



COLUMBIA SHUSWAP REGIONAL DISTRICT

Committee of the Whole Meeting

AGENDA

Date: Wednesday, January 17, 2024
Time: 9:30 AM
Location: CSR Boardroom
555 Harbourfront Drive NE, Salmon Arm

[Zoom Registration Link](#)

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 30:

1. Military activities shall not take place in the lands or territories of indigenous peoples, unless justified by a relevant public interest or otherwise freely agreed with or requested by the indigenous peoples concerned.

2. States shall undertake effective consultations with the indigenous peoples concerned, through appropriate procedures and in particular through their representative institutions, prior to using their lands or territories for military activities.

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 October 26, 2023 Committee of the Whole meeting be adopted.

4.2 Business Arising from Minutes

5. Business General

5.1 Scotch Creek/Lee Creek Fire Hall Rebuild Requirements 6

Report from Derek Sutherland, General Manager, Community and Protective Services, dated January 8, 2024

Motion

THAT: the Committee of the Whole provide direction to Staff on the issue of rebuilding the Scotch Creek/Lee Creek Fire Hall and Community Centre as one facility or separating the buildings.

5.2 Parcel Tax Viability for Solid Waste Closure Taxation 9

Report from Jodi Pierce, General Manager, Financial Services, dated January 6, 2024.

Motion

THAT: the Committee of the Whole recommend Ad Valorem taxation for the tax requisition dedicated to Solid Waste Closure Reserves.

5.3 Overview of the draft 2024 Financial Plan (Budget)

Presentation by J. Pierce, General Manager, Financial Services.

- Budget process;
- Assessment trends;
- Mandates;
- Review of workbook;
- Questions;
- Public consultation.

A copy of the draft 2024-2028 Five Year Financial Plan is available on the [CSR Website](#) and a view only copy is available at the CSR office.

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 Committee at the next Committee of the Whole meeting.

Date: October 26, 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
C. Anderson	District of Sicamous Director	
Staff In Attendance	J. MacLean*	Chief Administrative Officer
	C. Robichaud	Deputy Corporate Officer
	J. Pierce	General Manager, Financial Services (Chief Financial Officer)
	C. Paiement*	Manager, Planning Services
	J. Freund	Legislative Clerk/Executive Assistant
*attended portion of the meeting		^electronic participation

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

The Chair called the meeting to order at 9:33 AM.

3. Adoption of Agenda

Director Gibbons requested a discussion about the appeals process for bylaw complaints. Added as Item 5.7.

Moved By Director Anderson

Seconded By Director Brooks-Hill

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

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

Moved By Director Lavery

Seconded By Director Trumbley

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

CARRIED

4.2 Business Arising from Minutes

None.

5. Business General

5.1 BC Assessment Presentation

Graham Held, Manager, Assessment Legal/Assessment Legal and Appeals, BC Assessment Authority to present.

Director Martin joined the meeting at 9:36 AM.

John MacLean left the meeting at 9:38 AM and returned at 9:41 AM.

5.2 Interior Health Authority Update

Anita Ely, Specialist Environmental Health Officer, Interior Health Authority, Janelle Rimell, Community Health Facilitator, Healthy Community Development and Marion Masson, Specialist Environmental Health Officer, Environmental Management presented on Water and Sewerage Servicing in Rural Residential Development.

Director Cathcart left the meeting at 10:46 AM.

John MacLean left the meeting at 12:00 PM.

The Committee recessed at 12:00 AM and resumed at 12:40 PM.

5.3 Remuneration Bylaw Review

[Remuneration Bylaw No. 5786](#)

Director Sulz returned to the meeting at 12:47 PM.

Moved By Director Martin

Seconded By Director Gibbons

THAT: the Committee recommend the Board add the Keeping it Rural Conference to the scheduled conferences listed in Remuneration Bylaw No. 5786.

CARRIED

Director Melnychuk left the meeting at 1:20 PM.

Moved By Director Gibbons

Seconded By Director Brooks-Hill

THAT: the Committee request the Board write a letter to SILGA and UBCM requesting a remuneration best practice guide for elected official compensation.

CARRIED

5.4 Community Works Fund Discussion

[Policy F-3 Electoral Area Community Works Fund](#)

The Committee had no questions regarding Policy F3.

5.5 Growing Communities Fund Discussion

Report from Jodi Pierce, Manager, Financial Services, dated August 5, 2023.

Director Sulz left the meeting at 1:33 PM.

Discussion:

General Manager, Financial Services to inquire if the Growing Communities Fund can be put into a reserve and determine where to use the funds at a later date.

Director Melnychuk returned to the meeting at 1:39 PM.

Moved By Director Trumbley

Seconded By Director Anderson

THAT: the Committee recommend the Board discuss the Growing Communities Funds allocation at the November Regular Board meeting, and the final allocation of funds be decided at the December Regular Board meeting.

CARRIED

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

[Policy F-29 BC Hydro Payment in Lieu of Taxes](#)

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

Moved By Director Martin

Seconded By Director Trumbley

THAT: the Committee defer the Payment-in-Lieu of Taxes (PILT) discussion to the next Committee of the Whole meeting.

CARRIED

5.7 Bylaw Appeal Process

Request from Director Gibbons

Discussion:

Director Gibbons asked staff for information on the bylaw complaint and appeal process. Staff guided the Committee to the CSRD website for information on the bylaw enforcement policy A-69.

General Manager, Financial Services gauged interest from Committee members on a quarterly Grant in Aid (GIA) structure. The Committee identified that an emergency contingency stipulation be considered and requested further discussion at the November EAD meeting.

6. Rise and Report

Moved By Director Simpson

Seconded By Director Trumbley

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

CARRIED

2:35 PM

CORPORATE OFFICER

CHAIR



COMMITTEE OF THE WHOLE REPORT

TO:	Chair and Directors
SUBJECT:	Scotch Creek/Lee Creek Fire Hall Rebuild Requirements
DESCRIPTION:	Report from Derek Sutherland, General Manager, Community and Protective Services, dated January 8, 2024
RECOMMENDATION:	THAT: the Committee of the Whole provide direction to Staff on the issue of rebuilding the Scotch Creek/Lee Creek Fire Hall and Community Centre as one facility or separating the buildings.

BACKGROUND:

The Bush Creek East Fire was the most devastating disaster to hit the CSR. In all, 176 structures were lost including the Scotch Creek/Lee Creek (SCLC) Fire Hall and Community Centre. The building was a cultural and social hub in the community and the loss has significant social effects on the community.

As Staff are contemplating the rebuilding process, they are considering the option of splitting the community services building and the fire hall to provide better service for each function.

Major Considerations:

- Splitting the services would require purchasing an additional property in the area because there is only one current (fire hall) property.
- There is no service area for a community centre as it was operated as part of the fire service. If a separate community centre was contemplated, there would have to be a service area created at some point which would require an assent process.
- The fire service area has sufficient Capital Reserves that it could buy property for a new Fire Hall, if required. However, there may be future tax increases to fund capital infrastructure repairs/replacements in the immediate to longer term.
- Splitting the projects would delay the rebuilding of a community centre or may result in the lack of a community centre if that were the desire of the electorate.

Or

- Staff can work to rebuild the facility as it was, with a joint Fire Hall and community meeting space.

In either case, Staff will work through a community engagement process to get the right fit for the community. Staff are asking the board to contemplate the options and provide direction to move the project forward as there could be additional budget considerations that are not within the current Draft 1 budget.

The current reserve fund balance for the Area F sub-regional fire service is \$1,594,745.

NEXT STEPS:

Staff are currently waiting on MIABC to provide guidance on the amount of insurance proceeds available to rebuilding the lost structure. Once the Board has provided guidance on how they would like to proceed with the rebuild a designer, project manager will be engaged to start the process.

Once the critical elements are established, staff and the project team will engage the community for input into the facility design.

Report Approval Details

Document Title:	2024-01-17_COW_CPS_SCLCFD_Rebuilding_Discussion.docx
Attachments:	
Final Approval Date:	Jan 12, 2024

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



Jodi Pierce



Jennifer Sham



John MacLean



COMMITTEE OF THE WHOLE REPORT

TO: Chair and Directors

SUBJECT: Parcel Tax Viability for Solid Waste Closure Taxation

DESCRIPTION: Report from Jodi Pierce, General Manager, Financial Services, dated January 6, 2024.

RECOMMENDATION: THAT: the Committee of the Whole recommend Ad Valorem taxation for the tax requisition dedicated to Solid Waste Closure Reserves.

BACKGROUND:

At the December 8, 2023 Board meeting, the Board approved the implementation of taxation within the Solid Waste function, for building the Solid Waste Closure Reserve, which is far too low to meet the legislated costs of landfills closure and post-closure monitoring. At that time, staff were directed to look at the feasibility of using parcel taxes for the closure costs.

Staff have used Ad Valorem taxation (taxes on land and improvements) as a method of taxation in the Draft 1 budget for the following reasons:

1. Regional Service – how do we compel our municipal partners to implement a parcel tax for the collection of the tax requisition? This Board does not have the jurisdiction to make policy decisions over other local governments which could result in mixed methods of taxation throughout the Regional District
2. Fairness and equity – a parcel tax would be the same amount per parcel throughout the regional district. There are several shared developments throughout the Regional District that have one parcel but multiple dwellings on these parcels. Having the shared development pay only one parcel tax adds the burden to other properties. Further commercial businesses typically generate more solid waste than single family dwellings and they would pay also pay exactly the same as single family dwellings. Finally, bare lots that do not generate any solid waste would pay the same as all other properties.
3. Capacity and resourcing – There are currently 41,220 occurrences on the BC Assessment completed roll. Each occurrence would need to be looked at to determine if it were taxable or not and the parcel tax roll needs to be completed and submitted by February 28. The existing parcel tax reviews take approximately 10 days to complete and an additional parcel tax of this size would add incalculable hours to that task.
4. Legislation - Currently there is no parcel tax bylaw yet established for the Solid Waste Function so we would be unable to tax via parcel tax in 2024.
5. Costs – Draft 1, with taxation via ad valorem taxation, shows the cost to the average residential taxpayer ranges between approximately \$8 and \$14 depending on the area and the average residential assessment. A parcel tax to generate the same tax revenue would be a minimum of \$12 if all 41,220 occurrences were to be taxable and all member municipalities implemented a parcel tax. However, we know through experience that not all parcels are taxable so the parcel tax would be higher than \$12.
6. Policy A-38 Method of Taxation. This preamble to this policy states that “the costs and administrative involvement is disproportionately onerous and should be minimized to the extent possible” and that Policy itself reads “That the Columbia Shuswap Regional District employ the parcel tax method of taxation only when all other more conventional methods of taxation have been excluded as being inappropriate.”

NEXT STEPS:

For all of the above reasons Staff respectfully suggest that ad valorem taxation is the most appropriate method of taxation for the Solid Waste Closure taxation.

Report Approval Details

Document Title:	2024-01-17_COW_FIN Parcel Tax viability for Solid Waste Closure.docx
Attachments:	
Final Approval Date:	Jan 12, 2024

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



Jennifer Sham



John MacLean