



June 2, 2016

Job # 21148376-3/11

Terrabella cellars Inc.
sent via email: rob@terrabella.ca

Dear Applicant:

Re: Picnic and Tour Area Endorsement– Final Approval
Manufacturer Name: The Hatch
Licensee name: Terrabella Cellars Inc.
Manufacturer Licence # 306225

Your local liquor Inspector, Doug Hufsmith, of the Liquor Control and Licensing Branch (the Branch) advises that the final inspection of the Picnic and Tour areas has been conducted and that all is in order to issue the endorsements on the winery licence.

This letter will serve as approval for the endorsement until you receive a revised winery licence, reflecting the picnic and tour area endorsements, via One-Stop.

For inspection purposes, this letter should be kept with the current licence, which should be displayed in a prominent location within the winery manufacturing facility.

The licence, enclosed validated floor plan, and the Approval in Principle letter, form part of the liquor licence and must be retained on the premise at all times, readily available for inspection by police and Compliance and Enforcement staff.

This endorsement has been issued under the terms and conditions noted on the face of the licence; you are cautioned that you must comply with these terms and conditions at all times, unless otherwise approved in writing, by the General Manager (GM) of the Branch.

Serving it Right: Staff responsible for the sale and/or service of liquor for consumption must complete the Responsible Beverage Service course. Serving It Right is administered by go2 - the Resource for People in Tourism. Through the program, participants learn about the physical effects of alcohol on the body and resulting behaviour, techniques for preventing over-consumption and for dealing with intoxicated people, and legal rights, responsibilities and liabilities.

Serving It Right course packages, exams, and certificate numbers may be obtained on-line through www.servingitright.com, via email at info@servingitright.com or calling 604 930-9770.

Liquor Control and
Licensing Branch


Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 952-5787
Facsimile: 250 952-7066

Location:
4th Floor, 3350 Douglas Street
Victoria, BC
<http://www.pssg.gov.bc.ca/lclb>

Please be aware, provisions of the Liquor Control and Licensing Act require you to report any changes with the licensee company (ie: share transfer, allotments etcetera) as they occur. Any structural changes or addition of off-site storage areas must be pre-approved by the GM, prior to the change taking place.

As a reminder, the winery licence is in effect until March 31, 2016. Renewal instructions will be forwarded to you well in advance of that date. There are no renewal fees required for the tour endorsement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Emma Ross', followed by a horizontal line.

Emma Ross
Senior Licensing Analyst
Liquor Control and Licensing Branch

Copy: Doug Hufsmith, Liquor Inspector

Winery Licence #306225

Expires on March 31, 2017

Establishment Name: **The Hatch**
Licence Name: **The Hatch**
Location Address: 3189 Boucherie Road
West Kelowna, BC V1Z 2H1
Issued to: Terrabella Wineries Ltd.
Resident Manager: Parkes, Jason Norman

TERMS AND CONDITIONS

Tour Area, Picnic Area and On-site Store Endorsements Approved

- The terms and conditions to which this licence is subject include the terms and conditions contained in the publication "A Guide for Liquor Licencees in British Columbia" as that publication is amended from time to time.
- Subject to terms and conditions specified in the restriction or approval letter(s). A copy of restriction or approval letter(s) to be kept with current liquor licence.
- Pursuant to Section 12 and 58, Liquor Control and Licensing Act ("the Act"), this licence authorizes the above named person or company to produce or manufacture wine in accordance with the Liquor Control and Licensing Regulations ("the Regulations").
- Liquor product sold in the on site store must be registered under the manufacturer licence.
- This licence is not permitted to advertise, promote, sell, serve or gift product(s) at the following licensed establishment(s): Banjo's Pub - LP 004068. This condition applies regardless of the operational name of the winery, agent or associated licences. This condition may be reviewed if the ownership structure of the winery, agent or associated licenses changes.
- Off-site exemption to tied house restrictions allows for the sale and promotion of product at the following associated licences: Banjo's Liquor Store - LRS #195448, Fireside Inn - FP #020692 and LP #060232, subject to product exclusivity and other requirements set out in policy.

June 02, 2016



VINEYARDS

VINEYARDS

LIQUOR CONTROL AND LICENSING BRANCH
FLOOR PLANS - APPROVAL IN PRINCIPLE

DATE March 12, 2016 LICENSING ADMINISTRATOR

Maximum Capacity: N/A
Unless otherwise approved by the General Manager, Liquor Control and Licensing, approval is subject to the terms and/or conditions of specified in the approval letter(s) dated: ✓

PSA _____ PCA _____ AIP ✓

TOUR AREA
110,000 sq ft

VINEYARDS

GRASS PICNIC AREA 1
2500 sq.ft.
232 m²

VINEYARDS

EXISTING HOUSE

DRIVEWAY

EXISTING HOUSE

TOUR AREA

VINEYARDS

GRASS PICNIC AREA
5500 sq.ft.
511 m²

TASTING ROOM

MANUFACTURING
760 sq.ft.

LCLB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE AND
AVAILABLE FOR INSPECTION AT ALL TIMES

Date Issued: June 2, 2016

General Manager



Job # 21148376-19

May 25, 2016

Terrabella Wineries Ltd.
Via email: Sil@quantumlaw.ca

Attention : Sylvia Lee

Re: Step 5 – Change Approved
Application for Resident Manager
Manufacturer Licence #306225
Licence Expires: March 31, 2017
Licensee: Terrabella Wineries Ltd.
Establishment / License Name: The Hatch
Establishment Location: 3225 Boucherie Road, Kelowna, BC

The recent application for the addition of Jason Parkes as Resident Manager for Terrabella Wineries Ltd. has been approved. An updated licence reflecting this change will be mailed separately.

As a reminder, before you make any changes to the establishment you must have approval from the Liquor Control and Licensing Branch. Please refer to the Liquor Control and Licensing Branch website for details at <http://www.pssg.gov.bc.ca/lclb> or call toll-free at 1-866-209-2111.

Sincerely,

A handwritten signature in cursive script that reads "David Jones".

David Jones
Case Manager

cc: Doug Hufsmith, Inspector (via email)
Kelowna RCMP (Fax: 250 – 470 – 6348)
CFSEU Attn: Open Source (Fax: 778-290-6101)

Liquor Control and
Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 952-5787
Facsimile: 250 952-7066

Location:
4th Floor, 3350 Douglas Street
Victoria, BC
<http://www.pssg.gov.bc.ca/lclb>

Agent Licence #306225

Expires on March 31, 2017

Establishment Name: **The Hatch**
Licence Name: **The Hatch**
Location Address: 3189 Boucherie Road
West Kelowna, BC V1Z 2H1
Issued to: Terrabella Wineries Ltd.

TERMS AND CONDITIONS

- The terms and conditions to which this licence is subject include the terms and conditions contained in the publication 'Guide for Liquor Licensees in British Columbia' as that publication is amended from time to time.
- Pursuant to Section 52, Liquor Control and Licensing Act, this licence allows the above named person or company to act as an agent of a liquor manufacturer, an agent of a liquor importer or as a liquor importer.

March 23, 2016





Job #26143206-001

June 11, 2015

Terrabella Vineyards Ltd.
Via email: Ahagen@quantumlaw.ca

Attention: Andrea Hagen

Re: Name Change Approved -- Manufacturer
Establishment Name: The Hatch
Establishment Address 3225 Boucherie Road, Kelowna, BC
Manufacturer Licence #306225
Expiry Date: March 31, 2016

Your recent application for the following change(s) to your liquor licence has been approved:

Establishment Name Change from: Black Swift Vineyards
Licence Name Change from: Black Swift Vineyards

TO

Establishment Name: The Hatch
Licence Name: The Hatch

An amended liquor licence and, where applicable, new or revised floor plan reflecting the change(s) will be mailed to you. Please destroy your previous licence and, where applicable, old floor plans and replace with the amended licence and/or floor plans. The official floor plan for your establishment is part of the liquor licence, and must be retained on the premises readily available for inspection by police and liquor inspection staff.

As a reminder, before you make any changes to the establishment you must have approval from the Liquor Control and Licensing Branch. Please refer to the Liquor Control and Licensing Branch website for details at <http://www.pssg.gov.bc.ca/lclb/> or call 1-866-209-2111.

Sincerely,

A handwritten signature in cursive script that reads "David Jones".

David Jones
Case Manager

cc: Doug Hufsmith, Liquor Inspector (Via email)
Kelowna RCMP, via fax (250 – 470 – 6348)

Liquor Control and
Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 952-5787
Facsimile: 250 952-7066

Location:
4th Floor, 3350 Douglas Street
Victoria, BC

<http://www.pssg.gov.bc.ca/lclb>



April 9, 2015

Job #21148376-004

Mr. Rob Ingram
c/o Black Swift Vineyards
PO Box 1290
Summerland BC V0H 1Z0

Dear Rob,

**Re: Black Swift Vineyards
Winery Licence #306225
Located at 3189 Boucherie Road in West Kelowna
Structural Change Application – On site store endorsement approval**

Your liquor Inspector, Doug Hufsmith has conducted a final inspection of the two buildings which have changed location with each other. He advised me that there were no concerns identified.

With regards to the finalization and issuance of the on site store endorsement, the annual fee has now been paid up to March 31, 2016 (the same as your manufacturing licence).

The picnic area endorsement that you applied for is being processed by my colleague Rona Smart.

Note: If at any time your mailing address changes, you must advise the Branch in writing to ensure proper delivery of your liquor licence in the future.

As a reminder, the official floor plans for the establishment are part of the liquor licence, and must be retained on the premise readily available for inspection by police and compliance and enforcement staff.

Yours truly,

Ann Shubrook
Assistant Manager
LCLB

Some policy excerpts / references:

17.20.1 On-site store endorsement

A manufacturer licence holder or applicant may apply for one on-site store area which authorizes the sale of liquor to the public from a store located on the manufacturing site or by internet sales. The store is the area where the licensee may sell their own products that are manufactured under the manufacturing licence and registered with LDB. Stores can sell by the bottle only.

A single licensee may hold multiple manufacturing licences on the same site (e.g. a winery and distillery). Where there are multiple manufacturing licences on the same site and each licence is owned by the exact same legal entity, a separate on-site store is permitted for each manufacturing licence, or a single store may be shared with no requirement to erect walls for physical separation of the different products. If there is another business on the site, the on-site store must have full height walls for separation, with no door allowing patron access between the store and the other business. Where there are different licensees located on the same site (e.g. different units of a warehouse) separation requirements of full height walls and separate entrance/exits apply.

17.20.2 Products that may be sold in the on-site store

Sale of liquor products in an on-site store is limited to liquor products that are manufactured under the licence, and registered with LDB to the manufacturing licence at that site. Licensees who hold multiple licences on the same site (winery and distillery) can sell the manufactured products of those manufacturers in one on site store. If there is a separate store for each licence on the same site, each store is limited to the sale of product manufactured under that licence.

Non liquor products may also be sold provided they are directly related to the liquor products being sold.

For example:

- items specifically identified with storing or serving liquor, such as bottle openers and drinking glasses;
- printed materials such as books and pamphlets concerning liquor in general or specific liquor products that are sold in your store;
- items that identify liquor products for sale in your store, such as umbrellas, T-shirts and aprons; and,
- packaged snacks and liquor-related soft drinks and juices, such as cocktail mixers.

The sale of B.C. lottery products is permitted in manufacturers' on-site retail stores under the following conditions:

- the licensee has been granted a lottery sales licence by the B.C. Lottery Corporation; and
- the licensee sells only lottery products licensed by the B.C. Lottery Corporation.

Tobacco products and confectionary items may not be sold.

17.17.1 Sampling at the manufacturing facility

Manufacturers may have one or more sampling rooms (or areas) at the manufacturing site. The sampling room(s) must be in an indoor area of the licensed manufacturing facility, and may be located within an endorsement area such as an on-site store or lounge. Sampling areas must be indicated on the floor plan and are approved at the time of licensing. To change or add a sampling area(s), a structural change application is required.

The amount that may be sold varies depending on the type of product being manufactured. If the licensee has multiple manufacturer licences at the site, the Branch may permit sampling rooms to overlap, allowing for the sampling of the product of all licences on the site.

Wineries: In a sampling room (or area), a winery may provide unlimited free samples of their products. If a winery charges for samples of their liquor products they may provide no more than 150 ml of liquor per patron, per day.

17.16 Minors in manufacturer premises

Minors are generally permitted at a manufacturing site. Minors are permitted in sampling rooms, lounge and special event areas, and on-site stores when accompanied by a parent or guardian. Minors are permitted in picnic and tour areas unless otherwise restricted by the general manager.

Minors may not be employed to manufacture liquor or to serve liquor in any licensed area of the manufacturing site such as an on-site store, sampling room, or endorsement areas.

17.14 Hours of Operation

For the purposes of the manufacture of liquor, there are no restrictions on the hours of operation.

Hours of operation for an on-site store are between the hours of 9:00 a.m. and 11:00 p.m., or as otherwise indicated on the face of the licence.



April 7, 2015

Job #21148376-010

Mr. Rob Ingram
c/o Black Swift Vineyards
PO Box 1290
Summerland BC V0H 1Z0

Dear Rob,

**Re: Black Swift Vineyards
Winery Licence #306225
Located at 3189 Boucherie Road in West Kelowna
Structural Change Application – switching the location of the on site store and the
manufacturing facility on the same site**

Your liquor Inspector, Doug Hufsmith has conducted a final inspection of the two buildings which have changed location with each other and advised me that there were no concerns identified. I am proceeding to finalize the amendment to your approved floor plan and site plan.

The plans attached are for the manufacturing facility and crush pad only.

The changes to the picnic area and the on site store endorsement will be addressed under separate cover.

Note: If at any time your mailing address changes, you must advise the Branch in writing to ensure proper delivery of your liquor licence in the future.

As a reminder, the official floor plan for the establishment is part of the liquor licence, and must be retained on the premise readily available for inspection by police and compliance and enforcement staff.

Yours truly,

Ann Shubrook
Assistant Manager
LCLB

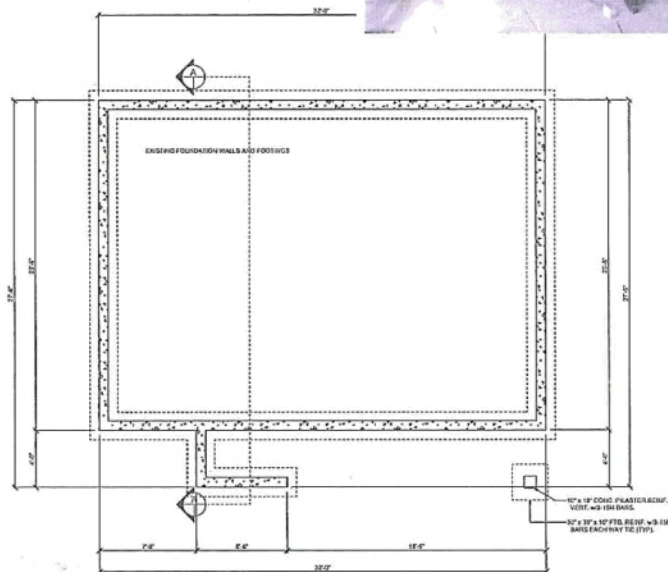
Liquor Control and
Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 952-5787
Facsimile: 250 952-7066

Location:
4th Floor, 3350 Douglas Street
Victoria, BC

<http://www.pssg.gov.bc.ca/lcib>

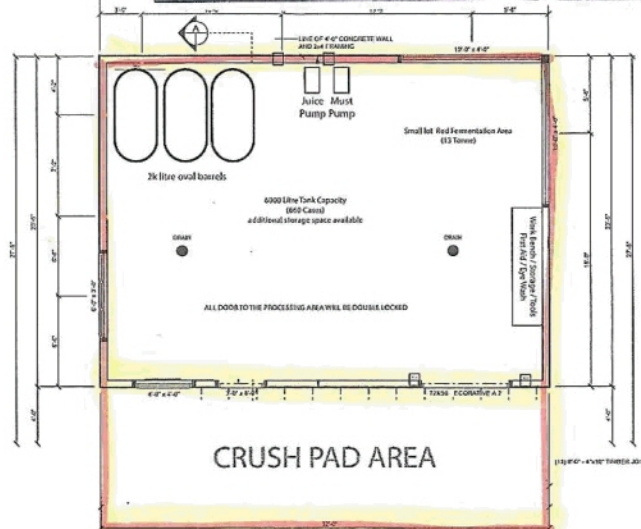
page 11 of 24 MSB-2016-63612



FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

SCOPE OF WORK

- 1) REMOVE EXISTING ROOF AND REPLACE WITH NEW SCISSOR TRUSSES, SHEATHING AND METAL ROOFING.
- 2) REMOVE EXISTING EXTERIOR STUCCO AND CLAD WALLS WITH CORTAN STEEL SIDING INSTALLED TO MANUFACTURERS SPECS.
- 3) REMOVE EXISTING WINDOWS AND DOORS AND INSTALL AND REPLACE NEW WINDOWS AND DOORS AS PER DRAWINGS.
- 4) REMOVE EXISTING DRYWALL, FURR OUT 2x4 STUDS AS NEEDED TO ALLOW FOR R-20 INSULATION, INSTALL NEW POLY AND DRYWALL AS PER DRAWINGS.
- 5) FRAME NEW INTERIOR WALLS AS SHOWN IN DRAWINGS AND INSTALL DRYWALL.
- 6) MODIFY EXISTING ROUGH-IN PLUMBING AND INSTALL TWO NEW BATHROOMS AS PER DRAWINGS.
- 7) ADD TRIMMER PERGOLA TO FRONT OF BUILDING AS PER DRAWINGS.
- 8) REPAIR EXISTING CONCRETE SLAB FLOOR AND POUR NEW 4" SLAB OVER, COVER OPENINGS IN CONCRETE FLOOR WITH STRUCTURAL GLASS.



SCALE: 1/4" = 1'-0"
TOTAL BUILDING AREA: 752 sq.ft.
ROOF AREA: 803 sq.ft.

MANUFACTURING FACILITY

winery # 306225
job # 21148376-010

LIQUOR CONTROL AND LICENSING BRANCH
APPROVED, IN PRINCIPLE

Subject to the terms and/or conditions specified in the approval
in principle letter(s) dated: Feb 11/15

Authority: an

Maximum Person Capacity: _____

PLEASE READ CAREFULLY
BEFORE BEGINNING PROJECT:
ALL WORKING DRAWINGS ARE THE PROPERTY OF
GIRoux DESIGN GROUP. ANY REUSE OR
REPRODUCTION OF THESE DRAWINGS WITHOUT
THE WRITTEN PERMISSION OF GIRoux DESIGN
GROUP IS STRICTLY PROHIBITED. ANY
VIOLATION OF THESE TERMS WILL BE
CONSIDERED A BREACH OF CONTRACT AND
WILL BE SUBJECT TO LEGAL ACTION.
ALL WORK SHALL BE DONE ACCORDING TO THE
LATEST EDITIONS OF THE CANADIAN
BUILDING CODES AND ALL CITY, TOWN OR
MUNICIPAL ORDINANCES. THE CLIENT SHALL
BE RESPONSIBLE FOR OBTAINING ALL
NECESSARY PERMITS AND APPROVALS.
GIRoux DESIGN GROUP SHALL BE NOT BE
RESPONSIBLE FOR ANY DELAYS OR
INTERRUPTIONS TO THE PROJECT DUE TO
ANY CAUSES OUTSIDE OF OUR CONTROL.
ALL CHANGES TO THE PROJECT MUST BE
APPROVED BY GIRoux DESIGN GROUP IN
WRITING. ANY CHANGES MADE WITHOUT
OUR APPROVAL WILL BE AT THE CLIENT'S
RISK AND WILL BE CHARGED TO THE
CLIENT. GIRoux DESIGN GROUP SHALL
NOT BE RESPONSIBLE FOR ANY
CONSTRUCTION DEFECTS OR
PROBLEMS THAT MAY OCCUR AFTER
COMPLETION OF THE PROJECT.

TERRELLA WINERIES LTD.
RENOVATION PLANS FOR THE
EXISTING BUILDING
3188 BUCKINGHAM ROAD, WEST KELOWNA, BC
V1Y 9K1
DESIGNED BY: J.E. GIRoux
DATE: 2015.04.07
REVISED: 2015.04.07

© Giroux Design Group (AG001) All Rights Reserved
Approval of these drawings, in whole or in part, is hereby granted to the client for the purpose of obtaining a building permit. The client acknowledges that the drawings are not to be used for any other purpose without the written consent of Giroux Design Group. The client shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The client shall be responsible for any delays or interruptions to the project due to any causes outside of our control. Giroux Design Group shall not be responsible for any construction defects or problems that may occur after completion of the project.

M-J Coady
Architect, Inc.
11111 16th Ave S.E.
Suite 100
Bellevue, WA 98006
Phone: (206) 468-0000
Fax: (206) 468-0001
www.mjcady.com

GIRoux DESIGN group
Custom Home and Building Design Since 1980
Westside Building Design & Construction
11111 16th Ave S.E., Suite 100
Bellevue, WA 98006
www.girouxdesigngroup.com

PLAN NO.
WP-5360
SHEET NO.
A-1

www.girouxdesigngroup.com

www.westhomeplanners.com

LCLB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE AND
AVAILABLE FOR INSPECTION AT ALL TIMES
Date Issued: April 7, 2015
Winery Licence #306225
General Manager



February 11, 2015

Job #21148376-010

Mr. Rob Ingram
c/o Black Swift Vineyards
PO Box 1290
Summerland BC V0H 1Z0

Dear Rob,

**Re: Black Swift Vineyards
Winery Licence #306225
Located at 3189 Boucherie Road in West Kelowna
Structural Change Application – New building
Plan Approval in Principle – Expires August 11, 2015**

Thank you for your recent submission of a structural change application, floor plan and additional email information that you and your lawyer, Andrea Hagen, have provided regarding the proposed changes to the existing licensed manufacturing facility.

Further to our email exchange and application information, you have confirmed the following:

- There are two buildings on site, of which one building (the smaller one) will be the manufacturing facility and the larger building will house the on site store/retail/tasting area
- The main floor plan of the larger building will include a tasting bar, product and display table and POS area (on site store endorsement area). I note that there are outdoor patio areas which will, at this time, be unlicensed. I also note that you have a picnic endorsement application in progress and the on site store application which will require a licensing fee at the time of inspection.
- The Foundation Plan of the Manufacturing facility shows 2000 litre barrels X 3, pumps, work bench area, as well as an outdoor crush area.
- The manufacturing facility is secured by double lock
- The museum display denoted on the store plan is just a type of shelving for product display and you have confirmed that there will not be a museum-type exhibit in the facility

I am satisfied that the proposed layout complies with statutory and Liquor Control and Licensing Branch policy provisions with respect to a winery manufacturing facility. All existing terms and conditions on the face of your winery licence will remain in effect.

Floor Plans

I have enclosed one copy of the manufacturing facility including the on site store endorsement area which has been stamped and authorized as "approved in principle". If this is not an accurate assessment of the plan or the plans change during the construction stage, please advise the branch at your earliest convenience.

This approval in principle allows you to proceed with the renovations as applied for, however, it does not imply final approval.



YOUR NEXT STEPS:

- **When the new building is ready to open and construction is complete, please contact Liquor Inspector Doug Hufsmith at Doug.Hufsmith@gov.bc.ca or by phone at (250) 861-7418 to arrange for a final inspection.**

Your liquor inspector will:

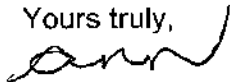
- Confirm that the floor plans (manufacturing facility and retail store area) match the actual construction and floor plans, and
- Take photos of the changes
- **Please ensure this letter and the attached approved floor plan is available for review at time of inspection**
- Rob, you or one of the other shareholders within Terrabella Wineries Ltd. must be in attendance for the final inspection
- **An additional fee of \$200.00 will be charged to reschedule a final inspection if you are not ready when the Liquor Inspector attends the establishment.**
- **This plan approval in principle expires on August 11, 2015**
 - If you are unable to complete the renovations and arrange for a final inspection prior to the expiry date, you **MUST** submit a written request to the Branch 30 days prior to expiry of AIP. The request should be accompanied by evidence demonstrating that the delay is beyond the control of the applicant. Where another authority is responsible for the delay, a letter from that authority outlining current status and schedule for completion should accompany the request for extension. Failure to request an extension will result in the applications being considered abandoned and subsequently terminated on the expiry date noted.

Upon confirmation from Liquor Inspector Hufsmith that the physical layout of the new retail store area/tasting areas and manufacturing areas are as depicted on the attached approved floor plan, you will receive a final approval letter and official validated floor plans.

Please allow 5 business days from the time the final inspection is successfully concluded so that staff may complete the licensing application process.

Should you have any questions or concerns specific to this approval letter, please contact me at (250) 952-5773.

Yours truly,



Ann Shubrook
Assistant Manager

copy: Liquor Inspector Hufsmith

A few reminders:

- Manufacturers may have one or more sampling rooms (or areas) at the manufacturing site. The sampling room(s) must be in an indoor area of the licensed manufacturing facility. Sampling areas must be indicated on the floor plan.

Wineries: In a sampling room (or area), a winery may provide unlimited free samples of their products. If a winery charges for samples of their liquor products they may provide no more than 150 ml of liquor per patron, per day.

- A manufacturer licence holder may apply for one on-site store area which authorizes the sale of liquor to the public from a store located on the manufacturing site or by internet sales. The store is the area where the licensee may sell their own products that are manufactured under the manufacturing licence and registered with LDB. Stores can sell by the bottle only.

LCLB Policy section - 17.20.2 Products that may be sold in the on-site store

Sale of liquor products in an on-site store is limited to liquor products that are manufactured under the licence, and registered with LDB to the manufacturing licence at that site.

Non liquor products may also be sold provided they are directly related to the liquor products being sold. For example:

- items specifically identified with storing or serving liquor, such as bottle openers and drinking glasses;
- printed materials such as books and pamphlets concerning liquor in general or specific liquor products that are sold in your store;
- items that identify liquor products for sale in your store, such as umbrellas, T-shirts and aprons; and,
- packaged snacks and liquor-related soft drinks and juices, such as cocktail mixers.

The sale of B.C. lottery products is permitted in manufacturers' on-site retail stores under the following conditions:

- the licensee has been granted a lottery sales licence by the B.C. Lottery Corporation; and
- the licensee sells only lottery products licensed by the B.C. Lottery Corporation.

Tobacco products and confectionary items may not be sold.



March 18, 2014

REVISED PLANS

Job # 21148376-1

Terrabella Cellars Inc.
c/o Robert Ingram
PO Box 1290
Summerland, BC V0H 1Z0

Via Email: rob@terrabella.ca

Dear Robert Ingram:

**Re: New Winery and Agent Licence and On-Site Retail Store Endorsement
Approval in Principle – Pending Final Inspection
Applicant: Terrabella Cellars Inc.
Proposed Winery Name: Helios Winery
Proposed Site Address: 3189 Boucherie Road, West Kelowna
Expiry Date of AIP: November 5, 2014**

This letter is to acknowledge receipt of the required documents in support of your application for a winery licence and on-site retail store endorsement to be located at the above-noted address.

I have had the opportunity to review your application and supporting material for criteria including business intent, eligibility and applicant suitability, as well as preliminary review of your manufacturing site and building floor plans.

Based on my review, your application is deemed complete as of today and Approval in Principle (AIP) for the winery manufacturing facility is granted and the floor plan has been signed and dated as such. This AIP allows you to proceed with construction/renovations of the manufacturing facility; this AIP does not allow you to begin manufacturing winery products.

Under the Regulation of the *Liquor Control and Licensing (LCL) Act*, a winery must meet minimum production and facility requirements. These include:

- Produce a minimum of 4500 litres of wine per year on site (on the manufacturing site with equipment that is also on site).
- Have fermentation tanks, filtering equipment and secure storage area(s) onsite.

Liquor Distribution Branch Manufacturer's Agreement

Before the Branch will issue the manufacturing licence, the applicant is required to enter into a Manufacturer's Agreement with the Liquor Distribution Branch (LDB), which provides the authority for the applicant to make sales in the province and ensures the applicant understands the appropriate policies, procedures and reporting requirements associated with these sales.

Liquor Control and
Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 952-5787
Facsimile: 250 952-7066

Location:
4th Floor, 3350 Douglas Street
Victoria, BC
<http://www.pssg.gov.bc.ca/clb>

The Branch has provided LDB with a copy of your Manufacturers application, site plan, and business proposal documents. The LDB will be in contact with you to arrange for your signing of the LDB Manufacturer's Agreement. If you have questions relative to the LDB agreement and your obligations, kindly contact Yolanda Lam Industry Programs Coordinator, Finance at (604) 252-2877 or Yolanda.Lam@bcldb.com.

Floor Plans

I have enclosed one copy of the Approved in Principle floor plan which includes the manufacturing facility and storage area outlined in red and the on-site store endorsement outlined in blue.

You may construct or renovate the manufacturing building in accordance with the approved plan. If this is not an accurate assessment of the plan or the plan has changed significantly during construction, please contact the writer as new plans may be required to be submitted.

It is noted that you intend to use existing buildings at the proposed winery site for the manufacturing facility and onsite store and the construction of the new facility is anticipated next year. If you decide to proceed and construct the new facility and onsite store in the future, you would be required to file a Structural Change Application and receive approvals prior to any changes occurring.

It is the licensee's responsibility to ensure adequate security for all areas of the manufacturing facility and all product storage.

Note that this approval is subject to, but not limited to, all local fire and building, zoning, jurisdictional bylaws, ALR restrictions, and health authority approvals as required in your area.

Agricultural Land Reserve (ALR)

Your application form confirms that your winery is located on ALR land. Wineries with an on-site store are permitted on ALR based on set conditions. Please review ALR policy for specific details: http://www.alc.gov.bc.ca/legislation/policies/Pol3-03_Wineries.htm.

Signage:

The branch has reviewed and approved a sample of your winery signage denoting the name "Helios Vineyard and Production Facility". Off-site directional signs are permitted provided the appropriate municipal or provincial approvals have been obtained. Drawings of directional signs must also be submitted to the Branch for approval.

Serving it Right

All licensees, managers, and servers or employees responsible for controlling the sale of liquor must complete the Serving it Right (SIR) program. Serving It Right is administered by go2 - the Resource for People in Tourism. Through the program, participants learn about the effects of alcohol on the human body and behaviour, techniques for preventing over-consumption and for dealing with intoxicated people, and their legal rights, responsibilities and liabilities.

The course is available on line. With satisfactory completion, a participant can print the SIR certificate displaying the applicants SIR number. All staff requiring a Serving it Right

certificate must keep copies of their certificate available with the Winery Licence for inspection by liquor inspectors.

Serving It Right course packages, exams, and certificate numbers may be obtained on-line through www.servingitright.com, via email at info@go2hr.ca or by calling 604 930-9770.

→ Final Inspection - Next Steps

When construction of the manufacturing facility is complete and the manufacturing equipment is in place within the facility, please contact the local Liquor Inspector Doug Hufsmith at doug.hufsmith@gov.bc.ca or (250) 861-7418 to arrange for a final inspection prior to licensing.

- You will need to have a copy of this letter and the attached AIP floor plan available for the Liquor Inspectors review and confirmation.
- You will also need to ensure that you have signed copies of your agreement with LDB available prior to contacting the Inspector for a final inspection.
- A shareholder within Terrabella Cellars Inc. must be in attendance for the educational session and the establishment inspection of the manufacturing facility.
- An additional fee will be charged to reschedule a final inspection of the facility if you are not ready when the Inspector attends your establishment.

As the final inspection is also an opportunity to discuss, with your liquor Inspector, any questions that you may have regarding the operation of your manufacturing business in accordance with the LCL Act and Regulations. The web link provided below is to the Winery Term and Condition guide book. Please ensure you review this information, if you have not done so already, prior to scheduling the final inspection.

- <http://www.pssq.gov.bc.ca/lclb/docs-forms/guide-winery.pdf>

At the time of the final inspection, your liquor Inspector will:

- inspect the winery facility to ensure the layout is as depicted on the AIP floor plan;
- confirm location of crush pad;
- take photographs of:
 - the winery facility
 - crush area
 - fermentation tanks
 - filtering equipment
 - secure storage area(s)
- verify that all storage areas are adequately secured;
- collect the licensing fee or complete fee payment form if prior arrangements have not been made (pro-rated amount of \$660.00 to March 31, 2015);
- advise the applicant that a copy of the federal excise licence letter, issued under federal jurisdiction (CRA) should be faxed to the Branch upon issuance (after LCLB has issued the manufacturing licence);
- discuss LCLB Winery regulatory reporting requirements (4500 litre minimum production on-site per year) and requirements for renewal of the licence; and
- Inspector will verify by email to LDB at Yolanda.Lam@bcldb.com, confirmation of 15.0 acres of grapes.

The first year pro-rated licensing fee for the winery licence will be required prior to final approval. If you wish to arrange for payment of the licensing fee prior to the final inspection, please contact the Branch at 1-866-209-2111.

This **AIP will expire November 5, 2014**. An extension to this approval will only be considered where a written request is received by the Branch at least 30 days prior to the expiry of the AIP. Failure to request an extension will result in the application being considered abandoned and therefore, terminated on the expiry date noted above. No further notice will be provided.

Should you have any questions, please feel free to contact me directly at rona.smart@gov.bc.ca or (250) 952-7052.

Sincerely,



Rona Smart
Senior Licensing Analyst
Liquor Control and Licensing Branch

Enclosures

copy: Doug Hufsmith, Liquor Inspector
Yolanda Lam, Liquor Distribution Branch
Nancy O'Brien, Excise Duty (CRA)
BC Assessment

December 16, 2014

Terrabella Wineries Ltd.
Via email: rob@terrabella.ca

Attention: Robert Ingram

Re: Application to Transfer Licence – Step 5: Licence Approved
Establishment Name: Black Swift Vineyards
Manufacturer Licence #306225
Establishment Location: 3189 Boucherie Rd., West Kelowna BC

Your application to transfer the above-noted licence has been approved.

The licence has been transferred from Terrabella Cellars Inc. to Terrabella Wineries Ltd. An updated licence will be mailed separately.

As the licensee, it is your responsibility to ensure the floor plan accurately reflects the physical layout of your licensed establishment. If there have been changes, you are required to submit an *Application for a Structural Change*.

Further, the details of your liquor licence – who you are, the location, size, and layout of your establishment, etc. – are all critical factors in the decision to grant your licence. Before making any changes to the establishment or business ownership you must have approval from the Liquor Control and Licensing Branch (Branch).

As indicated in the *Guide for Liquor Licensees in British Columbia*, your licence and floor plan(s) must be posted in a prominent location and readily available for inspection police officers and liquor inspectors. A list of all managers and staff that have completed the Serving it Right program must also be kept available. This may be in the form of a list of names and certificate numbers, or photocopies of the certificates.

For more information, please refer to the Branch website at <http://www.pssg.gov.bc.ca/lclb> or contact the Branch at 1-866-209-2111.

Please also note that in addition to Liquor Control and Licensing Branch requirements, you must also contact the Liquor Distribution Branch (LDB), Canada Revenue Agency (CRA) and any other relevant external agencies to advise them of your intention to transfer the licence(s) and ensure their requirements are met. For further information on LDB requirements contact Yolanda La, at 604-252- 2877 or by email to Yolanda.Lam@bcldb.com. For further information on CRA requirements contact Faith Clement at 604-658-8602.

Your licence(s) will expire on March 31, 2015. Two months before the licence(s) expires, a renewal notice will be sent to the establishment mailing address identified on your application. Please ensure you notify the Branch immediately if your establishment mailing address changes. Failure to pay your annual licence fee before the expiry date will result in a \$200.00 late fee. If your fees are not paid within thirty (30) days of the expiry date, you will not be able to renew your liquor licence. Please note that you will not be able to purchase or sell liquor after the expiry date on your licence.

If you have any questions, please contact me at 250-952-7054 or toll-free at 1-866-209-2111.

Sincerely,



Journie Hofschneider
Licensing Supervisor

cc: Doug Hufsmith, Inspector (via email)
Jay Blackwell, A/Regional Manager (via email)
Kelowna R.C.M.P #71 (Fax: 250-470-6348)
CFSEU, Attn: Open Source (Fax: 778-290-6101)
Yolanda Lam, LDB (via email: Yolanda.Lam@bcldb.com)
Nancy O'Brien, CRA (via email: Nancy.Obrien@cra-arc.gc.ca)



November 21, 2014

Job # 21148376-1

Terrabella Cellars Inc.,
c/o Robert Ingram
PO Box 1290
Summerland, BC V0H 1Z0

Via Email: rob@terrabella.ca

Dear Robert Ingram:

Re: Winery and Agent Licence - Final Approval
Licensee Name: Terrabella Cellars Inc.
Establishment Name: Black Swift Vineyards
Establishment Address: 3189 Boucherie Road, West Kelowna
Winery and Agent Licence # 306225

Liquor Inspector Randy Brown has completed a final inspection of your winery. He has advised me that there were no concerns identified during the inspection, therefore I am proceeding to finalize the issuance of the new Winery and Agent licences.

The Winery and Agent licence has been issued under the terms and conditions noted on the face of the licence of which you must comply with at all times, unless otherwise approved in writing, by the General Manager (GM) of the Liquor Control and Licensing Branch (Branch).

The Agent licence permits you to have additional privileges that include taking orders, conducting tastings, promoting and marketing your manufactured product away from the "prime" licensed manufacturing site. All products that you are promoting or marketing must be registered products with LDB.

Any marketing representatives that you employ to work for the licensed manufacturer must comply with the Provincial liquor laws and carry identification establishing them as a sales representative for your facility.

Annual Renewal: The Manufacturing licence and Agent licence are valid until March 31, 2015. Renewal instructions will be forwarded well in advance of the expiry date. If you have not received your manufacturers renewal notice by February 15, 2015, please contact the Branch immediately.

Please be reminded that the Regulation requires that, in order to be eligible to renew your winery licence, your winery must have fermented at least 4,500 litres of product on-site during the reporting period.

Winery reporting requirements are attached for your reference.

**Liquor Control and
Licensing Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 952-5787
Facsimile: 250 952-7066

Location:
4th Floor, 3350 Douglas Street
Victoria, BC

<http://www.pssg.gov.bc.ca/lclb>

Please keep this "Final Approval Letter" and enclosed official validated floor plan available as proof of licence issuance until your liquor licence has been received in the mail. The licence will be sent under separate cover through BC Mail Plus.

If at any time, your mailing address changes, you must advise the Branch in writing to ensure proper delivery of your liquor licence in the future.

As a reminder, the official floor plan for the establishment is a part of the liquor licence, and must be retained on the premise readily available for inspection by police and compliance and enforcement staff. It is also suggested that you keep the Approval in Principle (AIP) letter with your licence and floor plan(s) so that they are readily available for inspection by police and liquor inspection staff.

I wish you every success with your new manufacturing business.

Sincerely,



Rona Smart
Senior Licensing Analyst
Liquor Control and Licensing Branch

Enclosure: Validated floor plan

Copy: Randy Brown, Liquor Inspector
Doug Hufsmith, Liquor Inspector
Ray Ng, Excise Duty
BC Assessment
Yolanda Lam, Liquor Distribution Branch

Regulation 17 - record keeping and reporting requirements:

17 (1) For the purposes of administering and enforcing the Act and this regulation, a person who holds a winery licence must, in a manner acceptable to the general manager, maintain the following documents and records:

(a) source documents including, without limiting this, business structure documents, invoices, receipts and bank statements;

(b) records including, without limiting this, the general financial ledger, general production and inventory ledger and winemaker's journal.

(2) In addition to the requirements under section 34, a person who holds a winery licence must make available for inspection, at the request of the general manager or his or her designate, records of the following information as applicable:

(a) records of tonnage of grapes or fruit harvested;

(b) purchase records for grapes or fruit purchased indicating the type, source and tonnage of the grapes or fruit;

(c) purchase records for juice or concentrate purchased indicating the type, source and volume of the juice or concentrate;

(d) purchase records for bulk and bottled wine purchased indicating the type, source and volume of the bulk and bottled wine;

(e) purchase records for additives to wine such as alcohol and sugar indicating the source and volume of the additives;

(f) production records for bulk and bottled wines;

(g) records of the movement and disposition of bulk and bottled wine that is transferred from one location to another for sale or export;

(h) records of the disposition of wine by spillage, sampling and tasting.

(3) The information required by subsection (2) must be recorded on an ongoing basis.