



# BOARD REPORT

**TO:** Chair and Directors

**File No:** BL5848, 2022

**SUBJECT:** Electoral Area F: Alternative Approval Process for North Shuswap Health Centre Society

**DESCRIPTION:** Report from Jennifer Sham, Corporate Officer and Manager, Corporate Services, dated July 11, 2022.

**RECOMMENDATION #1:** THAT: for the purpose of obtaining approval for the North Shuswap Health Centre Financial Contribution Service Area Establishment Bylaw No. 5848, 2022 using the Alternative Approval Process, the Board approve two hundred eighty four (284) as the fair determination of 10% of the eligible number of electors within the service area (Electoral Area F), this 21<sup>st</sup> day of July, 2022.

**RECOMMENDATION #2:** THAT: the North Shuswap Health Centre Alternative Approval Process Elector Response Form attached to this report, be approved by the Board, this 21<sup>st</sup> day of July, 2022.

**RECOMMENDATION #3:** THAT: the Board approve the 4:00 PM, Tuesday, September 6, 2022 deadline for receipt of submissions of Elector Response Forms for the Alternative Approval Process conducted for the North Shuswap Health Centre Financial Contribution Service Area Establishment Bylaw No. 5848, 2022, this 21<sup>st</sup> day of July, 2022.

## SHORT SUMMARY:

In accordance with the Community Charter, staff recommendations reflect the Alternative Approval Process (AAP) requirements: the Board must establish the deadline for the receipt of elector responses, establish elector response forms, and make a fair determination of the total number of electors of the area to which the approval process applies.

---

<b>VOTING:</b>	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
----------------	-------------------------	-------------------------------------	-----------------------------	--------------------------	-----------------------	--------------------------	---------------------------	--------------------------

---

## BACKGROUND:

The Board endorsed the Alternative Approval Process (AAP) to obtain the assent of the electors for the North Shuswap Health Centre Financial Contribution Service Area Establishment Bylaw No. 5848, 2022 (BL5848) at the [May 19, 2022 Regular Board meeting](#) and gave first, second, and third readings at the [June 21, 2022 Special Board meeting](#).

An AAP cannot commence until Inspector of Municipalities approval is received; BL5848 received approval on June 30, 2022.

In an AAP, eligible electors register their opposition to the initiative by completing an Elector Response Form and submitting it to the Corporate Officer before the deadline, rather than attending a voting place and casting a ballot.

Pursuant to the Local Government Act and the Community Charter, the requirements of an eligible elector are:

- 18 years of age or older;
- Canadian citizen;
- resident of BC for at least 6 months immediately preceding July 29, 2022;
- resident within Electoral Area F of the Columbia Shuswap Regional District **OR** registered owner of real property within Electoral Area F of the Columbia Shuswap Regional District for at least 30 days immediately prior to July 29, 2022; and,
- not otherwise disqualified by law from voting.

Approval is received if less than 10% of the eligible electors within the proposed service area sign and submit an Elector Response Form by the AAP deadline.

### **POLICY:**

[Community Charter, Section 86](#)

[Electronic Submissions for Alternative Approval Process Elector Response Forms Policy A-79](#)

### **FINANCIAL:**

The cost estimate for advertising of statutory public notices for the AAP is approximately \$2,750. Staff will place two consecutive advertisements in the Shuswap Market News (July 29 and Aug 5) and will endeavour to advertise in the North Shuswap Kicker, with an estimated cost of \$400.

In terms of the service, the annual costs for this service will be recovered through the collection of taxes levied against the value of land and improvements for those properties within the boundaries of Electoral Area F. The North Shuswap Health Centre Society manages the financial operations of the North Shuswap Health Centre and will receive the annual contribution.

### **KEY ISSUES/CONCEPTS:**

#### Deadline

The Board must establish a deadline during which qualified electors are required to submit the Elector Response Form if the electors are opposed to adopting BL5848. The deadline for submission of elector response forms may be no sooner than 30 days after the second publication in the local newspaper. Staff have scheduled the Statutory Notice of Alternative Approval Process for July 29 and August 5 editions of the Shuswap Market News, meeting the two consecutive advertising requirements. By setting the deadline for submission of elector response forms on Tuesday, September 6, 2022, electors will have no less than 30 days from the last newspaper publication to sign the response form and submit it to the CSRD Corporate Officer.

Note: calculations include weekends and statutory holidays, however, the deadline cannot fall on either; Monday, September 5 is Labour Day, therefore, the deadline date is the following day.

#### Elector Response Form

Electors are required to submit a completed Elector Response Form to the CSRD either by mail, hand delivery, or email, by the deadline date of 4:00 PM, Tuesday, September 6, 2022. Elector Response Forms will be available on the CSRD website and at the CSRD office, throughout the AAP. All Elector

Response Forms received will be reviewed by staff to ensure residency requirements and compliance with the Response Form.

A portion of the elector response form reads:

By completing this elector response form, I am certifying that I am OPPOSED to the adoption of "North Shuswap Health Centre Financial Contribution Service Area Establishment Bylaw No. 5548, 2022" that establishes a service to allow the CSRD to contribute annually to the North Shuswap Health Centre Society to operate the North Shuswap Health Centre in Electoral Area F.

#### Fair Determination of the Number of Electors

Staff calculated the total number of electors within the proposed service area using the 2016<sup>1</sup> and 2021<sup>2</sup> Statistics Canada Census data available. The 2021 Census data for Canadian Citizens is currently unavailable. The total number of residents in the 0-14 years old category in 2021 is 285. The total number of residents in the 15-19 years old category in 2021 is 80. Staff divided that number by 5 to get an estimated number of 18 and 19 year olds (32), with each year equally having 16 residents. The total number of residents ineligible to vote (under 18) is approximately 333.

Using the 2016 Census statistics, the total population in Electoral Area F was 2454 and of those, 2435 (99%) were Canadian Citizens. Staff applied this percentage to the 2021 Census statistics to best estimate the number of eligible electors.

The following is an estimate of eligible electors within Electoral Area F:

Total population = 3200

Estimated that 99% of the population are Canadian Citizens = 3168

Estimated population under 18 years of age = 333

Fair determination of eligible electors = 2835          Ten percent = 284

#### Results

After the AAP deadline passes, the Corporate Officer must determine and certify whether the valid elector response forms submitted met or exceeded the 10% threshold established for the AAP; this is final and conclusive. If 10% or more of the eligible electors sign and submit response forms, CSRD cannot proceed with BL5848 without holding an assent voting (referendum) opportunity. If the Board chooses to proceed with an assent vote, it must occur no later than 80 days after the AAP deadline (Saturday, November 19, 2022); however, there is an option to add an assent vote to the General Local Elections being held on October 15, 2022.

#### **IMPLEMENTATION:**

After the AAP deadline of September 6, 2022, the results of the AAP will be reported at the September 22, 2022 Regular Board meeting. Next steps will be dependent on the results of the AAP.

---

<sup>1</sup> <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

<sup>2</sup> <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/index.cfm?Lang=E>

**COMMUNICATIONS:**

Staff will publish notices in two consecutive editions of the local newspaper and will post to social media and the CSRD website. Further, additional social media posts will be scheduled to remind Electoral Area F residents about the elector response form and the submission deadline. The CSRD website will include additional information about the AAP and BL5848.

**DESIRED OUTCOMES:**

That the Board endorse the staff recommendation(s).

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

**Report Approval Details**

Document Title:	2022-07-21_Board_CA_BL5848_AAP.docx
Attachments:	- BL5848, 2022 North Shuswap Health Centre Financial Contribution Service Establishment.pdf - Elector Response Form_NSHC.pdf
Final Approval Date:	Jul 11, 2022

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

A handwritten signature in black ink, appearing to read 'Jodi Pierce', is written over a light gray rectangular background.

Jodi Pierce