the Sorrento and Area Community Association and South Shuswap Chamber of Commerce. Referral comments have been compiled and it is appropriate for the Board to consider these comments in context with consideration of second reading of the bylaw and delegation of a Public Hearing

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

See attached "2018-04-19_Board_DS_BL701-91_PK-Chahal-Holdings-Ltd.pdf".

POLICY:

See attached "2018-04-19_Board_DS_BL701-91_PK-Chahal-Holdings-Ltd.pdf".

FINANCIAL:

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

KEY ISSUES/CONCEPTS:

See attached "2018-04-19_Board_DS_BL701-91_PK-Chahal-Holdings-Ltd.pdf".

Update

Staff have received referral comments from agencies and First Nations. See attached "Agency_referral_responses_BL701-91.pdf".

SUMMARY:

The applicant has applied for a rezoning amendment that would rezone the subject properties from C1 to C5. The proposed C5 zone allows all of the existing uses on the site, and would allow the northern portion to be developed into a campground.

Staff are recommending that the Board can consider the bylaw for second reading and consider delegating a Public Hearing. Staff make this recommendation because the proposed rezoning appears to comply with OCP policies, but have concerns with respect to potential land use conflict of the proposed campground with neighbouring properties. Some of these concerns have been reiterated in referral comments received.

IMPLEMENTATION:

If the Board gives Bylaw No. 701-91 second reading and delegates a Public Hearing, staff will set a date for the Public Hearing and proceed with notification of property owners within 100 m of the subject property and publication of newspaper notices in accordance with the Local Government Act.

COMMUNICATIONS:

Agency comments are provided in the attached "Agency_referral_responses_BL701-91.pdf". The applicant was required to post a Notice of Development sign on the subject property in accordance with Development Services Procedures Bylaw No. 4001. The sign was posted.

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. South Shuswap Zoning Bylaw No. 701

Report Approval Details

Document Title:	2018-06-21_Board_DS_BL701-91_Chahal-Holdings-Ltd.docx
Attachments:	<ul style="list-style-type: none"> - 2018-04-19_Board_DS_BL701-91_PK-Chahal-Holdings-Ltd.pdf - BL701-91_Second.pdf - Lawson_Engineering_Ltd_Project_Outline_2018-02-15_BL701-91.pdf - Agency_referral_responses_BL701-91.pdf - Maps_Plans_BL701-91.pdf
Final Approval Date:	Jun 8, 2018

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

Corey Paiement - Jun 1, 2018 - 10:44 AM

Gerald Christie - Jun 8, 2018 - 8:11 AM

Lynda Shykora - Jun 8, 2018 - 11:09 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 8, 2018 - 11:10 AM



BOARD REPORT

TO: Chair and Directors

File No: BL701-91 PL20180027
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SUBJECT: Electoral Area C: South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91

DESCRIPTION: Report from Dan Passmore, Senior Planner dated March 15, 2018. 1299 Trans Canada Highway, Sorrento.

RECOMMENDATION #1: THAT: "South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91" be given first reading this 19th day of April, 2018.

RECOMMENDATION #2: THAT: the Board utilize the simple consultation process for Bylaw No. 701-91, and the Bylaw be referred to the following agencies and First Nations:

- Area C Advisory Planning Commission;
- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- 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 a rezoning amendment to rezone the subject properties from C1 – Town Centre Commercial Zone to C5 – Tourist Commercial Zone. The proposed rezoning would allow a proposed boundary adjustment subdivision and result in 2 parcels consisting of 1.03 ha each. The southern property would be to support the existing motel, restaurant/pub, and ice cream stand, while the northern property would be re-developed into a campground consisting of 38 campsites.

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:

PK Chahal Holdings Ltd.

APPLICANT:

Lawson Engineering Ltd., c/o Blake Lawson

ELECTORAL AREA:

C

LEGAL DESCRIPTION:

1. Lot 1, Section 16, Township 22, Range 11, West of the 6th Meridian, Kamloops Division, Yale District, Plan 16715
2. Lot 6, Section 16, Township 22, Range 11, West of the 6th Meridian, Kamloops Division, Yale District, Plan 31558

PID:

1. 008-545-944
2. 003-654-770

CIVIC ADDRESS:

1. 1299 Trans Canada Highway
2. Corriano Road

SURROUNDING LAND USE PATTERN:

North = Ortona Road/Seasonal Recreation/Shuswap Lake

South = TCH/Commercial

East = Commercial/Residential

West = Commercial

CURRENT USE:

1. Motel, Restaurant/Pub, ice cream stand
2. Vacant

PARCEL SIZE:

1. 1.96 ha (4.83 ac)
2. 0.11 ha (0.26 ac)

DESIGNATION:

VC – Village Commercial

ZONE:

C1 – Town Centre Commercial

PROPOSED ZONE:

C5 – Tourist Commercial

POLICY:**Electoral Area C Official Community Plan Bylaw No. 725****3.2 Village Centre (VC)****3.2.1 Objective**

To allow for a variety of residential and commercial development within Sorrento.

3.2.2 Policies

- .1 This designation applies to areas within Sorrento as outlined on Schedules B and C.
- .2 Permitted land uses within the Village Centre include: residential (see *Policy 3*), retail including food services, offices, business and personal services, community and health-related services, public and institutional uses, recreation, arts and cultural activities, highway commercial uses, personal, professional and financial services. Small-scale light industrial uses whose operations are compatible with adjacent uses are also permitted.
- .3 Residential development is subject to the following housing forms and maximum densities:

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)
Apartment	30 units/ac (1 unit/0.03 ac) 74 units/ha (1 unit/0.01 ha)

- .4 Residential units above ground floor commercial establishments and live-work units may be permitted and encouraged.
- .5 New development in the form of pedestrian-oriented “mainstreet” building types or infill that creates enclosed nodes/courtyards is strongly encouraged.
- .6 Resilient “mainstreet” building types are encouraged that allow development of a mix of uses (retail, office, residential) and which can be adjusted in response to market demands. In Sorrento, predominantly commercial buildings are encouraged to locate within or

adjacent to already established commercial parcels to build on a contiguous commercial core.

- .7 All new subdivisions and all new rezoning applications which would increase existing residential densities or require additional sewer or water capacity must be connected to both a community sewer system and a community water system. Where community sewer and water system servicing is not feasible, the maximum allowable density is 1 unit / ha (1 unit / 2.47 ac).
- .8 Where possible, new development will include dedicated pedestrian and non-motorized linkages to and through the development.
- .9 Main street mixed use building types are encouraged to improve the quality of the streetscape along the corridor, to increase the density and vitality of the core, and to make better use of vacant and under-used sites. This will create a stronger definition of the pedestrian environment. Building facades should have active frontages, where entries and active uses (food service patios, display areas, or public realm enhancements) orient towards the street. This will also help to create a village core in which it is possible to more easily walk between stores and services, providing maximum pedestrian activity along the public street.
- .10 New commercial, industrial, multi-family and intensive residential development within the Village Centre is subject to the Form & Character Development Permit Area Guidelines.

3.8 Commercial

3.8.1 Objective

- .1 To recognize existing commercial uses and provide for future commercial opportunities within the Secondary Settlement Areas.

3.8.2 Policies

- .1 Commercial development that is incompatible with the community, or would have unmitigated negative impacts on the environment, is not acceptable anywhere in the South Shuswap.
- .2 Large scale commercial development is not acceptable in the Secondary Settlement Areas or rural areas of the South Shuswap. Such development is directed to the Village Centre.
- .3 The Village Centre (VC) designation encompasses a broad range of commercial uses, including retail, food services, offices, business and personal services, community and health-related services, public and institutional uses, recreation, arts and cultural activities, highway commercial uses, personal, professional and financial services.

- .4 Neighbourhood Commercial (NC) is acceptable in Secondary Settlement Areas, allowing a limited range of retail, and personal, professional and community services that meet the daily needs of local residents. Housing above grade level commercial is also acceptable.
- .5 Existing Commercial (C), Tourist Commercial (TC) and Resort Commercial (RC) land use designations are recognized on Schedules B and C. New Commercial (C), Tourist Commercial (TC) and Resort Commercial (RC) may be considered in the Secondary Settlement Areas through individual redesignation and rezoning applications.
- .6 Existing Waterfront Commercial (WC) developments are recognized on the Schedules B and C. New Waterfront Commercial (WC) developments are not supported.
- .7 Small-scale Highway Commercial (HC) which caters to the travelling public, is acceptable along the Trans-Canada Highway, but not between the Village Centres.
- .8 Multi-unit residential development is encouraged to locate near major commercial developments within the Sorrento Village Centre, in order to help create a more walkable community and to provide a population base to support businesses.
- .9 All new redesignation and rezoning applications for commercial uses which would require additional sewer or water capacity and which are located in proximity to a community sewer system and a community water system must connect to that system.

6.8 Archaeology Sites

Archaeological sites contain unique information about the past. These sites are protected by the Heritage Conservation Act, and a provincial heritage permit is required before development within a site may take place. Throughout BC, protected archaeological sites are being accidentally damaged with increasing frequency as a consequence of development. The South Shuswap contains a number of recorded archaeological sites and has the potential to contain more.

6.8.1 Objective

- .1 To avoid or reduce damage to archaeological sites.

6.8.2 Policy

The Regional District will:

1. Direct the applicant, if the property overlaps with a recorded archaeological site, to engage a professional consulting archaeologist to determine whether an archaeological impact assessment is required. Altering a protected archaeological site will require a Provincial Heritage Alteration Permit before any land altering activities.

South Shuswap Zoning Bylaw No. 701

The subject properties are currently zoned C1 – Town Centre Commercial which allows a great variety of uses as follows:

1. ambulance station;
2. aviary and botanical gardens which may include public display;
3. bakery;
4. bank, credit union or trust company;
5. building set apart for public worship;
6. car wash, permitted only if connected to a community sewer system;
7. commercial garden centre;
8. commercial daycare facility;
9. commercial lodging;
10. convenience store;
11. craft and gift shop;
12. gallery or studio (including music, television and radio studios);
13. indoor recreation facility;
14. library;
15. neighbourhood pub;
16. office;
17. parking lot or facility;
18. personal service establishment;
19. police station;
20. post office;
21. public assembly facility;
22. restaurant;
23. retail store;
24. sale, rental and repair of tools and small equipment
25. service station;
26. theatre;
27. accessory single family dwelling;
28. accessory upper floor dwelling units;
29. accessory use.
30. mini storage, permitted only on Lot A (DD W52001F), Block 11, Section 16, Township 22, Range 11, W6M, KDYD, Plan 1127

The C1 zone does not permit a campground.

The proposed C5 Tourist Commercial Zone allows the following uses:

1. commercial lodging;
2. restaurant;
3. outdoor recreation facility;

4. indoor recreation facility;
5. campground;
6. convenience store;
7. bakery;
8. post office;
9. gasoline/vehicle fuel sales;
10. craft and gift shop;
11. personal service establishment;
12. neighbourhood pub;
13. gallery or studio (but not including television, music or radio studios);
14. police station;
15. ambulance station;
16. accessory upper floor dwelling units with or without sewer;
17. single family dwelling for caretaker of property;
18. accessory use.

Further to this the following definitions are central to the application:

CAMPGROUND means a site used for commercial purposes for accommodating recreational travelers in travel trailers, recreational vehicles or tents.

RECREATIONAL VEHICLE OR TRAVEL TRAILER means a vehicular portable structure used as a temporary dwelling for travel whether self-propelled or not, but does not include a park model.

PARK MODEL is a type of recreational vehicle that conforms with the CSA Z-241 Standard and meets the following criteria;

- i. it is built on a single chassis mounted on wheels;
- ii. it is designed to facilitate relocation from time to time;
- iii. it is designed as seasonal or temporary accommodation and may be connected to those utilities necessary for operation of installed fixtures and appliances; and,
- iv. it has a gross floor area not exceeding 50 m²;

and which is not installed on a permanent foundation.

SEASONAL is less than one hundred eighty-two (182) days per calendar year.

FINANCIAL:

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

KEY ISSUES/CONCEPTS:

The Proposal

The applicant is proposing a boundary adjustment subdivision between the 2 subject properties that will result in 2 new lots which are proposed to be 1.03 ha each. This would comply with the C5 zone minimum parcel size requirement.

The southern lot would contain all of the existing development, as well as an area for the current on-site septic disposal system, plus a back-up dispersal field area. The northern lot would be re-developed into a campground consisting of 38 camping sites. The minimum parcel size for a campground in the C5 zone is 1.0 ha.

Water Servicing

The subject properties are currently within the Sorrento (CSRD) Community water service area, and the existing and proposed new development has connections available. There are also fire protection hydrants available in the area.

Sewer Servicing

The applicant has submitted details on the existing on-site septic system for the existing commercial uses on the property. The proposed new campground on the northern property will be serviced through installation of a new on-site septic system.

Access

Currently access to the existing commercial uses on the property is from the Trans Canada Highway, with an existing driveway at either end of the site. The new lot to the north with its campground use is proposed to be accessed from Ortona Road. The Ministry of Transportation and Infrastructure will need to approve the amending bylaw after third reading and prior to adoption.

Electoral Area C Official Community Plan Bylaw No. 725

The OCP has designated the property as Village Commercial – VC. The VC designation is specific to the town centre of Sorrento, and allows for a variety of permitted land uses including highway commercial uses. Commercial Policy 3.8.2.7 talks about Highway Commercial as being small scale and catering to the travelling public along the Trans-Canada Highway. The proposed rezoning appears to comply with this land use, except that the proposed new campground will not front the Trans-Canada Highway. Nevertheless the use patterns in the C5 zone are supported in the VC designation.

Should this rezoning application be approved by the Board, subsequent development of the proposed subdivision and the campground would be subject to a Village Centre Form and Character Development Permit. Unfortunately, this DP area does not contain guidelines to improve the aesthetics of campground developments, such as required landscaping and screening.

Campground Use

Noting the definitions in Bylaw No. 701, the campground development could not be used for Park Models, but would be limited to Recreational Vehicles. Nevertheless the definition of a campground does not limit the use to the travelling public, or to seasonal use. It has become a

trend that campgrounds within the Shuswap area have evolved to expand beyond these traditional stereotypes to include long-term site rental and more of a residential use.

The site proposed for the campground has both commercial and residential uses immediately surrounding. The proposal ties in with commercial uses as contemplated in both the OCP and South Shuswap Zoning Bylaw No. 701, but may create a conflict with nearby residential uses in the event the campground is run as a traditional seasonal campground, unless the nearby residential uses are also used for seasonal accommodation. Year-round, almost residential use of the campground, could lead to neighbourhood aesthetic concerns, again this would be less the case if nearby residential areas are only used seasonally.

SUMMARY:

The applicant has applied for a rezoning amendment that would rezone the subject properties from C1 to C5. The proposed C5 zone allows all of the existing uses on the site, and would allow the northern portion to be developed into a campground.

Staff are recommending that the Board can consider the bylaw for first reading and consider directing staff to forward the bylaw and background information to referral agencies and First Nations. Staff make this recommendation because the proposed rezoning appears to comply with OCP policies, but have concerns with respect to potential land use conflict of the proposed campground with neighbouring properties.

IMPLEMENTATION:

As per CSR 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;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSR Operations Management;
- CSR 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. South Shuswap Zoning Bylaw No. 701

Report Approval Details

Document Title:	2018-04-19_Board_DS_BL701-91_PK-Chahal-Holdings-Ltd.docx
Attachments:	- BL701-91_First.pdf - Lawson_Engineering_Ltd_Project_Outline_2018-02-15_BL701-91.pdf - Maps_Plans_BL701-91.pdf
Final Approval Date:	Apr 9, 2018

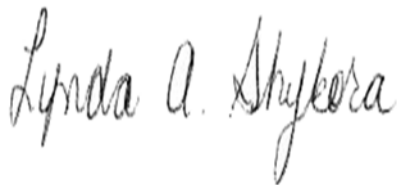
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Apr 6, 2018 - 2:05 PM



Gerald Christie - Apr 6, 2018 - 4:24 PM



Lynda Shykora - Apr 9, 2018 - 9:43 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Apr 9, 2018 - 11:38 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT

SOUTH SHUSWAP ZONING AMENDMENT (PK CHAHAL HOLDINGS LTD.)
BYLAW NO. 701-91

A bylaw to amend the "South Shuswap Zoning Bylaw No. 701"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 701;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 701;

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

1. "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:

A. MAP AMENDMENT

1. Schedule C, Zoning Maps, which forms part of the "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:
 - i) rezoning Lot 1, Section 16, Township 22, Range 11, West of the 6th Meridian, Kamloops Division, Yale District, Plan 16715 and Lot 6, Section 16, Township 22, Range 11, West of the 6th Meridian, Kamloops Division, Yale District, Plan 31558, which are more particularly shown outlined in bold red and hatched on Schedule 1 attached hereto and forming part of this bylaw, from C1 TOWN CENTRE COMMERCIAL to C5 TOURIST COMMERCIAL.

2. This bylaw may be cited as "South Shuswap Zoning Amendment (CHAHAL) Bylaw No. 701-91."

READ a first time this 19 day of April, 2018.

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

PUBLIC HEARING held this _____ day of _____, 2018.

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

Received the approval of the Ministry of Transportation and Infrastructure this _____ day of _____, 2018

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 701-91 as read a third time.

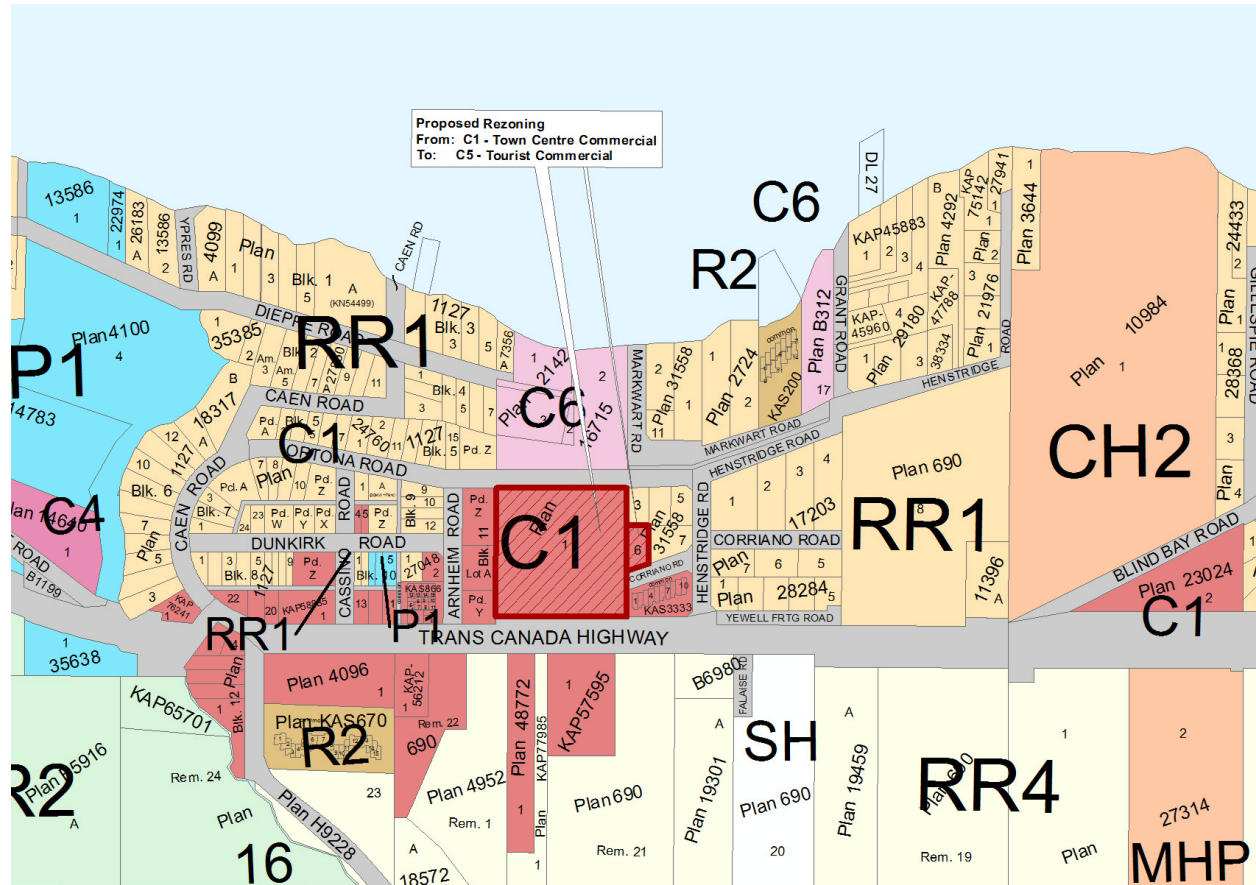
CERTIFIED a true copy of Bylaw No. 701-91 as adopted.

Corporate Officer

Corporate Officer

SCHEDULE 1

SOUTH SHUSWAP ZONING AMENDMENT (CHAHAL) BYLAW NO. 701-91

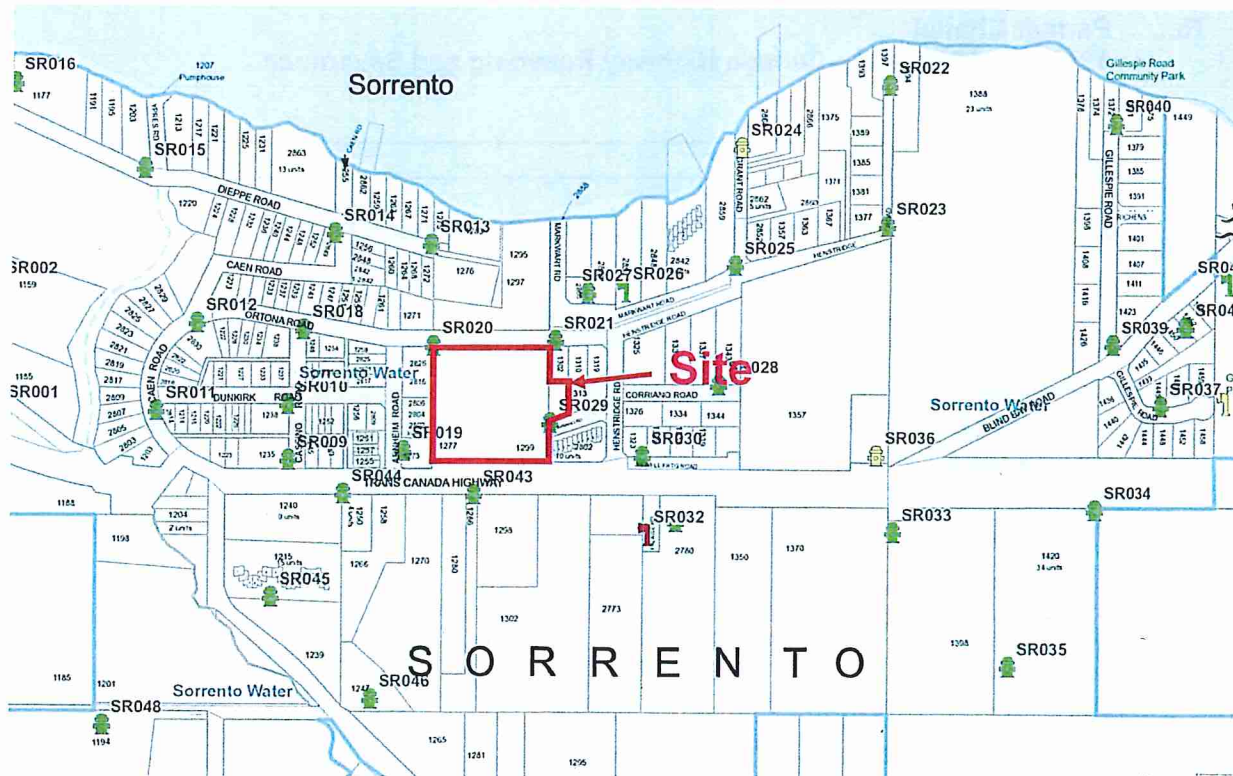




FEBRUARY 15, 2018

PROJECT OUTLINE FOR REZONING & SUBDIVISION APPLICATION

PREPARED FOR: PARMJIT CHAHAL & COLUMBIA SHUSWAP REGIONAL DISTRICT



Blawson

LAWSON ENGINEERING AND DEVELOPMENT SERVICES LTD.
825C Lakeshore Drive W PO Box 106 Salmon Arm, BC V1E 4N2



825C Lakeshore Drive W
PO Box 106
Salmon Arm, BC V1E 4N2

EXECUTIVE SUMMARY

This report outlines the proposed plans to rezone two adjacent properties which are currently zoned Town Centre Commercial (C1) to Tourist Commercial (C5).

In accordance with the current zoning, there is a motel, restaurant and ancillary buildings on the site immediately fronting the Trans-Canada Highway. This proposed re-zoning would allow for the redevelopment of the lands adjacent to Ortona Road to establish a campground, in addition to the existing commercial uses, on two 1.03 ha lots.

Site access exists from the Trans-Canada Highway to the existing commercial uses and access from Ortona Road can be readily accommodated.

The property is within an area serviced by the Sorrento Community Water System and there are local watermains adjacent to the property. Fire protection is available. The existing buildings on site are serviced by septic beds. An area is available to establish a second primary septic bed site and areas are available for reserve septic bed locations on each lot.

Hydro and communication services are existing to the site along the Trans-Canada Highway frontage and can readily be extended from other adjacent streets along the Ortona Road frontage.

We recommend that the Columbia Shuswap Regional District consider this proposal to re-zone the two subject properties from C1 to C5



Table of Contents

1. INTRODUCTION	1
2. PROPOSED ZONING AMENDMENTS	1
3. SITE DESCRIPTION	1
4. PROPOSED LAYOUT	2
5. SITE ACCESS	2
6. SITE SERVICES	2
7. CONCLUSION	3



825C Lakeshore Drive W
PO Box 106
Salmon Arm, BC V1E 4N2

1. INTRODUCTION

Lawson Engineering and Development Services has reviewed the *Columbia Shuswap Regional District South Shuswap Zoning Bylaw No. 701, 1997, and Bylaw 725, 2017*, in regards to the subject properties at 1277 and 1299 Trans-Canada Highway and an existing property adjacent to 1299 Trans-Canada Highway fronting onto Corriano Road. In accordance with the respective Bylaw, both parcels fall within the C1 (Town Center Commercial) Zoning and large scale commercial development is allowed in the Village Center area as identified in *Bylaw 725*.

This report outlines the proposed rezoning of two separate parcels from Town Centre Commercial (C1) to Tourist Commercial (C5), as outlined in the *Columbia Shuswap Regional District South Shuswap Zoning Bylaw No. 701, 1997*.

The proposed development has a total area of 2.06 Hectares or 5.09 Acres. The legal description and general information of both properties is shown below

	Legal Description	Parcel Area	Zoning	PID
Parcel #1	Plan 16715, Lot 1, Section 16, Range 11, KDYD, Township 22, Meridian W6, (#1277 and #1299 Trans-Canada Highway)	1.95 (ha) 4.83 (ac)	C1 (701) VC (725)	008-545-944
Parcel #2	Plan 31558, Lot 6, Section 16, Range 11, KDYD, Township 22, Meridian W6	0.11 (ha) 0.26 (ac)	C1 (701) VC (725)	003-654-770

The proposed rezoning is to redesignate both parcels as C5 (Tourist Commercial) Zoning for the potential to redevelop the lands for commercial lodging and/or campground use, as is permitted under this zoning.

In regards to potential campground use, the Minimum Parcel Area for Campgrounds, as per the bylaw, is 1.0 ha. It is the intent of the proponent to amalgamate the two parcels of land and then severe into two revised lots of 1.03 ha, each. This action will establish two lots that will each meet the Minimum Parcel Area for Campgrounds and Commercial Lodging criteria of the bylaw.

2. PROPOSED ZONING AMENDMENTS

Following consultation with CSRD, it is proposed that the property be re-zoned to from *Town Centre Commercial* to *Tourist Commercial* under Bylaw 701 and simultaneously severe the amalgamated lands to provide two lots of 1.03 ha.

There is no re-zoning required under Bylaw 725 to facilitate the potential redevelopment.

3. SITE DESCRIPTION

The site is located at 1277 and 1299 Trans-Canada Highway. It is bounded on the south by the Trans-Canada Highway, on the north by Ortona Road, on the west side by commercial properties fronting onto Arnheim Road and on the east side by a number of properties with access from Ortona Road and Corriano Road. An existing vacant property, adjacent to the east lot line of 1299 Trans-Canada Highway and fronting onto Corriano Road is being amalgamated into the total site being considered by this rezoning application.

The site has been previously developed to accommodate a restaurant/pub, ice cream stand and a motel. This developed area is immediately adjacent to the Trans-Canada Highway, with paved areas for parking

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between the highway and the buildings.

North of the buildings, the remaining acreage is open space with trees along the property boundaries and a small number of trees scattered on the property. There is a small storage shed located within this area. The area north of the buildings gradually slopes down towards Ortona Road and Shuswap Lake.

4. PROPOSED LAYOUT

If re-zoning approval is granted, the proponent's plan is to create two new parcels, each approximately 1.03 ha. in size.

Proposed Lot 1, being part of Lot 1, Plan 16715, would front onto the Trans-Canada Highway along the existing frontage of the property.

Proposed Lot 2, being the remainder of Lot 1, Plan 16715 and Lot 6, Plan 31588, would front onto Ortona Road along the existing Ortona Road frontage of the property.

The Proponent has chosen this preferred lot layout to provide access and servicing to each of the lots.

The preferred lot layout is attached.

5. SITE ACCESS

The existing site has driveway access from the Trans-Canada Highway to the commercial ventures. There is one existing driveway at the east end of the property and one driveway at the west end.

Driveway location, spacing and approvals are again at the discretion of the MoTI. All residential driveways are required to be constructed at or near right angles (70° to 110°) to the road and a maximum ±2% grade for the first 5m (measured from ditch centerline). After this the Ministry standard is for driveway grades to not exceed 8%, but in some cases the Ministry may accept steeper grades, with a 6.0m minimum radius.

The elevations differences between the edge of the shoulder on the Trans-Canada Highway and the pavement for the parking areas in front of the existing buildings is 2.0 m± and the grades of the existing driveways do not exceed the Ministry standards.

No changes are proposed to the driveway needs, from/to the Trans-Canada Highway to the existing restaurant/pub and motel on Proposed Lot 1. Actual driveway needs and configuration from/to Ortona Road to Proposed Lot 2, will be determined at the time of the configuration of the proposed amenities. Any driveway(s) should be able to meet MoTI standards.

Based on the existing profiles for the Trans-Canada Highway and Ortona Road, sufficient horizontal sight distances exist to provide for the safe access/egress to the respective lots.

6. SITE SERVICES

The site is located within the area of Sorrento that is serviced by Sorrento Community Water System.

There are existing watermains on all roads adjacent to the site; Trans-Canada Highway, Arnhiem Road, Ortona Road, Henstridge Road and Corriano Road. For fire protection, there are fire hydrants located on the Trans-Canada Highway and Ortona Road as well as at the west end of Corriano Road to provide coverage to the lots.

The water system provides potable water and fire protection to the existing buildings on site. Water connection needs to the future potential campground development, will be determined once the demands are identified and after discussions with the Sorrento Community Water System operator.



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Salmon Arm, BC V1E 4N2

The existing restaurant/pub and motel are serviced by separate septic systems, as shown on the attached sketch. The existing septic systems have been reviewed by a third party and a copy of the report is available upon request. For Proposed Lot 1, subject to the continued use of the existing septic systems, an area for a Reserve Bed has been identified as shown on the attached. For Proposed Lot 2, areas have been identified for the Primary and Reserved Bed locations. Design of new septic beds, as required will be as per recommendations of a professional soil assessment completed by a qualified professional and proven suitability of on-site soils.

There is currently existing aerial Hydro and communications plants on poles lines on the Trans-Canada Highway, that provide respective servicing to Proposed Lot 1. There are no Hydro or communications systems on Ortona Road to service Proposed Lot 2 and as such these services will need to be extended from Arnheim Road and Henstridge Road.

7. CONCLUSION

This project outline describes in general the proposed development plans of both properties which require the re-zoning from Town Centre Commercial (C1) to Tourist Commercial (C5). The proposed rezoning and potential land use do not conflict the CSRD's permitted land uses in the Village Center area.

If re-zoned, the proposed redevelopment will expand the commercial ventures on lands that are partially developed at this time as well as adding to the recreational environment of the area.

Lawson's preliminary assessment shows that besides driveway access points construction/design, potable water availability, soil suitability and hydro and communication needs, there are no concerns to inhibit this development. We therefore recommend that the Columbia Shuswap Regional District consider this proposal to re-zone the two subject properties from C1 to C5.



825C Lakeshore Drive W
PO Box 106
Salmon Arm, BC V1E 4N2

We trust that this preliminary project outline satisfies your present requirements. Should you have any questions or comments, please contact our office at your earliest convenience.

Best Regards,

Lawson Engineering and Development Services Ltd.

Prepared by:

Reviewed by:

A handwritten signature in black ink, appearing to be "Randy Pickle", written over a light blue grid background.

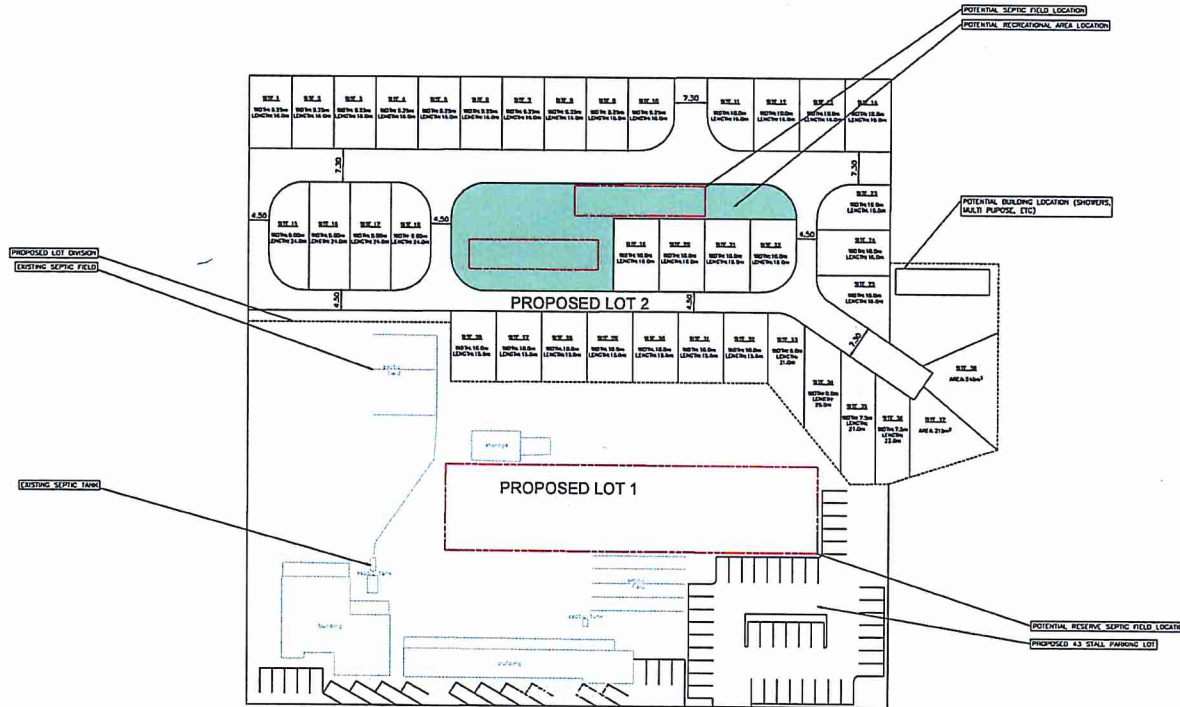
Randy Pickle, P. Eng., FCSCE, FEC, FEIC
Project Manager

A handwritten signature in black ink, appearing to be "Blake Lawson", written over a light blue grid background.

Blake Lawson, P. Eng.
Project Engineer



Appendix A: Potential Site Plan



CONCEPTUAL
(FOR DISCUSSION ONLY)

LEGEND

- EXISTING
- HYDRO/TELEPHONE POLE
- HYDRO/TELEPHONE POLE C/W BAWT
- TELEPHONE POLE
- HYDRO POLE
- HYDRO POLE C/W TRANS.
- POST TOP STREET LIGHT
- OUT
- SEWERY MANHOLE
- STORM MANHOLE
- CATCH-BASE
- FIRE HYDRANT
- DATE VALVE
- SEWERY SENSER
- SEWER MARK
- GAS
- UNDERGROUND TELEPHONE
- FENCE
- DECEASED/UNPROCESSED
- PROPOSED
- SEWERY MANHOLE
- STORM MANHOLE
- CATCH-BASE
- DATE VALVE
- FIRE HYDRANT
- SEWERY SENSER
- STORM MARK
- WATER MARK
- END CAP
- WHEEL CHAIR RAMP
- DRIVEWAY LIFTDOWN

- NOTES:**
- 1) CONTRACTOR TO VERIFY LOCATION OF ALL UTILITIES WITH ALL UTILITY COMPANIES PRIOR TO CONSTRUCTION.
 - 2) CONTRACTOR TO CO-ORDINATE UTILITY RELOCATION WORKS WITH UTILITY COMPANIES AS REQUIRED.
 - 3) ALL CONSTRUCTION TO BE IN ACCORDANCE WITH COLLAGRA REGIONAL REGIONAL DISTRICT SUBDIVISION SECTION 87.1 AND 84.1

NO.	DATE	REVISION	BY	APP'D
1				

REVISIONS	
DESIGN	ACW
DRAWN	JSJ
DATE	02-JAN-18
CHECKED	BTI

REVISION SCALES

0	HORIZ. = 1:250	25
0	VERT. = 1:25	2.5

LAWSON
LANDSCAPE DEVELOPMENT
8250 LANGSHIRE DRIVE W
PO BOX 108 SALMON ARMA, BC V1E 4H2

SORRENTO CAMPGROUND

1277 TRANS CANADA
HIGHWAY
SORRENTO, BC
TRANS CANADA
HIGHWAY
SITE PLAN

PROJECT NO.	101-2
SHEET	1 OF 1
DATE	S-1
REV.	0

*PROPOSED LOT LINES ARE APPROXIMATE

Agency Referral Responses

Area 'C' Advisory Planning Commission	<p>Recommended refusal.</p> <p>Comments:</p> <p>The Commission reviewed the application and the documentation provided. The Commission didn't have the benefit of discussion with the applicant or agent. There were some unanswered questions as a result and the Commission was left with sufficient concern that the application was not supported. In summary:</p> <ol style="list-style-type: none"> 1. Access – the need for off site improvements and the general state of the impacted roads was a concern that wasn't addressed in the materials reviewed. 2. Traffic – there needs to be some impact review of the traffic expected and the neighbourhood impact and acceptance 3. Local support for such a development within the town centre is an important consideration 4. Fire and Emergency access in and out of the neighbourhood 5. Overall density <p>Were all matters identified as needing additional information to support a comprehensive discussion. As always a more complete discussion would be welcomed.</p> <p>Moved Morris / Vlooswyk carried – unanimous. The Commission moved to not support the application as outlined</p>
Interior Health Authority	No response.
Ministry of Transportation and Infrastructure	No response.
Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Archaeology Branch	No response
CSRD Operations Management	<p>Team Leader Utilities – The Sorrento water system has capacity for this connection.</p> <p>Team Leader Protective Services – No concerns.</p> <p>Fire Services Coordinator – The new campground development must provide appropriate access for emergency vehicles as per MoT requirements.</p> <p>Team Leader Environmental Health – No concerns.</p>

	<p>Parks – No concerns.</p> <p>Manager Operations Management – No further concerns.</p>
CSRD Financial Services	No response.
Adams Lake Indian Band	No response.
Little Shuswap Indian Band	<p>After careful consideration of the information you have provided, we request that you provide us with the following:</p> <ul style="list-style-type: none"> - Make provisions for Little Shuswap Lake IB to conduct a Preliminary Field Reconnaissance - Contact the Little Shuswap Lake IB to discuss the referral further (The proposed site is within a "High Archaeology Potential" area) <p>Without this required information, we cannot proceed with our desktop review.</p>
Neskonlith Indian Band	No response.
Sorrento and Area Community Association	<p>SACA hasn't held a meeting, but I have asked the Directors for input, responses following: Thank you. Brenda</p> <p>1. I'm sure there's varied opinions on what should go in there . One pro would be that it would certainly increase traffic in the area and help out local business. On the con side it would take up space that may be used for housing or townhomes etc . I think if it's done right the RV Park could be a asset to the town. Colin</p> <p>2. Hello Dan; As a director of SACA (Sorrento and Area Community Association) I have been asked to voice my opinion on the proposed campground being applied for by Sorrento Inn in Sorrento . I have not seen any paperwork on what the owners are planning to do on their property so I can not in good faith say it is a good or bad move on their part. I have heard and read in reviews about how the owner does business and what people think of his place. I do know for a fact that he does have illegal fires on his property and does not seem to care (would he not care about what happens at his campground?). Questions about his proposed campground.</p>

	<p>If he is trying to get the property rezoned for a campground, can it only be a campground or is there a list of other things that he could do once the new zoning came into place. (These other things could have a negative effect on Sorrento.) Is the sewer on his property up to code now and how much more new infrastructure (sewer) will go into the ground. Has he had the property perk tested. Where will the entrance to the campground be? I am OK with competition but when I am only full for 7 or so days a year (at 12 campsites) what will happen when we have another campsite with more sites (I heard around 35?). In this area, camping is only good for around 6 weeks of the summer (usually campgrounds open in April or May and there is usually not enough business after the September long week end to warrant staying open). I hope that he has figured out exactly what it will cost to open a campground and run it to make a profit. A nice new fully modern campsite would possibly be a good idea for Sorrento and could bring more people into the area which would mean more money coming into town. I also understand that he has the place for sale. Thanks = Don</p> <p>3. With regards to the proposed RV park at Sorrento Inn. The motel is currently for sale and the listing indicates "Health Issues" as the reason for selling. I'm a little concerned about the commitment level of the property owner in developing the property and is he simply attempting to have approvals in place as a selling feature. This view was expressed to me by another Sorrento business owner and I would suggest similar concern. Ultimately, this property is too strategically located in the centre of Sorrento to be utilized as an RV park. I believe we could use more RV facilities in the area but a mid town location is not necessary. I think it would represent a significant downgrade of the properties potential. Speaking with a number of other Sorrento business people brought similar concerns forward. Thanks for assembling our responses. Cal</p>
South Shuswap Chamber of Commerce	No response.

LOCATION

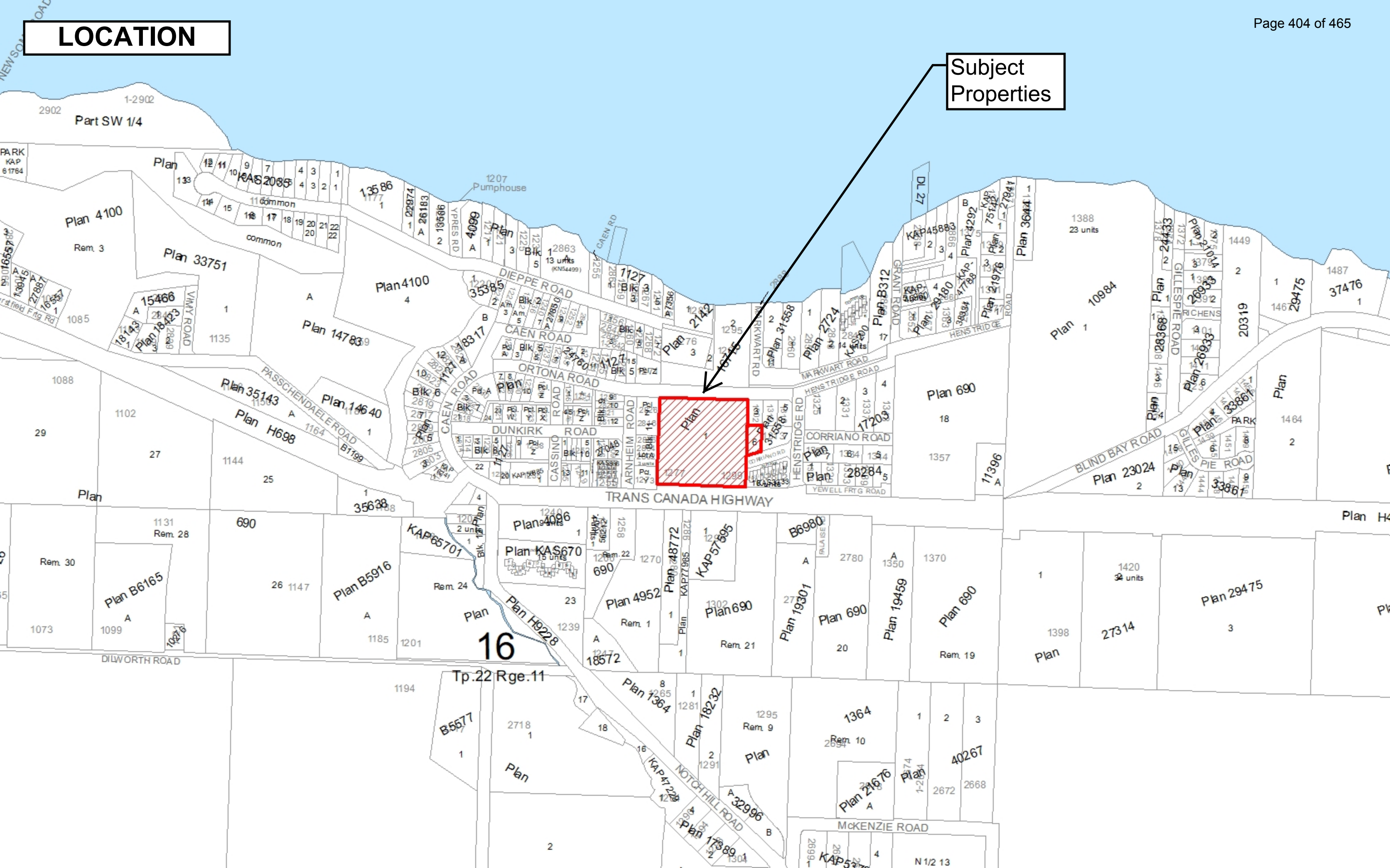


**Subject
Property**

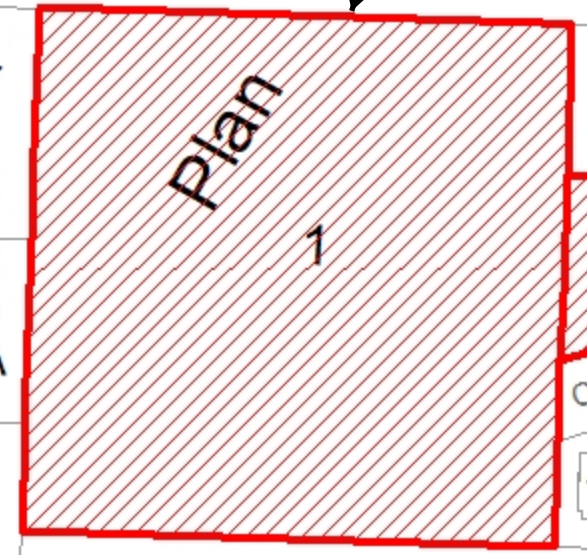
Thompson-Nicola
Regional
District

LOCATION

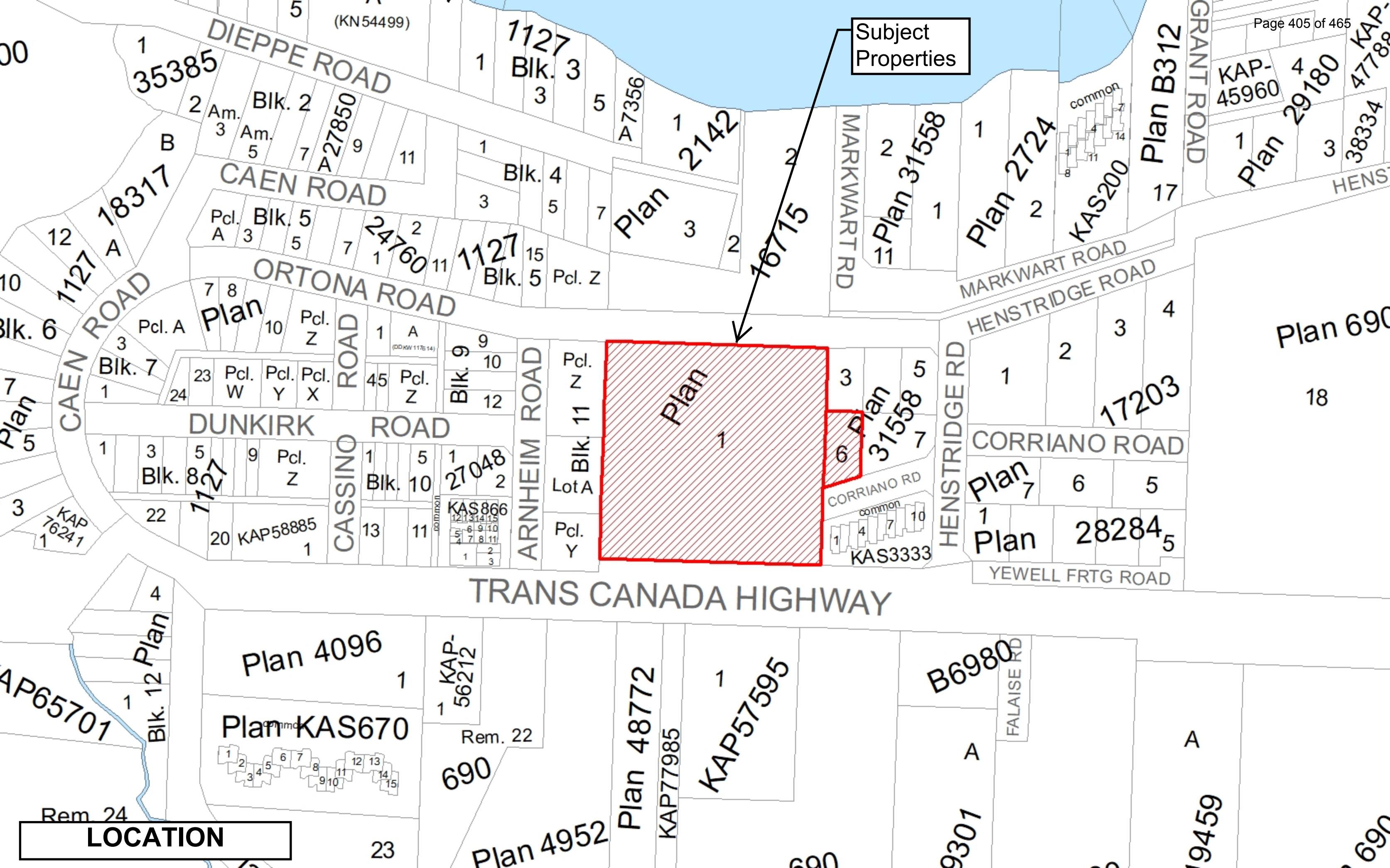
Subject Properties



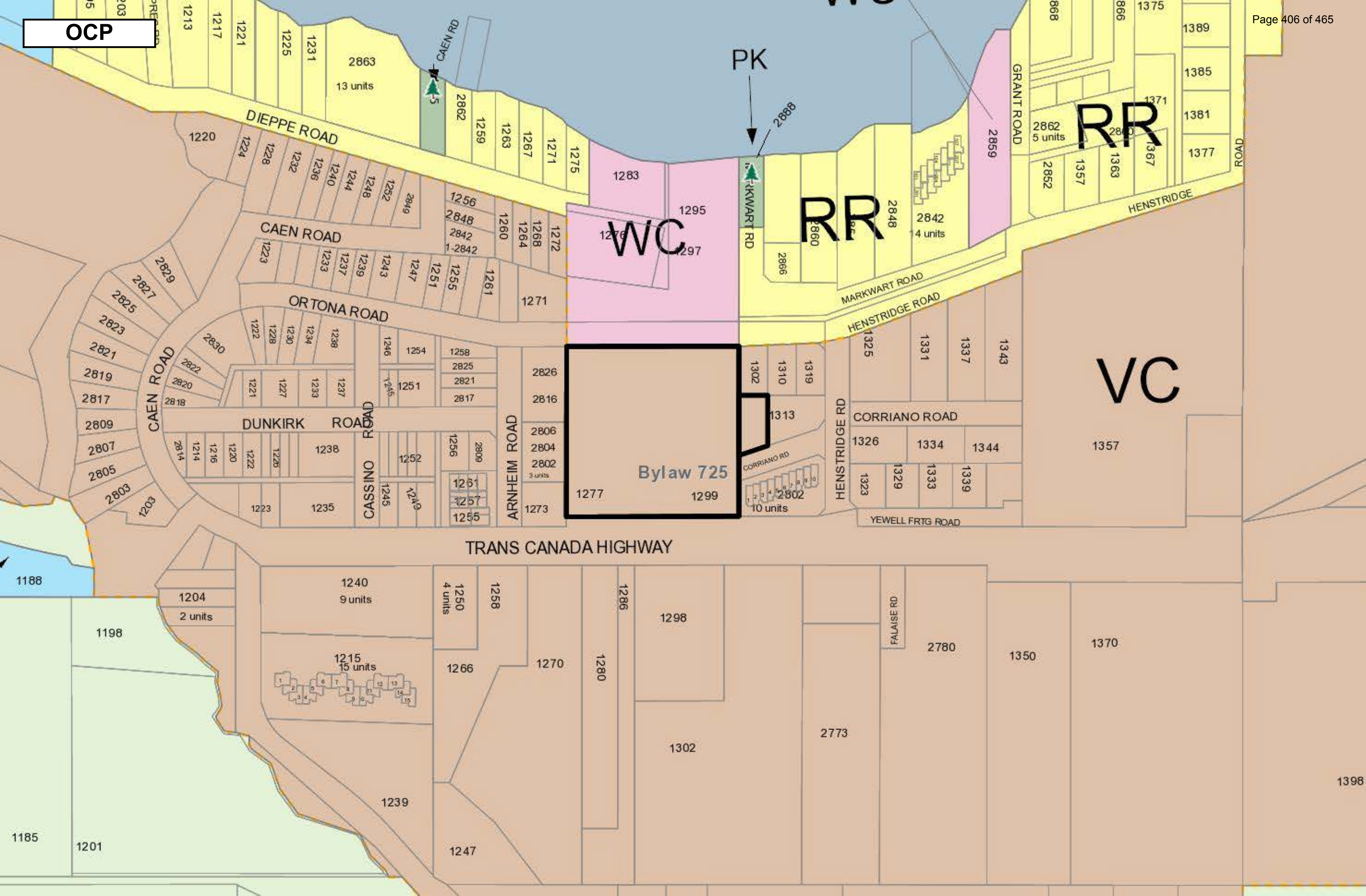
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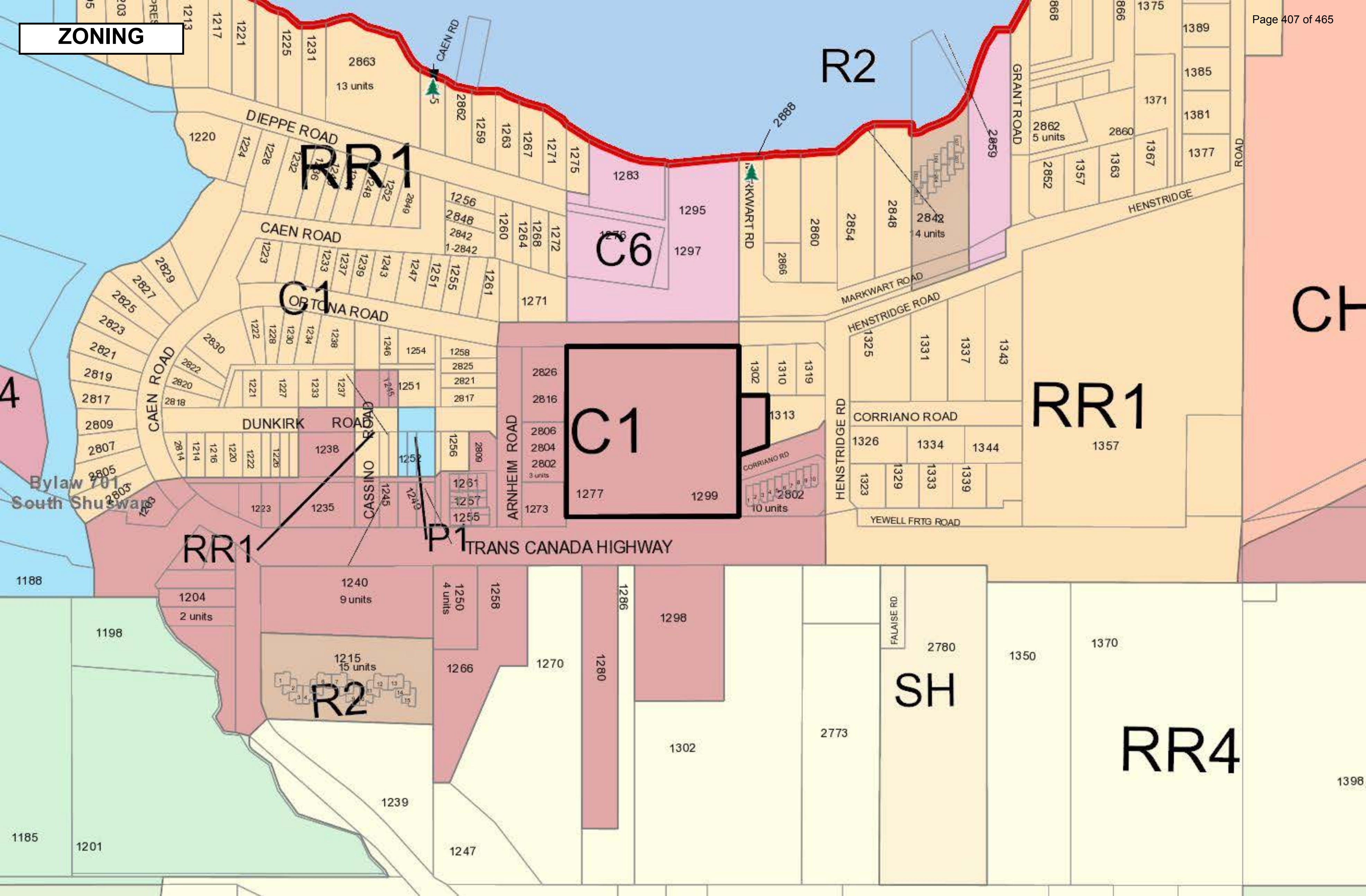
LOCATION



OCP

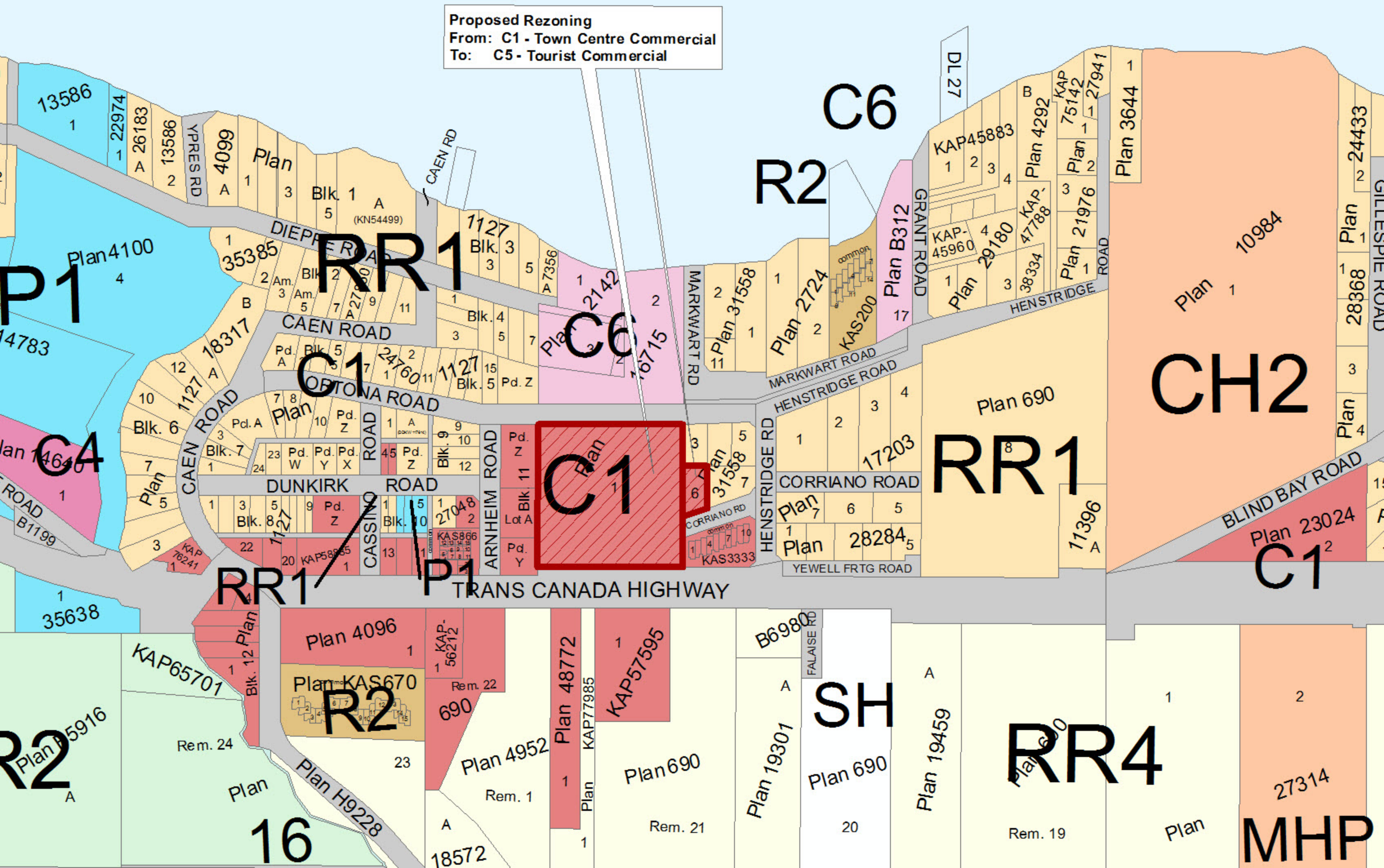


ZONING

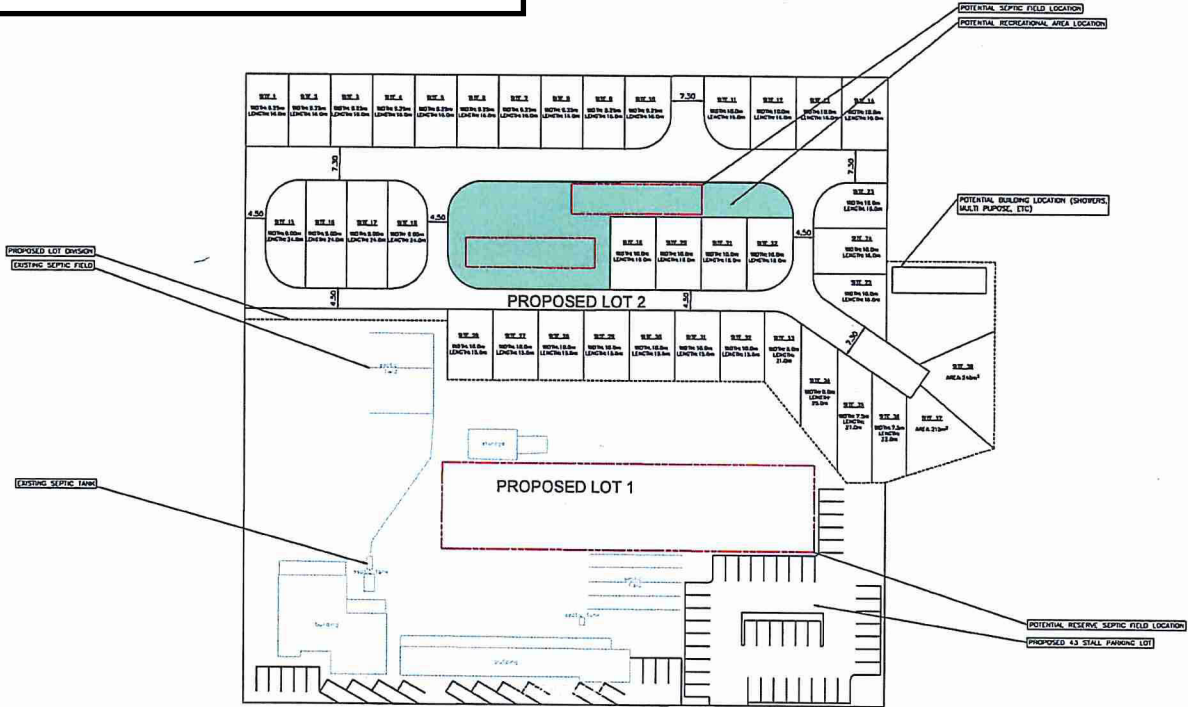


PROPOSED REZONING

Proposed Rezoning
From: C1 - Town Centre Commercial
To: C5 - Tourist Commercial



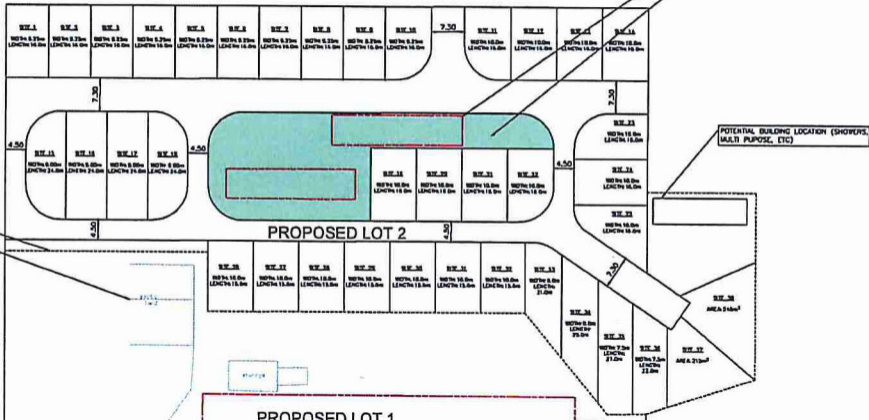
PROPOSED SITE PLAN



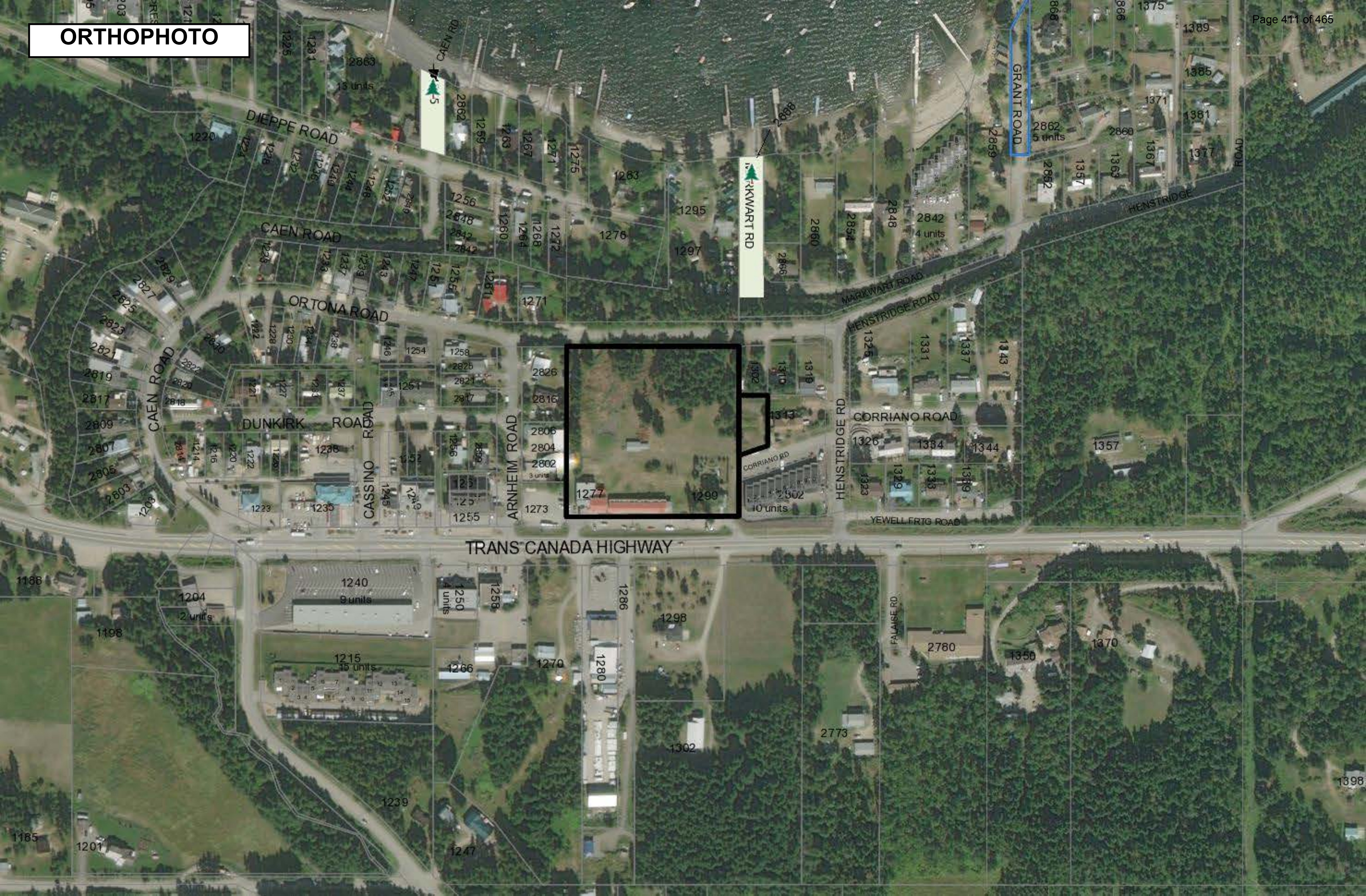
Proposed Campground Layout

POTENTIAL SEPTIC FIELD LOCATION

POTENTIAL RECREATIONAL AREA LOCATION



ORTHOPHOTO



TRANS CANADA HIGHWAY

GRANT ROAD

MARKWART RD

-5

CAEN ROAD

ORTONA ROAD

DUNKIRK ROAD

ARNHEM ROAD

MARKWART ROAD

CORRIANO ROAD

YEWELL FRTOG ROAD

DR EGDRIDGE RD

CORRIANO RD

DIEPPE ROAD

CAEN ROAD

5 units

9 units

15 units

4 units

1258

1286

1298

1280

1302

2773

2780

1356

1370

1188

1204

2 units

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BOARD REPORT

TO: Chair and Directors

File No:	BL830-19
	PL20180012
	BL900-24
	PL20180011

SUBJECT: Electoral Area F: Electoral Area F Official Community Plan Amendment (CSR D) Bylaw No. 830-19 and Lakes Zoning Amendment (CSR D) Bylaw No. 900-24

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated May 23, 2018.
1946 Bristow Road, Celista

RECOMMENDATION #1: THAT: "Electoral Area F Official Community Plan Amendment (CSR D) Bylaw No. 830-19" be read a second time this 21st day of June, 2018.

RECOMMENDATION #2: THAT: "Lakes Zoning Amendment (CSR D) Bylaw No. 900-24" be read a second time this 21st day of June, 2018.

RECOMMENDATION #3: THAT: a public hearing to hear representations on "Electoral Area F Official Community Plan Amendment (CSR D) Bylaw No. 830-19" and "Lakes Zoning Amendment (CSR D) Bylaw No. 900-24" be held;

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

AND FURTHER THAT: the holding of the public hearing be delegated to Director Larry Morgan, as Director for Electoral Area F being that in which the land concerned is located, or Alternate Director Bob Misseghers, if Director Morgan is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

SHORT SUMMARY:

The CSR D recently acquired the subject properties located at 1946 Bristow Road in Celista and the Parks staff is preparing to construct a community boat launch and waterfront park at this location. The project includes an amendment to the Electoral Area F Official Community Plan to change the designation from SSA - Secondary Settlement Area to PK - Parks and Protected Areas, and an amendment to Lakes Zoning Bylaw No. 900 to rezone the foreshore from FR1 - Foreshore Residential 1 to FP - Foreshore Park. The Board gave first reading to Electoral Area F Official Community Plan Amendment (CSR D) Bylaw No. 830-19 and Lakes Zoning Amendment (CSR D) Bylaw No. 900-24 at their meeting held on March 29, 2018 and directed staff to refer the bylaws to applicable agencies and First Nations. Referral comments have been compiled and it is now appropriate for the Board to consider the bylaws for second reading and referral to a public hearing.

VOTING:

Unweighted
Corporate

LGA Part 14
(Unweighted)

Weighted
Corporate

Stakeholder
(Weighted)

BACKGROUND:

PROPERTY OWNER:

Columbia Shuswap Regional District

AGENT:

Kristina Flackman, Community Parks & Recreation Coordinator

ELECTORAL AREA:

F

LEGAL DESCRIPTIONS:

(1) Lot 2, Sec 9, Twp 23, Rge 10, W6M, KDYD, Plan 4002

(2) Lot 3, Sec 9, Twp 23, Rge 10, W6M, KDYD, Plan 4002

PIDs:

(1) 007-407-718

(2) 007-407-742

CIVIC ADDRESS:

1946 Bristow Road

SURROUNDING LAND USE PATTERN:

North: Squilax-Anglemont Road, residential

South: Shuswap Lake

East: residential

West: Bristow Road, grocery store, gas station, residential, North Shuswap Elementary School

PARCEL SIZE:

(1) 0.22 ha (0.54 ac)

(2) 0.21 ha (0.52 ac)

CURRENT DESIGNATION (1 & 2)

SSA – Secondary Settlement Area

PROPOSED DESIGNATION:

(1 & 2)PK – Parks and Protected Areas

ZONE:

(1 & 2)Upland - N/A, Bylaw No. 900 – Foreshore Residential 1

PROPOSED LAKE ZONING:

(1 & 2)FP – Foreshore Park

SITE COMMENTS:

The subject properties are located in the village centre of Celista near the North Shuswap Elementary School, a small grocery store and gas station. The two lots are currently utilized as one property and

are developed with a single family dwelling, and a few accessory buildings. Existing improvements are proposed to be removed in order to develop the property as a community boat launch and park.

POLICY:

Please see attached staff report (2018-03-29_Board_DS_BL900-24_BL830-19_CSRD).

FINANCIAL:

The CSRD purchased the subject properties for the purpose of developing a community boat launch and waterfront park to serve the Celistia area. As the upland area is to be developed as a park, the OCP amendment is being done as a housekeeping item for consistency within the plan area. If the amending lakes zoning bylaw is not approved by the Board then CSRD Parks would not be able to move forward with their plans to construct the boat launch in this location. The property would either need to be sold or used for a different purpose.

KEY ISSUES/CONCEPTS:Update on park development

Logging, clearing and grubbing of the site along with preparation of the existing residence for demolition is underway. As noted in the previous staff report dated March 29, 2018 this work is being supervised by a Qualified Environmental Professional from Western Water Associates. A Riparian Areas Regulation Development Permit is not required as the proposed use is institutional.

First Nations/Archaeology

Following first reading of Bylaws 830-19 and 900-24 referrals were sent to applicable agencies and First Nations. Referral comments received included a request from the Little Shuswap Lake Indian Band (SLSIB) to have their archaeology team conduct a Preliminary Field Review (PRF) of the subject properties. While not a requirement under the Heritage Conservation Act, a PFR was arranged by Parks staff and this work was conducted on April 16th, 2018. Following the PFR the SLSIB recommended that a further archaeological impact assessment of the site be conducted by their team. Staff consulted with the Archaeology Branch of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to determine the legal requirements under the Heritage Conservation Act (HCA). Ministry staff indicated that there are no known archaeological sites in the immediate vicinity of the subject property, but that the area is considered to have high archaeological potential. Ministry staff advised that there is no requirement under the HCA for a property owner to conduct any studies, however due to the high potential of the area if the CSRD chose not to undertake further studies, a "chance find procedure" should be implemented in order to have a protocol in place for contractors and staff in the event that a protected heritage site is discovered during work on the subject property. Staff opted to forgo further studies at this time and have implemented a "chance find procedure" which has been communicated to all contractors and incorporated into all written agreements for work on the subject property. The "chance find procedure" states that if a site is discovered, all work must immediately cease and the Archaeology Branch must be contacted for further direction.

Provincial Approvals

Referral comments from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lands Branch indicated that a Section 11 Authorization for Works in and about a Stream is required for works below the high water mark including installation of the dock and construction of the boat launch, and that a Crown tenure application is required for the proposed use of the Crown

foreshore. Ministry of Transportation and Infrastructure comments included a reminder that a Commercial Access Permit is required for the boat launch off Bristow Road. Parks staff have confirmed that all of the above noted provincial applications have been made and that issuance of the Commercial Access Permit is pending adoption of the bylaw amendments.

SUMMARY:

Referral comments received noted that a number of approvals are required from Provincial agencies for the proposed works. CSRD Parks staff have indicated that applications have been made for all of the required approvals. Further, a Preliminary Field Review of the site has been conducted by the Little Shuswap Lake Indian Band and a chance find procedure has been implemented to ensure that all staff and contractors working on the site are aware of the requirements should a heritage site be discovered during work on the property. Staff is recommending that the Board read the proposed amending bylaws a second time and delegate a public hearing to hear representations from the public.

IMPLEMENTATION:

If the Board delegates a public hearing, staff will set a date for the public hearing, and proceed with notification of property owners within 100 metres and publication of notices as required by the Local Government Act.

COMMUNICATIONS:

Bylaw 900-24 was referred to the following agencies and First Nations:

Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lands Branch	Thank you for sending this referral for comment. There are no objections to the proposal provided that the proper authorizations can be obtained. Please note that for works in and about a stream (or lake) a Section 11 authorization under the <i>Water Act</i> must be obtained. Also, a Crown Land tenure is required under the Land Act for the area occupied below the present natural boundary.
Ministry of Forests, Lands and Natural Resource Operations – Archaeology Branch	According to Provincial Records there are no known archaeological sites recorded on the property. However, archaeological potential modeling for the area indicates there is the possibility for unknown/unrecorded sites to exist on the property. Archaeological sites (both recorded and unrecorded, disturbed and intact) are protected under the <i>Heritage Conservation Act</i> and must not be altered or damaged without a permit from the Archaeology Branch. Prior to any land alterations (e.g. addition to home, property redevelopment, extensive landscaping, service installation) an Eligible Consulting Archaeologist should be contacted to review the proposed activities and, where warranted,

	<p>conduct a walk over and/or detailed study of the property to determine whether the work may impact protected archaeological materials. If the archaeologist determines that development activities will not impact any archaeological deposits, then a permit is not required. <u>In the absence of a confirmed archaeological site, the Archaeology Branch cannot require the proponent to conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent.</u> If any land altering development is planned and proponents choose not to contact an archaeologist prior to development, owners and operators should be notified that if an archaeological site is encountered during development, activities must be halted and the Archaeology Branch contacted at 250-953-3334 for direction. If an archaeological site is encountered during development and the appropriate permits are not in place, proponents will be in contravention of the Heritage Conservation Act and likely experience delays while the appropriate permits are obtained.</p>
Ministry of Transportation and Infrastructure	<p>The proposed amendment is for a specific property beyond 800 m from a controlled access highway therefore this Ministry's endorsement is not required. As there are proposed works within the Bristow Road dedication and access(s) off Bristow Road to the properties, a permit application is required. Please submit the permit application to this Ministry via eDAS for the commercial access to the properties and include any proposed works in Bristow Road dedication.</p>
CSRD Operations Management	Application is supported.
Transport Canada	No response.
Adams Lake Indian Band	No response.
Little Shuswap Lake Indian Band	<p>After careful consideration we request that you provide us with the following: Conduct a Preliminary Field Review (PFR) on site, area of disturbance. Without this information, we cannot proceed with our desktop review. (Staff provided information on the area of disturbance and directed LSIB staff to contact the owner regarding the PFR).</p>
Neskonlith Indian Band	No response.
Okanagan Indian Band	No response.
Shuswap Indian Band	No response.

Simpcw First Nation	No response.
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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 F Official Community Plan Bylaw No. 830
2. Lakes Zoning Bylaw No. 900
3. Electoral Area F Parks Plan Final Report
4. Archaeological Chance Find Procedure

Report Approval Details

Document Title:	2018-06-21_Board_DS_BL900-24_BL830-19_CSRD.docx
Attachments:	<ul style="list-style-type: none"> - BL830-19_Second.pdf - BL900-24_Second.pdf - 2018-03-29_Board_DS_BL900-24_BL830-19_CSRD.pdf - BL830-19_First.pdf - BL900-24_First.pdf - Agency_Referral_Responses_BL900-24_BL830-19.pdf - Maps_Plans_Photos_BL900-24_BL830-19.pdf
Final Approval Date:	Jun 8, 2018

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

Corey Paiement - Jun 5, 2018 - 1:04 PM

Gerald Christie - Jun 8, 2018 - 8:24 AM

Jodi Pierce - Jun 8, 2018 - 11:13 AM

No Signature - Task assigned to Darcy Mooney was completed by assistant Phaedra Turner

Darcy Mooney - Jun 8, 2018 - 1:25 PM

Lynda A. Shykora

Lynda Shykora - Jun 8, 2018 - 2:06 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jun 8, 2018 - 2:07 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA F OFFICIAL COMMUNITY PLAN
AMENDMENT (CSRD) BYLAW NO. 830-19

A bylaw to amend the "Electoral Area F Official Community Plan Bylaw No. 830"

WHEREAS the Board of the Columbia Shuswap Regional District has adopted Bylaw No. 830;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 830;

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

1. "Electoral Area F Official Community Plan Bylaw No. 830" is amended as follows:

A. MAP AMENDMENT

I. Schedule B, (Land Use Designations - overview map), and Schedule C (Land Use Designations – mapsheets) which form part of the Electoral Area F Official Community Plan Bylaw No. 830 are hereby amended by:

- a) changing the land use designation for Lots 2 and 3, Township 23, Range 10, West of the 6th Meridian, Kamloops Division of Yale District, Plan 4002, which are more particularly shown hatched on Schedule A attached hereto and forming part of this bylaw, from SSA - SECONDARY SETTLEMENT AREA to PK - PARKS AND PROTECTED AREAS.

2. This Bylaw may be cited as "Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19."

READ a first time this 29th day of March, 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.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED true copy of Bylaw No. 830-19
as read a third time.

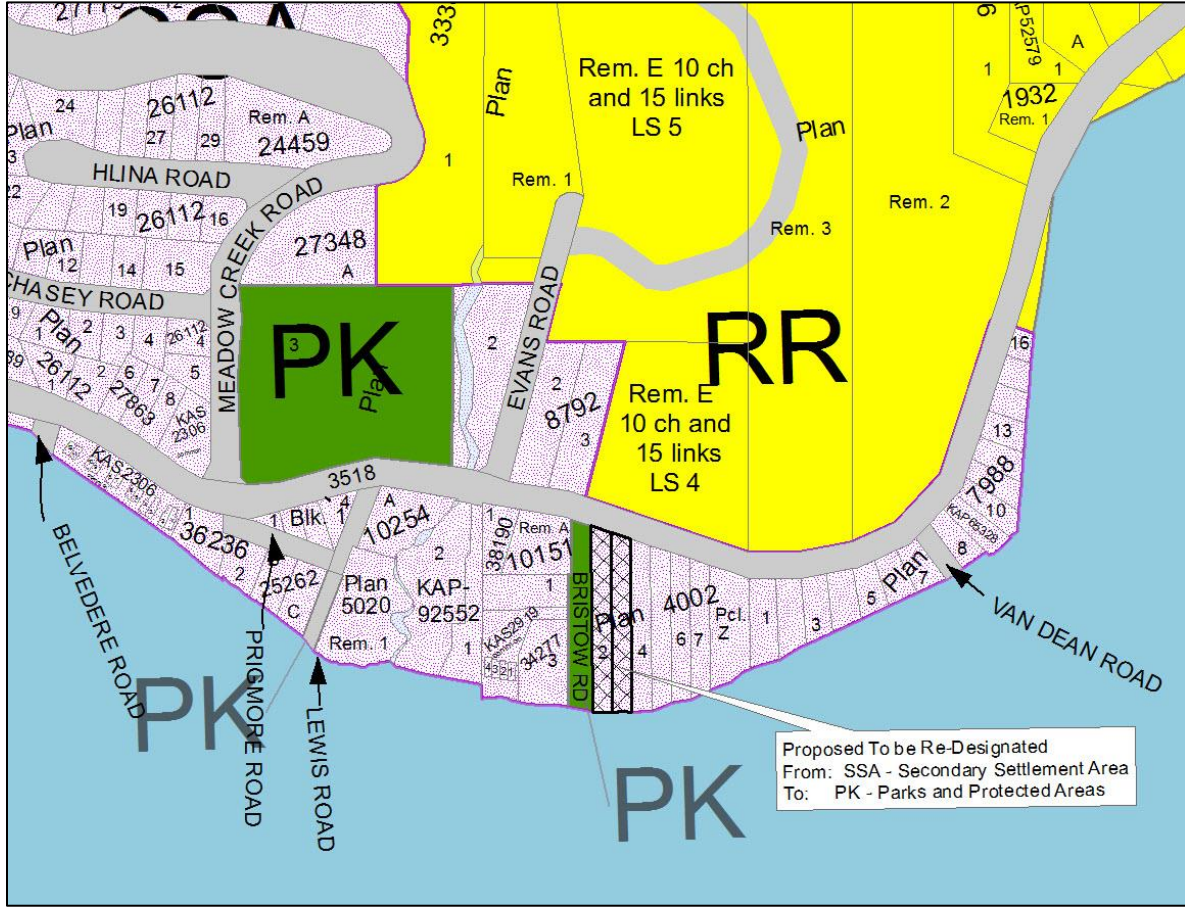
CERTIFIED true copy of Bylaw No. 830-19
as adopted.

Manager of Corporate
Administration Services (Secretary)

Manager of Corporate
Administration Services (Secretary)

**Electoral Area F Official Community Plan
Amendment (CSRD) Bylaw No. 830-19**

Schedule A



COLUMBIA SHUSWAP REGIONAL DISTRICT

LAKES ZONING AMENDMENT (CSR) BYLAW NO. 900-24

A bylaw to amend the "Lakes Zoning Bylaw No. 900"

WHEREAS the Board of the Columbia Shuswap Regional District has adopted Bylaw No. 900;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 900;

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

1. "Lakes Zoning Bylaw No. 900" is amended as follows:

A. MAP AMENDMENT

I. Schedule B, Zoning Maps, which forms part of the Lakes Zoning Bylaw No. 900 is hereby amended by:

- a) rezoning the foreshore adjacent to Lots 2 and 3, Township 23, Range 10, West of the 6th Meridian, Kamloops Division of Yale District, Plan 4002, which is more particularly shown hatched on Schedule A attached hereto and forming part of this bylaw, from FR1 - FORESHORE RESIDENTIAL 1 to FP - FORESHORE PARK.

2. This Bylaw may be cited as "Lakes Zoning Amendment (CSR) Bylaw No. 900-24."

READ a first time this 29th day of March, 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.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED true copy of Bylaw No. 900-24
as read a third time.

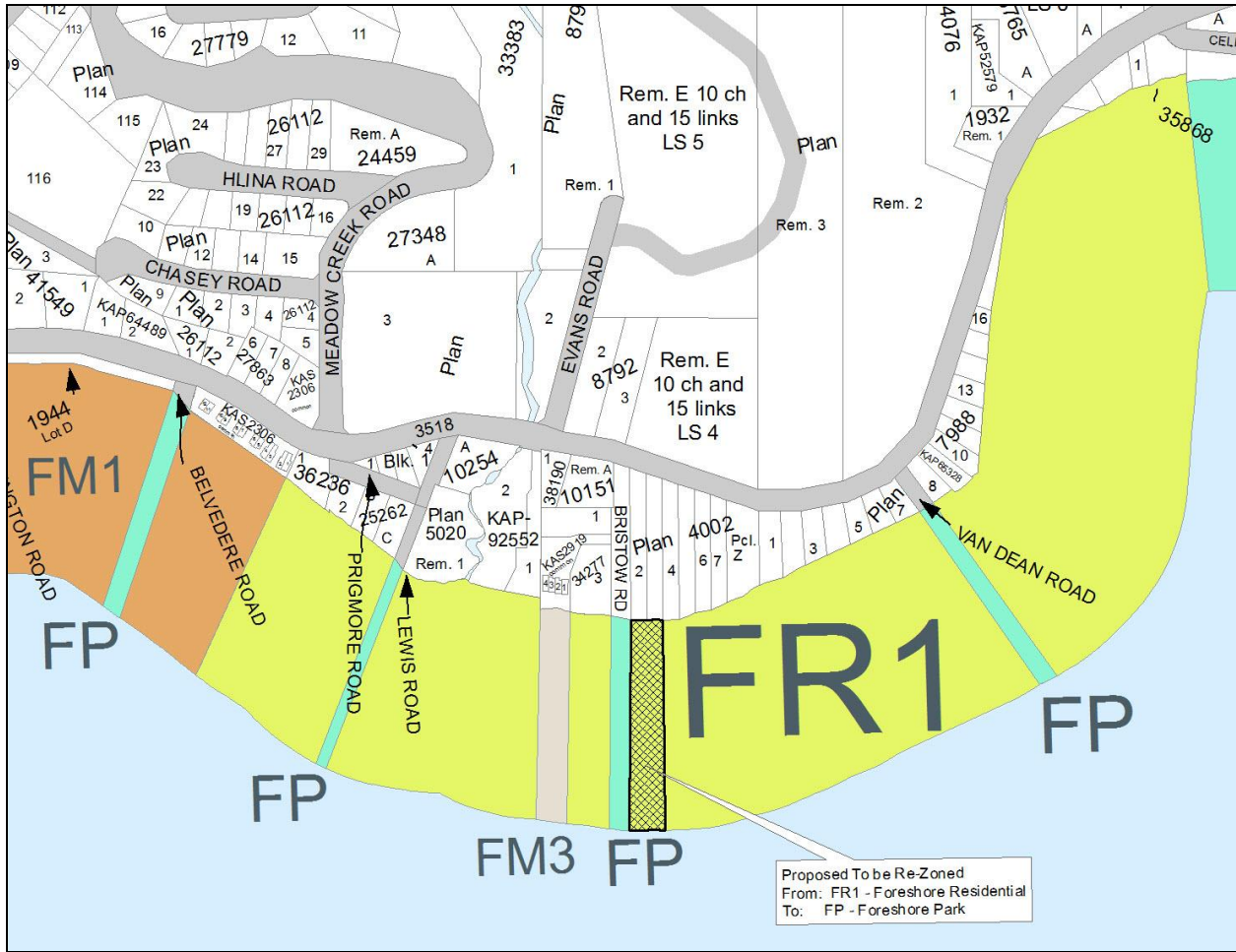
CERTIFIED true copy of Bylaw No. 900-24
as adopted.

Manager of Corporate
Administration Services (Secretary)

Manager of Corporate
Administration Services (Secretary)

Lakes Zoning Amendment (CSR) Bylaw No. 900-24

Schedule A





BOARD REPORT

TO: Chair and Directors

File No:	BL830-19
	PL20180012
	BL900-24
	PL20180011

SUBJECT: Electoral Area F: Electoral Area F Official Community Plan Amendment (CSR D) Bylaw No. 830-19 and Lakes Zoning Amendment (CSR D) Bylaw No. 900-24

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated March 8, 2018.
1946 Bristow Road, Celista

RECOMMENDATION #1: THAT: "Electoral Area F Official Community Plan Amendment (CSR D) Bylaw No. 830-19" be read a first time this 29th day of March, 2018.

RECOMMENDATION #2: THAT: "Lakes Zoning Amendment (CSR D) Bylaw No. 900-24" be read a first time this 29th day of March, 2018.

RECOMMENDATION #3: THAT: the Board utilize the simple consultation process for Bylaw No. 830-19 and Bylaw No. 900-24, and the Bylaws be referred to the following agencies and First Nations:

- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lands Branch;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSR D Operations Management;
- CSR D Financial Services Department;
- Transport Canada;
- All relevant First Nations.

SHORT SUMMARY:

The CSR D recently acquired the subject properties located at 1946 Bristow Road in Celista and the Parks staff is preparing to construct a community boat launch and waterfront park at this location. The project includes an amendment to the Electoral Area F Official Community Plan to change the designation from SSA - Secondary Settlement Area to PK - Parks and Protected Areas, and an amendment to Lakes Zoning Bylaw No. 900 to rezone the foreshore from FR1 - Foreshore Residential 1 to FP - Foreshore Park.

VOTING: Unweighted LGA Part 14 Weighted Stakeholder
Corporate (Unweighted) Corporate (Weighted)

BACKGROUND:

PROPERTY OWNER:

Columbia Shuswap Regional District

AGENT:

Kristina Flackman, Community Parks & Recreation Coordinator

ELECTORAL AREA:

F

LEGAL DESCRIPTIONS:

(1) Lot 2, Sec 9, Twp 23, Rge 10, W6M, KDYD, Plan 4002

(2) Lot 3, Sec 9, Twp 23, Rge 10, W6M, KDYD, Plan 4002

PIDs:

(1) 007-407-718

(2) 004-407-742

CIVIC ADDRESS:

1946 Bristow Road

SURROUNDING LAND USE PATTERN:

North: Squilax-Anglemont Road, residential

South: Shuswap Lake

East: residential

West: Bristow Road, grocery store, gas station, residential, North Shuswap Elementary School

PARCEL SIZE:

(1) 0.22 ha (0.54 ac)

(2) 0.21 ha (0.52 ac)

CURRENT DESIGNATION(1 & 2)

SSA – Secondary Settlement Area

PROPOSED DESIGNATION:

(1 & 2) PK – Parks and Protected Areas

ZONE:

(1 & 2) Upland - N/A, Bylaw No. 900 – Foreshore Residential 1

PROPOSED LAKE ZONING:

(1 & 2) FP – Foreshore Park

SITE COMMENTS:

The subject properties are located in the village centre of Celistra near the North Shuswap Elementary School, a small grocery store and gas station. The two lots are currently utilized as one property and are developed with a single family dwelling, and a few accessory buildings. Existing improvements are proposed to be removed in order to develop the property as a community boat launch and park.

POLICY:

Electoral Area F Official Community Plan Bylaw No. 830

Section 9.1 General Parks and Recreation

Objective 1

To provide improved public access to the waterfront and expand on public amenities, such as beaches and boat ramps.

Objective 2

To provide a parks system that provides multiple access points to Shuswap Lake and other lakes.

11.8 Secondary Settlement Areas (SSA)

Policies in this section relate to the types of acceptable residential land uses permitted in this designation along with associated densities and required servicing standards. There are no policies related to parks use within this designation.

11.13 Parks and Recreation (PK)

Policy 1

The Parks and Recreation designation includes federal, provincial and regional parks, and associated park uses, as well as public and private recreation facilities.

13.2 Foreshore and Water Development Permit Area13.2.1 *Purpose*

The Foreshore and Water DPA is designated under the Local Government Act for the protection of the natural environment, its ecosystems and biological diversity.

13.2.4 *Exemptions*

- (a) Structures and works associated with a park use

A Foreshore and Water Development Permit is not required for the proposed park development.

13.4 Riparian Areas Regulation (RAR) Development Permit Area

13.4.1 Purpose

The RAR DPA is designated under the Local Government Act, and applicable provisions of the Community Charter for the protection of the natural environment, its ecosystems and biological diversity. The RAR regulations place considerable emphasis on Qualified Environmental Professionals (QEPs) to research established standards for the protection of riparian areas. The presence of the QEP, Ministry of Environment (MOE) and Department of Fisheries and Oceans in the review process reduces the extent to which the CSRD will be involved in the technical details of the permitting process. Essentially, the role of the QEP means that CSRD involvement is more administrative in nature.

13.4.2 Area

The RAR DPA is comprised of riparian assessment areas for fish habitat, which include all watercourses and adjacent lands shown on Provincial TRIM map series at 1:20,000, as well as unmapped watercourses.

The area applicable for this property as the Riparian Assessment Area comprises the lands within 30 m (98.4 feet) of the high water mark of the watercourse, in this case Shuswap Lake.

13.4.5 Exemptions

The RAR DPA does not apply to the following:

- (c) Institutional development containing no residential, commercial or industrial aspect;
- (f) Development to which RAR does not apply, as confirmed in writing by a QEP.

The development of the subject properties is institutional development containing no residential, commercial or industrial aspect. As such a RAR Development Permit is not required. Although a Development Permit is not required, the CSRD has engaged a QEP to assist in the site design and monitoring of the construction of park improvements.

Lakes Zoning Bylaw No. 900

1.1 Definitions

BOAT LAUNCH is a location on a lake that is designated for the purpose of placing or removing a boat in the water.

PARK is the use of land, including the surface of the water, buildings and structures for the recreation and enjoyment of the public, and/or for environmental conservation purposes, where

- (a) the land is dedicated as park by plan deposited in the Land Title Office, or operated as a local service or extended service pursuant to the Local Government Act; or

(b) the land, buildings and structures are under tenure of the Crown for the purposes of a park.

3.1 Uses and Structures Permitted in Each Zone

.1 The following uses and structures are permitted in each zone, unless expressly prohibited in the zone:

- (a) *navigation and accessory uses to navigation;*
- (b) *passive recreation;*
- (c) *swimming platform*, subject to the limitations set out in section 3.4;
- (d) *public utility;*
- (e) *park and accessory uses to a park;* and
- (f) *accessory use.*

4.4 FR1 – Foreshore Residential 1

.1 Permitted Uses:

- (a) *Floating dock*, including *removable walkway*, that is accessory to a permitted *use* on an adjacent *waterfront parcel*.
- (b) *Private mooring buoy(s)* that is accessory to a permitted *use* on an adjacent *waterfront parcel* or an adjacent *semi-waterfront parcel*.
- (c) *Boat lift(s)* that is accessory to a permitted *use* on an adjacent *waterfront parcel*.

.2 Regulations:

- (a) Density
 - o Dock: 1 *floating dock* per adjacent *waterfront parcel*.
 - o *Private mooring buoys*:
 - (a) 1 per adjacent *semi-waterfront parcel*.
 - (b) 1 per adjacent *waterfront parcel* having a *lake* boundary length less than 30 m (98.43 ft)
 - (c) 2 per adjacent *waterfront parcel* having a *lake* boundary length 30 m (98.43 ft) or more.

4.16 FP – Foreshore Park

.1 Permitted Uses:

- (a) *Park*
- (b) *Floating or fixed dock(s)*, including *permanent* or *removable walkway* that is accessory to a *park use*.
- (c) *Park mooring* and recreation facilities.
- (d) Buoy(s) that is accessory to a *park use*.
- (e) *Boat lift(s)* that is accessory to a *park use*.
- (f) *Boat launch* that is accessory to a *park use*.

Area F Parks Plan, Final Report, June 2005**4.1 Waterfront Parks**

Access to and from the waterfront was amongst the highest ranked issues that the public wanted to see resolved during the park planning process. The public perceived a large gap between the demand for waterfront parks (with amenities such as beaches and boat ramps), and the supply that is available. Twenty one waterfront parks were identified to meet the current and future demand, including the subject site at Bristow Road.

FINANCIAL:

The CSRD purchased the subject properties for the purpose of developing a community boat launch and waterfront park to serve the Celista area. As the upland area is to be developed as a park, the OCP amendment is being done as a housekeeping item for consistency within the plan area. If the amending lakes zoning bylaw is not approved by the Board then CSRD Parks would not be able to move forward with their plans to construct the boat launch in this location. The property would either need to be sold or used for a different purpose.

KEY ISSUES/CONCEPTS:

The Bristow Road location was identified in the Area F Parks Plan as a desirable place for a waterfront park and community boat launch. The subject properties are situated midway between the two existing public boat launches on the North Shuswap at Shuswap Lake Provincial Park and Magna Bay Wharf Road Community Park. In November of 2017 the CSRD purchased the subject properties and are now in the process of applying for the necessary licenses and approvals from the Province along with the bylaw amendments necessary for the proposed uses.

Project Description

The proposed waterfront park will provide a boat launch, 12 truck and trailer parking spaces, public dock, picnic area and vault toilet. There will also be a kiosk providing park users with important public information which may include invasive species education and the Kids Don't Float program. The plan is to create a visually appealing but effective park space with a focus on a public boat launch and amenities including a vault toilet, picnic tables, bear proof waste receptacles and recycling receptacles. CSRD Parks is working in collaboration with the Protective Services department to site a dry fire hydrant on the property to enhance firefighting capacity. The plan proposes to plant native species trees and shrubs along the perimeter of the property which will create a vegetative screen for neighbouring properties buffering noise and optics while enhancing the aesthetics of the property. No lighting is contemplated at this time which will reduce light pollution concerns. Signage will be placed advising of a "no idling" policy which is intended to help control noise and odors. There will also be signage placed indicating the park hours which will be from 7am to 10pm.

Official Community Plan

The Electoral Area F Official Community Plan designation for the subject properties is currently SSA – Secondary Settlement Area. This designation is intended to allow for a range of densities for residential development within the designated area and specifies servicing standards related to this type of development. There are no policies related to parks use within this designation. The OCP designation for the subject properties is proposed to be changed to PK – Parks and Protected Areas to align with the proposed use and the designation of other similar parks in Electoral Area F.

Upland Zoning

The subject properties are located in an area of the CSRD that is not currently subject to a zoning bylaw.

Lakes Zoning

The foreshore adjacent to the subject properties is zoned FR1 – Foreshore Residential 1, in keeping with the historical use of the property as a single family dwelling. The FR1 zone does not permit the boat launch proposed for the properties, therefore the zoning is proposed to be changed to FP – Foreshore Park which allows for the boat launch as well as the other proposed park amenities. The proposed zoning also creates consistency between the subject properties and Magna Bay Park which also has a community boat launch.

Foreshore Lease

CSRD Parks has made application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) for a foreshore lease over the area adjacent to the subject properties. The Board authorized this application by resolution at the February 15, 2018 Regular Board meeting. The foreshore lease is required in order for the CSRD to operate a foreshore park in this location, including the placement of a boat launch and community dock.

Access and Parking

McElhanney Consulting Services has been hired to complete the park design. They have ensured that all Ministry of Transportation and Infrastructure (MoTI) guidelines and regulations are being followed, and they have filed the necessary paperwork with MoTI. The site will be accessed via Bristow Road, allowing vehicles to pull off the main road before entering the park, thus reducing congestion on Squilax-Anglemont Road. This provides a higher level of safety for vehicles entering and exiting the boat launch area. A graveled parking area for trucks and boat trailers will be provided on site and there will be a vegetative buffer provided on all sides of the property to provide separation from neighbouring properties.

Sewage Disposal

The park will be serviced with a vault toilet that will be connected to a holding tank. The tank will be pumped out on a regular basis as part of park maintenance.

Environmental Concerns

All environmental concerns will be addressed by designing the boat launch with the help of a Landscape Architect from McEllaney Consulting Services. A geotechnical survey was completed to determine the feasibility of a boat launch at this site. Utilizing a graveled parking area and retaining vegetation on the site will be done to enable surface waters to permeate to the ground without causing a large increase in surface flow. CSRD Parks intends to retain as much on-site vegetation as possible to help with the uptake of these waters. Western Water Associates has also been hired to complete a preliminary assessment of the property with regard to sensitive habitat. They will ensure that all necessary regulations are adhered to, and provide advice with regard to mitigation of any potential damage due to construction. They will be on-site during construction of the boat launch to provide monitoring in this regard. Silt fencing will be placed around the work area to ensure any disturbance from construction stays within acceptable limits.

Cultural Heritage Resources

Construction will be monitored to ensure any archaeological findings are preserved. Parks staff are aware that if any heritage resources are discovered during construction they must stop work and contact the Archaeological Branch immediately. Little Shuswap Indian Band will be conducting field reconnaissance work with CSRD Parks staff.

SUMMARY:

The OCP designation of the subject properties is proposed to be changed from SSA - Secondary Settlement Area to PK - Park and Protected Area, and the foreshore adjacent to the subject properties is proposed to be rezoned from FR1 – Foreshore Residential 1 to FP – Foreshore Park as the properties are proposed to be developed as a waterfront park and community boat launch. The Area F Parks Plan, identified the properties as a potential site for this use. Staff are recommending that the Board read Bylaws 830-19 and 900-24 a first time and refer the bylaws out to applicable agencies and First Nations for comments.

IMPLEMENTATION:

If the Board gives Bylaws 900-24 and 830-19 first reading they will be referred out to applicable agencies and First Nations for comments and the communications procedures outlined below would be undertaken.

COMMUNICATIONS:

A media release was sent to local newspapers and a notice was posted on the CSRD website on November 8, 2017 to announce the purchase of the subject property and the intent to develop a community boat launch and lake front park on the lands.

In accordance with Section 7.2 of Development Services Procedures Bylaw No. 4001 a Notice of Application sign will be posted on the property following first reading.

CSRD Parks staff will be presenting this proposal to the Area F Parks Advisory Committee at their meeting to be held on April 16th, 2018 at the Scotch Creek Community Hall. These meetings are advertised and open to the public. Parks staff have also communicated extensively with the neighbouring property to the east of the subject properties regarding site planning and have made adjustments based on his suggestions. Parks staff will also be sending out a letter to all owners within 100 m of the subject property providing information about the project in advance of the public hearing.

Staff are recommending that due to the amount of consultation already being done by CSRD Parks, in accordance with Policy P-18 – Consultation Processes – Bylaws, the simple consultation process be used for this application. After first reading the applicant would post a Notice of Development sign on the property to notify the neighbourhood of the application and staff would refer the application to applicable agencies and First Nations.

After the Regional District has received information from agency referrals, the bylaw would go to back to the Board for second reading and delegation of a public hearing.

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 F Official Community Plan 830
2. Lakes Zoning Bylaw No. 900
3. Electoral Area F Parks Plan Final Report

Report Approval Details

Document Title:	2018-03-29_Board_DS_BL900-24_BL830-19_CSRD.docx
Attachments:	- BL830-19_First.pdf - BL900-24_First.pdf - Maps_Plans_Photos_BL900-24_BL830-19.pdf
Final Approval Date:	Mar 17, 2018

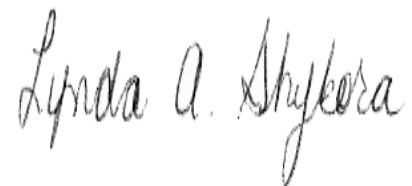
This report and all of its attachments were approved and signed as outlined below:

Corey Paiement - Mar 13, 2018 - 3:12 PM

Gerald Christie - Mar 15, 2018 - 8:09 AM

Jodi Pierce - Mar 15, 2018 - 9:17 AM

Darcy Mooney - Mar 16, 2018 - 8:23 AM



Lynda Shykora - Mar 16, 2018 - 2:48 PM



Charles Hamilton - Mar 17, 2018 - 9:19 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA F OFFICIAL COMMUNITY PLAN
AMENDMENT (CSR) BYLAW NO. 830-19

A bylaw to amend the "Electoral Area F Official Community Plan Bylaw No. 830"

WHEREAS the Board of the Columbia Shuswap Regional District has adopted Bylaw No. 830;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 830;

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

1. "Electoral Area F Official Community Plan Bylaw No. 830" is amended as follows:

A. MAP AMENDMENT

I. Schedule B, (Land Use Designations - overview map), and Schedule C (Land Use Designations – mapsheets) which form part of the Electoral Area F Official Community Plan Bylaw No. 830 are hereby amended by:

- a) changing the land use designation for Lots 2 and 3, Township 23, Range 10, West of the 6th Meridian, Kamloops Division of Yale District, Plan 4002, which are more particularly shown hatched on Schedule A attached hereto and forming part of this bylaw, from SSA - SECONDARY SETTLEMENT AREA to PK - PARKS AND PROTECTED AREAS.

2. This Bylaw may be cited as "Electoral Area F Official Community Plan Amendment (CSR) Bylaw No. 830-19."

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.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED true copy of Bylaw No. 830-19
as read a third time.

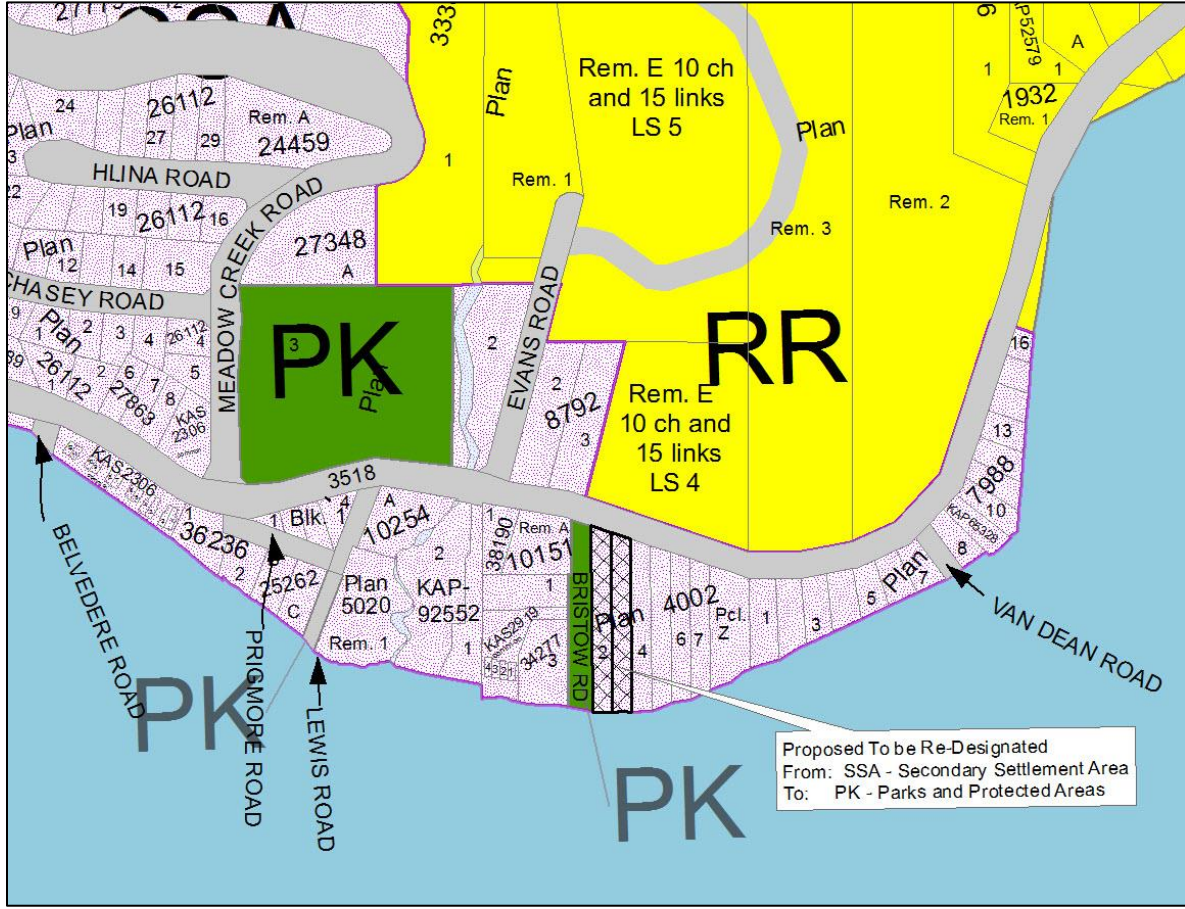
CERTIFIED true copy of Bylaw No. 830-19
as adopted.

Manager of Corporate
Administration Services (Secretary)

Manager of Corporate
Administration Services (Secretary)

**Electoral Area F Official Community Plan
Amendment (CSRD) Bylaw No. 830-19**

Schedule A



COLUMBIA SHUSWAP REGIONAL DISTRICT

LAKES ZONING AMENDMENT (CSR) BYLAW NO. 900-24

A bylaw to amend the "Lakes Zoning Bylaw No. 900"

WHEREAS the Board of the Columbia Shuswap Regional District has adopted Bylaw No. 900;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 900;

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

1. "Lakes Zoning Bylaw No. 900" is amended as follows:

A. MAP AMENDMENT

I. Schedule B, Zoning Maps, which forms part of the Lakes Zoning Bylaw No. 900 is hereby amended by:

- a) rezoning the foreshore adjacent to Lots 2 and 3, Township 23, Range 10, West of the 6th Meridian, Kamloops Division of Yale District, Plan 4002, which is more particularly shown hatched on Schedule A attached hereto and forming part of this bylaw, from FR1 - FORESHORE RESIDENTIAL 1 to FP - FORESHORE PARK.

2. This Bylaw may be cited as "Lakes Zoning Amendment (CSR) Bylaw No. 900-24."

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.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED true copy of Bylaw No. 900-24
as read a third time.

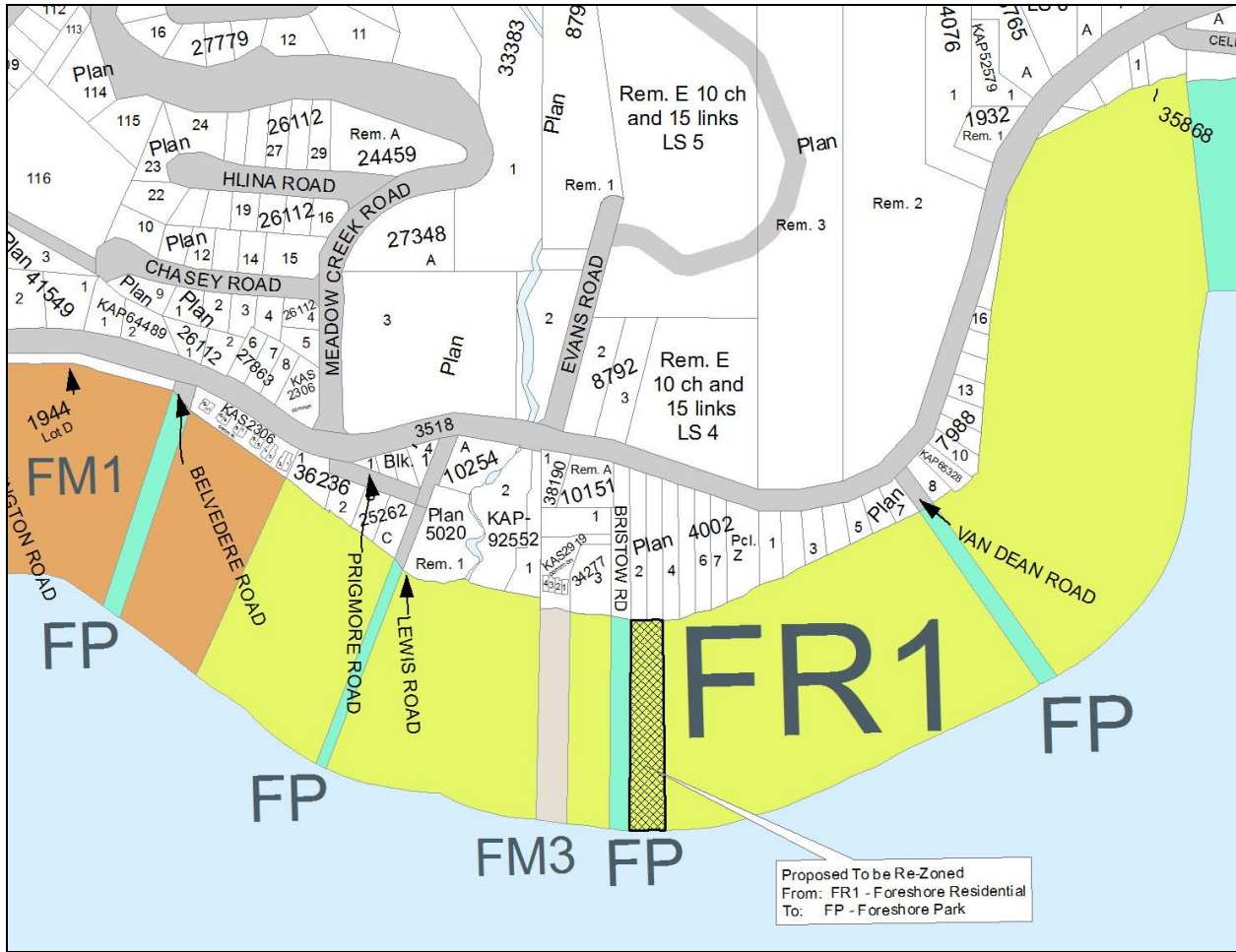
CERTIFIED true copy of Bylaw No. 900-24
as adopted.

Manager of Corporate
Administration Services (Secretary)

Manager of Corporate
Administration Services (Secretary)

Lakes Zoning Amendment (CSR) Bylaw No. 900-24

Schedule A





**DEVELOPMENT APPROVALS
GENERAL COMMUNICATION**

Your File #: BL830-19
PL2018_0012
and BL900-24
PL2018_0011
eDAS File #: 2018-01731
Date: Apr/23/2018

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

Attention: Development Services

**Re: Proposed Bylaw Text Amendment Approval Application for:
LOT 2 and Lot 3 SECTION 9 TOWNSHIP 23 RANGE 10 10 W6M, KDYD**

Thank you for the referral and opportunity to comment. The proposed amendment is for a specific property beyond 800m, therefore this Ministry's endorsement is not required.

As there are proposed works within the Bristow Road dedication and access(s) off Bristow Road to the properties, a permit application is required. Please submit the permit application to this Ministry, via eDAS, for the commercial access to the properties and include any proposed works in Bristow Road dedication.

If you have any questions please feel free to call Elizabeth KEAM at (250) 833-7404.

Yours truly,

Elizabeth KEAM
District Development Technician

Local District Address
Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 503-3664 Fax: (250) 833-3380

Marianne Mertens

From: Christine LeFloch
Sent: Thursday, April 26, 2018 12:18 PM
To: Marianne Mertens
Subject: FW: BL900-24 and BL830-19

Referral response from Arch Branch.

Christine

From: Cooper, Diana FLNR:EX [mailto:Diana.Cooper@gov.bc.ca]
Sent: April-26-18 12:09 PM
To: Christine LeFloch <CLeFloch@csrd.bc.ca>
Subject: RE: BL900-24 and BL830-19

Hello Christine,

Thank you for your referral regarding 1946 Bristow Street, Celistia, PID 007407742, L 1 SEC 9 TP 23 R 10 W OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PL 34277 and the foreshore area between the property and the lake. Plans are to create a waterfront park and community boat launch on the property and foreshore.

According to Provincial records there are no known archaeological sites recorded on the subject property. However, archaeological potential modeling for the area indicates there is the possibility for unknown/unrecorded archaeological sites to exist on the property.

Archaeological sites (both recorded and unrecorded, disturbed and intact) are protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch.

Prior to any land alterations (*e.g.*, addition to home, property redevelopment, extensive landscaping, service installation), an Eligible Consulting Archaeologist should be contacted to review the proposed activities and, where warranted, conduct a walk over and/or detailed study of the property to determine whether the work may impact protected archaeological materials.

An Eligible Consulting Archaeologist is one who is able to hold a Provincial heritage permit that allows them to conduct archaeological studies. Ask an archaeologist if he or she can hold a permit, and contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists can be contacted through the BC Association of Professional Archaeologists (www.bcapa.ca) or through local directories.

If the archaeologist determines that development activities will not impact any archaeological deposits, then a permit is not required..

In the absence of a confirmed archaeological site, the Archaeology Branch cannot require the proponent to conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent.

If any land-altering development is planned and proponents choose not to contact an archaeologist prior to development, owners and operators should be notified that if an archaeological site is encountered during development, activities **must** be halted and the Archaeology Branch contacted at 250-953-3334 for direction. If an archaeological site is encountered during development and the appropriate permits are not in place, proponents will be

in contravention of the *Heritage Conservation Act* and likely experience development delays while the appropriate permits are obtained.

Please review the screenshot of the property below (outlined in yellow) in relation to the archaeological potential. In this case, the entire area within which the property is located has high potential for unknown/unrecorded archaeological materials, as indicated by the brown/orange colouration of the screenshot. If this does not represent the property listed in the data request please contact me.

Kind regards,

Diana



Diana Cooper | Archaeologist/Archaeological Site Inventory Information and Data Administrator

Archaeology Branch | Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Unit 3 – 1250 Quadra Street, Victoria, BC V8W2K7 | PO Box 9816 Stn Prov Govt, Victoria BC V8W9W3
Phone: 250-953-3343 | Fax: 250-953-3340 | Website: <http://www.for.gov.bc.ca/archaeology/>



COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1
 Telephone: 1-250-832-8194 Fax: 1-250-832-3375

Bylaw No.: 900-24

DATE: April 4, 2018

REFERRAL FORM

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response **within 30 days**. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

PURPOSE OF THE BYLAW:

BL900-24 proposes to rezone the foreshore adjacent to the subject property from FR1 – Foreshore Residential 1 to FP – Foreshore Park in order to facilitate development of a community boat launch and waterfront park.

GENERAL LOCATION:

The subject property is located in Electoral Area F at 1946 Bristow Road.

LEGAL DESCRIPTION:

Lots 2 and 3, Section 9, Township 23, Range 10, West of the 6th Meridian, Kamloops Division Yale District, Plan 4002

AREA OF PROPERTY AFFECTED

ALR STATUS

Out

OCP DESIGNATION

FW

OTHER INFORMATION

Please see attached Board Report for more information.

Please fill out and return the Response Summary attached. If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

(Signature)

Development Services Assistant

(Title)

This referral has also been sent to the following agencies:

- | | |
|---|--|
| <input type="checkbox"/> Interior Health | <input checked="" type="checkbox"/> CSRD Operations Management |
| <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure | <input checked="" type="checkbox"/> Adams Lake Indian Band |
| <input checked="" type="checkbox"/> Ministry of Environment-Ecosystems Branch | <input checked="" type="checkbox"/> Little Shuswap Indian Band |
| <input checked="" type="checkbox"/> Department of Fisheries and Oceans | <input checked="" type="checkbox"/> Neskonlith Indian Band |
| <input type="checkbox"/> Ministry of Agriculture and Lands | <input checked="" type="checkbox"/> Okanagan Indian Band |
| <input type="checkbox"/> School District No. 83 | <input checked="" type="checkbox"/> Simpcw First Nation |
| <input checked="" type="checkbox"/> Ministry of Forests, Land and Natural Resources Operations | <input checked="" type="checkbox"/> Shuswap Indian Band |
| - Archaeology Branch | |
| <input checked="" type="checkbox"/> Ministry of Forests, Lands and Natural Resources Operations | |
| - Lands Branch | |
| <input checked="" type="checkbox"/> Transport Canada | |

RECEIVED

APR 10 2018

Province of BC


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: Christine LeFloch

clefloch@csrd.bc.ca

Bylaw No.: 900-24

DATE: April 4, 2018

RESPONSE SUMMARY

- | | |
|---|--|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below | <input type="checkbox"/> Interests Unaffected by Bylaw. |
| <input checked="" type="checkbox"/> Approval Recommended Subject to Conditions Below. | <input type="checkbox"/> Approval not Recommended Due To Reasons Outlined Below. |
| <input type="checkbox"/> No Objections | |



Thank you for sending this referral for comment. There are no objections to the proposal provided that the proper authorizations can be obtained. Please note that for works in and about a stream (or lake) a Section 11 Authorization under the *Water Act* must be obtained. Also, a Crown Land tenure is required under the *Land Act* for the area occupied below the present natural boundary.

 Signed By: Tim O'Rourke

 Title Sr. Land Officer

 Date: April 16, 2018

 Agency MFLWRD

	COLUMBIA SHUSWAP REGIONAL DISTRICT P.O. Box 978 SALMON ARM, BC V1E 4P1 Telephone: 1-250-832-8194 Fax: 1-250-832-3375 REFERRAL FORM	Bylaw No.: 830-19 DATE: April 4, 2018
<p>You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response <u>within 30 days</u>. If no response is received within that time, it will be assumed that your agency's interests are unaffected.</p>		
<p>PURPOSE OF THE BYLAW: BL830-19 proposes to redesignate the subject properties from SSA – Secondary Settlement Area to PK - Parks and Protected Areas to facilitate development of a community boat launch and waterfront park.</p>		
<p>GENERAL LOCATION: The subject property is located in Electoral Area F at 1946 Bristow Road.</p>		
<p>LEGAL DESCRIPTION: Lots 2 and 3, Section 9, Township 23, Range 10, West of the 6th Meridian, Kamloops Division Yale District, Plan 4002</p>		
<p>AREA OF PROPERTY AFFECTED .43 ha</p>	<p>ALR STATUS Out</p>	<p>OCP DESIGNATION SSA</p>
<p>OTHER INFORMATION Please see attached Board Report for more information.</p>		
<p>Please fill out and return the Response Summary attached. If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.</p>		
<p style="text-align: center;">  _____ (Signature) </p>		<p style="text-align: center;"> _____ Development Services Assistant (Title) </p>

This referral has also been sent to the following agencies:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Interior Health <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure <input type="checkbox"/> Ministry of Environment-Ecosystems Branch <input type="checkbox"/> Department of Fisheries and Oceans <input type="checkbox"/> Ministry of Agriculture and Lands <input type="checkbox"/> School District No. 83 <input checked="" type="checkbox"/> Ministry of Forests, Land and Natural Resources Operations <ul style="list-style-type: none"> - Archaeology Branch <input checked="" type="checkbox"/> Ministry of Forests, Lands and Natural Resources Operations <ul style="list-style-type: none"> - Lands Branch <input type="checkbox"/> Transport Canada | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CSR D Operations Management <input checked="" type="checkbox"/> Adams Lake Indian Band <input checked="" type="checkbox"/> Little Shuswap Indian Band <input checked="" type="checkbox"/> Neskonalith Indian Band <input checked="" type="checkbox"/> Okanagan Indian Band <input checked="" type="checkbox"/> Simpcw First Nation <input checked="" type="checkbox"/> Shuswap Indian Band |
|--|--|

RECEIVED
 APR 10 2018
 Province of BC


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: Christine LeFloch

clefloch@csrd.bc.ca

Bylaw No.: 830-19

DATE: April 4, 2018

RESPONSE SUMMARY

- | | |
|---|--|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below | <input type="checkbox"/> Interests Unaffected by Bylaw. |
| <input checked="" type="checkbox"/> Approval Recommended Subject to Conditions Below. | <input type="checkbox"/> Approval not Recommended Due To Reasons Outlined Below. |
| <input type="checkbox"/> No Objections | |

Thank you for sending this referral for comment. There are no objections to the proposal provided that the proper authorizations can be obtained. Please note that for works in and about a stream (or lake) a Section 11 Authorization under the *Water Act* must be obtained. Also, a Crown Land tenure is required under the *Land Act* for the area occupied below the present natural boundary.

Signed By:

Tim O'Rourke

Title

Sr. Land Officer.

Date:

April 16, 2018

Agency

MFLNRORD


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.

PL20180000011/12

DATE RECEIVED:

Apr 5, 2018

OPERATIONS MANAGEMENT

Comments: Marianne Mertens

Terry Langlois
 Team Leader Utilities

No concerns

Derek Sutherland
 Team Leader
 Protective Service

Application supported

Sean Coubrough
 Fire Services Coordinator

No concerns.

Ben Van Nostrand
 Team Leader
 Environmental Health

No concerns

Ryan Nitchie
 Team Leader
 Community Services

CSRD Parks fulling supports this application.

Darcy Mooney
 Manager
 Operations Management

no concerns

Marianne Mertens

From: Nola Markey <nmarkey@lslib.com>
Sent: Tuesday, April 10, 2018 12:32 PM
To: Marianne Mertens
Cc: Referrals at Little Shuswap
Subject: BL830-19 and BL900-24

Hi Marianne, Warren forwarded his email regarding the above mentioned referrals. Our archaeologist and field technician would like to conduct a PFR and make some recommendations prior to any work proposed. Could you please send us details on the proposed works/impacts to the project areas in question (Ceslista Boatlaunch; Shuswap Trails Alliance. Please let us know if you require a proposal of our costs to conduct this work.

On cursory look on the RAAD both these projects fall within a high potential area of archaeological sites.

Thank you, Nola

From: Warren Fortier
Sent: April 9, 2018 5:06 PM
To: Nola Markey <nmarkey@lslib.com>
Cc:
Subject: FW: Referral for BL830-19 and BL900-24

Hi all,

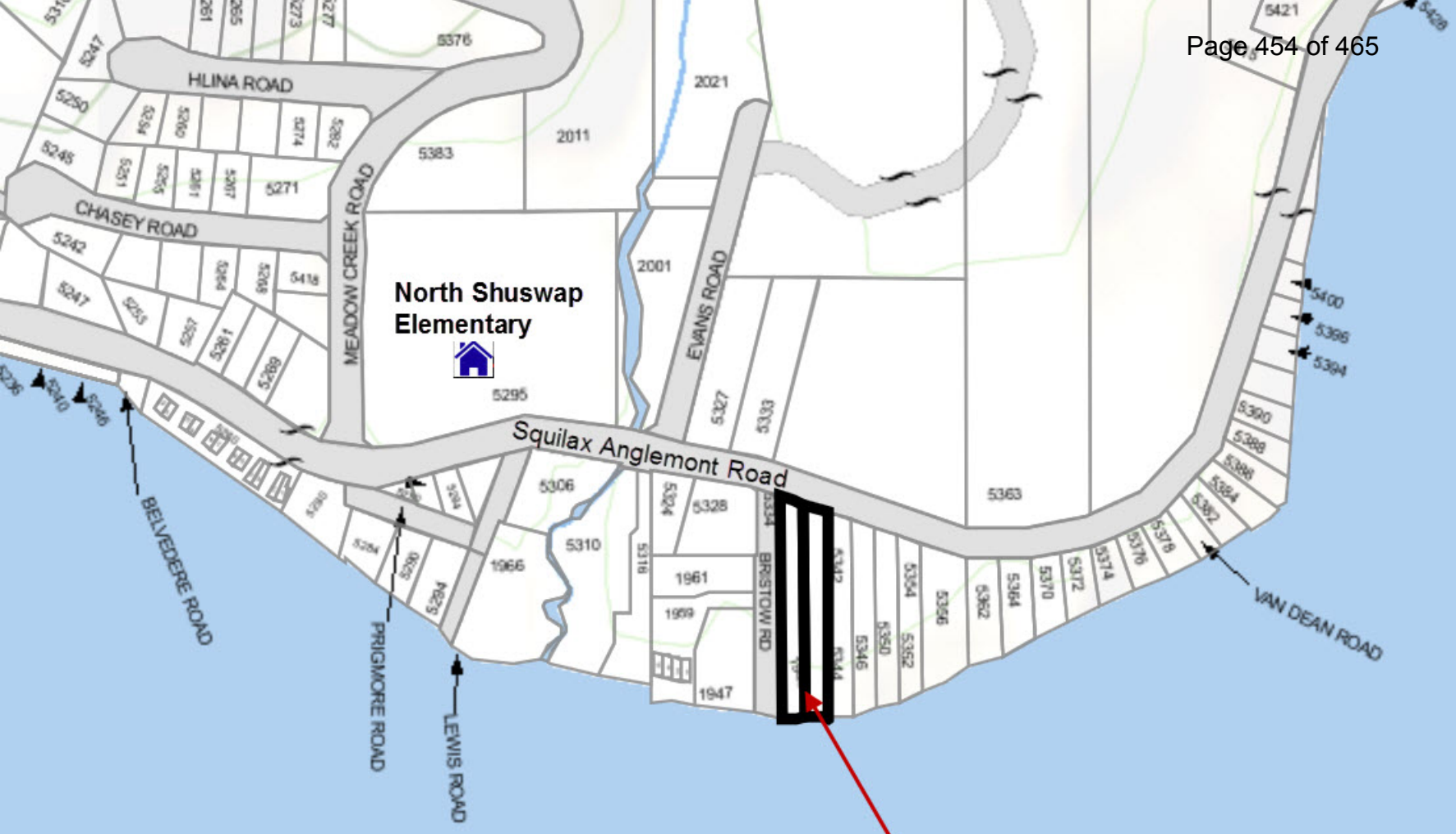
I just wanted to forward this information about the proposed referrals on 1. Celista Boatlaunch 2. Shuswap Trails Alliance.

The CSRD would like us to conduct PFRs on both referral areas. I have posted information here.

Kind regards,

Warren.

anne, Warren forwarded your email regarding the above-mentioend Referrals



North Shuswap Elementary



SUBJECT PROPERTIES

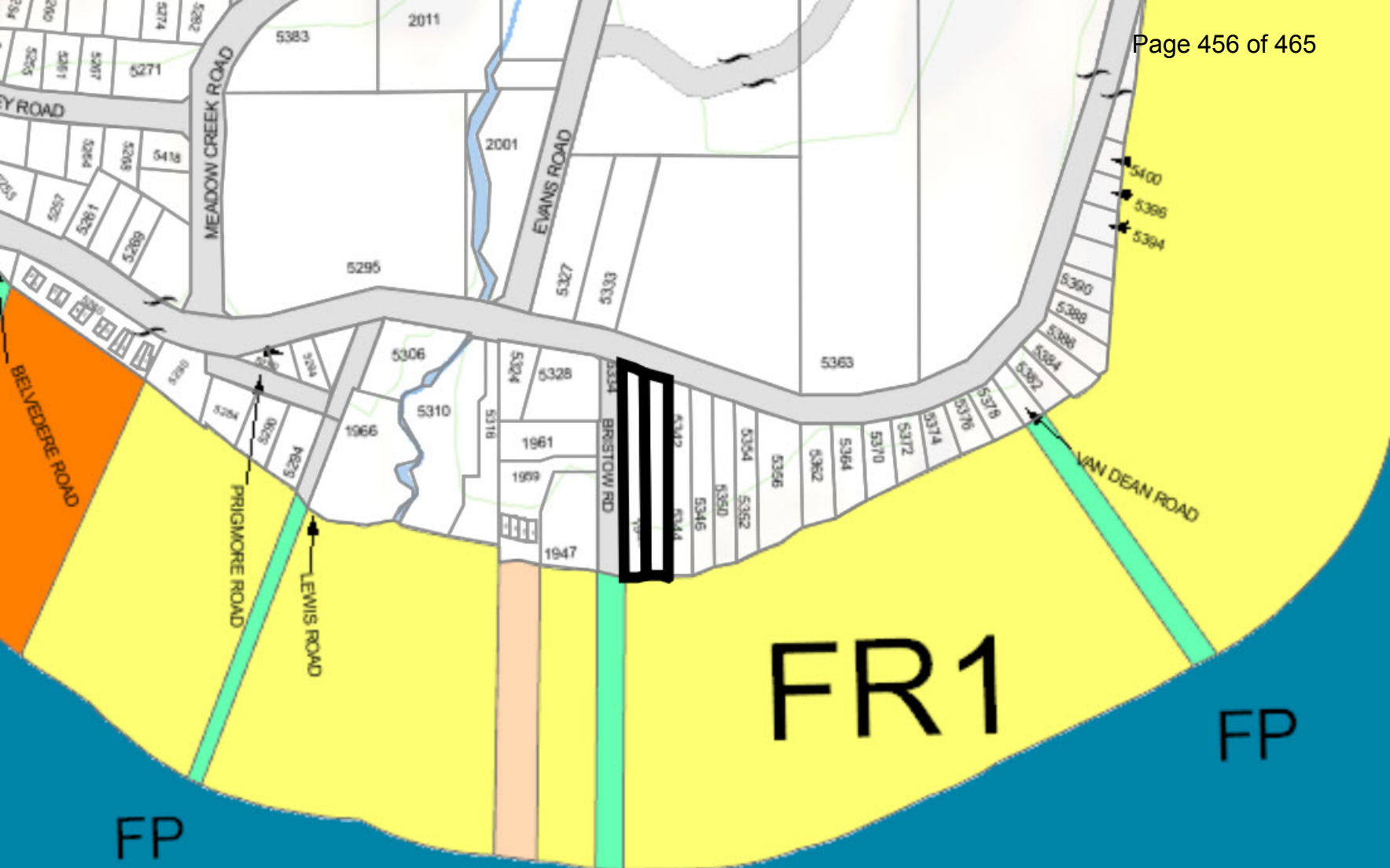
Lat/Long ▲

Lat: 50.94374° N
Lon: 119.34923° W



1:500





Lakes Zoning Bylaw No. 900

Lat/Long ▲

Lat: 50.93997° N
Lon: 119.34083° W

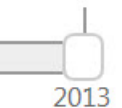


1:500





2013



2013



WKID: 4326 Lat/Long ▲

Lat: 50.94177° N

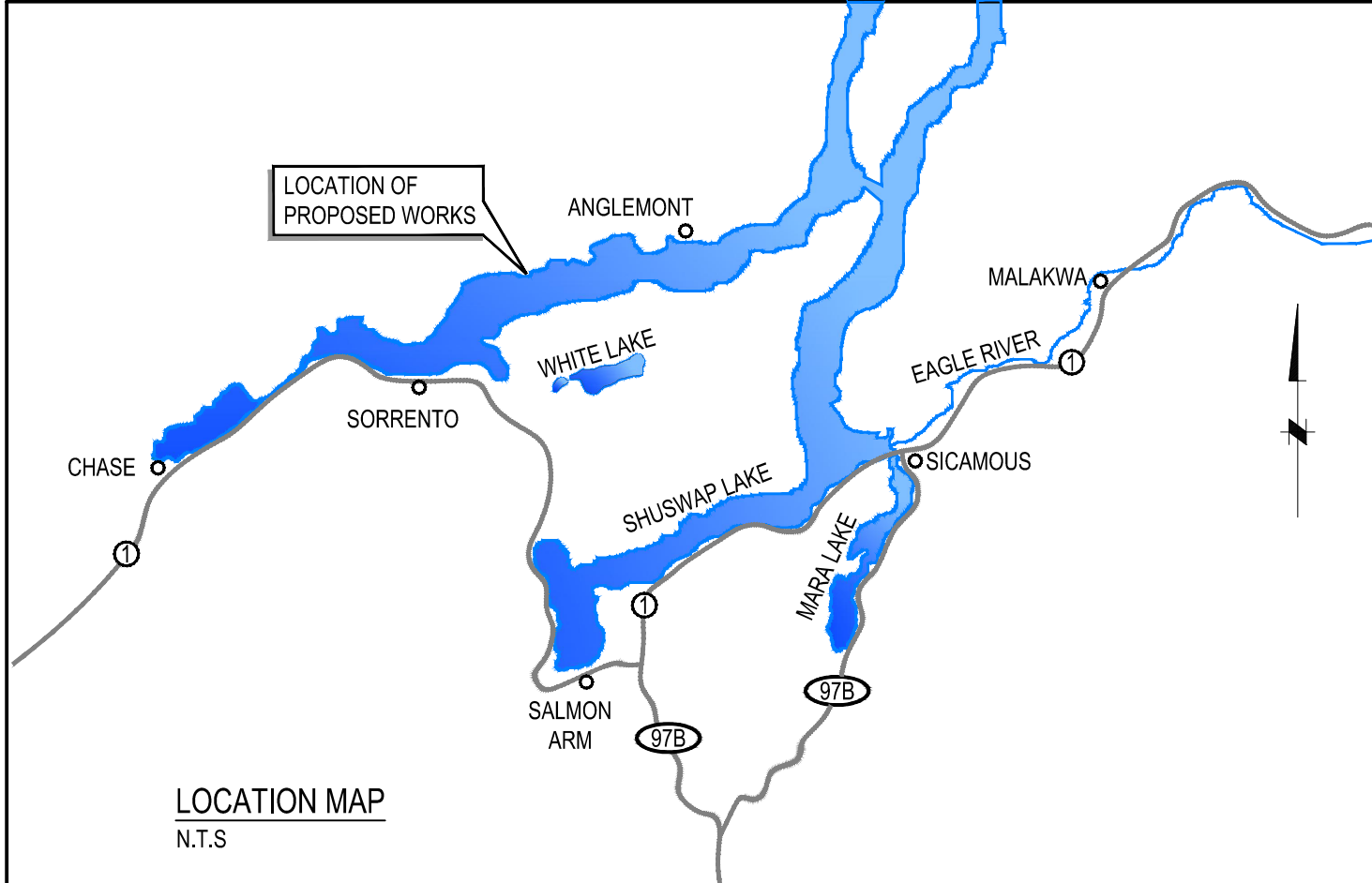
Lon: 119.34623° W



McElhanney ANSD - 2017-05-29
 McElhanney Engineering 028 - CSRD 005 - Bristow Road Park (Area F) 11.0 DRAWINGS 10.3.28 28/01/2018 10:32 28/01/2018 10:32 Bristow Road Park
 DATE: 2018-01-23 09:43 FILE: H:\Projects\Engineering\028 - CSRD 005 - Bristow Road Park (Area F) 11.0 DRAWINGS 10.3.28 28/01/2018 10:32 Bristow Road Park CONCEPT DPT 7.dwg

- NOTES**
- SIGNAGE TO BE SPECIFIED DURING DETAILED DESIGN STAGE
 - ADJACENT FORESHORE ZONED FR1. SETBACKS FOR FR1 ZONE INCLUDE:
 - FLOATING DOCK, PRIVATE MOORING BUOY OR BOAT LIFT: 6m FROM FORESHORE PARK (FP).
 - PRIVATE MOORING BUOY: 50m FROM ANY BOAT LAUNCH OR MARINA.

LEGEND



<p>McElhanney McElhanney Consulting Services Ltd.</p> <p>710 Laval Crescent Kamloops BC Canada V2C 5P3 Tel 250 374 2200</p>			<p>CSR D COLUMBIA SHUSWAP REGIONAL DISTRICT</p>			<p>CSR D 555 HARBOURFRONT DR NE SALMON ARM, BC</p> <p>BRISTOW BOAT LAUNCH & PARK PRELIMINARY LAYOUT BRISTOW ROAD CELISTA, BC</p>			<p>Drawing No. 07</p> <p>Project Number 2431-329-05</p> <p>Rev. PC</p>		
PC	2018-01-22	SIGNAGE KIOSK ADDED	DL	DL	EB	<p>THIS DRAWING AND DESIGN IS THE PROPERTY OF McELHANNEY CONSULTING SERVICES LTD. (McELHANNEY) AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF McELHANNEY. McELHANNEY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. McELHANNEY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT McELHANNEY'S PRIOR WRITTEN CONSENT.</p> <p>INFORMATION ON EXISTING UNDERGROUND FACILITIES MAY NOT BE COMPLETE OR ACCURATE. McELHANNEY, ITS EMPLOYEES AND DIRECTORS ARE NOT RESPONSIBLE NOR LIABLE FOR THE LOCATION OF ANY UNDERGROUND CONDUITS, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.</p>					
PB	2018-01-18	ADDITIONAL PARKING AND SETBACKS ADDED, DOCK ADJUSTED	DL	DL	EB	<p>0 1:500 25</p> <p>ORIGINAL DWG SIZE: ANSI D (22" x 34")</p>					
PA	2018-01-11	FOR INFORMATION	DL	DL	EB	<p>Approved Sealed</p>					
Rev	Date	Description	Drawn	Design	App'd						



SUNNYSIDE
SUPERMART
CELISTA











