

## POLICY

A-1

### **OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

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

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

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

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

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

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

MAY 2006  
NOVEMBER 17, 2016  
MARCH 23, 2017

REGIONAL DISTRICT OF COLUMBIA-SHUSWAP

POLICY

REGIONAL PHILOSOPHY

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

APRIL 1981

**DISPOSAL OF ASSETS****PURPOSE AND INTENT**

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

This policy does NOT apply to land held by the CSR D.

**DEFINITIONS**

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

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

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

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

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

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

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

**PROCESS**

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

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

## **METHODS OF DISPOSAL**

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

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

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

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

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

May 1982  
January 1987  
November 15, 2018

REGIONAL DISTRICT OF COLUMBIA-SHUSWAP

POLICY

OFFICE CLOSURE

Preamble

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

Policy

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

NOVEMBER 1985

COLUMBIA SHUSWAP REGIONAL DISTRICT  
POLICY

METHOD OF TAXATION

Preamble

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

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

Policy

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

A-38.SAV

APRIL 1987

**POLICY****ENCUMBRANCES ON CSRD OWNED LAND**PREAMBLE

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

POLICY

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

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

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

April 1991

July 18, 2019



# POLICY

POLICY NO. A-61

## USE OF CORPORATE VEHICLES

### Preamble

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

### Policy

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

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

JULY 2012

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

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

**Policy**

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

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

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

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

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

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

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

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

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

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

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

JULY 2013

AMENDED: AUGUST 15, 2019



## **BYLAW ENFORCEMENT**

### **Preamble**

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

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

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

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

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

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

## **1.0 ROLES AND RESPONSIBILITIES**

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

## **2.0 SUBMISSION OF A COMPLAINT**

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

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

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

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

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

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

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

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

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

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

## **3.0 OBSERVED INFRACTIONS**

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

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

## **4.0 CONFIDENTIALITY**

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

## **5.0 PRIORITY CLASSIFICATION OF COMPLAINTS**

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



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

## **6.0 COMPLAINT PROCESSING PROCEDURE AND ENFORCEMENT**

**6.1** All written complaints are directed to the Bylaw Enforcement Officer or Animal Control Officer and are logged, and recorded within the electronic tracking system.

**6.2** On receipt of a written complaint, the Bylaw Enforcement Officer or Animal Control Officer will endeavor to acknowledge receipt of the complaint in writing or by phone to the complainant.

**6.3** The Bylaw Enforcement Officer or Animal Control Officer will advise the complainant of the criteria required to initiate enforcement action (Section 2.3) and may recommend to the complainant that additional steps be taken before further action is taken to pursue the complaint.

**6.4** A preliminary review of the complaint is undertaken to ensure that the complaint is well founded. The preliminary review may be limited to a phone call to the complainant or it may include a site investigation.

**6.5** If the Bylaw Enforcement Officer determines the alleged violation is in relation to a Building Regulations Bylaw, further investigation and enforcement may be undertaken by the Building Official.

**6.6** The Bylaw Enforcement Officer or Animal Control Officer may not investigate an issue if, through the preliminary review it is determined by the Officer that:

- no violation exists;
- the matter is a civil matter;
- the matter falls outside the jurisdiction and authority of the Bylaw Enforcement Officer or Animal Control Officer; and/or,
- the Regional District cannot take enforcement action.

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

**6.7** When exercising discretion or determining a course of action, the Bylaw Enforcement Officer or Animal Control Officer can consider factors including, but not limited to, the following:

- the scale, number, and duration of the infraction(s);
- the current, short and long term impacts caused by the infraction;
- the potential for precedent; and,
- the resources available to resolve the matter.

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

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

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

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

The report may also include:

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

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

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

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

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

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

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

## **7.0 FRIVOLOUS, REPEAT AND MULTIPLE COMPLAINTS**

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

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

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

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

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

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

## **8.0 INSPECTION OF PRIVATE PROPERTY**

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

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

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

## **9.0 STAFF SAFETY**

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

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

**ASSET MANAGEMENT**

**PURPOSE**

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

**DEFINITIONS**

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

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

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

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

**POLICY**

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

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

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

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

## **PRINCIPLES**

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

The CSRD will:

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

**CANNABIS RELATED BUSINESSES POLICY****PREAMBLE**

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

**PURPOSE**

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

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

**DEFINITIONS**

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

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

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

**POLICY**

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

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

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

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

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

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

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

## 2. Description of Proposed Cannabis Related Business

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

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

## 3. Agency Referrals

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

## 4. Public Consultation for Cannabis Retail Applications

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

## **Part Two: Siting Criteria for Cannabis Related Businesses**

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

### 1. Location

a. In cases where land use zoning exists:

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



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

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

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

## 2. Minimum Separation Distance

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

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

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

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

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

## 3. Minimum Setbacks

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

- 15 m setback to all lot lines for cannabis production facilities that are 500 m<sup>2</sup> or less in area (total footprint of all buildings, structures, and cultivation space required for the facility)
- 30 m setback to all lot lines for cannabis production facilities that are greater than 500 m<sup>2</sup> in area (total footprint of all buildings, structures, and cultivation areas required for the facility)

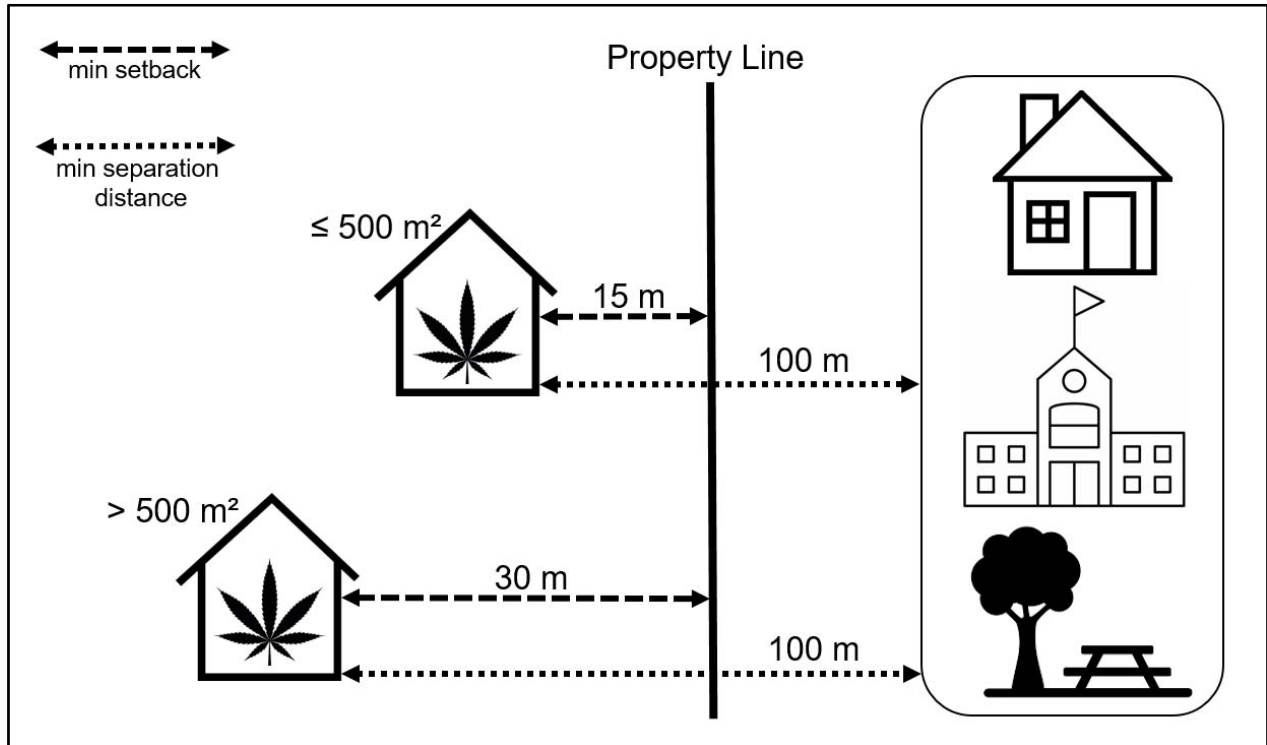
\*Setbacks are a horizontal distance measured from the nearest part of the cannabis production facility to the lot line of that parcel.

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

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

- 30 m setback

Minimum Separation and Setback Distances



ADOPTED: JUNE 21, 2018

AMENDED: JULY 18, 2019

## COMMERCIAL BOTTLED WATER POLICY

PREAMBLE

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

SCOPE

This policy is only applicable to Electoral Area A.

POLICY

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

OCTOBER 17, 2019

Electronic Submissions for Alternative Approval Process Elector Response Forms

PURPOSE

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

SCOPE

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

POLICY

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

MAY 21, 2020

## POLICY

Policy No. A-82

### ANTI-RACIAL DISCRIMINATION AND ANTI-RACISM POLICY

#### **PREAMBLE**

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

#### **PURPOSE**

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

#### **PRINCIPLES**

The CSR D:

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

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

#### **SCOPE**

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

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

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

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

## **ROLES AND RESPONSIBILITIES**

### **Board Members must:**

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

### **Management must:**

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

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

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

**Employees, Volunteers, Students, and Contractors must:**

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

**CUPE 1908 must:**

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

**Complainants have a right to:**

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

**Respondents have a right to:**

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

**Bystanders have:**

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

**COMPLAINT PROCESS:**

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

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

**REMEDIES:**

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

**LIMITATIONS:**

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



## Appendix A

### DEFINITIONS<sup>1</sup>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Acknowledgement

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

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

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

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

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SIGNATURE OF INDIVIDUAL

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PRINTED NAME

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DATE



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

**PURPOSE AND INTENT**

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

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

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

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

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

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

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

**POLICY:**

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

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

February 16, 2023



**POLICY**  
**EXEMPT STAFF COMPENSATION POLICY**

**PURPOSE AND INTENT**

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

**POLICY**

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

**Compensation:**

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

**Salary Ranges and Categories:**

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

### Salary Ranges and Categories, continued:

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

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

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

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

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

### **Salary Range Adjustments:**

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

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

### **Market Review Periods:**

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

### **Benchmark Group:**

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

Cariboo Regional District	North Okanagan Regional District
Central Okanagan Regional District	Okanagan Similkameen Regional District
Comox Valley Regional District	Thompson Nicola Regional District
Cowichan Valley Regional District	
Regional District for East Kootenay	City of Salmon Arm
Kootenay Boundary Regional District	City of Vernon

### **Vacation:**

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





## **Shuswap-North Okanagan Rail Trail: Agricultural Access**

### **Purpose**

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

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

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

### **Policy**

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

### **Procedure**

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

February 16, 2023

**POLICY**  
**PARKLAND DEDICATION DEFERRAL FEES**

**PURPOSE AND INTENT**

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

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

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

**1. Requesting a deferral**

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

## 2. Fees and Interest Rates

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

## 3. Refunds

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

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

January 15, 2015

**POLICY**  
**OVERTIME – NON-MANAGERIAL EXEMPT STAFF**

**PURPOSE AND INTENT**

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

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

**PROCEDURE**

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

February, 2001  
December 2, 2016  
May 5, 2017

REGIONAL DISTRICT OF COLUMBIA-SHUSWAP

POLICY

SIGNATORIES

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

AUGUST 1985

**RESERVE FUNDS****PURPOSE AND INTENT**

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

**SCOPE**

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

**DEFINITIONS**

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

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

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

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

**POLICY**

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

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

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

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

## **OPERATING RESERVE FUNDS**

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

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

### **Minimums and Maximums**

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

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

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

### **Responsibilities**

The Manager, Financial Services will:

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

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

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

## **Operating Reserves Exceeding Maximum Level**

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

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

## **Contributions and Withdrawals**

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

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

### **Withdrawals**

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

## **Exemptions**

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

## **CAPITAL RESERVE FUNDS**

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

### **Minimums and Maximums**

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

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

### **Responsibilities**

The Manager, Financial Services will:

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



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

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

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

### **Management of Reserve Funds**

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

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

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

September 19, 2019

**Reserve Policy**  
**Schedule A - Exemptions**

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

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

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

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

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

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

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



## POLICY

### COLLECTION OF OUTSTANDING DEBT

#### PURPOSE AND INTENT

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

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

#### PROCESS

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

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

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

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

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

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

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

May 21, 2020



## POLICY

### ASSET RETIREMENT OBLIGATIONS

#### PURPOSE AND INTENT

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

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

#### DEFINITIONS

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

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

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

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

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

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

#### SCOPE

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

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

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

arrangements.

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

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

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

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

## **PROCESS**

### **A. Recognition**

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

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

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

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

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

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

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

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

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

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

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

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

## **B. Subsequent Measurement**

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

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

## **C. Recoveries**

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

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

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

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

## **D. Presentation and Disclosure**

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

## **E. Adoption**

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



## **RESPONSIBILITIES**

### **All Departments**

Departments are required to:

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

### **Asset Management Coordinator**

The Asset Management Coordinator is required to:

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

### **Financial Services**

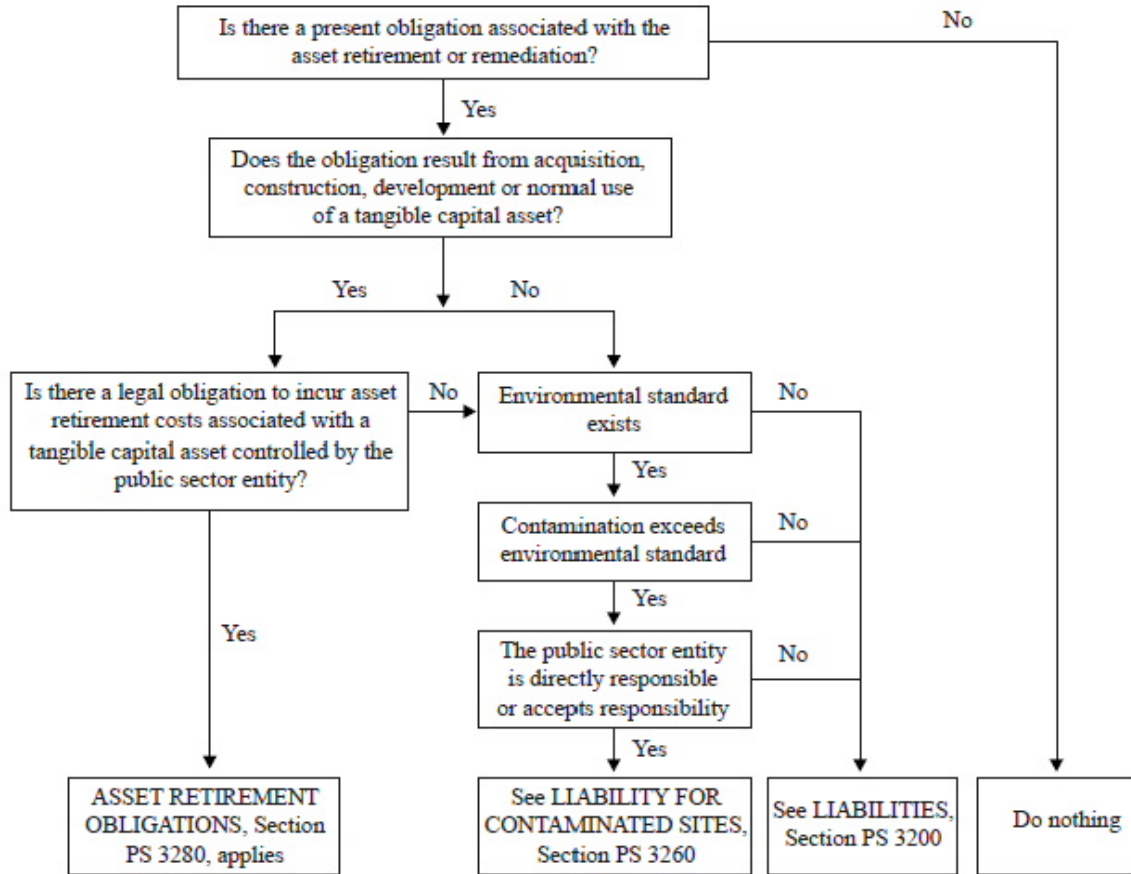
Finance is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

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

February 15, 2024

# Appendix A

## Decision tree – Scope of applicability



## POLICY

### CONSISTENT USE OF UPLAND/ADJACENT FORESHORE AND AQUATIC CROWN LAND

#### PURPOSE

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

#### DEFINITIONS

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

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

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

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

#### POLICY

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

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

September 1985

Amended August 15, 2019

## POLICY

### AGRICULTURAL LAND RESERVE EXCLUSION APPLICATIONS

#### PREAMBLE

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

#### PURPOSE

The intent of Policy P-24 is to establish:

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

#### POLICY

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

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

##### Stage 1: Preliminary Application

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

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

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

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

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

### Stage 2: Public Consultation

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

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

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

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

### Stage 3: Board Resolution

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

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

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

## **CSRD CONSIDERATIONS FOR EXCLUSION REQUESTS**

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

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

ADOPTED: December 2021

**POLICY**

**MOSQUITO CONTROL PROGRAMS**

**PREAMBLE**

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

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

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

**POLICY**

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

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

JANUARY 2004



**SEWER SYSTEM ACQUISITION**

**Preamble**

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

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

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

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

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

**Policy**

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

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

2. **Application of Policies**

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

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

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

NOVEMBER 2010  
FEBRUARY 2011  
OCTOBER 15, 2015

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

- (a) The CSRD will entertain requests to assume ownership of existing community sewer systems from:
- (i) sewer system users; or
  - (ii) sewer system owners

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

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

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

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

#### 6. **Acquisition of Multiple Sewer Systems**

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

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

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

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

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

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

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

9. **Comprehensive Assessment**

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

10. **Limit to Number of Assessments**

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

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

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

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

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

13. **Payment for Community Sewer Systems**

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

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

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

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

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

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

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

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

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

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

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

19. **Service Delivery**

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

20. **Emergency Response**

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

21. **Supervisory Control and Data Acquisition (SCADA) Systems**

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

22. **Servicing Standards for New Community Systems**

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

23. **Servicing Standards for Existing Community Systems**

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

24. **Sewer System Maintenance Standards**

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

25. **Disposition of Residuals and Biosolids**

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

**26. Existing Committees/Governance Structures**

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

**27. Cost Recovery Approach**

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

**28. Grants**

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

29. **Loan Authorization Bylaw**

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

30. **Full Cost Recovery**

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

31. **Growth Financing**

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

32. **Tangible Capital Assets**

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

33. **Cost of Conversions**

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

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

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

35. **Shared-Interest Developments**

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

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

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

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

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

38. **Memoranda of Understanding**

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



**Anglemont Estates Drainage**

**Preamble**

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

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

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

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

**Policy**

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

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

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

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

MAY 2013

## POLICY

W-13

### NICHOLSON AQUIFER WATER QUALITY POLICY

#### Preamble

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

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

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

#### Policy

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

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

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

AUGUST 15, 2019