



COLUMBIA SHUSWAP REGIONAL DISTRICT

Committee of the Whole Meeting

AGENDA

Date: Thursday, October 26, 2023
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act
Article 22:

1. Particular attention shall be paid to the rights and special needs of indigenous elders, women, youth, children and persons with disabilities in the implementation of this Declaration.

2. States shall take measures, in conjunction with indigenous peoples, to ensure that indigenous women and children enjoy the full protection and guarantees against all forms of violence and discrimination.

2. Call to Order

3. Adoption of Agenda

Motion

THAT: the Committee of the Whole meeting agenda be approved.

4. Meeting Minutes

- 4.1 Adoption of Minutes** 1
- Motion**
 THAT: the minutes from the June 22, 2023 Committee of the Whole meeting be adopted.
- 4.2 Business Arising from Minutes**
- None.
- 5. Business General**
- 5.1 9:40 AM BC Assessment Presentation** 5
- Graham Held, Manager, Assessment Legal/Assessment Legal and Appeals, BC Assessment Authority to present.
- 5.2 10:15 AM Interior Health Authority Update** 33
- Anita Ely, Specialist Environmental Health Officer, Interior Health Authority to present.
- 5.3 Remuneration Bylaw Review** 55
- Remuneration Bylaw No. 5786
- 5.4 Community Works Fund Discussion**
- Policy F-3 Electoral Area Community Works Fund
- 5.5 Growing Communities Fund Discussion** 84
- Report from Jodi Pierce, Manager, Financial Services, dated August 5, 2023.

Motion

THAT: the Committee recommend the Board direct staff to allocate the Growing Communities Funds (GCF) in the amount of \$3,796,000 as outlined below:

911 Emergency Telephone Response	049	\$	400,000
Shuswap Emergency Program	050		227,000
Solid Waste Management	219		200,000
Sicamous Recreation Centre	345		500,000
Golden Curling Rink	370		369,000
Scotch Creek Water	195		500,000
MacArthur Reedman Water	206		350,000
Area A Parks	321		50,000
Area C Parks	323		400,000
Area G Parks	328		800,000
		\$	3,796,000

5.6 Payment-in-Lieu of Taxes (PILT) Discussion

97

Policy F-29 BC Hydro Payment in Lieu of Taxes

Report from Jodi Pierce, Manager of Financial Services, dated Aug 8, 2023.

6. Rise and Report**Motion**

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



COMMITTEE OF THE WHOLE MEETING MINUTES

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

Date: June 22, 2023
 Time: 9:30 AM
 Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Directors Present	K. Cathcart [^]	Electoral Area A Director
	D. Brooks-Hill [^]	Electoral Area B Director
	M. Gibbons [*]	Electoral Area C Director
	D. Trumbley	Electoral Area D Director
	R. Martin (Vice Chair) [^]	Electoral Area E Director
	J. Simpson	Electoral Area F Director
	N. Melnychuk [*]	Electoral Area G Director
	R. Oszust	Town of Golden Director
	G. Sulz [^]	City of Revelstoke Director
	K. Flynn (Chair) [*]	City of Salmon Arm Director
	T. Lavery [^]	City of Salmon Arm Director 2
Directors Absent	C. Anderson	District of Sicamous Director
Staff In	J. MacLean [*]	Chief Administrative Officer
Attendance	J. Sham	Corporate Officer and Manager, Corporate Services
	C. Robichaud	Deputy Corporate Officer
	J. Pierce [*]	Manager, Financial Services
	D. Mooney [*]	Manager, Operations Management
	G. Christie	Manager, Development Services
	B. Van Nostrand	Team Leader, Environmental Health Services

[^]electronic participation

^{*}attended a portion of the meeting

1. Land Acknowledgement

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Declaration on the Rights of Indigenous Peoples Act
Article 14:

1. Indigenous peoples have the right to establish and control their educational systems and institutions providing education in their own languages, in a manner appropriate to their cultural methods of teaching and learning.
2. Indigenous individuals, particularly children, have the right to all levels and forms of education of the State without discrimination.
3. States shall, in conjunction with indigenous peoples, take effective measures, in order for indigenous individuals, particularly children, including those living outside their communities, to have access, when possible, to an education in their own culture and provided in their own language.

2. Call to Order

The Chair called the meeting to order at 9:32 AM.

3. Adoption of Agenda

Moved By Director Oszust

Seconded By Director Simpson

THAT: the Committee of the Whole meeting agenda be approved.

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

Moved By Director Cathcart

Seconded By Director Lavery

THAT: the minutes from the February 22, 2023 Committee of the Whole meeting be adopted.

CARRIED

4.2 Business Arising from Minutes

None.

5. Business General

5.1 Solid Waste Management

Morrison Hershfield presenters: Veronica Bartlett, Senior Solid Waste Planner and Carey McIver, Senior Technical Planning Advisor.

Post Agenda: Updated presentation added.

Director Gibbons entered the meeting at 9:54 AM.

The Committee recessed at 10:30 AM and the meeting resumed at 10:44 AM.

Chair Flynn left the meeting at 10:59 AM and Vice Chair Martin assumed the role of Chair.

Chair Flynn returned to the meeting at 11:04 AM and reassumed to role of Chair.

The Committee broke for lunch at 12:06 PM.

Chair Flynn left the meeting.

The meeting resumed at 1:04 PM. Vice Chair Martin assumed the role of Chair and was in attendance in person.

5.2 Métis Nation BC

Presentation from Tanya Davoren, Executive Director, Health | Mental Health & Harm Reduction | Elders & Veterans Wellness.

Post Agenda: Presentation added.

CAO left the meeting at 1:18 PM and returned at 1:24 PM.

5.3 Geohazards

BGC Engineering presenters: Kris Holm, Principal Geoscientist, Communities Team Lead and Elisa Scordo, Senior Hydrologist, Surface Water Team Lead.

CAO left the meeting at 2:09 PM and returned at 2:12 PM

Director Cathcart left the meeting at 2:50 PM.

Director Melnychuk left the meeting at 2:51 PM.

6. Rise and Report

Moved By Director Simpson
Seconded By Director Oszust

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

CARRIED

3:08 PM

CORPORATE OFFICER

CHAIR



BC ASSESSMENT

Collaborating with BC Assessment from a Regional District Perspective

Graham Held
Manager – Local Government Relations
Columbia Shuswap Regional District
October 26, 2023

Topics

1. About BC Assessment
2. Assessment Appeals
3. Property Taxes
4. BC Assessment Reports
5. BC Assessment Resources

About BC Assessment



History of BC Assessment

- Established in 1974 under the *Assessment Authority Act*
- Established in response to the need for a fair, independent organization that valued all property in the province
- A provincial Crown corporation, independent of taxing authorities
- 1975: 879,000 properties assessed
- **2023: 2,160,828 properties assessed**



Our Product

The Assessment Roll

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01 - Capital

Jurisdiction: 308 - District of Saanich (SD61)

Roll: 51-9500-059

CONFIDENTIAL PIN: 0123

Bulk Mail: BMC1234
School District: 61 - Saanich
Neighbourhood: 051

- Annual list of property values provides stable, predictable base for real property taxation in B.C.
- Represents over 2.16 million properties with total value of about \$2.72 trillion
- Identifies ownership, value, classification and exemptions for each property
- Provides stable base for local governments and taxing authorities to raise billions of dollars annually in property taxes for schools and important local services

How We Value Different Properties



Residential

- Market value as of **July 1**
- Physical condition and use as of **October 31**
- Consider present use, location, original cost, replacement cost, revenue or rental value, selling price of the land and improvements and comparable land and improvements, economic and functional obsolescence
- Consider wide variety of physical factors such as size, age, quality and condition of the improvements (buildings) as well as location, availability of services, shape and topography of the land.
- Legislated (regulated values)



Commercial

How We Classify Properties



Class 1:
Residential



Class 2:
Utilities



Class 3:
Supportive Housing



Class 4:
Major Industry



Class 5:
Light Industry



Class 6:
Business/Other



Class 7:
Managed Forest

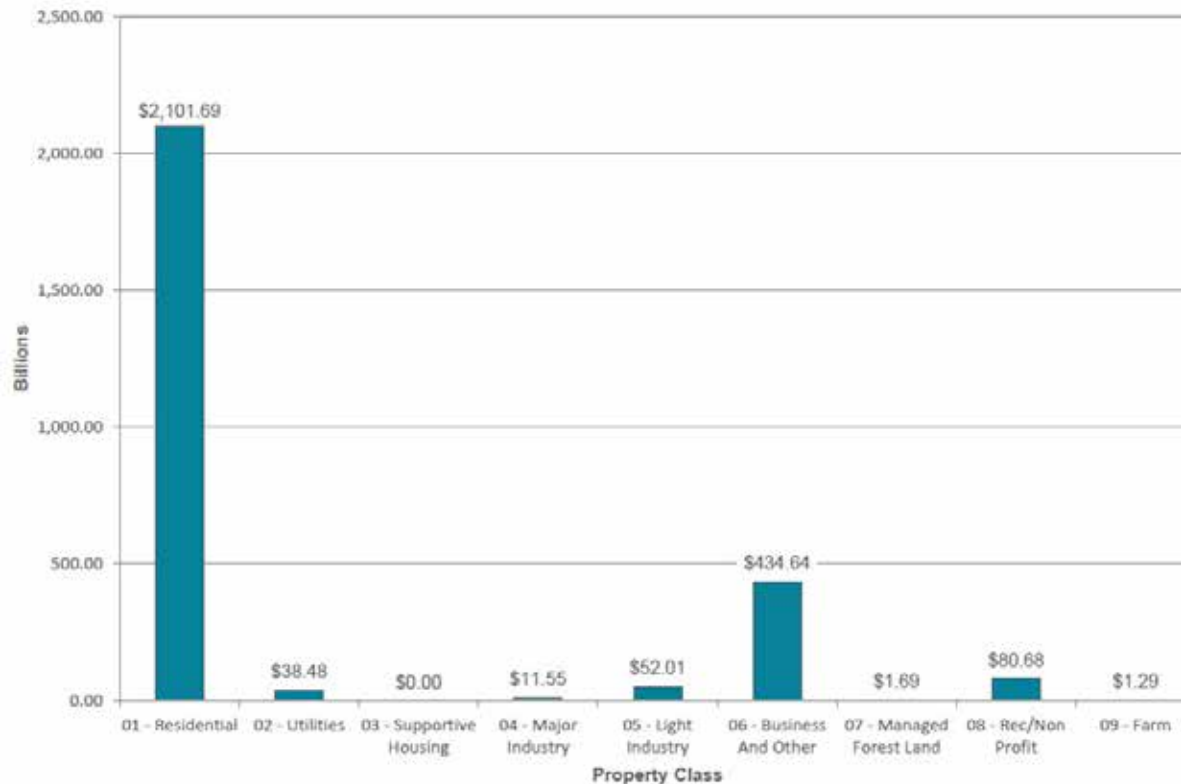


Class 8:
Recreation/Non-Profit



Class 9:
Farm

2023 Assessment Roll Total Value by Property Class



How We Apply Exemptions

- An exemption is a release from paying all or a portion of a tax assessed
- Common exemptions are:
 - Statutory – granted by legislation
 - Permissive – granted by taxing authorities



Assessment Appeals



Appeal Process



January 1-31
Inquiry Period



January 31
Deadline for:
1st Level of Appeal



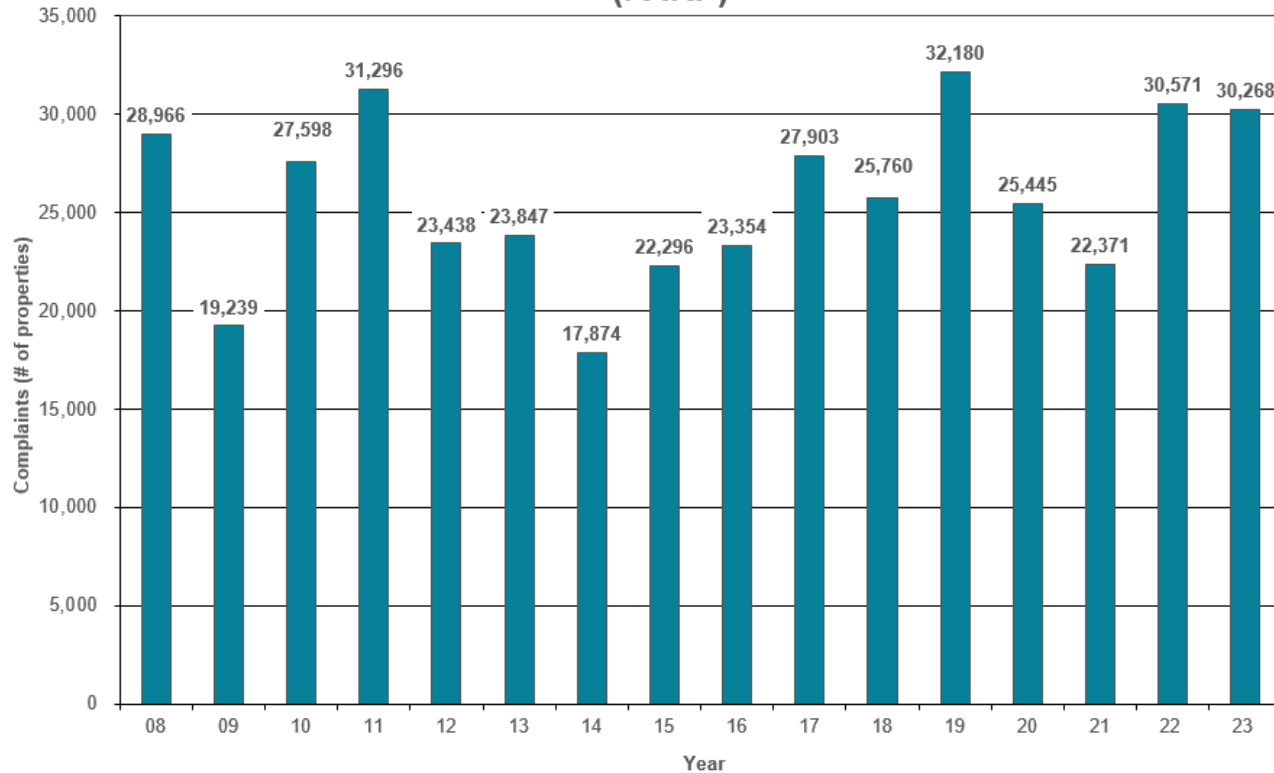
February 1-March 15
PARP



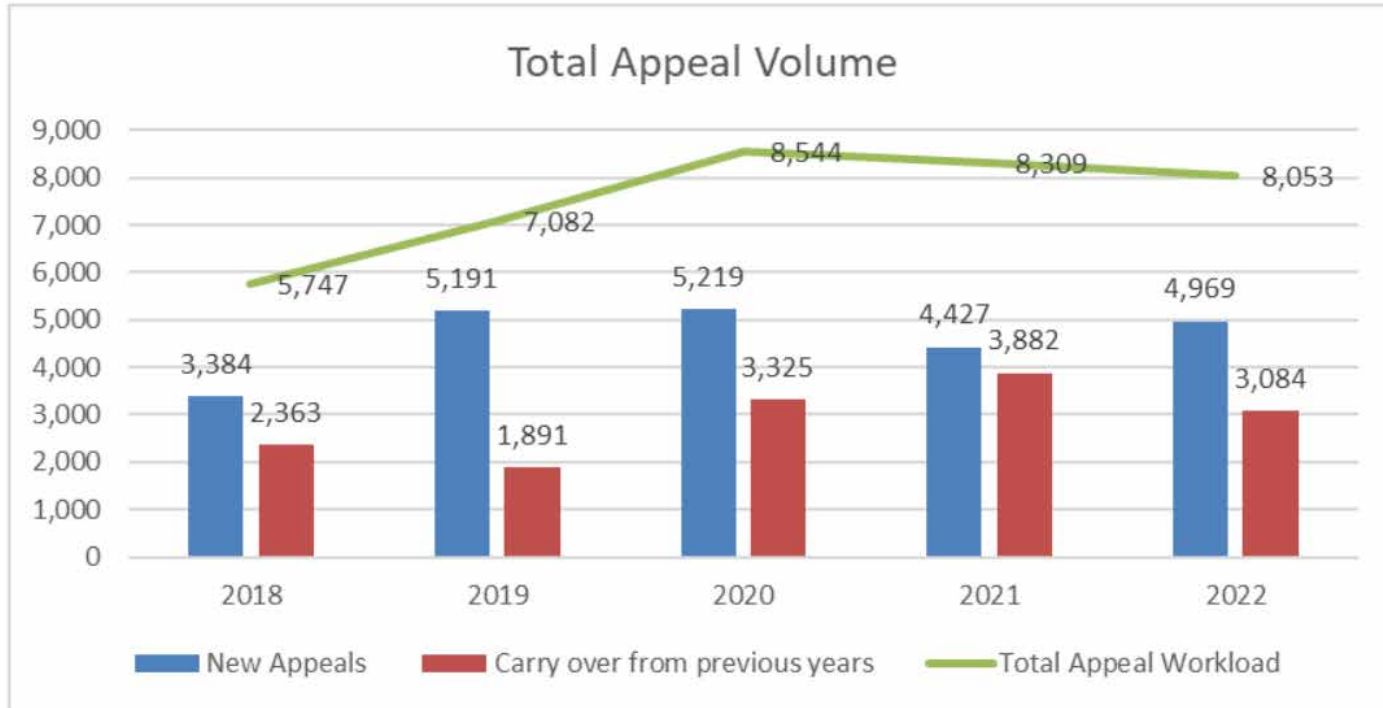
April 30
Deadline for:
2nd Level of Appeal
PAAB

PARP

Public Complaints to Property Assessment Review Panel (PARP)



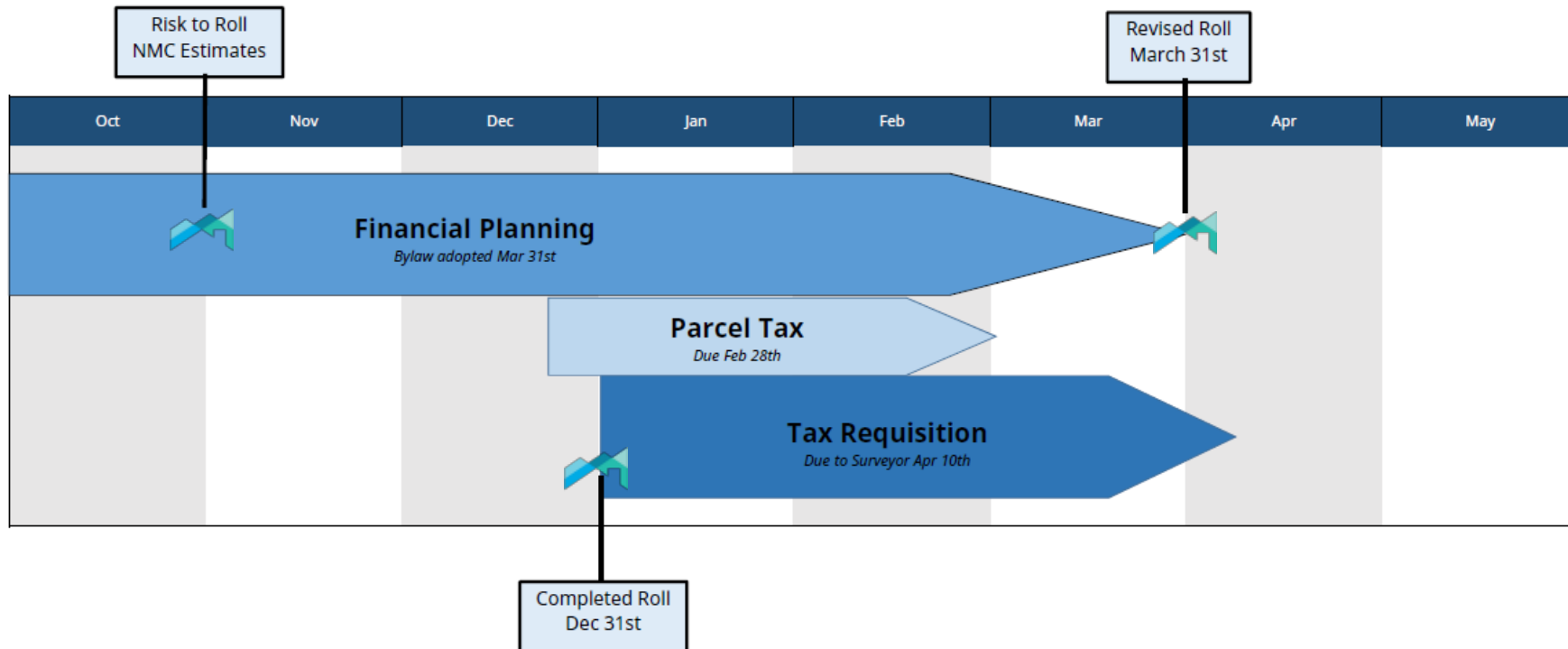
PAAB



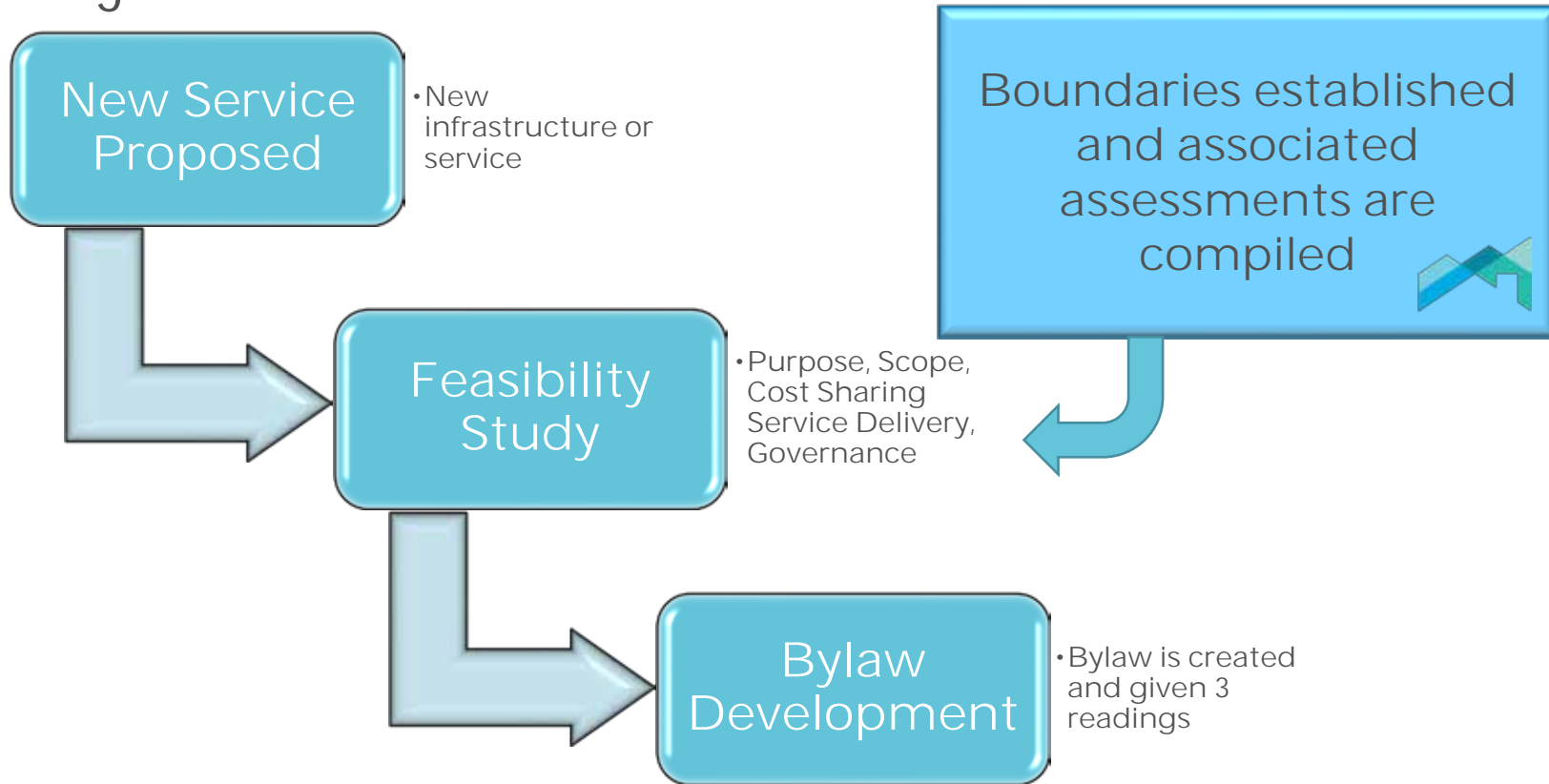
Property Taxes



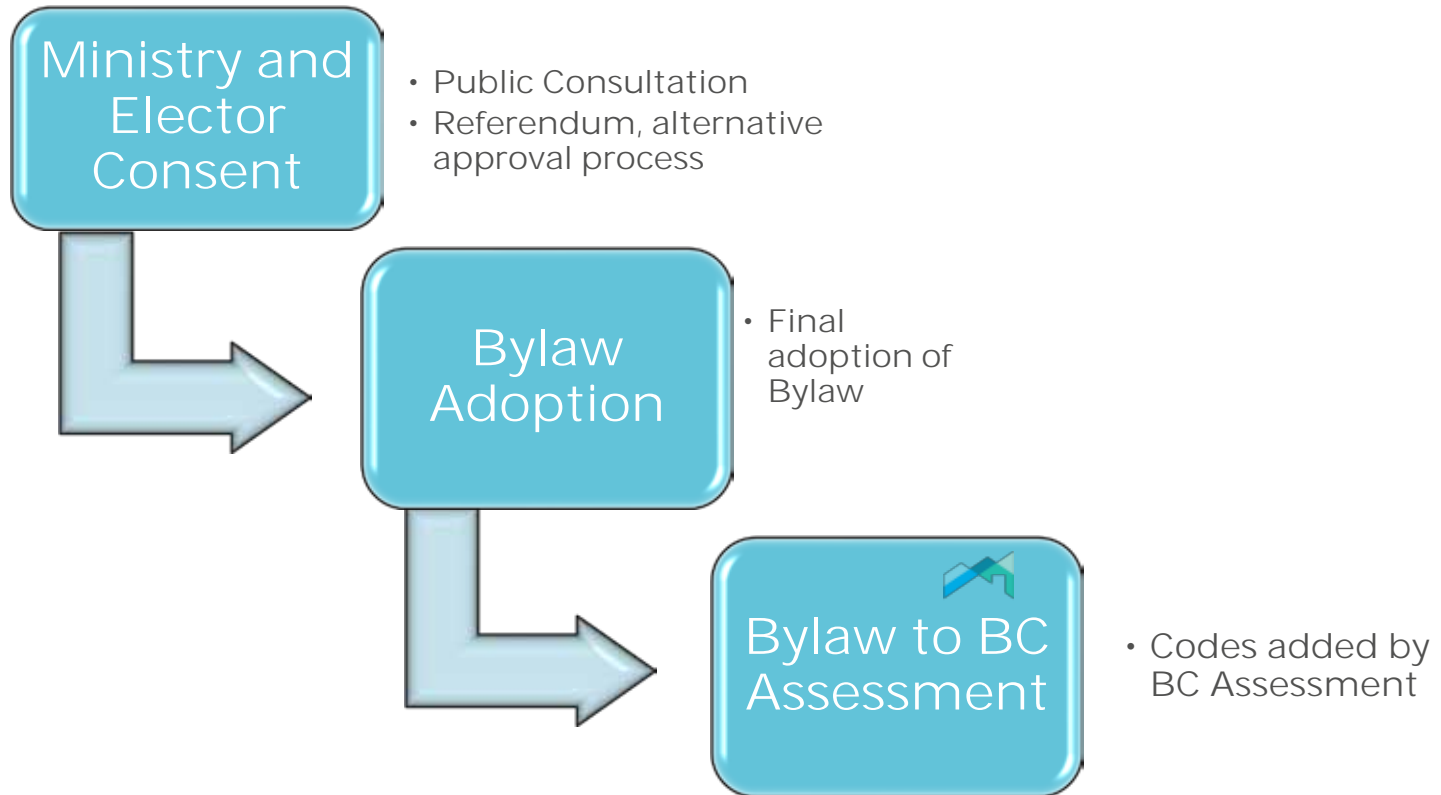
Regional District Timeline



Establishing a New Service



Establishing a New Service



BC Assessment Reports



Self-serve Reports

Self-serve reports

Popular report name

- RCS21-27 - Net Taxable Values for Minor Taxing Jurisdictions
- Single Folio Detail Report
- Municipal Exemptions

[See all](#)

Self-serve reports

Available data includes assessment roll, property inventory, non-market change, residential stratification, and a variety of other property information reports.

Find a report

Roll reports
Reports as per legislation and/or agreement.

Self-serve Reports
Available data includes assessment roll, property inventory, non-market change, residential stratification, and a variety of other property information reports.

Grant rolls
Grant rolls contain the assessed value of properties that are fully or partially exempt from property taxation.

Address accuracy reports
Address accuracy reports summarizes BC Assessment's adherence to Canada Post addressing standards.

Self-serve reports

How to

Reports

Show All New Show 21 items per page

Name	Overview
Folio Details	View details
Statutory Reports	View details
Roll Summaries	View details
Roll Comparison	View details
Risk to Roll	View details
Non-Market Change	View details
Code Descriptions Reference Table	View details
Non-Taxation New	View details

Non-Market Change

Roll Year: 2023
 Area: Not Applicable
 Electoral Area: Rural Thompson-Nicola EA B
 Roll Version: Revised Roll run on 2023-03-17
 Jurisdiction: Not Applicable
 Report by Reason: Primary Reason
 Taxable Value Type: Net General Taxable Values
 Neighbourhood: Not Applicable
 Reason: Inventory
 Geography: Electoral Area
 Regional District: 28 - Thompson-Nicola

BC ASSESSMENT
 bcassessment.ca
 Printed Date: 19/May/2023
Non-Market Change Roll Comparison Summary by Electoral Area and Primary Reason
 As of Revised Roll run on 2023-03-17
 2023 Net General Taxable Values

Regional District - 28 Thompson-Nicola
 Electoral Area - 28B
 NMC Reason: 50 - Inventory


Property Class	2022 Cycle 12	2023 Revised	NMC Land	NMC Impr	NMC Total	% Chg Due to NMC	% Chg Due to Market	% Chg
Res Vacant	\$10,038,700	\$10,967,900	\$223,800		\$223,800	2.23%	11.68%	9.25%
Res Single Family	\$41,117,300	\$40,604,400	\$43,500	\$271,000	\$14,500	6.76%	10.15%	10.81%
Res ALR	\$2,791,400	\$3,326,900					16.16%	19.19%
Res Farm								
Res Strata								
Res Other	\$5,130,300	\$16,045,300	\$163,800	\$8,891,000	\$7,190,000	87.94%	9.41%	67.03%
D1 - Residential Total	\$62,077,700	\$76,944,100	\$429,000	\$7,264,900	\$7,241,000	11.64%	10.67%	22.54%
D2 - Utilities	\$154,967,100	\$214,995,497		\$10,500	\$10,500	-0.01%	38.68%	38.68%
D3 - Supportive Housing								
D4 - Major Industry								
D6 - Light Industry	\$1,118,100	\$1,170,400					4.96%	4.96%
D8 - Business And Other	\$17,653,500	\$21,561,255					22.77%	22.77%
D7 - Managed Forest Land								
D9 - Rec/Non Profit	\$1,203,800	\$1,290,500					7.20%	7.20%
D8 - Farm	\$266,236	\$250,663					-6.78%	-6.78%
S-64(LGA)/SRVC								
Total All Classes	\$227,193,438	\$214,802,618	\$429,000	\$7,295,900	\$7,220,900	3.06%	20.68%	32.73%

Non-Market Change Roll Comparison Summary
 Copyright © BC Assessment Authority
 Page 1 of 2

Service Boundary Web Map


Service Area Bylaw Documents

[Print this page](#)




Requirements for Processing Service Area Bylaws

Learn more about the documents Regional Districts need to provide BC Assessment to proceed with coding folios for a service.



Service Area Bylaw Status Report

Find the list of Bylaws processed during the last roll cycle.



Service Area Code Sheet

Service Area Code Sheet is a form developed by BC Assessment to help interpret the intent of a bylaw provided by the Regional District.

Assessment search Services & products Property information & trends About us Contact us
 News Careers Index of forms Glossary


[f](#) [t](#) [in](#) [v](#)

Service Boundary Web Map

1. Choose your options
 2. Press GO to load a mapfile (URL, zip and jpg files required)

- Query Service Codes
- Total Assessed Value
- General Tax Summary
- Municipal Tax Summary
- School Tax Summary

BC ASSESSMENT



Property count: 149
Total assessed value:
\$77,721,700

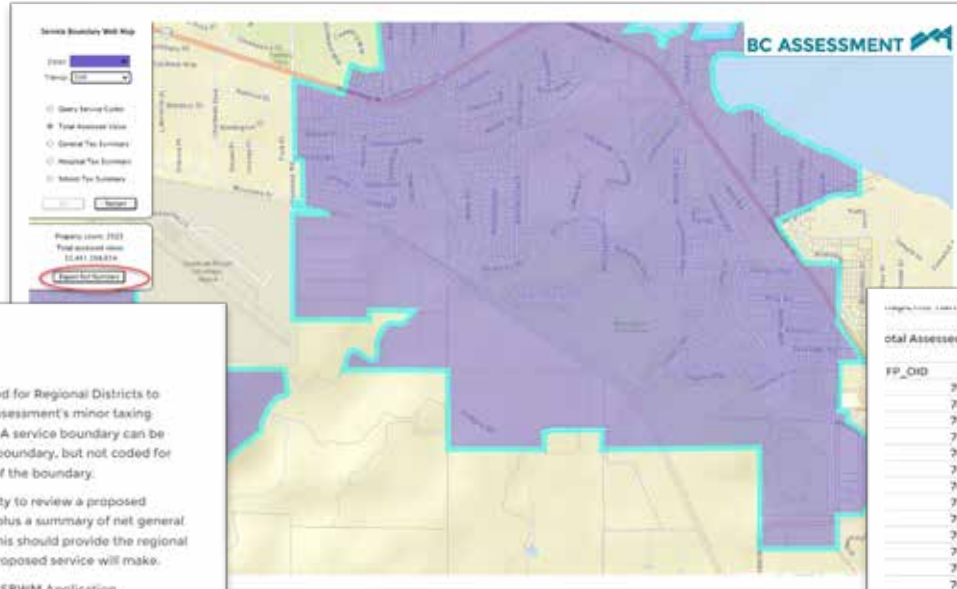
[Export Roll Numbers](#)

General Tax Summary

CLASS	Impr	Land	Total
01	\$135,392,100	\$118,643,200	\$254,035,300
06	\$2,642,396	\$4,610,004	\$7,252,400
08	-	\$1,780,000	\$1,780,000
09	-	\$16,579	\$16,579

[Export Summary](#)

Service Boundary Web Map



Service Boundary Web Map

The Service Boundary Web Map (SBWM) is a tool designed for Regional Districts to enable a review of their service boundaries against BC Assessment's minor taxing coding; all within a web-hosted, map-based application. A service boundary can be uploaded to see if there are properties either within the boundary, but not coded for the service, or conversely coded for the service outside of the boundary.

This tool also provides the Regional District with the ability to review a proposed boundary in the map and acquire a total property count plus a summary of net general value (that part of the property value which is taxable). This should provide the regional district with the ability to project how much revenue a proposed service will make.

Please follow the links below for documentation and the SBWM Application.

- [Service Boundary Web Map User Guide](#)
- [Frequently Asked Questions](#)

Disclaimer - The data in this application is obtained from various sources and is determined as of specific dates set out in the Assessment Act. As a result, BC Assessment does not warrant or guarantee that it is current or accurate. The data is provided for your convenience only. Use of this information without verification from original sources is at your own risk.

- [Service Boundary Web Map Application](#)

Total Assessed Value			
FP_OID	ImprovedValue	LandValue	TotalValue
76909147002	246000	793000	1035000
76909148002	888000	840000	1728000
76909146005	860000	764000	1624000
76909176200	210000	518000	728000
76909181000	885000	1056000	1941000
76909183000	88400	1023000	1111400
76909194005	17053000	2472000	19525000
76909198239	462000	414000	876000
76909198250	400000	408000	808000
76909198512	494000	347000	843000
76909198522	718000	363000	1079000
76909198550	672000	329000	1001000
76909198570	622000	365000	987000
76909199002	120000	914000	1034000
76909199007	122000	548000	670000
76909199012	125000	770000	895000
76909199022	133000	722000	855000
76909199036	145000	664000	809000
76909199041	129000	521000	650000
76909199044	124000	526000	650000
76909199046	124000	525000	649000
76909199054	126000	529000	655000
76909199256	691000	393000	1084000
76909199264	722000	480000	1162000
76909199270	192000	434000	626000
76909199276	139000	502000	641000
76909199286	288000	469000	757000

Roll Reports



**2023 HOSPITAL NET TAXABLE AND CONVERTED VALUES
FOR REGIONAL DISTRICT SERVICE AREAS
- Per Sec 383(1)(a) & (b) Local Government Act**
Completed Roll run on 2022-12-02

Printed Date: 06/Dec/2022



Regional District - 01 Alberni-Clayoquot

Jurisdiction - 770 Alberni Rural (AA04)

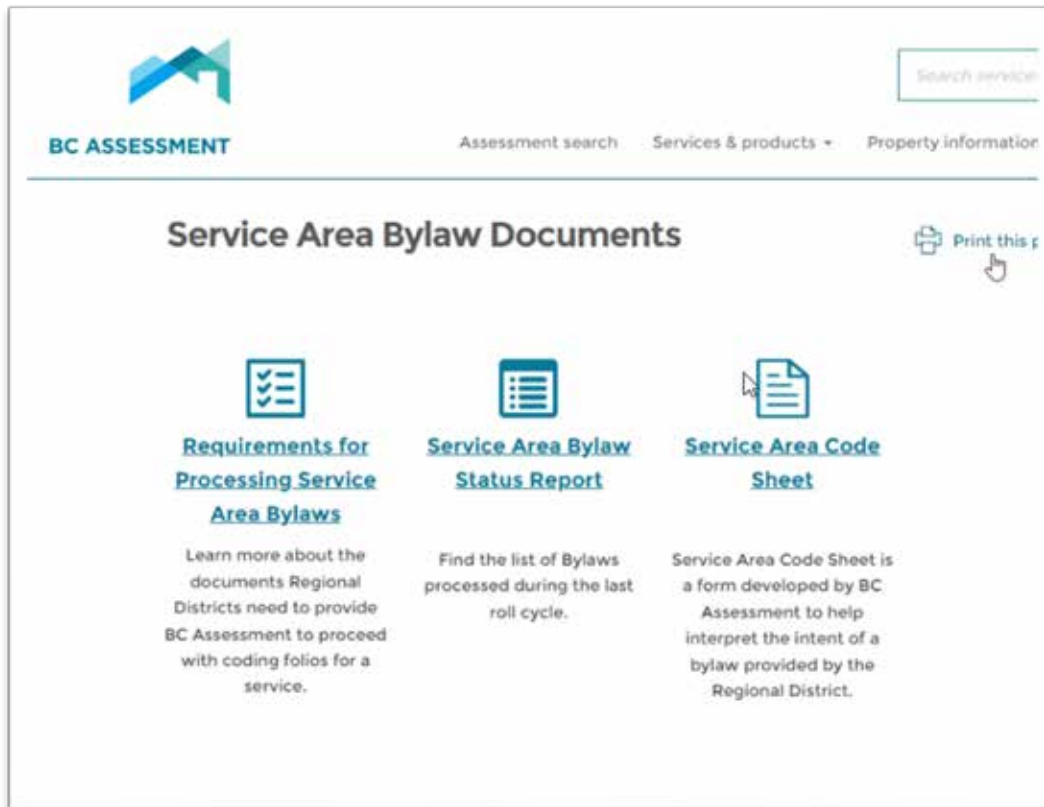
Code - 000091 Beaver Creek Fire Prot SRVA#21

Property	Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Converted %
01	Residential	1,305	370,234,800	37,023,480	479,472,675	47,947,268	849,707,475	84,970,748	10.00
02	Utilities	3	195,000	68,250	134,300	47,005	329,300	115,255	35.00
05	Light Industry	1	37,100	12,614	6,600	2,244	43,700	14,858	34.00
06	Business And Other	19	2,365,561	579,562	4,424,939	1,084,110	6,790,500	1,663,672	24.50
07	Managed Forest Land	1	10,500	3,150			10,500	3,150	30.00
09	Farm	29	255,014	25,501			255,014	25,501	10.00
Total		1,358	373,097,975	37,712,557	484,038,514	49,080,627	857,136,489	86,793,184	
Total (Less S.644LGA/398VC)				37,712,557		49,080,627		86,793,184	

BC Assessment Resources






BC Assessment Resources



The screenshot displays the BC Assessment website interface. At the top left is the BC Assessment logo, a stylized blue and green mountain range. To its right is a search bar with the placeholder text "Search service:". Below the logo and search bar is a navigation menu with three items: "Assessment search", "Services & products", and "Property information". The main heading of the page is "Service Area Bylaw Documents", with a "Print this page" icon and text to its right. Below the heading are three columns of content, each with an icon, a title, and a brief description.

BC ASSESSMENT Assessment search Services & products Property information

Service Area Bylaw Documents Print this page

Icon	Title	Description
	Requirements for Processing Service Area Bylaws	Learn more about the documents Regional Districts need to provide BC Assessment to proceed with coding folios for a service.
	Service Area Bylaw Status Report	Find the list of Bylaws processed during the last roll cycle.
	Service Area Code Sheet	Service Area Code Sheet is a form developed by BC Assessment to help interpret the intent of a bylaw provided by the Regional District.

Additional Resources

bcassessment.ca

- *Assessment Search*
- Relationship between property assessments and property taxes
- Property information & trends (provincial and regional)
- Interactive trends maps
- Services for Government & Indigenous Relations

Check your property with

Assessment Search

and compare it to others

Find your property assessment

Civic address

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BC Assessment services & products

- Understanding the assessment process
- Your assessment notice & property taxes
- Change address & property information
- Appeals
- Interactive property trends map

Additional Resources



Year End Assessment Roll Report

We are committed to providing and holding ourselves accountable for delivering high-quality products and services.



Data Advice

Supplies local government with current year assessment information via annual and periodic electronic data files.



Self-serve Reports

Gain access to property assessment data for roll years 2013 onwards.



Information Exchange

Learn more about local government information required to ensure assessment rolls are accurate, equitable, and stable.



Standard Building Permit

Through consultation with many local governments, BC Assessment has developed a standard building permit report that is fed directly into our database.



Resources

Access important tools and documents available to local governments here.



Service Commitments

We are committed to providing and holding ourselves accountable for delivering high-quality products and services.



Strategic Partners

We collaborate with several independent organizations to fulfill a common mandate of service to local governments.



Non-Market Change

Non-Market Change (NMC) values are reported yearly at mid-November and following the Completed and Revised Rolls.



BC Assessment | Assessment Search | Services & products | Property information & tools | About us | Contact us

We respectfully acknowledge **the Indigenous peoples** on whose traditional territories we live and work.

Find your property assessment.

Click address | Enter address

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BC Assessment services & products

- Extreme weather events
- Roll assessment notice & property taxes
- Change address & property information
- Appeals
- Interactive property branch map

Contacts
Local Government
Graham Held
 Director, Local Government and Indigenous Relations
 Phone: 1-866-valueBC or 1-866-825-8322 (local 22228)
 Email: localgovernment@bcassessment.ca

Questions?



A large, faint, light blue graphic of a person with their arms raised in a 'V' shape, centered behind the text. The person's head is represented by a solid dark blue circle.

Considering Water and Sewerage Servicing in Rural Residential Development

Healthy Community Development Team

Population Health - Interior Health

October 26, 2023



Land Acknowledgement



Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and T̓silhqot'in Nations where we live, learn, collaborate and work together.





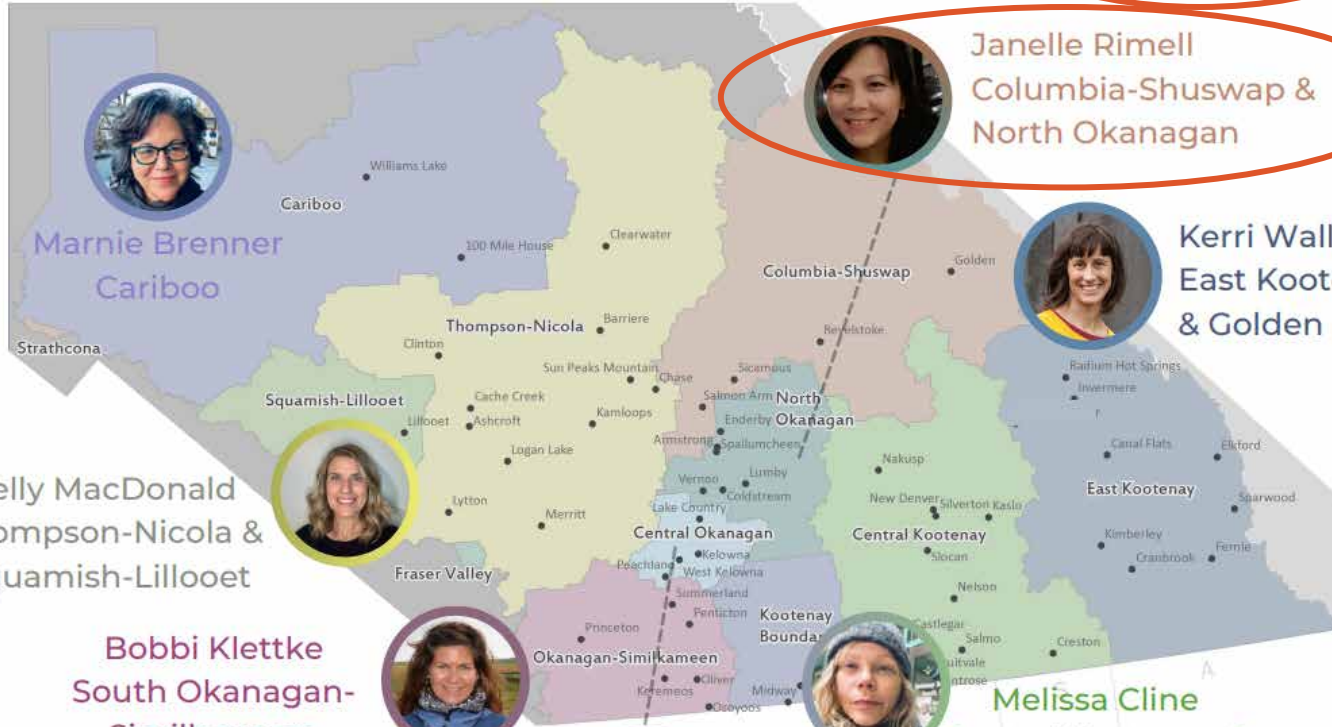
Mike Adams
Team Lead



Jenny Green
Team Lead



Anita Ely
HBE Specialist
IH Region



**Healthy Community
Development Team**

HCD Team Sept 2023



healthycommunities@interiorhealth.ca or hbe@interiorhealth.ca

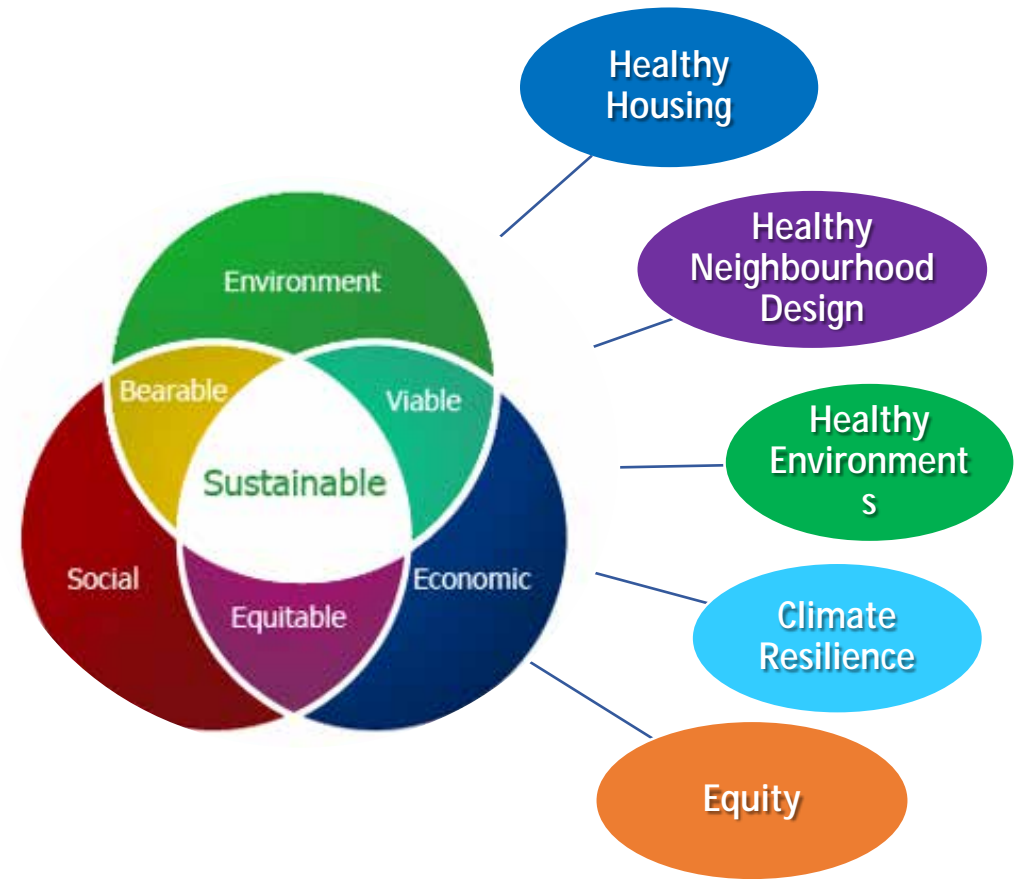
**Environmental
Management Team**



Marion Masson
Specialist
Environmental Health Officer
with focus on Soils & Land use

Why we are here today

Finding the right
balance
for
Healthy
Communities



Our presentation today will include:

- Health Impacts of Wastewater
- Septic System & Drinking Water Crash-course
- What the Sewerage System Regulation does and does not do
- Examples of policies and practices that support health
- Suggestions for how we can continue to work together
- Time for questions



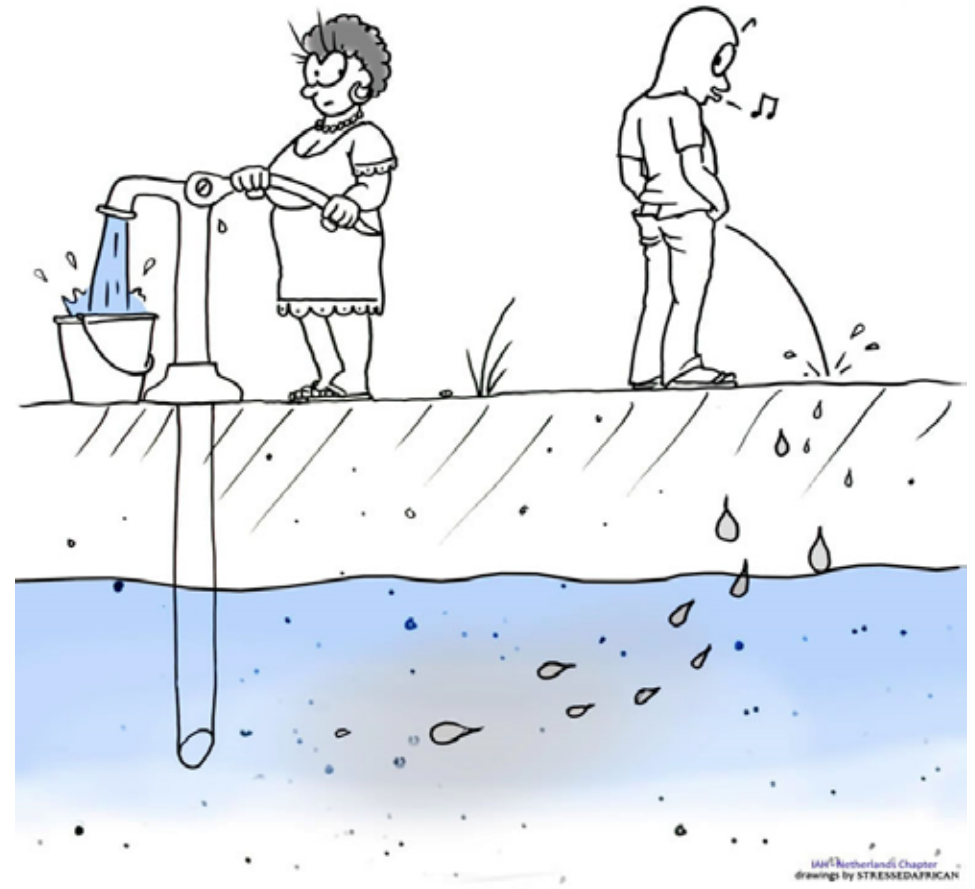
Direct Health Impacts

Gastro-intestinal Disease:

- Track pathogens into home from malfunctioning sewerage system
- Pathogens travel through environment to reach surface and ground water
 - Contaminate drinking water
 - Contaminate recreational water

Illness from consuming nitrates:

- High concentration of nitrates in drinking water



Indirect Health Impacts

Algae Blooms:

- Decreased drinking water treatment
- Possible cyanobacteria toxins
- Poor recreational water
 - Decreased physical activity
 - Impact tourism economy

Individual/family level costs:

- Costly systems to install & maintain
- Costly repairs

Community level costs:

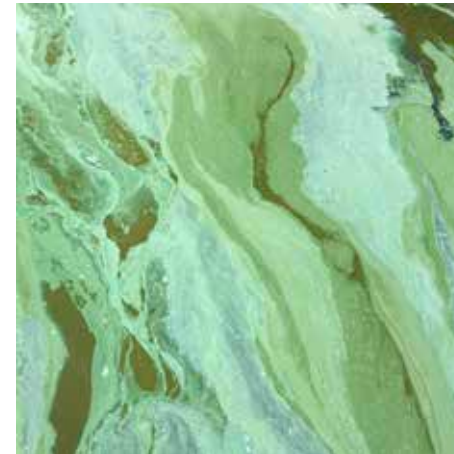
- Costly community infrastructure
(ie community drinking water and sewer systems)



Helicopter view of Nulki Lake (near Vanderhoof), July 2019



Loon Lake, 2020



Cyanobloom on Chimney Lake, 2020



Shuswap Lake (Salmon Arm), 2020



Exposure Pathways and Routes



Pathways through Environment:

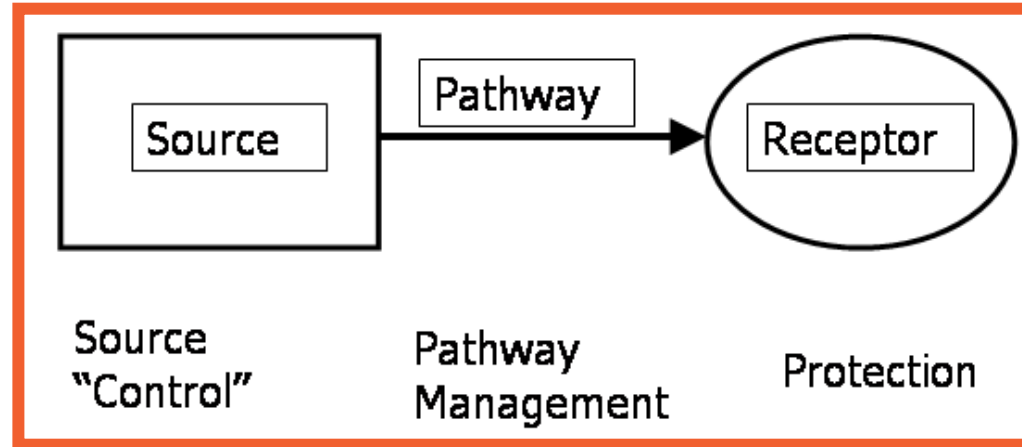
- Air
- **Water**
- Soil

Routes into Body:

- Inhalation
- **Ingestion**
- Dermal



Managing Exposure in order to Protect



[IMAGE001.GIF \(543x229\) \(eugris.info\)](#)

3 main 'places' to take action:	Examples
1. Control sources of contaminants	Number of sewage systems in one area (density)
2. Manage where and how quickly move through environment	Keep sewage and drinking water far apart (lower density or community sewer and/or drinking water system)
3. Apply controls just prior to entering body	Treat drinking water prior to consuming



Drinking Water - Sources

	Surface Water	Ground Water	
Source types	Lakes, ponds, rivers, streams, springs, shallow well next to lake or stream	Dug wells	Drilled wells
Most prominent hazard	Biological hazards (e.g. bacteria, microbes, viruses)	Biological & Chemical (e.g. bacteria, microbes, viruses)	Chemical hazards (e.g. nitrates, uranium, manganese) Viruses too



Drinking Water Legislation

Health Hazards Regulation

- Landlord required to provide potable water
- Cannot install well near source of contamination

Drinking Water Protection Act

- Governs all aspects of managing a water system in order to provide potable water
- Applies to systems serving 2 or more connections
- IH does not routinely permit very small systems on the same parcel; always follow-up a complaint



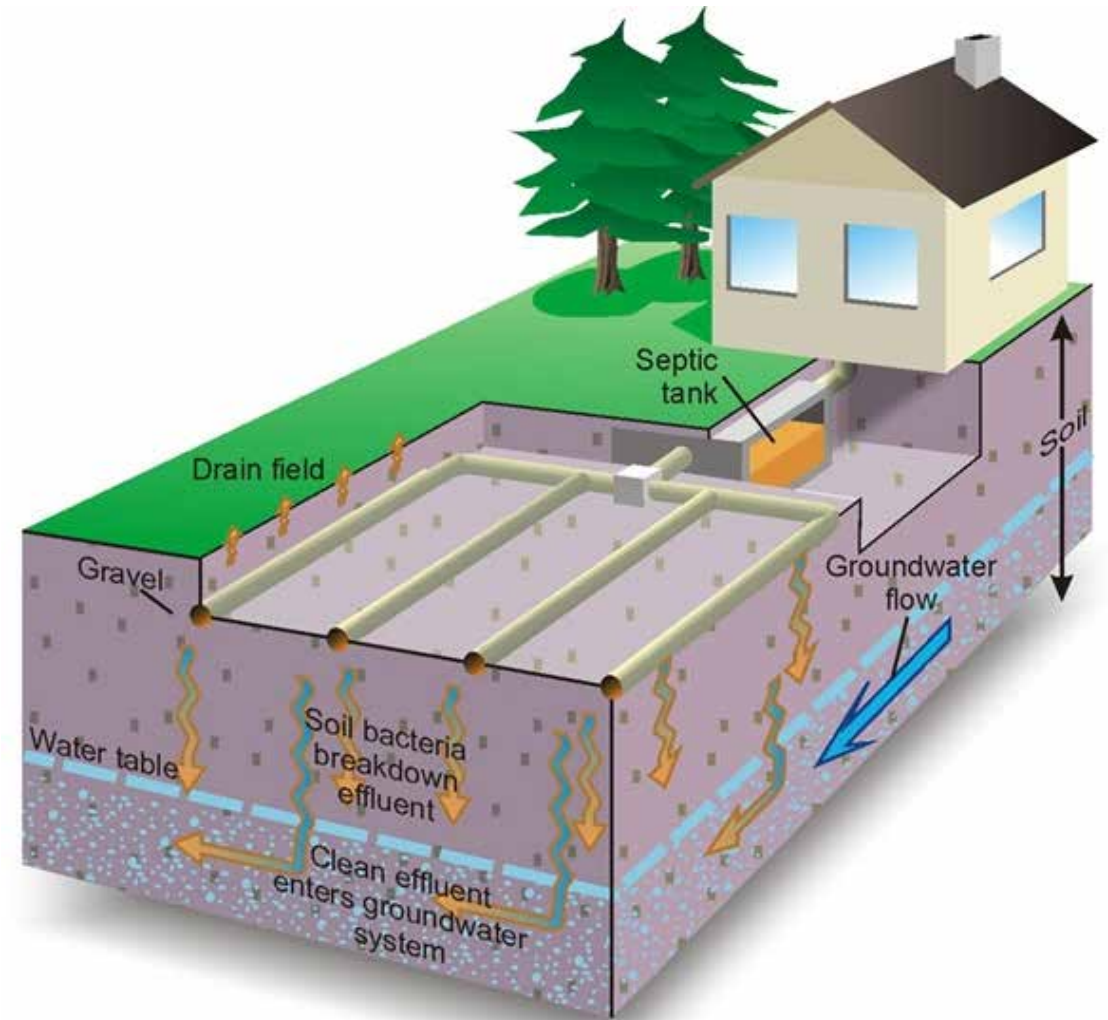
Onsite Sewage Servicing Crash Course

Basic Parts of Onsite Sewerage System:

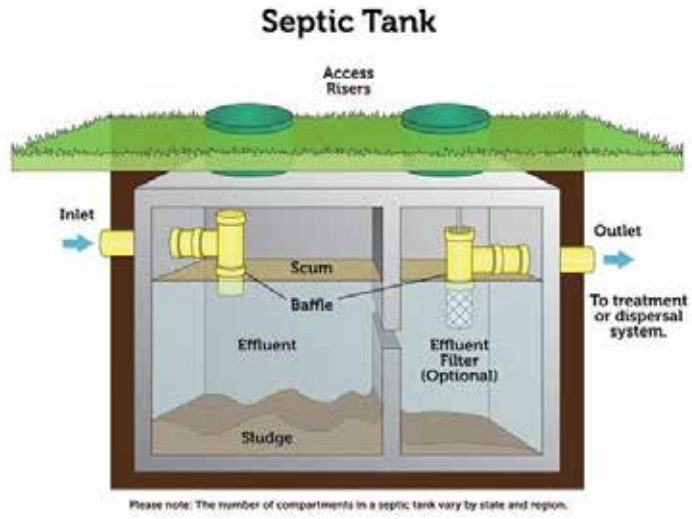
1. Pre-treatment tank
2. Distribution pipes
3. Absorption field
(aka drain, dispersal and disposal field)

Treatment:

- Designed to treat pathogens
- Mostly done by oxygen loving bacteria in top 4' of natural soil

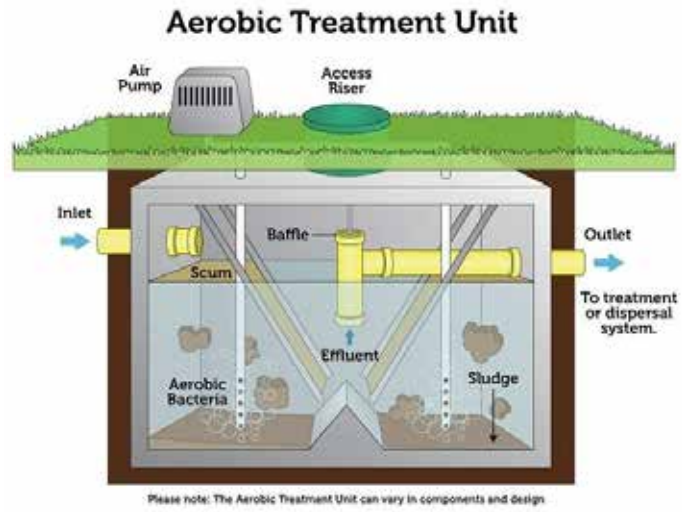


Pre-Treatment



Type 1

No nutrient removal unless specifically added to design but no requirements to do so



Type 2

=

Add Oxygen

Type 3

=

Add Oxygen

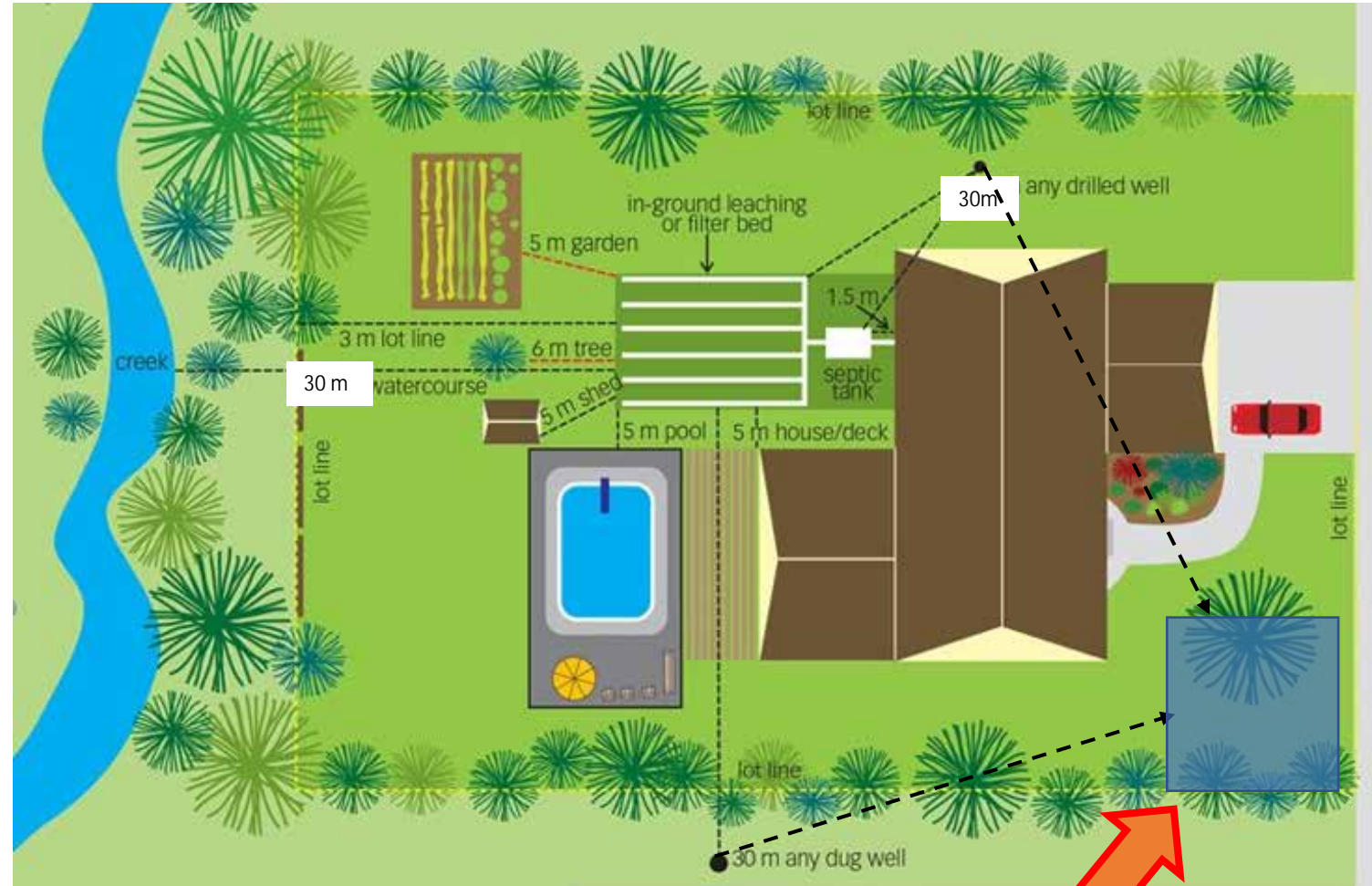
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Disinfection



Parameters for Sewerage Servicing

1. Distance to surface water and wells
2. Shallow depth to groundwater
3. Steep slopes
4. Distance to cut bank
5. Soil too tight or too loose (clay or gravelly sand)
6. Small lot
 - Absolute minimum = backup area
 - Guidelines:
 - 1 hectare – onsite sewage & water
 - 0.2 hectare – onsite sewage & community water





What is the Sewerage System Regulation designed to do?

- Manage and protect against immediate health hazards
(YES – pathogens; NO – nutrients)
- Consider constraints of subject parcel, and present day use
- Uses a professional reliance model
 - ‘Filing’ submitted rather than permit
 - Env. Health Officers:
 - Investigate & address health hazard complaints
 - Issue holding tank permits
 - Professional Associations:
 - Investigate & address design & construction practices

This Act is current to March 29, 2023

See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

PUBLIC HEALTH ACT
[SBC 2008] CHAPTER 28

This consolidation is current to March 22, 2022.

[Link to consolidated regulation \(PDF\)](#)

[Link to Point in Time](#)

Public Health Act

SEWERAGE SYSTEM REGULATION



[Last amended June 30, 2021 by B.C. Reg. 160/2021]

**SEWERAGE SYSTEM
STANDARD PRACTICE MANUAL**

VERSION 3

SEPTEMBER 2014

HEALTH PROTECTION BRANCH
MINISTRY OF HEALTH



What is the Sewerage System Regulation **NOT** designed to do (well)?

- Manage and protect against cumulative impacts from
 - Nutrients
(i.e phosphates & nitrates)
 - Pathogens
(e.g. viruses)
- Consider long-term self sufficiency of subject parcel for onsite servicing
- Consider impacts at broader neighborhood and community level

This Act is current to March 29, 2023

See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

PUBLIC HEALTH ACT
[SBC 2008] CHAPTER 28

This consolidation is current to March 22, 2022.

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STANDARD PRACTICE MANUAL**
VERSION 3
SEPTEMBER 2014

HEALTH PROTECTION BRANCH
MINISTRY OF HEALTH





Onsite Servicing Considerations for Development

- Long-term self-sufficiency of parcel(s)
- Financial and environmental sustainability

	Time of Subdivision	Time of Developing Existing Parcel
Situation:	<ul style="list-style-type: none"> • Proposed parcel(s) does not exist 	<ul style="list-style-type: none"> • Parcel already exists
Principle:	<ul style="list-style-type: none"> • If too small to keep sewage and drinking water far apart or potential malfunction due to site constraints, then should not be created. 	<ul style="list-style-type: none"> • Important to consider how potential health hazards of proposed new use can be mitigated in order to maintain long-term sustainability
Caution – potential for:	<ul style="list-style-type: none"> • Multiple parcels with malfunctioning systems • Contamination of ground & surface water 	<ul style="list-style-type: none"> • Multiple parcels with malfunctioning systems • Contamination of ground & surface water
Recommend:	<ul style="list-style-type: none"> • Larger parcel sizes in more ‘rural’ areas • Smaller parcel sizes in settlement areas • Guideline: <ul style="list-style-type: none"> • 1 ha min. with both onsite services • 0.2 ha min. with community drink water 	<ul style="list-style-type: none"> • Absolute minimum: enough suitable land for sewerage back-up area for all uses on parcel • Protect with covenant



Highlighting CSRD Healthy Public Policy & Practices

CSRD:

- [Area E OCP \(2022\)](#) - OCP Vision, Goals, Objectives and Policies
- Lakes 100 m DPA
- Building inspection business process confirms sewerage filing
- Zoning requirement for larger minimum parcel sizes



What we can (continue to) do together

Leverage our collective knowledge:

- CSRD: local communities, context and planning tools
- IH: how planning & design links to health and Provincial regulations

Add capacity to planning & development:

- Consider how bylaws, policies and practices could be improved to support health
- Consider health implications for proposed developments
- Provide community and population health level data
- Support facilitating planning processes

Educate and raise awareness

- Be present at planning events (eg open houses and public presentations)
- Support developing educational resources
- Offer presentations/workshops to staff, elected officials & community champions



Questions?

Janelle Rimell

Community Health Facilitator

Healthy Community Development

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Specialist Environmental Health Officer

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CARIBOO REGIONAL DISTRICT

BYLAW NO. 5436

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to establish procedures, conditions and amounts for Directors' remuneration and expenses.

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

NOW THEREFORE the Board of the Cariboo Regional District in open meeting assembled enacts as follows:

1. TITLE:

This bylaw shall be cited as "Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5436, 2023".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

- (A) **Board Day** means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.
- (B) **Board Retreat/Strategic Planning Session** means the day(s) designated by the Board to deal with strategic planning issues, set long-term goals and objectives, or to attend to other business of a corporate nature.
- (C) **Special Board Meeting** means a Board meeting other than on a Board Day. If a special in-camera Board meeting is held in conjunction with a special Board meeting, they shall be deemed to be one meeting for the purposes of this bylaw. For clarity, a vote conducted under the authority of the *Regional District Special Voting Regulation*, does not constitute a Special Board meeting and is not eligible for meeting remuneration.
- (D) **Commission** means a body or group of people appointed by the Board, officially assigned the duty of carrying out a particular task or tasks.
- (E) **Committee** means a Committee to which a Director has been appointed by either the Board or the Chair of the Cariboo Regional District.
- (F) **Committee of the Whole Meeting** means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the CRD Board on broad regional topics such as policy issues, etc.
- (G) **Delegate** means a Director authorized to attend a sanctioned meeting as defined in section 3(H).
- (H) **Sanctioned meeting** means a meeting which is identified in Schedule B as eligible for meeting remuneration.
- (I) **Meals** means food and non-alcoholic beverages consumed by individual Directors while attending a sanctioned meeting within the Region on such occasions when the meal service is not already provided by the Regional District.
- (J) **Miscellaneous Expenses** means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

- (K) **Per Diem Rates** means the daily rate a Director may charge for meals and incidentals while on Regional District business outside of the District as per Section 8(E) (no receipt required).
- (L) **Sub-region** means the normal boundaries of the North (Electoral areas A, B, C, I, City of Quesnel & District of Wells), Central (Electoral areas D, E, F, J, K & City of Williams Lake) and South (Electoral areas G, H, L & District of 100 Mile House) regions of the Cariboo Regional District, as applicable.

4. INTERPRETATION AND APPLICATION

- (A) The Cariboo Regional District Staff will be responsible for ensuring that Directors' Remuneration and Expense Reports are consistent with this Bylaw.
- (B) The Cariboo Regional District Chief Administrative Officer will be responsible for ensuring that the CRD Chair's Remuneration and Expense Reports are consistent with this Bylaw.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Cariboo Regional District Policy Committee for resolution. If the dispute is not resolved at the Policy Committee, the matter shall be forwarded to the Cariboo Regional District Board.

5. REMUNERATION

- (A) Subject to a suspension of remuneration under the Board's Code of Conduct, remuneration shall be paid to Directors for the discharge of the duties of office, and shall be comprised of the following:
 - (i) **Directors, Chair and Vice Chair, Standing Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this Bylaw; and,
 - (ii) **Remuneration for attendance at sanctioned meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this Bylaw.
- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.
- (C) Remuneration shall be paid on a bi-weekly basis, in conjunction with the established staff pay periods.

6. OTHER REMUNERATION

Travel time remuneration -- to be determined and paid pursuant to Schedule C, attached to and forming part of this Bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Clause 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) Whenever practical, every Director is encouraged to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved as well as associated ground transportation costs.
- (ii) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Cariboo Regional District business conducted:
 - a) within the Director's electoral area or sub-region;
 - b) for sanctioned meetings; and
 - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-noted approved travel shall be the amount concurrent with federal rates to the Public Service.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting

point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en route.

No additional allowances are payable for carrying passengers.

- (iii) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board on the Road meetings, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the corporation. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Cariboo Regional District business. The private accommodation rate shall be the rate paid by the Federal Government to the Public Service.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses Within the CRD

While attending sanctioned meetings within the District, Directors are entitled to reimbursement for the actual cost of meals not to exceed the per diem rates, provided such meals have not been provided by the region or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Cariboo Regional District business.

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3(J) shall be reimbursed at actual cost.

(E) Per Diem in Lieu of Actual Costs of Meals and Incidentals

In lieu of reimbursement of actual expenses for meals and incidentals while on authorized regional district business outside of the District, Directors may elect to utilize a per diem rate concurrent with the amount paid by the federal government to the Public Service.

If the period of travel includes partial days, the per diem shall be prorated.

(F) Authorization for Out-of-District Travel

- (i) In general, out of district travel will be authorized by the Board.
- (ii) In the absence of Board authorization, the Chair, or in his/her absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Cariboo Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.
- (iv) If requested, Directors may receive up to 75% of anticipated expenses for out-of-district travel in advance of the date of travel. The remaining balance, if any, will be paid upon the submission of an expense report and approval of the Chief Financial Officer. If the advance should exceed the total allowable expenses incurred, the overage shall be deducted from the next expense claim.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review and approval by both the Chair of the Board and the Policy Committee Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Cariboo Regional District will be reimbursed for expenses in accordance with Schedule B.

(I) Newly Appointed Alternate Directors

Reimbursement for travel expenses is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

(J) Registration Fees

Registration at conventions, conferences and workshops will be booked and paid directly by staff on behalf of Directors in time to take advantage of reduced "early-bird" rates. Where increased registration costs are incurred as a result of a late request for registration by a Director, the Director shall be responsible for the additional cost. A Director who does not attend a convention, conference or workshop at which they have asked to be registered, shall be responsible for the cost of the unused registration, accommodation, and airfare. The Board Chair may waive these requirements where there are extenuating circumstances.

9. INSURANCE - USE OF PRIVATE VEHICLE

(A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.

(B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring his/her vehicle for pleasure and business class purposes.

(C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal

vehicles, for claims arising from use of the vehicle while on CRD business.

10. REVIEW

This bylaw shall be reviewed by the Board at least once in every election (4-year) term.

11. REPEAL

Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5333, 2021 is hereby repealed in its entirety.

READ A FIRST TIME this ____ day of _____, 2023

READ A SECOND TIME this ____ day of _____, 2023

READ A THIRD TIME this ____ day of _____, 2023

ADOPTED this ____ day of _____, 2023 by at least 2/3rds of the votes cast.

Chair

Manager of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5436 cited as "Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5436, 2023", as adopted by the Regional District Board on the ____ day of _____, 2023.

Manager of Corporate Services

SCHEDULE A Chair and Directors' Remuneration

1) Directors' Remuneration

Effective upon adoption of this bylaw, each Director of the Cariboo Regional District shall be paid \$1,111.54 bi-weekly thereafter, to be increased annually on January 1st, based on the previous year's consumer price index, as basic remuneration, for completion of their duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year. For clarity, an alternate director is not entitled to receive the monthly stipend.

2) Chair and Vice-Chair Remuneration

A) The Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 1.5 times the basic remuneration.

B) The Vice-Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 0.75 times the basic remuneration.

3) Standing Committee/Portfolio Chair Remuneration

A) The Chair of any of the Standing Committees or Portfolios appointed by the Board Chair shall receive the basic remuneration as a Director plus an amount equal to 0.25 times the basic remuneration.

B) There is no additional remuneration provided where a Director is Chair of more than one Standing Committee and/or Portfolio.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$50 for his/her services in chairing the Board meeting.

5) Emergency Response Pay

Where the Province or Regional District has declared a State of Local Emergency, and where there is an active CRD response to the emergency, the Chair (or the Vice Chair in the Chair's absence) and any Director whose Electoral Area has an evacuation order(s) in place is eligible to claim remuneration in the amount of \$120.00 per week (or portion thereof) during the time the evacuation order is in effect. The claim for remuneration must be submitted to the Board for consideration of approval.

6) Technology/Office Allowance

Directors are entitled to a Technology/Office Allowance in the amount of \$57.69 bi-weekly to help pay for the costs of cellular (\$50) and internet services (\$50) as well as managing home offices (\$25). The CRD reserves the right to request receipts as proof of cellular and internet services from Directors receiving the allowance, for the Finance Chair's review from time to time.

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings" as referred to in 3(H).
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting. As an exception, when one of the meetings is a regular Board meeting and the other meeting begins after 6:00 pm on the same day, the other meeting will be remunerated as a separate meeting.

In situations where the ½ day rate may apply, and there are two meetings on the same day which are therefor considered one meeting, for the purpose of Directors' remuneration, meeting time will be calculated from the start time of the first meeting to conclusion of the second meeting, including the time in between the end of the first meeting and commencement of the second.

- (D) Each of the joint municipal/regional district committees and each rural caucus is limited to twelve meetings per year for the purposes of remuneration. Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration.

Meeting Remuneration	Meeting Rate	Travel Time	Vehicle Allowance	Expenses	Comments
Category 1: Board Activities					
a) Sanctioned Business Meetings					
Board meeting	206	√	√	√	
Special Board meeting	206	√	√	√	
Committee of the Whole	206	√	√	√	
Budget Meeting	206	√	√	√	
Strategic planning / retreat	206	√	√	√	
Director orientation	206	√	√	√	
b) Sanctioned Non-Business Meetings*					
LGLA seminars	133/83	√	√	√	
Electoral area forum	133/83	√	√	√	
Community to Community Meetings	133/83	√	√	√	
Treaty Advisory Meetings	133/83	√	√	√	
NCLGA convention	133/83	√	√	√	
UBCM convention	133/83	√	√	√	
FCM convention	133/83	√	√	√	
Attendance at meetings hosted by Federal/Provincial Representatives where the issue discussed is a priority to the Board.	133/83	√	√	√	
<i>Notes:</i>					
<i>*For sanctioned non-business meetings, the lower rate of \$83.00 shall apply to any meetings less than 4 hours duration.</i>					
Category 2: External Appointments					
Fraser Basin Council	133/83	√	√	n/a	
Barkerville Heritage Trust	133/83	√	√	n/a	
Category 3: Sub-Regional Committees					
Rural Caucus/Joint Committee	133/83	√	√	√	
NC Airport Advisory Committee	n/a	n/a	√	n/a	
Category 4: Standing Committees					
As established and appointed by the Chair.	83	√	√	√	
Category 5: Commissions					
Advisory Planning Commission	83	n/a	√	n/a	

Category 6: Development Applications					
Public Hearing	83	n/a	√	n/a	
Public information meeting	83	n/a	√	n/a	(development applications)
Category 7: Miscellaneous Functions					
CRD Board Chair	133/83	√	√	√	For representing CRD at external meetings
CRD Board Vice-Chair	133/83	√	√	√	For representing CRD at external meetings
Treaty Table	133/83	√	√	√	For representing CRD at treaty table meetings

Schedule C
Travel Time Remuneration

1. Travel time remuneration shall apply to:
 - A) All travel by Board Chair or Vice-Chair when representing the CRD;
 - B) Travel by Directors to sanctioned meetings; and
 - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.
2. Travel time remuneration shall be \$28.50 per 100 kilometres driven, with an annual adjustment based on the previous year's consumer price index.
3. For commercial travel, remuneration is \$28.50 per hour, with an annual adjustment based on the previous year's consumer price index, calculated from the time of departure (usually from home) to the time of arrival at the destination, and the reverse for the return trip. For clarity, travel by personal vehicle to the airport is calculated on a per hour basis rather than a per kilometre basis; furthermore, payment for commercial travel shall not exceed six hours total.

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. 2851

A bylaw to provide for the remuneration for the Directors and Alternate Directors of the Regional District Board

WHEREAS the Board of the Regional District of North Okanagan has determined to provide for the payment of remuneration to the Directors and members of Committees, and for the reimbursement of reasonable expenses incurred by them;

NOW THEREFORE the Board of the Regional District of North Okanagan, in open meeting assembled, hereby **ENACTS AS FOLLOWS:**

TITLE

1. This Bylaw may be cited as the "**Board Remuneration Bylaw No. 2851, 2019**".

BOARD OF DIRECTORS REMUNERATION

2. All Directors of the Regional Board shall be paid a base monthly indemnity of \$1,205.
3. The Chair of the Regional Board shall be paid a monthly indemnity of \$1,785 in addition to other remuneration provided within this bylaw.
4. The Vice Chair of the Regional Board shall be paid a monthly indemnity of \$410 in addition to other remuneration provided within this bylaw.
5. Electoral Area Directors shall be paid a monthly indemnity of \$650 in addition to other remuneration provided within this bylaw. This remuneration shall be funded through Electoral Area Administration.
6. Directors and Alternate Directors appointed to the Greater Vernon Advisory Committee shall be paid a monthly indemnity of \$470 in addition to other remuneration provided within this bylaw. This remuneration shall be funded through various Greater Vernon services and in accordance with the Financial Plan.
7. Directors and Alternate Directors appointed to the White Valley Parks, Recreation and Culture Advisory Committee shall be paid a monthly indemnity of \$130 in addition to other remuneration provided within this bylaw. This remuneration shall be funded through White Valley Parks, Recreation and Culture.
8. Directors or Alternate Directors serving as the permanent Chair of GVAC or EAAC shall be paid a monthly indemnity of \$325 in addition to other remuneration provided within this bylaw. Directors or Alternate Directors serving as the permanent Chair of all other Regional District Standing Committees shall be paid a monthly indemnity of \$100 in addition to other remuneration provided within this bylaw. This remuneration shall be funded through the various services associated with each committee and in accordance with the Financial Plan.

MEETING PAY

9. There shall be no meeting pay for Directors of the Regional Board.
10. Meeting pay shall be paid at a rate of \$200 per meeting attended in an official capacity, which includes an allowance to compensate for mileage to and from meetings. Regular or Special Meetings, held together with In-Camera meetings, shall constitute one meeting. Meeting pay shall only be applicable in the following limited circumstances.
- a. Alternate Directors attending a Board or a Committee of the Whole meeting in the place of a Director
 - b. Non-elected officials appointed to the Greater Vernon Advisory Committee
 - c. Alternates attending a Regional District Standing Committee in the place of an appointed committee member

VEHICLE ALLOWANCE

11. Electoral Area Directors shall receive a monthly vehicle allowance of \$650 to compensate for the mileage costs incurred for all travel within the boundaries of the North Okanagan Regional District, including mileage to Board and committee meetings. This amount shall be funded through Electoral Area Administration. Travel to and from locations beyond the North Okanagan Regional District boundary shall be reimbursed pursuant to the Travel and Expense policy.

ADJUSTMENTS

12. Effective January 1, 2020 and each January 1st thereafter, all dollar amounts contained in this Bylaw will be adjusted to the nearest dollar to reflect the British Columbia Consumer Price Index year-over-year change (November to November) as reported by Statistics Canada.
13. All monthly amounts shall be prorated for partial months.

EFFECTIVE DATE

14. This bylaw shall be effective January 1, 2020.

REPEAL

15. Board Remuneration and Expense Bylaw No. 2811, 2018, and all amendments thereto, are hereby repealed.

Read a First, Second and THIRD Time

this 20th day of November, 2019

ADOPTED

this 20th day of November, 2019


 Chair
 Kevin Acton


 Corporate Officer
 Paddy Juniper

THOMPSON-NICOLA REGIONAL DISTRICT**BYLAW NO. 2702**

A bylaw to provide for payment of remuneration and expenses to Directors, Alternate Directors, Chair and Vice-Chair of the Board

WHEREAS it is desirable and prudent to provide for payment of remuneration and expenses of Directors, including Alternate Directors, the Chair and the Vice-Chair;

NOW THEREFORE the Board of Directors of the Thompson-Nicola Regional District, in open meeting assembled, enacts as follows:

CITATION

1. This bylaw may be cited as the "Board of Directors Remuneration and Expenses Bylaw No. 2702, 2020".

GUIDING PRINCIPLES

2. Directors remuneration and expense reimbursements are guided by the following principles:
 - (a) It is important for local governments to ensure their elected official positions are compensated fairly and equitably to attract and encourage a variety of citizens from different economic and demographic backgrounds to run for office and represent their communities. Inadequate compensation for the significant time commitment involved is a potential barrier to participation for individuals who lack other sources of income and/or benefits, limiting their diversity and ability to reflect the communities that they serve.
 - (b) Directors should not be expected to pay expenses that are incurred in order to perform their duties. However, reimbursements for expenses incurred fulfilling those duties should not be considered as an extra source of remuneration or used to subsidize Directors personal or business activities.
 - (c) Directors are expected to conduct their activities in such a way as to optimize the value to the taxpayer.

ANNUAL REMUNERATION

3. CHAIR:
 - (a) The Chair shall be paid an annual indemnity of \$23,120 in addition to the annual indemnity earned as a Director.
 - (b) The Chair is not entitled to receive remuneration under the provisions of Sections 6(a), 6(b), or 6(d) of this bylaw

(c) The Chair is entitled to reimbursement of expenses and travel time as outlined in Section 18 and Schedule "B" for attendance at:

- i. Federation of Canadian Municipalities (FCM) conventions
- ii. Union of British Columbia Municipalities (UBCM) conventions
- iii. Southern Interior Local Government Association (SILGA) conventions
- iv. Local Government Leadership Academy (LGLA) conventions
- v. Electoral Area Seminars held in conjunction with any of the above

4. VICE-CHAIR:

(a) The Vice-Chair shall be paid an additional annual indemnity of \$4,600.

(b) In addition to other remuneration received, the Vice-Chair is entitled to receive the sum of \$160 per day when Chairing the following:

- i. Board of Directors meeting
- ii. Committee of the Whole meeting
- iii. Board of Directors Orientation
- iv. Strategic Planning session of the Board

(c) Should both Chair and Vice-Chair be absent from the meetings listed in Section 4(b), then the Director who chairs the meeting will receive the additional sum of \$160.

(d) In the event that the Chair becomes incapacitated, the Vice-Chair shall automatically assume the position of Chair after 30 days and shall be entitled to the remuneration outlined in Section 3(a) until such time as the Chair resumes the responsibilities as the Chair or a new Chair is elected. In the event of the resignation or death of the Chair, the 30 day waiting period will be waived.

5. DIRECTORS:

(a) Each Director shall receive an annual indemnity for the discharge of the duties of office as follows:

• Electoral Area "A" (Wells Gray Country)	\$ 27,357
• Electoral Area "B" (Thompson Headwaters)	\$ 28,757
• Electoral Area "E" (Bonaparte Plateau)	\$ 27,357
• Electoral Area "I" (Blue Sky Country)	\$ 27,077
• Electoral Area "J" (Copper Desert Country)	\$ 25,117
• Electoral Area "L" (Grasslands)	\$ 25,397
• Electoral Area "M" (Beautiful Nicola Valley-North)	\$ 26,517
• Electoral Area "N" (Beautiful Nicola Valley-South)	\$ 26,237
• Electoral Area "O" (Lower North Thompson)	\$ 25,677
• Electoral Area "P" (Rivers and The Peaks)	\$ 25,117
• Ashcroft, Village of	\$ 16,273
• Barriere, District of	\$ 15,753

• Cache Creek, Village of	\$ 16,013
• Chase, Village of	\$ 15,493
• Clearwater, District of	\$ 16,793
• Clinton, Village of	\$ 16,793
• Kamloops, City of	\$ 14,713
• Logan Lake, District of	\$ 15,753
• Lytton, Village of	\$ 17,573
• Merritt, City of	\$ 16,533
• Sun Peaks, Mountain Resort Municipality	\$ 15,753

- (b) \$9,514 of the annual indemnity paid to each Electoral Area Director pursuant to Section 5(a) above shall be allocated to the Executive, Legislative & Administration - Electoral Areas only budget.
- (c) If a Director does not attend a regular Board of Directors meeting, Committee of the Whole meeting, or in the case of an Electoral Area Director, an Electoral Area Director Workshop, they are not entitled to receive remuneration for that meeting and an amount equivalent to that which is to be paid to the Alternate Director in accordance with Clause 7(a) shall be deducted from the annual remuneration paid to that Director.

6. ADDITIONAL REMUNERATION:

- (a) Other than the Chair, Directors are entitled to receive \$160 per day for attending Category 1 and 2 meetings as indicated in Schedule 'A', attached. This remuneration is in addition to the annual remuneration authorized in Section 5(a).
- (b) Other than the Chair, Directors are entitled to remuneration for time spent in transit when attending Category 1 meetings, as listed in the attached Schedule 'A', and only when the same travel time has not already been remunerated in connection with another meeting.
- (c) When applicable, remuneration for time spent in transit shall be paid in accordance with the following rates based on kilometres travelled:

<u>Distance Traveled</u>	<u>Amount</u>
0 - 29 kilometres	\$ 0.00
30 - 59 kilometres	10.00
60 - 89 kilometres	20.00
90 -119 kilometres	30.00
120 -149 kilometres	40.00
150 -179 kilometres	50.00
180 -209 kilometres	60.00
210 -239 kilometres	70.00
240 -269 kilometres	80.00
270 -299 kilometres	90.00
300 -329 kilometres	100.00

330 -359 kilometres	110.00
360 -389 kilometres	120.00
390 -419 kilometres	130.00
420 -449 kilometres	140.00
450 -479 kilometres	150.00
480 -509 kilometres	160.00
510 -539 kilometres	170.00
540 -569 kilometres	180.00
570 plus kilometres	190.00

- (d) Other than the Chair, Electoral Area Directors are entitled to receive \$160 per day remuneration, travel time remuneration as per Section 18, and expenses for attendance at Conventions/Workshops approved by the Board including Federation of Canadian Municipalities (FCM), Union of British Columbia Municipalities (UBCM), Local Government Leadership Academy (LGLA) and Southern Interior Local Government Association (SILGA) seminars or conventions.
- (e) Electoral Area Directors are entitled to receive \$160 per day remuneration plus expenses for attending Advisory Planning Commission Orientations as listed in Schedule 'A' as well as payment of Advisory Planning Commission Social expenses (see Schedule 'B' attached).

7. ALTERNATE DIRECTORS:

- (a) When attending a regular Board of Directors meeting, Committee of the Whole meeting, Board Strategic Planning Session or Electoral Area Directors workshop (if applicable) in the absence of the regular Director they are appointed for, Alternate Directors are entitled to receive remuneration plus expenses based on the following per meeting remuneration:
- Electoral Area "A" (Wells Gray Country) \$ 265.00
 - Electoral Area "B" (Thompson Headwaters) \$ 315.00
 - Electoral Area "E" (Bonaparte Plateau) \$ 265.00
 - Electoral Area "I" (Blue Sky Country) \$ 255.00
 - Electoral Area "J" (Copper Desert Country) \$ 185.00
 - Electoral Area "L" (Grasslands) \$ 195.00
 - Electoral Area "M" (Beautiful Nicola Valley-North) \$ 235.00
 - Electoral Area "N" (Beautiful Nicola Valley-South) \$ 225.00
 - Electoral Area "O" (Lower North Thompson) \$ 205.00
 - Electoral Area "P" (Rivers and The Peaks) \$ 185.00
 - Ashcroft, Village of \$ 225.00
 - Barriere, District of \$ 205.00
 - Cache Creek, Village of \$ 215.00

• Chase, Village of	\$ 195.00
• Clearwater, District of	\$ 245.00
• Clinton, Village of	\$ 245.00
• Kamloops, City of	\$ 165.00
• Logan Lake, District of	\$ 205.00
• Lytton, Village of	\$ 275.00
• Merritt, City of	\$ 235.00
• Sun Peaks, Mountain Resort Municipality	\$ 205.00

(b) Alternate Directors are entitled to receive \$160 per day remuneration plus additional remuneration for time spent in transit under Clauses 6(b)&(c) and expenses when attending a Board of Directors Orientation Seminar.

(c) Alternate Directors are also entitled to reimbursement of expenses but no indemnity for attending up to three Board of Directors meetings per year in the presence of the Director to whom they are appointed Alternate.

8. EMERGENCY RESPONSE PAY:

Where the Province or Regional District has declared a State Of Local Emergency, and where there is an active Regional District response to the emergency, the Chair (or the Vice-Chair in the Chair's absence) and any Director whose Electoral Area is directly impacted by the Emergency and the Regional District response action is eligible to claim remuneration in the amount of \$160 per meeting for participating as part of the panel at sanctioned public meetings during the declaration period.

EXPENSES

9. Where this bylaw provides for reimbursement of expenses, such reimbursement shall be at the level outlined in Schedule "B" except where a meal is included as part of the itinerary of the meeting, seminar or convention and the Director partook of the meal. In such instances, the Director shall not be permitted to claim for that meal or shall deduct the allowance for the meal taken from the per diem rate if applicable.

10. Reimbursement of Overnight Per Diem expenses shall be made only where the claimant is required to stay overnight in order to attend a meeting, workshop, convention, seminar or other function, and where reimbursement is made for Overnight Per Diem expenses, there shall be no reimbursement of individual Meal expenses incurred during the same period.

11. The Chair, Vice-Chair and Directors are entitled to reimbursement of expenses in relation to attendance at those meetings indicated in Schedule 'A' to this Bylaw.

12. In addition to the reimbursement of expenses authorized by any clause of this bylaw, the Chair and Vice-Chair are entitled to reimbursement for expenses at levels outlined in Schedule 'B' of this bylaw for attendance at meetings relative to the discharge of duties as the Chair or Vice-Chair.

13. TRAVEL ALLOWANCES:

- (a) Electoral Area Directors are entitled to submit expense claims for travel to/from meetings within their respective Area or meetings directly related to the business of the Electoral Area.
- (b) These Electoral Area Travel allowances shall be allocated to the Executive, Legislative & Administration - Electoral Areas only budget.
- (c) Municipal Directors are also entitled to submit expense claims for travel to/from meetings directly related to the business of both their respective Municipality and the TNRD.
- (d) For travel allowances, the following restrictions apply:
 - Claims are submitted on a monthly basis
 - The maximum annual claim per Electoral Area Director is \$2,000.
 - The maximum annual claim per Municipal Director is \$500.

14. COMMUNICATION ALLOWANCES:

- (a) Directors are entitled to reimbursement for expenses for communication purposes, provided that:
 - Claims are submitted on a monthly basis; and
 - The maximum annual claim per Electoral Area Director is \$1,500 and per Municipal Director is \$750.

MISCELLANEOUS

- 15. By specific resolution, the Board of Directors may authorize payment of remuneration of \$160 per day and/or reimbursement of expenses to the Chair, Vice-Chair or Directors for attendance at meetings or functions not cited within this bylaw.
- 16. Notwithstanding any clause in this bylaw, Directors shall only be entitled to receive remuneration and reimbursement of expenses for attendance at meetings they have been elected to, appointed to by the Board of Directors or has otherwise been approved by specific resolution.
- 17. Notwithstanding any other clause in this bylaw, where more than one committee meeting is held on the same day at the same location, the committee meetings shall be deemed to be one meeting for remuneration and reimbursement of expenses purposes. As an exception, when a committee meeting begins after 6:00 pm on the same day as another meeting, that meeting will be remunerated as a separate meeting.

18. Any provision in this bylaw that authorizes payment for remuneration and reimbursement of expenses to a Director for attendance at Conventions/Workshops shall be inclusive of travel time for the Director to attend the said event based on the following parameters:

Air Travel:

- | | |
|--|----------|
| (a) Travel time of 5 hours or more from their primary place of residence to the Convention/Workshop each way | \$150 or |
| (b) Travel time less than 5 hours from their primary place of residence to the Convention/Workshop each way | \$75 |

Vehicle Travel:

An amount based on kilometers traveled to and from the Convention/Workshop as per clause 6(c) of this bylaw, to a maximum of \$150 each way.

19. Directors and Alternate Directors are not entitled to payment of indemnities for attending Inaugural meetings of the Board of Directors, but are entitled to expenses.
20. Where a special meeting is called to deal with an urgent issue pursuant to the Special Voting Procedure outlined in the current Procedure Bylaw, and that meeting's length is one hour or less, then Directors who attend in person, by telephone or other electronic means will receive one half (1/2) of the normal meeting indemnity, i.e. \$80.

INDEXING

21. The annual indemnities paid to the Chair pursuant to Section 3(a), Vice-Chair pursuant to Section 4(a), and Directors pursuant to Section 5(a) shall be increased annually based on the Consumer Price Index, published by Statistics Canada for the Province of British Columbia, for the previous calendar year. In the event that there is no increase or a decline in the Consumer Price Index, then the remuneration would remain the same as in the previous year unless otherwise determined.

REPEAL

22. Board of Directors Remuneration Bylaw 2673, 2019 is hereby repealed in its entirety.

READ A FIRST TIME this 12th day of March, 2020.

READ A SECOND TIME this 12th day of March, 2020.

READ A THIRD TIME this 12th day of March, 2020.

ADOPTED this 12th day of March, 2020.

Bylaw No. 2702
Board of Directors Remuneration and Expenses



Corporate Officer



Chair

SCHEDULE "A"

Meeting Remuneration	Meeting Rate Applies	Travel Time Indemnity Applies	Expenses Apply
Category 1: Meeting Rate, Travel Time and Expenses Apply			
(a) Public Hearing (not held in conjunction with a regular Board of Directors meeting)	√	√	√
(b) Board of Directors Orientation Seminar and/or Strategic Planning Session	√	√	√
(c) Parcel Tax Review Panel	√	√	√
(d) Audit Committee	√	√	√
(e) Economic Development & Recreation Services Committee	√	√	√
(f) Emergency Management/Protective Services Committee	√	√	√
(g) Policy Review Committee	√	√	√
(h) Regional Solid Waste Management Committee	√	√	√
(i) Utility Systems Committee	√	√	√
(j) Thompson-Nicola Invasive Plant Management Committee	√	√	√
(k) Federation of Canadian Municipalities Annual Conference	√	√	√
Category 2: No Travel Time Paid			
(l) Fraser Basin Council	√		√
(m) Kamloops Airport Authority	√		√
(n) Municipal Finance Authority	√		√
(o) Municipal Insurance Association of BC	√		√
(p) Shuswap Watershed Council	√		√
(q) Budget Meetings (held in the region)	√		√
Category 3: Other			
(r) Committee of the Whole Meeting			√
(s) Board of Directors Inaugural Meeting			√
(t) Grand Openings for TNRD funded facilities (max 3 /yr)			√
(u) Approved Community to Community meetings			√
(v) Advisory Planning Commission Orientation meetings	EA Dir. only		√
(w) UBCM conventions	EA Dir. only	Chair & EA Dir. only	√
(x) LGLA conventions			√
(y) SILGA conventions			√

*The Chair does not receive per day meeting indemnities as per section 3(b) of this Bylaw but is eligible to receive same for attendance at conventions (UBCM, LGLA and SILGA, w-y above) if an EA Director.

SCHEDULE "B"

	Column #1	Column #2
1. Meals		
(a) Breakfast	\$ 17.00	\$ 19.00
(b) Lunch	\$ 18.00	\$ 26.00
(c) Supper	\$ 29.00	\$ 38.00
2. Overnight Per Diem	\$100.00	\$120.00
3. Travel	The lesser of \$0.59 per kilometer or airfare. Actual costs for tolls (Ferry and/or Hwy)	
4. Accommodation		
(a) Hotel Room	Actual cost at government rate (receipt required)	
(b) Hotel Parking	Actual cost (receipt required)	
(c) Private Accommodation	\$50.00 per night (no receipt required)	
5. Airport Transfers	Actual cost (receipt required)	
6. Advisory Planning Commission Social	\$75.00	

*The Rates in Column #2 under Sections 1 and 2 above shall apply only when attending meetings, conventions and seminars in locations where the normal cost of meals are substantially higher than that experienced in the Thompson-Nicola region; such locations being but not limited to the Greater Vancouver Regional District, the Capital Regional District (Victoria), the Resort Municipality of Whistler and out-of-province.

THOMPSON-NICOLA REGIONAL DISTRICT**BYLAW NO. 2730**

A bylaw to amend Board of Directors Remuneration and Expenses Bylaw No. 2702, 2020

The Board of Directors of the Thompson-Nicola Regional District, in open meeting assembled, enacts as follows:

CITATION

1. This bylaw may be cited as the "Board of Directors Remuneration and Expenses Amendment Bylaw No. 2730, 2020".

2. Board of Directors Remuneration and Expenses Bylaw No. 2702 is hereby amended as follows:

a) By deleting Section 6 (a) in its entirety and replacing it as follows:

6 (a). Other than the Chair, Directors are entitled to receive \$160 per meeting for attending Category 1 and 2 meetings as indicated in Schedule 'A', attached. This remuneration is in addition to the annual remuneration authorized in Section 5(a).

b) By deleting Section 15 in its entirety and replacing it as follows:

15. By specific resolution, the Board of Directors may authorize payment of remuneration of \$160 per meeting and/or reimbursement of expenses to the Chair, Vice-Chair or Directors for attendance at meetings or functions not cited within this bylaw.

c) By deleting Section 17 in its entirety and replacing it as follows:

17. Notwithstanding any other clause in this bylaw, where more than one formally scheduled committee meeting (as identified in section 6(a) of this Bylaw) is held on the same day at the same location, Directors will be entitled to remuneration of \$160 for attendance at each meeting up to a maximum of two meetings per day. For clarity, formally scheduled committee meetings are defined as those that are pre-scheduled and include a formal agenda and minutes taken at a minimum.

d) By deleting Section 20 in its entirety and replacing it as follows:

20. (a) Where a special meeting is called to deal with an urgent issue pursuant to the Special Voting Procedure outlined in the current Procedure Bylaw, and that meeting's length is one hour or less, then Directors who attend in person, by telephone or other electronic means will receive one half (1/2) of the normal meeting indemnity, i.e. \$80

20. (b) Where a regular, formally scheduled meeting of the Board or a Committee is pre-determined to have Directors attend virtually through electronic means, or where one or more individual Directors obtain authorization from the Chair to attend virtually, then those Directors will be remunerated as if they were in physical attendance at the meeting.

READ A FIRST TIME this 17 day of December, 2020.

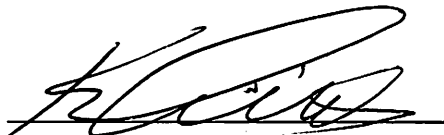
READ A SECOND TIME this 17 day of December, 2020.

READ A THIRD TIME this 17 day of December, 2020.

ADOPTED this 17 day of December, 2020.



Corporate Officer



Chair



COMMITTEE OF THE WHOLE DIRECTORS REPORT

- TO:** Chair and Directors
- SUBJECT:** Growing Communities Fund Grant Allocation
- DESCRIPTION:** Report from Jodi Pierce, Manager, Financial Services, dated August 5, 2023.
- RECOMMENDATION:** THAT: the Committee recommend the Board direct staff to allocate the Growing Communities Funds (GCF) in the amount of \$3,796,000 as outlined below:

911 Emergency Telephone Response		049	\$ 400,000
Shuswap Emergency Program		050	227,000
Solid Waste Management		219	200,000
Sicamous Recreation Centre		345	500,000
Golden Curling Rink		370	369,000
Scotch Creek Water		195	500,000
MacArthur Reedman Water		206	350,000
Area A Parks		321	50,000
Area C Parks		323	400,000
Area G Parks		328	800,000
			<u>\$3,796,000</u>

BACKGROUND:

The purpose of this report is to provide the Committee with the staff recommendations for the priority allocation of the Growing Communities Fund which must be allocated by December 31, 2023.

Staff started the process with a list of projects identified by staff and management as having been deemed eligible in accordance with the GCF criteria. This was brought to the Board in April 2023 to begin the discussion, but discussion was deferred to a future meeting.

Staff concluded that prioritizing every possible eligible project would be practically impossible as there are no reasonable objective measures to distinguish the priority and rank of all projects in one singular list within the funding available. Instead staff decided to take the following approach:

1. Identify projects that present significant risk to the CSR D that may or may not be within the current Five Year Financial Plan
 - a. Projects and risk factors will be identified later in this report.
2. Use GCF funding per resident (GFC/Resident) in the electoral area or municipality as a whole to drive an equitable allocation of GCF funds.
 - a. It should be noted, however, that not all residents in an electoral area will see the benefit of a project funded in their electoral area as they may not be participating in the service.
3. Target benefiting for rural electoral areas and municipalities to the source of funding to drive an equitable allocation of GCF funds:

Calculation of grant funding						
	Base	500,000		A	1,469,357	Total population
	Total	969,357				
	Rural	673,260		B	2,326,643	Electoral Area only
	Rural growth	1,653,383				
		3,796,000			3,796,000	
Funding attributable to Populations						
	Municipal Population	34,579		61% = 61% * A		891,056
	Electoral Area Population	22,442		39% = B + (39% * A)		2,904,944
		57,021		100%		\$ 3,796,000

FINANCIAL CONSIDERATIONS:

The proposed allocation of GCF funds will enable each service to reduce taxation directly or indirectly by reducing borrowing, reducing the use of reserves or freeing up other grants for other purposes.

Once the Board approves the allocation of GCF funds to each service area, staff will request approval for specific project(s) in the service to be funded from the GCF funds allocated to the service area. These projects are anticipated to be largely comprised of the priority projects listing in the Project and Risk Identification Table to follow. Using this table, staff have identified that the benefitting areas will be as follows:

Area/Muni	Share of GCF \$
A	320,303
B	17,644
C	474,536
D	39,518
E	161,315
F	592,874
G	1,251,310
SUBTOTAL	2,857,501
Salmon Arm	246,699
Revelstoke	95,475
Golden	304,435
Sicamous	291,889
SUBTOTAL	938,499
TOTAL	3,796,000

The allocation of GCF funds will show as grant revenue for each service. Depending on the timing of the completion of the GCF funded projects in each service, the GCF funds allocated to the service may show as a contribution to a specified reserve in the service for use in future years.

Staff will request a financial plan amendment once the Board has provided direction on the allocation of GCF funds.

OTHER CONSIDERATIONS:

The CSRD has a responsibility to acquire, maintain, replace, and retire assets that support the services that have been legislatively established. This grant provides an opportunity to achieve those objectives without a cost to the taxpayer.

Workplan considerations will depend on the projects approved by the Board for funding. Most, if not all, projects will require project management and other staffing resources to plan, procure, construct, install and complete. Finance staff will be required to track and report on GCF funded spending in annual reports.

DESIRED OUTCOMES:

That the Committee endorse the staff recommendation(s).

COMMITTEE'S OPTIONS:

1. *Endorse the Recommendation(s) and forward to the Board for approval.*
2. *Deny the Recommendation(s) and provide direction to staff.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

PROJECT AND RISK IDENTIFICATION TABLE:

FUNCTION	PROJECT	AMOUNT	RISK
049 – 911 Emergency Telephone Response	Infrastructure Upgrade for 911 NexGen	\$400,000	Adequate Reserves do not exist for the mandatory upgrade
050 – Shuswap Emergency Program	Contribution to Permanent EOC facility	\$226,000	Climate resiliency adaptation
195 – Scotch Creek Water System	New water facility	\$500,000	Cost escalations to build system may result in non-completion without additional funding
206 – MacArthur Reedman Water System	New lake intake	\$350,000	Climate resiliency adaptation requires lake intake to be further into the lake to ensure residents have sustainable water
219 – Solid Waste Management	Electric fence replacements	\$200,000	Identified as an issue within the Solid Waste management plan
321 – Area A Parks	Playground upgrades	\$50,000	To ensure access to playgrounds for accessibility
323 – Area C Parks	Sunnybrae Park Playground replacement	\$400,000	Current playground has elements that do not pass current CPSI standards. Replacement would ensure standards are met and playground would be fully accessible
328 – Area G Parks	Cedar Heights Park and Sorrento/Blind Bay Park Playground replacements	\$800,000	Current playgrounds have elements that do not pass current CPSI standards. Replacement would ensure standards are met and playground would be fully accessible
345 – Sicamous Recreation Centre	Roof replacement	\$500,000	Roof condition assessment indicates roof needs to be replaced in short term. Reserves are not adequate to fund replacement and funding would reduce amount required to borrow.
370 – Golden Curling Rink	Elevator	\$370,000	Current accessibility issues exist and an elevator would ensure safety for mobility impaired
Total		\$3,796,000	

Report Approval Details

Document Title:	2023-08-23_COW_Growing Community Fund.docx
Attachments:	- Growing Communities Fund FAQ - Regional Districts.pdf - Growing Communities Fund Memo - April 2023.pdf
Final Approval Date:	Aug 15, 2023

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



Jennifer Sham



John MacLean



GROWING COMMUNITIES FUND (GCF) Frequently Asked Questions (FAQ's) - Regional Districts	
Program Description	
Question	Answer
What is the purpose of the Growing Communities Fund for local governments?	The GCF will provide a one-time grant to all 188 of B.C.'s municipalities and regional districts, which they can use to address their community's unique infrastructure and amenity demands.
What is the formula-based model used to allocate funding?	For all regional districts, allocations are the sum of: <ul style="list-style-type: none"> • A flat funding amount of \$500,000; • A funding amount based on the regional districts <u>overall</u> population; • A funding amount based on the regional district's <u>rural</u> population; and • A funding amount based on the growth of the regional district's <u>rural</u> population between 2016-2021. See more detail in the Appendix.
Why is there additional funding for residents in rural (unincorporated) areas?	The additional funding recognizes that rural regions face a particular challenge in the form of relatively high costs of service delivery due to a number of factors: <ul style="list-style-type: none"> • Lower density population • Larger distances that have to be travel by service users and providers • Small number of people in any location that preclude economies of scale.
Why is growth of residents in the unincorporated areas used as one of the measures?	The growth within municipalities is already captured within the municipal grant allocations. The growth of the population in rural (unincorporated areas) is required to capture all areas of population growth within the province.
What is the source of the population data?	The source of the population data is from the BC population estimates (as of January 27, 2023). BC Stats population estimates are based on the Census, they also incorporate other information including provincial health records and tax records from CRA, and accordingly they have historically, on average, been higher than the Census baseline. Because of these reasons the



	federal and provincial governments have viewed population estimates as the more accurate of the two (e.g., population estimates are used to determine provincial health transfers from the federal government).
Use of Funds	
Question	Answer
What are the eligible use of funds?	<p>Eligible infrastructure projects are as follows:</p> <ul style="list-style-type: none"> • Public drinking water supply, treatment facilities and water distribution; • Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs. • Childcare facilities; • Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities, • Wastewater conveyance and treatment facilities; • Storm water management; • Solid waste management infrastructure; • Public safety/emergency management equipment and facilities not funded by senior level government; • Local road improvements and upgrades; • Sidewalks, curbing and lighting; • Active transportation amenities not funded by senior level government; • Improvements that facilitate transit service • Natural hazard mitigation; • Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and • Recreation related amenities.
Can the funds be used for costs other than capital?	Yes. Other eligible one-off costs include: costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work (including climate resilience assessments); costs of designing, tendering, and



	acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Are expenditures on natural assets eligible?	Yes, provided the natural asset is providing, or part of providing, one of the services described in the eligible categories above.
Will receipt of the GCF affect our eligibility for other infrastructure grant programs?	No. The GCF will not affect decisions on eligibility for infrastructure grant funding. For local governments with approved projects the GCF funding cannot be used as their match as an incremental spend is required. The GCF could be used to offset cost overruns that exceed the grant amount and the local share
Can local governments provide contributions to third parties from GCF?	No, with the exceptions of: <ul style="list-style-type: none"> • municipal contributions to housing projects and infrastructure owned by a regional district when the municipality is a participant in that service. • First Nations infrastructure when it is a shared service or there is a service relationship.
Can we claim staff time on projects?	Permitted in limited situations. Specifically for non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Can a local government use GCF funding for multi-year project that has already started?	Yes. The GCF can be used for any capital project that has not yet been completed. Projects completed prior to March 1st, 2023 are not eligible for GCF funding. GCF is designed to enable incremental additional expenditures for local governments and not to replace existing capital commitments.
Can GCF be used for related planning projects?	Yes. Feasibility studies (including infrastructure capacity assessment); other early-stage development work are eligible costs. This includes



	conducting a climate lens assessment to determine GHG implications and resilience to future climate.
What happens if funds are ineligibly allocated, if reporting requirements are not met or if funds remain unspent after five years?	The ministry may reclaim any grant funds that are not used for the intended purposes or meet the accountability requirements of the Growing Communities Fund. However, the ministry will work with the local government to determine methods of expending it within eligible categories.
Can the funds be invested while being held in reserve?	The funds may be invested in any of the instruments permissible for local governments under section 183 of the <i>Community Charter</i> .
Allocation of Funds	
Question	Answer
Can the GCF funding be allocated to electoral areas based on the Provincial formula used to determine the grant amounts for each Regional District?	No. The grant calculation for each Regional District took into consideration a base amount and several other key variables. The GCF was intended to assist the board in addressing regional priorities for actual infrastructure and other eligible costs. It is not meant to be reallocated back to electoral areas based on the Ministry allocation formula
Will the Province specify to Regional Boards how to allocate the GCF funding?	No. It is the Regional Boards responsibility to determine the regional priorities and ensure that all the GCF funding is allocated to eligible regional services prior to the end of the 2023 calendar year. However, if requested, the ministry staff can assist regional staff on possible methods of allocation. That said, the final decision will rest with the Board.
How will these grants impact DCCs and other development finance charges?	The intent of the Growing Communities Fund grant is to support the delivery of projects that are incremental to currently planned infrastructure. As such, the projects may not have been included in the current DCC program. However, if the DCC program contains a project to which GCF funds will be allocated, the DCC bylaw must be amended so that the charges take the grant into account. Similar treatment should



	be used to adjust other development finance charges.
Timing	
Question	Answer
When will the grants be disbursed?	The grant will be directly transferred to local governments by March 31, 2023.
What is the timeline over which these grant funds must be expended?	The Provincial Government requests that the funds be expended within five years of receipt.
Reporting	
Question	Answer
What are the reporting requirements?	<p>The RD must provide an initial separate report (schedule) outlining how the funds were allocated to eligible costs for various services. This report would be a schedule to the 2023 annual audited financial statements. (as required under S.377(1)(a) of the <i>Local Government Act</i>). Further to the financial reporting, an annual report that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable, is required.</p> <p>The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects. The Province also encourages conducting a preliminary climate lens assessment on Growing Communities Fund investments (GHGs and resilience to future climate) similar to the ones used for the CleanBC Communities Fund.</p> <p>Templates for reporting will be posted on line at a later date</p>
Are Regional Districts required to annually report on GCF?	Yes. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 377 (1)(a) of the <i>Local Government Act</i> . Your local government will provide a schedule to the audited financial statements respecting the amount of funding



	received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.
Will the schedule to the annual audited financial statements be left to the discretion of the Regional District? Does the Ministry have authority to request additional information?	Yes, and yes. The form of the schedule to the annual audited financial statements will be left to the discretion of the Regional District. The Ministry retains the right to request additional information from Regional Districts as required.
Is a separate auditors' report required for this schedule?	No. The Province does not require a separate auditor's report.
Am I required to acknowledge the provincial financial contribution towards funded projects?	Yes. Fund requirements will include parameters for public recognition of the funding related to capital projects.
Reserve Funds	
Questions	Answers
Do Regional Districts need to segregate GCF funding from other funding sources?	No. GCF funds need only be transferred to existing (or new) capital reserve funds that have been established for each of the services that will be allocated GCF funding.
Does interest earned on the GCF need to be tracked and added to the GCF amounts once the funds are allocated to reserve?	Yes. Interest earned in the GCF fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the GCF program. This is in accordance with S. 189(1) of the <i>Community Charter</i> .

Appendix: Detailed Calculation of Grants

Example Calculation for a Regional District with 65,000 People, 30,000 in Rural Areas

If the Regional District rural population (unincorporated areas) grew by 2,000 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
-----------	-------------	--------



Flat Funding	500,000	\$500,000
Total Population	= 65,000 x 17	\$1,105,000
Rural Population	= 30,000 x 30	\$900,000
Rural Population Growth	= 2,000 x 1,000	\$2,000,000
Total Grant		\$4,505,000



INTERNAL MEMORANDUM

TO: John MacLean, Chief Administrative Officer **DATE:** 2023-04-18

FROM: Jodi Pierce, Manager, Financial Services and Deputy Manager, Human Resources

SUBJECT: Growing Communities Fund

The Management Team at the CSRD have put together the following list of items that may fit within the Growing Communities Fund guidelines of one-off costs required to build infrastructure and amenities rather than funding ongoing or operational activities. Staff have not determined costs or priorities at this juncture and the list is merely a compilation of suggested projects.

Regional Projects:

- Investment in NexGen Technology for 911 Emergency Telephone Response
- Electrification of Fleet Vehicles complete with EV charging stations
- Storage compound for fleet vehicles and bicycles to encourage active transportation
- Fuel switching at facilities identified in the draft Green House Gas report to more clean energy sources

Sub-regional Projects:

- Dedicated Fire Training / Emergency Operations Centre – replacement of two old portables with a new permanent structure that will house the classroom area for training as well as a permanent facility for emergency activations
- Replacement of playgrounds that do not pass CPSI Inspections and built with accessibility in mind
- Replacement of all fiberglass docks and swim platforms with Department of Fisheries compliant docks
- Swim buoy/float lines replacement

Localized Projects:

- Replacement of Anglemont Fire Hall
- Outdoor Learning Centre at North Fork Wild
- Composting infrastructure in Golden (could be to support transfer to the Revelstoke facility or a new facility in Golden)
- Equipment to support food waste composting in Revelstoke (mixers) to be ready for future residential curbside food waste collection
- Expansion of the biomethane capture system at the Salmon Arm landfill
- Construction of an Eco-Depot/Transfer station in Sicamous to support the closure of the landfill in Sicamous
- Construction of an Eco-Depot/Transfer station to support the demand in Area C&G
- Closure of the Scotch Creek Transfer station and siting a new transfer station in Area F
- Elevator at Golden Curling Rink

As you can see from the list, there are more projects than there are funds available and all would meet the identified categories in the grant letter. We can discuss it further at a future Senior Leadership/Manager meeting.



COMMITTEE OF THE WHOLE DIRECTORS REPORT

TO: Chair and Directors

SUBJECT: BC Hydro Payments in Lieu of Taxes (PILT)

DESCRIPTION: Report from Jodi Pierce, Manager of Financial Services, dated Aug 8, 2023.

BACKGROUND:

Staff have been requested to include a discussion of BC Hydro PILT at a Committee of the Whole meeting. Staff have attached a number of documents to the agenda.

NEXT STEPS:

The Committee needs to provide staff direction should a revision to the Policy be identified.

Report Approval Details

Document Title:	2023-08-23_COW_BC Hydro PILT.docx
Attachments:	<ul style="list-style-type: none"> - BC Hydro PILT Funding for 2023.pdf - BC Hydro breakdown of funds by generating facility.pdf - BC Hydro Payments in Lieu of Taxes for Regional Districts.pdf - Circular 10-14.pdf - PILT policy.pdf
Final Approval Date:	Oct 20, 2023

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

No Signature - Task assigned to Jennifer Sham was completed by assistant Crystal Robichaud

Jennifer Sham



John MacLean

Function Summary

019 - BC Hydro Grant Distribution

Budget Prior Year Comparison

GL Account	Changes	Percent Change	2022 Amount	2023 Amount
Revenues				
6372 - GRANTS IN LIEU - B.C. HYDRO	Increased	3.94 %	2,519,154	2,618,350
Total Revenues		3.94 %	2,519,154	2,618,350
Expenses				
8031 - Administration - General Gov.	Increased	3.94 %	503,831	523,670
8033 - Administration - Electoral Gov.	Increased	3.94 %	251,915	261,835
8103 - Area B Fire Protection Budget	Increased	3.94 %	75,575	78,551
8104 - Area A Community Parks Budget	Increased	3.94 %	75,575	78,551
8107 - Area B Recreation Budget	Increased	3.94 %	100,766	104,734
8209 - CITY OF REVELSTOKE-COMMUNITY CENTRE	Increased	3.94 %	25,192	26,184
8541 - GOLDEN & AREA A ARENA BUDGET	Increased	3.94 %	100,766	104,734
8542 - GOLDEN / A ECONOMIC OPP FUND	Increased	3.94 %	503,831	523,670
9017 - Area E Community Parks Budget	Increased	3.94 %	50,383	52,367
9092 - REVELSTOKE/B ECON OPPORT FUND	Increased	3.94 %	503,831	523,670
9122 - SICAMOUS/DIST.REC CENTRE BUDGET	Increased	3.94 %	75,575	78,551
9139 - SICAMOUS/E ECONOMIC OPP. FUND	Increased	3.94 %	251,915	261,835
Total Expenses		3.94 %	2,519,154	2,618,350

Budget 5 Year Forecast

Function Summary

019 - BC Hydro Grant Distribution

	2023	2024	2025	2026	2027
Revenues					
6372 - GRANTS IN LIEU - B.C. HYDRO	2,618,350	2,670,717	2,724,131	2,778,614	2,834,186
Total Revenues	2,618,350	2,670,717	2,724,131	2,778,614	2,834,186
% Increase		2.00%	2.00%	2.00%	2.00%
Expenses					
8031 - Administration - General Gov.	523,670	534,143	544,826	555,723	566,837
8033 - Administration - Electoral Gov.	261,835	267,072	272,413	277,861	283,419
8103 - Area B Fire Protection Budget	78,551	80,122	81,724	83,358	85,026
8104 - Area A Community Parks Budget	78,551	80,122	81,724	83,358	85,026
8107 - Area B Recreation Budget	104,734	106,829	108,965	111,145	113,367
8209 - CITY OF REVELSTOKE-COMMUNITY CENTRE	26,184	26,707	27,241	27,786	28,342
8541 - GOLDEN & AREA A ARENA BUDGET	104,734	106,829	108,965	111,145	113,367
8542 - GOLDEN / A ECONOMIC OPP FUND	523,670	534,143	544,826	555,723	566,837
9017 - Area E Community Parks Budget	52,367	53,414	54,483	55,572	56,684
9092 - REVELSTOKE/B ECON OPPORT FUND	523,670	534,143	544,826	555,723	566,837
9122 - SICAMOUS/DIST.REC CENTRE BUDGET	78,551	80,122	81,724	83,358	85,026
9139 - SICAMOUS/E ECONOMIC OPP. FUND	261,835	267,072	272,413	277,861	283,419
Total Expenses	2,618,350	2,670,717	2,724,131	2,778,614	2,834,186
% Increase		2.00%	2.00%	2.00%	2.00%
Net Total	-	-	-	-	-

2023 Budget Details

Function Summary

019 - BC Hydro Grant Distribution

GL Accounts	Comments	GL Account Subtotals	2023 Budget
Revenues			
Grants			
6372 - GRANTS IN LIEU - B.C. HYDRO			2,618,350
Total			2,618,350
Total Revenues			2,618,350
Expenses			
Other Purposes			
8031 - Administration - General Gov.			523,670
8033 - Administration - Electoral Gov.			261,835
8103 - Area B Fire Protection Budget			78,551
8104 - Area A Community Parks Budget			78,551
8107 - Area B Recreation Budget			104,734
8209 - CITY OF REVELSTOKE- COMMUNITY CENTRE			26,184
8541 - GOLDEN & AREA A ARENA BUDGET			104,734
9017 - Area E Community Parks Budget			52,367
9122 - SICAMOUS/DIST.REC CENTRE BUDGET			78,551
Total			1,309,175
Transfer to Reserves			
8542 - GOLDEN / A ECONOMIC OPP FUND			523,670
9092 - REVELSTOKE/B ECON OPPORT FUND		261,835	
9092 - REVELSTOKE/B ECON OPPORT FUND	Community Ec Dev program	261,835	
			523,670
9139 - SICAMOUS/E ECONOMIC OPP. FUND			261,835
Total			1,309,175
Total Expenses			2,618,350
Net Total			-

Jodi Pierce

From: Property Tax <PropertyTax@bchydro.com>
Sent: Thursday, August 20, 2020 3:10 PM
To: Jodi Pierce <JPierce@csrd.bc.ca>
Cc: Young, Suzanne <Suzanne.Young@bchydro.com>
Subject: FW: BC Hydro Grant Payment to CSRD

Hi Jodi,

The provincial Order In Council that authorizes the grant payment does not specify a breakdown between the facilities. However, I am aware of some of the background data that was used by the Province for the calculations. Basically, the grant payments are based on the generating capacity of each facility and the proximity of each municipality or regional district (rural area) to the facility.

Here's an unofficial breakdown that should help with the funding allocation in CSRD:

Facility	Grant Amount
Mica	\$ 2,226,074
Revelstoke	\$ 105,394
Walter Hardman	\$ 17,448
Spillimacheen	\$ 3,400
Total for 2020	\$ 2,352,316

} Area B
Area A

Cheers,

Seymour Douglass | Manager, Property Tax Department

BC Hydro

T 604-623-3659

M 604-220-3241

E seymour.douglass@bchydro.com

From: Jodi Pierce [<mailto:JPierce@csrd.bc.ca>]
Sent: Thursday, August 20, 2020 9:44 AM
To: Property Tax
Subject: [External] FW: Re: Bank Account Information for 2020 Grant Payment

Caution: This is an external email. Do not open attachments or click on links from unknown senders.

Good morning,

Is it possible to have the total amount broken down to the facilities within the CSRD? I believe it to be Spillimacheen, Mica and Walter Hardman. Thanks,

Jodi Pierce, CPA, CGA
 Manager, Financial Services
 Columbia Shuswap Regional District

D: 250.833.5907 | TF: 1.888.248.2773
E: jpierce@csrd.bc.ca | W: www.csrd.bc.ca



Please consider the environment before printing this e-mail

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

BC Hydro Payments-in-Lieu-of-Taxes for Regional Districts

BC Hydro is a Crown corporation that is exempt from all property taxes other than those levied to schools. To compensate regional districts for the loss of this taxation revenue, BC Hydro pays grants to regional districts and municipalities when there are generating facilities located within their electoral boundaries.

The formula for determining the amount that regional district and municipalities receive in-lieu-of-taxes is established by Orders in Council on a periodic basis, under the authority of the *Hydro and Power Authority Act*.

Financial Reporting of Payments-in-Lieu-of-Taxes

- Are received for each electricity-generating facility and should be managed separately in the context of its specific location
- Must be shown as revenue in the appropriate regional district service budgets, and must be marked as revenue for only the service area which includes the specific facility for which the payment is received

Financial Reporting of Grants-in-Lieu

It's recommended that the regional district board make a specific decision on which of the following options to choose, if that has not been done previously. As a financial matter, the weighted voting rule will apply for the decision.

Option 1 - Apply Payment to General Administration Service

Regional districts can apply the entire payment-in-lieu-of-taxes to the general administration service for which the service area is the entire regional district.

This option provides for the benefit of the payment to be region-wide, since it effectively reduces the amount of the general administration requisition. The general administration service can only be used to fund administration costs that cannot be attributed to other services.

Option 2 - Apply Payment to a Region-Wide Service

Regional districts can apply the entire payment-in-lieu-of-taxes to another service for which the service area is the entire regional district.

This option also provides for the benefit of the payment to be region-wide, but allows the regional district board to direct the funding to another specific region-wide service, as an alternative to the general administration service.

Option 3 - Apply Payment to Group of Region-Wide Services

Regional districts can apply the payment-in-lieu-of-taxes to a group of services for which each of the service areas is the entire regional district.

This option also provides for the benefit of the payment to be region-wide. However, the regional district board can determine a particular distribution of the payment among the other region-wide services. A possible basis of the distribution would be to pro-rate the payment among those services according to the relative requisition for each service. However, the board determine any basis of distribution that it wishes.

Regional districts can apply the payment-in-lieu-of-taxes for the specific facility to the group of services for which each of the service areas includes the location of the specific facility. That is, no amount of the payment should be applied to services that do not include the specific facility.

This option is more complex, since the benefit of the payment will be variable. A specific facility will, in addition to being in the service area for general administration and other region-wide services, be in the service area of services that includes:

- All electoral areas, for example, electoral area administration
- The single electoral area, for example, grants-in-aid
- Potentially, a local or sub-regional area, for example, fire protection, recreation

For this option, the regional district board will need to determine how the payment-in-lieu-of-taxes is to be distributed among the group of services. As a default, the payment-in-lieu-of-taxes should be pro-rated according to the amount of the requisition for each of the services (from region-wide to local). The board could determine an alternative basis of distribution as it wishes.

Legislation

- [Local Government Act, s. 379 - Costs of services](#)
- [Hydro and Power Authority Act](#)

Related Links

- [Local Government Finance](#)
- [Grants-in-Lieu-of-Taxes](#)

Contact Information

[Contact us](#) if you have questions about BC Hydro payments-in-lieu-of-taxes for regional districts.

Victoria Office:

[250 387-4060](#)

Toll Free:

[1 800 663-7867](#)

Mailing:

Infrastructure and Finance Branch
PO BOX 9838 STN PROV GOVT
Victoria, BC

Email:

INFRA@gov.bc.ca



APPENDIX B

MINISTRY OF COMMUNITY AND RURAL DEVELOPMENT CIRCULAR NO 10:14



Ministry of Community
and Rural Development

Local Government Infrastructure
and Finance
PO Box 9838 Stn Prov Govt
(4th Floor - 800 Johnson Street)
Victoria BC V8W 9T1

CIRCULAR

Circular No. 10:14
ARCS File #: 195-20

September 24, 2010

To: Selected Regional District Chief Administrative Officers and Chief Financial Officers

Re: Regional District Financial Management of BC Hydro Payments in lieu of Taxes

Purpose:

This circular is intended to provide advice and direction to regional districts (RDs) that receive payments in lieu of taxes in respect of BC Hydro generating facilities.

Background:

BC Hydro makes Payments in lieu of Taxes (PILT) to RDs (and municipalities) in respect of electricity generating facilities located within an electoral area. The current scheme of BC Hydro PILT was introduced in 1989, providing for payments to both municipalities and RDs. The formula for calculating the amount of the payments to individual local governments is not the subject of this circular. However, based on the formula, the amounts of the payments are established by Order in Council on a periodic basis, under the authority of the *Hydro and Power Authority Act*. The current amounts are described in OIC No. 796/08, with 2008 being the base year for the amounts.

Ministry Circular No. 90:09 provided advice and direction to RDs about how the PILT should be managed. This circular updates that advice and direction.

Principles:

The payments by BC Hydro are "in lieu of taxes", for specific facilities, and must be managed by RDs within the framework of financing services. This leads to the following:

- The PILT received for each electricity generating facility should be managed separately in the context of its specific location;
- The PILT must be shown as revenue in the appropriate RD service budgets; and
- The PILT must only be shown as revenue for service(s) for which the service area (SA) includes the location of the specific facility for which the PILT is paid.

.../2

Options:

Circular No. 90:09 described three options for managing the PILT in respect of how the payments should be distributed among services. This update describes a broader range of options, as follows:

1. Apply the entire PILT to the general administration service, for which the SA is the entire RD. This option provides for the benefit of the PILT to be region-wide, since it effectively reduces the amount of the general administration requisition. The general administration service can only be used to fund administration costs that cannot be attributed to other services [ref: s. 803.1(1), *Local Government Act*].
2. Apply the entire PILT to another service for which the SA is the entire RD. This option also provides for the benefit of the PILT to be region-wide, but allows the board to direct the funding to another specific region-wide service, as an alternative to the general administration service.
3. Apply the PILT to a group of services for which each of the SAs is the entire RD. This option also provides for the benefit of the PILT to be region-wide. However, the board can determine a particular distribution of the PILT among the other region-wide services. A possible basis of the distribution would be to pro-rate the PILT among those services according to the relative requisition for each service; however, the board could determine any basis of distribution that it wishes.
4. Apply the PILT for the specific facility to the group of services for which each of the SA includes the location of the specific facility. That is, no amount of the PILT should be applied to services that do not include the specific facility. This option is more complex, since the benefit of the PILT will be variable. A specific facility will, in addition to being in the SA for general administration and other region-wide services, be in the SA of services that include:
 - all electoral areas (e.g., electoral area administration);
 - the single electoral area (e.g., grants-in-aid); and
 - potentially, a local or sub-regional area (e.g., fire protection, recreation).

For this option, the board will need to determine how the PILT is to be distributed among the group of services, as follows:

- as a default, the PILT should be pro-rated according to the amount of the requisition for each of the services (from region-wide to local); or
- the board could determine an alternative basis of distribution as it wishes.

Considerations:

Each RD that receives a BC Hydro PILT will have a different set of circumstances, in relation to both the significance of the amount of PILT and the services to which the PILT may be applied. It is recommended that the board make a specific decision on which option to choose, if that has not been done previously. As a financial matter, the "weighted" voting rule will apply for the decision

.../3.

Should you have any questions or comments regarding this topic, please contact your Financial Officer.



Talitha Soldera
Director
Local Government Finance

Distribution to following Regional Districts:

- Alberni-Clayoquot
- Bulkley- Nechako (re: Alcan MOU)
- Capital
- Central Coast
- Central Kootenay
- Columbia Shuswap
- Comox Valley
- East Kootenay
- Fraser-Fort George
- Fraser Valley
- Kitimat-Stikine (re: Alcan MOU)
- Kootenay Boundary
- North Okanagan
- Peace River
- Skeena-Queen Charlotte
- Squamish-Lillooet
- Strathcona
- Sunshine Coast

BC HYDRO GRANTS-IN-LIEU FOR POWER-GENERATING FACILITIES

1. That the BC Hydro Grants in Lieu of Taxes (PILT) with respect to dams, reservoirs and powerhouses available to CSRD each and every year be divided into three components:

a) An apportionment to the following functions:

20% General Government	(010)	} Region wide - authority under LGA
10% Electoral Government	(011)	
4% Area B Recreation <i>B/L 91</i>	(330)	- Area B
4% Golden and District Arena <i>B/L 5076</i>	(340)	- Area A (ish) located in Town of Golden
3% Area B Fire Protection <i>B/L 90</i>	(031)	- Area B
3% Area A Community Parks <i>B/L 5718</i>	(321)	- Area A
3% Sicamous Rec Centre <i>B/L 1146</i>	(345)	- Area E
2% Area E Community Parks <i>B/L 5718</i>	(325)	- Area E

b) An apportionment payable directly for the following:

1% Revelstoke Community Centre - located in ~~Town~~ City of Revelstoke
- no RD bylaw
under jurisdiction of City of Rev.

c) Balance of PILT apportioned to those members deemed to be the **Impact Area** as follows:

20% Golden and Electoral <u>Area 'A'</u> EOF	} no service establishment bylaws
20% Revelstoke and Electoral <u>Area 'B'</u> EOF	
10% Sicamous and Electoral <u>Area 'E'</u> EOF	

The **Impact Area** component is for the purpose of establishing Economic Opportunity Funds (EOF). The EOF were created specifically as a means of compensating for the loss of economic opportunities on those lands affected by the dams and reservoirs and the resultant economic impacts to the affected communities. As such, the EOF are to provide funding assistance for projects deemed by the participating members and ratified by the Corporate Board to be worthy of support in an effort to stimulate economic development within the impact areas.

Criteria for accessing each EOF will be based on the demonstrable and enduring benefit to the economy of the affected communities at large. The EOF are designed to stimulate economic generators, transportation facilities and infrastructure development supportable jointly by the participating members involved and approved by the Board.

The EOF shall not be used as grant-in-aid funding. The funding formula maintains 50% of the BC Hydro PILT available for the EOF.

All monies extracted from each EOF must be:

- a) Approved by both participating members; and
- b) Ratified by the Board.

2. This Policy amendment is based on direction given in the attached Circular No. 10:14 from the Ministry of Community and Rural Development which forms part of this policy (Appendix A).

1990 03 29

1991 09 12

1993 02 18

2007 06 21

February 24, 2011

March 17, 2011

March 15, 2012

APPENDIX A

MINISTRY OF COMMUNITY AND RURAL DEVELOPMENT CIRCULAR NO 10:14



Ministry of Community
and Rural Development

Local Government Infrastructure
and Finance
PO Box 9838 Stn Prov Govt
(4th Floor - 800 Johnson Street)
Victoria BC V8W 9T1

CIRCULAR

Circular No. 10:14
ARCS File #: 195-20

September 24, 2010

To: Selected Regional District Chief Administrative Officers and Chief Financial Officers

Re: Regional District Financial Management of BC Hydro Payments in lieu of Taxes

Purpose:

This circular is intended to provide advice and direction to regional districts (RDs) that receive payments in lieu of taxes in respect of BC Hydro generating facilities.

Background:

BC Hydro makes Payments in lieu of Taxes (PILT) to RDs (and municipalities) in respect of electricity generating facilities located within an electoral area. The current scheme of BC Hydro PILT was introduced in 1989, providing for payments to both municipalities and RDs. The formula for calculating the amount of the payments to individual local governments is not the subject of this circular. However, based on the formula, the amounts of the payments are established by Order in Council on a periodic basis, under the authority of the *Hydro and Power Authority Act*. The current amounts are described in OIC No. 796/08, with 2008 being the base year for the amounts.

Ministry Circular No. 90:09 provided advice and direction to RDs about how the PILT should be managed. This circular updates that advice and direction.

Principles:

The payments by BC Hydro are "in lieu of taxes", for specific facilities, and must be managed by RDs within the framework of financing services. This leads to the following:

- The PILT received for each electricity generating facility should be managed separately in the context of its specific location;
- The PILT must be shown as revenue in the appropriate RD service budgets; and
- The PILT must only be shown as revenue for service(s) for which the service area (SA) includes the location of the specific facility for which the PILT is paid.

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Options:

Circular No. 90:09 described three options for managing the PILT in respect of how the payments should be distributed among services. This update describes a broader range of options, as follows:

1. Apply the entire PILT to the general administration service, for which the SA is the entire RD. This option provides for the benefit of the PILT to be region-wide, since it effectively reduces the amount of the general administration requisition. The general administration service can only be used to fund administration costs that cannot be attributed to other services [ref. s. 803.1(1), *Local Government Act*].
2. Apply the entire PILT to another service for which the SA is the entire RD. This option also provides for the benefit of the PILT to be region-wide, but allows the board to direct the funding to another specific region-wide service, as an alternative to the general administration service.
3. Apply the PILT to a group of services for which each of the SAs is the entire RD. This option also provides for the benefit of the PILT to be region-wide. However, the board can determine a particular distribution of the PILT among the other region-wide services. A possible basis of the distribution would be to pro-rate the PILT among those services according to the relative requisition for each service; however, the board could determine any basis of distribution that it wishes.
4. Apply the PILT for the specific facility to the group of services for which each of the SA includes the location of the specific facility. That is, no amount of the PILT should be applied to services that do not include the specific facility. This option is more complex, since the benefit of the PILT will be variable. A specific facility will, in addition to being in the SA for general administration and other region-wide services, be in the SA of services that include:
 - all electoral areas (e.g., electoral area administration);
 - the single electoral area (e.g., grants-in-aid); and
 - potentially, a local or sub-regional area (e.g., fire protection, recreation).

For this option, the board will need to determine how the PILT is to be distributed among the group of services, as follows:

- as a default, the PILT should be pro-rated according to the amount of the requisition for each of the services (from region-wide to local); or
- the board could determine an alternative basis of distribution as it wishes.

Considerations:

Each RD that receives a BC Hydro PILT will have a different set of circumstances, in relation to both the significance of the amount of PILT and the services to which the PILT may be applied. It is recommended that the board make a specific decision on which option to choose, if that has not been done previously. As a financial matter, the "weighted" voting rule will apply for the decision

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Should you have any questions or comments regarding this topic, please contact your Financial Officer.



Talitha Soldera
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Distribution to following Regional Districts:

- Alberni-Clayoquot
- Bulkley- Nechako (re: Alcan MOU)
- Capital
- Central Coast
- Central Kootenay
- Columbia Shuswap
- Comox Valley
- East Kootenay
- Fraser-Fort George
- Fraser Valley
- Kitimat-Stikine (re: Alcan MOU)
- Kootenay Boundary
- North Okanagan
- Peace River
- Skeena-Queen Charlotte
- Squamish-Lillooet
- Strathcona
- Sunshine Coast