

MINUTES - REGULAR STRATA COUNCIL MEETING

Tuesday June 19, 2018 Unit 26

Present: Chair 26, Vice-Chair/Maintenance Officer 27; Secretary 2; Treasurer 21; Bylaws Officer 1; Landscape Officer 20

A. Meeting called to Order at 9:40 am

B. Approval of Agenda

MOVED: (Vice-Chair) To adopt the Agenda of the Strata Council Meeting of 2018.06.19 as circulated.

SECONDED: (Treasurer)

CARRIED: 6 of 6

C. Approval of Minute

MOVED: (Secretary) To adopt the Minutes of the Strata Council Meeting of 2018.05.29 as circulated.

SECONDED: (Landscape)

CARRIED: 6 of 6

D. Reports

MOVED: (Bylaws) To receive the reports from Council Members as circulated (**attached**).

SECONDED: (Treasurer)

CARRIED: 6 of 6

E. Unfinished Business arising from the minutes of earlier meetings:

E.1 (Secretary) Review of DRAFT Hot Tub rules – The group reviewed the draft rules and suggested one edit. The rules address how hot tubs are to be drained to protect the strata's septic system and the local streams. Also, the word "garbage" was updated to "compost bin".

MOVED: (Bylaws) To approved the rule changes as amended (**attached**).

SECONDED: (Treasurer)

CARRIED: 6 of 6

Indemnity & Alteration Agreement for Unit 29 – Council reviewed and discussed a submission to replace an existing hedge with a section of fence. Unanimously, Council decided at this time to deny the application as the change is not entirely necessary and is not supported by the most affected neighbour.

- E.2 (Vice-Chair/Maintenance) Maintenance items** – Progress on various items as reported above. Painting of Phase 1 has begun. Council discussed the need to establish contracts with owners doing paid work to establish limits. As well, accounts with suppliers need to be reviewed to establish them in the name of the strata if possible so that they can be maintained despite changes in who does the work.
- E.3 (Treasurer) Cost Reporting for Budget** – The Treasurer reported that her request of Bayview to provide a summary of costs has not yet been received despite a promise to have it within two weeks.
- E.4 (Landscaping) Tree Sanitation Plan** – Council discussed the possibility to spread this project over a few years given its relative high cost but decided that it was still best to have it done now. The project is now scheduled for July 7.
- E.5 (Bylaws) RV Parking** – The proposed bylaw amendment has been received by Council along with the required petition from at least 20% of owners. The amendment is much like the one voted down at the last AGM but with some small changes. This proposed resolution will be brought forward at the AGM.

Council further discussed at length the proposed “*Short-term Rental Bylaw*” that is also petitioned by owners for inclusion at the AGM. Council determined that regardless of the voting results, there would be gaps in our Strata Bylaws regarding rentals. Council concluded that a step by step approach would be best to establish the will of owners concerning short-term rentals:

- First, a resolution prohibiting rental of units for period of less than a month (30 days) was needed to address a current gap in the bylaws.
- Second, a resolution prohibiting Holiday Rental as defined in our current bylaws (30 to 120 days) was needed to determine the will of owners in this regard.
- The results of the vote on the second resolution would determine if the “*Short-Term Rental Bylaw*” would be put to a vote again as this proposal would establish rules for renting units for periods of 1 to 4 months.

The Secretary will draft the two resolutions above to be reviewed by Council before inclusion in the AGM.

F. New Business:

- F.1 (Vice-Chair) Septic Tank wash-out** – The Septic Committee recommended that the septic tank be pumped out because readings concerning *Total Suspended Solids* (TSS) levels were rising. This was being done as Council was meeting.
- F.2 (Treasurer) Insurance Bids** – Bids for Strata Insurance for next year have been received from three insurance providers. Council reviewed and discussed the three bids and identified

some items that required clarification before a choice could be finalized. A key decision point emerging is the treatment of deductibles for damages from an earthquake. The Treasurer will seek the clarification identified.

Income Tax Returns – The Treasurer reported having obtained a Business Number for our Strata. This is needed in order to file an Income Tax return.

Jim's Mowing Payments – The contractor has complained that the monthly payments were not being received on the first day of the month as per our contract. This is because Bayview issues cheques only on the 1st and 15th of each month. Bayview's automated system does not issue post-dated cheques. The only solution currently available is for the contractor to physically visit Bayview to collect their cheque on the 1st of each month before they are mailed out.

- F.3 (Secretary) Response to owner note** – Council discussed draft responses to a note from an owner with a personal complaint. The Chair will finalize the response and have it reviewed by Council before it is sent out.

Response to letter of resignation – The Maintenance Officer submitted to Council a letter of resignation. The Secretary will draft a response for Council.

Search for Surveyor – The Secretary reported having started to look for a registered surveyor to survey and submit changes in Common Property to Limited Common Property now that our resident surveyor has moved away. One has been contacted but has not yet responded. Because the costs are borne by the owner making the change and are certain to increase, Council asked the Secretary to inform owners of the steps required for registration and offer them to be involved in their execution.

Preparation for AGM – The Secretary reported having started on preparing resolutions for the AGM. The Treasurer confirmed she would prepare one for terminating our contract with Bayview. Council discussed the various implications of the move including the need for annual review by an independent accountant, cost identification and savings, accounting program and ease of management for subsequent Treasurer.

- I. Date of next meeting:** July 25, 2018 at 9:30 am in Unit 20.

Adjourned at 13:00 hr.

Original Signed:

Margaret Elvevoll, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports June 2018

Chair:

No Report.

Vice Chair/Maintenance Officer:

Since the last meeting I have assumed the duties of Maintenance coordinator. During that time, I have attended to the following:

- Was in communication with Robert Zeman, the paint contractor. I gave him the codes for the stains/paint used in LLE.
- Talked with #11 about the roofing issue at the unit. Signed and emailed a copy of a quote to Roof It roofing co. out of Qualicum. #11 will be in touch with the contractor to arrange for times and dates.
- Received maintenance request from unit #3 regarding irrigation system concern. Passed on to #8 to remedy.
- Received a list of external deficiencies identified by the inspector for unit #5. Investigated and found some were addressed and others would be handled through painting. Large bush was trimmed by #26 and #27 to allow for painter access to the front walkway siding.
- Painting is supposed to begin on **Monday, June 18th**. When onsite I will talk to the painter about doors needing paint following window replacement.

Secretary:

Information:

- Drafted rules for draining hot tubs.
- Communicated to Unit 29, Council's approval of their Indemnity & Alteration Agreement for patio extension.
- Communicated to Unit 25, Council's approval of their Request & Undertaking for installing a hot tub.
- Communicated to Unit 21, Council's decision on their Special Hearing to allow planting of ornamental palm trees.
- Sent note to an owner regarding the need for a petition from 20% of owners to introduce a resolution at the AGM.
- Provided first draft of Secretary Budget items for 1018/2019 budget to the Treasurer
- Started to search for a registered surveyor to survey changes to Common Property requested by owners.

Correspondence Received:

- Received Water sample analysis reports for June (**attached**)
- Received notes from two owners with personal complaints and helped draft responses
- Received resignation letter from Maintenance Officer

Treasurer:

- April's Financials are attached, May's have not been sent to us yet.
- We are still awaiting the list of expenses from 2017-2018. Once they are received, I will create the first draft budget, and everyone can input via email before our next meeting.
- All invoices and receipts for this fiscal year have been labelled by category and upload to the One Drive.
- This month we have produced a Form F for the sale of Unit 5.
- Bayview informed us that Jim's Mowing is not happy that they do not receive a post-dated cheque on by the first of each month, however Bayview's systems are not set up to accommodate their request. Bayview has offered that the cheque will be ready for pick up on the first of the month if that is preferable to mailing it, however, that is not a good option for Jim's Mowing. I asked if Bayview could set up automatic deposit payments, but they only pay by cheque.

Landscaping Officer:

- Dan from Jim's Mowing requested to change his mowing day to Thursday from Friday. We agreed to this change and all of the complex has been advised.

Bylaw Officer:

- Unit 23 has drafted a RV parking bylaw to be presented at the AGM

Your C.O.C. #: G132051

Attention: John Gurak

Bayview Strata Services
PO Box 939
Parksville, BC
Canada V9P 2G9

Report Date: 2018/06/05

Report #: R2563894

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B841606

Received: 2018/05/30, 12:30

Sample Matrix: Water
Samples Received: 1

Analyses	Date		Laboratory Method	Analytical Method
	Quantity	Date Extracted Analyzed		
Biochemical Oxygen Demand (1)	1	2018/05/31 2018/06/05	BBY6SOP-00045	SM 22 5210 B m
Total Suspended Solids (1)	1	2018/06/01 2018/06/02	BBY6SOP-00034	SM 22 2540 D

Remarks:

Maxxam Analytics' laboratories are accredited to ISO/IEC 17025:2005 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by Maxxam are based upon recognized Provincial, Federal or US method compendia such as CCME, MDDELCC, EPA, APHA.

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in Maxxam's profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and Maxxam in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported; unless indicated otherwise, associated sample data are not blank corrected.

Maxxam Analytics' liability is limited to the actual cost of the requested analyses, unless otherwise agreed in writing. There is no other warranty expressed or implied. Maxxam has been retained to provide analysis of samples provided by the Client using the testing methodology referenced in this report. Interpretation and use of test results are the sole responsibility of the Client and are not within the scope of services provided by Maxxam, unless otherwise agreed in writing.

Solid sample results, except biota, are based on dry weight unless otherwise indicated. Organic analyses are not recovery corrected except for isotope dilution methods.

Results relate to samples tested.

This Certificate shall not be reproduced except in full, without the written approval of the laboratory.

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) This test was performed by Maxxam Vancouver

Your C.O.C. #: G132051

Attention: John Gurak

Bayview Strata Services
PO Box 939
Parksville, BC
Canada V9P 2G9

Report Date: 2018/06/05

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CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B841606

Received: 2018/05/30, 12:30

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

BC Env Customer Service, BC Environmental Customer Service

Email: Enviro.CS.BC@maxxam.ca

Phone# (250) 338 7786

=====

This report has been generated and distributed using a secure automated process.

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Job #: B841606
Report Date: 2018/06/05

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WATER

Maxxam ID		TN5088		
Sampling Date		2018/05/30 11:45		
COC Number		G132051		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	7.4	6.0	9007261
Physical Properties				
Total Suspended Solids	mg/L	9.5	4.0	9009218
RDL = Reportable Detection Limit				

Maxxam Job #: B841606
Report Date: 2018/06/05

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B841606
Report Date: 2018/06/05

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9007261	MM3	Spiked Blank	Biochemical Oxygen Demand	2018/06/05		101	%	85 - 115
9007261	MM3	Method Blank	Biochemical Oxygen Demand	2018/06/05	<6.0		mg/L	
9007261	MM3	RPD	Biochemical Oxygen Demand	2018/06/05	2.9		%	20
9009218	MHM	Matrix Spike	Total Suspended Solids	2018/06/02		95	%	80 - 120
9009218	MHM	Spiked Blank	Total Suspended Solids	2018/06/02		99	%	80 - 120
9009218	MHM	Method Blank	Total Suspended Solids	2018/06/02	<4.0		mg/L	
9009218	MHM	RPD	Total Suspended Solids	2018/06/02	13		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

Maxxam Job #: B841606
Report Date: 2018/06/05

Bayview Strata Services

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).



Rob Reinert, B.Sc., Scientific Spécialist

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CHAIN OF CUSTODY RECORD

Invoice Information		Report Information (if differs from invoice)		Project Information		Turnaround	
Company:	Bayview Strata Services	Company:	Core Water	Quotation:		☐ 5 - 7 Days Regular	
Contact Name:	John Gurak	Contact Name:	Myriam Raiche + James McKerr	P.O. #/AFER:		PLEASE PROVIDE ADDRESS	
Address:	VISS801 - Lighthouse Landings PO Box 939 PC: V9P 2G9	Address:		Project #:		Rush Turnaround	
Phone/Fax:	250-757-8333	Phone/Fax:	250-898-7137	Site Location:		☐ Same Day	
Email:	jgurak@shaw.ca	Email:	myriam@corewater.ca	Site #:		☐ 1 Day	
Copies:		Copies:	jgurak@shaw.ca	Sampled By:		Date Required:	
						Rush Confirmation #:	

Laboratory Use Only				Analysis Requested																			
Seal Present	YES	NO	Cooler ID	Depot Reception				☐ MTBE ☐ BTEX / VPH ☐ VOC / BTEX / F1 ☐ PAH ☐ EPH ☐ Dissolved Metals ☐ Dissolved Mercury ☐ Total Metals ☐ Chloride ☒ pH ☐ Nitrite ☐ F2 - F4 ☐ Preserved? ☐ Preserved? ☐ Field Preserved? ☐ Field Preserved? ☐ Sulphate ☐ COD ☐ Alkalinity ☐ Ammonia ☐ Fluoride ☐ TDS ☐ Conductivity ☐ Nitrate															
Seal Intact			Temp																				
Cooling Media																							
Seal Present	YES	NO	Cooler ID																				
Seal Intact			Temp																				
Cooling Media																							
Seal Present				Sample Identification				Date Sampled (yyyy/mm/dd)				Time Sampled (hh:mm)				Matrix							
Seal Intact				1 Lighthouse Landing Effluent				2018/05/30				11:45											
Cooling Media				2																			
				3																			
				4																			
				5																			
				6																			
				7																			
				8																			
				9																			
				10																			

Unless otherwise agreed to in writing, work submitted on this Chain of Custody is subject to Maxxam's standard Terms and Conditions. Signing of this Chain of Custody document is acknowledgement and acceptance of

Relinquished by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):	Received by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):
M. Raiche	2018/05/30	12:30	Myriam Raiche	2018/05/30	12:30

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

04/30/2018

Assets

Current Assets

Cash Accounts	
Petty Cash	200.00
CCCU - Members Shares	5.15
TD - Operating	48,782.42
TOTAL Cash Accounts	48,987.57
Prepaid VIS5801.ca Website	150.90
TOTAL Current Assets	49,138.47

Septic System

TD - Septic	15,728.02
Septic - Due From (To) Operating	758.78
TOTAL Septic System	16,486.80

Restricted Fund Accounts

Contingency Reserve	
TD - CRF	35,165.17
CRF Investment GIC - 100022346645	21,500.05
CRF Investment GIC - 100022326803	10,836.04
CRF Investment GIC - 100022326589	10,836.24
CRF Investment GIC - 100022326779	10,836.04
CRF Investment GIC - 100022326795	10,836.24
CRF - Due From (To) Operating	7.50
TOTAL Contingency Reserve	100,017.28
TOTAL Restricted Fund Accounts	100,017.28

Total Assets

165,642.55

Liabilities

Owners Receivable Over Collected	0.50
Operating - Due To (From) CRF	7.50
Operating - Due To (From) Septic Reserve	758.78

Total Liabilities

766.78

Net Worth

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

04/30/2018

Operating

Retained Earnings	29,491.28
Net Income	18,880.41

TOTAL Operating

48,371.69

Septic Reserve

Septic Reserve - Opening Balance	13,472.91
Septic Reserve Monthly Contributions	9,600.00
Septic Reserve - Interest Income	123.58
Septic Reserve - Disbursements	(6,709.69)

TOTAL Septic Reserve

16,486.80

Restricted Fund Balances

CRF - Opening Balance	87,079.52
CRF - Contributions Current Year	18,900.00
CRF - Interest Income	1,695.01
CRF - Disbursements Current Year	(7,657.25)

TOTAL Restricted Fund Balances

100,017.28

Total Net Worth

164,875.77

Total Net Worth and Liabilities

165,642.55

UBCU Balance Sheet - As of 2018-06-17

(in Canadian Dollars) (Cash Basis)

2018-06-17

Page 1

Account	2018-06-17 Balance
ASSETS	
Cash and Bank Accounts	
UBCU Chequing	1,404.84
UBCU Membership Shares	32.68
UBCU Money Max	13.01
UBCU Savings	45.69
UBCU Septic Bond RESTRICTED	50,725.00
TOTAL Cash and Bank Accounts	52,221.22
TOTAL ASSETS	52,221.22
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	52,221.22
TOTAL LIABILITIES & EQUITY	52,221.22

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 04/01/2018 to 04/30/2018

Actual Current Year

Revenues

Income

General Operating	
Strata Fees - Operating	56,890.59
Bank Interest	159.94
TOTAL General Operating	57,050.53
Septic System	
Septic Reserve - income from Strata Fees	14,399.40
Septic Reserve - bank interest income	67.22
TOTAL Septic System	14,466.62
Contingency Reserve	
Strata Fees - CRF	18,900.00
TOTAL Contingency Reserve	18,900.00
TOTAL Income	90,417.15

Total Revenue	90,417.15
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Expenses

General Operating

Administrative Expenses	
Bank Charges	134.53
Insurance	73.00
Management Fees	3,825.00
Office Expenses	746.96
Unbudgeted - Office	261.06
TOTAL Administrative Expenses	5,040.55
Utilities	
BC Hydro	1,460.00
Water	606.30
TOTAL Utilities	2,066.30
Repairs & Maintenance	

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 04/01/2018 to 04/30/2018

Actual Current Year

Groundskeeping	23,501.29
Gutters & Moss	3,290.00
Repairs & Maintenance	4,078.17
TOTAL Repairs & Maintenance	30,869.46
Operating Contingency	72.74
TOTAL General Operating	38,049.05
Septic System	
Core Wate - Monthly Contract	5,906.25
Maintenance	2,942.14
Maxxam Analytics	507.15
Ministry	102.81
Simson Maxwell	1,168.51
Telus	1,003.30
Septic Interest Income to Reserve	67.22
Net Septic Income over Expense To Septic Reserve	2,890.31
TOTAL Septic System	14,587.69
Transfer to Contingency Reserve	
CRF Contributions	18,900.00
TOTAL Transfer to Contingency Reserve	18,900.00

Total Expense	71,536.74
Net Income	18,880.41

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income and Expense Comparative Statement

From 04/01/2018 to 04/30/2018

<u>April 2018</u>		<u>August to April</u>			<u>Yearly Budgets</u>	
<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>

Revenues

Income

General Operating							
Strata Fees - Operating	6,321	6,321	56,891	56,889	2	75,856	
Bank Interest	69		160		160		
TOTAL General Operating	6,390	6,321	57,051	56,889	162	75,856	0
Septic System							
Septic Reserve - income from Strata Fees	1,600	1,600	14,399	14,400	(1)	19,200	
Septic Reserve - bank interest income			67		67		
TOTAL Septic System	1,600	1,600	14,466	14,400	66	19,200	0
Contingency Reserve							
Strata Fees - CRF	2,100	2,100	18,900	18,900		25,200	
TOTAL Contingency Reserve	2,100	2,100	18,900	18,900	0	25,200	0
TOTAL Income	10,090	10,021	90,417	90,189	228	120,256	0

Total Revenues	10,090	10,021	90,417	90,189	228	120,256	0
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Expenses

General Operating

Administrative Expenses							
Bank Charges	21	40	135	360	(225)	480	
Insurance		1,593	73	14,337	(14,264)	19,121	
Management Fees	425	440	3,825	3,960	(135)	5,280	
Office Expenses	90	50	747	450	297	600	
Professional Fees		50		450	(450)	605	
Unbudgeted - Office	5		261		261		
TOTAL Administrative Expenses	541	2,173	5,041	19,557	(14,516)	26,086	0
Utilities							
BC Hydro	156	170	1,460	1,530	(70)	2,040	

	<u>April 2018</u>		<u>August to April</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
Water	109	125	606	1,125	(519)	1,500	
TOTAL Utilities	265	295	2,066	2,655	(589)	3,540	0
Repairs & Maintenance							
Groundskeeping	2,640	2,682	23,501	24,138	(637)	32,180	
Gutters & Moss		229	3,290	2,061	1,229	2,750	
Repairs & Maintenance	659	367	4,078	3,303	775	4,400	
TOTAL Repairs & Maintenance	3,299	3,278	30,869	29,502	1,367	39,330	0
Operating Contingency		575	73	5,175	(5,102)	6,900	
TOTAL General Operating	4,105	6,321	38,049	56,889	(18,840)	75,856	0
Septic System							
Core Wate - Monthly Contract	656	656	5,906	5,904	2	7,875	
Emergency Response		67		603	(603)	800	
Maintenance		147	2,942	1,323	1,619	1,767	
Maxxam Analytics		92	507	828	(321)	1,100	
Ministry			103		103		
Misc. Parts		50		450	(450)	600	
Pumps		167		1,503	(1,503)	2,000	
Simson Maxwell			1,169		1,169		
Sludge Pumping		67		603	(603)	800	
Telus	114	105	1,003	945	58	1,260	
Septic Interest Income to Reserve			67		67		
Net Septic Income over Expense To Septic Reserve		250	2,890	2,250	640	2,998	
TOTAL Septic System	770	1,601	14,587	14,409	178	19,200	0
Transfer to Contingency Reserve							
CRF Contributions	2,100	2,100	18,900	18,900		25,200	
TOTAL Transfer to Contingency Reserve	2,100	2,100	18,900	18,900	0	25,200	0
Total Expenses	6,975	10,022	71,536	90,198	(18,662)	120,256	0
Net Income	3,115	(1)	18,881	(9)	18,890	0	0

How to Care for Your Septic Tank and Septic System

Following a few simple rules will help to make our septic system function very effectively for a long time and avoid unnecessary septic failure, which can be costly to repair.

Use water efficiently

- Use water-conserving devices in faucets, shower heads and toilets
- Check faucets and toilets for leaks and make repairs if necessary
- Reduce water levels for small loads of laundry
- Wait until the dishwasher is full to run it

Dispose of Solids appropriately - What NOT to put down the drain or toilet

Coffee grounds	Fats, grease, oils	Cigarette butts and filters
Egg shells	Kitchen wastes	Paper towels
Disposable diapers	Facial tissue	Disinfectants
Sanitary napkins	Pills and unused medications	Condoms
Tampons	Pesticides or poisons	Waste Oils
Dental floss	Paints, thinners, varnishes	Kitty litter

The above items can overtax or destroy the biological action taking place within the system or clog the drain field. Further, harsh chemicals and cleaners are hazardous to ground and surface water

Garburators are not permitted – they increase the amount of sludge and scum in the septic tank

Avoid the use of powder or flake dishwasher or laundry detergents, which can clog the pipes in the drain field.

Mop up cooking grease with a paper towel and place in the **compost bin**.

Minimize the use of heavy duty cleaners

Use bleach, and toilet bowl cleaners sparingly and in accordance with product labels. Overuse of these products can kill the bacteria in the septic tank.

Do not use caustic drain openers for a clogged drain. Instead use boiling water, baking soda and vinegar.

Avoid Hazardous Chemicals

Varnish, paint thinners, motor oils, gasoline and other similar chemicals can ruin your system and are a hazard to groundwater. Dispose of them properly. Contact RDN Environmental Services at 250-954-3792 for information on safe disposal of these materials or visit www.rdn.bc.ca

Hot Tub Rules

Do not drain hot tubs through the septic system nor the storm water system.

Tub water can be used to water lawns and flower beds once at least 5 days have elapsed with the lid open to allow for the chemicals to vent out.