



**PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting**

A G E N D A

for the meeting to be held on Thursday, January 16, 2014
in the Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC
following the Electoral Area Directors' Committee Meeting

1. **CALL TO ORDER:** *Director Hadland*

2. **DIRECTORS' NOTICE OF NEW BUSINESS:**

3. ADOPTION **OF AGENDA:**

4. **MINUTES:**

M-1 Rural Budgets Administration Committee Meeting Minutes of November 21, 2013.

5. **BUSINESS ARISING FROM THE MINUTES:**

6. **DELEGATIONS:**

7. **CORRESPONDENCE:**

C-1 For Ratification: Approved by consensus November 28, 2013.

November 27, 2013 letter from the Whiskey Jack Nordic Ski Club requesting a loan from the PRRD to pay its invoice to the Western Economic Diversification Fund.

C-2 December 10, 2013 Funding Amendment from the Golata Creek Recreation Society requesting \$3,364.74 from 2012 GIA funds to go toward placement of electric radiant style heaters and electrical upgrade in the Golata Creek Hall.

C-3 January 2, 2014 Funding Amendment from the Cache Creek Community Club requesting \$3,159.65 from 2005 GIA funds to purchase a tent for arena activities.

C-4 December 31, 2013 Funding Amendment from the Cecil Lake Recreation Commission requesting \$1,270.41 from 2010 GIA funds to go toward a pop dispensing machine and bar upgrades for the hall.

C-5 January 9, 2014 letter from Danyell Dutka, Team Manager, Dawson Creek Juvenile Girls Curling Team, requesting financial assistance for her daughter Taylor Dutka's travel to Alberta Provincials, February 28 – March 2, 2014 in High River, Alberta.

C-6 Annexation Impact Study Phase 2 – Final Draft Report October 2013.

C-7 Federation of Canadian Municipalities Annual Conference and Trade Show May 30-June 2, 2014 Niagara Falls, ON (authorization for a Director to attend – conference agenda is not available yet).

C-8 November 19, 2013 letter from UBCM regarding the Gas Tax Agreement Community Works Fund payment.

C-9 Thank you from Devereaux Elementary School students, teachers and PAC.

8. **REPORTS:**

R-1 Review of Rural Budgets Administration Committee policies.

R-2 Fair Share Allocation – Discussion (no written report)

R-3 Paperless agendas for EADC and RBAC – Discussion (no written report)

R-4 Financial Report – November 2013.

9. **NEW BUSINESS:**

10. **DIARY:**

11. **ADJOURNMENT:**

Handouts - C-10, R-4, R-5, R-6



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: November 21, 2013

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: Directors
Director Goodings, Electoral Area B, Meeting Chair
Director Hadland, Electoral Area C
Director Hiebert, Electoral Area D
Director Schembri, Electoral Area E

Staff
Kim Frech, Chief Financial Officer
Trish Morgan, Manager of Community Services
Diana Mitchell, Recording Secretary

Guest
Mike McConnell (D-1)

Call to Order The Chair called the meeting to order at 10:12 a.m.

DIRECTORS NOTICE OF NEW BUSINESS:

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

MOVED by Director Hadland, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee agenda for the November 21, 2013 meeting be adopted as follows:

1. **CALL TO ORDER:** - *Director Goodings*
2. **DIRECTORS' NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of October 17, 2013.
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
10:00 am
D-1 Mr. Mike McConnell, Peace River Regional Cattlemen's Association
Update on Live Stock Protection Program.

ADOPTION OF AGENDA: continued

7. **CORRESPONDENCE:**
 - C-1 November 4, 2013 letter from the Flatrock Community Cemetery Society requesting a grant to go toward the cost of fees for a zoning amendment.
 - C-2 November 5 and 7, 2013 emails from GW Solutions and Real Estate Foundation of BC Grant Application from Custodians of the Peace Country Society regarding request for funds toward the "Natural Gas Activity and Residential Water Supply Protection" project.
 - C-3 Thank you from the Rolla Community Cemetery Board for funds toward the columbarium.
 - C-4 November 1, 2013 letter from the BC Women's Institute requesting funds to complete participation in the EA process on Site C.
8. **REPORTS:**
 - R-1 November 14, 2013 report from Jill Rickert regarding the 2013 Volunteer Banquet Survey.
 - R-2 Financial Report – October 2013
 - R-3 Review of the Rural Budgets Administration Policies.
9. **NEW BUSINESS:**
10. **DIARY:**
11. **ADJOURNMENT:**

CARRIED.

ADOPTION OF MINUTES:

M-1
October 17, 2013
RBAC Minutes

ADOPTION OF MINUTES

MOVED by Director Hiebert, SECONDED by Director Hadland,
That the Rural Budgets Administration Committee Meeting Minutes of October 17, 2013 be adopted.

CARRIED.

DELEGATIONS:

Mr. Mike McConnell, Peace River Regional Cattlemen's Association provided an update on the Livestock Protection Program. He noted the program is working very well. There were 107 claims with compensation paid to cattle, bison and equine producers.

CORRESPONDENCE:

C-1
Flatrock Cemetery
request for funds

MOVED by Director Goodings, SECONDED by Director Hadland,
That the Rural Budgets Administration Committee approve \$1,050 from the Electoral Area B Cemetery Function to the Flatrock Community Cemetery Society to go toward the costs of Official Community Plan and Zoning amendments.

CARRIED.

CORRESPONDENCE: continued

C-2
Custodians of the
Peace Country Society
funding request

MOVED by Director Hadland, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve \$1,500 from the Legislative
Electoral Areas Budget – Miscellaneous to the Custodians of the Peace Country
Society toward the Natural Gas Activity and Residential Water Supply Protection
Project to be done by Gilles Wendling, GW Solutions Inc.

CARRIED.

C-4
BC Women's Institute
funding request

MOVED by Director Hadland, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve up to \$5,000 each from
Electoral Areas B & C BC Rail, for a total of up to \$10,000 to the BC Women's Institute
to go toward the Institute's participation in the Site C environmental assessment
process.

CARRIED.

C-6
Chetwynd Secondary
School Girls Volleyball
team funding request

MOVED by Director Schembri, SECONDED by Director Hadland,
That the Rural Budgets Administration Committee approve an \$800 Electoral Area E
Youth Travel Grant to the Chetwynd Secondary School Senior Girl's Volleyball team to
go toward travel to the Sports Provincials to be held in Duncan November 27 -
December 1, 2013.

CARRIED.

REPORTS:

R-1
Volunteer Banquet
Survey

MOVED by Director Schembri, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee continue to support the Volunteer
Appreciation Banquet annually in October and continue to support the banquet as a
separate event, independent of the Grants-in-Aid allocation meetings.

CARRIED.

R-2
Financial Report –
October 2013

Grants-in-Aid

- Staff to check on the status of the Sunset Prairie Recreations outstanding Grants-in-Aid; and
- Staff to send information to schools regarding funding for dry grad.

Fair Share

- Staff to request an update, from the Regional District of North Okanagan, on the Electoral Area Annexation Impact Study.

R-3
RBAC Policies

Recreation and Culture Grants

MOVED by Director Hadland, SECONDED by Director Schembri,
That the words 'in the same year' be added to the end of paragraph 2 in the Fair Share
Recreation and Culture Grants policy.

CARRIED.

Rural Recreational & Cultural Grants-in-Aid

The Rural Recreational & Cultural Grants-in-Aid policy was reviewed and revisions were made. Staff will update the document to reflect the revisions and report back to the Rural Budgets Administration Committee for adoption with all of the policies after all have been reviewed and updated.

ADJOURNMENT

MOVED by Director Hadland, SECONDED by Director Hiebert,
That the meeting adjourn.

CARRIED.

The meeting adjourned at 1:13 p.m.

Karen Goodings, Meeting Chair

Diana Mitchell, Meeting Chair

Whiskey Jack Nordic Ski Club

c/o 9508 113 Avenue, Fort St. John, BC V1J 2W9 250 785-0973

November 27, 2013

Area Directors
Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Dear Area Directors,

Re: Beaton Park Trail Expansion Project

First of all on behalf of the Whiskey Jack Nordic Ski Club I wish to thank the PRRD for its ongoing support for the club. Without your help we would not be able to achieve our goals.

As you are aware we received support from various levels of government (PRRD, Provincial Recreation grant, NDI, and Federal). In order to receive payment for invoices incurred, we need to submit those invoices to each government agent and when we receive the funds we pay the invoice.

One of our funders, the Western Economic Diversification Fund (WEDF), requires that *the invoice be paid* before they reimburse us. Their funding recipients are usually levels of government who have sources of money on hand to do things this way, but our small ski club does not have the \$29,936.41 needed to pay the outstanding amount on the invoice. (Their grant is for \$29,841.00.)

The WJNSC is requesting that the PRRD loan us funds to pay off this invoice until WEDF follows through on its reimbursement. The process should be relatively quick, within 30 days, as they are set up to do a direct deposit to us and all WEDF needs is proof of payment.

The WJNSC is able to contribute \$12,000 towards this discrepancy and we are asking the PRRD for a loan of \$17,936 to allow us to wrap up this invoice and obtain our WEDF grant.

Once again, thank you for your continued support of the ski club.

Sincerely yours,

Eliza Stanford
President, Whiskey Jack Nordic Ski Club

January 16, 2014

From: Sandia Wu [<mailto:Sandia.Wu@wd-deo.gc.ca>]
 Sent: 26-Nov-13 4:52 PM
 To: Eliza Stanford
 Cc: Kim Frech
 Subject: RE: accounting question

Hi Eliza,

Unfortunately, as per the agreement, WD reimburses for costs incurred and paid (please see section 3 of the agreement). Are you able to access a line of credit? You also mentioned that the Society continues to fundraise. As discussed, you are able to submit a claim until June 30, 2014 for eligible costs incurred up to March 31, 2014. I would recommend the Society explores these other options to account for the difference.

Please don't hesitate to contact me with additional questions or concerns.

Regards,
 Sandia

Sandia Wu
 Business Officer | Agente de développement économique
 Service Delivery Partnerships | Partenariats de prestation de services
 Western Economic Diversification Canada | Diversification de l'économie de l'Ouest Canada
 700 - 333 Seymour Street, Vancouver, B.C. V6B 5G9 | 700 - 333 rue Seymour, Vancouver, C.-B. V6B 5G9
Sandia.Wu@wd-deo.gc.ca
 Telephone | Téléphone 604-666-7063
 Facsimile | Télécopieur 604-666-2353
 Government of Canada | Gouvernement du Canada

From: Eliza Stanford [<mailto:eliza.s@telus.net>]
 Sent: Tuesday, November 26, 2013 2:04 PM
 To: Sandia Wu
 Cc: Kim Frech
 Subject: accounting question

Sandia,

Re: Beaton Park Trail Expansion Project

Here is a shortened version of our accounts:

The Peace River Regional District has so far paid out \$49,005.18. Their total commitment including the Provincial Grant (because they are administering that fund for us) is \$40,500 (PRRD) + \$115,600 (Prov) = \$156,100. Their remaining amount due to us is \$107,094.82, which they have just paid.

The NDIT funds are \$18,000. So $\$107,094.82 + \$18,000 = \$125,094.82$.

The recent *revised* invoice from Clean Harbours is \$155,031.31.

January 16, 2014

As you can see, we do not have sufficient funds from the remaining grants to pay this invoice, unless we receive the amount due from WED.

The discrepancy is \$29,936.49 and WED has promised us \$29,841.00.

I have cc-d Kim Frech from the PRRD as she is handling the administration of this project from their end, but I do not see how we can pay this invoice without getting your funds first. Small organizations such as ourselves do not have sufficient funds sitting in our bank account to pay such large invoices first and seek reimbursement later.

I am attaching a copy of it here.

Thanks,

Eliza Stanford



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:	Gilada Creek Recreation Society	Date: Dec. 10/2013
Contact:	Debbie Smith	Phone: 250-781-3304
Mailing Address:	Box 98 Cecil Lake, BC V0C 1G0	Fax: 250-781-3308
Email:	cbryns@xplornet.com	
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	2010	Have you completed this project? No/half is completed.
Current Project Description: (project for which funds were originally applied for)		
In 2012 we completed flooring to the new washroom facility. Not completed - Re varnish main hall floor - Renovate kitchen counters - eave straws and downspout on west side of building		
Amount Granted:	6200.00	Amount to Reallocate: 3364.74
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project: 3350.00		
Proposed New Project/Operational Expense: (reason for request and description of project, project budget)		
Furnace in the kitchen is not working and needs to be replaced but cannot replace with new energy efficient style furnace because the heat is not left on all the time. We will put in new electric radiant style heaters but need to update electrical to a 200 amp service first in December 2013 and the heaters in 2014.		
FOR OFFICE USE ONLY		
Funds Remaining: (showing last 3 years)	Current Project Name:	N/A
	Project Name:	N/A
	2010 Project Name:	Restoration main hall/entry
	Amount Available =	0
	Amount Available =	0
	Amount Available =	3364.74
Total Unused Funds =		3364.74
Notes: HAS NOT APPLIED FOR GUA SINCE 2010; DID NOT COMPLETE ALL 2010 PROJECTS, HOWEVER EMERGENCY W/FURNACE & HEATER HAS REQUIRED NEED FOR FUNDING TO COVER COSTS TO CORRECT ISSUE. PLEASE SEE ATTACHED ANNUAL REPORT; WILL APPLY IN 2014 FOR GUA TO CONTINUE PROJECTS.		



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "C" – Annual Report

Date of Report: Dec 10/13

Name of Organization: Golata Creek Recreation Society

Mailing Address: Box 98 Cecil Lake, BC V0C 1G0

Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)

2010

- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)

We finished the flooring in the hallway to the new washroom facility.

- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.

- a. What was accomplished or completed with assistance from Grants-in-Aid funding?

The flooring was completed in the hallway to the new washrooms.

- b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.

not completed was revarnish main hall floors
- renovate kitchen counters
- install eavestroughs and downspouts
on west side of building.

- c. What is your plan to complete your projects and/or events or utilize your operational cost funding?

Furnace not working in kitchen so need to reallocate remaining funds towards that and reapply for funding in 2014 to complete projects.

- d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

We would like to have all projects done by the end of 2014 year.

Schedule "C" - Annual Report

Expense Summary

Please provide a summary of costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2012 or 2011).

Amount of Approved GIA Funding in 2010 6200.⁰⁰
Less TOTAL Operational Costs paid for by GIA _____
Less TOTAL Capital Costs paid for by GIA 2835.26
Total GIA Funds Remaining for 2010 3364.74
2013

Please describe your plan for the funds remaining. (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

We have an emergency where the furnace quit working in the kitchen and need to reallocate the funds to first upgrade the electrical to a 200 amp service then apply for funding to install new heaters. The 200amp service will be done December 2013.

Authorization

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.

Board Member (Treasurer)

Name (print) Debbie Smith

Position: treasurer

Business phone: _____

Residence phone: 250-781-3304

Fax: 250-781-3308

E-mail: daryns@xplornet.com

Signature: Debbie Smith

Board Member

Name (print) Veronica Nelson

Position: President

Business phone: 250-781-3341

Residence phone: _____

Fax: 250-781-3331

E-mail: bvsg@xplornet.com

Signature: Veronica Nelson

THIS REPORT WAS PREPARED BY:

Name (print): Debbie Smith

Business phone: 250-262-7719

Fax: 250-781-3308

E-mail: daryns@xplornet.com

Residence phone: 250-781-3304

Signature: Debbie Smith

Retain a copy of this report for your organization's records.



7900.21
C-3

PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:	Cache Creek Community Club	Date: Jan. 2 '14
Contact:	Tammy Bovee / Ann Musgrave	Phone: 250-262-3263
Mailing Address:	PO Box 161	Fax:
Email:	tammy@fsjmail.com	
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	2005	Have you completed this project? NO
Current Project Description: (project for which funds were originally applied for) We have built an arena with the funds allocated and were approved for gravel with the remaining funds, but the gravel was donated in 2013.		
Amount Granted:	Amount to Reallocate: 3159.65 Area B	
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project: 2977.52		
Proposed New Project/Operational Expense: (reason for request and description of project, project budget) We would like to purchase a tent for arena activities such as gymkhana's. Last year it cost us \$700 to rent one and we think it would be a great asset for functions.		
FOR OFFICE USE ONLY		
Funds Remaining: (showing last 3 years)	Current Project Name:	Amount Available =
	2005 Project Name:	Amount Available =
	Project Name:	Amount Available =
		Total Unused Funds =
Notes: Talked to Trish Morgan regarding these funds on December 2013		

November 2012 Intended use was to purchase gravel; gravel then donated - therefore now asking to use toward tent (as per attached quote) as is necessary for Gymkhana activities. Approval of FA request will not utilize all 2005 GIA - approx \$182.13 will remain allocated to Cache Creek after claim for tent purchase is processed.

January 16, 2014

Quote ID **46735**
Effective Date Dec 16, 2013
Expiration Date Jan 15, 2014
ETA
Sales Rep Yiyun Lai

GST# **10558 7208 RT0001**
Payment Terms **PREPAYMENT**
Freight INCO Terms **CIP**
Ship Via **GROUND**
Service type **Normal**
Freight Payment Terms **Pre-paid**
Coordinator

Billing Address

Cache Creek Community Hall
PO Box 1044

Charlie Lake, BC V0C 1H0
CANADA

Contact Tammy Bovee
Email Ttbovee71@gmail.com

Shipping Address

Cache Creek Community Hall
HOLD FOR PICK UP ROSENAU TRANSPORT
6924 87 AAVE FORT ST. JOHN
FORT ST. JOHN, BC V1J0B4
CANADA

Phone 250-262-3263
Fax

Item#	Qty	Product description	Unit	Price		Discount		Net Price	
				Unit	Total	Unit	Total	Unit	Total
50.30.002M	1	Marquee System 10 X 10 X 8 Matrix	1,650.00		1,650.00	247.50	247.50	1,402.50	1,402.50
61.08.020	4	Kit Wall 10 X 8 Hybrid	220.00		880.00			220.00	880.00
20.00.051	2	Stack & Strap 8 Tube	18.00		36.00			18.00	36.00
30.60.581	1	Set-Up Kit Mq 400Ft Or Less	150.00		150.00			150.00	150.00
99.00.001	1	Freight Ground	190.00		190.00			190.00	190.00
Subtotal:					2,906.00		247.50		2,658.50

Total sales tax: **319.02**

Grand Total: 2,977.52

Comments :**CDN**

Unless elsewhere indicated, freight is an estimate only. Extra freight, if any, will be invoiced later

Important : Tentnology sales order terms & conditions apply to this order

X

print customer name

X

customer signature & date

Customer has read "terms and conditions" notice and is fully aware of its contents and conditions. Goods remain the property of Tentnology Co., until paid in full. Compound interest of 1.5% per month will be charged on all accounts not paid within 30 days of billing date.

Thank you for your business**International
Tentnology Corp.**

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BC, Canada, V3S 2A1 Fax: +1 604 597 8749 USA & Canada Toll Free: 1 800 663 8858



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:	<i>Cecil Lake Recreation Commission</i>	Date: <i>Dec 31/13</i>
Contact:	<i>Kari Ollenberger</i>	Phone: <i>250-262-6649</i>
Mailing Address:	<i>P.O. Box 138 Cecil Lake BC V0C 1G0</i>	
Email:	<i>kario@telus.net</i>	Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	<i>2010</i>	Have you completed this project? <i>Yes</i>
Current Project Description: (project for which funds were originally applied for)		
<i>In 2010 we built a Playground. This project is finished. We have \$1270.41 left in GIA funding</i>		
Amount Granted:	<i>28500.00</i>	Amount to Reallocate: <i>\$1270.41</i>
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project: <i>\$9648.00</i>		
Proposed New Project/Operational Expense: (reason for request and description of project, project budget)		
<i>We needed to upgrade our pop machine as we couldn't get parts or service for our old one any longer. Coca Cola wouldn't approve us for a soda machine as we couldn't maintain a \$300 per month supplies purchase. The committee voted to purchase pop in smaller containers locally + purchase a cooler to keep the beverages cold. We installed a roll top door that locks for "Closing Time" and repaired the wall space where the old machine was. The project was completed before "Wedding Season" for 2013</i>		
FOR OFFICE USE ONLY		
Funds Remaining: (showing last 3 years)	Current Project Name: Pop Dispensing Machine/bar Upgrades	Amount Available = \$2000.00
	2011 Project Name: Kitchen Upgrades	Amount Available = \$ 0
	2010 Project Name: Playground	Amount Available = \$1270.41
Total Unused Funds = \$3270.41		
2010 Playground project complete; Project costs for 2013 higher than expected plan to purchase soda dispensing machine ended up not being feasible; purchase of cooler more appropriate for hall needs and bar upgrades. 2010 GIA needs to be used as 3 yr period is now finished, would go towards additional cost of project. <i>ju</i>		

Taylor Dutka
C/O
Danyell Dutka
Box 63
Progress, BC
V0C 2E0



January 9, 2014

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC
V1G 4H8

Attention: Jerrilyn Schembri

I am writing to request financial assistance for my daughter, Taylor Dutka, as per your Youth Travel Grant. Taylor plays on a Juvenile Girl's Curling Team with 3 other youths from the Dawson Creek Area. The team competed in the Northern Regional Playdowns on December 14, 2013, and were successful in obtaining the PCA "B" berth to Alberta Juvenile Provincials, February 28 – March 2, 2014, in High River, Alberta. We are a new team with all four girls curling out of the Dawson Creek Curling Club. They are committed to the Junior program and practice every Monday night, although now I am sure they will be practicing a lot more!

The team, coach, and families will travel to High River, Alberta and spend at least 4 nights in hotels. The Youth Travel Grant will assist Taylor's family in fuel costs and accommodations. The projected travel and accommodation cost per team member is expected to cost about \$1200.00.

Taylor lives at 11387, Road 261 Progress, British Columbia – Electoral Area E. She is 12 years old and has lived at this address all her life. She attends McLeod Elementary School.

Thank you for considering Taylor as a recipient of the Youth Travel Grant. We look forward to sharing our experience at Provincials with you.

Sincerely,

Danyell Dutka
Team Manager of the Juvenile
Girls Curling Team

Juvenile Girls Curling Team
(Left to Right)
Skip: Taylor Dutka
Third: Emma Wendt
Second: Kourtnee Sargent
Lead: Chantelle O'Donovan
Coach: Jim Davies



January 16, 2014

At the Nov 21, 2013 RBAC Meeting Staff was requested to obtain an update from the Regional District of North Okanagan, on the Electoral Area Annexation Impact Study.

From: Anthony Kittel [mailto:anthony.kittel@rdno.ca]
 Sent: November-25-13 9:14 AM
 To: Diana Mitchell
 Subject: RE: Electoral Area Annexation Impact Study Update

Diane,

I have attached the draft report, which does require editing and some modification. If you need anything else, please feel free to contact me.

Anthony

From: Diana Mitchell [mailto:Diana.Mitchell@prrd.bc.ca]
 Sent: Monday, November 25, 2013 8:12 AM
 To: Anthony Kittel
 Subject: RE: Electoral Area Annexation Impact Study Update

Hi Anthony

Thank you for your prompt reply. If you could provide us with the draft report that would be great.

Thank you,
 Diana Mitchell
 Executive Assistant
 Direct: 250-784-3207
Diana.Mitchell@prrd.bc.ca

From: Anthony Kittel [mailto:anthony.kittel@rdno.ca]
 Sent: November-25-13 9:07 AM
 To: Diana Mitchell
 Subject: RE: Electoral Area Annexation Impact Study Update

Good Morning Diane,

The draft final of the Electoral Area Annexation Impact Study was presented to the Board of Directors on November 20, 2013 and there was quite a bit of debate. The final report will be presented to a Committee of the Whole by Urban Systems in January 2014. I can provide you with the draft report, although there are some edits that will be undertaken to reflect both staff and Director comments.

Anthony

Anthony Kittel

MES, MCIP, RPP, LEED-AP

Regional Growth Strategy Coordinator
 Regional District of North Okanagan
 9848 Aberdeen Road
 Coldstream, BC V1B 2K9
 Phone: (250) 550-3750
 e-mail: rqs@rdno.ca

January 16, 2014



**REGIONAL DISTRICT
of
NORTH OKANAGAN**

REPORT

File No.: 3045.10.10

TO: Electoral Area Advisory Committee
FROM: Planning Department
DATE: October 22, 2013
SUBJECT: Electoral Area Annexation Impact Study: Phase II

RECOMMENDATION:

That it be recommended to the Board of Directors the Urban Systems final draft report titled "Annexation Impact Study Phase 2 for the Regional District of North Okanagan: Final Draft Report" be received for information.

DISCUSSION:

Urban Systems Inc. completed Phase I of the Electoral Area Annexation Impact Study on February 2, 2012 and was requested to undertake Phase II of the Project, which examined the cumulative financial, social, environmental, land use and service delivery impacts of annexations on Electoral Areas. Phase II was expected to result in recommended actions that the Electoral Area Advisory Committee could consider for Phase III of the project. The Board of Directors passed the following resolution on February 15, 2012:

"That Phase II and Phase III of the Electoral Area Annexation Impact Study be undertaken, after a review of the project Terms of Reference, as budgets allow."

Phase I of the Study was received with much interest from the Province and regional districts. Prior to undertaking Phase II, the Board of Directors requested on February 15, 2013 that the Ministry of Community, Sport and Cultural Development, Union of British Columbia Municipalities and regional districts consider a contribution to Phase II of the Study. The following regional districts assisted with funding this project:

- Fraser Valley Regional District
- MetroVancouver
- Regional District of Bulkley-Nechako
- Regional District of East Kootenay
- Thompson-Nicola Regional District
- Peace River Regional District

Urban Systems commenced work on Phase II in June 2012. Urban Systems provided an interim report, revised Project work plan, a summary of the analysis and preliminary conclusions that were reviewed by the Electoral Area Advisory Committee (EAAC) at a May 9, 2013 workshop.

Urban Systems has used Regional District staff and EAAC comments and input when refining of the analysis of Phase II. Based upon the outcomes of the analysis of annexation impacts and the tools that are currently available to regional districts and municipalities, Urban Systems has suggested several actions that EAAC could consider when defining Phase III of this Study.

January 16, 2014

The attached “**Annexation Impact Study Phase 2 for the Regional District of North Okanagan: Final Draft Report**” includes the consultants’ comprehensive analysis, conclusions and recommended next steps. The Electoral Area Advisory Committee has the opportunity to provide comments prior to finalizing the Phase II report.

BACKGROUND/HISTORY:

The Regional District of North Okanagan (RDNO) Electoral Areas “B” and “C” have experienced significant annexation application activity over the last 20 years. Annexation activity has also occurred within Electoral Area “D” over the last 20 years. The EAAC, on May 12, 2010, was asked to select three priority 2010 planning projects. The Board of Directors, on June 2, 2010, passed a resolution that supported undertaking an Electoral Area Annexation Impact Study to determine the impacts of incremental annexation was a top priority planning project for 2010.

The Electoral Area Annexation Impact Study was proposed to be undertaken in three phases. Phase I: Review Existing Situation is the foundation of the Study and was used to refine the Terms of Reference and scope of work for Phase II: Cumulative Effects of Unincorporated Annexations. Phase III: Protocol Agreement will be based upon the outcomes and recommendations of Phase II of the Study.

Urban Systems was selected to conduct Phase I of the project and presented the final Electoral Area Annexation Impact Study: Phase I Report at the February 2, 2012 EAAC meeting. Urban Systems was requested to undertake Phase II of the Project. Phase II was initiated in June 2012 and, based upon the outcomes of Phase I, have provided a detailed evaluation of the cumulative effects of annexation on unincorporated areas in the RDNO and recommendations for consideration prior to Phase III of the Study.

SUMMARY OF FINDINGS:

Phase II of the Electoral Area Annexation Impact Study explored the potential impact of annexation in the Regional District of North Okanagan by reviewing information, examining case studies, identifying areas of concern, and suggesting potential strategies to consider when defining Phase III or undertaking other initiatives.

Financial Impacts on Service Provision

The Study found that the most significant cost for a single service in the electoral areas was for fire protection. In Electoral Area “B”, fire protection makes up 12% of the total tax levy. In Area “C”, Silver Star Fire Protection and BX/Swan Lake Fire Protection both require significant levies. In Area “D”, Lumby Fire Protection makes up 22% of the total levy. The remaining levies in each electoral area are for a variety of smaller services, including street lighting and animal control. The BX/Swan Lake Fire Protection Service was identified as one of the most vulnerable services to incremental annexation.

Cost of Boundary Extension to Municipalities

The Study undertook a cursory examination of the financial impacts of small annexations on municipalities and concluded that financial liabilities are often assumed with the cost of servicing and upgrading existing rural road infrastructure. This financial liability is in addition to direct infrastructure service costs that may be related to the extension of a service area to provide new water, sewer and other local services. In addition to these direct costs, Urban Systems has indicated that it is a common

recognition in local government circles that residential development does not pay its way in relation to the total cost of services received by a residential property.

Land Use

The impact of annexation on land use was studied, with a focus on land use planning coordination regarding:

- Applications in fringe areas;
- The impact of annexations on land in the Agricultural Land Reserve; and,
- Municipal boundaries and land use.

The Study found that land use planning is generally not coordinated between the Regional District and member municipalities, but there is potential for greater collaboration on land use planning across boundaries with the new Regional Growth Strategy (RGS). There are also prospective strategies to increase coordination of land use planning between the rural and urban areas through multi-party advisory committees or a fringe area planning policy.

Agricultural Land Reserve

The Study explored the potential exclusion of Agricultural Land Reserve (ALR) after annexation into a municipal jurisdiction. Property in the ALR is protected by provincial legislation irrespective of municipal boundaries, although it was acknowledged by the Agricultural Land Commission that the pressure to develop increased with access to municipal services.

Community Identity

The Study examined the potential impact of annexation on community and social neighbourhoods within Electoral Areas. Concerns were raised that annexations were fragmenting communities and the social fabric of Electoral Areas. A community within an electoral area was identified as a geographic area where residents share involvement in a majority of the following features:

- improvement districts;
- community facility or amenity;
- fire department; and/or,
- community organization.

Further exploration regarding the definition of, and annexation impacts on, community identity should be considered by the Electoral Area Advisory Committee.

PHASE III: ANNEXATION PROTOCOL AGREEMENT

Phase II has provided recommendations and conclusions for consideration when defining Phase III of the Project. Phase III would also incorporate the analysis developed in Phase II with the proposed joint protocol framework proposed by the Ministry of Community, Sport and Cultural Development.

This action may involve negotiation and agreement with the affected municipalities, Regional District, provincial agencies and the Ministry. The results of Phases II and III could provide guidance to other regional districts and the Ministry regarding annexation application policies, process and inter-jurisdictional protocols.

The attached Phase II draft final report provided details regarding the proposed protocol agreement, as well as other recommendations for the Electoral Area Advisory Committee to consider for Phase III.

SUMMARY:

The attached Phase II final draft report from Urban Systems represents an exploration of the cumulative impacts of annexation within the Electoral Areas and has identified a series of recommendations for consideration. The Electoral Area Advisory Committee has the opportunity for further comment prior to finalizing the Phase II report.

If the Electoral Area Advisory Committee (EAAC) agrees to proceed with Phase III of the Electoral Area Annexation Impact Study, the potential recommended actions will form the basis of the approach selected.

It is recommended the Urban Systems October 2013 draft report titled “Annexation Impact Study Phase 2 for the Regional District of North Okanagan: Final Draft Report” be received for information.

Submitted by:



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Approved For Inclusion:

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General Manager, Planning and Building



Trafford Hall, Administrator

January 16, 2014



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Annexation Impact Study Phase 2

for the
Regional District of
North Okanagan

**Final Draft Report
October 2013**

URBAN
systems

January 16, 2014

Regional District of North Okanagan

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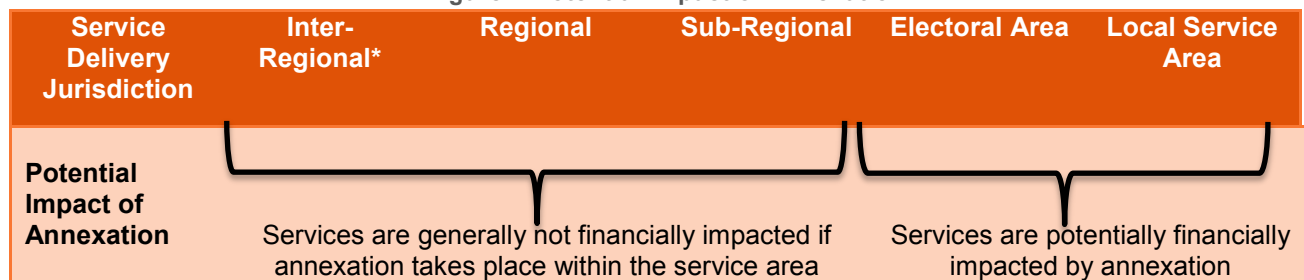
Executive Summary

This report studied the potential impact of annexation in the Regional District of North Okanagan (RDNO) by reviewing data and case studies, identifying areas of concern, and presenting potential strategies to consider in future work. The study examined and provided mitigation strategies for the potential impact of annexation on service delivery, financial, land use, and community in electoral areas. Within the RDNO, the study area was the northeast (BX/Swan Lake) and west (the Commonage) of the City of Vernon, west Enderby, and northwest Lumby.

The study first reviewed the findings from Phase One of this study completed in early 2012. The central finding of that phase was that large annexations were not currently a concern in the RDNO, but smaller property-by-property annexations were occurring without the level of scrutiny that a large boundary restructure would require from the stakeholders. The study then provided the current context of the regional district, including roles and responsibilities, voting structure and annexation pressures.

A key concern was the impact of annexation on the long-term sustainability of services in electoral areas. A review of service delivery found that the majority of services in the rural areas are regional or sub-regional in nature, and thus are not significantly financially impacted by annexation. Electoral area and local service area services may be financially impacted by annexation; however, the magnitude of the impact is relatively small within the context of overall regional district services. This potential impact is demonstrated in Figure i. The provincial government will institute mitigation measures if an annexation has significant impact on a regional district service, but does not consider the cumulative effect of multiple small annexations.

Figure i: Potential Impact of Annexation



A detailed review was conducted examining the financial impact of annexation. This review examined historical and current tax impacts for residents in electoral areas, tax comparison between municipal and electoral area properties, and the financial impact of boundary extensions on municipalities. Concern was raised that taxes had increased for electoral area residents due to assessment loss from annexation and that the financial sustainability of electoral area services were at risk. An analysis of the financial data found that between 1992 and 2012 the changes in the RDNO electoral areas have been as followed:

- Significant increase in assessment values;
- Significant increase in the number of folios;
- Increases in levies for each service; and,
- Corresponding service level enhancements (policing, capital requirements for fire protection, provincial and federal regulation for water quality, as specific examples).

The study found that it was difficult to speculate on the level of impact each contributing factor had on the increasing electoral area tax levies. It appeared there had been no large shifts in tax rates within electoral areas due to annexation alone - though tax levies have increased dramatically, these costs have been made up for in substantial growth of assessment. Still, a review of the impact on services found that there was potential financial impact from annexation on specific (i.e. local) services.

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The impact of annexation on land use was studied with regard to the coordination of land use planning, especially in the fringe areas, the impact on land in the Agricultural Land Reserve, and municipal boundaries and land use. The study found that land use planning is generally not coordinated between the Regional District and member municipalities, but there is potential for greater harmonization of land use across boundaries with the new Regional Growth Strategy (RGS). There are also prospective strategies to increase coordination of land use planning between the rural and urban areas through multi-party advisory committees or a fringe area planning policy.

The study of land use continued, exploring the concern of loss of Agricultural Land Reserve (ALR) with the inclusion of protected land into a municipal jurisdiction. Property in the Agricultural Land Reserve is protected by provincial legislation irrespective of municipal boundaries, although the pressure to develop when access to municipal services (especially sanitary sewer) are provided was acknowledged. One suggestion was to formalize the review by the Agricultural Land Commission for any proposed annexation involving ALR land within some form of agreement between the Regional District and its elected representatives. Finally, this section reviewed municipal boundaries, including proposed ultimate boundaries, and their relationship to future land use and the RGS growth areas and rural protection areas.

The next section examined the potential impact of annexation on the community and social neighbourhood of an area. The concern was raised that annexations were fragmenting communities and the social fabric of an area. To assess the impact the concept of community, particularly in an unincorporated area, a definition and criteria were developed. A community within an electoral area was identified as a geographic area where residents share involvement in a majority of the following features: improvement districts, community facility or amenity, fire department, or community organization. It was found that though there are a number of stand-alone communities in the RDNO that meet this definition, none of them are currently near municipal boundaries and thus vulnerable to annexation.

On a more detailed scaled, the study examined the role of social neighbourhoods. The RDNO's 2003 policy on Municipal Annexation indicates that the Regional District will generally only support the annexation of blocks of properties to "preserve established social neighbourhood identities." After considering the current listing of social neighbourhoods in the policy, as well as those suggested from stakeholders and the BlockWatch program, the study recommends that Regional District's policy on annexation be further developed. This could include the addition of maps of social neighbourhoods to increase the effectiveness of this policy for the Regional District to respond to annexation referrals or negotiate a protocol agreement.

In order to identify how the study of services, finance, land use and community relate to the specific situation in the RDNO, case studies were undertaken. These case studies explored both past and potential annexations and the impact of annexation on different areas.

The outcome of the study is a series of analysis and decision support tools that should be considered for further development and refinement as part of Phase 3 of this study. These tools are detailed below.

1. **Fringe Area Planning-** A policy and process to improve land use coordination between neighbouring jurisdictions by referring Official Community Plan amendments, re-zonings, and development permits on the municipal/electoral area boundary to the neighbouring jurisdiction.

This policy could provide a process of shared input on land use decisions on both sides of municipal boundaries. The policy would improve and formalize areas of collaboration through referrals between member municipalities and the Regional District on issues such as re-zoning and subdivision applications, OCP bylaw and amendments, annexation applications, and regionally significant developments.

2. **Regional Growth Strategy Implementation Agreement-** An inter-jurisdictional or inter-governmental/agency commitment to Regional Growth Strategy implementation.

There are only a few examples of regional districts choosing to pursue Implementation Agreements, in part because the final agreement requires the approval of Provincial cabinet, which is an onerous

process. Similar benefits may be found in signing Memorandum of Understandings or an agreement on work plans to ensure participating parties are communicating, identifying common priorities and agreeing to clear processes.

3. **Annexation Protocol-** An agreement between the Regional District and participating municipalities to improve the annexation process by defining roles, process, and information exchange and communication between all signatories.

An Annexation Protocol could improve the annexation process for all parties and achieve a higher level of involvement in the annexation process. The protocol recognizes the importance of effective relationships and clear and consistent communication between the parties throughout the annexation process. The study provides an overview of components of a protocol, including purpose, participating parties, guiding principles and shared objectives, and protocol provisions. There are a number of different approaches to consider in protocol provisions, including communication, finance (including cumulative impacts), land use, decision making process, non-annexation areas, planning for boundary expansion, and required amendments to current policies. The role of this protocol would be an agreement between participating parties regarding the annexation process and may include specific agreements and commitments regarding boundaries or areas for consideration of annexation.

4. **Annexation Decision Support Tool-** A decision support tool can be used by the Regional District to assess annexation application referrals. These questions relate to services, finance, land use, and community.

The Decision Support Tool was developed in two parts. The first part is to provide a summary of factual information regarding an annexation proposal. This would include information on current number of properties, assessment, services, land use and community components. The second part of the tool is an evaluation of impacts and risk of an annexation on the objectives and services of the Regional District. This tool can be applied in tandem with the Vulnerability Index that is described below.

The evaluation tool is provided in Figure iii. It provides potential risks the Regional District should be reviewing to determine the level of impact an annexation may have on the Regional District, and assist the Regional District in its decision to support or oppose an annexation request referral. By reviewing the potential service delivery, financial, land use, and community impacts, the Regional District can provide an informed, measured response to a municipality's referral. The level of impact refers to the impact on the regional district's ability to plan and govern for services, finance, land use and community.

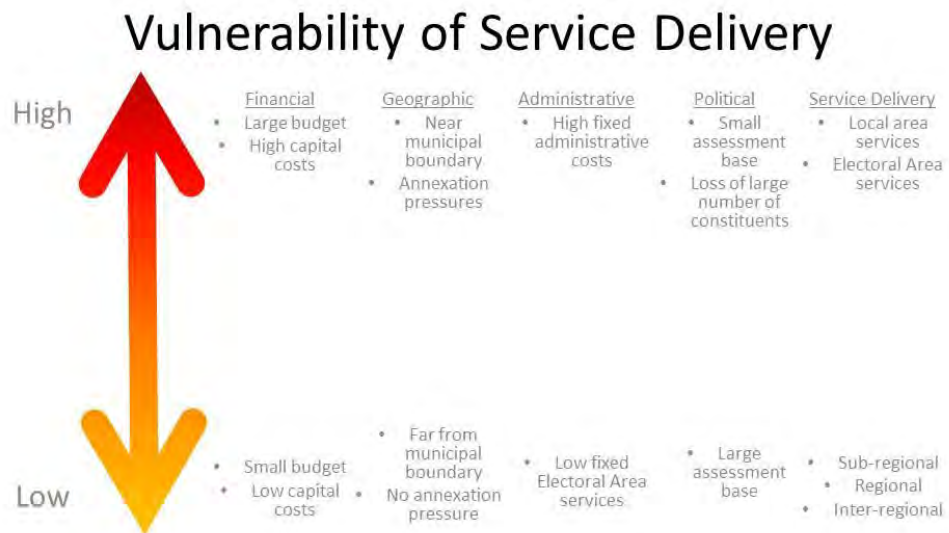
Figure iii: Decision Support Framework for Annexation Application Referrals

Theme	Potential Risk	Low Risk	High Risk	Recommended Strategy/Comment
Service Delivery	Sustainability of regional district services (by individual service)	Overall low vulnerability according to the Vulnerability Index	Overall high vulnerability according to the Vulnerability Index	Provincial mitigation measures apply if loss is 5-10% of service area assessment, but does not consider cumulative impact
	Geographically and politically vulnerability of services	Large service area with high assessment and number of folios	Small service area with low assessment and number of folios	Explore opportunities to combine service areas where appropriate
Financial	Financial vulnerability of the service	Inexpensive service with low capital costs (i.e. street lighting)	Expensive service with high capital costs (i.e. fire protection)	- Explore alternative service arrangements for high risk services - Ensure that life-cycle and asset rehabilitation costs are factored into capital cost review of services
	Cost increases for remaining electoral area residents related to services	Little to no increase in cost	Large increase in cost	Provide information to the provincial government as part of the referral process
Land use	Loss of Agricultural Land Reserve land	Applicant does not intend to request removal from ALR	Applicant intends to request removal from ALR and has support of municipality	Include additional agreement in protocol to protect agricultural land
	Loss of rural protection land	Applicant and municipality does not intend to apply for new RGS designation	Applicant and municipality does intend to apply for new RGS designation	Firm commitment to the RGS by all signatories, with appropriate strategies to uphold the designations
Community	Fragmentation of community	Not a recognized community/social neighbourhood or annexation of entire community/social neighbourhood	Application for small number of properties or component of a community/social neighbourhood	Identification and delineation of social neighbourhoods within electoral areas

Vulnerability Index- The vulnerability index is a tool to evaluate the financial, operational, administrative and political vulnerability of services and their delivery method in light of annexation activity. A tool to evaluate the vulnerability of services provided by the Regional District to the impact of annexation.

The characteristics of services were mapped according to low or high vulnerability, as seen in Figure ii. Two strategies to reduce vulnerability of service delivery were provided. The first was the provision of extra-territorial services, that is, providing services outside a boundary. The second approach, already employed in the Regional District of North Okanagan, was the delivery of services on a sub-regional basis.

Figure ii: Vulnerability of Service Delivery



This study provides an overview of the regional district context and reviews the potential impacts of annexation on services, finance, land use and community through analysis and case studies. It then provides evaluation and process tools to assist the Regional District in responding to annexation application referrals and to improve the annexation process for all parties involved. The information provided within these tools provides a strong foundation for Phase Three of this project, the development, and further refinement of the preferred tools to assist the Regional District in addressing the impacts of annexations.

1.0 Introduction

The Regional District of North Okanagan (RDNO) is interested in further analysis of the potential impact of municipal annexation on electoral areas in the regional district. This includes a detailed financial analysis, review of sustainability of services within the electoral areas, as well as a discussion on the impact on the qualitative aspects of community.

In June 2011, the RDNO commissioned Urban Systems Ltd. to undertake Phase One of this study of annexation. A final report was produced and presented to the Electoral Area Advisory Committee in February 3, 2012. Based on the results of that study, the Electoral Area Directors decided to continue with a more in-depth analysis of the impact of annexation.

This report builds on past work, and provides additional level of detail as well as providing examples that can be used as the RDNO moves towards creating a new protocol on boundary extensions to coordinate with its municipal partners. A list of all interviews conducted for these phases is provided in Appendix A.

The scope of the study area is the whole Regional District of North Okanagan, though only a small number of locations are currently facing annexation pressures. Most notably, the areas north (Swan Lake), east (BX), and west (Commonage) of the City of Vernon face ongoing annexation applications. Other areas of interest are adjacent to the Village of Lumby and west of the Village of Enderby.

This report will provide foundational information that can inform Phase 3 of this study. Two potential strategies that are identified are a fringe area planning policy, with joint planning involvement of the affected electoral areas and municipalities, and an annexation protocol to improve the decision making process and outcome for all parties involved in municipal boundary changes.

1.1 Background

The first phase of the study was completed in early 2012. This initial phase provided an introduction to the topic and reviewed historical annexations, regional district services, local government planning documents, and provincial policy documents.

More specifically, the report provided a:

- Review of the study area (population, boundaries, political representation, services, land use planning);
- History and policy review of annexation within the study area;
- Provincial, regional and municipal annexation legislation and policies; and
- Jurisdictional review of annexation policies and processes across Canada.

The annexation history revealed a number of interesting and concerning findings. Though initially the RDNO Electoral Area Directors indicated their concerns regarding large annexations such as the 1993 annexation of Okanagan Landing, the review of recent annexations found that small, incremental annexations have become more prevalent and applicable to the concerns raised. These small annexations do not appear to receive the level of scrutiny that a large boundary restructure would require from the stakeholders (municipal, provincial, regional district, and residents). As well, though the Provincial government has policy in place to provide mitigation measures for annexations, this measure is not triggered by the smaller, more incremental annexations that have been occurring in recent years. It is this “death by 1,000 cuts” which was the original concern raised by the RDNO Electoral Area Directors, and outlined in the original phase of the research.

The review of history, interviews, policies, and literature, reveals issues related to four key themes: land use, servicing, governance, and financial/other considerations. The financial issues include the financial sustainability of regional district services. There are potential mitigation measures that can be implemented

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to compensate the regional district if more than 5-10% of the service area is annexed or a similar amount of revenue would be lost. Still, these measures are time limited (usually five years) and the mitigation would not be triggered by the small annexations that may be slowly reducing the number of properties participating in a regional district service. The other financial impact is tax rates, based on the differing tax rates and structure for rural and incorporated areas. The tax rates may be held at the rural rate for the newly annexed residents for a period of time, which has an effect on both those property owners and the municipality as a whole. This issue also includes the social and cultural impacts which were raised by the elected officials through a series of interviews. There is a concern that the annexations may disrupt the cohesive nature of existing neighbourhoods and communities.

The second theme addressed in the issues was land use planning. This came from a concern that annexation leads to urban sprawl and greater densification in an otherwise rural area. It was found that some annexation is a precursor to further development, while others occurred where there was already some existing development in place. For example, the annexation of part of the Commonage occurred before the development of Predator Ridge, while the Okanagan Landing area was annexed into the City of Vernon when there was already a population of over 5,000 people living in the area. The recent approval of a new Regional Growth Strategy (RGS) for the Regional District of North Okanagan attempts to bring consistency to land use planning at a regional scale, regardless of municipal and electoral area boundaries. The 'Rural Protection Boundary' in the RGS is particularly applicable to this discussion, and should be referenced in any future annexation applications.

The other concern regarding land use was the protection of agricultural land. Land that is within the Agricultural Land Reserve (ALR) is governed by the provincial Agricultural Land Commission (ALC). Regardless of municipal boundaries, non-farm use is restricted on ALR land, and an application to the ALC with the support of the local government is required to pursue non-farm use, exclusion, or subdivision. Although municipal boundaries do not technically impact ALR decisions, staff from the Commission have expressed concerns that municipal annexations add to the pressure of expanding the urban boundary and potentially cause additional conflicts along the urban-rural fringe area.

The final land use issue was environmental protection. This related to real and perceived pressure on environmentally sensitive land to be developed for residential or commercial purposes upon annexation. It also related to the introduction of services, particularly sanitary sewer, in order to protect the environment. The main driver of some of the annexations that have taken place within the study area is the delivery of sewer to areas where septic systems are failing and raising environmental concerns. The annexation of Okanagan Landing is one example of this situation. Annexation applications continue to be made asking primarily to be connected to the City of Vernon sewer system. The City aligns sewer servicing with annexation by policy, and does not allow one without the other. Servicing, particularly the delivery of urban level services of water and sewer, is a very important issue in the annexation discussion.

The concluding issue is that of governance, particularly related to political representation. With annexations, population is moved from unincorporated areas to the municipality, potentially changing the strength and number of representatives both municipally and for the electoral areas of a regional district.

From these key issues, an *Issues and Services Matrix* was developed as a framework to demonstrate and evaluate the potential impact of annexation on the delivery of services and other issues of concern that arose through the research process. A number of case studies, selected from recent annexation applications to the City of Vernon, were then analyzed. This review found that a majority of recent annexation applications were small in nature (one or two lot annexations), some that had applied multiple times for annexation in the past. In many cases, the Regional District of North Okanagan did not support the annexation. The annexation of properties that were located in the Agricultural Land Reserve were not supported by the Agricultural Land Commission, due to the potential of exacerbating urban-rural fringe area conflicts. Many applications, if approved, would also mean a financial loss for the municipality because of the increases in road maintenance and other servicing costs. Despite the concerns expressed, all applications identified as case studies were approved by the Ministry of Community, Sport and Cultural Development, as they met their statutory and regulatory conditions for small boundary extensions. These issues are summarized in Appendix B.

The central outcome of this research was problem definition – that is, are small, lot by lot, annexations being approved, contrary to local and provincial policy? The culmination of the research found a potential lack of integration of these issues for all parties involved in the overall annexation decision making process. This was identified as being in part because of the process and the differing powers of the participants, including the municipality, regional district, Agricultural Land Commission and Provincial government. As well, there is a lack of integration of the issues – finance, land use, servicing and governance – in the annexation approval process by the key organizations.

Figure 1.1: Roles and Decision-making Power of Key Organizations in the Annexation Process

	Governance	Land Use	Servicing	Finance
Regional District		○	○	○
Municipality	○	○	○	○
Ministry of Community, Sport and Cultural Development	○		○	○
Agricultural Land Commission		○		

With extensive work defining the problem and analysing the issues, recommendations were made that there was a need for greater integration of the issues when decision were being made regarding annexation applications. This recommendation applied to all parties involved in the annexation process.

1.2 Report Objectives

The purpose of this report is to answer the following questions:

1. How are services provided in the RDNO, and how does annexation impact services in electoral areas?
2. How does annexation impact taxation and the ability to finance services?
3. How does annexation impact land use?
4. How does annexation impact communities?
5. How are services vulnerable to annexation? What strategies are there to reduce vulnerability?

The answers to the above questions will help inform the development of a potential protocol agreement on annexation to be developed with member municipalities.

1.3 Report Structure

This report is organized into the following main sections:

Section 1 provides an introduction to the report, report structure, and background on the first phase of the project.

Section 2 provides the context in the North Okanagan Regional District. This includes a map, table of political representation, role of the Regional District in service delivery, voting structure, and current annexation pressures within the study area.

Section 3 reviews services, including a listing of services provided in the RDNO and consideration of how annexation impacts services in the electoral areas.

Section 4 provides a financial analysis, asking the question “How does annexation impact taxation and the ability to finance services?” This speaks to the concern that taxes have increased for electoral area residents due to property assessment loss from annexation.

Section 5 reviews the issues related to land use and explores the impact of annexation. Land use issues include density of development, land in the Agricultural Land Reserve, fringe area planning and the Regional Growth Strategy.

Section 6 explores how annexation impacts communities. To explore this topic a definition of community is developed and evaluated against RDNO policy and current neighbourhoods in the study area.

Section 7 presents case studies to provide examples of the potential impact of annexation, based on the issues of services, finance, land use and community.

Section 8 presents potential tools and approaches the Regional District could apply to improve the annexation process. These tools are Fringe Area Planning, Regional Growth Strategy Implementation Agreement, Annexation Protocol, Annexation Decision Support Tool, and Vulnerability Index.

Section 9 reviews the findings of the research and provides a conclusion to the report.

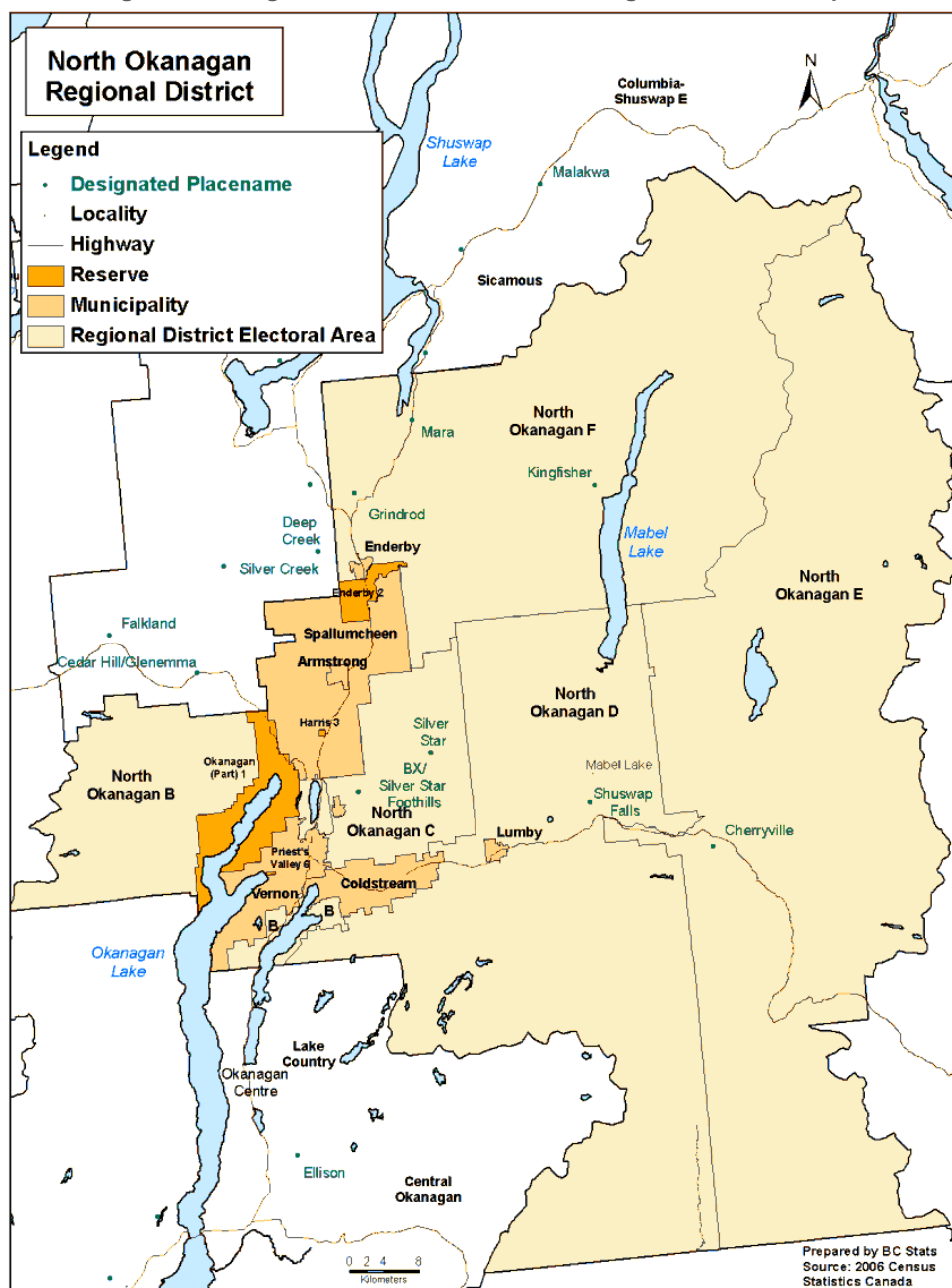
The appendices offer background information on services and participating jurisdictions, financial requisition of services, interviews and research, and applicable annexation and land use policies.

2.0 Current Context

2.1 Regional District of North Okanagan

The RDNO consists of six member municipalities (City of Vernon, Township of Spallumcheen, District of Coldstream, Village of Lumby, City of Enderby, and City of Armstrong) and five electoral areas (B, C, D, E and F) as illustrated in Figure 2.1.

Figure 2.1: Regional District of North Okanagan Overview Map



2.2 Study Area

For the purpose of this project, the study area consists of:

- City of Vernon and District of Coldstream and the surround Electoral Areas of B and C;
- Village of Lumby and surrounding Electoral Area D;
- City of Enderby and surrounding Electoral Area F; and,
- Township of Spallumcheen and surrounding Electoral Area C and F.

2.3 Representation and Voting Structure

Figure 2.2 illustrates the names of Directors, population data, and voting strength for each member jurisdiction of the RDNO. The number of Directors and their voting strength is based on the population data that includes people residing on Indian Reserves. Voting strength is based on a voting population unit of 2,500, with a maximum voting strength of five for each director.

Figure 2.2: Current Regional District of North Okanagan Population and Representation

Regional District of North Okanagan 2013 BOARD OF DIRECTORS (incorporated November 9, 1965) Voting Unit: 2,500 population				
	Elected/Appointed Director	Population 2011 Census ¹	Number of Directors	Voting Strength
			(voting strength/5)	(population/voting unit)
CITIES				
Armstrong	Shirley Fowler	4,815	1	2
Enderby	Howie Cyr	2,932	1	2
Vernon	Patrick Nicol (Chair); Rob Sawatzky; Juliette Cunningham; Mary-Jo O'Keefe	38,158 ²	4	16
DISTRICT				
Coldstream	Doug Dirk	10,314	1	5
TOWNSHIP				
Spallumcheen	Janice Brown	5,055	1	3
VILLAGE				
Lumby	Kevin Acton	1,731	1	1
ELECTORAL AREAS				
B	Bob Fleming	6,248 ³	1	3
C	Michael Macnabb	3,864	1	2

¹ Including subsequent population changes certified by the Minister.

² Population includes boundary extension to December 31, 2011.

³ Population includes people residing on Indian Reserves.

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D	Rick Fairbairn	2,848	1	2
E	Eugene Foisy	939	1	1
F	Jackie Pearase	4,333 ⁴	1	2
TOTALS		81,237	14	39

Source: Ministry of Community, Sport and Cultural Development (2013) and Regional District of North Okanagan website (2013)

The City of Vernon recently increased its representation by one Director due to its increase in population identified in the 2011 Census. With four of 14 Directors and 16 of 39 voting strength, the City of Vernon has a strong voting position at the Regional Board table.

2.4 Regional Districts - Services and Governance

Regional districts serve three key purposes:

- They are the regional governments to regions by providing key services and activities for the entire region;
- They provide a political and administrative function for joint/inter-local government service delivery, and;
- They act as local governments for electoral areas.⁵

Regional districts are only mandated to execute a very small number of functions. They act on behalf of municipalities in interactions with the Municipal Finance Authority, they must prepare comprehensive solid waste management plans, undertake emergency planning, and provide administration for the rural areas. Apart from these required functions, regional districts are free to undertake a wide range of voluntary services that meet the needs and interests of their residents. These services often include community planning and land use regulation, building regulation and inspection, nuisance regulation, and street lighting. This flexibility in providing only requested services allows electoral area residents to only pay for those services provided in the electoral area they reside. Still, this also binds the regional district because each individual service must have its own fund that cannot be shared or moved between services.

To enact a new service a regional district Board of Directors must pass a service establishing bylaw. This is done through an unweighted corporate vote, that is, every Director votes and receives one vote. Once a service is in place and a decision related to the administration and operation of the service has been decided through a vote, only the Directors representing jurisdictions that participate in the service in questions are entitled to vote. These votes are weighted, and therefore each participating Director receives a number of votes proportional to the size of population he or she represents.⁶

More specific information on the role of electoral areas is provided in Appendix C.

2.5 Annexation Legislation and Policy

Phase One of this study provided an in-depth review of provincial, regional, and municipal annexation legislation and policy. Below is a summary of this information.

At a provincial level, the *Local Government Act* outlines the legislative requirements for municipal boundary extensions. The *Municipal Boundary Extension Policies Guide* outlines the boundary extension process and

⁴ Population includes people residing on Indian Reserves.

⁵ *Enhancing the Tools for Problem Solving in Regions*, Regional District Taskforce, Final Report, 2010.
<http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/RDTF%20Final%20Report.pdf>

⁶ *Introduction to Regional Districts: Communities in Partnership*. Union of British Columbia Municipalities, 2005.
<http://www.fvrd.bc.ca/Documents/Regional%20District%20Toolkit%20-%20Booklet%20-%20Intro%20to%20RD's.pdf>

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Ministry of Community, Sport and Cultural Development's principles for approaching municipal boundary extensions. The *Municipal Boundary Extension Process Guide* identifies the steps for submitting a municipal boundary extension application for provincial approval.

The RDNO's *Municipal Annexation Policy LU047* establishes policies and procedures for their consideration of municipal annexation referrals. The Regional District requests that annexation applications are for larger blocks of land/properties rather than individual properties, have completed sufficient public consultation opportunities, supplied information on financial and servicing impacts, and are consistent with the Official Community Plan.

The RDNO's Regional Growth Strategy, approved in September 2011, includes reference to annexations in relation to land use. One policy (UC-1.2.9) outlines the agreement that local and regional government will respect the Rural Protection Boundary and Rural Protection Area when reviewing relevant annexation proposals.⁷

The City of Vernon has an *Annexation Procedure Flowchart* to outline the City's procedure in considering annexation applications. In their 2008 *Official Community Plan*, Section 21, Annexation, provides a process for consideration of annexation applications, a reference to a map of an ultimate municipal boundary for the City, and a proposal to undertake a "study to determine the phased amalgamation of appropriate lands". A map of the proposed ultimate boundary is provided in Appendix D.

2.6 Current Annexation Pressures

There have been numerous annexations occurring within the Regional District of North Okanagan in the last 10 years. There are also current annexation applications with the Ministry of Community, Sport and Cultural Development, waiting for a final decision. It is expected that there will be continued annexation pressures in the future. Below is an overview of the level of annexation pressure for each municipality and the surrounding rural areas in the RDNO.

Vernon - Numerous annexations have taken place in recent years on Vernon's eastern boundary, along Silver Star Rd, and the northeastern boundary. As well, a number of applications in this area are currently pending with the Ministry of Community, Sport and Cultural Development. While the City appears to have land available to meet future needs, it continues to be faced with annexation requests, many to provide sewer services to properties located in the surrounding rural areas.

Coldstream - The District has not had any annexation pressures in recent years.

Enderby - The City has very limited annexation potential to the north, east and south due to geographic and land restrictions, including the Agricultural Land Reserve and the neighbouring Splatshin First Nation. Land in Electoral Area "F" to the west of Enderby has been identified as a future growth area and several annexation applications have been received by the City for this area.

Lumby - The Village has been exploring the construction of a Silver Star Connector Road within Electoral Area "D". To complete this project, the corridor may have to be annexed by the Village. Other discussions have taken place regarding the annexation of Electoral Area "D" industrial lands, including property owned by Tolko. There are geographic limitations to any other annexations, unless infrastructure is built on the hillside for residential development.

Armstrong – The City is completely surrounded by Spallumcheen and therefore does not have an opportunity to expand its boundary into an electoral area.

⁷ Regional Growth Strategy, 2011, Pg. 13.

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Spallumcheen - The Township has identified sufficient development lands for a minimum of 50 years, so it does not face potential annexation pressures. In the long term, there may be pressures on the southern boundary with Electoral Area "C" if water and sewer infrastructure is provided.

3.0 Service Delivery

A major concern that arose through the interview and inquiry process in both Phase One and Two of this study has been the impact annexation has on services provided by the Regional District in electoral areas. This section reviews the current services that are provided in the study area, with detailed information provided on those services provided by the Regional District.

SECTION SUMMARY

<i>Key question:</i>	How are services provided in the RDNO, and how does annexation impact services in electoral areas?
<i>Why it is important:</i>	Concern regarding the long-term sustainability of electoral area services given potential annexations.
<i>Findings:</i>	The majority of services in the rural areas are regional or sub-regional in nature, and thus are not significantly impacted by annexations. Electoral area and local service area services may be financially impacted by annexation; however, the magnitude of the impact is relatively small within the context of the overall number of regional district services.
<i>Analysis:</i>	Identified services and jurisdictions; categorized and identified risk of financial impact of annexation.

3.1 Current Services

Within the Regional District of North Okanagan, there are a number of service delivery arrangements.

They are services provided in the following manner:

- Provincial
 - Provided by the provincial government in electoral areas across the province
- Inter-regional
 - Participation of two or more regional districts
- Regional
 - Participation of all RDNO municipalities and electoral areas
- Sub-regional
 - Participation of at least two jurisdictions, one being a municipality and one an electoral area
- Electoral Area
 - Participation of one or more electoral areas (no municipal partners)
- Local Service Area
 - Service provided to a portion of an electoral area

Table 3.1 provides a listing of all services by category of delivery. For each of these categories, a detailed list of services and their participating jurisdictions is provided in Appendix E to this report. Overall, the Regional District provides 72 services.

Table 3.1: Services by Delivery Arrangement

Provincial	Inter-regional	Regional	Sub-regional	Electoral Area	Local Service Area
Health/hospitals	Okanagan Basin Water Board	General government	Transit-UBCO	Fire Protection - BX / Swan Lake	Fire Protection - Okanagan Landing
Rural roads and highways	Okanagan Regional Library	Regional Planning	Transit- Regional	Street Lights - Neighbourhoods	Silver Star Administration
Ambulance	Sterile Insect Release (SIR) Program	Search and Rescue*	Okanagan Film Commission*	Street Lights - Critical Intersection/Mailboxes	BX Villa Walkway*
Policing (rural RCMP)		Victims Assistance Program	Building Inspection	Transit - Areas "B" and "C" ²	Drainage - Silver Star
Schools		Solid Waste	Animal Control- Areas 1 & 2	Electoral Area Administration	Fire Protection - Silver Star
BC Assessment		Emergency Telephone (911)	Septage	Planning - Electoral Area ³	Silver Star Transfer Station
Municipal Finance Authority		Hospitals- Contribution to capital	Greater Vernon Parks, Recreation and Culture	Emergency Planning	Street Lights - Silver Star
			Multi-Use Facility	Noxious Weeds	Street Lights - Ridge Subdivision
			Community Theatre (Performing Arts Centre)*	Safe Communities	Silver Star Water
			Greater Vernon Water Utility	Discretionary Grants	Vance Creek Reservoir
			Queen's Committee ¹	Fire Training Centre ⁴	Street Lights - Lumby Rural
			St. John's Ambulance*	Local Parks	Whitevale Water
			Noxious Insects		Kingfisher School*
			Okanagan Symphony*		Fire Protection - Grandview Bench
			Fortune Parks*		Mabel Lake Sewer
			Animal Control - Enderby*		Street Lights - Grindrod
			Cemetery - Enderby and Area "F" (Fortune)*		Mabel Lake Water
			Fire Protection - Lumby		Grindrod Water
			White Valley Parks, Recreation and Culture		Gunter Ellison Water
			Lumby Community Centre*		
			Planning - Silver Star Planning Matters		
			Fire Dispatch		

* Grant- Monies are provided to a 3rd party to provide a service

¹ Grant- May roll into Arts, Youth and Culture

² HandyDART

³ Includes contract services to Armstrong, Enderby, Lumby and Spallumcheen

⁴ Intermunicipal Service Agreement

An inventory of services, including maps of service areas, requisitions and descriptions are provided in Appendix F.

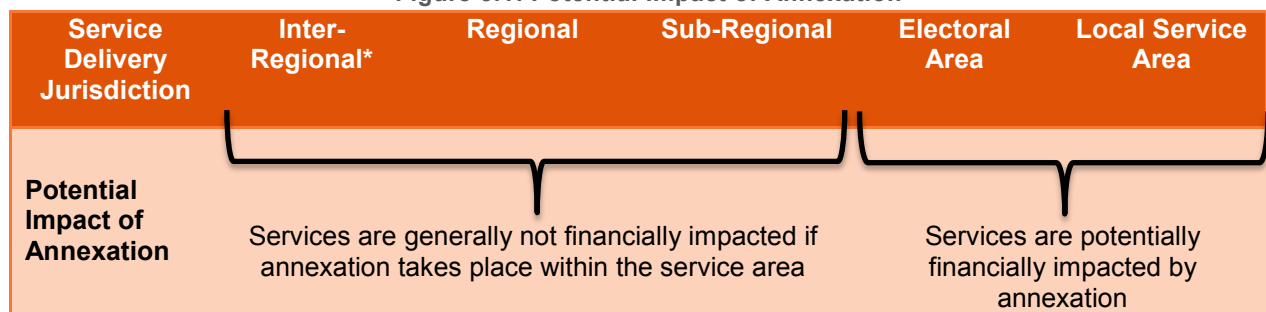
3.2 Services and Annexation

A majority of the services provided in electoral areas are not financially impacted by annexation, though there may be other impacts on the delivery of the service. For example, road maintenance and policing (through a contract with the RCMP) in electoral areas are provided by the provincial government. When an annexation occurs those functions shift to the municipality. Still, these services changes do not impact the Regional District and their service delivery capacity when an annexation occurs.

As well, inter-regional, regional and sub-regional services are not financially affected by annexation when the annexation occurs within their service area. For inter-regional services, these services are not affected by annexations as they are funded and delivered through multiple regional districts and their member municipalities and electoral areas. Regional and sub-regional services are generally not affected if the annexation occurs within the service area, as the services continue to be funded and delivered to the same population.

The potential impact of annexation is visually represented in Figure 3.2.

Figure 3.1: Potential Impact of Annexation



Services provided on an electoral area or local service area basis may be financially impacted by the annexation of properties. For those services, particularly due to the financial requirements of regional districts, a loss of property and its accompanying assessment can have an impact on the long term sustainability of this service.

As noted in the Phase One report, the provincial government recognizes that there may be significant impact on a regional district service when a boundary extension is approved. In reviewing a boundary extension application, the Ministry of Community, Sport and Cultural Development considers if the assessment in the municipal boundary extension area ranges from five to ten percent (5-10%) or more, and secondly, the actual amount of property taxation revenue involved in relation to the requisition for the service and the financial impact on the remainder of the service area. If a significant financial impact is identified, the Ministry of Community, Sport and Cultural Development may determine the appropriate mitigation measures. Still, the measures put in place by the Ministry do not recognize the impact of small cumulative annexations that have been approved over time.

* Regional Library Service - Provincial Funding

For regional libraries, the provincial government provides a grant on a per capita basis. For rural regional districts, this grant is \$4.10/person living in rural areas and \$2.20/person living in municipal areas of the regional district.

With this funding approach, there is a small impact on the provincial grant to the Okanagan Regional Library when properties and their residents are annexed into a municipality.

Source: Ministry of Education- Library and Literacy Branch

4.0 Financial

This section studies the financial impact annexation has had on RDNO as an organization and on residents in the electoral areas. This analysis is closely related to the services provided in electoral areas and the sustainability of those services.

To explore the financial impact of annexation over a 20 year period (1992 to 2012), an initial review of the service area data was used to determine the overall changes in the number of folios, tax rates and levies for each of the service area. This analysis was used to identify the changes in the level of taxation and impact on an average residential property in each service area, as well as on the whole RDNO as an organization.⁸

SECTION SUMMARY

<i>Key question:</i>	How does annexation impact taxation and the ability to finance services?
<i>Why it is important:</i>	Concern that taxes have increased for electoral area residents due to assessment loss from annexation; concern for the financial sustainability of electoral area services.
<i>Findings:</i>	It is difficult to speculate on the level of effect each contributing factor has had on the increasing electoral area tax levy. It appears there have been no significant shifts in rates within electoral areas due to annexation alone - though tax levies have increased dramatically, these costs have been made up for in growth; there has been potential financial impact from annexation on specific services (i.e. BX-Swan Lake Fire and implications of tekmar).
<i>Analysis:</i>	Review of RDNO and Surveyor of Taxes requisition data (1992-2012)

4.1 Financial Context

Regional district electoral areas and member municipalities raise funds (taxes and fees) for each established service based on the property assessment within their boundaries. Regional districts are made up of different components of municipal and electoral area assessment depending on the population, geography and size.

Property taxation is based upon the a tax calculated on the assessed value of properties (i.e. ad valorem). Property assessment is conducted and compiled by the BC Assessment Authority, in which each property is assigned a particular class (i.e. residential, business, agriculture, etc.) and an assessed value is placed on both its land and improvements. In rural areas, the provincial government is responsible for levying and collecting property taxes for services provided by provincial and local governments and associated agencies (e.g. Municipal Finance Authority). Each year, the Regional District identifies the cost for each service they provide and creates a requisition to collect taxes from the area benefiting from each particular service. Once collected by the provincial government, the funds are

⁸ Data Sources: Regional District of North Okanagan Finance Department for service and requisition data on a cost centre basis, 1996-2012. Real Property Taxation Division, Ministry of Finance, Province of BC, for actual Property Taxation Reports including net taxable assessments, tax rates and levies for all Regional District service area functions, including the 5.25% administration fee. Detailed data was provided in 5 year increments from 1992 to 2012 fiscal years.

remitted to the Regional District. Regional Districts have greater restrictions on their revenue than municipalities as the amount collected for each service must only be used on that particular service.

Figure 4.1 demonstrates the percentage of electoral area assessment out of total regional district assessment in Regional District of North Okanagan and similar regional districts. This is then contrasted with more urban regional districts that have very little assessment within their electoral areas.

Table 4.1: Percentage of Electoral Area Assessment of Total Regional District Assessment

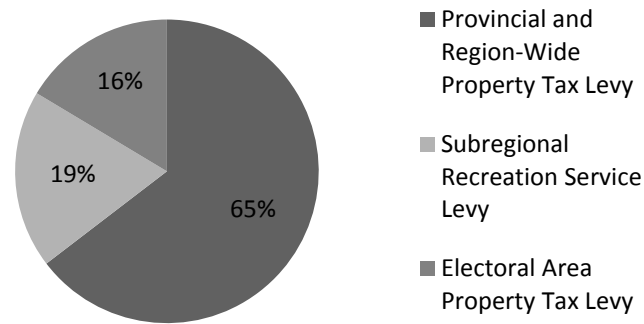
Percentage of Electoral Area (EA) Assessment of Total Regional District (RD) Assessment 2011 General Hospital Purposes			
Regional District (RD)	Total RD Assessment	Total EA Assessment	% of Total
Cariboo	7,290,024,391	5,070,940,966	69.56%
Central Kootenay	9,067,640,351	5,260,566,000	58.01%
Peace River	9,886,680,766	5,212,452,000	52.72%
Columbia Shuswap	10,793,605,052	5,787,277,000	51.76%
Nanaimo	25,771,655,350	8,176,692,000	31.70%
Okanagan Similkameen	14,702,040,523	4,427,460,000	30.11%
North Okanagan	13,812,649,441	3,168,261,000	22.94%
Fraser Fort George	9,726,826,913	2,178,545,913	22.40%
Thompson Nicola	18,769,357,172	3,771,975,000	20.19%
<u>Urban Regional Districts</u>			
Capital	81,312,543,523	7,433,292,000	9.15%
Central Okanagan	35,769,512,700	1,776,431,000	4.96%
Metro (GVRD)	538,263,733,579	4,691,757,784	0.87%
Average Electoral Area Assessment			31.20%

4.2 Service and Magnitude of Financial Impact

As demonstrated in Section 3.2, only a small number of services are potentially impacted by annexation. From a financial perspective, these services make up a relatively small proportion of the total tax levy on a property. In fact, approximately 64.6% of an average tax levy on a property in an electoral area in the Regional District of North Okanagan is for region-wide and provincial levies. Of the total levy, 35.4% from each folio is for electoral area services, of which approximately half of the levy is directed to sub-regional recreation.⁹ As a result, 19% of the total property tax levy in an electoral area in the RDNO is for electoral area and local area service levies.

Figure 4.1: Regional District of North Okanagan Electoral Area Property Tax Levies

⁹ Calculated based on all electoral areas in the RDNO between 1992 and 2012. This calculation does not account of more recent changes, such as the restructuring of the Greater Vernon Parks and Recreation Commission and the transfer of local parks to the individual electoral areas.



To gain a better understanding of the characteristics of electoral area and local service area services, a detailed financial analysis was completed. This involved reviewing services and their requisitions within each electoral area, which illustrates the magnitude of the tax levy of each service in relation to the total tax levy on properties within the electoral area.

For this analysis the requisitions of services that are delivered in more than one electoral area are allocated based on the percentage of assessment of the participating electoral areas. This calculation is an approximate number as it does not account for the makeup of property classes and the corresponding tax rates that are charged.

This analysis, presented in Appendix G, found that the most significant levy for a single service in the electoral areas was for fire protection. In Area B, fire protection makes up 12% of the total electoral area levy. In Area C, Silver Star Fire Protection and BX/Swan Lake Fire Protection both require significant levies. In Area D, Lumby Fire Protection makes up 22% of the total levy. The remaining levies in each electoral area are for a variety of smaller services, including street lighting and animal control.

4.3 Tax Impacts for Residents in Electoral Areas

Concerns have been raised that residents in electoral areas have faced tax increases as a result of annexations. It is supposed that with properties and their assessment being removed from the electoral area through annexation, residents remaining in the electoral areas are facing increases in the tax levy to continue to pay for the same levels of service.

To assess the potential impact of annexation on electoral area residential property tax payers, an analysis was completed comparing tax information from 1992 to 2012. In Appendix H, tables for each electoral area illustrates the changes over 20 years in total assessed value, total folios, general government administration tax levy, and local services that make up more than 1% of the Electoral Area levy.

An analysis of these tables reveals that the level of development within the rural areas of the Regional District of North Okanagan has been significant. Between 1992 and 2012 the changes have been as followed:

- Significant increase in assessment values;
- Significant increase in the number of folios;
- Increases in levies for each service; and
- Service level enhancements (policing, capital requirements for fire protection, provincial and federal regulation for water quality, as specific examples).

The increase in the assessment values, as was seen across many areas of the province during this time, has been astounding. There was a 683% increase in total residential assessment across all electoral areas in the RDNO. In individual electoral areas this has ranged from a 557% increase in total assessment in Electoral Area “E” to an 812% increase in total assessment in Electoral Area “F”.

The number of folios in each electoral area has not been as dramatic, and also had the impact of requiring additional services to meet the needs of new properties. Across electoral areas in the RDNO, total residential folios have increased by 71% between 1992 and 2012. This is a range of total folio increases in Electoral Area “E” of 52% and Electoral Area “C” of 99%.

Along with significant increases in the assessment and number of folios, service levies have increased. The Provincial Rural levy has increased by 142% over the 20 years. The levies for services that make up more than 1% of the Electoral Area levy in the RDNO have increased between 179% and 532%. These increases are especially evident for services with high capital costs, such as fire protection. Local Area Fire Protection services in the RDNO have increased by between 185% and 420%.

The changes in levies are a cumulative result of the Consumer Price Index (CPI) increase¹⁰ changes in service levels, major capital requirements (particularly in the fire service areas), as well as changes in the boundaries of the service areas involved.

The significant level of growth in past years has allowed electoral areas in the RDNO and the services provided in the area to be more resilient. As growth has slowed between 2008 and 2013, and is expected to continue at a much slower rate, this will no longer be the case. Growth is expected to continue at the rate of the Consumer Price Index.

It is expected that in the future a more moderate level of growth and relatively modest increases in assessment value will be coupled with continually increasing service costs in the RDNO. These two components – increasing costs and modest growth – will have an impact on the residents’ property tax levels within electoral areas. When both the number of properties and their corresponding assessment values are increasing, any increases to service costs are generally absorbed by new growth. When new assessment increases (both units and values) are more modest, any significant service cost increases result in corresponding property tax rate increases. The impacts are further compounded as more annexations are approved and properties are removed from the electoral area and the assessment base is eroded. In these instances, electoral areas would be facing a decrease in number of properties and total property assessment value without the corresponding service cost decreases, resulting in potential tax rate increases for electoral area services to meet service costs.

4.4 Tax comparison between municipal and electoral area properties

Concerns were raised regarding the taxation impact on property owners who had been annexed into a municipality. To assess this impact, a comparison of the 2012 taxation levels of three geographic areas within the study area was undertaken. These were:

- Okanagan Landing (Area “A”) and City of Vernon (with Area “C” included for additional contrast);
- Area “D” and the Village of Lumby; and,
- Area “F” and City of Enderby.

The results are described below, with a full detailed analysis found in Appendix I.

The first assessment compared Okanagan Landing (Area A) and City of Vernon. Electoral Area “C” was also included for comparative purposes. The table reveals that in 2012 tax levies are 20% higher in the City of Vernon than either Electoral Area “C” or Okanagan Landing, if it had hypothetically stayed as part

¹⁰ Consumer Price Index has increased 44.76% between 1992 and 2012. This is an average of 2.2% per year.

of an electoral area. Before the annexation of Okanagan Landing, the boundary extension study, completed by Sussex Consulting, estimated that Area "A" residents would face an 18% increase in property taxes if they were brought into the City.

The second assessment compares the tax rates and levies for Electoral Area "D" and the Village of Lumby. The comparison finds a 23% difference in tax levies for residential properties in the rural area of Electoral Area "D" and the Village of Lumby. This differentiation is tempered somewhat because Electoral Area "D" receives fire protection service from Lumby through a sub-regional service.

The final assessment compares the tax rates and levies for Electoral Area "F" and the City of Enderby. Residential properties in the City of Enderby pay a 9% higher total tax levy than those living in Electoral Area "F". Therefore if the rural area was annexed into the City there would be a minimal tax change for those properties.

4.5 Cost of Boundary Extension for Municipalities

The costs associated with an extension of municipal boundaries can be significant, with major costs often assumed to service existing rural roads within the extension area. This is in addition to direct infrastructure service costs that may be related to the extension area to provide new water, sewer and other local services. In addition to these direct costs, it is a common recognition in local government circles that residential development does not pay its way in relation to the total cost of services received by a residential property.

This assertion is reinforced by a review of select case studies completed for the Phase One report that found that the City of Vernon was annexing properties that for the most part resulted in an annual municipal finance shortfall of between \$700 and \$8,000. Of the six annexation applications reviewed, half resulted in a shortfall for the City.

Table 4.2 Selected City of Vernon Annexation Applications

Case Study #	1	2	3	4	5	6
Property Location	Silver Star/ BX Rd	5770 Pleasant Valley Rd	Hitchcock Rd	(Heritage View Estates Inc); 975- 25th Ave	811-39th Ave	1907-15th St, 1094 and 1102 Pottery Rd
File	3370-20-13	3370-20-11	3370-20-05/ 3370-22-11	ANX00008 3370-20-16	ANX00007 3370-20-15	ANX00009 3370-20-17
Year	2006/2007	2006/2007	2007/2008	2008	2008	2009
Number of properties	15	2	10	1	1	3
Annual municipal financial impact: excess or (shortfall)	\$20,628	Not specified**	(\$8,099)	(\$710)	(\$1,330)	\$1,400
Ministry response	Approved	Approved	Approved	Approved	Approved	Approved

** Estimated \$4,200 annual maintenance cost for portion of Pleasant Valley Rd.

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A recent study undertaken by the City of Fort St John indicated that residential properties were in fact only covering about 60% of the directly related service cost for a residential property, with the balance of the cost paid by business, industrial and utility properties located within the City's boundary. This is why local governments have a variable tax rate system which usually charges business tax rates at a ratio of more than 2 to 1 and industrial and utility properties at a significantly higher rate.

5.0 Land Use

Land use is a key area of concern in relation to annexation of property by municipalities. There is dissatisfaction regarding the lack of coordination between the electoral area planning and municipal planning when approving new development on the boundaries of municipalities and electoral areas. This includes reservations regarding urban sprawl and fringe area planning, and the removal of land from the Agricultural Land Reserve. This section reviews these concerns and presents the role of the Regional Growth Strategy in increasing coordination in land use planning.

SECTION SUMMARY

<i>Key question:</i>	How does annexation impact land use?
<i>Why it is important:</i>	Concerns regarding development and sprawl, lack of coordinated planning in fringe areas, and loss of Agricultural Land Reserve (ALR) land.
<i>Findings:</i>	Land use planning is generally not coordinated between the regional district and municipalities, but there is potential with Regional Growth Strategy (RGS); confirmation of ALR legislation, regulations and approach; suggest fringe area planning policy and greater linkages to the RGS.
<i>Analysis:</i>	Review of documents; Relationship between planning documents, ALR, RGS, Thompson Nicola Regional District (TNRD) Fringe Area Planning.

5.1 Land Use Planning

In Phase One of the Annexation Impact Study, it was found there was a general lack of coordination between municipalities and electoral areas on land use planning, in relation to the review and approval of annexation applications. There are two strategies that could improve land use planning coordination between municipalities and electoral areas in the Regional District of North Okanagan. The first is the implementation and adherence to the new Regional Growth Strategy, including the land use maps and Rural Protection Boundary. The second is the consideration of a Fringe Area Policy.

Electoral Area Directors and others interviewed for this project raised concern over the lack of integrated land use planning for properties that are annexed into municipalities and properties in the electoral areas on the boundaries of municipalities. Often these fringe areas are developed with low density single residential developments, also referred to as urban sprawl. Phase One of the study found that some annexations were a precursor to further development, in part because municipal servicing of sewer and water allowed a greater density of development to occur.

5.2 Regional Growth Strategy

Since Phase One of this project was initiated, the Regional District of North Okanagan has approved a Regional Growth Strategy (RGS) for the area in September 2011. According to the Provincial government, Regional Growth Strategies are an instrument to achieve an “integrated and complementary land use planning frameworks for fringe areas.”¹¹

¹¹ *Progress Report for the Union of British Columbia Municipalities*, Regional District Task Force. 2009, pg. 17.

Regional Growth Strategies provide an overall coordinated planning direction for regional districts. With the support of each member municipality and electoral area, the RGS should provide continuity of planning direction regardless of municipal boundaries, as individual municipal OCP's must contain a Regional Context Statement that is consistent with the RGS. Figure 5.1 illustrates the relationship between the plans and the requirement a regional context statement or consistency with the RGS.

Figure 5.1: Relationship between Community Planning Documents



The Regional Growth Strategy for the RDNO outlines two important goals of land use planning: *Focus development into Growth Areas* and *Protect Rural Lands*. These goals are applied by mapping areas of the region designated for growth and rural protection. Appendix J provides maps of the RGS's growth areas and rural protection areas and compares these to the land use designation provided in municipal OCPs.

Regional Growth Strategy: Urban Containment and Rural Protection

- UC-1: Focus Development into Growth Areas
- UC-1.1: The communities of the North Okanagan agree to work as partners and individually to designate Areas designated as Growth Areas are to be fully serviced with community water and sewer systems and can accommodate a broad range of urban land uses at urban densities. (pg 1/2)
- UC-2: Protect Rural Lands
- UC-2.1: The communities of the North Okanagan agree to work as partners and individually to designate Rural Protection Boundaries, consistent with the Regional Growth Strategy, within Official Community Plans for the propose of protecting lands within the Rural Protection Area. Lands designated as Rural Protection Areas are intended to accommodate low density development on larger (1 hectare and greater) parcels of land that are not serviced with both community water and sewer systems. (pg 14)

The goal to focus development into growth areas is acknowledged as specifically connected to the urban services that need to be provided in those areas. That is, for growth and urban development to occur, community water and sewer systems must be in place. These services may be provided by a municipality or regional district. Currently, the City of Vernon has a policy in place that the City will not provide services outside of its boundaries. A copy of this policy is provided in Appendix K.

In contrast, the Rural Protection Area is intended for low density development that is generally not serviced. The Rural Protection Area and Rural Protection Boundaries are a strategy to protect rural lands and is the “line” that divides lands that have access to water and sewer infrastructure and lands that must rely on local water and septic solutions. This designation is identified regardless of whether the property is within a municipal boundary or in the electoral area. Part of the implementation of the land designation is having individual municipalities designate Rural Protection Boundaries, consistent with the RGS, within their OCPs. There is also a commitment made by each of the RGS signatories to discourage the provision of, or expansion of, community water and/or sewer service to the Rural Protection Area unless for health or environmental reasons, and only where services will not result in additional development.

Though rural protection areas are identified under the RGS, there are still concerns that designations could be reviewed and changed through a minor amendment to the RGS. Criterion for a minor amendment of the RGS includes, “where a land use or development proposal is inconsistent with the Regional Growth Strategy and, in the opinion of the Board of Directors is not of regional significance in terms of scale, impacts or precedence” (pg. 44). Similar to concern raised about cumulative small annexations, it is important that any re-designation of property within the Rural Protection Area is considered based on potential cumulative impact.

The RGS will be an important tool for reference during the annexation process, as it represents the commitment the participating parties have made to land use designations, irrespective of municipal boundaries. In order to ensure full implementation of the RGS, municipal OCP’s should be amended to include the respective rural protection boundaries, with policies for discouraging the expansion of community water and/or sewer service, except under extraordinary circumstances (e.g. environmental protection).

These designations, if fully implemented and committed to, present a consistent regional land use planning approach, regardless of municipal boundaries and any potential annexations. This consistency should also provide certainty to the land owners and local governments that a property will develop according to its designation whether it is within or outside a municipal boundary. This allows all parties in an annexation process to respond to the same circumstances.

Figure 5.2 provides the area designations of the Regional District of North Okanagan as outlined in the Regional Growth Strategy.

Implementation Agreements

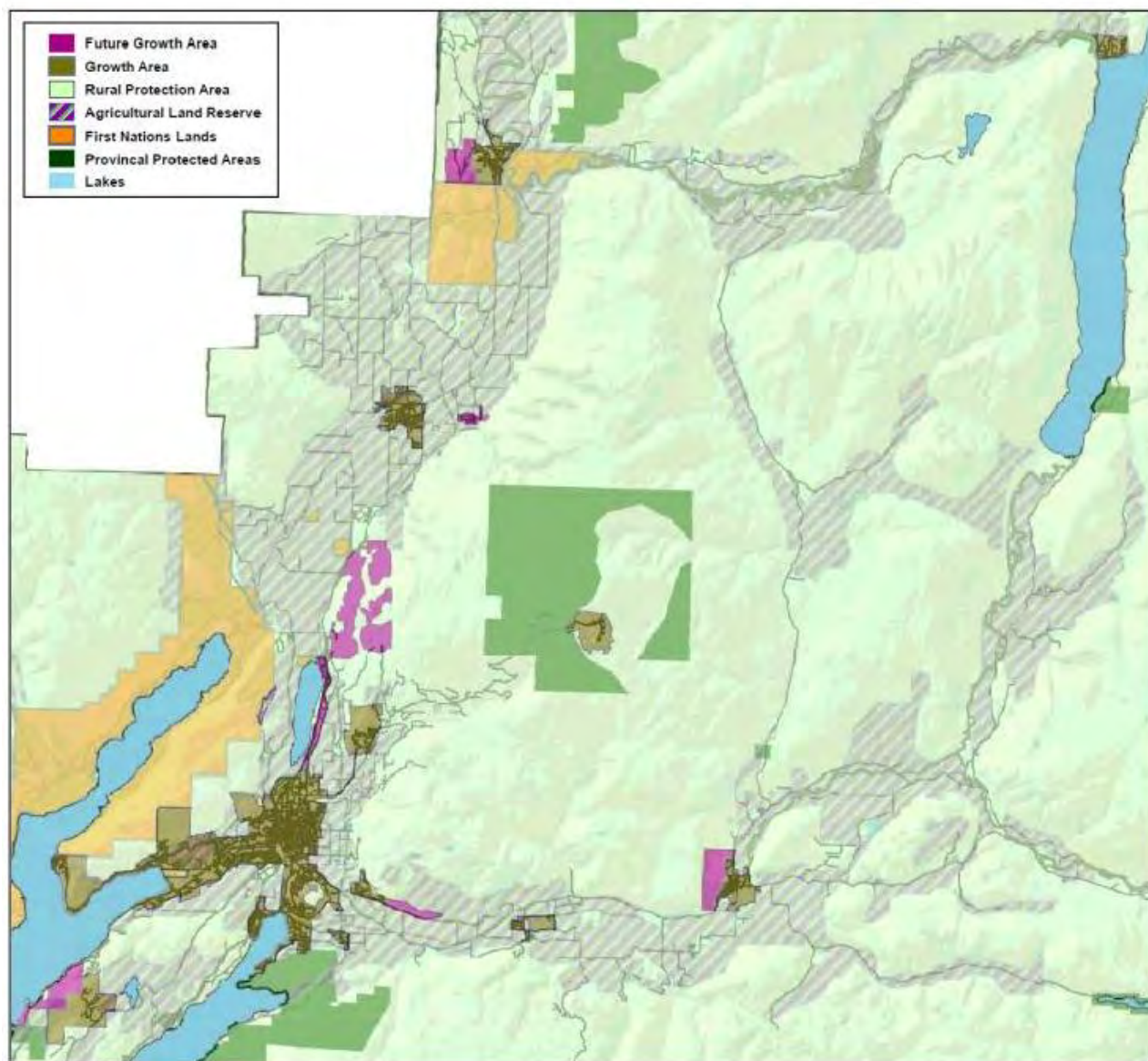
To further formalize the implementation of the Regional Growth Strategy, some regional districts have chosen to develop and sign Implementation Agreements. There are early examples of the use of Implementation Agreements when the Regional Growth Strategy legislation was adopted in 1995. This included the Greater Vancouver Regional District (now Metro Vancouver) signing an Implementation Agreement with the Agricultural Land Commission. As well, the Nanaimo Regional District signed Implementation Agreements with member municipalities on Urban Containment Boundary/Fringe Area Management, and with Ministry of Transportation and Infrastructure in relation to the In-Island Highway.

A more recent example of the use of Implementation Agreements is the Comox Valley Regional District. After their RGS was adopted in early 2011, the Regional District and Ministry of Transportation and Infrastructure began working towards developing an agreement to improve collaboration. This process turned towards some form of cooperation agreement.

One of the possible reasons Implementation Agreements have not been used by more Regional Districts is that an Implementation Agreement must be approved by the provincial cabinet. This provincial political level of approval is more onerous, but can have more strength than other types of agreements.

Further information on Implementation Agreements is provided in Section # (Tools).

Figure 5.2: Area Designations in Regional District of North Okanagan's Regional Growth Strategy.¹²



5.3 Fringe Area Planning

A potential strategy to coordinate planning on the boundaries of municipalities is a fringe area policy. This is an approach that formalizes the relationship between a municipality (or municipalities) and the regional district electoral area to provide a forum for discussion and referral regarding land use proposals, for example re-zonings, in the area just outside the municipal boundary. There are three examples of approaches – the Technical Advisory Committee, the Regional Growth Strategy Support Team, and a more specific Fringe Area Policy.

¹² North Okanagan Regional District, Regional Growth Strategy, 2011, Pg. 17.

Regional District of North Okanagan Annexation Impact Study Phase 2

In the early days of regional districts within the province, planning and subdivision of land within the rural area was subject to consideration of a legislated Technical Advisory Committee. This committee was comprised of Regional Planning staff, representatives from the member municipal jurisdictions, and Provincial Ministries of Transportation, Environment and Health. The committee was tasked with providing technical advice on any proposed subdivision of land within the Electoral Areas of the region. Prior to being eliminated by changes to Provincial regional planning legislation in the early 1980s, this committee provided broad technical advice to the Board prior to the formal approval of an application was considered by the approving authority. The representation of staff from both the regional district and the member municipalities would provide integration and continuity in land use planning across municipal and electoral area boundaries.

More recently, the RDNO has developed a similar working group. During the development of the RGS, senior planners from each participating local government were part of an advisory committee – the Regional Growth Strategy Support Team – to review policies and discuss approaches laid out in the Plan. This group is currently tasked with reviewing regionally significant projects.

Fringe area planning has also been addressed through regional policy initiatives. The Thompson-Nicola Regional District (TNRD) has had a fringe area policy in place since 1984. The policy aims to limit urban sprawl, reduce fragmentation of land, direct industrial/commercial development, minimize land use conflicts and the preservation of agricultural land. A central tenet of the policy is that the TNRD refers applications on rezoning, development permits and amendments to official community plans within the designated fringe area (2-5 km of the municipal boundary) to the urban municipality for consideration and comment. Though the TNRD is not bound by the municipalities' comments, they are considered as part of the decision making process. A discussion paper, including the original policy and updated maps, is provided in Appendix K.

5.4 Agricultural Land Reserve

As discussed in Phase One of the study, a key concern of the Electoral Area Directors was the potential development of land within the Agricultural Land Reserve once the property was annexed into a municipality. In BC, agricultural land in the Agricultural Land Reserve (ALR) is regulated, in part, by the Agricultural Land Commission. This means that regardless of the land's location within or outside of municipal boundaries, the land is protected from development. The land owner must apply to the Agricultural Land Commission to exclude land from the ALR, to subdivide land, or to develop it for non-farm use. In this process, property owners are generally required to seek the support of the local government for their application for all applications within the ALR.

As noted, property within the Agricultural Land Reserve is protected by provincial legislation, regardless of its location within or outside of municipal boundaries. Still, there are other factors that may influence the development of this land. The Agricultural Land Commission, in its referral response on some annexation applications from properties within the RDNO noted this concern. When a property is annexed into a municipality and has access to municipal services, particularly water and sewer, there is a much greater opportunity to develop the property to a higher density. As well, there is a financial incentive for a municipality to have the property change from a farm class to a residential or commercial property class, as there are significantly higher taxes from the latter classed properties.

The role of the Agricultural Land Reserve and strategies to increase the protection of it as part of a protocol is discussed in Section 9.

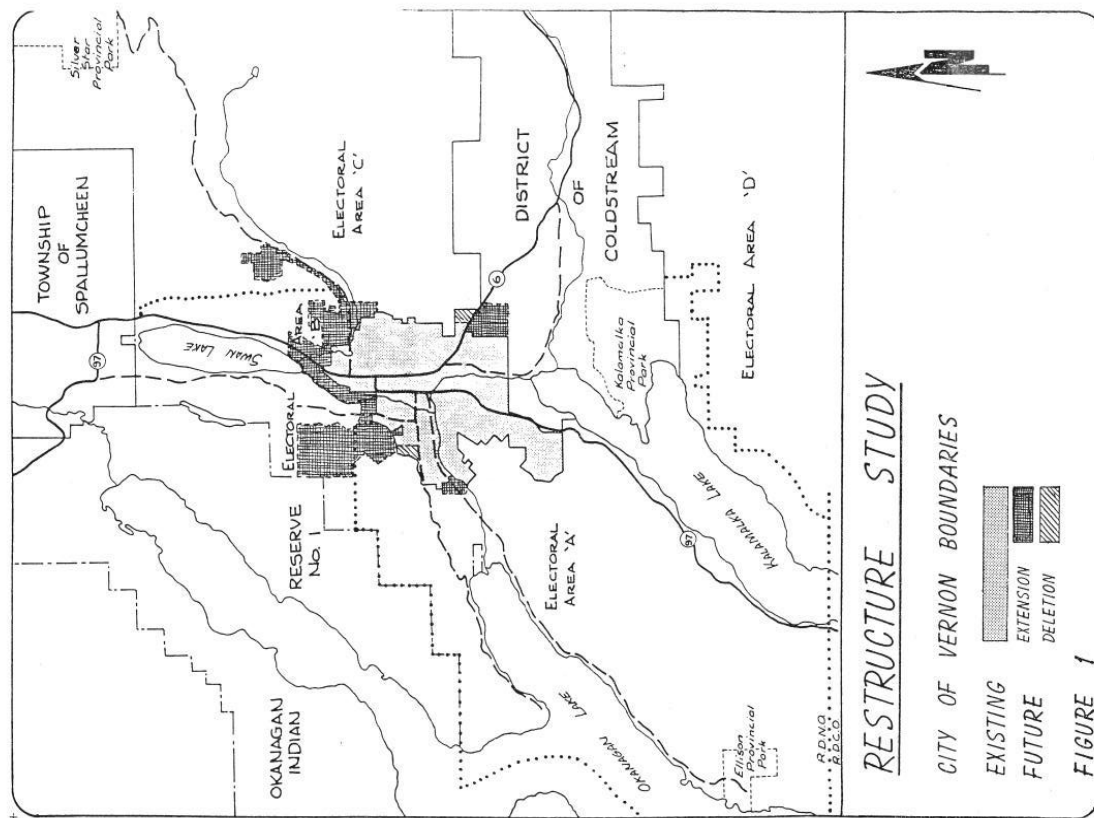
5.5 “Ultimate” Municipal Boundaries

Along with the policies around municipal boundaries and annexations, there have been a number of studies undertaken within the RDNO. These include studies of individual areas that municipalities were considering annexing, as well as larger restructure studies. Only the City of Vernon had identified an ultimate municipal boundary which they would like to achieve.

Over the last 30 years the City of Vernon has undertaken many restructure studies to identify municipal boundaries that meet their needs. These restructure studies have not indicated a significant expansion of their boundaries, and many aligned with the regional services that were being implemented at the time. More recently, the current OCP from 2008 has identified the City's ultimate boundary. In Figure 5.3, this boundary is compared and contrasted to a study completed in 1981.

The comparison between the 1981 study and the 2008 ultimate boundary shows a very substantial increase in the size of the ultimate boundary. This includes the land to the north east of the City, including all of Swan Lake up to the border of Spallumcheen, and south of the City to include the Commonage. The ultimate boundary laid out in the OCP brings in substantial land, even though the City of Vernon has sufficient land to accommodate growth for 20 years.

Figure 5.3: City of Vernon Proposed Boundary- 1981 and 2008.



Source: *Restructure Study of the City of Vernon, District of Coldstream and Electoral Area 'A', 'B' and 'C', October 1981*, pg 2-3.
City of Vernon, Official Community Plan, 2008, pg 114.

6.0 Community

One of the drivers for undertaking research on the impact of annexations from an electoral area perspective is the perception of the impact annexation has on the community and social fabric of an area. This emphasis on the impact on community has been recognized in previous research and public consultation.

There is a strong interest in defining community and social neighbourhoods. These definitions and location identification has been undertaken previously in annexation policies. The idea of annexing a whole community has also been noted in the justification of including all of Okanagan Landing when expanding Vernon's boundary in 1993.

SECTION SUMMARY

<i>Key question:</i>	How does annexation impact communities and social neighbourhoods?
<i>Why it is important:</i>	Concern about communities becoming fragmented with annexations and potential loss of community identity
<i>Findings:</i>	Areas under pressure from annexation are not necessarily stand-alone (or self-identified) communities
<i>Analysis:</i>	Definition of community, review of annexation pressure and review of annexation policies

6.1 Defining Community

One of the important concepts in the review of annexation is the potential impact that annexation has on the community. This requires a definition and the delineation of communities, and then an evaluation of how a boundary change may affect life in that community.

While most think of community in relation to urban development and incorporated municipalities, there can be a strong sense of community within a rural context. The definition of community in a rural context is more subtle, but does not decrease the importance that community has on the lives, happiness and success of its residents.

These characteristics can apply to communities in rural and fringe areas on the edge of municipalities. Once the criteria is established and applied, the identification of defined communities can be used for future annexation proposals to identify area for annexation that are acceptable to the Regional District.

Community in a rural context can be defined based on four key criteria. These criteria were developed from past experience in rural communities, the work of the Regional District of Nanaimo,¹³ and interviews and discussions with Electoral Area Directors undertaken for this project. A community within an electoral area is identified as a geographic area where residents share involvement in a majority of the following four key features. These features are:

- Improvement District
- Community facility (public) or amenity (public or private)
- Fire Department
- Community organization

¹³ Regional District of Nanaimo, *Rural Village Centre Study*, 2013. <http://rdn.bc.ca/cms.asp?wpID=2736>

IMPROVEMENT DISTRICT

An improvement district can be a key component of a community by providing services and local elected representation. An improvement district is a level of local government developed to provide services outside of municipalities. They may provide specific services such as water,¹⁴ fire protection, street lighting, dyking, drainage, garbage collection or parks. They do not provide general services such as governance and land use planning. They can range in size from a small subdivision to large communities, and are usually located in rural areas of the province. Improvement districts can no longer be incorporated, instead local services can be provided by a local service area enacted by the municipality or regional district.

Improvement districts demonstrate a community's need and desire for services, show a level of density to allow the delivery of those services, and provide a structure that formalizes community leadership. Improvement districts are governed by a board of elected trustees, providing an opportunity for leadership development. If a community incorporates, it is often members of the improvement district board who choose to run for municipal council.

Neighbourhoods and communities are often named after the improvement or irrigation district, such as Black Mountain and Glenmore-Ellison in Kelowna. Many improvement districts over the years have either incorporated as municipalities or transferred the services they provide to municipal or regional districts. Improvement districts may continue to exist as a separate government entity within an incorporated municipality.

6.1.1 COMMUNITY FACILITY (PUBLIC) OR AMENITY (PUBLIC OR PRIVATE)

Another important component of community are community facilities, which are publically owned, and amenities, which may be public or private. These buildings provide central gathering places for the community.¹⁵ In addition to a gathering place, public facilities also provide the opportunity for elected representation. These facilities and amenities can include:

- Community Centre,
- Recreation Centre,
- Community Hall,
- Library,
- School,
- Store, or
- Coffee shop or restaurant.

Community halls or recreation facilities are meeting places that host an assortment of community events (private and public), including dances, harvest dinners and craft fairs. They provide space for group activities, social support, and public information. The public facilities are maintained by a local association of volunteers with a board, providing another opportunity for residents to develop their skills and experience around governance.¹⁶ These physical spaces bring community together both in the fundraising to construct and operate the space, as well as building and maintaining the structure with volunteers.

¹⁴ Irrigation districts were enacted to provide water to areas outside of municipalities, most often for agricultural land. Irrigation districts no longer exist, as the improvement district program was enacted to provide a larger range of services to rural residents.

¹⁵ The Regional District of Nanaimo, in their inventory of rural village centres, identified communities amenities in two categories. The first category was Parks and Recreation, which included public owned land available for recreational purposes. The second category, Community Gathering Spaces, included schools, community halls or privately owned space for community function and events.

¹⁶ This reflects the theory of Mary Parker Follett, a pioneer of community centres, who saw the spaces as part of community development and democracy, as individuals organize themselves into neighbourhood groups and attend to each other's needs, desires and aspirations.

The community gathering place may also be a private business, such as a store, coffee shop or restaurant. These are places for members of the community to meet and interact, as well as share public information.

6.1.2 *FIRE DEPARTMENT*

In many communities, particularly rural areas, a fire hall with a volunteer fire department is a defining feature and community space for members. Fire Departments provide a service to the community and are also an important place to develop community leadership. A fire department is a strong group of community members that work together providing an important service that people are very loyal to. Volunteer members spend a significant amount of time training, with additional time for responding to calls and providing community services. The fire chief often achieves very strong standing in the community as a leader.

The concept of fire departments as a key criterion of a community is evident because fire departments are not only service providers, but also a social group and space. The fire department often undertakes fundraising and food drives, as well as other community outreach.

Within the Regional District of North Okanagan there are key examples of the important role the fire department plays in the community. In the annexation of Okanagan Landing, special consideration was given to the continuation of the volunteer fire department that operates in the area. This organization of the fire department continues to be an issue, which demonstrated the important role the fire department plays in the identification of community.

The second fire department of concern is that of BX-Swan Lake. The annexations of properties on the north end of Vernon, the BX-Swan Lake Fire Department is a key part of the community, but is also facing logistical and potential financial challenges in providing a service, as outlined in the case study (Section 7.2) of this report.

6.1.3 *COMMUNITY ORGANIZATIONS*

The final component of a community is the existence of location-based community organizations. These organizations bring volunteers in the community together to provide a service in a particular location. This includes Community Association and BlockWatch programs. In the Regional District of North Okanagan there are numerous organizations, including the Mara, Grindrod, BX/Swan Lake and Kingfisher Community Associations.

Based on the criteria and discussion with Electoral Area Directors, a number of communities throughout the Regional District of North Okanagan were identified.

Table 6.1: Unincorporated Communities in the RDNO

Electoral Area	Neighbourhood
Area B	Cousin Bay
	Commonage
Area C	BX Villa
	Tillicum and Dixon
Area D	Kingfisher
	Ashton Creek
	Lumby West
	Whitevale Rd
	Twin Lakes
Area F	Grindrod
	Mara
	Grandview Bench

Figure 6.1: Excerpt from Regional District of North Okanagan Policy No. LU047

"7. It is understood that the annexation of land into the City of Vernon may be undertaken by blocks; however, to preserve established social neighbourhood identities for the long-term, the Regional District will generally only support block annexations that are consistent with established social neighbourhoods such as:

- BX Villa
- The BX
- MacDonald Road area
- Tillicum
- Dixon Dam
- Hartnell Road area
- McLennan Road area
- West Swan Lake
- PV Road Commercial Properties to the Stickle Road area
- Swan Lake Commercial District
- Birnie Road area
- North Commonage"

6.2 Social Neighbourhoods

A component of a community is that of the social neighbourhood. This importance of this concept is identified in the RDNO's policy on annexation. An excerpt of this policy is provided in Figure 6.1. This policy was developed in 2003 in response to the rapid growth and many annexation applications that were taking place at that time in the RDNO.

In order to implement this policy it is necessary to define the concept. A social neighbourhood is related to the definition of community with community gathering spaces and community associations. Members of the Electoral Area Advisory Committee identified the role of Blockwatch and other community associations as examples of areas that could be recognized as a social neighbourhood. Table 6.2 provides a list of all Blockwatch neighbourhoods in the RDNO.

Table 6.2: Blockwatch Neighbourhood in the RDNO

Electoral Area	Neighbourhood	Number of properties
Area B	BX/Swan Lake- Herry Rd/Horbrood Rd	27
	Pottery Rd, Mountview Rd, East Vernon	35
	Cunningham Rd, McDonald Rd, Spalding Rd	27
Area C	BX/Silver Star- Hartnell Rd	40
	Dixon Dam Rd	10
	Keddlestone Rd	78
Area D	Rural Lumby-Whitevale Rd	25
Area F	Rural Enderby- Mara	65
	Grindrod	17
	Anderson Rd	6
	Grandview Bench/Hamley Rd	29
	Deep Creek Rd	27
	Rosoman Rd/Watershed Rd	16

6.3 Analysis

This study reveals a number of components of community: improvement districts, community facility or amenity, fire department and community organizations. As well, there are more abstract components of a community, that of shared values, history, lifestyle and landscape, that are harder to define. Social neighbourhoods are a smaller component of community.

When exploring the potential impact of annexation on communities, it is important to identify and define the boundaries of that community or social neighbourhoods. Using the definition above and evaluating the criteria, it was found that there a number of communities throughout the RDNO. When examined in relation to annexation pressures, there are only a small number of stand-alone communities that may be impacted by annexation. Still, it is important to note that the RDNO has identified through policy that it will generally only support annexation applications for blocks of properties that are “consistent with established social neighbourhoods.”¹⁷ To enhance this policy it would be advantageous for the Regional District to define the boundaries though detailed mapping of these neighbourhoods based on social and service areas.

¹⁷ Regional District of North Okanagan, Policy No. LU047, 2003.

7.0 Case Studies

This section provides case studies from examples in the Regional District of North Okanagan to explore and demonstrate the issues and impacts of annexation on servicing, finance, and land use. By reviewing these case studies, we are able to further clarify where the areas of concern are and where the concerns are benign. These findings will allow the Electoral Areas to prioritize and focus the efforts in annexations.

Case studies were completed on the following issues or areas:

- tekmar Control Systems
- BX/Swan Lake Fire Protection Area;
- Street lighting local service areas;
- Silver Star local service areas; and,
- Okanagan Landing; and,
- Swan Lake Corridor.

SECTION SUMMARY

<i>Key question:</i>	What are examples of potential impact of annexation?
<i>Why it is important:</i>	Assess study findings based on circumstances in the RDNO.
<i>Findings:</i>	Identified service, finance, land use and community components of case studies: • Tekmar- Potential financial impact on Regional District services, but servicing limitations would not have enabled this development to occur in an electoral area • Street lighting- Small potential impact if annexation occurs within the service area • Silver star- Functions as a “community” based on the suite of services provided as well as its “identity” around an amenity • BX-Swan Lake Fire- High potential impact on financial and logistics in annexation occurs; service has high capital costs • Okanagan Landing- Annexed residents have faced increases in property taxes along with an increase in services • Swan Lake Corridor- Consideration of the potential erosion of the tax base (death by 1,000 cuts) due to annexation
<i>Analysis:</i>	Analyze case studies that have been identified as areas of concern.

7.1 tekmar Control Systems

One of the most prominent annexations mentioned in interviews and in a review of the history of the Regional District, was the annexation of tekmar Control Systems into the City of Vernon. tekmar is assessed as a light industrial property and therefore charged a higher tax rate than other property classes. This raises a significant amount of property tax revenue, and therefore its annexation has had a financial impact on the Regional District, not through a loss of revenue, but rather as lost opportunity for funding.

tekmar Control Systems Ltd., located at 5100 Silver Star Road was annexed into the City of Vernon in 2003, upon application of the property owner. The original building permit was issued by the RDNO in

2002, while the application for inclusion within the City's boundary was in progress, to allow the development to proceed.

Table 7.1: Tekmar Financial Analysis

	2002	2003	2012
Jurisdiction	Electoral Area "C"	City of Vernon	City of Vernon
Assessment (land)		\$1,235,000	\$2,479,000
Assessment (improvements)	\$0	\$1,068,000	\$4,523,000
Revenue to BX-Swan Lake Fire Protection ¹⁸		\$4,013 (Hypothetical)	\$13,476 (Hypothetical) ¹⁹

In addition to the Fire Service area, the value of the tekmar folio would also have reduced other general Regional District service costs by an additional \$15 for an average residential property in 2012. Therefore, if the annexation of the tekmar property has not taken place, there may have been a small reduction in residential tax rates and a reduction in the total tax levy of about 1.2% on an average residential unit in Area C.

Though there is a potential impact on the financial situation of individual services and tax payers, this assumption is cautioned because due to the size of the development and sewer servicing requirements, it is unlikely that this light industrial development could have occurred outside of the City's boundaries. This is because the City of Vernon has a policy in place not allowing any servicing outside of the municipal boundary.

7.2 BX/Swan Lake Fire Service

One of the services specific identified as an area of concern by the Electoral Area Directors was the BX/Swan Lake Fire Protection Area. This service area is north of the City of Vernon boundary and has lost a number of properties due to annexation. Concern was expressed regarding the financial sustainability of the services, as well as the logistics of providing emergency services in areas with unusual boundaries. Both concerns were analyzed in greater depth.

Fire service is expensive to provide. As seen in Table 7.2, residents within the BX/Swan Lake Fire Protection Service Area saw a large increase in the tax levy for this service between 1992 and 2012.

Table 7.2: BX/Swan Lake Fire Protection Tax Levy on an average residential property (1992-2012)

	1992	2012	Increase
Tax levy on an average residential property	\$58.96	\$191.25	224%

Capital expenditures for new equipment can play a significant role in the increase in the service area costs. For example, over the 20 year period 1992 to 2012, the BX/Swan Lake Fire Protection area purchased new major equipment at a total cost of \$1,213,000. If long term debenture debt had been used for financing, this would have necessitated an increase in debt servicing costs of \$97,874 in 2012. To offset the use of financing, the service area contributes a total of \$100,000 to a capital reserve fund on an annual basis. This represents about 20% of the total requisition, or about 0.1778 or \$38.79 per annum, on an average single family residential unit.

¹⁸ Only charged on improvements.

¹⁹ This would have reduced the level of taxation by \$5.26 on residential improvements valued at \$218,250, the current average improvements value for a residential property in the service area.

Along with the financial challenges of providing a service to an area that is being reduced due to boundary extensions, there are also particular service delivery challenges for those providing emergency services in those circumstances. As a service area faces more unusual boundaries due to single or small property annexations, the BX/Swan Lake Fire Department must identify which properties are within the boundary and which are out. Included in this potential confusion is Silver Star Road, which is within the City's boundary while properties on either side are not. This situation requires strong mutual aid agreements to ensure the safety and security of all properties within and near the service boundary.

7.3 Street Lighting Local Service Areas

Though a very small financial component of the services provided by regional districts, a financial analysis was undertaken of Street Lighting Local Service Areas to study the past and potential impacts of annexation on the financial sustainability of the service.

An analysis of two Street Lighting Local Service Areas (LSA) confirmed that these areas have been very stable in the number of service participants over time. Table 7.3 and 7.4 demonstrated the changes that have occurred for Local Service Area #17 and #18.

Service costs during this period have risen from about \$24.79 per residential unit to \$31.88 in Local Service Area #17 and from \$24.03 to a total of \$39.07 in Local Service Area #18, slightly above the Consumer Price Index (CPI) increase during the period. Our further review has indicated if either of these service areas lost up to 50% of the participants, service costs to the remaining participants would be impacted less than \$20.00 per year or less than 1% of the folios total tax levy. A larger street lighting service area is currently paying about \$3 per annum for an average home and would be affected even less than the two smaller areas in the event of annexation of some properties.

Table 7.3: Street Lighting (Local Service Area #17)

	1997	2012	Change
Number of residential units	373	374	+1
Service levy	\$24.79	\$31.88	28.6%
CPI			+33%
Impact of loss of 50% of participants			Average increase of \$16 per residential folio

Table 7.4: Street Lighting (Local Service Area #18)

	1997	2012	Change
Number of residential units	115	115	Nil
Service levy	\$24.03	\$39.07	62.6%
CPI			+33%
Impact of loss of 50% of participants			Average increase of \$19 per residential folio

7.4 Silver Star

Silver Star is a ski resort area which is service by a number of concurrent Local Services Areas providing local services to the residents and businesses at the resort location near the summit of Aberdeen Mountain. As the area is somewhat isolated from the developed areas of the region and about 20 km from the City of Vernon boundary, it is considered extremely unlikely that any potential annexation of electoral area lands into a municipality will have any effect on the local service areas providing services to the Silver Star resort area. Overall, Silver Star functions as a "community" based on the suite of services provided as well as its "identity" around the amenity of the ski hill.

7.5 Okanagan Landing

From the beginning one of the drivers of this study has been the 1993 annexation of Okanagan Landing by the City of Vernon. Through interviews in Phase One and Two of this study a number of issues in relation to this annexation were identified, including fire service, water and sewer service, the annexation process, as well as the financial impact on residents. In order to study the latter concern, an analysis of tax levies within the City of Vernon jurisdiction and RDNO jurisdiction was completed.

Before its annexation into the City, an average single family residential folio in the Okanagan Landing area in 1992 was assessed at a value of \$106,000. This included an average land value of \$45,640 and improvements valued at \$60,360. The tax levy in 1992, for all purposes including school, hospital and miscellaneous charges, was estimated at \$1,519 before application of the Provincial Home Owners Grant.²⁰

Twenty years later, this review of assessment and tax levels can be completed for a sample property within the Okanagan Landing area as if it has not be annexed, to a comparable property within the City of Vernon. If Electoral Area "A" had remained and not been annexed into the City, by 2012 a sample residential dwelling, assessed at \$325,000, including land assessed at \$155,000 and \$170,000 in taxable improvements, would have generated an estimated total tax levy of \$1,761. In 2012, the same property with the City would pay a total tax levy of about \$2,115 in property taxes.

The difference in property taxation between a sample property within an electoral area and the City of Vernon represents a difference of 20% in gross taxation between the two jurisdictions. For comparison purposes, it is noted that Sussex Restructure study (1992) estimated that the annexation would produce an increase in tax levy of approximately \$326 in 1992. Therefore, the rural area tax rates would be about 18.6% lower than a similar property within the city at that time.

It is noted that some of the higher costs relate to new and expanded services provided by the city, particularly sewer in the higher density area at the head of Okanagan Lake and domestic water services. Though sewer service is available to almost all of Okanagan Landing, some properties have still not connected into the service due to the cost of connecting to the trunk line. Overall, residents living in the Okanagan Landing area do not appear to have been faced with extraordinary tax increases by virtue of their properties being annexed into the City of Vernon.

Table 7.5 Okanagan Landing Tax Levies Inside and Outside a Municipality

	1992 ²¹	2012	2012	Change
Jurisdiction	Electoral Area 'A'	Hypothetical- if not annexed	City of Vernon	Annexation
Average total assessment	\$106,000	\$325,000	\$325,000	306%
Average land value	\$45,640	\$155,000	\$155,000	340%
Average improvement value	\$60,360	\$170,000	\$170,000	282%
Average levy (before homeowner's grant)	\$1,519	\$1,761	\$2,115	20% difference between hypothetical and current

There are ongoing issues surrounding the annexation of Okanagan Landing in regards to fire protection. When the area was annexation a special arrangement was made to continue with the Okanagan

²⁰ Greater Vernon Restructure Study, July, 1991 - Sussex Consultants Ltd.

²¹ Greater Vernon Restructure Study, July, 1991 - Sussex Consultants Ltd.

Landing Volunteer Fire Department, in conjunction with the professional City of Vernon Fire Department. In January 2013, the City of Vernon ended the service contract with the Okanagan Landing Volunteer Firefighters Association. Volunteers continue to work out of the Okanagan Landing Fire Hall, but are now under the command structure based out of the downtown Vernon hall. This ongoing issue demonstrates the strength of the fire department as an important component of community.

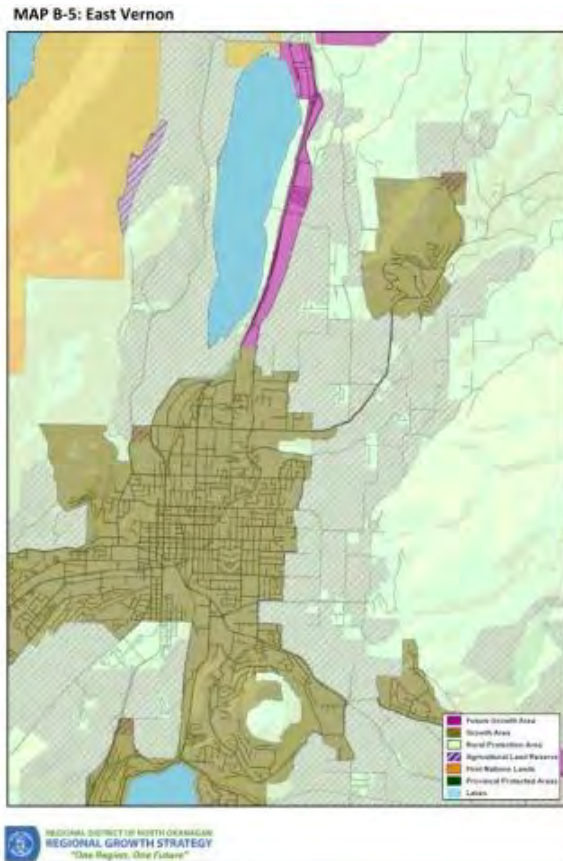
7.6 Swan Lake Corridor

The Swan Lake Corridor, particularly the east side of Swan Lake, has been the subject of numerous studies and speculation of annexation due to the industrial development that has occurred in the area. In the Regional Growth Strategy it is identified as a growth area-identified growth area, as seen in Figure 7.1.

Past studies that have examined the potential of annexing this area by the City of Vernon have identified that an annexation is not feasible because of the excessive cost to the City, particularly the cost of roads. Still, there is an important need to provide services to this area, especially sanitary sewer, to protect the environment of Swan Lake. There is a need for environmental protection of the lake, as well as the need to protect ALR land from development pressures.

If this area was annexed, it raises serious concerns about the sustainability of services in this area, in particular the sustainability of BX/Swan Lake Fire Protection service.

Though this area is not expected to be annexed by the City of Vernon due to the high cost of taking over the roads, the City still faces the reality of being downstream from a potentially challenging environmental issue and the need to protect Swan Lake. Therefore, this area may be a suitable candidate for the City to provide services beyond the boundary. This would allow the City to protect Swan Lake by providing sanitary sewer, but avoid other onerous costs. Of course, this would require further study by the City of Vernon.



8.0 Tools

SECTION SUMMARY

<i>Key questions:</i>	What tools and strategies should the Regional District consider to increase the resiliency of electoral area and local services, coordinate land use planning, and respond to annexation applications? Specifically, how are services and their delivery methods vulnerable to annexation and what strategies are there to reduce vulnerability? What questions should be asked when an annexation application referral is received? What considerations should be included in creating an annexation protocol?
<i>Why it is important:</i>	This section applies the knowledge gained through the study and explores tools that the Regional District can use in relation to service delivery, land use and annexations.
<i>Findings:</i>	There are five planning and decision support tools to be considered for further development and refinement in Phase 3 of the study. These are: 1. Fringe Area Planning; 2. Regional Growth Strategy Implementation Agreement; 3. Annexation Protocol; 4. Decision Support Tool for Annexation, and, 5. Vulnerability Index These tools and strategies can be use individually, complementary or integrated together. Further development of any of these tools could take place in Phase 3 of this project. The level of effort of further development and implementation should correspond to the priorities and chosen outcomes of the Regional District.
<i>Analysis:</i>	Interviews and research.

Based on the findings of the Phase One report and further analysis of the issues and case studies in the RDNO, there are a range of tools for the Regional District to consider to increase the resiliency of electoral area and local services, increase coordination of land use on both sides of the municipal/electoral area boundary, and respond to annexation requests.

These tools are presented to consider further development and refinement as part of Phase Three of this project. Briefly, the five planning and decision support tools are:

- **Fringe Area Planning-** A policy and process to improve land use coordination between neighbouring jurisdictions by referring Official Community Plan amendments, re-zonings, and development permits on the municipal/electoral area boundary to the neighbouring jurisdiction.
- **Regional Growth Strategy Implementation Agreement-** An inter-jurisdictional or inter-governmental/agency commitment to Regional Growth Strategy implementation.
- **Annexation Protocol-** An agreement between the Regional District and participating municipalities to improve the annexation process by defining roles, process, and information exchange and communication between all signatories.
- **Annexation Decision Support Tool-** A tool to provide questions the Regional District should review when considering an annexation application referral. These questions relate to services, finance, land use, and community.

- **Vulnerability Index**- A tool to evaluate the vulnerability of services provided by the Regional District to the impact of annexation. Vulnerability can be categorized as financial, operational, administrative and political.

The creation and implementation of all of these tools facilitate building relationships with member municipalities and other agencies, improve communication between governments, and allow the Regional District to effectively identify and communicate its interests to others. It is also important to recognize that the development and ongoing application of these tools have a financial and staff cost, and therefore must be considered within the restraints of staff time and funding available (currently and in the future) and appropriate level of effort required for the issue at hand.

8.1 Fringe Area Policy

A Fringe Area Policy is a potential strategy to improve land use coordination between neighbouring jurisdictions. It would be especially applicable in this situation as one of the concerns raised by the stakeholders was the lack of land use coordination during and after the annexation process. Electoral area directors voiced their concern regarding urban and rural sprawl occurring on the boundaries of established municipalities.

As discussed in Section 5, the Thompson-Nicola Regional District (TNRD) has had a Fringe Area Policy in place since 1984. The policy aims to limit urban sprawl, reduce fragmentation of land, direct industrial/commercial development, minimize land use conflicts, and preserve of agricultural land. A central tenet of the policy is that the TNRD refers applications on re-zonings, development permits and amendments to official community plans within the designated fringe area (2-5 km of the municipal boundary) to the urban municipality for consideration and comment. Though the TNRD is not bound by the municipalities' comments, they are considered as part of the decision making process.

The TNRD recently undertook a process to update to the policy. The drivers for this update included concerns regarding communication, timing of referrals, and the interest in a more rigorous analysis when municipal boundary extensions were contemplated or undertaken. One key change that is being proposed is that land use and developments on both side of the municipal boundary be referred to the other local government for comment. Previously only properties in the electoral area were referred to the municipality, not vice-versa.

The creation and implementation of the Fringe Area Policy in the RDNO would improve and formalize some of the current areas of collaboration that are already occurring between municipalities and the regional district. This includes the referral of:

- Some rezoning application and subdivision applications along municipal boundaries;
- OCP bylaws and amendments that are near municipal boundaries;
- Annexation applications; and
- Regionally significant developments.

Any fringe area policy would build on the agreements and support provided in the Regional Growth Strategy by its signatories.

8.2 Regional Growth Strategy Implementation Agreement

The Regional District of North Okanagan adopted their Regional Growth Strategy in 2011. As discussed in Section 5, the document provides goals, objectives and land use designations for the regional district. Though the RGS is an agreement between the regional district and member municipalities, the *Local Government Act* recognizes that a regional district cannot implement an RGS on its own and requires the cooperation and assistance of municipalities, the provincial government and other organizations.

One implementation approach permitted by the *Local Government Act* is the development of an Implementation Agreement. That is a “partnership agreement between a regional district and other levels of government, their agencies or other bodies which spells out the details of how certain aspects of a regional growth strategy will be carried out.”²²

Only a limited number of regional districts have chosen to develop implementation agreements. These regional districts include the Greater Vancouver Regional District and the Regional District of Nanaimo (RDN). The implementation agreement in the RDN was developed to address specific key regional policies that needed cooperation, including the implementation of the In-Island Highway with the Ministry of Transportation and Infrastructure.

The Comox Valley Regional District (CVRD) completed a Regional Growth Strategy in 2011. In the following year, the Regional District initiated an Implementation Agreement for ‘Intergovernmental Growth Management.’ They also began the development of implementation agreements with the Ministry of Transportation and Infrastructure and the K’omoks First Nation. After initiating these agreements, the end goal has changed as the CVRD is now pursuing Memorandums of Understanding that are still under development.

As demonstrated, there are limited examples of current application of Implementation Agreements. In part this may be because Implementation Agreements require the approval of the provincial cabinet. This process can be long and onerous, but also provides more strength to the final agreement. Alternatively, a Regional District may decide to pursue a similar agreement through a Memorandum of Understanding or Work Plan with member municipalities or external agencies. These are more informal arrangements to collaborate or work together towards mutual interests.

Implementation Agreements and other agreements are tools that can help build relationships and have partners work together to coordinate the implementation of the Regional Growth Strategy. An Implementation Agreement can be used to agree how to coordinate context statements and development proposals, specifically RGS amendments, and how to communicate effectively.

8.3 Vulnerability Index

Another tool to consider for further development and implementation is a Vulnerability Index. This tool evaluates the resiliency and sustainability of services delivered by the Regional District. It can be used to evaluate the level of impact a service may face in regards to future annexations. Therefore, it is a tool to be used in anticipation of future annexation proposals, and gives the Regional District the ability to identify services at risk and implement changes to increase their resiliency. It is recommended that this tool be considered for further development and refinement in Phase 3. It can then be applied as a pre-emptive analysis of the resiliency of services in electoral areas, as well as an analysis tool for the review of annexation application referrals.

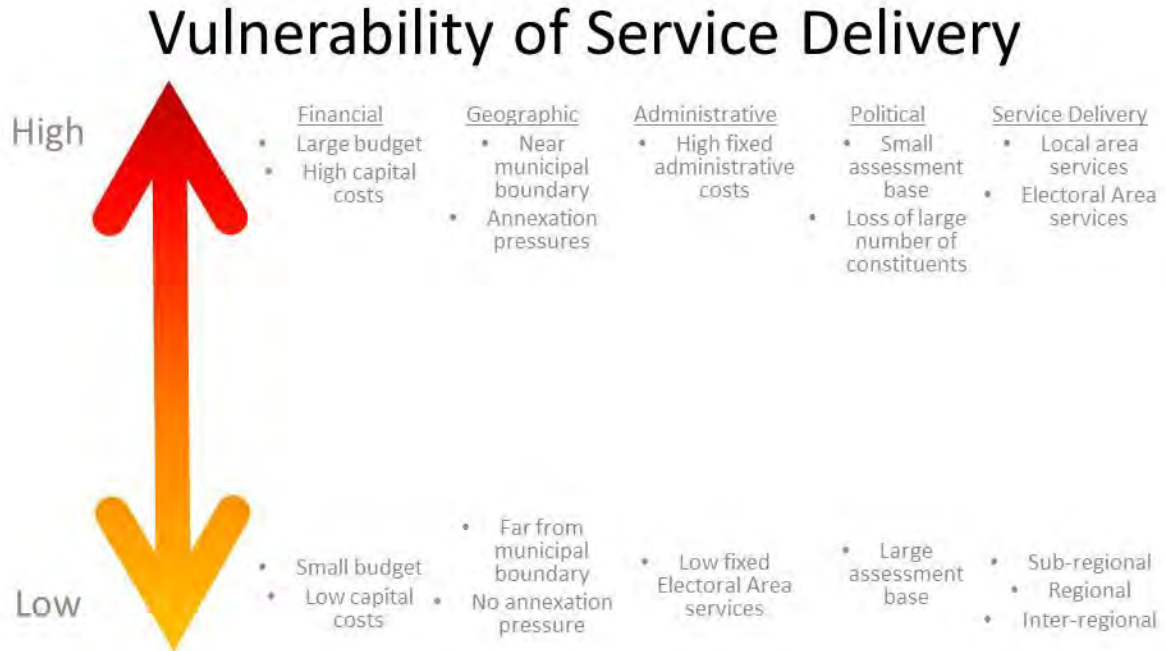
Local services can be provided by a range of government: the regional district, a municipality or an improvement district, and through different delivery methods. Overtime, delivery methods and the agency that delivers that service may change. There is concern that due to annexation, some services provided by the Regional District are not sustainable. The sustainability of a service in its current delivery method does not only relate to the financial sustainability. The vulnerability of a service can be examined by analyzing the following components:

- Financial;
- Geographic;
- Administrative; and
- Political.

²² Regional District of Nanaimo. <http://www.rdn.bc.ca/cms.asp?wpID=1534>

Figure 8.1 provides a visual graphic of the high and low risk components of this vulnerability related to the annexation of property within an electoral area.

Figure 8.1: Vulnerability of Service Delivery



The financial vulnerability of a service and its delivery method relates to the short term and long term ability to raise funds and have the financial means necessary to provide the service. As noted in the case study of BX/Swan Lake Fire Protection, this is particularly important for services that require large capital outlays to continue to provide the service.

The geographic vulnerability of a service and its delivery method relates to the logistics of delivering a service with unusual boundaries that may be caused by small annexations. Again, BX/Swan Lake Fire Protection provides an acute example of this challenge as the fire department must be aware in an emergency situation which properties are within their service boundary and which properties are not.

The administrative vulnerability of a service and its delivery method relates to the administrative burden of providing a service that may not change with the number of properties that participate in the service. For example, a service may be required to be audited regardless of the number of properties. Therefore, the cost of the audit will stay relatively consistent regardless if it is 500 properties or 50 properties within a service area. Another example of this is statutory requirements that apply to services, such as water quality requirements, regardless of the number of properties participating in the service.

Finally, the political vulnerability of a service and its delivery method relates to the political support for a service. There are two components to this, one, the development of a large geographic area, but lack of sufficient assessment to support the service. The second is the electoral area becoming significantly smaller through annexations to the point where the director has a small number of constituents.

8.3.1 *REDUCING VULNERABILITY*

Once potentially vulnerable services and their delivery methods have been identified, there are some strategies to consider reducing the vulnerability. Two approaches outlined below are the provision of extra-territorial services and sub-regional services.

Extra Territorial Services

Section 13 of the Charter allows a municipality to provide a service in an area outside the municipality. The municipal powers, duties and functions in relation to the service in question can then be exercised in the Section 13 area, subject to any terms and conditions imposed by the regional district (or other municipality) with jurisdiction in the Section 13 area.

The actual form of the establishment of the Section 13 area (ie map, list of properties) is not stated but would have to be a part of the consent of the regional district or other municipality to the provision of the service. Furthermore, Section 194 of the Charter contains the authority to impose the necessary fees on the properties outside the municipality. Section 258 of the Charter then sets out the authority to collect fees from Section 194 as property taxes.

The strategy of providing extra-territorial services allows for services to be provided to areas that may not support a separate service. As well, services can be provided to areas that are not suitable for annexation into a municipality.

Example - Town of Osoyoos

Current policy in many jurisdictions does not allow for provision of utility services beyond the boundaries of the owner jurisdiction, with the rationale that an area wishing to receive urban services should be included within municipal boundaries and be required to pay for all local services, not the “cherry picking” a few desired services. This is particularly true in fringe areas, immediately adjacent to a core community, with the perception at least, that the fringe areas are benefiting from the services provided by the core community without payment for said services, for example, recreation and police services.

Notwithstanding these policies, there are occasions when it may be beneficial to the core community to provide the service to areas beyond its boundary when it may address health, safety issues and environmental concerns. An example of such an extra-territorial service is the Town of Osoyoos which entered into an agreement to provide sewer utility services to a proposed development located on Osoyoos Lake. In this case, the Town proposed to provide services to existing residential developments located immediately adjacent to the lake. The property was serviced by a septic tank that was creating environmental concerns to residents of the area and users of the lake for recreational activities. In this case, it was considered to be in the best interest of the broader community that the sewer service be provided to eliminate current problems and provide longer-term environmental protection to Osoyoos Lake. This was for the health and safety of the residents and users of the Lake, which was considered a valuable community and tourism asset for the wider region.

A specific concern addressed during the process was the potential development pressure that may come to bear on ALR lands which were adjacent to the utility corridor. This was a major consideration of the Agricultural Land Commission. The issue was addressed by tightly restricting the local service area to receive the service and the design capacity of the system, which was limited to the specific development and current properties located immediately adjacent to the lake.

8.3.2 *SUB-REGIONAL SERVICES*

In the Regional District of North Okanagan there are currently 22 sub-regional services. These are services that involve the participation of at least two jurisdictions, one being a municipality and one an electoral area. This arrangement allows for services to be delivered over a wider area, reduces the redundancy and duplications of neighbouring jurisdictions providing separate services, and strengthens

the sustainability services as the services are not impacted by annexations that take place within their service area.

In the Regional District a number of important services are delivered on a sub-regional basis. This includes 'Greater Vernon Parks, Recreation and Culture', 'Greater Vernon Water Utility', septage, and building inspection. There is also the sub-regional service of fire protection for Lumby and the surrounding area.

8.4 Decision Support Framework for Annexations

In the annexation process, the Regional District is responsible for evaluating and responding to an annexation referral put forward by municipality. This analysis can be very challenging based on the limited staff time available to undertake in-depth or long term analysis of the impacts of a specific annexation. A tool to streamline this response and ensure the Regional District is able to effectively communicate its interests and response is recommended. One strategy is a decision support tool to be developed to assess annexation application referrals.

A draft tool was developed based on the research and analysis completed, including the vulnerability factors. In addition to responding to annexation application referrals, the Regional District can use this information to pre-emptively identify services, land use, or communities at risk to the effects of annexation.

A draft tool was developed in two parts. The first part is to provide a summary of factual information regarding an annexation proposal. The second part of the tool is an evaluation of impacts and risk of an annexation on the objectives and services of the Regional District. This tool can be applied in tandem with the Vulnerability Index.

To ensure all parties involved are working with the same basic information, Table 8.1 outlines a summary sheet that could be used to identify key attributes regarding an annexation application. This could include information on current number of properties, assessment, services, land use and community components. By reviewing this basic information, the Regional District ensures that it has a clear understanding of the annexation request before undertaking any evaluation.

Table 8.1 Draft Annexation Application Summary

File #:		
Address:		
Initiating municipality:		
Electoral Area:		
Date of Application:		
Past annexation application	Yes	No Date(s)
Deadline for referral:		
Number of properties:		
Property assessment	<u>Class</u>	<u>Value</u>
Services	<u>Service</u>	<u>Delivery method</u>

		Inter-regional Regional Sub-regional Electoral area Local area				
Services-Financial components ²³	<u>Service</u>	<u>Total requisition</u> (debt/operational costs)	Percentage of service's total taxable assessment within the annexation area	Estimated dollar amount of the requisition that can be attributed to the annexation area	Estimated increase in the residential tax rate required to recover the financial amount for the identified electoral area services, assuming no change to the requisitions	Potential of reducing the amount of requisition as a result of the reduction in the service area
Agricultural Land Reserve (ALR) designation	Yes No					
Regional Growth Strategy (RGS) designation	Future Growth Area Growth Area Rural Protection Area					
Within municipal ultimate boundary	Yes No n/a					
Recognized community/social neighbourhood						

Once the Regional District has all the pertinent information regarding an annexation application, it is able to undertake a thorough evaluation of the potential impact this application may have on the Regional District and its services. This evaluation assesses the impact on the corporate entity of the regional district and its ability to govern and deliver services. Table 8.2 provides outlines the potential risks the RDNO should consider when reviewing an annexation application referral.

Table 8.2: Decision Support Framework for Annexation Application Referrals

²³ According to the Ministry of Community, Sport and Cultural Development, the information they require from the regional district in a boundary extension application includes:

- Total taxable assessment within the boundary extension area;
- List of the specific current services that would be impacted by the boundary extension, with the current total requisitions for each of those services and comments about the nature of the expenditure for the service (for example, debt versus operational costs);
- Percentage of taxable assessment within the area compared with the total within the identified service areas;
- Estimated dollar amount of the requisition for each service identified that can be attributed to the boundary extension area;
- Estimate of the increase in the residential tax rate that would be required to recover the financial amount for the identified electoral area services, assuming no change to the requisitions; and,
- The potential of reducing the amount of requisition as a result of the reduction in the service area.

Source: *Municipal Boundary Extension Process Guide*, Ministry of Community, Sport and Cultural Development, 2010.

Theme	Potential Risk	Low Risk	High Risk	Recommended Strategy/Comment
Service Delivery	Sustainability of regional district services (by individual service)	Overall low vulnerability according to the Vulnerability Index	Overall high vulnerability according to the Vulnerability Index	Provincial mitigation measures apply if loss is 5-10% of service area assessment, but does not consider cumulative impact
	Geographically and politically vulnerability of services	Large service area with high assessment and number of folios	Small service area with low assessment and number of folios	Explore opportunities to combine service areas where appropriate
Financial	Financial vulnerability of the service	Inexpensive service with low capital costs (i.e. street lighting)	Expensive service with high capital costs (i.e. fire protection)	Explore alternative service arrangements for high risk services
	Cost increases for remaining electoral area residents related to services	Little to no increase in cost	Large increase in cost	Provide information to the provincial government as part of the referral process
Land use	Loss of Agricultural Land Reserve land	Applicant does not intend to request removal from ALR	Applicant intends to request removal from ALR and has support of municipality	Include additional agreement in protocol to protect agricultural land
	Loss of rural protection land	Applicant and municipality does not intend to apply for new RGS designation	Applicant and municipality does intend to apply for new RGS designation	Firm commitment to the RGS by all signatories, with appropriate strategies to uphold the designations
Community	Fragmentation of community	Not a recognized community/social neighbourhood or annexation of entire community/social neighbourhood	Application for small number of properties or component of a community/social neighbourhood	Identification and delineation of social neighbourhoods within electoral areas

In addition to potential risks that come with an annexation, there are also some potential opportunities and benefits. The most recognized is the environmental protection that comes with servicing a new area where there has been, or potential for, septic failures that could lead to contamination of a water source. Though, as discussed earlier this situation may also be appropriate for extra-territorial service delivery.

As noted in the introduction, the creation and implementation of each of these tools would require financial and staff resources. This decision support tool, particularly Part 2, would require significant coordination across department and considerable staff resources within a limited referral response period. Therefore, when considering any further development of this tool in Phase 3, it is essential that the most important priorities in relation to any annexation be identified to streamline the tool and allow it to be applied within a short timeline.

8.5 Boundary Extension Protocol

A central tool that should be considered for Phase Three of this study is the development of a boundary extension protocol. This protocol is a tool that the Regional District can use to improve the annexation process and achieve a higher level of involvement in the annexation process. The role of a protocol is an agreement between participating parties regarding the annexation process and may include specific agreements and commitments regarding boundaries or areas for consideration of annexation.

The following sections identify components that should be considered in the development of a protocol.

Protocol Drivers

This section would not to be formally part of a protocol, but could be referenced throughout its development of the agreement. The drivers would identify issues that each party was concerned about, and could include:

1. Being treated fairly
2. Respect from other party and their positions
3. Having access to all information in a timely manner
4. Being present at all key communications with third parties
5. Broad evaluation of annexation proposals
6. Mitigation measures are appropriate

Purpose

There is a need to define the purpose of the protocol agreement to ensure all parties are working towards the same outcome.

Participating Parties

Based on past annexation activity and future annexation pressures, the potential participating parties include the City of Vernon, City of Enderby, Village of Lumby and the Regional District of North Okanagan. The Ministry of Community, Sport and Cultural Development will not be a signatory, but there may be separate Memorandum of Understandings signed with the Ministry and the Agricultural Land Commission in order to recognize the role of the Protocol in the decision making process.

Guiding Principles and Shared Objectives

A protocol should include guiding principles and share objectives to form the foundation from which to work from. Guiding principles may include transparency, communications, and fair process, among others.

Protocol Provisions

There are a number of different approaches to the protocol to be considered. Components of the protocol may include:

Communication

- Sharing of information- both content and schedule

Finance

- Consideration for the Ministry of Community, Sport and Cultural Development service impact policies
- Consideration of cumulative impacts of ongoing annexations

Land Use

- Fringe area planning
- Agricultural Land Reserve consideration
- Regional Growth Strategy- rural protection boundary

Decision making process on annexation applications

- How will decisions be made?
- What factors will be considered?
- How will municipalities include RDNO in the process?

- Are there areas in which RDNO would like closer scrutiny of an application?

Non-annexation areas?

- Is it possible to identify areas that the parties agree are not appropriate for annexation?

Planning for boundary expansion

- Is there agreement among parties regarding ultimate boundaries or specific neighbourhoods or communities where annexation is appropriate?

Required amendments to current policies

- Are there amendments or updates to current municipal or Regional District policy which need to be implemented to align with a new protocol?

Conclusion

A boundary extension protocol that is signed by key member municipalities and the Regional District would bring clear expectation and certainty to the annexation process for all participating parties- municipalities, the regional district and property owners. Though the resulting protocol would be helpful, the process of co-creating the protocol would improve communication and the overall relationship between participating parties.

9.0 Conclusion

This report studies the potential impact of annexation in the Regional District of North Okanagan, reviews data and case studies, identifies areas of concern, and presents potential strategies to consider in future work. The study examined and provided mitigation strategies for the potential impact of annexation on service delivery, financial, land use, and community in electoral areas. Within the RDNO, the study area was the southeast and northeast of the City of Vernon, west Enderby, and northwest Lumby.

The study provided an in-depth analysis of services, finance, land use, and community. A review of services included considering the long-term sustainability of services in the electoral areas, and opportunities to increase their resiliency. The financial review examined the financial impact of annexation on electoral area residents, including the historical and current property tax impacts when properties and their associated assessment value are no longer part of the electoral area.

The impact of annexation on land use was studied with regard to the coordination of land use planning, especially in the fringe areas, the impact on land in the Agricultural Land Reserve, and municipal boundaries and land use. The study found that land use planning is generally not coordinated between the Regional District and member municipalities, but there is potential for greater harmonization of land use across boundaries with the new Regional Growth Strategy (RGS).

Another important component of the study was to examine the potential impact of annexation on the community and social neighbourhood of an area. This involved defining and providing criteria to identify a community, and differentiating a community from a social neighbourhood. A collection of case studies was presented to explore the application of service, finance, land use and community impacts of annexation on specific examples in the RDNO.

After this extensive study, a series of analysis and decision support tools were developed based on the findings of the study. It is recommended that these tools be considered for further development and refinement in Phase 3 of the study. The five planning and decision support tools are:

Fringe Area Planning- A policy and process to improve land use coordination between neighbouring jurisdictions by referring Official Community Plan amendments, re-zonings, and development permits on the municipal/electoral area boundary to the neighbouring jurisdiction. This Policy provides a process of shared input on land use decisions on both sides of municipal boundaries. The policy would improve and formalize areas of collaboration through referrals between member municipalities and the Regional District on issues such as re-zoning and subdivision applications, OCP bylaw and amendments, annexation applications, and regionally significant developments.

Regional Growth Strategy Implementation Agreement- An inter-jurisdictional or inter-governmental/agency commitment to Regional Growth Strategy implementation. While there are few examples of regional districts choosing to pursue Implementation Agreements, there is similar benefit found in signing Memorandum of Understandings or an agreement on work plans to ensure participating parties are communicating, identifying common priorities and agreeing to clear processes.

Annexation Protocol- An agreement between the Regional District and participating municipalities to improve the annexation process by defining roles, process, and information exchange and communication between all signatories. This protocol would improve the annexation process for all parties and achieve a higher level of involvement in the annexation process. The protocol recognizes the importance of effective relationships and clear and consistent communication between the parties throughout the annexation process. The study provides an overview of components of a protocol, including protocol drivers, purpose, participating parties, guiding principles and shared objectives, and protocol provisions. There are a number of different approaches to consider in protocol provisions, including communication, finance (including cumulative impacts), land use, decision making process, non-annexation areas, planning for boundary expansion, and required amendments to current policies.

The role of this protocol would be an agreement between participating parties regarding the annexation process and may include specific agreements and commitments regarding boundaries or areas for consideration of annexation.

Annexation Decision Support Tool- A tool to provide questions the Regional District should review when considering an annexation application referral. A decision support tool was developed in two parts. The first part is to provide a summary of factual information regarding an annexation proposal. This would include information on current number of properties, assessment, services, land use and community components. The second part of the tool is an evaluation of impacts and risk of an annexation on the objectives and services of the Regional District. This tool can be applied in tandem with the Vulnerability Index.

Vulnerability Index- The vulnerability index can be used to assess the financial, operational, administrative and political vulnerability of services and their delivery method in electoral areas in light of annexation activity.

These tools can be developed and applied individually, in coordination with each other, or integrated tools to both anticipate the potential impacts of annexation, and there ameliorate some of the effects, as well as to create an effective annexation application process in which all parties are able to participate productively. Still, it is essential that any further development of these tools be considered within the financial and staff time restraints in the refinement and ultimate implementation of these tools over the short and longer term.

This study provides an overview of the regional district context and reviews the potential impacts of annexation on services, finance, land use and community through analysis and case studies. It then provides evaluation and process tools to assist the Regional District in responding to annexation application referrals and to improve the annexation process for all parties involved. The information provided within these tools provides a strong foundation for Phase Three of this project.



APPENDICES

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Appendix A: Interview and Research Contacts

The following individuals were interviewed in preparation of the Phase One and Two reports.

2011 Meetings and Interviews

- Trafford Hall, CAO
- Anthony Kittel, Regional Growth Strategy Coordinator
- Leah Mellott, General Manager, Electoral Area Administration
- Barry Gagnon, retired RD, CAO
- Peter Tassie, retired, RD Director of Planning
- Alan Hill, former Electoral Area “A” Director
- Electoral Area Committee Members and Planning Staff
- Ministry Staff
 - Linda Galeazzi, Acting Director, Local Government Structure Branch
 - Gary Paget, Executive Director, Structure and Governance
 - Derek Trimmer, Director of Regional Initiatives
 - Karen Lynch, Senior Policy Analyst, Local Govt Structure Branch

2012/13 Meetings and Interviews

- Anthony Kittel, Regional Growth Strategy Coordinator
- Lea Mellot, GM, Electoral Area Administration
- David Sewell, General Manager, Finance
- Jeremy Sundin, RD Assistant Controller
- Art Chambers, Director, Real Property Taxation, Ministry of Finance
- Alan Hill, former Electoral Area “A” Director
- Dale Rintoul, City Planner, City of Vernon
- Peter Mackiewicz, former CAO, NORD
- Peter Tassie, former Director of Planning, NORD
- Shirley Blatchford, Property Owner and resident OK Landing area, City of Vernon
- Ministry staff
 - Derek Trimmer, Director of Regional Initiatives
 - Marijke Edmonson, Director, Local Government Structure Branch
 - Brent Meuller, Manager, Growth Strategies, Vancouver Island, Intergovernmental Relations and Planning Branch

Appendix B: Role and Impact of Annexation on Different Jurisdictions

Annexation Impact Study Phase 2			Role and impact of annexation on...		
Issues	Regional District/ Electoral Areas	Municipality	Residents	Provincial government	
Financial and Other					
Sustainability of services	Depends on the service, • % of participants, • assessment base, and • level of debenture debt	Addition to an existing service	Potential for more urban services	Elimination of responsibility for police service and roads	
Tax rates	Loss of tax dollars for service	Gain of tax dollars	Increase in tax rates	Reduced tax revenue	
Community identity	Cumulative impact of a number of annexations may significantly change the complexion of the community	Add area to be serviced with no likely social/cultural impact on municipality	Potential loss or reduction in community ID as part of larger entity	n/a	
Land use					
Land use planning	Loss of direct responsibility for planning, RGS still applies	Gain of direct responsibility for planning, RGS still applies	Guided by municipal OCP and Development guidelines	n/a	
Development (rate and density)	Depends on RGS/OCP	Accelerated and subject to RGS/OCP	Opportunities for Urban level services and development options	n/a	
Environmental Protection	Depends on RGS/OCP	Depends on RGS/OCP	Depends on RGS/OCP	n/a	
Preservation of agricultural land in the ALR	Agricultural Land Commission (no change)	Agricultural Land Commission (no change, but increased pressure and opportunity for development)	Agricultural Land Commission (no change, but additional pressure for development due to service capability)	Agricultural Land Commission (no change, but additional pressure for development due to service capability)	
Servicing					
Water	No change if in the Greater Vernon Water (GVW) area	No change in GVW area; Addition to the service area	No change likely	n/a	
Sewer	n/a	Addition to service area	New service availability	n/a	
Fire	Shift in area of service, but cumulative effect of a number of annexations may negatively impact on available revenue	Addition to service area may increase costs, but offset by new tax revenue from new residents	Change ins service provision and likely a higher level of service with professional force	n/a	
Police	No impact on RD	Increase in number and	Slight change in level of	Reduced	

		area serviced	taxation	responsibility
Governance				
Political representation	May result in a loss in the number of elected representatives from area	May increase representation and change balance at RD Board Table	Change in area of representation	n/a

Appendix C: Purpose of Regional Districts and Electoral Areas

Regional districts serve three key purposes:

- They are the regional governments to regions by providing key services and activities for the entire region;
- They provide a political and administrative for joint/inter-local government service delivery, and;
- They act as local governments for electoral areas.²⁴

The electoral areas are the unincorporated, generally more rural, areas of a regional district. Regional districts are the “local” governments for rural areas. These areas may be very large, sparsely populated, and have very different interests in service provision and local issues than incorporated municipalities. Each electoral area is represented by one director, who sits on the regional district board. The director represents their residents’ interests at the regional table.

The role of the electoral area director, and the regional district in general, values the local knowledge of the representatives on the Board, and their interest in providing services that meet the needs and interests of the community.

²⁴ Regional District Taskforce, Final Report.

Appendix E: Services

There are numerous services provided to RDNO electoral areas. This appendix provides a list of these services, categorized by area of delivery. The tables identify the participating jurisdictions. These services fall into seven main categories:

- Provincial government;
- Inter-Regionally;
- Regional District;
- Municipality;
- Sub-regional;
- Electoral Area; and,
- Local Service Area.

Legend:

CoV: City of Vernon
DoC: District of Coldstream
CoE: City of Enderby

CoA: City of Armstrong
DoS: District of Spallumcheen
VoL: Village of Lumby

Service functions and participants are summarized below.

Provincial Services:

The provincial government provides a number of services that are enjoyed in the electoral areas. These include health care through the Interior Health Authority and ambulance service through the BC Ambulance Service. The provincial government is also responsible for the building and maintaining of roads in electoral areas and policing is provided through a contract with the RCMP.

Inter-regional Services: Participation of two or more regional districts

Within the Regional District of North Okanagan there are a few inter-regional services. These are external entities that deliver services across a number of Regional jurisdictions. Currently, these entities are the Okanagan Basin Water Board, Okanagan Regional Library, and the Sterile Insect Release Program.

Cost Centre	Service	CoV	DoC	CoE	CoA	DoS	VoL	Area B	Area C	Area D	Area E	Area F
390	Okanagan Basin Water Board	•	•	•	•	•	•	•	•	•	•	•
420	Okanagan Regional Library	•	•	•	•	•	•	•	•	•	•	•
421	Okanagan Regional Library – Debt Financing	•	•	•	•	•	•	•	•	•	•	•
810	Sterile Insect Release Program	•	•	•	•	•	•	•	•	•	•	•

Regional Services: *Participation of all RDNO municipalities and electoral areas*

There are a large number of services that the RDNO provides to the whole regional district, including member municipalities and electoral areas. These services are:

- General government;
- Regional Planning;
- Emergency programs; and
- Solid waste.

Waste management planning occurs on a regional basis, as mandated by the *Environmental Management Act*.

Cost Centre	Service	CoV	DoC	CoE	CoA	DoS	VoL	Area B	Area C	Area D	Area E	Area F
010	General Government	•	•	•	•	•	•	•	•	•	•	•
031	Planning - Regional	•	•	•	•	•	•	•	•	•	•	•
051	Search and Rescue*	•	•	•	•	•	•	•	•	•	•	•
440	Victims Assistance Program	•	•	•	•	•	•	•	•	•	•	•
670	Solid Waste	•	•	•	•	•	•	•	•	•	•	•
911	Emergency Telephone	•	•	•	•	•	•	•	•	•	•	•

*Grant- Monies are provided to a 3rd party to provide a service.

Sub-regional Services: *Participation of at least two jurisdictions, one being a municipality and one an electoral area*

Sub-regional services are those services that have the participation of at least two jurisdictions within the RDNO, one being a municipality and one being an electoral area. Sub-regional services are summarized below.

Cost Centre	Service	CoV	DoC	CoE	CoA	DoS	VoL	Area B	Area C	Area D	Area E	Area F
872	Transit - UBCO	•	•	•	•	•	•	•	•	•		•
871	Transit - Regional	•	•	•	•	•	•	•		•		•
400	Okanagan Film Commission*	•	•		•							
040	Building Inspection			•	•	•	•	•	•	•	•	•
150	Animal Control - Areas 1 & 2	•	•				•	•	•	•		
715	Septage	•	•			•		•	•	•	•	•
060	Greater Vernon Parks, Recreation and Culture	•	•					•	•			
062	Multi-Use Facility	•	•					•	•			
065	Community Theatre (Performing Arts Centre)*	•	•					•	•			
372	Greater Vernon Water Utility	•	•					•	•			
480	Queen's Committee ¹	•	•					•	•			
620	St. John's Ambulance*	•	•					•	•	•	•	
330	Noxious Insects	•	•					•	•	•	•	•
430	Okanagan Symphony*	•	•					•	•	•		•
090	Fortune Parks*			•								•
154	Animal Control - Enderby*			•								•
200	Cemetery - Enderby and Area "F" (Fortune)*			•								•
243	Fire Protection - Lumby						•			•		
070	White Valley Parks,						•			•	•	

	Recreation and Culture											
320	Lumby Community Centre*						•			•	•	
030	Planning - Silver Star Planning Matters	•				•		•	•	•	•	•
913	Fire Dispatch		•	•	•	•	•	•	•	•		•

* Grant- Monies are provided to a 3rd party to provide a service

¹ Grant- May roll into Arts, Youth and Culture

Electoral Area Services (All Areas): Participation of at least two electoral areas (no municipal partners)

Electoral area services are those services that are provided by the RDNO solely to rural areas, functioning in effect as the local government for these areas. Electoral area services that are provided to the full electoral areas are summarized below.

Cost Centre	Service	CoV	DoC	CoE	CoA	DoS	VoL	Area B	Area C	Area D	Area E	Area F
241	Fire Protection - BX / Swan Lake							•	•			
751	Street Lights - Neighbourhoods							•	•			
752	Street Lights - Critical Intersection/Mailboxes							•	•			
870	Transit - Areas "B" and "C" ²							•	•			
021	Electoral Area Administration							•	•	•	•	•
030	Planning - Electoral Area ³							•	•	•	•	•
050	Emergency Planning							•	•	•	•	•
360	Noxious Weeds							•	•	•	•	•
442	Safe Communities							•	•	•	•	•
710	Discretionary Grants							•	•	•	•	•
249	Fire Training Centre ⁴							•	•	•		•

² Handi-dart

³ Contract to A.E.L.S.

⁴ Intermunicipal Service Agreement

Local Service Areas: Service provided to a portion of an electoral area

Local Service Area services are those provided to a portion of an electoral area.

Cost Centre	Service	CoV	DoC	CoE	CoA	DoS	VoL	Area B	Area C	Area D	Area E	Area F
248	Fire Protection - Okanagan Landing							•				
015	Silver Star Administration								•			
162	BX Villa Walkway*								•			
232	Drainage - Silver Star								•			
245	Fire Protection - Silver Star								•			
679	Silver Star Transfer Station								•			
757	Street Lights - Silver Star								•			
758	Street Lights - Ridge Subdivision								•			
950	Silver Star Water								•			
951	Vance Creek Reservoir								•			
755	Street Lights - Lumby Rural									•		

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957	Whitevale Water									.		
091	Kingfisher School*											.
247	Fire Protection - Grandview Bench											.
722	Mabel Lake Sewer											.
756	Street Lights - Grindrod											.
952	Mabel Lake Water											.
955	Grindrod Water											.
958	Gunter Ellison Water											.

*Grant- Monies are provided to a 3rd party to provide a service.

Appendix F: Inventory of Services

This section provides an inventory of local services provided by the Regional District of North Okanagan. These are reviewed based on types of service, including the service, service areas and 2012 requisition.

Administration

Silver Star Administration

2012 Requisition: \$16,616.58

Animal Control

The Regional District of North Okanagan provides dog control in the City of Vernon, District of Coldstream, Village of Lumby, Electoral Areas "B" and "C" and part of Electoral Area "D". The bylaw is intended to help improve dog owner responsibility and accountability. Responsible dog owners make sure their pets are properly cared for, well-socialized, trained and do not pose a threat to humans or other animals.

Fortune Animal Control

2012 Requisition: \$6,553.69

Vernon/White Val Animal

2012 Requisition: \$6,045.61

Fire Protection

Okanagan Landing Fire

2012 Requisition: \$22,626.93

BX/Swan Lake Fire Protection

2012 Requisition: \$507,724.78

Twin/Lks/Grndvw Fire

2012 Requisition: \$62,460.12

Lumby Fire Protection

2012 Requisition: \$215,807.19

Silver Star Fire Protection

2012 Requisition: \$305,521.59



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Fire Protection Services

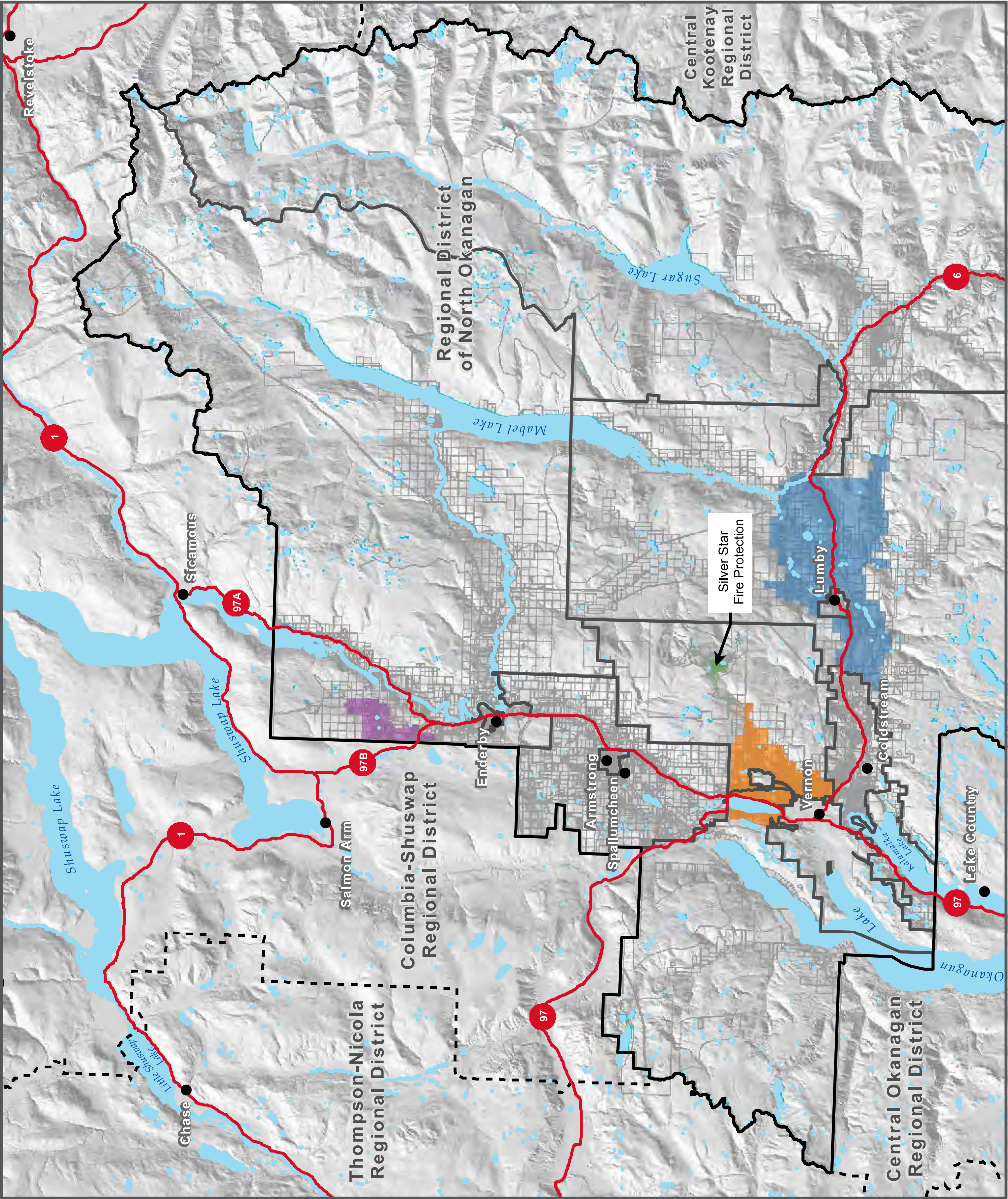
Figure 1

- Legend
- Incorporated Area
 - Regional District of North Okanagan Boundary
 - Regional District Boundary
 - RDNO Jurisdiction Boundary
 - Cadastral Boundary
 - Major Highway
 - BX - Swan Lake Fire Protection
 - Rural Lumby - Area D Fire Protection
 - Silver Star Fire Protection
 - Twin Lakes - Grandview Bench Fire Protection

Scale: 0 5 10 15 20 km
Coordinate System: NAD 1983 UTM Zone 11N

Data Sources:
- Water bodies and highway from Geobase, Oct. 2013
- Cadastral and RDNO boundary from Regional District of North Okanagan, Oct. 2013
- Additional regional district boundaries from Stats Canada, Oct. 2013
- Incorporated areas from BC Government, August 2012
- Hillshade from BC Government, June 2009

Project #: 1203.0012.02
Author: SF
Checked: DH
Status: Draft
Revision: A
Date: 2013 / 10 / 22





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Water Services

Figure 2

- Legend
- Incorporated Area
 - Regional District of North Okanagan Boundary
 - Regional District Boundary
 - RDNO Jurisdiction Boundary
 - Cadastral Boundary
 - Major Highway
 - Grindrod WU Water District
 - Silverstar WU Water District

05101520 km

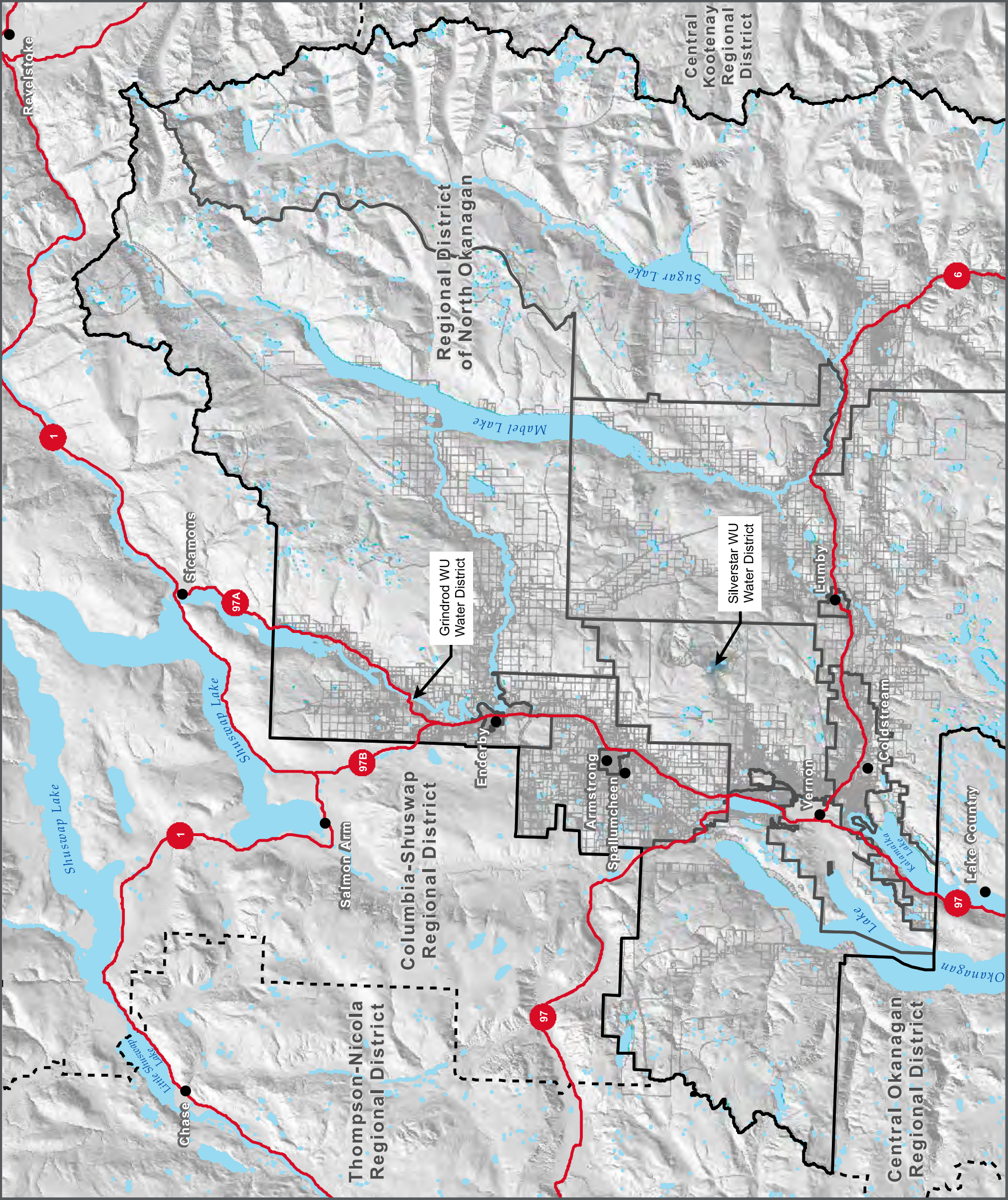
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Coordinate System:

NAD 1983 UTM Zone 11N

- Data Sources:
- Water bodies and highway from Geobase, Oct. 2013
 - Cadastral and RDNO boundary from Regional District of North Okanagan, Oct. 2013
 - Additional regional district boundaries from Stats Canada, Oct. 2013
 - Incorporated areas from BC Government, August 2012
 - Hillshade from BC Government, June 2009

Project #: 1203.0012.02	
Author: SF	
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Status: Draft	
Revision: A	
Date: 2013 / 10 / 22	





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Solid Waste Services

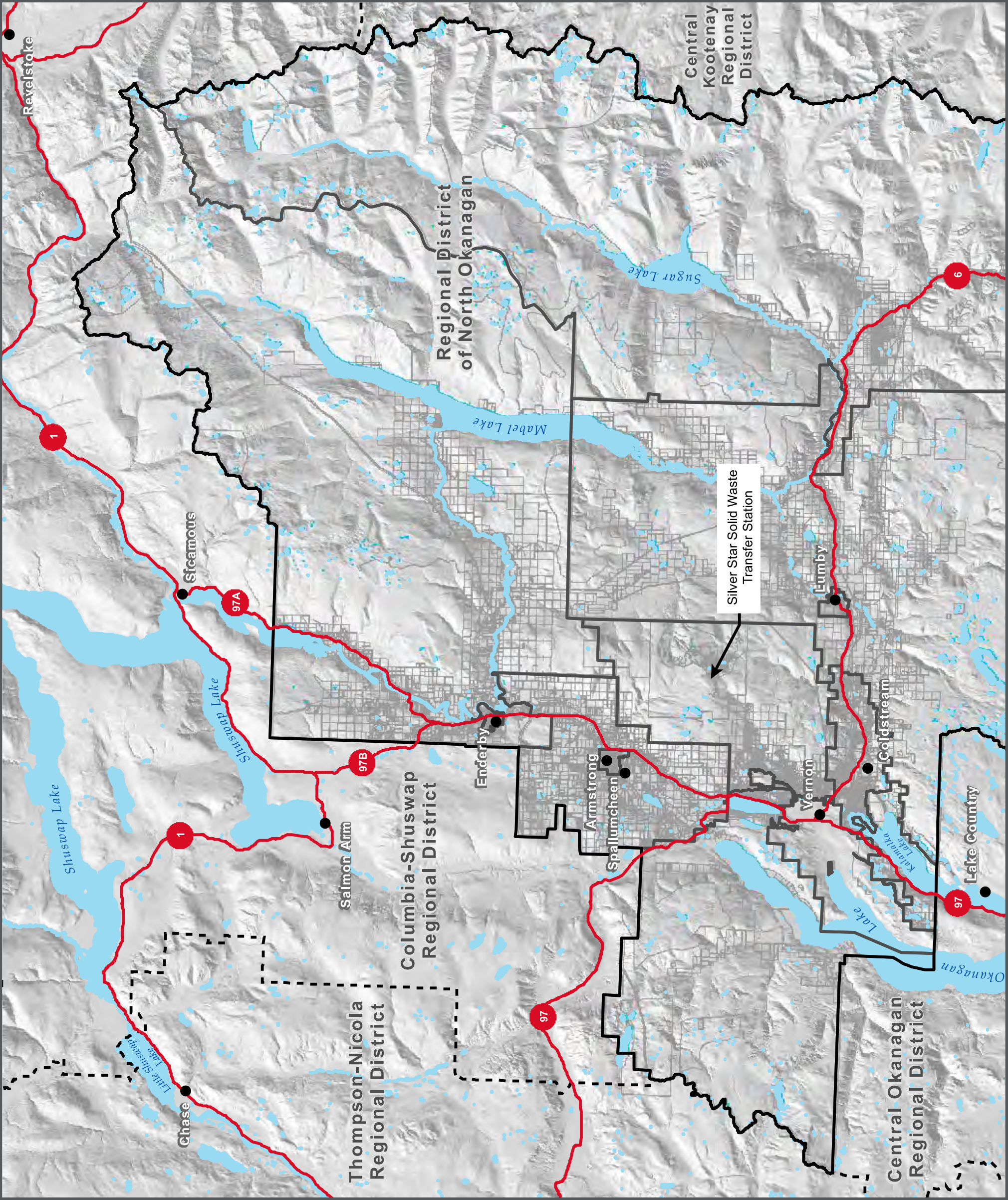
Figure 3

- Legend
- Incorporated Area
 - Regional District of North Okanagan Boundary
 - Regional District Boundary
 - RDNO Jurisdiction Boundary
 - Cadastral Boundary
 - Major Highway
 - Silver Star Solid Waste Transfer Station

Scale: 0 5 10 15 20 km
Coordinate System: NAD 1983 UTM Zone 11N

Data Sources:
- Water bodies and highway from Geobase, Oct. 2013
- Cadastral and RDNO boundary from Regional District of North Okanagan, Oct. 2013
- Additional regional district boundaries from Stats Canada, Oct. 2013
- Incorporated areas from BC Government, August 2012
- Hillshade from BC Government, June 2009

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Street Light Services

Figure 4

Legend

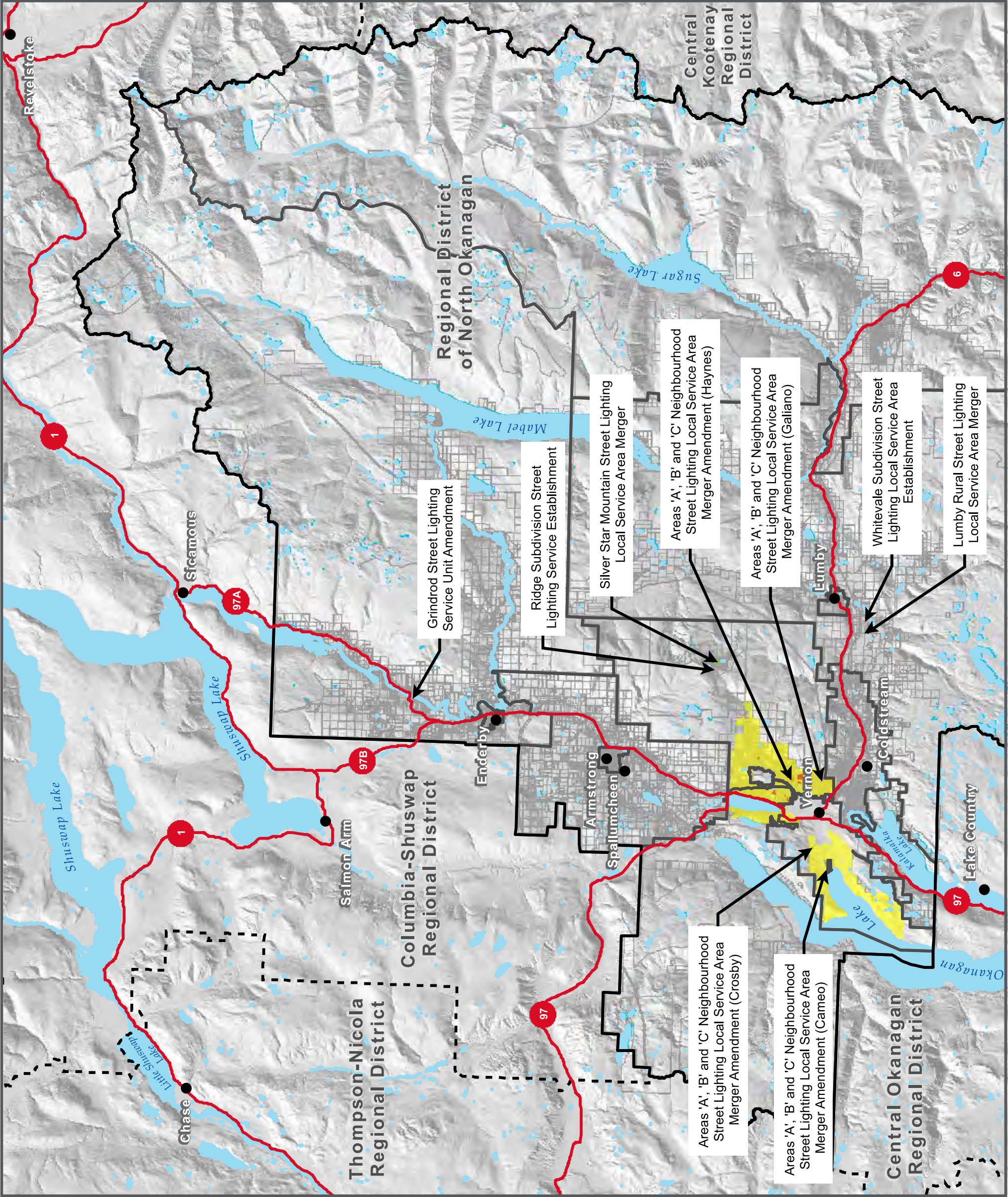
- Incorporated Area
- Regional District of North Okanagan Boundary
- Regional District Boundary
- RDNO Jurisdiction Boundary
- Cadastral Boundary
- Major Highway
- Electoral Areas 'A', 'B', and 'C' Neighbourhood Street Lighting Local Service Area Merger
- Grindrod Street Lighting Service Unit Amendment
- Areas 'A', 'B' and 'C' Neighbourhood Street Lighting Local Service Area Merger Amendment (Cameo)
- Areas 'A', 'B' and 'C' Neighbourhood Street Lighting Local Service Area Merger Amendment (Crosby)
- Areas 'A', 'B' and 'C' Neighbourhood Street Lighting Local Service Area Merger Amendment (Galliano)
- Areas 'A', 'B' and 'C' Neighbourhood Street Lighting Local Service Area Merger Amendment (Haynes)
- Electoral Areas 'A', 'B', and 'C' Street Lighting Services
- Grindrod Street Lighting Service Unit Amendment
- Lumby Rural Street Lighting Local Service Area Merger
- Ridge Subdivision Street Lighting Service Establishment
- Silver Star Mountain Street Lighting Local Service Area Merger
- Whitevale Subdivision Street Lighting Local Service Area Establishment

Scale: 1:375,000
0 5 10 15 20 km
Coordinate System: NAD 1983 UTM Zone 11N

Data Sources:

- Water bodies and highway from Geobase, Oct. 2013
- Cadastral and RDNO boundary from Regional District of North Okanagan, Oct. 2013
- Additional regional district boundaries from Stats Canada, Oct. 2013
- Incorporated areas from BC Government, August 2012
- Hillshade from BC Government, June 2009

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Date: 2013 / 10 / 22





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Drainage Services

Figure 5

- Legend
- Incorporated Area
 - Regional District of North Okanagan Boundary
 - Regional District Boundary
 - RDNO Jurisdiction Boundary
 - Cadastral Boundary
 - Major Highway
 - Silver Star Ridge Subdivision Drainage

05101520 km

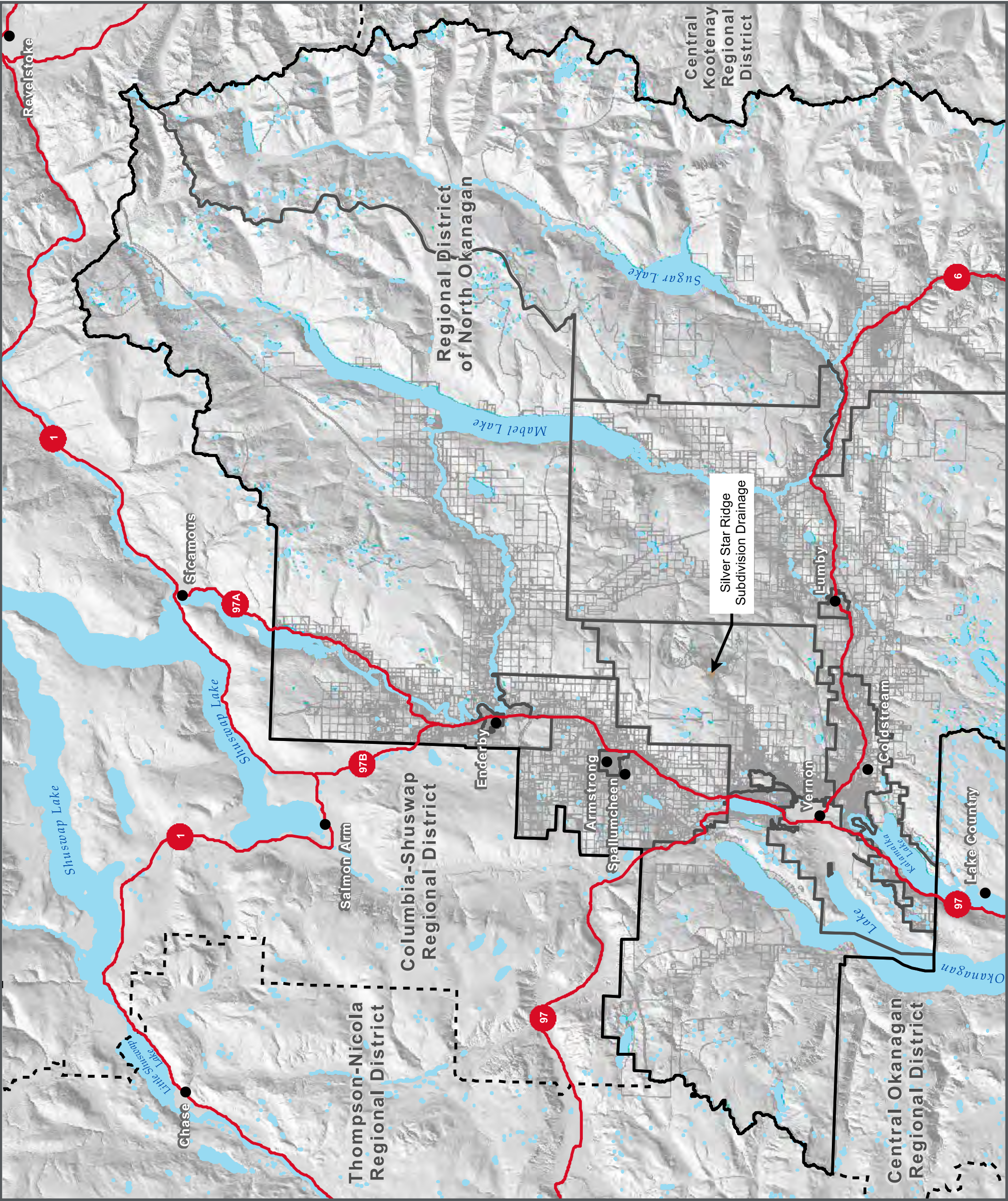
Scale: 1:375,000

Coordinate System:

NAD 1983 UTM Zone 11N

- Data Sources:
- Water bodies and highway from Geobase, Oct. 2013
 - Cadastral and RDNO boundary from Regional District of North Okanagan, Oct. 2013
 - Additional regional district boundaries from Stats Canada, Oct. 2013
 - Incorporated areas from BC Government, August 2012
 - Hillshade from BC Government, June 2009

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Author: SF	
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Status: Draft	
Revision: A	
Date: 2013 / 10 / 22	





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Administration Services

Figure 6

- Legend
- Incorporated Area
 - Regional District of North Okanagan Boundary
 - Regional District Boundary
 - RDNO Jurisdiction Boundary
 - Cadastral Boundary
 - Major Highway
 - Silver Star Mountain Community Services Administration Service Establishment

Scale: 0 5 10 15 20 km

Coordinate System: NAD 1983 UTM Zone 11N

- Data Sources:
- Water bodies and highway from Geobase, Oct. 2013
 - Cadastral and RDNO boundary from Regional District of North Okanagan, Oct. 2013
 - Additional regional district boundaries from Stats Canada, Oct. 2013
 - Incorporated areas from BC Government, August 2012
 - Hillshade from BC Government, June 2009

Project #: 1203.0012.02

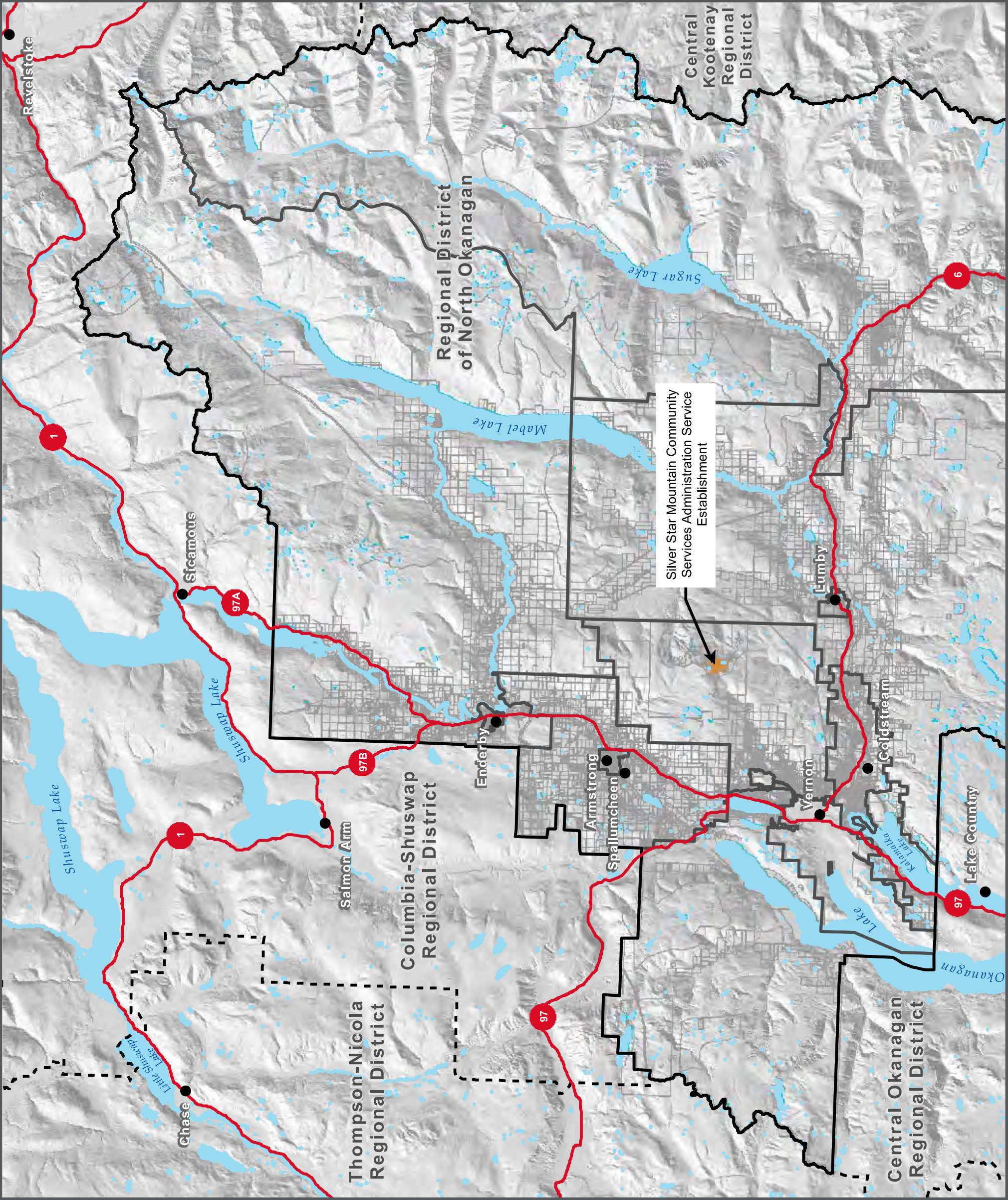
Author: SF

Checked: DH

Status: Draft

Revision: A

Date: 2013 / 10 / 22





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Animal Control Services

Figure 7

- Legend
- Incorporated Area
 - Regional District of North Okanagan Boundary
 - Regional District Boundary
 - RDNO Jurisdiction Boundary
 - Cadastral Boundary
 - Major Highway
 - Fortune Animal Control Extended Service Establishment
 - Greater Vernon / White Valley Animal Control Extended Service Establishment

05101520 km

Scale: 1:375,000

N

Coordinate System: NAD 1983 UTM Zone 11N

Data Sources:

- Water bodies and highway from Geobase, Oct. 2013
- Cadastral and RDNO boundary from Regional District of North Okanagan, Oct. 2013
- Additional regional district boundaries from Stats Canada, Oct. 2013
- Incorporated areas from BC Government, August 2012
- Hillshade from BC Government, June 2009

Project #: 1203.0012.02

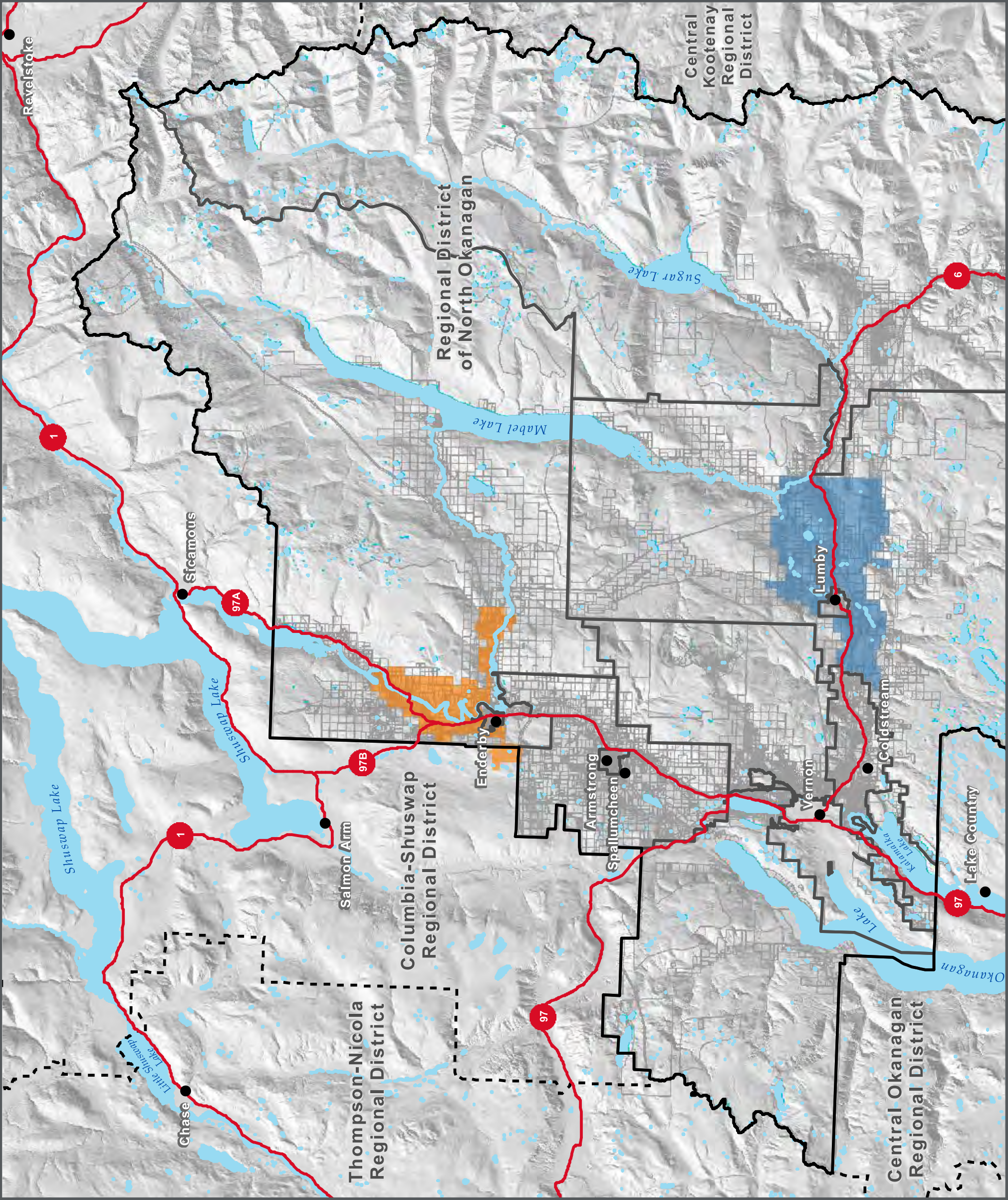
Author: SF

Checked: DH

Status: Draft

Revision: A

Date: 2013 / 10 / 22



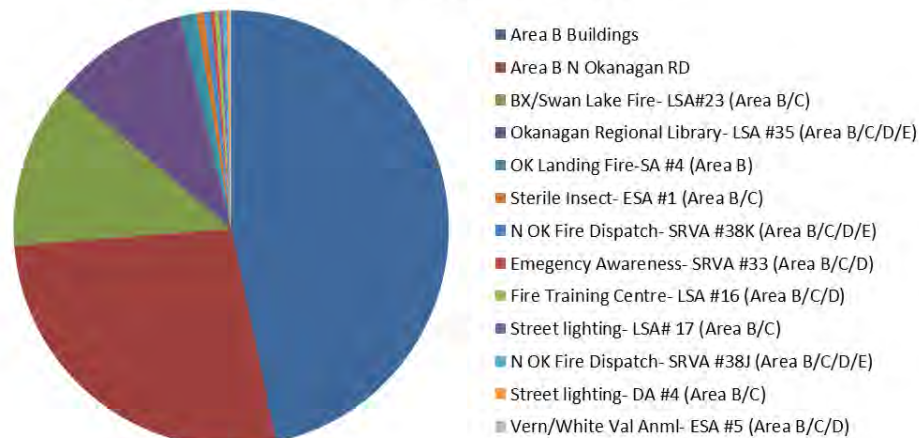
Appendix G: Financial Requisitions by Electoral Area (2012)

Electoral Area B- Electoral Area and Local Service Area Services

Service	Tax rate (Res)	Assessment	Total Levy	Levy- Area B	% of Area B Levy	Total Folio
Area B Buildings	1.7143	440,936,309.00	877,534.34	877,534.34	46.66%	2,494
Area B N Okanagan RD	0.5646	788,400,342.00	509,356.08	509,356.08	27.08%	2,855
BX/Swan Lake Fire- LSA#23 (Area B/C)	0.8763	527,543,309.00	507,724.78	232,296.50	12.35%	2,367
Okanagan Regional Library- LSA #35 (Area B/C/D/E)	0.2245	2,194,753,114.00	532,537.31	190,201.19	10.11%	7,951
OK Landing Fire-SA #4 (Area B)	0.6170	36,455,300.00	22,626.93	22,626.93	1.20%	331
Sterile Insect- ESA #1 (Area B/C)	0.0477	452,256,343.00	23,542.86	10,771.43	0.57%	2,876
N OK Fire Dispatch- SRVA #38K (Area B/C/D/E)	0.0535	466,841,448.00	25,887.73	9,246.07	0.49%	2,091
Emergency Awareness- SRVA #33 (Area B/C/D)	0.0596	244,007,280.00	15,653.93	5,890.68	0.31%	914
Fire Training Centre- LSA #16 (Area B/C/D)	0.0089	1,586,647,116.00	15,392.06	5,792.14	0.31%	5,180
Street lighting- LSA# 17 (Area B/C)	0.0911	131,078,766.00	11,974.41	5,478.59	0.29%	987
N OK Fire Dispatch- SRVA #38J (Area B/C/D/E)	0.0535	220,456,909.00	14,480.50	5,171.86	0.28%	1,063
Street lighting- DA #4 (Area B/C)	0.0083	954,641,910.00	8,704.26	3,982.41	0.21%	2,703
Vern/White Val Anml- ESA #5 (Area B/C/D)	0.0194	285,487,781.00	6,045.61	2,275.00	0.12%	1,224
Total			2,571,460.80	1,880,623.22	100.00%	

Notes: Levy information from Ministry of Finance with their addition of 5.25%; Does not include parcel taxes

Percentage of Area B Levy by Service

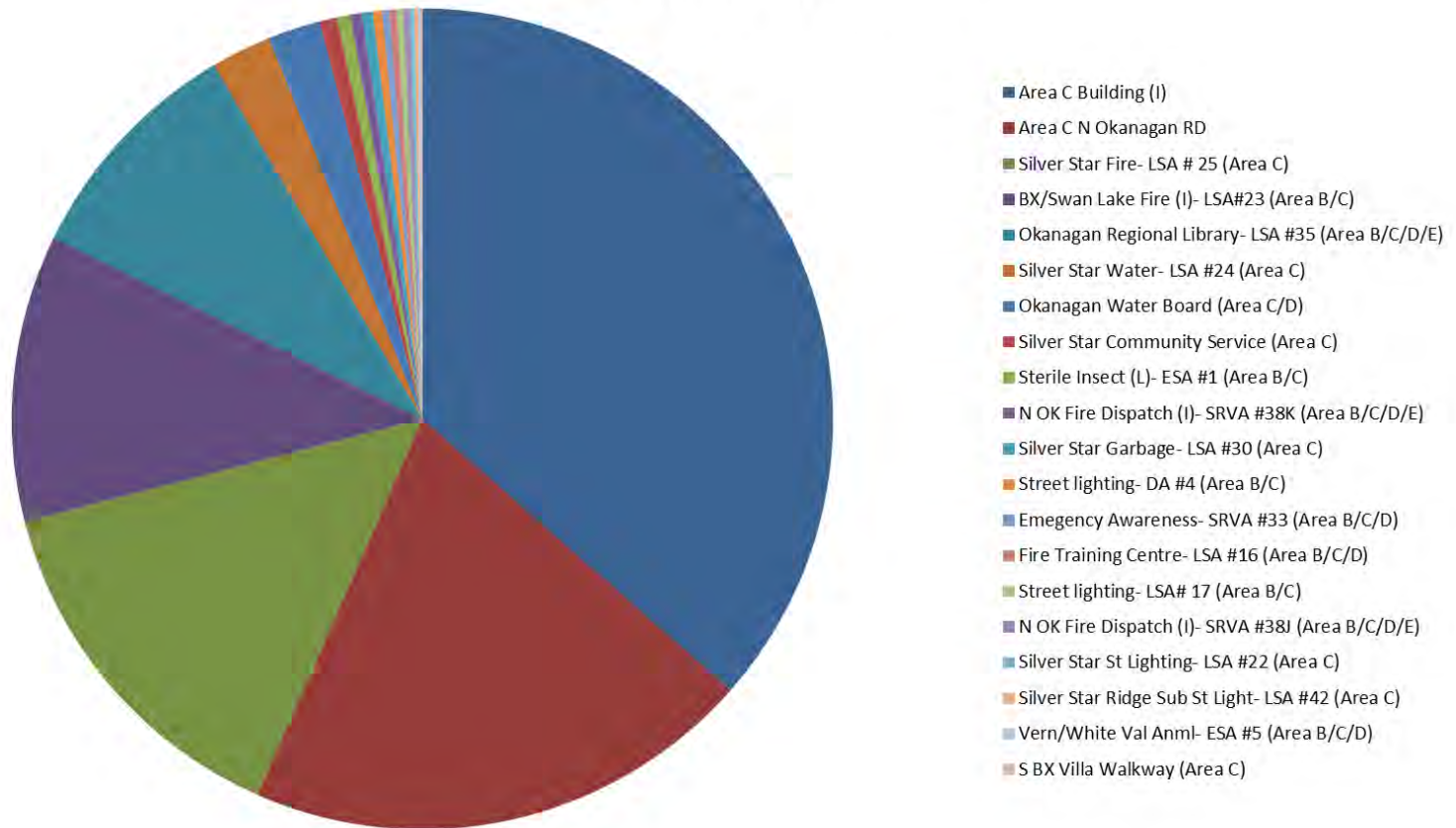


Electoral Area C- Electoral Area and Local Service Area Services

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Service	Tax rate (Res)	Assessment	Total Levy	Levy- Area C	% of Area C Levy	Total Folios
Area C Building (I)	1.7092	485,411,248.00	889,108.29	889,108.29	36.49%	2,142
Area C N Okanagan RD	0.4942	934,786,991.00	489,600.97	489,600.97	20.09%	2,618
Silver Star Fire- LSA # 25 (Area C)	0.9302	341,153,600.00	350,521.59	350,521.59	14.39%	1,013
BX/Swan Lake Fire (I)- LSA#23 (Area B/C)	0.8763	527,543,309.00	507,724.78	275,428.28	11.30%	2,367
Okanagan Regional Library- LSA #35 (Area B/C/D/E)	0.2245	2,194,753,114.00	532,537.31	225,516.89	9.26%	7,951
Silver Star Water- LSA #24 (Area C)	0.2949	176,902,452.00	57,924.07	57,924.07	2.38%	1,008
Okanagan Water Board (Area C/D)	0.0507	948,861,065.00	50,586.43	50,586.43	2.08%	2,699
Silver Star Community Service (Area C)	0.0441	341,149,300.00	16,616.58	16,616.58	0.68%	1,012
Sterile Insect (L)- ESA #1 (Area B/C)	0.0477	452,256,343.00	23,542.86	12,771.43	0.52%	2,876
N OK Fire Dispatch (I)- SRVA #38K (Area B/C/D/E)	0.0535	466,841,448.00	25,887.73	10,962.84	0.45%	2,091
Silver Star Garbage- LSA #30 (Area C)	0.0696	138,652,452.00	10,532.76	10,532.76	0.43%	847
Street lighting- DA #4 (Area B/C)	0.0083	954,641,910.00	8,704.26	8,704.26	0.36%	2,703
Emergency Awareness- SRVA #33 (Area B/C/D)	0.0596	244,007,280.00	15,653.93	6,984.43	0.29%	914
Fire Training Centre- LSA #16 (Area B/C/D)	0.0089	1,586,647,116.00	15,392.06	6,867.59	0.28%	5,180
Street lighting- LSA# 17 (Area B/C)	0.0911	131,078,766.00	11,974.41	6,495.82	0.27%	987
N OK Fire Dispatch (I)- SRVA #38J (Area B/C/D/E)	0.0535	220,456,909.00	14,480.50	6,132.15	0.25%	1,063
Silver Star St Lighting- LSA #22 (Area C)	0.0367	123,267,100.00	4,523.93	4,523.93	0.19%	271
Silver Star Ridge Sub St Light- LSA #42 (Area C)	0.0881	31,809,500.00	2,953.19	2,953.19	0.12%	104
Vern/White Val Anml- ESA #5 (Area B/C/D)	0.0194	285,487,781.00	6,045.61	2,697.42	0.11%	1,224
S BX Villa Walkway (Area C)	0.0750	21,982,700.00	1,652.17	1,652.17	0.07%	69
Total			3,035,963.43	2,436,581.09	100.00%	
Notes: Levy information from Ministry of Finance with their addition of 5.25%; Does not include parcel taxes						

Percentage of Area C Levy by Service

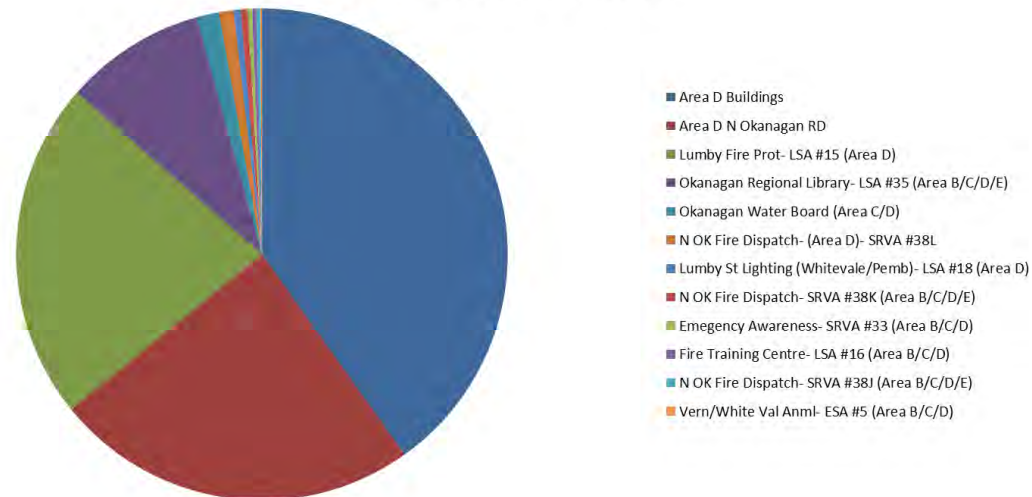


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Electoral Area D- Electoral Area and Local Service Area Services

Service	Tax rate (Res)	Assessment	Total Levy	Levy- Area D	% of Area D Levy	Total Folios
Area D Buildings	1.8070	198,889,085.00	388,689.50	388,689.50	40.14%	1,166
Area D N Okanagan RD	0.5750	371,913,225.00	232,530.68	232,530.68	24.01%	1,758
Lumby Fire Prot- LSA #15 (Area D)	1.2475	162,449,085.00	215,807.19	215,807.19	22.29%	922
Okanagan Regional Library- LSA #35 (Area B/C/D/E)	0.2245	2,194,753,114.00	532,537.31	89,723.88	9.27%	7,951
Okanagan Water Board (Area C/D)	0.0507	948,861,065.00	50,586.43	14,397.92	1.49%	2,699
N OK Fire Dispatch- (Area D)- SRVA #38L	0.0538	160,935,085.00	9,225.33	9,225.33	0.95%	915
Lumby St Lighting (Whitevale/Pemb)- LSA #18 (Area D)	0.1616	27,895,500.00	4,535.19	4,535.19	0.47%	118
N OK Fire Dispatch- SRVA #38K (Area B/C/D/E)	0.0535	466,841,448.00	25,887.73	4,361.66	0.45%	2,091
Emergency Awareness- SRVA #33 (Area B/C/D)	0.0596	244,007,280.00	15,653.93	2,778.82	0.29%	914
Fire Training Centre- LSA #16 (Area B/C/D)	0.0089	1,586,647,116.00	15,392.06	2,732.33	0.28%	5,180
N OK Fire Dispatch- SRVA #38J (Area B/C/D/E)	0.0535	220,456,909.00	14,480.50	2,439.73	0.25%	1,063
Vern/White Val Anml- ESA #5 (Area B/C/D)	0.0194	285,487,781.00	6,045.61	1,073.19	0.11%	1,224
Total			1,511,371.46	968,295.42	100.00%	
Notes: Levy information from Ministry of Finance with their addition of 5.25%; Does not include parcel taxes						

Percentage of Area D Levy by Service



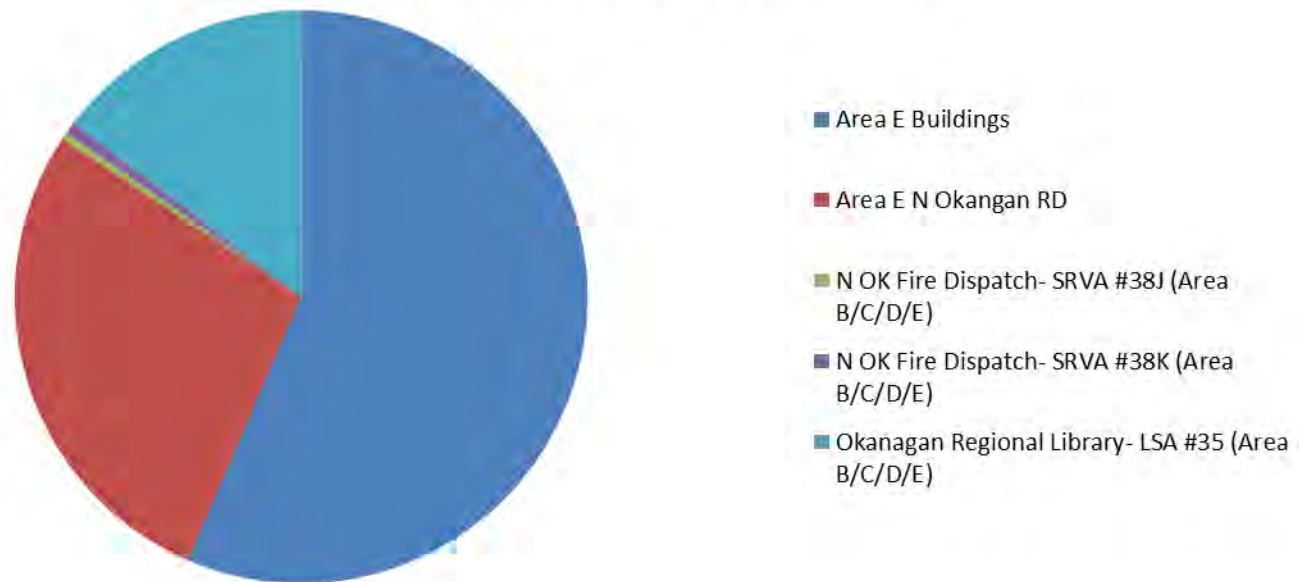
Electoral Area E- Electoral Area and Local Service Area Services

Regional District of North Okanagan
Annexation Impact Study Phase 2

Service	Tax rate (Res)	Assessment	Total Levy	Levy- Area E	% of Area E Levy	Total Folios
Area E Buildings	1.8040	55,249,578.00	104,904.24	104,904.24	56.45%	435
Area E N Okangan RD	0.4449	112,312,566.00	51,771.46	51,771.46	27.86%	736
N OK Fire Dispatch- SRVA #38J (Area B/C/D/E)	0.0535	220,456,909.00	14,480.50	736.76	0.40%	1,063
N OK Fire Dispatch- SRVA #38K (Area B/C/D/E)	0.0535	466,841,448.00	25,887.73	1,317.16	0.71%	2,091
Okanagan Regional Library- LSA #35 (Area B/C/D/E)	0.2245	2,194,753,114.00	532,537.31	27,095.35	14.58%	7,951
Total			729,581.24	185,824.97	100.00%	

Notes: Levy information from Ministry of Finance with their addition of 5.25%; Does not include parcel taxes

Percentage of Area E Levy by Service

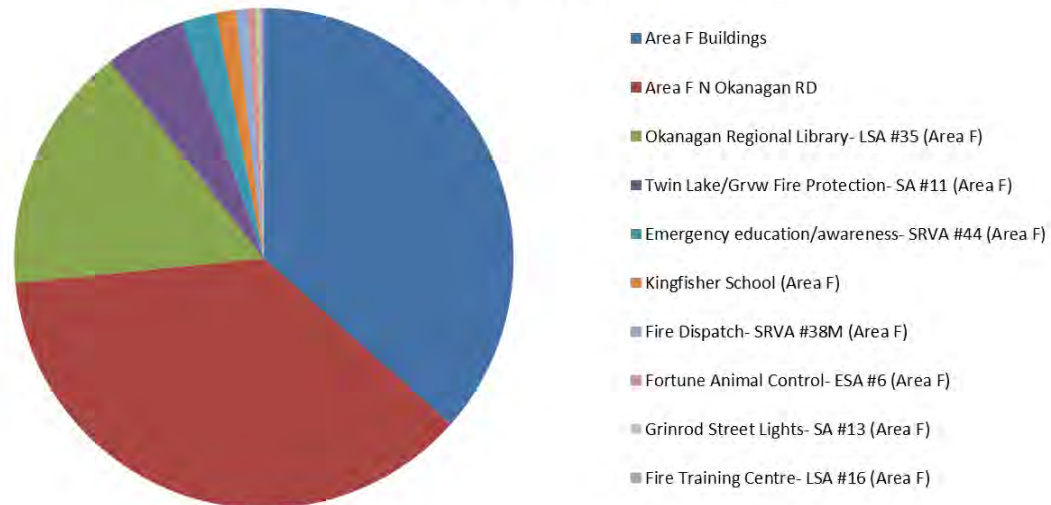


Regional District of North Okanagan
Annexation Impact Study Phase 2

Electoral Area F- Electoral Area and Local Service Area Services

Service	Tax rate (Res)	Assessment	Total Levy	Levy- Area F	% of Area E Levy	Total Folios
Area F Buildings	1.1951	253,143,217.00	438,151.84	438,151.84	36.53%	2,273
Area F N Okanagan RD	0.5184	825,420,317.00	442,441.46	442,441.46	36.89%	3,104
Okanagan Regional Library- LSA #35 (Area F)	0.2248	825,420,317.00	191,861.04	191,861.04	16.00%	3,103
Twin Lake/Grvw Fire Protection- SA #11 (Area F)	1.4408	42,659,400.00	62,460.12	62,460.12	5.21%	242
Emergency education/awareness- SRVA #44 (Area F)	0.0593	450,646,753.00	27,368.91	27,368.91	2.28%	1,420
Kingfisher School (Area F)	0.0652	230,318,911.00	15,161.50	15,161.50	1.26%	751
Fire Dispatch- SRVA #38M (Area F)	0.0532	164,656,200.00	9,173.00	9,173.00	0.76%	970
Fortune Animal Control- ESA #6 (Area F)	0.0166	377,987,877.00	6,553.39	6,553.39	0.55%	1,683
Grinrod Street Lights- SA #13 (Area F)	0.1809	14,687,200.00	3,337.22	3,337.22	0.28%	81
Fire Training Centre- LSA #16 (Area F)	0.0095	278,451,093.00	2,798.81	2,798.81	0.23%	1,317
Total			1,199,307.29	1,199,307.29	100.00%	
Notes: Levy information from Ministry of Finance with their addition of 5.25%; Does not include parcel taxes						

Percentage of Area E Levy by Service



January 16, 2014

Appendix H: Changes in Assessment, Folios and Levies (1992-2012)

Table 1.1: Regional District Assessment, Folio and Tax Levy Comparison - 1992 to 2012

Regional District – EA's only		Residential units & values only		
Topic	1992	2002	2012	Increase
Assessment (total residential)	366,371,720	931,742,950	2,868,487,778	682.9%
Folios (total residential only)	5,297	7,675	9,058	71.0%
Average Residential Unit	69,165	121,400	316,680	357.9%
Provincial Rural levy	626,906	966,145.49	1,520,298	142.5%
Provincial Policing levy	n/a	n/a	321,948	New 2006 + 51.4%

Table 1.2: Electoral Area B Assessment, Folio and Tax Levy Comparison - 1992 to 2012

Area B				
Topic	1992 ²⁵	2002	2012	Increase
Assessment (total)	100,261,700	233,973,000	720,680,235	618.8%
Folios (total)	1,600 est	2,107	2,560	60.0%
RD buildings only (levy)	328,271	457,367	692,214	110.9%
N Okanagan RD (levy)	152,017	170,005	406,896	167.7%
BX/Swan Lake Fire (B & C)	152,977	192,251	436,443	185.3%

Table 1.3: Electoral Area C Assessment, Folio and Tax Levy Comparison - 1992 to 2012

Area C				
Topic	1992	2002	2012	Increase
Assessment (total)	112,096,650	281,767,500	894,728,900	698.2%
Folios (total)	1,183	1,813	2,354	99.0%
Buildings (levy)	219,883	536,238	794,636	261.4%
N Okanagan RD (levy)	69,903	171,271	442,175	532.6%
BX/Swan Lake Fire (B & C)	152,977	192,251	436,443	185.3%

Table 1.4: Electoral Area D Assessment, Folio and Tax Levy Comparison - 1992 to 2012

Area D				
Topic	1992	2002	2012	Change
Assessment (total)	50,293,450	124,644,200	348,742,975	593.4%
Folios (total)	834	1,169	1,304	56.4%
Buildings (levy)	100,994	168,574	346,179	242.8%
N Okanagan RD (levy)	25,775	62,260	200,541	678.0%
Lumby Fire Protection	46,352	89,008	196,560	324.1%

²⁵ Note: 1992 values exclude the Okanagan Landing that was annexed by the City of Vernon in 1993.

Regional District of North Okanagan
Annexation Impact Study Phase 2

Table 1.5: Electoral Area E Assessment, Folio and Tax Levy Comparison - 1992 to 2012

Area E				
Topic	1992	2002	2012	Change
Assessment (total)	16,348,000	39,163,600	107,506,800	557.6%
Folios (total)	341	452	517	51.6%
Buildings (levy)	24,537	45,992	96,287	292.4%
N Okanagan RD (levy)	8,373	18,642	47,830	471.2%

Table 1.6: Electoral Area F Assessment, Folio and Tax Levy Comparison - 1992 to 2012

Area F				
Topic	1992	2002	2012	Change
Assessment (total)	87,371,925	252,194,650	796,828,868	812.0%
Folios (total)	1,339	2,134	2,594	93.7%
Buildings (levy)	147,308	185,564	411,995	179.7%
N Okanagan RD (levy)	38,557	142,011	413,076	871.3%
Twin Lake/GRVW Fire Protection	11,721	21,346	60,977	420.2%
Emergency education	n/a	n/a	25,913	new
Kingfisher School	n/a	n/a	14,720	new

Appendix I: Comparison of tax levies in municipalities and neighbouring electoral areas

OKANAGAN LANDING, CITY OF VERNON AND ELECTORAL AREA "C"

Year	1992		2012		2012		2012
Jurisdiction	Okanagan Landing (Area A)		Okanagan Landing (Hypothetically rural)		City of Vernon		Electoral Area "C"
Description	Average value		Hypothetical		Actual 3 bdrm bungalow, Central Okanagan Landing Area		
Assessed Values	Land - \$45,640 Improvements - \$ 60,350 Total \$106,005		Land - \$155,000 Improvements - \$170,000 Total \$325,000		Land - \$155,000 Improvements - \$170,000 Total \$325,000		Total \$325,000
Service	Tax Rate	Tax Levy	Tax Rate	Tax Levy	Tax Rate	Tax Levy	Tax Levy
School	2.1985	\$773.00	2.1985	\$714.51		\$714.51	
Hospital	0.2452	\$99.00	0.2446	\$79.69		\$79.50	
BC Assessment	0.0599	\$17.00	0.0599	\$19.47		\$19.47	
MFA	0.0002	inc	0.0002	\$0.07		\$0.07	
Subtotal Common	2.5038	\$889.00	2.5032	\$813.74	2.5032	\$813.55	\$813.55
Provincial Rural Rate	0.5300	\$185.00	n/a	\$172.25	0.530	n/a	\$172.25
Rural Area Police	0.1179	n/a		\$38.32	0.1171	n/a	\$38.06
Okanagan Basin Water Board	0.0507	inc	-	\$16.48	0.0507	inc	\$16.48
Regional Library	0.2245	\$39.00	0.17585	\$72.96	0.2245	\$57.15	\$72.96
NORD 1 (imp)	1.7143	\$291.00	0.0514	\$291.43	1.7092	\$8.74	\$267.24
Parks & Rec (imp)	inc	inc	1.6323	inc	inc	\$253.01	
NORD 3 (land & imp)	0.5646	\$92.00	0.2058	\$183.50	0.4942	\$66.89	\$160.62
Fire Okanagan Landing (imp)	0.6170	inc	0.0053	\$104.89	0.8763	\$0.82	\$137.02
Fire Training Cen.	0.0089	n/a	inc	\$2.89	0.0089	inc	\$2.89
Sterile Insect (land)	0.0477	n/a	-	\$7.39	0.0477	inc	\$7.39
Fire Dispatch (imp)	0.0535	n/a	-	\$9.10	0.0535	inc	\$9.10
Street Lighting	0.0083	inc		\$2.70	0.0994		\$32.31
Total Rural Area Rates				\$1,715.65			\$1,729.87
Parcel Tax - Septage				\$45.53			\$45.53
General City Tax	n/a	n/a	2.81559	n/a		\$915.07	
Total Levy	6.3437	\$1,519²⁶	7.18364	\$1,761.18		\$2,115.23	\$1,775.40

²⁶ Total 1992 Estimate based on Greater Vernon Restructure Study prepared by Sussex in 1991.

Average residential unit value used in 1991 of \$75,000 with a total tax levy of \$1075 = \$14.33 per thousand of taxable assessment which equates to an estimated total tax levy of \$1,519 on a 1992 average unit value of \$106,000 which is based on Ministry of Finance assessment and tax levy data.

VILLAGE OF LUMBY & ELECTORAL AREA 'D' (YEAR)

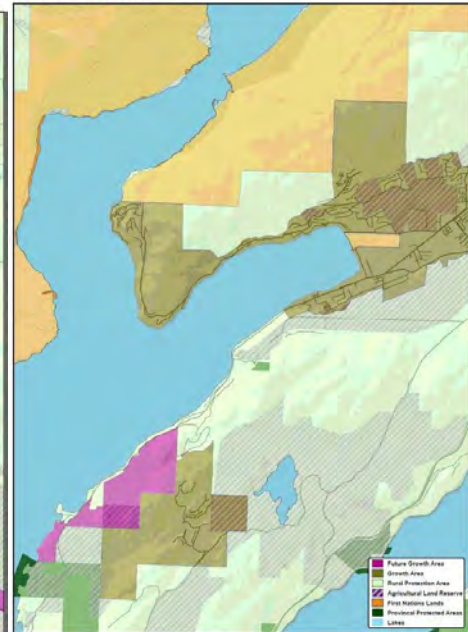
Jurisdiction	Electoral Area 'D' Lumby Rural		Village of Lumby	
Assessed Value	Average Residential Folio Land \$120,542/Imp. \$146,914 Total - \$267,456 Sample \$85,000/\$150,000 Taxable Value used <u>\$235,000</u>		Average Residential Folio Land – 75,522 Imp – 157,703 Total \$233,225 Sample used <u>\$235,000</u>	
Service	Tax Rate	Tax Levy	Tax Rate	Tax Levy
School	2.1985	\$ 516.65	2.1985	\$ 516.65
Hospital	0.2452	57.62	0.2848	66.93
BC Assessment	0.0599	14.08	0.0599	14.07
MFA	0.0002	0.04	0.0002	0.04
Sub-total Common	2.5038	588.39	2.5434	597.79
Prov Rural Rate	0.5300	124.55	n/a	n/a
Rural Area Police	0.1905	44.77	inc	inc
OBWB	0.0507	11.91	inc	inc
Regional Library	0.2245	52.76	0.2534	59.55
RDNO (land)	0.5750	135.12	1.01	85.85
RDNO (imp levy)	1.8070	271.05	2.7501	412.51
Lumby Fire (imp only)	1.2475	187.13	inc	Inc
Fire Training Cen.	0.0089	2.09	inc	Inc
Sterile Insect (land)	0.0477	4.05	inc	Inc
Fire Dispatch (imp)	0.0535	8.02	Inc	Inc
Street Lighting	0.1616	37.98	inc	inc
Total Rates & Levies	7.4007	1,467.82	6.5569	1,155.70
Parcel Tax – Septage	n/a	n/a	n/a	n/a
General Municipal Tax	n/a	n/a	3.1157	732.19
Municipal Debt	n/a	n/a	.0958	22.51
Total Levy	7.4007	\$ 1,467.82	9.7684	1,910.40

Regional District of North Okanagan
Annexation Impact Study Phase 2

CITY OF ENDERBY & ELECTORAL AREA 'F' (YEAR)

Jurisdiction	Electoral Area 'F' Enderby Rural		City of Enderby	
Assessed Value	Average Residential Folio Land \$174,379/Imp. \$134,021 Total - \$308,400 Sample \$100,000/\$125,000 Taxable Value used <u>\$225,000</u>		Average Residential Folio Land – 94,319 Imp – <u>129,081</u> Total \$223,400 Sample used <u>\$225,000</u>	
Service	Tax Rate	Tax Levy	Tax Rate	Tax Levy
School	2.3098	\$ 519.71	2.3098	\$ 519.71
Hospital	0.2449	55.10	0.2449	55.10
BC Assessment	0.0599	13.48	0.0599	13.48
MFA	0.0002	.04	0.0002	.04
Sub-total – Prov. Rates & Levies	2.6148	\$ 588.33	2.6148	\$ 588.33
Prov Rural Rate	0.5300	120.64	n/a	-
Rural Area Police	0.1179	26.84	0.3436	26.84
OBWB	0.0507	11.41	0.2586	58.19
Regional Library	0.2248	50.58	inc	-
RDNO (land & imp)	0.5184	116.64	0.8816	198.36
RDNO (imp levy)	1.1951	268.90	n/a	n/a
Fire Protection Service	1.4400	324.00		
Fire Training Cen.	0.0089	2.00	inc	-
Sterile Insect (land)	0.0477	10.73	inc	-
Fire Dispatch (imp)	0.0535	12.04	Inc	-
Street Lighting	0.0083	1.87	inc	-
Total Rates & Levies	6.8101	\$ 1,533.98	4.0986	\$ 922.19
Parcel Tax –Septage	n/a	-	n/a	-
General City Tax	n/a	n/a	3.4001	\$ 765.02
Total Levy	6.8101	\$1,533.98	7.4996	\$ 1,687.21

City of Vernon

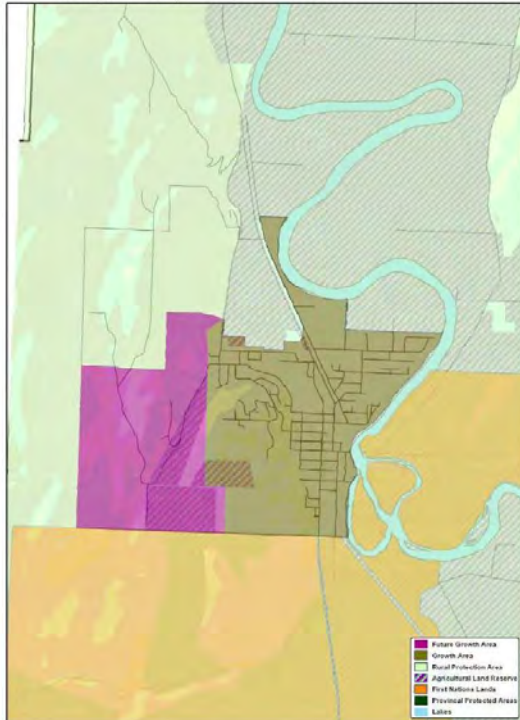


January 16, 2014

Regional District of North Okanagan
Annexation Impact Study Phase 2

City of Enderby

MAP B-2: City of Enderby



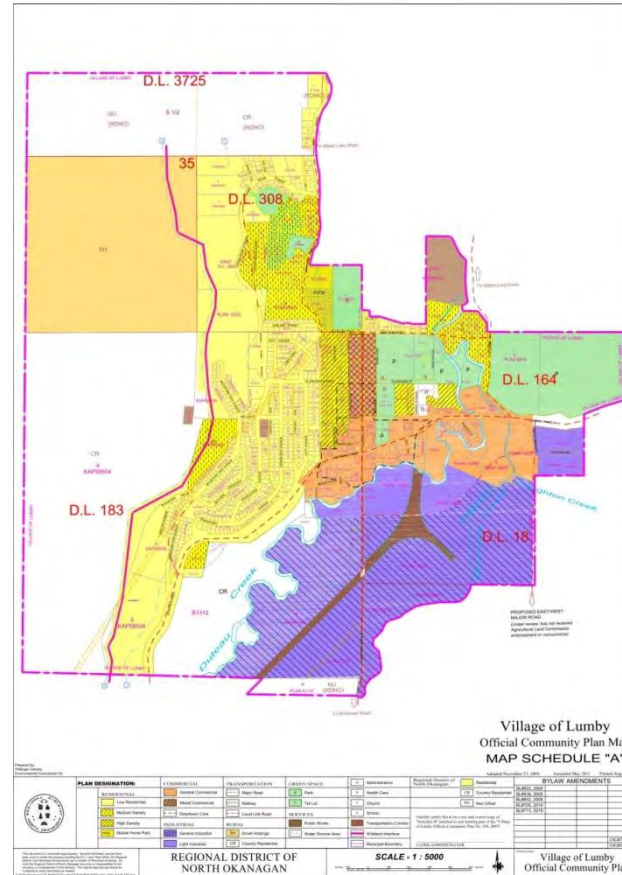
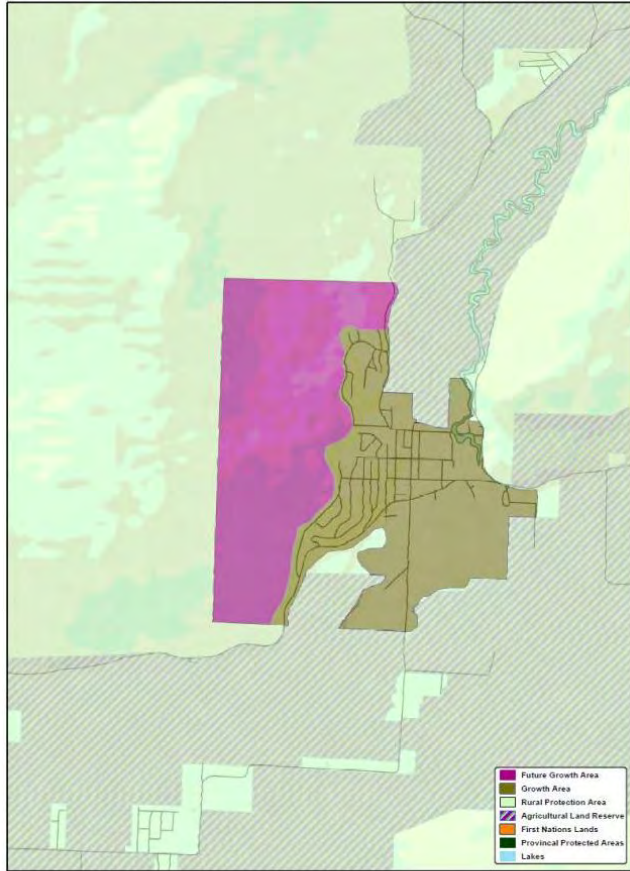
REGIONAL DISTRICT OF NORTH OKANAGAN
REGIONAL GROWTH STRATEGY
"One Region, One Future"

-Land use plan and RGS- enough land in boundary

Regional District of North Okanagan
Annexation Impact Study Phase 2

Village of Lumby

MAP B-8: Village of Lumby



Appendix K: Municipal and Regional District Policies

1. City of Vernon Services Beyond City Boundaries Policy
2. Regional District of North Okanagan Annexation Policy
3. Thompson-Nicola Regional District Fringe Area Policy



THE CORPORATION OF THE CITY OF VERNON
3400 – 30th Street, Vernon, B.C. V1T 5E6
Telephone: (250) 545-1361 FAX: (250) 545-4048
website: www.vernon.ca

Corporate Policy Manual

Section:		
Sub-Section:		
Title:	Services Beyond City Boundaries	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVAL:	AMENDMENT APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: "Sean Harvey"	Amendment Approved by: "Sean Harvey"	Amendment Approved by: "Sean Harvey"	Sections (4), (9) and addition of Schedule "A".
Mayor: Date: November 6, 2000	Mayor: Date: April 26, 2004	Mayor: Date: March 14, 2005	Council voted not to allow connections to City sewer outside of City boundaries.

POLICY

This policy is required to provide services to lands beyond current City limits at no added cost to City taxpayers, and to ensure that the works beyond City limits meet current standards in order that upgrades will not be required once the area is annexed in to the City.

DEFINITIONS

PROCEDURES

Council, at its March 14, 2005 Regular Open Meeting, adopted the following resolution:

"THAT Council not allow connections to City sewer outside of City boundaries."

CARRIED, with the Mayor and Councillor Cochrane opposed.



REGIONAL DISTRICT OF NORTH OKANAGAN

POLICY NO. LU047

Page 1 of 3

Title	Municipal Annexations		
Purpose of Policy	To establish policies and procedures for the consideration of municipal annexation referrals.		
Approved By	Regional Board	Effective Date	July 8, 2003
Approved By		Revised Date	
Supersedes	GG008, GG009, GG010, GG021; GR001, GR002	Prepared by	Development Services

POLICY STATEMENT	This policy is subject to any specific provision of the Municipal Act, or other relevant legislation or Union Agreement.
The Regional District recognizes that an adjoining municipality may initiate a process to annex land within an Electoral Area. The Regional District also recognizes that the Ministry of Community, Aboriginal and Women's Services has developed Policies that the Municipality and the Regional District should follow. However, the Regional District also considers that these Provincial Policies do not fully involve the Regional District and the residents in the Electoral Areas; therefore, the following policies have been enacted to augment these Provincial Policies <u>General Annexation Policies</u> 1. The Regional District generally will only consider an annexation request that follows a larger block of land or several properties and will generally not consider an annexation request that includes an individual property or a small block of properties. 2. The municipality must provide all current property owners and residents in a proposed annexation area an opportunity to register their approval or rejection of the proposed annexation; and it is the policy of the Regional District that this consultation should be done by information sessions followed by a petition or referendum. The Regional District does not support the use of a counter-petition process as a means to determine public support for a proposed annexation. 3. The Regional District may hold a public meeting on a proposed annexation prior to the Regional District providing any resolution on the proposed annexation. 4. It is the policy of the Regional District that the results of the consultation with property owners and residents as well as the results of any petition or referendum should be made generally available prior to the Regional District providing any resolution on the proposed annexation; however, the Regional District also recognizes that there may arise special circumstances where a resolution may be necessary before this information is available.	

G:\0100-0699 ADMINISTRATION\0340 Circulars, Directives, Orders, Manuals, Policies\0340.50 Policies and Procedures\50.01 Board Policy Manual\Land Use (LU)\Adopted\047 MUNICIPAL ANNEXATIONS.doc
02/26/08



REGIONAL DISTRICT OF NORTH OKANAGAN

POLICY NO. LU047

Page 2 of 3

Title	Municipal Annexations		
Purpose of Policy	To establish policies and procedures for the consideration of municipal annexation referrals.		
Approved By		Effective Date	
Approved By		Revised Date	
Supersedes	GG008, GG009, GG010, GG021; GR001, GR002	Prepared by	Development Services

POLICY STATEMENT	This policy is subject to any specific provision of the Municipal Act, or other relevant legislation or Union Agreement.
5. Any proposed annexation advanced by a municipality should include a proposal on any financial or servicing impacts on the provision of local services in the Electoral Area for consideration by the Regional District. 6. Where a proposed annexation entails land development, the Regional District will only support an annexation that is consistent with the policies of the Regional District Official Community Plan and if not, the Regional District will consider an amendment to the Plan prior to providing comment on the annexation request with special consideration of buffers as may be appropriate with new developments adjacent to Agricultural or Rural Lands in the Electoral Areas. <u>Annexation Policies Specific to City of Vernon Annexation Proposals</u> 7. It is understood that the annexation of land into the City of Vernon may be undertaken by blocks; however, to preserve established social neighbourhood identities for the long-term, the Regional District will generally only support block annexations that are consistent with established social neighbourhoods such as: • BX Villa • The BX • MacDonald Road area • Tillicum • Dixon Dam • Hartnell Road area • McLennan Road area • West Swan Lake • PV Road Commercial Properties to the Stickle Road area • Swan Lake Commercial District • Birnie Road area • North Commonage	



REGIONAL DISTRICT OF NORTH OKANAGAN

POLICY NO. LU047

Page 3 of 3

Title	Municipal Annexations		
Purpose of Policy	To establish policies and procedures for the consideration of municipal annexation referrals.		
Approved By		Effective Date	
Approved By		Revised Date	
Supercedes	GG008, GG009, GG010, GG021; GR001, GR002	Prepared by	Development Services

POLICY STATEMENT	This policy is subject to any specific provision of the Municipal Act, or other relevant legislation or Union Agreement.
8.	Notwithstanding the policy to preserve established social neighbourhood identities, the Regional District will consider a block annexation that follows a logical servicing boundary that has been established through a servicing study or a block annexation within an 'Urban Containment Boundary' as defined in an Official Community Plan.
9.	The Regional District will not recognize an annexation application or petition to the City of Vernon from an individual or developer who has agreed to annexation to facilitate a connection to the City of Vernon sewer system and that individual or developer does not currently wish to be annexed.
10.	When any comprehensive plan is being undertaken to consider the 'Ultimate Boundary of the City of Vernon' or if a full annexation proposal is being presented towards the 'Ultimate Boundary', it will be necessary to consider the provision of local services to the properties located on the east side of Kalamalka Lake which are not within this 'Ultimate Boundary'.



THOMPSON-NICOLA REGIONAL DISTRICT FRINGE AREA POLICY



Thompson-Nicola Regional District
300-465 Victoria Street
Kamloops, BC V2C 2A9
Telephone: 1-250-377-8673
Toll Free in BC: 1-877-377-8673
Facsimile: 1-250-372-5048
Email: admin@tnrd.ca

1.0 INTRODUCTION

History

On January 18th of 1980 the Regional District established a Planning Committee tasked with the priority to create "fringe areas" around the incorporated municipalities within the Regional District. Preliminary discussions were held with the City of Kamloops but, due to the imminent establishment of fringe areas around all municipalities, it was decided that a basic philosophy and common approach should be adopted for all fringe areas in the TNRD. This would ensure that the policies governing fringe areas are applied uniformly; however, the variety of conditions that exist adjacent to municipalities made it necessary that any set of policies be flexible and responsive to local needs.

Process

Discussions set the basis of preliminary potential policies. Following consideration and revision by the Planning Committee in July of 1980, a second draft was prepared, refined, and endorsed by the Planning Committee. These policies were then circulated to all municipalities, Electoral Area Directors, Advisory Planning Commissions, and government agencies in a paper entitled "Fringe Areas: A Discussion Paper."

A series of meetings were held between the Planning Committee and various municipal Councils and Electoral Area Directors through the summer of 1980. Councils and Directors indicated their concerns and suggested revisions to specific policies based on local conditions and perceptions. Other municipalities noted their concerns and provided input in writing. The input of the Advisory Planning Commissions and various government agencies were collected through minutes of meetings, correspondence, and via the Technical Planning Committee. Thus the second draft received wide circulation with comments and concerns incorporated into this policy document.

These maps and policies were reviewed in detail and updated in 2012 based upon current planning issues, meetings with all member municipalities, and legislation changes. The three new municipalities in the TNRD were also formally added.

These policies do not represent a *final* statement on land use within municipal fringe areas; rather, they should be regarded as steps towards the possible preparation of OCPs for some fringe areas and other subsequent planning undertakings. These plans would outline more specific land uses by geography and local thereby enhancing the flexibility of fringe area policies and consideration of local residents' desires and needs.



2.0 FUNCTIONS OF A FRINGE AREA

Land on the periphery of urban municipalities is often subject to intense development pressure due to the proximity of the urban centre, the availability of relatively inexpensive, undeveloped land, and the opportunity for a rural lifestyle. As such, it is also an area in which urban-rural land use conflicts have the greatest probability of occurring.

Canadian geographer L.H. Russwurm studied the urban fringe and its problems in his book, "The Surroundings of Our Cities." He describes areas of concern and identifies the "functions" of a fringe area and suggests actions to reduce conflict as summarized below.

2.1 Limit Urban Sprawl

As the populations of urban municipalities increase, subdivision and residential development take place on the periphery of the urban centres where land is often less expensive. This effect is most pronounced in municipalities that are fully developed within existing boundaries and are seeking land for expansion. Municipalities with ample land for development within their boundaries are subject to reduced peripheral development pressures. Those pressures that do exist are usually from developers seeking larger lots but reduced taxes.



Source: Google Images

Due to the mountainous topography of the Thompson-Nicola Regional District, these peripheral development pressures are particularly intense along the valley bottoms and the transportation routes located there, giving rise to linear or "ribbon" development.

A fringe area should restrict residential development, thereby directing it either within the corporate limits of the urban municipality (where there is sufficient land to do so and where the development will likely receive a higher level of services than in the rural area); or away from the urban area in an unincorporated centre of rural residential development (located well beyond the fringe area). Only where it can be demonstrated that residential use within the fringe area is of mutual benefit to the Regional District and the municipality, should consideration be given to such use.



2.2 Reduce Fragmentation of Land

Rural residential development increases the likelihood of fragmentation of land where many small developers subdivide land without an overall plan for the future development of the area. The problems created by such fragmentation are of particular concern where they occur in the urban fringe area. Should a municipality opt to annex land in the future, due to lack of developable land within its corporate limits, this fragmentation will make the assembly of land for a comprehensive development and the servicing of land to urban standards more difficult. Therefore, it is imperative that the municipality, which may some day be faced with annexation and servicing on those properties, have an opportunity to voice its concerns regarding proposed development in order to reduce any potential problems.

Fragmentation of land also has a negative effect on the agricultural sector. The subdivision of land into smaller parcels makes it more difficult for a farming operation to expand. Instead of one or two parcels, the farmer or rancher is faced with acquiring more small parcels. These smaller parcels are often more expensive than larger unsubdividable blocks of land.

By restricting residential development, the problems of fragmentation are further reduced while the potential for future urban development and servicing or agricultural expansion are increased, although it should be noted that only portions of the fringe area are likely to be converted to continuous urban development in the future.

2.3 Direct Industrial/Commercial Development

Industrial and commercial development often seek the advantages offered by a location on the immediate periphery of an urban municipality. This creates a demand for service (housing, schools and transportation) within the urban municipality without the corresponding benefit of increased tax revenues. At the same time, commercial uses locating on highways leading into municipalities may develop into "gasoline alleys" and industrial uses may be undesirable due to noise, dust, odors, or other forms of pollution.

Therefore, industrial/commercial development should be restricted in the fringe area, directing it to locate either within the corporate limits of the urban municipality or on lands totally removed. It is likely that industrial/commercial development would seek an urban location due to the advantages of increased services and proximity to both markets and labor force. However, consideration may be given to development within fringe areas of those uses having specific locational requirements, such as a sand-and-gravel pit which must locate where there is a deposit of aggregates and seeks a location close to a municipality in order to reduce transportation costs. Similarly, where there is insufficient industrial/commercial land within a municipality, consideration may be given to development that is of mutual benefit to both the municipality and the Regional District.



2.4 Minimize Land Use Conflicts

Development of an urban nature, whether it is residential, commercial or industrial, is often the cause of conflicts with existing resource based land uses (either agricultural or forestry) located in the fringe area. Among the problems cited in relation to agriculture are the uncertainty of the future of adjacent parcels which may result in a more passive use of agricultural land; the effect of raising the price of agricultural land making it more difficult for existing operations to expand; and direct conflicts with livestock movement, stock harassment by people or pets, damage to fencing especially by off road recreationists, and weed control.



Source: Picture BC

Another common conflict is that of noxious uses (either industrial or intensive agricultural) locating within the fringe area immediately adjacent to residential areas in the urban municipality. While it is agreed that such uses should not be located immediately adjacent to residential uses, the proper controls many of the noxious effects may be minimized and consideration may be given to these uses locating elsewhere within the fringe area. However, by directing these uses to locate in areas totally removed from the fringe area, these conflicts can be further reduced.

2.5 Preservation of Agricultural Land

In addition to the conflicts described above, the loss of productive agricultural land to irreversible urban development in the fringe area is often a problem. While this is less of a problem in British Columbia than other jurisdictions (due to the Agricultural Land Reserve), consideration should be given to the preservation of the agricultural land base.

As noted above, development pressures are often most intense within the fringe area. Therefore, any set of fringe area policies should be directed towards the preservation of productive agricultural land by reinforcing the policies of the BC Agricultural Land Commission.



3.0 FRINGE AREAS POLICY

The following policies shall form the basis for land use decisions within the fringe area of municipalities in the Thompson-Nicola Regional District. They represent a response to the "functions" of a fringe area described in the preceding section and to the comments expressed by various municipalities, government agencies, and advisory groups during the summer of 1980 and as updated in 2012. While it is recommended that these policies be applied uniformly throughout the Regional District, some minor modifications have been made to meet specific local conditions.

1. **The Board shall refer applications for amendments to Official Community Plans rezonings, development permits, and multi-lot subdivisions in the fringe area, as defined in Policy 6, to the given municipality for its consideration and comment.**

To provide a municipality the opportunity to comment on planning matters within their fringe area, any application for OCP amendment; rezoning, development permit or multi-lot subdivision will be forwarded to the municipality at the same time as it is circulated to the Advisory Planning Commission and relevant provincial government agencies.

2. **When an application is referred to a municipality, the Board of Directors shall consider the response but shall not be bound by a municipality's recommendation.**

This policy recognizes the fact that, while the municipality has an inherent interest in and will comment on applications and development in its fringe area, it is the Regional District that takes ultimate responsibility for land use decisions under its jurisdiction. The comments of the municipality will be submitted to the Board of Directors for their consideration in the same manner and with the same expediency as comments from the local Advisory Planning Commission and the relevant Provincial government agencies.



- 3. Agriculture, grazing, and forestry shall be encouraged in the fringe area. The vulnerability of wildlife habitat in the fringe area shall be recognized and considered. Consideration shall also be given to extractive, resource-based industries that may locate in the fringe area subject to specific location requirements.**

This policy emphasis is *resource-based land uses* that are compatible with the functions of a fringe area. The policy highlights the need for flexibility with regard to extractive industries whose location may be dictated by the concentration of a specific resource; for example: sand and gravel industries serving the construction industry must locate where there are suitable aggregate deposits and where transportation costs can be minimized. However, industries that are not bound by the location of a specific resource, such as a truck depot or sawmill, are discouraged from locating in the fringe area.

- 4. Rural residential development shall be discouraged in the fringe area; instead, residential development shall be encouraged to locate within the boundaries of municipalities or within existing areas of rural residential development outside the fringe area.**

The emphasis of this policy is to direct residential development away from the fringe area. This may be achieved by restricting further subdivision of land for residential purposes in the fringe area, thereby limiting redevelopment to existing subdivided parcels.

Consideration may be given to applications for rural residential subdivision and development where it can be clearly demonstrated that the land is unsuitable for alternative resource-based uses and where it can be serviced in such a manner that it will not preclude the eventual extension of municipal boundaries to include the subject land. In this regard, the developer should provide a "conceptual plan" indicating lot layout, density, and servicing acceptable to the municipality, all in the view to enable potential future municipal expansion.



Source: Picture BC



- 5. Industrial and commercial development, excepting those extractive resource-based industries requiring access to a specific resource or those industrial and commercial developments acceptable to both the Regional District and municipality, shall be discouraged in the fringe area.**

The emphasis of this policy is to discourage commercial and industrial operations from locating in the fringe area. These uses are typically better served within the boundaries of incorporated municipalities where there is access to the labour force, community services, and markets. Developing within a municipality in no way reduces the benefit gained by the Regional District as a whole; nevertheless, this policy allows flexibility for the location of resource industries in accordance with Policy 3 and consideration of industries acceptable to both the Regional District and the municipality. Some opportunities for live/work rural residential uses may be considered where property owners support increased intensity of home-based business use. This protects the municipality from encroachment by undesirable uses while offering flexibility to allow acceptable industrial and commercial development.

- 6. Fringe areas for municipalities in the Thompson-Nicola Regional District shall be in accordance with the maps appended hereto.**

The lands designated on the attached maps are based on the general criteria that fringe areas shall extend for a distance of 5 km from the boundaries of a municipality having a population of more than 10,000 and 2 km from the boundaries of a municipality having a population of less than 10,000. The reason that more populous centres require a larger fringe area is that they are subject to greater peripheral development pressures. In preparing the specific fringe area maps, this general criterion has been interpreted to follow legally surveyed boundaries and reduce discontinuities (excepting where the fringe area boundary abuts an Indian Reserve or existing body of water).

Presently the City of Kamloops is the only municipality requiring the 5 km fringe area. A fringe exceeding 5 km would preclude further development in the unincorporated areas of Cherry Creek, Monte Creek and Vinsulla; whereas, less than 5 km is too small to achieve the functions of a fringe. Other municipalities are based on a 2 km fringe area, noting:

- a) Ashcroft-Cache Creek fringe areas overlap one another;
- b) Cache Creek fringe area extends to the northwest to abut Indian Reserve lands;
- c) Chase fringe area has been extended along the Trans-Canada Highway to the northeast and southwest to abut Indian Reserves in those areas; and
- d) Logan Lake fringe area applies the former Townsite Reserve boundary, except where less than 2 km from the existing boundary, then a 2 km distance is used.



7. **The fringe areas as designated herein shall shift when a municipality extends its boundaries or at such time as a review is deemed advisable by the Board of Directors.**

This policy enables the updating of fringe area boundaries in accordance with municipal boundary extensions. In addition, the periodic review of all policies contained in this document may become necessary, due to unforeseen development pressures, at the discretion of the Board of Directors.

8. **In the case of significant or major development applications such as rezoning or multi-lot subdivisions along the municipal side of a jurisdictional boundary and if/when municipal boundary extensions are contemplated, the given municipality shall refer the development to the Thompson-Nicola Regional District Board of Directors for comment prior to consideration.**

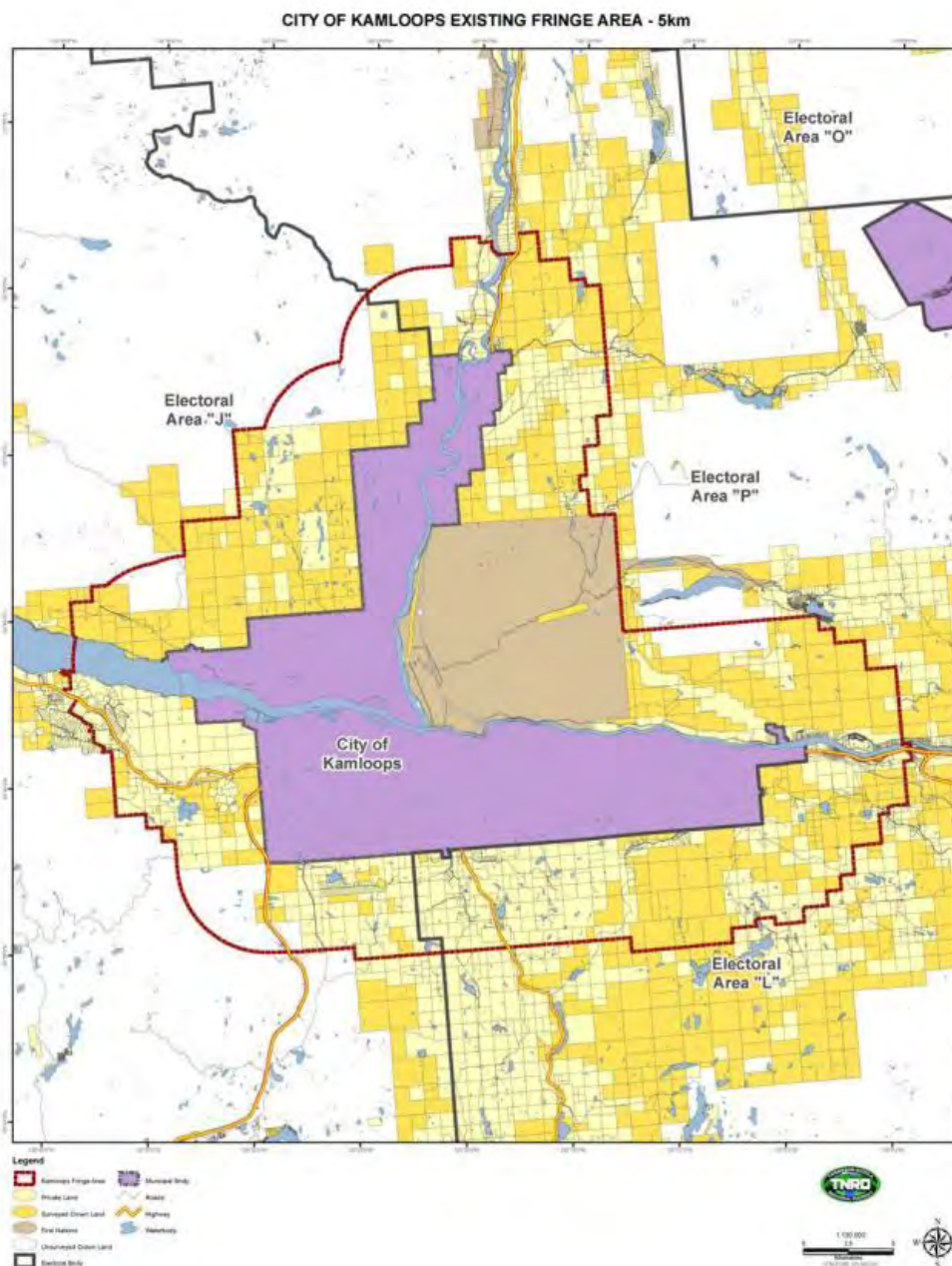
This policy enables better long range planning *both ways across jurisdictional boundaries*. Similar to the Regional District referral under previous policy, this referral is of a non-binding nature and in no way fetters or binds the decision of the local government authority. It seeks to improve long range decision making and cross-boundary planning.

"Major development" means applications or initiatives that may impact any or all of the following:

- a) transportation impacts such as road configuration, emergency access, collector routes, etc.;
- b) financial impacts, most especially in the case of municipal boundary extensions; or
- c) those that can reasonably be expected to impact utility service areas, jurisdictional boundaries, downstream environment quality, and future development patterns.

Acknowledging concern that this may increase application processing times, processing of the given file by the municipality will continue concurrent as it is referred to the Regional District Board. For this reason it is important that referral occurs as early in the process as possible and prior to bylaw readings and to PLA issuance in the case of subdivision.

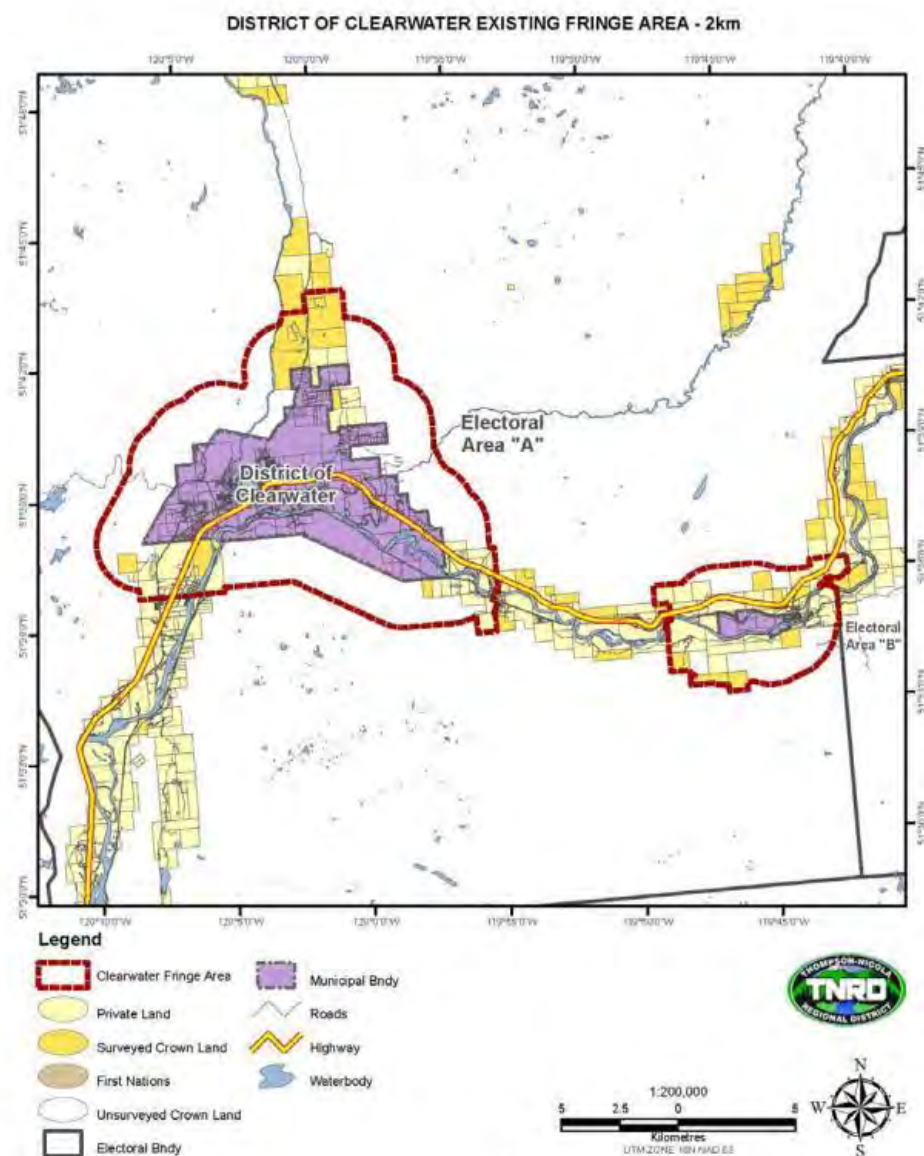


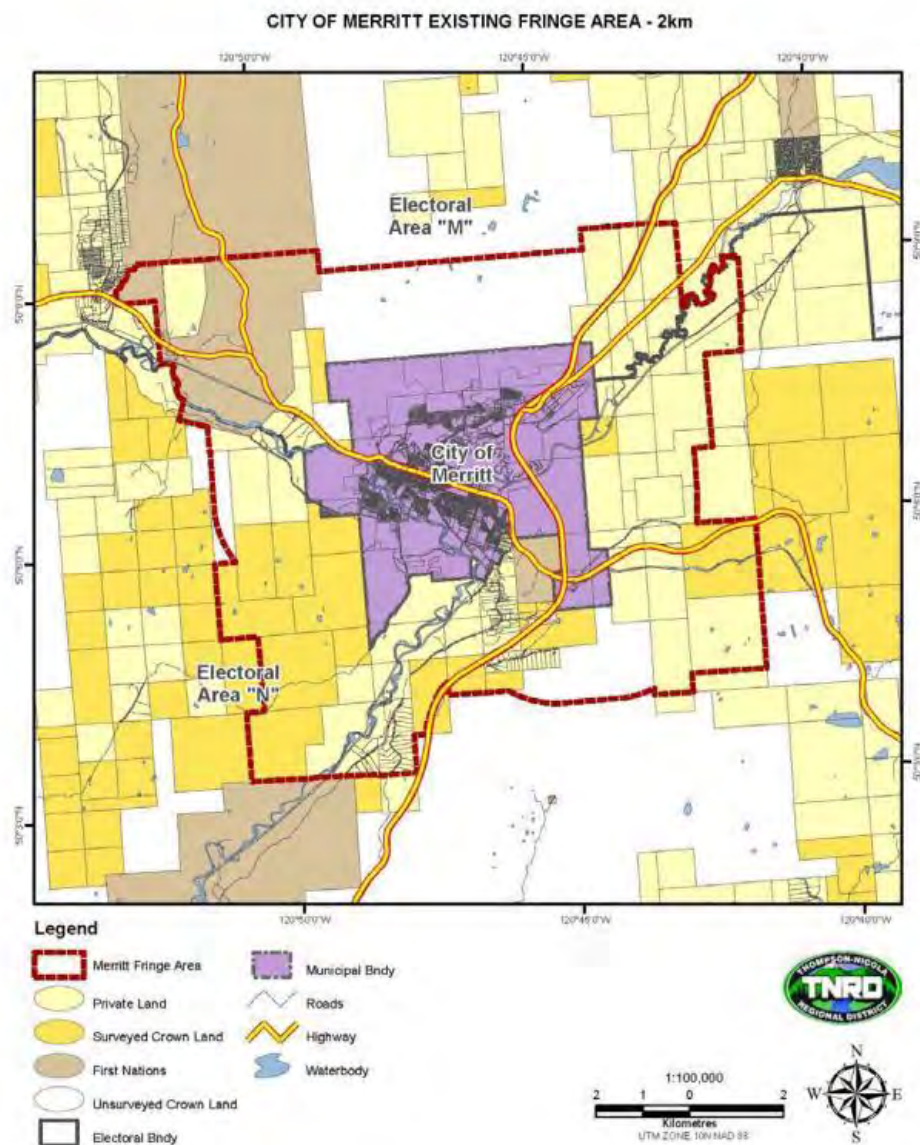


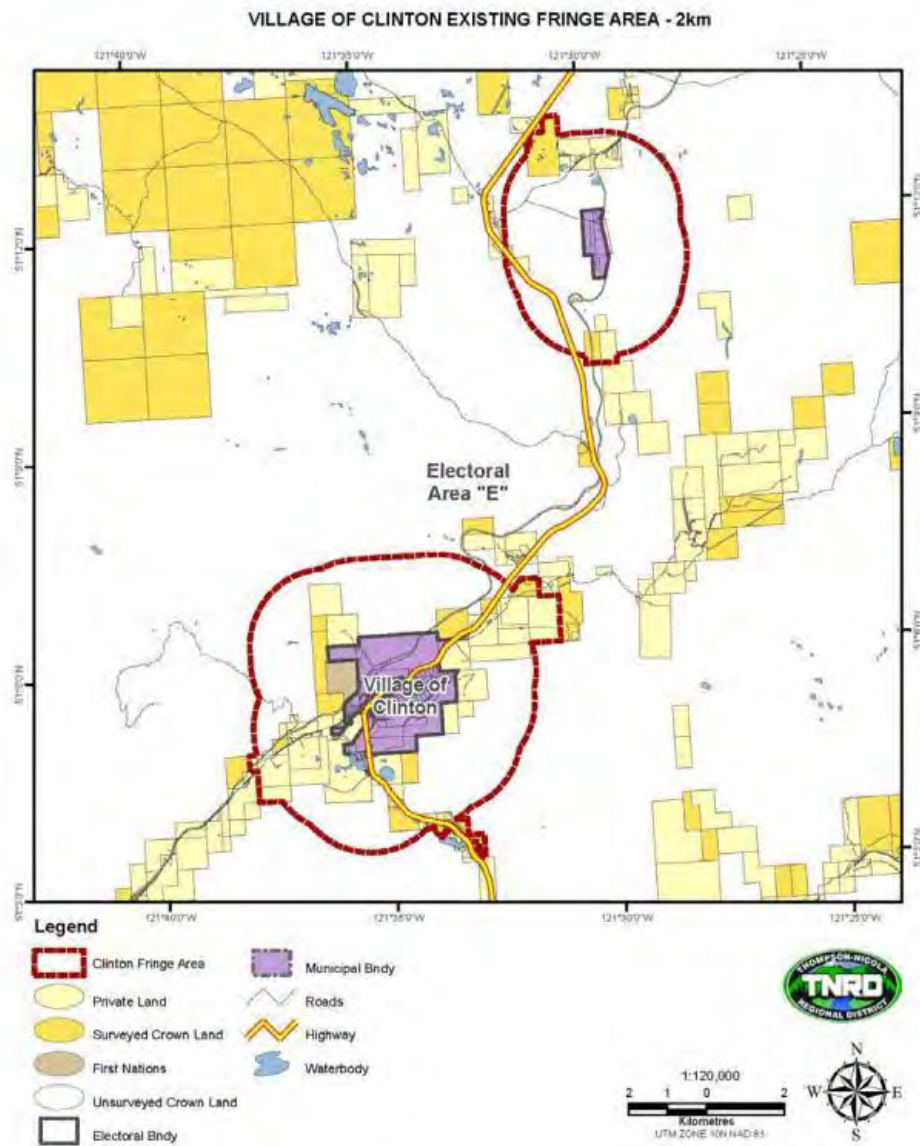
Thompson-Nicola Regional District
DRAFT Update 2013

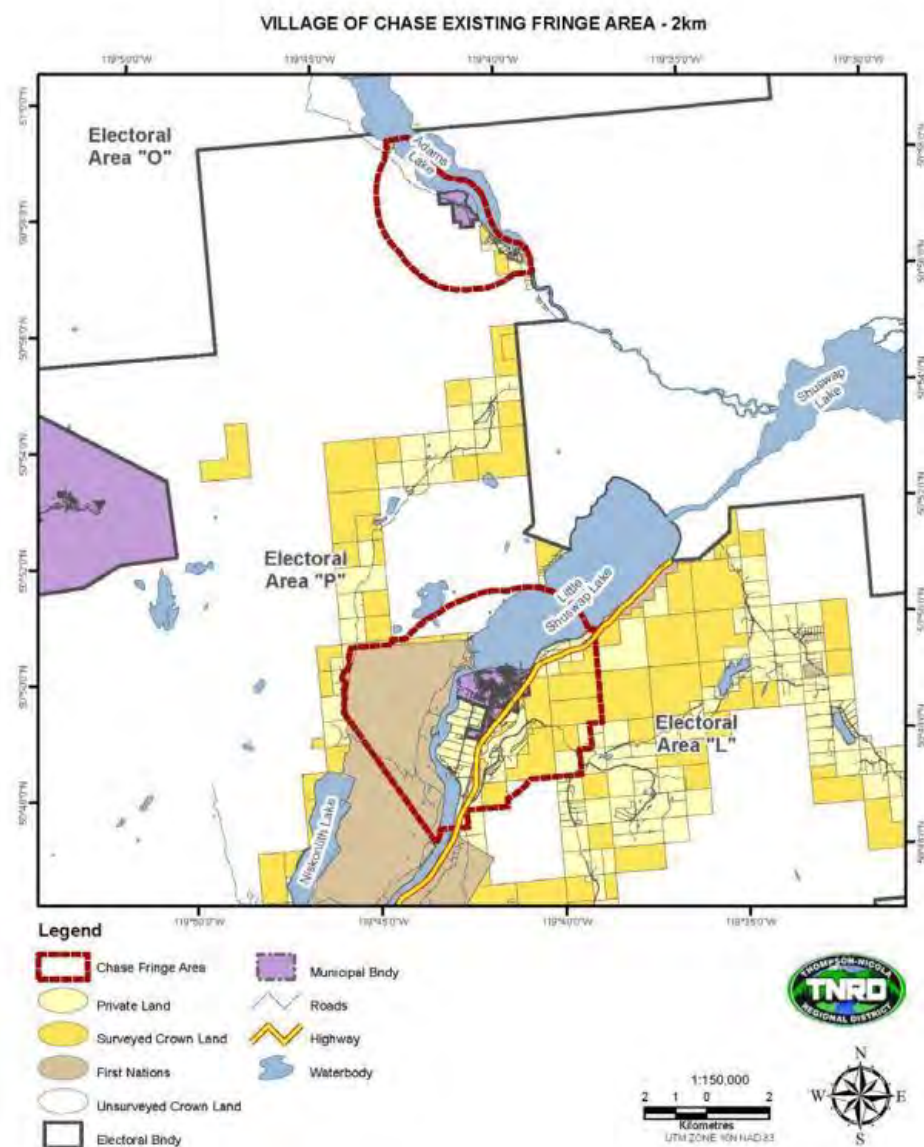
Fringe Areas Policy
Page 10 of 20

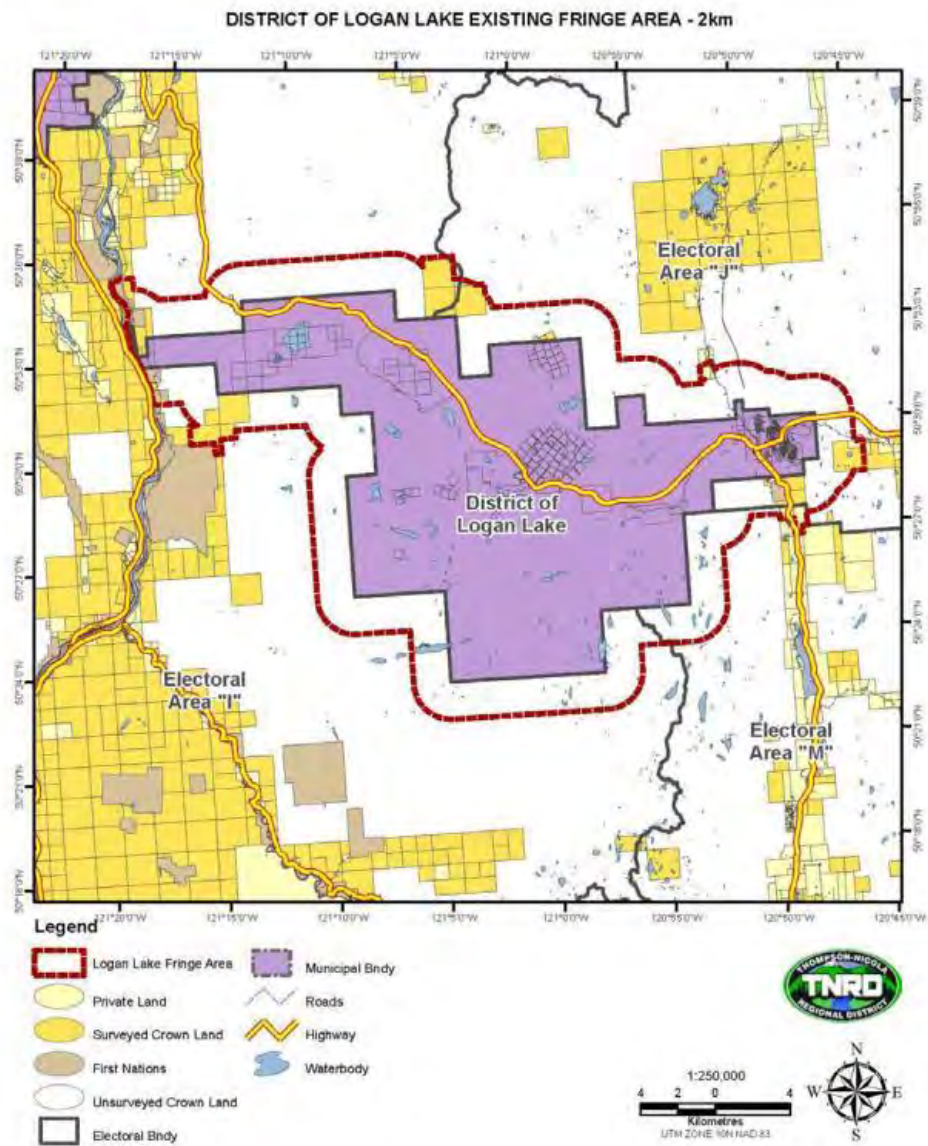
January 16, 2014

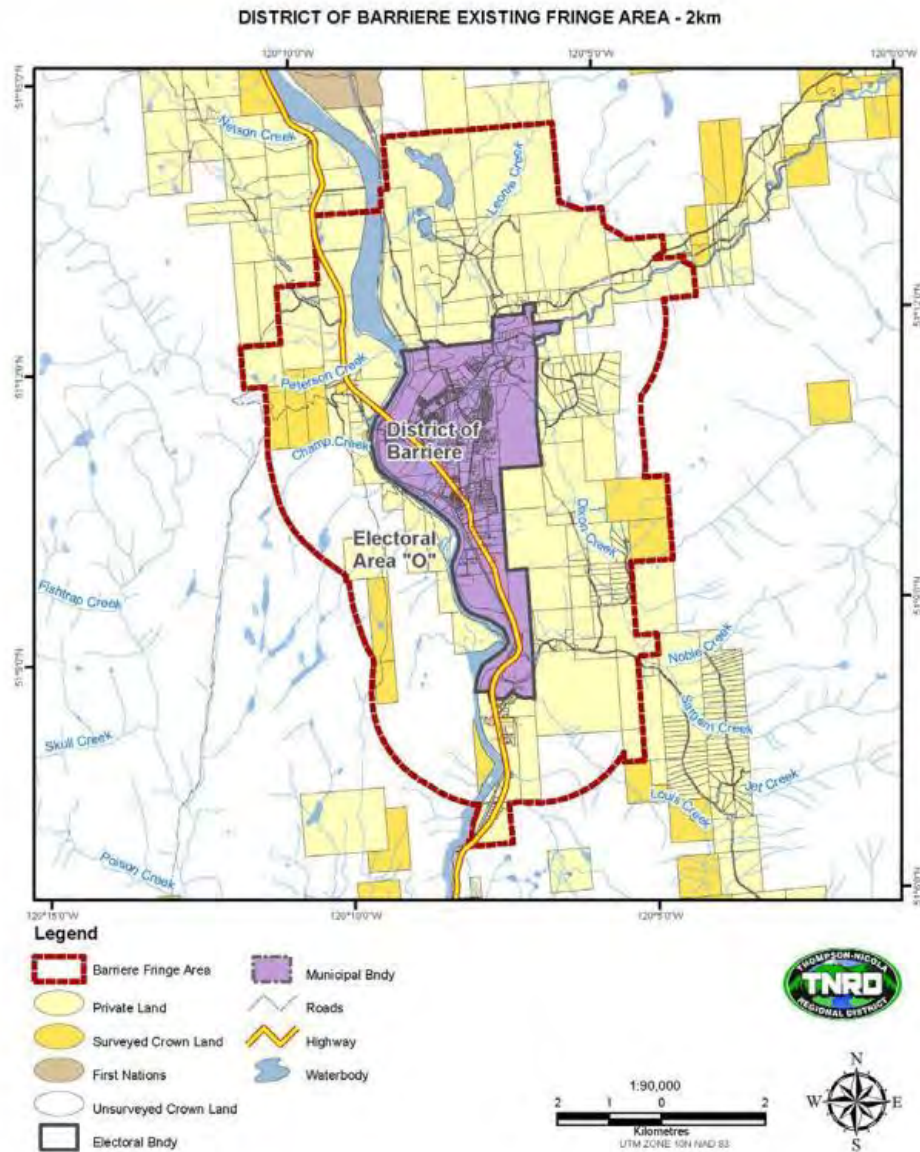


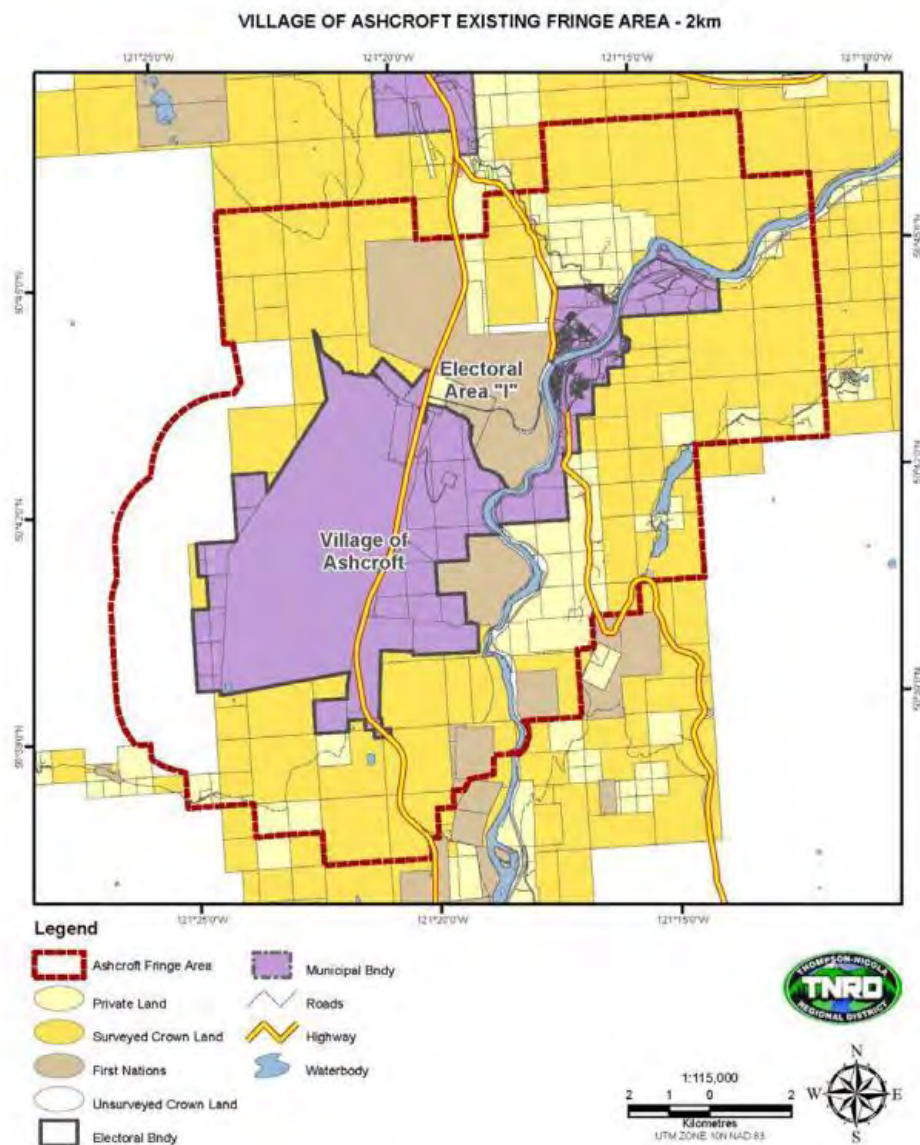


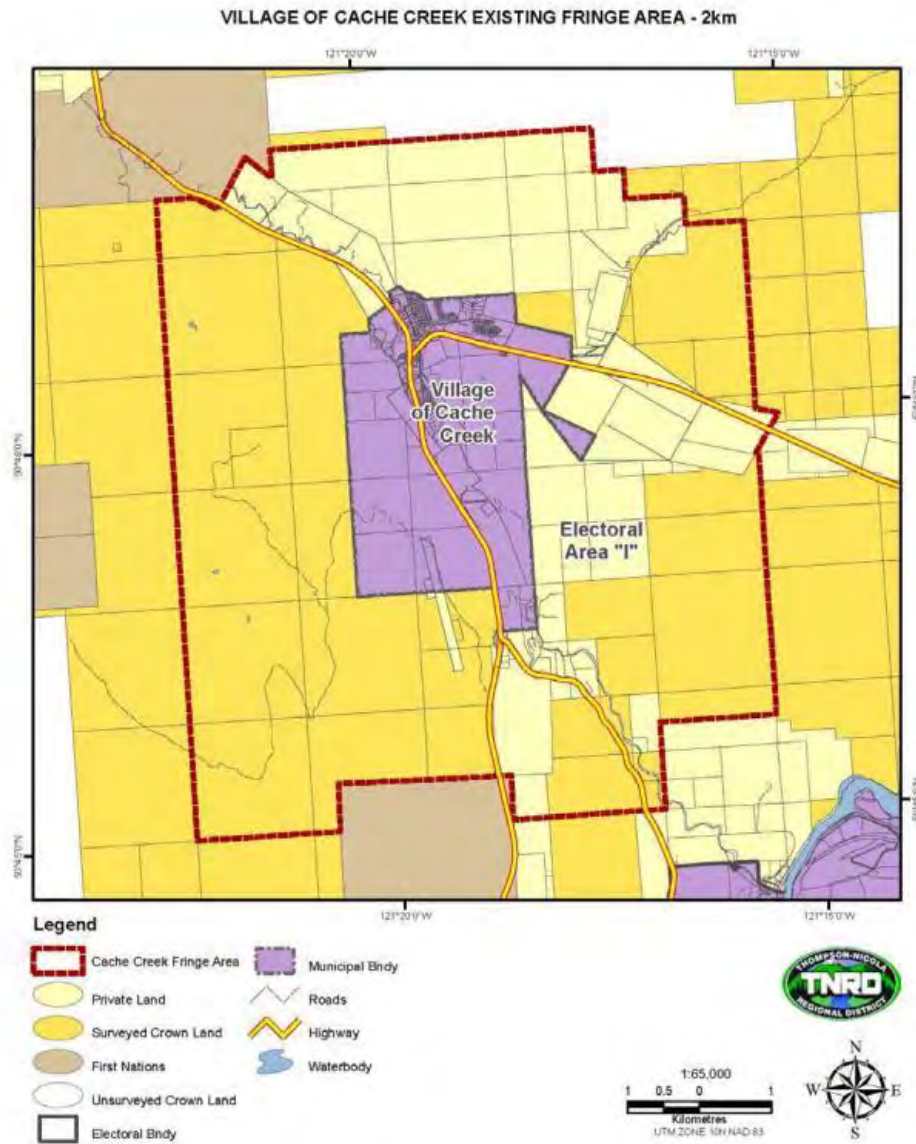


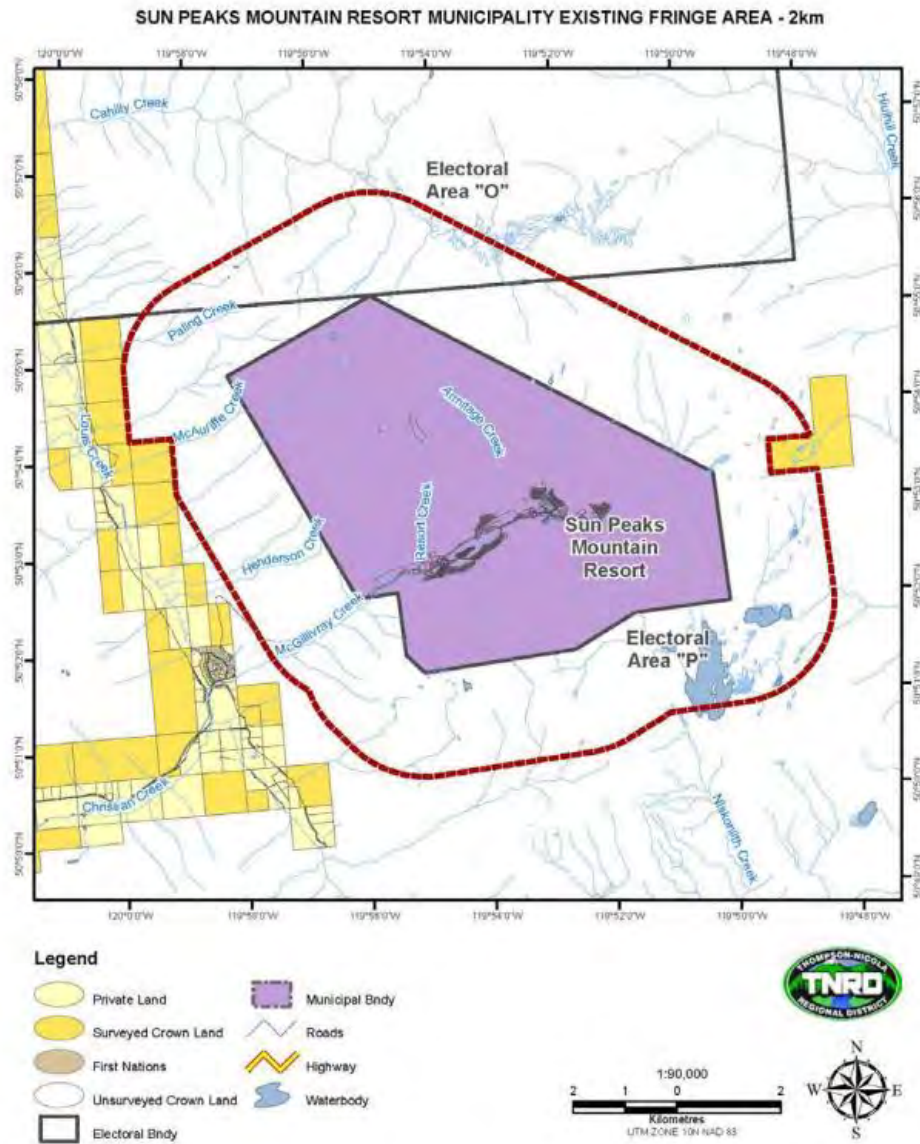


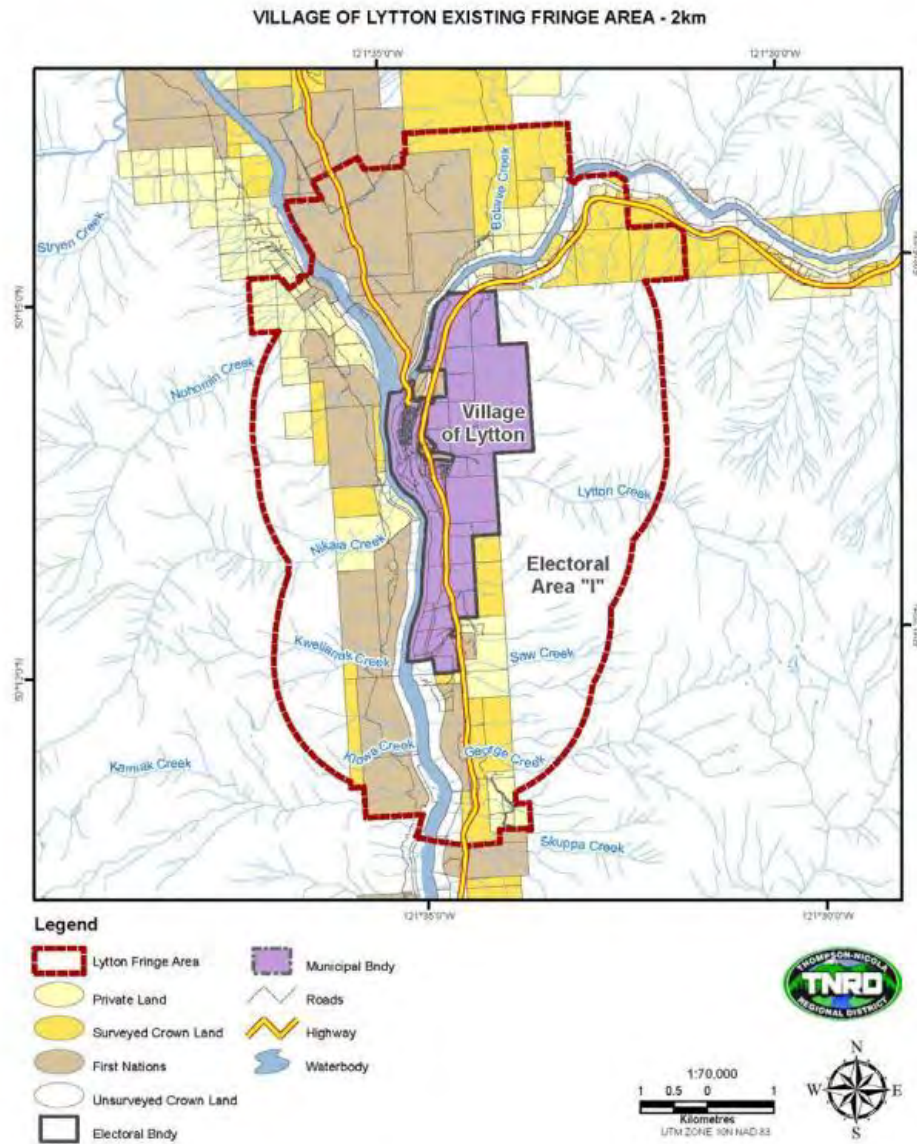












Thompson-Nicola Regional District
DRAFT Update 2013

Fringe Areas Policy
Page 20 of 20

January 16, 2014

From: FCM Registration [<mailto:register@fcm.ca>]

Sent: Wednesday, November 13, 2013 4:43 PM

To: Fred Banham

Subject: Book your hotel room for FCM's 2014 Annual Conference and Trade Show

[Voir la version française.](#) | [View email in your browser.](#)



**STRONG COMMUNITIES, STRONG CITIES,
STRONG CANADA**

Book your hotel room for FCM's 2014 Annual Conference and Trade Show

Dear Members,

You may now book your hotel rooms for our 2014 Annual Conference and Trade Show, which will be held from May 30–June 2 at the Scotiabank Convention Centre in Niagara Falls, ON.

FCM has negotiated discount rates on rooms in our room block at a number of hotels near the conference venue. These rooms are available on a first-come, first-served basis, so **book your room** today.

The deadline to cancel reservations is February 1, 2014. Hotel room reservations require a first-night deposit, which will be applied to your stay. If you cancel your reservation after February 1, you may lose your deposit.

Please **contact us** with any questions related to hotel accommodations for FCM events.

We look forward to seeing you in Niagara Falls next year!

SINCE 1901

DEPUIS 1901



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Federation of Canadian Municipalities • 24 Clarence Street, Ottawa, Ontario K1N 5P3 • T. 613-907-6212 •

F. 613-244-1500

Registration Desk | Bureau d'inscription

January 16, 2014

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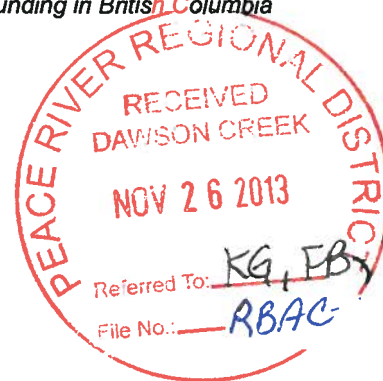
C-8

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

November 19, 2013

Chair & Board
Peace River Regional District
PO Box 810
Dawson Creek, BC V1G 4H8



Dear Chair & Board:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2013/2014. Please be advised that this is the final payment under the current Gas Tax Agreement's Community Works Fund program. An electronic transfer of \$461,050.18 is expected to occur on **Tuesday, November 26th**. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see Addendum #1 of your Agreement).

CWF are made available to eligible local governments by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues between UBCM and the governments of Canada and British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the Agreement's intended outcomes of reduced greenhouse gas emissions, cleaner air and cleaner water.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement, including information on a renewed Gas Tax Fund can be found on our web site at www.ubcm.ca.

For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely

Rhona Martin
UBCM President

CC: Kim Frech, Chief Financial Officer



Administration provided
By UBCM

Funding provided by:
Government of Canada

Canada

In partnership with:
The Province of BC



Gas Tax Program
Services

Local Government House
525 Government St.
Victoria BC V8V 0A8

Phone: 250-356-5134
Fax: 250-387-5119

Website:

www.ubcm.ca
under Funding Programs,
Gas Tax Fund



...
 thousands of young lives around the world every day.
 toward the day when no child dies from a preventable cause.
 whatever it takes to give children the basics of a happy, healthy childhood.

EF...
 e la vie de milliers d'enfants chaque jour à travers le monde.
 e afin de s'assurer que les enfants ne meurent plus d'une cause évitable.
 rce de donner aux enfants l'essentiel pour vivre une enfance heureuse et saine.

hase of this card can help UNICEF provide three disposable syringes,
 ring that children are safely vaccinated.

le cette carte pourra aider l'UNICEF à fournir trois seringues jetables,
 rant ainsi la vaccination sécuritaire d'enfants.

cards are made with a commitment to sustainable forest management and
 responsible use of the planet's natural resources.

s de l'UNICEF soutiennent l'engagement en faveur d'une gestion durable des
 s et d'une utilisation responsable des ressources naturelles de la planète.

EF name and marks are protected by international law.
 les marques de l'UNICEF sont protégées par les règles du droit international.

/www.unicefusa.org In Canada/www.unicef.ca



3.50



A little note to sing your praises.

THANK YOU FOR ALL YOUR
 SUPPORT
 IT NEVER WOULD HAVE HAPPENED
 WITHOUT YOU!

(AND THANK YOU FOR OUR
 BASKETBALL COURT - WE ♥ IT!

-Devereaux Elcm students, teachers
 + PAC.

birds are believed to have originated in areas now known as
 lia, New Zealand, New Guinea and Antarctica.



RURAL BUDGETS



ADMINISTRATION



POLICIES

For Review by RBAC November 21, 2013

January 16, 2014

POLICIES

TABLE OF CONTENTS

The ToC to be made into one page if possible

☐ Principles and Guidelines

☐ "Rural Budgets Administration By-Law No. 1166, 1998"

Reverse order to have current first

☐ "Rural Budgets Administration Amendment By-Law No. 1853, 2009"

Add → Rural Area Fair Share - Eligibility/Criteria

Has always been part but was not listed

Add

F

E Electrical Extension Grant Policy & Application Form
Renamed from Hydro-Electrification

Fair Share Funds

Feasibility Study Funds

Fire Equipment - Minor Capital Projects

Fire Hall Construction and Renovation

Fire Trucks

Fixed Capital Equipment

Fringe Area Funding (Defining)

Delete - Not RBAC
This is Board policy

Fringe Area Funding

Add

H

G Gas Tax Grant Funding

Hydro-Electrification

Moved to "E"

J

Joint Ventures

L

Land Purchases

N

Add

Natural Gas Policy & Application Form

P

Grant

Parent Advisory Council ~~Sponsored Applications~~

R

Correct so it has same name as policy

~~Recreation and Culture Grants~~ Recreation and Cultural Grants-in-Aid**Rural Loan Fund**

Add - wasn't listed on ToC but is a policy
 changed the name from
 "2005 One Time Fair Share Grant"

S

Seniors Housing**Sewer Extension Services - Community Gravity****Sewer Extension Services - Community Pressured (STEP)**

T

Telephone Service Policy & Application Form

W

Water Extension Services**Water Wells / Springs for Public Use**

Add

Forms:

1. Grant Application Form (Fair Share, Gas Tax, etc.)
2. Grant Claim Form (Fair Share, Gas Tax, etc.)

Note that all forms are subject to change to meet processing requirements. Please check website for most current form or contact our offices to have the latest form sent.

Page 2 of 2

(April 10, 2007)

The ToC to be made into 1 page if possible



Rural Budgets Administration Committee FAIR SHARE POLICIES

PRINCIPLES AND GUIDELINES

1. Decisions are to be information based using adequate, un-biased research analysis with recommended options.
2. Where appropriate, the Rural Budgets Administration Committee may require a decision impact analysis for intended and unintended consequences.
3. Any consideration to provide assistance for new or existing services must have a feasibility study to identify the category of service, the need, the financial viability and its integration into other services.

**PEACE RIVER REGIONAL DISTRICT
By-Law No. 1853, 2009**

A by-law to amend "Rural Budgets
Administration By-law No. 1166, 1998"

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia Local Government Act, R.S.B.C. 1996, adopt "Rural Budgets Administration By-law No. 1166, 1998" and "Rural Budgets Amendment By-law No. 1617, 2006";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This by-law may be cited for all purposes as "Rural Budgets Administration Amendment By-Law No. 1853, 2009."
2. "Rural Budgets Administration Amendment By-law No. 1616, 2006" is hereby repealed in its entirety.
2. That Schedule 'A' to "Rural Budgets Administration By-law No. 1166, 1998" is hereby replaced with Schedule 'A' which is attached to and forms part of this by-law.

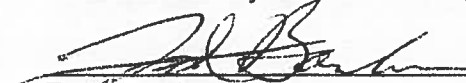
READ A FIRST TIME this 14th day of May, 2009.

READ A SECOND TIME this 14th day of May, 2009.

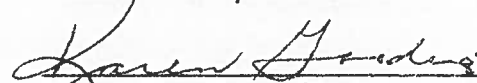
READ A THIRD TIME this 14th day of May, 2009.

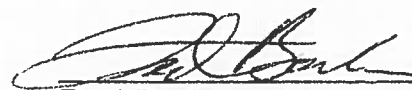
ADOPTED this 14th day of May, 2009.

CERTIFIED a true and correct copy of
"Rural Budgets Administration
Amendment By-law No. 1853, 2009."


Fred Banham,
Chief Administrative Officer

THE CORPORATE SEAL of the Peace
River Regional District was hereto
affixed in the presence of:


Karen Goodings, Chair


Fred Banham,
Chief Administrative Officer

Peace River Regional District
By-law No. 1853, 2009

Schedule 'A'

Fair Share Memorandum of Understanding – Rural Allocation

BC Rail Grants-in-Lieu – Rural Allocation

Electoral Areas – Legislative (Elections, Conventions, Membership and information)

Grants to Community Organizations - Electoral Area Grants
- Custodians of the Peace Country Society

Recreation and Cultural Services – Grants-in-Aid

Sub-Regional Recreation and Cultural Services – Rural Allocations

Community Parks

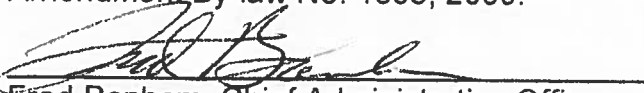
Cemeteries

North Pine Television Rebroadcasting

"New Deal" Funding Agreement – Rural Allocation (Rural Gas Tax Fund)

Other funding opportunities specific to Electoral Areas

CERTIFIED A TRUE and CORRECT COPY
of Schedule 'A' to "Rural Budgets Administration
Amendment By-law No. 1853, 2009."


Fred Banham, Chief Administrative Officer

PEACE RIVER REGIONAL DISTRICT

BY-LAW No. 1166, 1998

A bylaw to establish a Standing Committee of the Board and delegate administrative powers to the committee

WHEREAS the Regional District has signed a Memorandum of Understanding with the Province of British Columbia which contributes a share of oil and gas revenue to the Electoral Areas of the Regional District;

AND WHEREAS there are certain services which are provided in two or more Electoral Areas, and in no member municipalities;

AND WHEREAS pursuant to Section 795(2) of the Municipal Act the Chair of a regional district may appoint a standing committee;

AND WHEREAS pursuant to Section 176(1)(e) and Section 192(1) of the Municipal Act a Regional Board may, by by-law adopted by at least 2/3 of the votes cast, delegate its powers duties and functions not limited by Section 191(1) of the Municipal Act to, *inter alia*, its committees;

AND WHEREAS the Chair has appointed the electoral area directors to a standing committee;

NOW THEREFORE the Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as "Rural Budgets Administration Bylaw No. 1166, 1998".

Committee

2. The name of the committee appointed by the Chair is "Rural Budgets Administration Committee".

Membership

3. Membership in the committee is limited to the Electoral Director from each Electoral Area in the Peace River Regional District.

Duties

4. Schedule "A" is attached hereto and forms part of this by-law.
5. The committee is delegated the authority of the Peace River Regional District Board to administer the rural budgets identified in Schedule "A" in accordance with budgets, programs, plans, policies and guidelines adopted from time to time by the Regional Board.
6. The committee will rotate chairperson from meeting to meeting, starting with Electoral Area "B" and working in alphabetic order.
7. The committee must keep minutes of its activities which will be provided to the Board for information.

Dispute Resolution

8. Should the committee be deadlocked on an issue it must refer that matter to the Regional Board for resolution.
9. A person may appeal a decision of the committee in writing to the Regional Board.
10. The decision of the Regional Board under section 8. and 9. is binding.

READ A FIRST TIME THIS 26th day of November, 1998.

READ A SECOND TIME THIS 26th day of November, 1998.

READ A THIRD TIME THIS 26th day of November, 1998.

ADOPTED BY A 2/3 VOTE THIS 26th day of November, 1998.

CERTIFIED A TRUE AND CORRECT COPY of
"Rural Budget Administration Bylaw No. 1166,
1998".

THE CORPORATE SEAL of the Peace River
Regional District was hereto affixed in the
presence of:

Moray Stewart
Moray Stewart, Administrator

Karen Goodings
Karen Goodings, Chair

Moray Stewart
Moray Stewart, Administrator

Schedule "A"

Fair Share Memorandum of Understanding - Rural Allocation

B.C. Rail Grants-in-Lieu - Rural Allocation

Electoral Areas - Legislative (Elections, Conventions, Memberships and Information)

Grants to Community Organizations - Electoral Area Grants

Recreation and Cultural Services - Grants-in-Aid

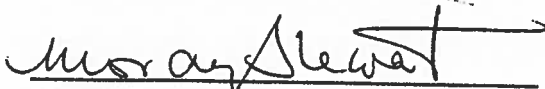
Sub-Regional Recreation and Cultural Services - Rural Allocations

Community Parks

Cemeteries

North Pine Television Re-broadcasting

CERTIFIED A TRUE AND CORRECT COPY
of Schedule "A" to "Rural Budget
Administration Bylaw No. 1166, 1998".



Moray Stewart
Administrator

(HM/W:\WPDocs\PRRD\Admin\By-Laws\1078-1178\BL-1166 Rural Budget Comm.wpd)

Peace River Regional District

Box 810, 1981 Alaska Avenue,
Dawson Creek, BC
V1G 4H8

Phone 250.784.3200
Fax: 250.784.3201
Email: prrd.dc@prrd.bc.ca



Rural Area Fair Share

May provide financial assistance to various projects within the rural area.

Currently there are policies in place for:

- 1) Feasibility Study grants
- 2) Firehalls and Equipment
- 3) Fire Truck Purchase
- 4) Hydro Electrification – mainline extension costs on public maintained roads
- 5) Natural Gas Extension Services
- 6) Recreation and Cultural Grants for capital requirements
- 7) Seniors Housing
- 8) Rural Sewer Extension Services – Community Gravity and Community Pressured
- 9) Telephone Service – installation of the public portion of a telephone mainline
- 10) Water Main Extension Service
- 11) Fixed Capital Equipment
- 12) PAC Grants

Not required. Table of Contents indicates what policies are in place. The second page of this is "Eligibility / Criteria" which would be it's own page - AND possibly add to "Principles and Guidelines".

Eligibility/Criteria

If not a function of the Regional District,
~~In many instances,~~ the applicant must be a Not-for-Profit Society, in good standing with the BC Registrar of Societies.

The applicant must complete the Grant Application form in full, including financial statements, where necessary.

In the case of capital projects applicants must ~~complete a Fair Share Grant Application form which includes~~ a comprehensive Capital Project budget indicating all sources of income and expenditures, and information on how it will be paid for and maintained in the future.

Applicants will be required to adhere to building, plumbing, electrical, health, fire, zoning, gas and other codes and regulations that may exist prior to the start of construction. A building permit may also be required.

Recommend moving this to the same page as "Principles and Guidelines".

(Revised: January 2008)



Rural Budgets Administration Committee FAIR SHARE POLICIES

FAIR SHARE FUNDS

The annual indexed Rural Fair Share Funds, pursuant to the Memorandum of Understanding dated March 22, 2005, will remain in four equally divided portions ~~for the years 2002 - 2006, with a review in the year 2007.~~

(Revised – Dec. 15/05 RBAC)
RBAC reviewed Dec. 15/05
Policies as of August 15, 2000



Rural Budgets Administration Committee FAIR SHARE POLICIES

FEASIBILITY STUDY FUNDS

\$10,000

1. A B.C. registered ~~not-for-profit~~ society may request funds to a maximum of ~~\$5,000~~ to prepare a report on the feasibility and viability of a project in the rural areas of the Peace River Regional District that will be the subject of a Fair Share ~~capital~~ funding request.
2. No grant will be made for a feasibility study that has been commenced prior to the request for funding assistance for the study being done.
3. No grant will be made for a feasibility study for a project that is likely to result in a tax levy to pay for the proposal, either in capital or operations.
4. Examples of proposed requests would be for a community hall, recreation facility, seniors housing, fire department (not vehicle acquisition) or some other facility deemed appropriate by the Committee.
5. Each Electoral Area may provide the maximum grant for the same specific proposal.

(Revised – Dec. 15/05 RBAC)

RBAC reviewed Dec. 15/05
Policies as of August 15, 2000



Rural Budgets Administration Committee FAIR SHARE POLICIES

FIRE EQUIPMENT - MINOR CAPITAL PROJECTS

Grants for fire equipment purchases ~~of minor capital projects~~ under \$20,000 be subject to the following conditions:

- a) the grants must be for new or replacement equipment for use on fire trucks, in a fire hall, ~~or by firefighters or by a registered society;~~
- b) the request must be supported by a report from the fire department ~~or the society,~~ which should include where possible, recommendations from the Fire Commissioner, Workers' Compensation or other fire or employment authority;
- c) grants may be made during the life of the Fair Share program to replace equipment originally purchased with Fair Share funds, provided the justification includes reference to legally required upgrades, damage or loss due to the activities of the fire department, ~~society or~~ industry acknowledged shelf life of the equipment; and
- d) multiple items valued under \$20,000 each may be consolidated into one request that is greater than \$20,000.

Add e) requests must be made by the fire department's Board or Council

(Revised – Dec. 15/05 RBAC)

RBAC reviewed Dec. 15/05
Policies as of August 15, 2000



Rural Budgets Administration Committee FAIR SHARE POLICIES

FIRE HALL CONSTRUCTION OR RENOVATION (RURAL)

Grants to Fire Departments for fire hall construction or renovation be subject to the following conditions:

- a) that the fire hall construction or renovation be supported by a report from ~~the Fire Commissioner or by a building engineer;~~ see below
- b) that the project be defined and justified by a feasibility study prepared by or on behalf of the Fire Department; which includes an engineers report and cost estimate
- c) that the maximum grant be 50% of the construction or renovation estimate provided by an engineer or quantity surveyor, to a maximum grant of \$150,000; and
- d) that there be no more than one fire hall construction or renovation grant for a fire department during the life of the Fair Share program.

Reason for adding "Rural" before Fire Hall is because for the Fort St. John new firehall we are contributing \$1.2M - not from Fair Share but from the Service Area so not quite the same thing but might be a good thing to clarify this is for "Rural" fire departments and not municipal.

- a) ... a fire underwriters survey, fire department master plan, fire department review or audit prepared by an independent consultant or authority;



Rural Budgets Administration Committee FAIR SHARE POLICIES

FIRE TRUCKS

Grants to Fire Departments for trucks be subject to the following conditions:

- a) ~~that the truck must be new to the Department for reasons supported by the Fire Commissioner - a used or new truck could be purchased;~~ see below
- b) that a maximum grant of 50% of the purchase price of the truck to a maximum grant of \$150,000 be provided;
- c) that there be no more than one truck grant every five years to any one Fire Department;
- d) that the Fire Department requesting the truck be in an established fire area; and What about Arras?
- e) this grant does not apply to a Fire Department within an established specified area shared with a municipality.

- a) that the truck must be new to the department for reasons supported by a fire underwriters survey, fire department master plan, or a fire department review or audit prepared by an independent consultant or authority;



Rural Budgets Administration Committee FAIR SHARE POLICIES

FIXED CAPITAL EQUIPMENT

Where provision has been made in the annual budget and where a registered Not-for-Profit Reporting Society makes a request for the purchase of fixed capital equipment that will be of benefit to the ~~agricultural~~ community at large, the following conditions apply:

1. The maximum grant for approved community projects is \$30,000 according to the following formula:

Approved Costs

First \$15,000 or less

Next \$30,000 or less

Regional District Grant

100% of approved costs

50% of approved costs

2. Applications must include letters of support from at least two different organizations from within the area to be served.
3. Confirmation
~~Recognition~~ that the responsibility for the ongoing maintenance and any future replacement remains the responsibility of the Society that applies.
4. This grant cannot be used in conjunction with any other grant received from the Regional District.
5. That a Not-for-Profit Society may utilize "in kind" hourly rates for their 50% share of the contribution, based on the Provincial "Blue Book" rate for equipment and operator.
6. ~~That the Provincial Government "Blue Book" rate be used for equipment and operator.~~
7. That \$20.00 per hour be used as a Labour rate.

(Revised - Dec 15/05 RBAC)

RBAC reviewed Dec. 15/05

Policies as of August 15, 2000



Rural Budgets Administration Committee FAIR SHARE POLICIES

Defining Fringe Area Funding

That the \$1,750,000 Rural Fringe Allocation, a one time Infrastructure – Service Grant provided by the Provincial Government in March of 2005 be defined as “the area around an incorporated community including any lands and development within close proximity of a municipal boundary.”

This needs to be removed completely.
It is a Board Policy not RBAC.

RBAC reviewed: November 16, 2006

Board approved: January 11, 2007

RBAC reviewed Dec. 15/05
Policies as of August 31st, 2000

January 16, 2014



Rural Budgets Administration Committee FAIR SHARE POLICIES

Fringe Area Funding

That the \$1,750,000 (plus interest) one time Fair Share Fringe Area funding be allocated to any host municipality providing water and sewer servicing outside of its jurisdiction at a rate of \$2,500 per lot serviced until such time as the fund is depleted. These funds are intended to support additional capacity to municipal infrastructure for rural lots serviced after January 1, 2007.

This needs to be removed completely.
It is a "Board" policy not RBAC

RBAC reviewed: November 16, 2006

Board approved: January 11, 2007

RBAC reviewed Dec. 15/05
Policies as of August 31st, 2000

Proper Heading

Add New Page

Gas Tax Grant Funding

The Rural Budgets Administration Committee may utilize the "Gas Tax" (New Deal - Community Works Fund) annual grant provided from the Federal Government and Provincial Government through UBCM. These funds may be used to provide grants for projects that meet the official criteria as provided from time to time by the Federal Government, the Provincial Government and UBCM.

Examples of the types of projects that may be considered for funding are:

1. developing or upgrading drinking water systems to improve quality, reduce water use, increase energy efficiency, and secure water supply in the face of a drought;
2. community energy systems (wind, solar, thermal, etc.);
3. implement inovative technologies that support environment; and
4. retrofits to reduce energy and GHG emissions.

Application for Grant

The applicant (including a function of the Regional District) must provide full details of the project, the cost, other sources of revenues and the projected savings and benefits.

The applicant (if not a function of the Regional District) must be a not-for-profit society in good standing and provide a financial statement.



Rural Budgets Administration Committee FAIR SHARE POLICIES

HYDRO ELECTRIFICATION

Fair Share Grants will be paid for development of Hydro Electrification on the following conditions:

- a) Funding assistance will be limited to hydro main line extension costs on public maintained roads to serve residential customers (excluding subdivisions).
- b) Costs related to the service line from the main line to the residence are the responsibility of the property owner.
- c) Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the electrical extension funding grant one-time only.
- d) The property owner will pay the first \$1,000 of main line service costs. The balance will be eligible for assistance at a rate of 50% to a maximum grant of \$4,000.

This means that where main line costs per property are:

- i) up to \$1,000 - no assistance will be given;
- ii) from \$1,001 to \$8,999 - assistance will be at the rate of 50% on the balance over \$1,000;
- iii) from \$9,000 and up - the maximum of \$4,000 will be given;
- iv) the Regional District will make its grant contribution payable to BC Hydro;
- v) the applicant (customer) is responsible for collecting the Regional District's cheque to submit with their payment to BC Hydro.

(Approved – August 16, 2012 RBAC)

Revised: August 16, 2007 RBAC
Policies as of August 15, 2000

Don't see the reason for having this page. All of this is contained in the Applicant Guide "Hydro Electrification" attached to this. I think get rid of this page and just rename next page to "Policy & Applicant Guide" .



Rural Budgets Administration Committee FAIR SHARE POLICIES

POLICY AND APPLICANT GUIDE ~~- HYDRO ELECTRIFICATION -~~ ELECTRICAL EXTENSION GRANT

1. Fair Share Grants will be paid for development of Hydro Electrification on the following conditions:
 - a) Funding assistance will be limited to hydro main line extension costs on public maintained roads to serve residential customers (excluding subdivisions).
 - b) Costs related to the service line from the main line to the residence are the responsibility of the property owner.
 - c) Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the electrical extension funding grant one-time only.
 - d) The property owner will pay the first \$1,000 of main line service costs. The balance will be eligible for assistance at a rate of 50% to a maximum grant of \$4,000.

This means that where main line costs per property are:

- i) up to \$1,000 - no assistance will be given;
 - ii) from \$1,001 to \$8,999 - assistance will be at the rate of 50% on the balance over \$1,000;
 - iii) from \$9,000 and up - the maximum of \$4,000 will be given.
2. BC Hydro is responsible for completing the Electrical Extension Grant Application form, if it qualifies for the grant program.
3. The applicant (customer) is responsible for submitting the application to the Regional District.

Page 1 of 2

(Approved - August 16, 2012 RBAC)

Revised - August 16, 2007 RBAC
Policies as of August 31st, 2000

January 16, 2014



Rural Budgets Administration Committee FAIR SHARE POLICIES

POLICY AND APPLICANT GUIDE

~~HYDRO ELECTRIFICATION~~ ELECTRICAL EXTENSION GRANT

See Below

4. ~~The Regional District will fax the application to the appropriate Electoral Area Director for review and approval.~~
5. ~~As soon as Director approval has been received the Regional District will process the application and issue the cheque, payable to BC Hydro.~~
6. 5. The Regional District will ~~contact the applicant (customer) as soon as the cheque is ready.~~ mail the cheque to the applicant made payable to BC Hydro.
7. 6. The applicant (customer) is responsible for ~~collecting the Regional District's cheque, and getting it to BC Hydro, along with their payment.~~
8. 7. All documents shall indicate the applicant's (customer) name and reference number.
9. ~~Time is of the essence in processing applications.~~

4. The application will be reviewed at the next scheduled RBAC meeting.



PEACE RIVER REGIONAL DISTRICT FAIR SHARE Electrical Extension Grant Application

R-1

Applicant (Customer) Information	
Property Owner Name	
Mailing Address	
Telephone Number	
Legal Description	
Electoral Area served	
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer)	
Date	

Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ _____
Minus	\$ 1,000
Difference	_____ A
Line A _____ x 50% =	_____ B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ _____ D

For BC Hydro Use Only Application completed by	
BC Hydro Representative name:	Phone Number:
BC Hydro Reference No.	
Date:	
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	
Approved by RBAC	

Note that the form may be amended from time to time as processes and requirements change. Always check for the most current form to use.

(June 15, 2001)
Policy revised December 15, 2005 Rural Budgets
Form revised August 16, 2007 Rural Budgets

Feb 14
Bd. Agenda

R-1

C-5

Report to PRRD Board:

BC Hydro Rate Design Application

January 17, 2008



Remove from policy Book

Background:

In March 2007 BC Hydro applied for BC Utilities Commission (BCUC) approval for redesign of electricity rates. Rate design involves establishing rates that reflect the actual cost of providing service for different classes of customers, as well as the structure of charges within each rate schedule.

In overview, the BC Hydro application proposed an increase in residential rates and a decrease in general and commercial rates to move these tariffs closer to reflecting the full cost of serving each of these classes of customers.

Following a review process and oral hearing, the BCUC issued an interim order on September 19, 2007 and a subsequent Decision on October 26, 2007. The BCUC order denied most aspects of BC Hydro's application and Hydro was ordered to file a revised application that would take a more aggressive approach to aligning rates with the cost of service for each customer class.

The BCUC order called on Hydro to submit rates that would move each customer class to parity with the cost of service for that class, rather than to within the range of 90% to 110% as Hydro had proposed in the original application. BCUC called for phasing in the changes over a three-year period.

BC Hydro's Revised Application Now Approved:

On November 15, BC Hydro filed a revised Rate Design Application in compliance with the BCUC order. This application has now been accepted by the Commission and will result in the following impacts for the various classes of customers.

Customer Class	Proposed Change Over Three Years	Increase or Decrease Effective April 1, 2008
Residential	+11.1%	+3.6%
General/commercial <35 kw	-18.9%	-6.7%
General/commercial >35 kw	-6.4%	-2.2%
Irrigation	+20.4%	+6.4%
Street Lighting	-20%	-7.2%

FEB 14 2008

January 16, 2014

C-5

Most local government accounts will see significant decreases, starting with about 6.7% in April 2008, with similar annual decreases over the following two years. Also, and quite significantly, similar reductions will apply to street lighting, which was not included in Hydro's original application.

It is important to note that these proposed changes are revenue neutral and independent of any general rate increase that may be approved. Hydro will apply in early 2008 for general rate increases and these may offset some of the savings that will result from the Rate Design Application and will most certainly add to the increases approved in this application.

Extension Policy Impacts:

The Rate Design Application also addressed the approach to calculating customer contributions for new distribution line extensions. Hydro proposed changes aimed at making the calculations more transparent. While the BCUC did direct some adjustments to the original BC Hydro application, the end result will be a significant reduction in customer costs for most extensions. The following table provides representative calculations for a one kilometre and a half kilometre extension, each for one new residential customer.

In most cases the calculations can be extrapolated, i.e. a two kilometre extension with two residential customers will usually result in the same contribution *per customer* as the example of one kilometre extension with one customer (and similar with three kilometres and three customers, etc.)

	No Uneconomic Extension Allowance		With Uneconomic Extension Allowance	
	Customer Contribution with <u>Existing</u> Extension Policy	Customer Contribution with <u>Proposed</u> Extension Policy	Customer Contribution With <u>Existing</u> Extension Policy	Customer Contribution with <u>Proposed</u> Extension Policy
a) one kilometer overhead extension	\$19,932 + GST [= \$19,560 Extension Fee) + \$372 (Standards Connection Charge)]	\$17,019 + GST [= \$16,523 (Extension Fee) + \$496 (Standard Connection Charge)]	\$9,648 + GST [= \$9,276 Extension Fee) + \$372 (Standards Connection Charge)]	\$6,734 + GST [= \$6,238 (Extension Fee) + \$496 (Standard Connection Charge)
b) 0.5 kilometer overhead extension	\$11,359 + GST [= \$10,987 Extension Fee) + \$372 (Standards Connection Charge)]	\$10,808 + GST [= \$7,930 \$10,312 (Extension Fee) + \$496 Standard Connection Charge)]	\$5,188 + GST [= \$4,816 Extension Fee) + \$372 (Standards Connection Charge)]	\$3,974 + GST [= \$3,478 (Extension Fee) + \$496 (Standard Connection Charge)]

FEB 14 2008

C.5

Next steps:

The 2007 Rate Design Application process is now concluded.

BC Hydro has indicated that it has a busy regulatory agenda planned for the coming months. This will involve filing a number of additional regulatory applications over the winter and spring of 2008, including:

- Residential Inclining Block rates: This is a proposal which will increase the costs for higher consumption and may well have a disproportionate impact on customers who deal with the northern climate.
- Revenue Requirements: An application for general rate increases for the next three-year period.
- BCUC also ordered BC Hydro to commence a meaningful stakeholder engagement with its Large General Service customers (mainly large industrial customers) to develop and file with the Commission an application for rate structures that encourage conservation without unduly benefiting or harming any of its customers in that class." Such rates are to be in place by April 2009.
- BC Hydro must also file its Long Term Acquisition Plan for Regulatory review of plans for additional generating facilities.

Prepared by Dave Read, Aspen Communications Ltd.
January 17, 2008

FEB 14 2008

January 16, 2014

3

C.5



Rural Budgets Administration Committee FAIR SHARE POLICIES

JOINT VENTURES

Each Electoral Area Director may ~~establish a maximum level of~~
provide funding from Fair Share Funds for grants to municipal recreation and
cultural facilities in recognition of rural use of these facilities.



Rural Budgets Administration Committee FAIR SHARE POLICIES

LAND PURCHASES

Land may be purchased for conservation or recreation/cultural purposes, subject to the following requirements:

1. Conservation

- a) That the land identified for the purchase is considered to have a high value for any one or combination of the following:
 - a unique natural feature
 - habitat
 - cultural/historical significance
 - educational opportunity
- b) That land purchased for conservation purposes be encumbered with a "conservation covenant" restricting the use of the land to the conservation purposes for which the purchase was made.
- c) That to the extent and wherever possible, donations and/or sponsorship should be pursued to reduce the cost of land purchased for conservation purposes.
- d) That the management of land purchased for a conservation purpose ~~shall~~ ^{may} be contracted to appropriate societies subject to specified requirements to meet conservation objectives.

2. Recreation/Cultural

- a) That land may be purchased for one or more of the following recreation/cultural uses:
 - parks, playgrounds, recreation sites
 - campgrounds
 - exhibition/fair grounds
 - community halls
 - access to water course or lake
- b) That land purchased for recreation/cultural purposes be encumbered with a restrictive covenant limiting the use of the land to the purpose for which the purchase was made.



Rural Budgets Administration Committee FAIR SHARE POLICIES

LAND PURCHASES - continued

2. Recreation / Cultural

- c) That to the extent and wherever possible, donations and/or sponsorship should be pursued to reduce the cost of land purchased for recreation/cultural purposes.
- d) That the management of land purchased for recreation/cultural purposes ~~shall~~ **may** be contracted to appropriate societies subject to specified requirements to meet recreation/cultural objectives.

3. Funding

Funds for the purchase of land for conservation or recreation/cultural purposes may come from Fair Share monies or any unconditional grant provided to Electoral Areas, to a maximum of \$250,000 per annum, as may be given budget approval by the Regional Board.

4. Management Plan

When land is considered for purchase for either conservation or recreation/cultural purposes, any operational costs must first be identified, and a management plan developed and approved prior to completion of the purchase.

*should there be something in this to give consideration of whether these "lands" should be purchased or managed under the "regional parks" function?



Rural Budgets Administration Committee FAIR SHARE POLICIES

NATURAL GAS EXTENSION POLICY

Fair Share Grants may pay for development of **Natural Gas Extension Services** as follows:

- a) An Electoral Area may contribute up to 75% of the "Total Cost to Property", with any other contributions (Provincial grants, etc) to be deducted from it, for a maximum Regional District Electoral Area grant of \$5,000. All remaining project costs are to be the responsibility of the property owner or community.
- b) In addition, the property owner shall be responsible for all costs associated with the installation of individual gas line service from the property line.
- c) The Regional District will make its grant contribution payable to Pacific Northern Gas (PNG).
- d) Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the natural gas extension funding grant one-time only.

EXAMPLE:			
A	Actual Cost of Mainline Extension		\$ 20,620.00
B	Less: PNG's Contribution		-\$ 12,778.00
C	Total Cost to Property		\$ 7,842.00
	<u>Electoral Area Contribution:</u>		
D	75% of Total Cost to Property	\$ 5,881.50	
E	Less: Other Contributions	\$ -	
F	Remaining Balance	\$ 5,881.50	
G	Maximum Electoral Area Grant	\$ 5,000.00	
H	TOTAL GRANT PAYABLE (Lesser of F or G)		\$ 5,000.00
I	Cost to Property Owner		\$ 2,842.00
J	(minimum 25%)		36%

**** Note: Individual property service costs are extra ****

(Revised: Nov. 19/09 RBAC)
 (Revised: Oct. 17/2013 RBAC) **New**
 Approved by Board resolution #RD/04/08/17



PEACE RIVER REGIONAL DISTRICT
FAIR SHARE
Natural Gas Extension Grant Application

Applicant (Customer) Information	
Property Owner Name	
Mailing Address	
Telephone Number	
Legal Description	
Electoral Area served	
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to the appropriate Natural Gas Company.	
Signature of Applicant (Customer)	
Date	

Actual Cost of Mainline Extension

A	Actual Cost of Mainline Extension		\$
B	Less: PNG's Contribution		\$
C	Total Cost to Property		\$
	<u>Electoral Area Contribution:</u>		
D	75% of Total Cost to Property	\$	
E	Less: Other Contributions	\$	
F	Remaining Balance	\$	
G	Maximum Electoral Area Grant	\$ 5,000.00	
H	TOTAL GRANT PAYABLE (Lesser of F or G)		\$
I	Cost to Property Owner		\$
J	(minimum 25%)		%

For Natural Gas Company Use Only Application completed by	
Gas Company Representative name:	Phone Number:
For Regional District Use Only	
Date approved by Regional District	By:



Rural Budgets Administration Committee FAIR SHARE POLICIES

For Parent Advisory Council (PAC) Sponsored Applications

Applications under this policy may be considered for such things as playground equipment, improvements to community facilities, ball diamonds and tennis courts, on school property.

In order to be eligible for funding under this Policy, the following criteria must be met:

1. Contribution from community (in kind or labour, material) must cover a minimum of 25% of the cost. The Fair Share Grant would provide 75%, to a maximum of \$10,000.
2. There must be an active Parent Advisory Council (P.A.C.) which is legitimized by the ~~Education Act.~~ School Act
3. It must be a rural community school where no hall exists, (i.e. the school is the community meeting facility).
PAC's are not
4. ~~Applicants will not be eligible for funding through Grants-in-Aid (no double dipping).~~ Recreational & Cultural
5. ~~Confirmation that the School District is in agreement that the school can be used as a community centre.~~
6. ~~The same adjudication process as used for Grants-in-Aid must be implemented.~~
7. Confirmation that the School District would be responsible for maintenance.
8. This policy to be reviewed after 2007.

4. Where application is made by a PAC for the upgrade of facilities inside of a school (i.e., a gymnasium), the School District must be in agreement that the school can be used as a community centre.

RE #6: what is the adjudication process we are referring to? The GIA adjudication process only works because there are a number of groups applying for funds from the same pot of money at the same time which forces them to sit down together and make a recommendation to RBAC on how the money should be split

(Revised – Dec. 15/05 RBAC)

RBAC reviewed Dec. 15/05
Policies as of August 31st, 2000

? Can we make a standard application form for a number of these grants where there aren't complicated fundign formulas to be followed ... or leave a section where we fill in the funding formula once it is submitted?



Parent Advisory Council Grant Request Application Form

No longer required if going to use a "generic" application form and Claim Form

Date: _____

Information Required about the Parent Advisory Council (PAC):

Name of Parent Advisory Council:		Electoral Area Served:	
Organization Address:		Alternate Contact:	
		Position:	
Mailing Address:		Mailing Address:	
Postal Code:		Postal Code:	
Telephone Number: (Wk/Res)		Telephone Number: (Wk/Res)	
Fax number/Email:		Fax Number/Email:	

Executives of Parent Advisory Council

President:	
Vice President / Vice Chairman:	
Treasurer:	

Information required about the proposed project - include a copy of the PAC Resolution requesting this grant

Describe the Project for which your PAC is requesting a Grant.

What is total cost of the Project:	\$
What is the amount requested from the Regional District: (Maximum 75% of total budget)	\$

Please include:

- a) Capital Project Budget, including all sources of funding
- b) Year-end financial statements including current Bank Balance; and
- c) Project budget

Signature of Applicant:	Date:
-------------------------	-------

For Regional District Use only

Funding Source Fair Share:	BCR Grant-in-lieu:
Other:	Coding:



Rural Budgets Administration Committee FAIR SHARE POLICIES

~~2005 One Time Fair Share Grant~~ ~~Rural Loan Fund~~

~~That the Rural Budgets Administration Committee approve using the \$3,500,000 from the one time Infrastructure –Service provided by the Provincial Government in March 2005:~~

- ~~a) as a loans bank;~~
- ~~b) by loaning dollars to rural infrastructure projects; and~~
- ~~c) by repaying the 'loan bank' over time from service function taxation and/or user fees.~~

The Rural Budgets Administration Committee may utilize the Infrastructure Service grant (\$3.5 million) provided by the Province of BC in March 2005 as a rural loan fund as follows:

- a) to loan dollars to rural infrastructure projects owned by the Regional District where a service area is currently established;
- b) to loan dollars to member municipalities for infrastructure projects that will benefit rural residents where a service area is currently established; or
- c) to loan dollars to registered non-profit societies for rural infrastructure projects.

Application for Loan:

- a) the applicant (including the Regional District, member municipality and non-profit society) must provide a feasibility study that outlines the project and estimated costs;
- b) non-profit societies must also provide a business case including annual financial statements, a cash flow forecast and an detailed explanation of how the loan will be repayed.

Interest Rate:

All loans will be charged a rate one percent (1%) above the interest earned rate at time of the loan (to offset the loss of interest revenue)

Repayment of Loans:

Loans must be repayed by one of the following methods:

- a) through repaying the loan bank over time from the service function taxation or service fees; or
- b) by payment as set out in a formal loan agreement with the recipient non-profit society.

RBAC reviewed: November 16, 2006

RBAC reviewed Dec. 15/05

Policies as of August 31st, 2000



Rural Budgets Administration Committee FAIR SHARE POLICIES

SENIORS HOUSING

1. Any proponent group requesting Fair Share grants must be a B.C. registered not-for-profit society.
2. An economic viability study must be prepared by the proponent that would be consistent with the requirements of the Ministry Responsible for Housing and the Ministry Responsible for Seniors, which must show the proposed source of all capital costs and operational costs for a five year period.
3. Seniors housing must be made available to any B.C. senior, regardless of race, religious affiliation or other discriminatory factors. A statement to this effect must be made in writing to the Regional District, signed by the authorized officers of the proponent registered society.
4. Fair Share funds may not be used for the operation of the proponent society or for the proposed facility.
5. The maximum grant available from any one area is \$10,000 per unit to a maximum facility grant of \$150,000. When the maximum grant is requested, no more than \$75,000 will be provided in any calendar year. See below
6. A grant to a maximum of \$5,000 ~~\$1,000~~ may be provided toward the preparation of an economic viability study, in addition to the grant referred to above.
7. No other Regional District funding source, including Grant-in-Aid or tax levies, may be requested for the feasibility study or the construction of the proposed facility.
8. Each Electoral Area may provide the maximum grant for the same specific proposal.

#5 Think this needs to be reviewed to determine what direction the Directors want to go. For instance there may be a higher need in some communities than in others and even the splitting into two calendar years can be problematic. Perhaps no amount and a case by case review (ie when paid loan for NP Seniors housing, it was outside scope but approved by the Directors because of the greater good for the community/Seniors. Perhaps funding available at the Committee's discretion based on needs of the facility and community.

RBAC reviewed May 15, 2006

RBAC reviewed Dec. 15/06
Policies as of August 31st, 200

January 16, 2014



Rural Budgets Administration Committee FAIR SHARE POLICIES

SEWER EXTENSION SERVICES - COMMUNITY GRAVITY -

Fair Share Grants may pay for development of **Regional District or Community Sewer Extension Services** as follows:

An Electoral Area may contribute up to 75% of the gross project cost to the Regional District, with all other contributions (Provincial grants, etc) to be deducted from the 75%. All remaining gross project costs are to be the responsibility of the property owner or community.

In addition, for Gravity Fed systems, the property owner shall be responsible for all costs associated with the installation of individual sewer service from the residence to the property line.

The Regional District will fund the remaining service costs to the main as per the Fair Share formula set out below:

Not always followed. May want to consider just saying that Fair Share funds are available to assist Sewer Expansion Projects.

Example 1:

Total Cost		\$5,000 per property
EA Contribution - up to 75%		\$3,750
No other Contribution		0
Property Owners Share (minimum 25%)		\$1,250

**** Service costs extra ****

Example 2:

Total Costs		\$5,000 per property
Gross Maximum EA Contribution (75%)	\$ 3,750	
Other Contribution	\$ 1,250	\$1,250
Net EA Contribution		\$2,500
Property Owner Share (minimum 25%)		\$1,250

**** Note: Individual property service costs are extra ****

Adopted: April 24, 2003

RBAC reviewed Dec. 15/06
Policies as of August 31st, 2000



Rural Budgets Administration Committee FAIR SHARE POLICIES

SEWER EXTENSION SERVICES - COMMUNITY PRESSURED (STEP) -

Fair Share Grants may pay for development of **Regional District or Community Sewer Extension Services** as follows:

Not doing
for CL -
paying
full cost

An Electoral Area may contribute up to 75% of the gross project cost to the Regional District, with all other contributions (Provincial grants, etc) to be deducted from the 75%. All remaining gross project costs are to be the responsibility of the property owner or community.

For Harper
we paid
cost of
tanks

For Pressure (STEP) sewer systems, the property owner shall be responsible for all costs associated with the installation of individual sewer service from the residence up to the pressure holding tank.

The Regional District will fund the remaining service costs, including the pressure holding tank, complete with all necessary mechanical and electrical components, to the main as per the Fair Share formula set out below:

Example 1:

Total Cost		\$5,000 per property
EA Contribution - up to 75%		\$3,750
No other Contribution		0
Property Owners Share (minimum 25%)		\$1,250
** Service costs extra **		

Example 2:

Total Costs		\$5,000 per property
Gross Maximum EA Contribution (75%)		\$ 3,750
Other Contribution	- \$ 1,250	\$1,250
Net EA Contribution		\$2,500
Property Owner Share (minimum 25%)		\$1,250

** Note: Individual property service costs are extra **

Again, as per the recommendation for the gravity systems, may want to just indicate Fair Share funds may be used for these projects that benefit the public

The reason an individuals holding tank and pressure system are included in the gross project costs, is because the design of "STEP" systems allows for the homeowner's pump system to aid in the efficient transmission of the mainline sewer to the proposed lift station or treatment facility.

Adopted: April 24, 2003

RBAC reviewed Dec. 15/05
Policies as of August 31st, 2000



Rural Budgets Administration Committee FAIR SHARE POLICIES

TELEPHONE SERVICE

An electoral area will contribute from Fair Share funds, up to 75% of the cost, to a maximum of \$5,000 per parcel, for the installation of the public portion of a telephone mainline.

Have not used - May want to consider deleting

(Revised - Dec 15/05 RBAC)

RBAC reviewed Dec. 15/06
Policies as of August 31st, 2000



PEACE RIVER REGIONAL DISTRICT FAIR SHARE Rural Telephone Extension Grant

Applicant Information

Property Owner Name:

Property Owner Mailing Address:

Property Owner Legal Description:

Electoral Area Served

Customers Share of Main Line Service costs (including GST)
(no private property costs including GST)

\$ _____ A

Line A _____ x 75% =

B

Maximum Grant

\$ 5,000 C

Lesser of B and C (Grant requested)

\$ _____ D

For Telus Use Only

File Reference Number

Grant Release requested
(letter of authorization for construction signed)**For Regional District Use Only**

Date approved by Regional District

Date Telus notified of approval

Date Grant released

~~Note: Notification of approvals will be forwarded to Telus via Fax - _____~~

(Revised: Dec. 15/05)

Note that form may change from time to time to meet processing requirements. Check for current form on website or request one to be sent to you.



Rural Budgets Administration Committee FAIR SHARE POLICIES

WATER EXTENSION SERVICES

Fair Share Grants will be paid for development of **water main extension services** on the following conditions:

An Electoral Area may contribute up to 50% of the gross project cost to the Regional District, with all other contributions (Provincial grants, etc) to be deducted from the 50%. All costs from the property line to the dwelling are to be borne by the property owner.

Example 1:

Total Cost		\$10,000 per property
NO other contributions		0
Maximum EA contribution (50%)		\$ 5,000
Property Owners Share		\$ 5,000

Example 2:

Total Costs		\$10,000 per property
Gross Maximum EA Contribution (50%)	\$ 5,000	
Other Contribution	- \$ 2,500	\$ 2,500
Net EA Contribution		\$ 2,500
Property Owner Share		\$ 5,000

Consider deleting - have been providing funding to projects as required and per the EA Directors recommendation



Rural Budgets Administration Committee FAIR SHARE POLICIES

WATER WELLS/SPRINGS FOR PUBLIC USE

1. Public water sourcing projects to be funded through the Administration-Fiscal and other Function.
2. Public Rural Spring Development to be funded through the Community Parks Function. Capital needs may be considered from Fair Share as needed.
3. Projects are to be cost shared with Prairie Farm Rehabilitation Administration (PFRA), where applicable.



Will Be Re-designed
and added to use
For All Applications
except Grant-in-Aid and
Utility Extensions

Grant Request Application Form

Date: _____

Society Number: _____

Information Required about the Applicants:

Name of Organization:	Electoral Area Served:
Contact Person:	Alternate Contact:
Position:	Position:
Mailing Address:	Mailing Address:
Postal Code:	Postal Code:
Telephone Number: (Wk/Res)	Telephone Number: (Wk/Res)
Fax number/Email:	Fax Number/Email:

Legal Description of Property: _____

Executives of Organization

President:	
Vice President / Vice Chairman:	
Treasurer:	

Information required about the proposed project - include a copy of the Society Resolution requesting this grant

Describe the Project for which your Organization is requesting a Grant:

What is total cost of the Project:	\$
What is the amount requested from the Regional District:	\$

Please include:

- Capital Project Budget, including all sources of funding
- Year-end financial statements including current Bank Balance; and
- Project budget

Signature of Applicant:	Date:
-------------------------	-------

For Regional District Use only

Funding Source Fair Share:	BCR Grant-in-lieu:
Other:	Coding:



Gas Tax Grant Claim Form

Will Be Re-designed
and added to use
For All Applications
except Grant-in-Aid and
Utility Extensions

Approved Grant:

\$

Date:

R-1

Community Club or Group Name:

Mailing Address:

Mailing Address

Town/City

Postal Code

Contact Person:

Email:

Phone Number:

Fax:

Amount you are claiming:

\$

Please attach copies of invoices you are claiming, with the amount you are claiming clearly circled.
List invoices below or attach an adding machine tape of invoice amounts with total dollars claimed.
Please attach only copies of the invoices you are submitting for this claim.

Supplier	Invoice number	\$ Amount
Total		\$

Drop off, mail, email or fax your claim to:

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 1H6

Phone: (250)784-3200
Email: prrd.dc@prrd.bc.ca
Fax: (250)784-3229

Office Use Only

Coding	Amount	
	\$	
	\$	
	\$	
	\$	Approval
	\$	
	\$	
Total Claim		

Approved Grant	\$
Date(s) Approved	
Previous Claims	\$
This Claim	\$
Balance Remaining	\$

Disclaimer: This form is subject to change to meet processing requirements. Please get current form from website or request one to be sent to you.



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

From: Kim Frech, Chief Financial Officer

Date: December 9, 2013

Subject: Financial Report – November 2013

Attached for your information is the monthly Rural Budgets Financial Report.

The report includes:

1. Grants-in-Aid (*4 pages*) - 2005 to 2012 balances remaining
 - Page 1 - Area B, Area C, Area E
 - Page 2 - Sub-Regional
 - Page 3 - Youth Travel Recipient Listing
 - Page 4 - Scholarship/Bursary Recipient Information
2. Fair Share Money Market Fund (*1 page*). Report Includes:
 - a. Opening Balance
 - b. Revenues (interest, annual payment/subscription, etc.)
 - c. Commitment amount (*first column after name of payee*)
 - d. Previous Years Payments
 - e. Payments made this year (*next 4 columns - column for each Area*)
 - f. Balance remaining of the Commitment (*last column*)
 - g. Actual Balance
 - h. Total Remaining Commitment
 - i. Balance available *after* remaining Commitments
3. BC Rail (includes revenue, expenditures and future commitments) (*1 page*)
4. Reserve (Appropriated Surplus) Balances (*2 pages*)

If there is anything missing or something that is on the report(s) that needs to be researched, please let me know.

Thank you.

Staff Initials:

Dept. Head:

CAO:

January 16, 2014



Peace River Regional District Grants-In-Aid
Summary of Payables - 2013

November 29, 2013

Current Year Allocation		2005-2009	2010 Budget	2011 Budget	2012 Budget	2013 Budget	GIA Remaining
AREA B			103,000.00	107,000.00	103,000.00	103,000.00	
19,000.00	Big Bam Ski Hill	-	-	-	10,000.00	19,000.00	29,000.00
-	Buick Creek Community Club	-	3,046.04	12,000.00	5,000.00	-	20,046.04
-	Cache Creek Community Club	3,159.65	-	-	-	-	3,159.65
2,000.00	Cecil Lake Rec. Commission	-	1,270.41	-	-	2,000.00	3,270.41
500.00	Fort St. John Gradfest	-	-	-	-	-	-
-	Golata Creek Recreation Society	-	3,364.74	-	-	-	3,364.74
15,000.00	Goodlow Community Club	-	-	5,929.60	-	15,000.00	20,929.60
-	Halfway Graham Community Club	1,411.19	-	-	-	-	1,411.19
25,000.00	King's Valley Christian Camp	-	-	-	-	14,786.88	14,786.88
8,300.00	Montney Rec. Commission	-	-	862.14	-	8,300.00	9,162.14
6,574.50	North Peace 4-H Senior Council	-	-	-	-	6,574.50	6,574.50
-	North Peace Fall Fair Society	-	-	-	17,600.00	-	17,600.00
14,625.50	North Peace Historical Society	-	-	-	3,507.30	14,625.50	18,132.80
-	North Peace Light Horse Assn.	65.49	2,738.82	-	2,900.00	-	5,704.31
5,000.00	Osborn Community Club	-	-	1,610.14	2,643.56	3,725.00	7,978.70
4,500.00	Rose Prairie Curling Society	-	-	511.58	2,086.51	4,500.00	7,098.09
1,000.00	Area B Rural Bursary	-	-	-	-	-	-
1,500.00	Youth Travel	-	-	-	-	1,000.00	1,000.00
103,000.00	Total Area B	4,636.33	10,420.01	20,913.46	43,737.37	89,511.88	169,219.05
AREA C			100,000.00	100,000.00	100,000.00	87,974.72	
31,000.00	Big Bam Ski Hill	-	-	-	16,000.00	31,000.00	47,000.00
-	Charlie Lake Community Club	-	935.94	2,910.55	9,210.91	-	13,057.40
500.00	Fort St. John Gradfest	-	-	-	-	-	-
32,900.22	Lake Point Golf Club	-	-	-	-	16,688.30	16,688.30
6,574.50	North Peace 4H Senior Council	-	-	-	-	6,574.50	6,574.50
-	North Peace Fall Fair Society	-	-	-	10,000.00	-	10,000.00
15,000.00	North Peace Historical Society	-	0.00	-	-	15,000.00	15,000.00
-	North Peace Light Horse Assn.	1,420.19	4,586.27	10,000.00	2,900.00	-	18,906.46
-	Whiskey Jack Nordic Ski Club	-	-	-	-	-	-
1,000.00	*Area C Scholarship	-	-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	500.00	500.00
87,974.72	Total Area C	1,420.19	5,522.21	12,910.55	38,110.91	69,762.80	127,726.66
AREA E			102,000.00	102,000.00	92,390.00	111,610.00	
8,000.00	Camp Emile	-	3,289.63	6,071.15	-	2,914.67	12,275.45
1,750.00	Chetwynd & Dist Rec. Centre	-	-	-	-	1,750.00	1,750.00
8,660.00	Chetwynd Electric Eels Swim Assn.	-	-	-	-	8,660.00	8,660.00
8,250.00	Chetwynd Gymkhana	-	-	-	-	8,250.00	8,250.00
15,000.00	Chetwynd Rod & Gun Club	-	-	-	-	15,000.00	15,000.00
12,500.00	Foothills Team Roping Club	-	-	-	-	12,500.00	12,500.00
19,000.00	Jackfish Community Association	-	-	8.11	-	19,000.00	19,008.11
3,600.00	Little Giants Figure Skating Club	-	-	-	-	3,600.00	3,600.00
8,750.00	Little Prairie Heritage Society	-	-	144.17	4,314.29	5,703.07	10,161.53
-	Moberly Lake & District Golf Club	-	-	8,195.36	-	-	8,195.36
-	Moberly Lake Community Assn.	-	-	-	5,435.31	-	5,435.31
4,750.00	Pine Valley Exhibition Park Soc.	-	-	5,002.24	-	4,750.00	9,752.24
2,700.00	Pine Valley Seniors Assn.	-	-	-	-	2,700.00	2,700.00
-	Pine Valley Motor Sports	-	-	6,000.00	-	-	6,000.00
15,500.00	Sagitawa Christian Camping Society	-	-	-	-	-	-
2,000.00	Youth Travel	-	-	-	-	600.00	600.00
110,460.00	Total Area E	-	3,289.63	25,421.03	9,749.60	85,427.74	123,888.00

January 16, 2014

		2005-2009	2010	2011	2012	2013	
			Budget 130,000.00	Budget 130,000.00	Budget 130,000.00	Budget 150,000.00	
SUB-REGIONAL							
-	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-
5,000.00	Bessborough Community Club	-	-	74.96	-	5,000.00	5,074.96
14,500.00	Cutbank Community Club	-	-	-	-	5,644.79	5,644.79
23,400.00	Dawson Creek Sportsman's Club	-	-	-	-	23,400.00	23,400.00
16,963.48	Doe River Recreation Commission	-	-	-	-	16,963.48	16,963.48
8,500.00	Farmington Community Association	-	-	-	-	8,500.00	8,500.00
1,800.00	Groundbirch Rec. Commission	-	-	-	-	1,800.00	1,800.00
2,000.00	Hats n' Chaps Gymkhana	-	-	-	3,958.99	2,000.00	5,958.99
3,000.00	Kilkerran Recreation Commission	-	-	-	-	3,000.00	3,000.00
10,500.00	Kiskatinaw Fall Fair	-	-	2,737.28	-	6,878.91	9,616.19
20,903.50	McLeod Rec. & Social Services Soc.	-	-	-	-	20,903.50	20,903.50
3,000.00	Rolla Ratepayers	-	-	-	-	3,000.00	3,000.00
2,500.00	Sunset Prairie Recreation	-	-	5,418.63	8,557.14	2,500.00	16,475.77
2,897.55	Swan Lake Enhancement Soc.	-	-	-	-	-	-
3,798.99	Tomslake Community Cultural Assn.	-	-	-	-	3,798.99	3,798.99
15,101.01	Tomslake & District Rec Commission	-	-	-	-	5,348.39	5,348.39
11,551.58	Tupper Community Club	-	-	-	-	11,551.58	11,551.58
3,000.00	Post Secondary Bursary	-	-	-	-	-	-
1,500.00	Youth Travel	-	-	-	-	500.00	500.00
149,916.11	Total Sub-Regional	0.00	0.00	8,230.87	12,516.13	120,789.64	141,536.64
451,350.83	COMBINED GRAND TOTALS	6,056.52	19,231.85	67,475.91	104,114.01	365,492.06	562,370.35
Prior Years Payable total =		196,878.29					
2013 Payable total =			365,492.06				
Total GIA Payable =				562,370.35			

Youth Travel Recipient Information

Area	Recipient	Total To-Date	2010	2011	2012	2013
Area B						
	Northern BC High School Rodeo	500	500			
	Northern BC High School Rodeo	500				500
	TOTAL granted for year		500	1,500	0	1,500
	TOTAL used		500	0	0	500
	BALANCE Remaining		0	0	0	1,000
Area C						
	Inconnu Swim Club	300		300		
	Northern BC High School Rodeo	1,000	500		500	
	Northern BC High School Rodeo	500				500
	TOTAL granted for year		1,000	1,000	1,000	1,000
	TOTAL used		500	300	500	500
	BALANCE Remaining		0	0	0	500
Area E						
	3 Nations Midget Hockey	650		350		300
	Auroras Speed Skating Club	250		250		
	Chet Girls Club Volleyball	750	250		500	
	Chet Scotiabank Bantam Giants Hockey	850	350		500	
	Chet Secondary Boys Wrestling	350	350			
	Chet Secondary Girls Volleyball	1,250	250		200	800
	Chet Talisman Energy Pee Wee Giants Hockey	500			500	
	Electric Eels Swim Club	600		300	300	
	Chetwynd Secondary Highschool Golf Team	300				300
	TOTAL granted for year		2,000	2,000	2,000	2,000
	TOTAL used for year		1,200	900	2,000	1,400
	BALANCE Remaining		0	0	0	600
Sub-Regional						
	Northern BC High School Rodeo	1,000			1,000	
	Northern BC High School Rodeo	1,000				1,000
	TOTAL granted for year		1,500	1,500	1,500	1,500
	TOTAL used for year		0	0	1,000	1,000
	BALANCE Remaining		0	0	0	500

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		2,000	0	

Area C Scholarship

Year	Name	Amount	Amount		Date Claimed
			Remaining		
2013	Daisy Petrucci	1,000	0		15-Aug-13
2012	Stephanie Sutherland	1,000	0		2012
2011	Hannah Leber	500	0		2011
2010	Tawny Hosker	500	0		2010
TOTAL		3,000	0		

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount		Date Claimed
			Remaining		
2013	Brenna McCullough - Academic	1,500	0		25-Sep-13
2013	Brad Skytte - Trades	1,500	0		Jul-13
2012	Kole Pierce	1,500	0		2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0		2013
2011	Anders Carlstad	1,500	0		2011
2011	Gary Gordon	1,500	0		2011
2010	Erica Woolf	1,500	0		2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0		2010
TOTAL		9,000	0		

Fair Share Commitments		November		K. Goodings Area B	A. Hadland Area C	W. Hiebert Area D	J. Schembri Area E	Total Fair Share
January 1, 2013 opening balance				2,458,948.26	4,423,697.71	1,734,647.02	1,457,476.64	10,074,769.63
Total interest earned to date				24,614.43	47,221.46	20,892.87	18,425.21	111,153.97
Subscription F/S \$				591,571.75	591,571.75	591,571.75	591,571.75	2,366,287.00
COMMITMENTS		Commitment	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Addiction Centre		100,000.00						100,000.00
*Area B Municipal Facilities		20,000.00						20,000.00
Clearview Gymnasium		1,200,000.00		1,200,000.00				-
Electrical Extension Grants		12,000.00						12,000.00
FSJ; Water Sys Upgrades (pymt to 2022)		50,000.00						50,000.00
FSJ Library(annual payment)		31,300.00		31,300.00				-
Livestock Protection Program		50,000.00		50,000.00				-
**NP Cultural Centre (pymt to 2017)		35,156.25		14,062.50				21,093.75
NP Fall Fair; Display Buildings		47,600.00						47,600.00
NP Seniors Housing (10k/unit to 150k max)		150,000.00		150,000.00				-
RDNO; Annexation Impact Study		900.00		900.00				-
Romero Spring Lands Acquisition		12,000.00		3,366.88				8,633.12
Rural Gasification		180,000.00	21,485.25	5,882.00				152,632.75
Rural Improvements Grant		1,207,163.44						1,207,163.44
SP Search & Rescue; Stolen Equip Repl		500.00		500.00				-
		3,096,619.69	21,485.25	1,456,011.38	-	-	-	1,619,123.06
Area C								
Addictions Centre		100,000.00						100,000.00
CL Elementary PAC Kitchen		10,000.00			10,000.00			-
CL Swr Lift Station Upgrades		80,000.00			9,885.83			70,114.17
CL Swr Upgrade Project (collections Sys)		3,200,000.00			68,178.33			3,131,821.67
Electrical Extension Grants		7,774.50			7,774.50			-
FSJ Airport Sub Water Main Repair		128,079.24	120,108.67					7,970.57
FSJ Airport Sub Water PVR Valve		12,000.00	7,410.60					4,589.40
FSJ; Water Sys Upgrades (pymt to 2022)		50,000.00						50,000.00
FSJ Library(annual payment)		15,000.00			15,000.00			-
Livestock Protection Program		50,000.00			50,000.00			-
**NP Cultural Centre (pymt to 2017)		17,577.50			7,031.00			10,546.50
NP Historical Soc.; Lookout Signs		9,322.14			9,322.14			-
NP Rod & Gun Club; Shooting Clays Proj		22,000.00			22,000.00			-
NP Seniors Housing (10k/unit to 150k max)		150,000.00			150,000.00			-
RDNO; Annexation Impact Study		900.00			900.00			-
Regional Parks Improvements		100,000.00						100,000.00
Rural Improvements Grant		703,478.81						703,478.81
Rural Gasification		17,378.00			17,378.00			-
SP Search & Rescue; Stolen Equipt		500.00			500.00			-
Water & Sewer		500,000.00						500,000.00
Whisky Jack Ski Club Beaton Trail		16,000.00			16000			-
		5,190,010.19	127,519.27	-	383,969.80	-	-	4,678,521.12
Area D								
Bear Mnt. Nortic Ski Assn; Groomer		50,000.00				50,000.00		-
Devereaux PAC; Playground Equip		10,000.00				10,000.00		-
Doe River Rec; Comm Hall Repairs		25,387.50				25,387.50		-
Electrical Extension Grants		1,358.67						1,358.67
Livestock Protection Program		50,000.00				50,000.00		-
Northern Lights Recovery Centre		100,000.00						100,000.00
RDNO; Annexation Impact Study		900.00				900.00		-
Regional Parks & Trails (Parks)		75,000.00						75,000.00
Regional Parks & Trails (Trails)		25,000.00						25,000.00
Rolla Sewer - Annual Oper. Grant		17,500.00	6,709.00					10,791.00
Rolla Sewer - Upgrades		20,000.00	17,429.53					2,570.47
Rural Gasification		1,000,000.00	34,620.75			9,177.75		956,201.50
Rural Improvements Grant		853,329.21						853,329.21
Rural Water Dev-Tmlk,Frmtg Const		125,032.17						125,032.17
SP Search & Rescue; Stolen Equipt		500.00				500.00		-
Sunrise Vly Mt View Cem Columbarium		5,000.00				4,340.00		660.00
Swan Lake Environmental Study		20,000.00	7,136.63			8,418.00		4,445.37
Swan Lake Weir Aluminum Gates		34,000.00						34,000.00
		2,413,007.55	65,895.91	-	-	158,723.25	-	2,188,388.39
Area E								
Bear Mnt. Nortic Ski Assn; Groomer		25,000.00					25,000.00	-
Chetwynd & Dist. Rec Complex		1,325,000.00	1,269,278.08					55,721.92
Chetwynd Dist; Dignitary Room		5,000.00					5,000.00	-
Chetwynd Rod & Gun Upgrades		20,103.82	10,733.65				7,052.58	2,317.59
Chetwynd Seniors Housing Society		150,000.00						150,000.00
Electrical Extension Grants		5,000.00						5,000.00
Hasler Tower Project		107,000.00	98,836.73					8,163.27
Little Prairie Heritage Soc; Engineering		25,000.00					3,150.00	21,850.00
Little Prairie Heritage Soc; Museum Repair		103,808.00						103,808.00
Livestock Protection Program		50,000.00					50,000.00	-
Moberly Lk Comm Emerg Connect		20,000.00	19,906.96					93.04
Moberly Lk Fire Dept. Fencing		6,000.00	5,613.73					386.27
Northern Lights Recovery Centre		100,000.00						100,000.00
RDNO; Annexation Impact Study		900.00					900.00	-
Rural Gasification		700,000.00						700,000.00
Rural Improvements Grant		740,530.93						740,530.93
Senior Assisted Living		30,000.00						30,000.00
SP Search & Rescue; Stolen Equipt		500.00					500.00	-
Sunset Pr Rec Comm; Fair Kitchen		58,000.00						58,000.00
		3,471,842.75	1,404,369.15	-	-	-	91,602.58	1,975,871.02
Actual Balance Nov 30, 2013				1,619,123.06	4,678,521.12	2,188,388.39	1,975,871.02	10,461,903.59
Total Remaining Commitment				1,619,123.06	4,678,521.12	2,188,388.39	1,975,871.02	Total Fair Share Reserve
Balance available after remaining commitments				-	-	-	-	
* Remaining amount from the 2012 \$70,000, Area B Municipal Facilities commitment, established for groups within the municipality serving the rural areas								
** NPCC commitment from Area B & C includes 4th quarter funding from 2012 - funding request received in February 2013.								

Peace River Regional District
BCR Grants in lieu
November 30, 2013

	Area B	Area C	Area D	Area E	Total MMF BCR Grants in lieu
Opening balance	29,647.30	34,958.64	-	1,578.62	66,184.56
January	27.62	32.57	-	1.47	61.66
February	24.98	29.46	-	1.33	55.77
March	27.31	32.20	-	1.45	60.96
April	26.84	31.64	-	1.43	59.91
May	28.27	33.33	-	1.51	63.11
June	26.77	31.55	-	1.42	59.74
July	27.24	32.04	-	1.45	60.73
August	27.57	32.42	-	1.47	61.46
September	26.44	31.10	-	1.41	58.95
October	27.65	32.53	-	1.48	61.66
November	26.88	31.21	-	1.43	59.52
December					-
2013 Interest	297.57	350.05	-	15.85	663.47
Expenditures					-
FSJ Comm Arts Council; Flower Pot Proj	50.00	150.00			200.00
Silver Willow 4H Club; Peace Lookout Cleanup		1,500.00			1,500.00
Total Expenditures	50.00	1,650.00	-	-	1,700.00
November 30, 2013	29,894.87	33,658.69	-	1,594.47	65,148.03
Commitments					
NP Fall Fair Soc; Fair Ground Well Testing System	8,000.00				
Balance available	21,894.87	33,658.69	-	1,594.47	57,148.03

Appropriated Surplus Balances as of November 30, 2013

RESERVES	BC Rail	\$ 65,148.03	Green "Carbon" Project Reserve	\$ 38,381.44
	Buick Creek Arena Capital Reserve	\$ 76,041.90	Harp/Imp Sewer Capital Reserve	\$ 4,040.63
	Buick Creek Arena Operating Res	\$ 55,528.00	Harp/Imp Sewer Operating Reserve	\$ 4,040.63
	Building Reserve	\$ 572,268.72	Information System Plan Reserve	\$ 265,177.94
	Charlie Lake Fire Capital Reserve	\$ 359,891.68	Insurance Reserve	\$ 467,933.81
	Charlie Lake Sewer Capital Reserve	\$ 103,548.42	Kelly Lake Comm Ctr. Operating Reserve	\$ 10,087.65
	Charlie Lake Sewer Operating Reserve	\$ 16,915.62	Kelly Lake Comm Ctr. Capital Reserve	\$ 8,070.10
	Chetwynd Arena Capital Reserve	\$ 946,053.34	Kelly Lake Sewer Capital Reserve	\$ 11,111.79
	Chetwynd Leis Cntr Capital Reserve	\$ 1,339,696.51	Kelly Lake Sewer Operating Reserve	\$ 23,732.81
	Chilton Sewer Capital Reserve	\$ 21,723.26	Landfill Closure Reserve	\$ 201,752.48
	Chilton Sewer Operating Reserve	\$ 18,449.15	Moberly Lake Fire Capital Reserve	\$ 7,604.20
	Chilton Sewer Debenture Reserve	\$ 0.00	North Pine TV Reserve	\$ 45,453.71
	Clearview Arena Operating Reserve	\$ 52,080.73	NP Economic Development Commission	\$ 75,595.82
	CLFD Fundraising	\$ -	NP Leisure Pool Building Repl Res	\$ 572,324.10
	CLFD Operating Reserve	\$ 5,016.00	NP Leisure Pool Capital Reserve	\$ 432,408.09
	Comm Parks Water Capital Reserve	\$ 7,604.20	Regional Parks Capital Reserve	\$ 20,175.26
	Comm Parks Water Operating Res	\$ 12,777.87	Regional Parks Operating Reserve	\$ 20,175.26
	Community Works (Gas Tax)	\$ 4,449,060.69	Rolla Creek Dyking Operating Reserve	\$ 3,046.46
	DC/PC Fire Capital Reserve	\$ 377,740.80	Rolla Sewer Capital Reserve	\$ 5,581.12
	Election Reserve	\$ 33,255.80	Rolla Sewer Operating Reserve	\$ 10,802.90
	Emergency Plan Reserve	\$ 228,899.31	Rural (Loan Fund)	\$ 3,404,411.09
	Fair Share	\$ 10,461,903.59	Rural Fringe	\$ 1,983,741.29
	Feasibility Reserve	\$ 185,950.88	Solid Waste Capital Reserve	\$ 2,400,068.59
	Friesen Sewer Capital Reserve	\$ 2,032.85	Solid Waste Operating Reserve	\$ 757,211.05
	Friesen Sewer Operating Reserve	\$ 15,649.21	Sub-Reg Recreation Insurance Reserve	\$ 110,499.62
	FSJ Airport Sewer Capital Reserve	\$ 29,480.19	Tomslake Fire Reserve	\$ 76,784.60
	FSJ Airport Sewer Operating Reserve	\$ 39,203.53	Vehicle (Admin) Reserve	\$ 40,448.76
	FSJ Airport Water Capital Reserve	\$ 6,083.33	Vehicle (BI) Reserve	\$ 41,122.53
	FSJ Airport Water Operating Reserve	\$ 18,495.43	Vehicle (SW) Reserve	\$ 70,767.25
			TOTAL	\$ 30,613,050.02

Loans in Loan Fund	Loans Approved	Loans Issued	Oustanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	137,500.00
FSJ New Fire Hall (2020)	750,000.00	750,000.00	650,000.00
Friesen Sewer (2015)	33,548.00	33,548.00	7,452.00
North Pine Farmers Insitute (2015)	100,000.00	100,000.00	61,491.75
Whiskey Jack Nordic Ski Club (2013)	20,000.00	20,000.00	20,000.00
Total	1,178,548.00	1,178,548.00	876,443.75

"Grants" from Loan Fund Interest	Committed	Remaining
Rural Sewage System Study (AECOM)	38,556.50	3,308.27
Rural Sewage System Pilot Project	75,000.00	75,000.00
Total	\$113,556.50	\$78,308.27

Gas Tax	Committed	Remaining
Buick Creek Arena	25,000.00	25,000.00
Charlie Lk Sewer Lagoon Upgrades	2,000,000.00	1,880,952.70
Charlie Lk Sewer Monitoring	100,000.00	5,412.73
Chet. Com. Soc.- Energy Efficient Windows & Doors	30,435.00	-
Energy & Emissions Climate Action Plan	128,137.00	35,124.60
Electric Vehicle Charging Stations; Frmgton & CL	4,000.00	2,000.00
FSJ Airprt Sub H2O Meters & Infrastructure	30,000.00	30,000.00
Kelly Lake Community Centre - Upgrades	50,000.00	1,392.40
Kiskatinaw Watershed Research Project	240,000.00	80,000.00
Lake Point Golf & Country Club; Lighting Retrofit	11,000.00	-
Rolla Sewer Lift Station Pumps & Electric	30,000.00	4,059.60
Rural Sewage System Study (AECOM)	38,556.50	3,308.27
Rural Sewage System Pilot Project	75,000.00	75,000.00
Swan Lake Watershed Study	57,200.00	-
Tupper Community Hall; Sewer System Repairs	13,949.25	-
Total	\$2,833,277.75	\$2,142,250.30



Female Bantam Championship 2014

Hosted by Clearview Colts Female Bantam Team

March 15 - 21, 2014 • Pomerooy Sport Centre • Fort St. John, BC
 5 day Tournament • including banquet on March 15 at Pomerooy Hotel and Conference Centre

ANTICIPATED ATTENDANCE

500 – 750 over 5 day tournament

ANTICIPATED MARKETING PLAN

- Alaska Hwy News coverage
- Posted on FSJ Now
- Event program
- Radio coverage
- BC Hockey website

What a great opportunity for our community!

We have been awarded the opportunity to host the Female Bantam Championship! We are very proud of our girls' achievement and all the hard work it took to reach this goal. This championship tournament is expected to do well in terms of attracting marketing exposure and attendance.

Our team kindly requests your consideration in supporting this event through sponsorship ¹. All support, whether monetary or gifts in kind, is greatly appreciated. We have included the table below to demonstrate the exposure your organization will receive for your contribution.

We believe this event is differentiated from other sponsorship opportunities in the follow ways:

- Rare Opportunity – Fort St. John is fairly far for most teams to travel, so we are lucky to have the honour to host the whole province this year. The last time we hosted was almost 10 years ago.
- Female Hockey – Female hockey is still relatively new and demonstrates your organization's commitment to diversity.

	Title \$4,000	Platinum \$2,500	Gold \$1,500	Silver \$750	Bronze \$750 – \$300	Friends < \$300
1. Signage @ Pomerooy Sport Centre (PSC) ²	8' x 10'	6' x 8'	4' x 6'	2' x 4'	N/A	N/A
2. Logo on scrolling screens in entrance of PSC ²	Full screen	Half screen	Quarter screen	6 per screen	10 per screen	Name listed
3. Advertisement in program ²	Full page	Half page	Quarter page	6 per page	Business Card	Name listed
4. Name mentioned by announcer during games	Finals Game	N/A	N/A	N/A	N/A	N/A
5. Invitation to pre-event banquet to meet teams	Included	Included	N/A	N/A	N/A	N/A

¹ Make cheques payable to Clearview Minor Hockey (Attn: Cindy Clay, Box 81 Goodlow, BC, VoC 150)

² Sponsor to provide all signage, advertisements and hi-resolution logos at their own cost

SPORTS



PIXEL PROS PHOTO

The Clearview Colts won one and lost one last weekend when they played Chetwynd and Fairview. They'll look for another two points tonight in Hythe when they play Beaverlodge.

Colts split weekend against Fairview, Chetwynd

KATIE MAXIMICK
Staff Writer

The Clearview Colts Bantam Tier 2 Female team split their weekend against Chetwynd and Fairview last weekend to walk away with two out of a possible four points.

On Saturday, Dec. 7, they wel-

comed Chetwynd to the Clearview Arena and got an early 3-0 lead after one period (goals to Alexandra Lehmann, Grace Giesbrecht and Kaelie Morton).

Chetwynd started the second with a quick goal of their own, but that would be the visiting team's last goal of the night. Maria Giesbrecht got the Colts' only goal in the sec-

ond to make it 4-1, but Clearview finished off the game with another high-scoring third period.

Annika Vander Linden, Tanisha Larson and Madison Fell added three more for the Colts in the third, which meant seven goals from seven different players for Clearview on Saturday.

On Sunday, the Colts hit the

road and travelled to Fairview for a matinee game.

The game was tight from the start, and the lone goal of the game went to Fairview's Olivia Baars at 12:19 of the third to win it for Fairview 1-0.

Up next for the Colts is a game against Beaverlodge tonight at the Hythe Arena.



**Peace River Regional District Grants-In-Aid
Summary of Payables -December 2013**

**Current Year
Allocation**

		2005-2009	2010	2011	2012	2013	GIA Remaining
			Budget 103,000.00	Budget 107,000.00	Budget 103,000.00	Budget 103,000.00	
AREA B							
19,000.00	Big Bam Ski Hill	-	-	-	10,000.00	19,000.00	29,000.00
	Buick Creek Community Club	-	3,046.04	12,000.00	5,000.00		20,046.04
	Cache Creek Community Club	3,159.65	-	-			3,159.65
2,000.00	Cecil Lake Rec. Commission	-	1,270.41	-		2,000.00	3,270.41
500.00	Fort St. John Gradfest	-	-	-	-	-	-
	Golata Creek Rec. Society	-	3,364.74	-			3,364.74
15,000.00	Goodlow Community Club	-	-	5,929.60		15,000.00	20,929.60
	Halfway Graham Community Club	1,411.19	-	-			1,411.19
25,000.00	King's Valley Christian Camp	-	-	-	-	14,786.88	14,786.88
8,300.00	Montney Rec. Commission	-	-	862.14	-	8,300.00	9,162.14
5,574.50	North Peace 4-H District Council	-	-	-	-	5,574.50	5,574.50
1,000.00	North Peace 4-H Senior Council	-	-	-	-	1,000.00	1,000.00
	North Peace Fall Fair Society	-	-	-	17,600.00		17,600.00
14,625.50	North Peace Historical Society	-	-	-	3,507.30	14,625.50	18,132.80
	North Peace Light Horse Assn.	65.49	2,738.82	-	2,900.00		5,704.31
5,000.00	Osborn Community Club	-	-	1,610.14	2,643.56	3,725.00	7,978.70
4,500.00	Rose Prairie Curling Society	-	-	511.58	636.25	4,500.00	5,647.83
1,000.00	Area B Rural Bursary	-	-	-	-	-	-
1,500.00	Youth Travel (\$1000 not carried to 2014)	-	-	-	-	-	-
103,000.00	Total Area B	4,636.33	10,420.01	20,913.46	42,287.11	88,511.88	166,768.79
			Budget 100,000.00	Budget 100,000.00	Budget 100,000.00	Budget 87,974.72	
AREA C							
31,000.00	Big Bam Ski Hill	-	-	-	16,000.00	31,000.00	47,000.00
	Charlie Lake Community Club	-	935.94	2,910.55	9,210.91		13,057.40
500.00	Fort St. John Gradfest	-	-	-	-	-	-
32,900.22	Lake Point Golf Club	-	-	-	-	16,688.30	16,688.30
6,574.50	North Peace 4-H District Council	-	-	-	-	6,574.50	6,574.50
	North Peace Fall Fair Society	-	-	-	10,000.00		10,000.00
15,000.00	North Peace Historical Society	-	-	-	-	15,000.00	15,000.00
	North Peace Light Horse Assn.	1,420.19	4,586.27	10,000.00	2,900.00		18,906.46
	Whiskey Jack Nordic Ski Club	-	-	-	-		-
1,000.00	*Area C Scholarship	-	-	-	-	-	-
1,000.00	Youth Travel (\$500 not carried to 2014)	-	-	-	-	-	-
87,974.72	Total Area C	1,420.19	5,522.21	12,910.55	38,110.91	69,262.80	127,226.66
			Budget 102,000.00	Budget 102,000.00	Budget 92,390.00	Budget 111,610.00	
AREA E							
8,000.00	Camp Emile	-	3,289.63	6,071.15		2,914.67	12,275.45
1,750.00	Chetwynd & Dist Rec. Centre	-	-	-	-	1,750.00	1,750.00
8,660.00	Chetwynd Electric Eels Swim Assn.	-	-	-	-	8,660.00	8,660.00
8,250.00	Chetwynd Gymkhana Club	-	-	-	-	8,250.00	8,250.00
15,000.00	Chetwynd Rod & Gun Club	-	-	-	-	15,000.00	15,000.00
	Chetwynd Speed Skating	-	-	-	-	-	-
12,500.00	Foothills Team Roping Club	-	-	-	-	12,500.00	12,500.00
19,000.00	Jackfish Community Assn.	-	-	8.11		19,000.00	19,008.11
3,600.00	Little Giants Figure Skating Club	-	-	-	0.00	3,600.00	3,600.00
8,750.00	Little Prairie Heritage Society	-	-	144.17	4,314.29	4,151.21	8,609.67
	Moberly Lake & District Golf Club	-	-	8,195.36			8,195.36
	Moberly Lake Community Assn.	-	-	-	5,435.31		5,435.31
4,750.00	Pine Valley Exhibition Park Soc.	-	-	-	-	4,750.00	4,750.00
2,700.00	Pine Valley Seniors Assn.	-	-	-	-	2,700.00	2,700.00
	Pine Valley Motor Sports	-	-	6,000.00			6,000.00
15,500.00	Sagitawa Christian Camping Soc.	-	-	-	-	-	-
2,000.00	Youth Travel (\$600 not carried to 2014)	-	-	-	-	-	-
110,460.00	Total Area E	-	3,289.63	20,418.79	9,749.60	83,275.88	116,733.90



**Peace River Regional District Grants-In-Aid
Summary of Payables -December 2013**

**Current Year
Allocation**

		2005-2009	2010 Budget 130,000.00	2011 Budget 130,000.00	2012 Budget 130,000.00	2013 Budget 150,000.00	GIA Remaining
SUB-REGIONAL							
5,000.00	Bessborough Community Club	-	-	74.96	-	5,000.00	5,074.96
14,500.00	Cutbank Community Club	-	-	-	-	5,644.79	5,644.79
23,400.00	Dawson Creek Sportsman's Club	-	-	-	-	-	-
16,963.48	Doe River Recreation Commission	-	-	-	-	16,963.48	16,963.48
8,500.00	Farmington Community Association	-	-	-	-	8,500.00	8,500.00
1,800.00	Groundbirch Rec. Commission	-	-	-	-	1,800.00	1,800.00
2,000.00	Hats n' Chaps Gymkhana	-	-	-	3,958.99	2,000.00	5,958.99
3,000.00	Kilkerran Recreation Commission	-	-	-	-	3,000.00	3,000.00
10,500.00	Kiskatinaw Fall Fair	-	-	2,737.28	-	6,878.91	9,616.19
20,903.50	McLeod Rec. & Social Services Soc.	-	-	-	-	-	-
3,000.00	Rolla Rate Payers	-	-	-	-	3,000.00	3,000.00
2,500.00	Sunset Prairie Recreation	-	-	5,418.63	8,557.14	2,500.00	16,475.77
2,897.55	Swan Lake Enhancement Soc.	-	-	-	-	-	-
15,101.01	Tomslake & District Rec Commission	-	-	-	-	5,348.39	5,348.39
3,798.99	Tomslake Community Cultural Assn.	-	-	-	-	3,798.99	3,798.99
11,551.58	Tupper Community Club	-	-	-	-	11,551.58	11,551.58
3,000.00	Post Secondary Bursary	-	-	-	-	-	-
1,500.00	Youth Travel (\$500 not carried to 2014)	-	-	-	-	-	-
149,916.11	Total Sub-Regional	-	-	8,230.87	12,516.13	75,986.14	96,733.14

COMBINED GRAND TOTALS	6,056.52	19,231.85	62,473.67	102,663.75	317,036.70	507,462.49
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Prior Years Payable total =

190,425.79

2013 Payable total =

317,036.70

Total GIA Payable =

507,462.49

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		2,000	0	

Area C Scholarship

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		3,000	0	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		9,000	0	

Youth Travel Recipient Information

Area	Recipient	Total To-Date	2010	2011	2012	2013
Area B						
	Northern BC High School Rodeo	500	500			
	Northern BC High School Rodeo	500				500
	TOTAL granted for year		500	1,500	0	1,500
	TOTAL used		500	0	0	500
	BALANCE Remaining		0	0	0	0

Area C	Recipient	Total To-Date	2010	2011	2012	2013
	Inconnu Swim Club	300		300		
	Northern BC High School Rodeo	1,000	500		500	
	Northern BC High School Rodeo	500				500
	TOTAL granted for year		1,000	1,000	1,000	1,000
	TOTAL used		500	300	500	500
	BALANCE Remaining		0	0	0	0

Area E	Recipient	Total To-Date	2010	2011	2012	2013
	3 Nations Midget Hockey	650		350		300
	Auroras Speed Skating Club	250		250		
	Chet Girls Club Volleyball	750	250		500	
	Chet Scotiabank Bantam Giants Hockey	850	350		500	
	Chet Secondary Boys Wrestling	350	350			
	Chet Secondary Girls Volleyball	1,250	250		200	800
	Chet Talisman Energy Pee Wee Giants Hockey	500			500	
	Electric Eels Swim Club	600		300	300	
	Chetwynd Secondary Highschool Golf Team	300				300
	TOTAL granted for year		2,000	2,000	2,000	2,000
	TOTAL used for year		1,200	900	2,000	1,400
	BALANCE Remaining		0	0	0	0

Sub-Regional	Recipient	Total To-Date	2010	2011	2012	2013
	Northern BC High School Rodeo	1,000			1,000	
	Northern BC High School Rodeo	1,000				1,000
	TOTAL granted for year		1,500	1,500	1,500	1,500
	TOTAL used for year		0	0	1,000	1,000
	BALANCE Remaining		0	0	0	0

Fair Share Commitments		December		K. Goodings Area B	A. Hadland Area C	W. Hiebert Area D	J. Schembri Area E	Total Fair Share
January 1, 2013 opening balance				2,458,948.26	4,423,697.71	1,734,647.02	1,457,476.64	10,074,769.63
Total interest earned to date				26,117.31	51,578.33	22,930.80	20,265.23	120,891.67
Subscription F/S \$				591,571.75	591,571.75	591,571.75	591,571.75	2,366,287.00
COMMITMENTS		Commitment	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Addition Centre	100,000.00							100,000.00
*Area B Municipal Facilities	20,000.00							20,000.00
Clearview Gymnasium	1,200,000.00			1,200,000.00				-
Electrical Extension Grants	12,000.00							12,000.00
FSJ; Water Sys Upgrades (pymt to 2022)	50,000.00							50,000.00
FSJ Library (annual payment)	31,300.00			31,300.00				-
Livestock Protection Program	50,000.00			50,000.00				-
**NP Cultural Centre (pymt to 2017)	35,156.25			35,156.25				-
NP Fall Fair; Display Buildings	47,600.00							47,600.00
NP Seniors Housing (100/Unit to 150k max)	150,000.00			150,000.00				-
RDNO; Annexation Impact Study	900.00			900.00				-
Romero Spring Lands Acquisition	12,000.00			12,000.00				-
Rural Gasification	180,000.00	21,485.25		5,882.00				152,632.75
Rural Improvements Grant	1,208,666.32							1,208,666.32
SP Search & Rescue; Stolen Equip Repl	500.00			500.00				-
	3,098,122.57	21,485.25		1,485,738.25				1,590,899.07
Area C								
Additions Centre	100,000.00							100,000.00
CL Elementary PAC Kitchen	10,000.00				10,000.00			-
CL Swr Lift Station Upgrades	80,000.00				9,885.83			70,114.17
CL Swr Upgrade Project (Collection Sys)	3,200,000.00				74,578.33			3,125,421.67
Electrical Extension Grants	7,774.50				7,774.50			-
FSJ Airport Sub Water Main Repair	128,079.24	120,108.67						7,970.57
FSJ Airport Sub Water PVR Valve	12,000.00	7,410.60						4,589.40
FSJ; Water Sys Upgrades (pymt to 2022)	50,000.00							50,000.00
FSJ Library (annual payment)	15,000.00				15,000.00			-
Livestock Protection Program	50,000.00				50,000.00			-
**NP Cultural Centre (pymt to 2017)	17,577.50				17,577.50			-
NP Historical Soc.; Lookout Signs	9,322.14				9,322.14			-
NP Rod & Gun Club; Shooting Clays Proj	22,000.00				22,000.00			-
NP Seniors Housing (100/Unit to 150k max)	150,000.00				150,000.00			-
RDNO; Annexation Impact Study	900.00				900.00			-
Regional Parks Improvements	100,000.00							100,000.00
Rural Improvements Grant	707,835.68							707,835.68
Rural Gasification	17,378.00				17,378.00			-
SP Search & Rescue; Stolen Equip	500.00				500.00			-
Water & Sewer	500,000.00							500,000.00
Whisky Jack Ski Club Beaton Trail	16,000.00				16,000.00			-
	5,194,367.06	127,519.27			400,916.30			4,665,931.49
Area D								
Bear Mnt. Nortic Ski Assn; Groomer	50,000.00					50,000.00		-
Devereaux PAC; Playground Equip	10,000.00					10,000.00		-
Doe River Rec; Comm Hall Repairs	25,387.50					25,387.50		-
Electrical Extension Grants	1,358.67							1,358.67
Livestock Protection Program	50,000.00					50,000.00		-
Northern Lights Recovery Centre	100,000.00							100,000.00
RDNO; Annexation Impact Study	900.00					900.00		-
Regional Parks & Trails (Parks)	75,000.00							75,000.00
Regional Parks & Trails (Trails)	25,000.00							25,000.00
Rolla Sewer - Annual Oper. Grant	17,500.00	6,709.00						10,791.00
Rolla Sewer - Upgrades	20,000.00	17,429.53						2,570.47
Rural Gasification	1,000,000.00	34,620.75				9,177.75		956,201.50
Rural Improvements Grant	855,367.14							855,367.14
Rural Water Dev-Tmk, Frmtg Const	125,032.17							125,032.17
SP Search & Rescue; Stolen Equip	500.00					500.00		-
Sunrise Vly Mt View Cem Columbarium	5,000.00					4,340.00		660.00
Swan Lake Environmental Study	20,000.00	7,136.63				8,418.00		4,445.37
Swan Lake Weir Aluminum Gates	34,000.00							34,000.00
	2,415,045.48	65,895.91				158,723.25		2,190,426.32
Area E								
Bear Mnt. Nortic Ski Assn; Groomer	25,000.00						25,000.00	-
Chetwynd & Dist. Rec Complex	1,325,000.00	1,269,278.08						55,721.92
Chetwynd Dist; Dignitary Room	5,000.00						5,000.00	-
Chetwynd Rod & Gun Upgrades	20,103.82	10,733.65					7,052.58	2,317.59
Chetwynd Seniors Housing Society	150,000.00							150,000.00
Electrical Extension Grants	5,000.00							5,000.00
Hasler Tower Project	107,000.00	98,836.73						8,163.27
Little Prairie Heritage Soc; Engineering	25,000.00						3,150.00	21,850.00
Little Prairie Heritage Soc; Museum Repair	103,808.00							103,808.00
Livestock Protection Program	50,000.00						50,000.00	-
Moberly Lk Comm Emerg Connect	20,000.00	19,906.96						93.04
Moberly Lk Fire Dept. Fencing	6,000.00	5,613.73						386.27
Northern Lights Recovery Centre	100,000.00							100,000.00
RDNO; Annexation Impact Study	900.00						900.00	-
Rural Gasification	700,000.00							700,000.00
Rural Improvements Grant	742,370.95							742,370.95
Senior Assisted Living	30,000.00							30,000.00
SP Search & Rescue; Stolen Equip	500.00						500.00	-
Sunset Pr Rec Comm; Fair Kitchen	58,000.00							58,000.00
	3,473,682.77	1,404,369.15					91,602.58	1,977,711.04
Actual Balance Dec 31, 2013				1,590,899.07	4,665,931.49	2,190,426.32	1,977,711.04	10,424,967.92
Total Remaining Commitment				1,590,899.07	4,665,931.49	2,190,426.32	1,977,711.04	Total Fair Share Reserve
Balance available after remaining commitments				-	-	-	-	
* Remaining amount from the 2012 \$70,000, Area B Municipal Facilities commitment, established for groups within the municipality serving the rural areas								
** NPCC commitment from Area B & C includes 4th quarter funding from 2012 - funding request received in February 2013.								

**Peace River Regional District
BCR Grants in lieu
December 31, 2013**

	Area B	Area C	Area D	Area E	Total MMF BCR Grants in lieu
Opening balance	29,647.30	34,958.64	-	1,578.62	66,184.56
January	27.62	32.57	-	1.47	61.66
February	24.98	29.46	-	1.33	55.77
March	27.31	32.20	-	1.45	60.96
April	26.84	31.64	-	1.43	59.91
May	28.27	33.33	-	1.51	63.11
June	26.77	31.55	-	1.42	59.74
July	27.24	32.04	-	1.45	60.73
August	27.57	32.42	-	1.47	61.46
September	26.44	31.10	-	1.41	58.95
October	27.65	32.53	-	1.48	61.66
November	26.88	31.21	-	1.43	59.52
December	26.26	29.77	-	1.49	57.52
2013 Interest	323.83	379.82	-	17.34	720.99
Expenditures					
FSJ Comm Arts Council; Flower Pot Proj	50.00	150.00			200.00
Silver Willow 4H Club; Peace Lookout Cleanup		1,500.00			1,500.00
BC Women's Institute; Site C/ Prime Lnd	4426.61	4426.61			
Total Expenditures	4,476.61	6,076.61	-	-	1,700.00
December 31, 2013	25,494.52	29,261.85	-	1,595.96	56,352.33
Commitments					
NP Fall Fair Soc; Fair Ground Well Testing System	8,000.00				
Balance available	17,494.52	29,261.85	-	1,595.96	48,352.33

Appropriated Surplus Balances as of December 31, 2013

RESERVES

BC Rail	\$ 56,352.33
Buick Creek Arena Capital Reserve	\$ 76,112.72
Buick Creek Arena Operating Res	\$ 55,579.70
Building Reserve	\$ 572,801.64
Charlie Lake Fire Capital Reserve	\$ 360,226.83
Charlie Lake Sewer Capital Reserve	\$ 103,644.85
Charlie Lake Sewer Operating Reserve	\$ 16,931.36
Chetwynd Arena Capital Reserve	\$ 946,934.35
Chetwynd Leis Cntr Capital Reserve	\$ 1,340,944.11
Chilton Sewer Capital Reserve	\$ 21,743.48
Chilton Sewer Operating Reserve	\$ 18,466.33
Chilton Sewer Debenture Reserve	\$ 0.00
Clearview Arena Operating Reserve	\$ 52,129.22
CLFD Fundraising	\$ -
CLFD Operating Reserve	\$ 5,020.66
Comm Parks Water Capital Reserve	\$ 7,611.28
Comm Parks Water Operating Res	\$ 12,789.78
Community Works (Gas Tax)	\$ 4,410,365.72
DC/PC Fire Capital Reserve	\$ 378,092.56
Election Reserve	\$ 33,286.77
Emergency Plan Reserve	\$ 229,112.47
Fair Share	\$ 10,424,967.92
Feasibility Reserve	\$ 186,124.06
Friesen Sewer Capital Reserve	\$ 2,034.74
Friesen Sewer Operating Reserve	\$ 15,663.78
FSJ Airport Sewer Capital Reserve	\$ 29,507.64
FSJ Airport Sewer Operating Reserve	\$ 39,240.04
FSJ Airport Water Capital Reserve	\$ 6,088.99
FSJ Airport Water Operating Reserve	\$ 18,512.65

Green "Carbon" Project Reserve	\$ 5,098.19
Harp/Imp Sewer Capital Reserve	\$ 4,044.40
Harp/Imp Sewer Operating Reserve	\$ 4,044.40
Information System Plan Reserve	\$ 265,424.90
Insurance Reserve	\$ 468,369.57
Kelly Lake Comm Ctr. Operating Reserve	\$ 10,097.04
Kelly Lake Comm Ctr. Capital Reserve	\$ 8,077.62
Kelly Lake Sewer Capital Reserve	\$ 11,122.14
Kelly Lake Sewer Operating Reserve	\$ 23,754.90
Landfill Closure Reserve	\$ 201,940.36
Moberly Lake Fire Capital Reserve	\$ 7,611.28
North Pine TV Reserve	\$ 45,496.05
NP Economic Development Commission	\$ 73,565.01
NP Leisure Pool Building Repl Res	\$ 572,857.08
NP Leisure Pool Capital Reserve	\$ 432,810.77
Regional Parks Capital Reserve	\$ 20,194.06
Regional Parks Operating Reserve	\$ 20,194.06
Rolla Creek Dyking Operating Reserve	\$ 3,049.29
Rolla Sewer Capital Reserve	\$ 5,586.32
Rolla Sewer Operating Reserve	\$ 10,812.95
Rural (Loan Fund)	\$ 3,428,893.00
Rural Fringe	\$ 1,985,588.64
Solid Waste Capital Reserve	\$ 2,402,303.66
Solid Waste Operating Reserve	\$ 757,916.20
Sub-Reg Recreation Insurance Reserve	\$ 110,602.53
Tomslake Fire Reserve	\$ 76,856.12
Vehicle (Admin) Reserve	\$ 40,486.43
Vehicle (BI) Reserve	\$ 41,160.84
Vehicle (SW) Reserve	\$ 70,833.15
TOTAL	\$ 30,529,076.94

Loans In Loan Fund	Loans Approved	Loans Issued	Outstanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	137,500.00
FSJ New Fire Hall (2020)	750,000.00	750,000.00	650,000.00
Friesen Sewer (2015)	33,548.00	33,548.00	7,452.00
North Pine Farmers Insitute (2015)	100,000.00	100,000.00	41,594.22
Whiskey Jack Nordic Ski Club (2013)	20,000.00	20,000.00	20,000.00
Total	1,178,548.00	1,178,548.00	856,546.22

"Grants" from Loan Fund Interest	Committed	Remaining
Rural Sewage System Study (AECOM)	38,556.50	3,308.27
Rural Sewage System Pilot Project	75,000.00	75,000.00
Total	\$113,556.50	\$78,308.27

Gas Tax	Committed	Remaining
Buick Creek Arena	25,000.00	11,436.83
Charlie Lk Sewer Lagoon Upgrades	2,000,000.00	1,851,677.72
Charlie Lk Sewer Monitoring	100,000.00	5,412.73
Chet. Com. Soc. - Energy Efficient Windows & Doors	30,435.00	-
Energy & Emissions Climate Action Plan	128,137.00	35,124.60
Electric Vehicle Charging Stations; Frmgton & CL	4,000.00	2,000.00
FSJ Airprt Sub H2O Meters & Infrastructure	30,000.00	30,000.00
Kelly Lake Community Centre - Upgrades	50,000.00	1,392.40
Kiskatinaw Watershed Research Project	240,000.00	80,000.00
Lake Point Golf & Country Club; Lighting Retrofit	11,000.00	-
Rolla Sewer Lift Station Pumps & Electric	30,000.00	4,059.60
Rural Sewage System Study (AECOM)	38,556.50	3,308.27
Rural Sewage System Pilot Project	75,000.00	75,000.00
Swan Lake Watershed Study	57,200.00	-
Tupper Community Hall; Sewer System Repairs	13,949.25	-
Total	\$2,833,277.75	\$2,099,412.15



**Peace River Regional District
REPORT**

To: Rural Budgets Administration Committee

Date: January 15, 2014

From: Jill Rickert, Community Services Coordinator

Subject: Moberly Lake and District Golf Club

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve returning the unused 2011 Grants-In-Aid (GIA) funding allocation for the Moberly Lake and District Golf Club, in the amount of \$8,195.36, to Electoral Area 'E' to reduce the tax requisition in the 2014.

BACKGROUND/RATIONALE:

In 2011 Moberly Lake and District Golf Club applied for funding under GIA to purchase five golf carts for the club, of which they were approved and allocated \$9,000.00 from Electoral Area 'E'. To date only \$804.64 has been claimed to cover the cost of fuel; there have been no claims submitted requesting reimbursement of the purchase of golf carts. The Golf Club has not applied for GIA funding since 2011 and according to Moberly Lake and District Golf Club contact, Allen Courtoreille, no golf carts were ever purchased. The Golf club is no longer in good standing with the BC Registrar of Societies and has not had an Annual General Meeting since 2009.

In addition to this, it has been confirmed by John Lewis, Interim Director of Operations, that West Moberly First Nations is now running the golf course as its own business entity and that because the golf course is within Treaty 8, the Band will be applying to Ministry of Forests, Lands and Natural Resource Operations to acquire the land. Mr. Lewis confirmed this in August of 2012 and again January 2014.

West Moberly First Nations is not a non-profit society and has access to many funding grants under several Federal Government programs; therefore West Moberly First Nations would not be considered an eligible organization to receive funding as per the GIA policy.

STRATEGIC PLAN RELEVANCE: N/A

FINANCIAL CONSIDERATION(S): Moberly Lake and District Golf Club unused 2011 GIA allocation funds of \$8,195.36 will reduce the tax requisition for Electoral Area 'E' in 2014.

COMMUNICATIONS CONSIDERATION(S): A letter be sent to West Moberly Lake First Nations to advise of the decision to return money to funding area as they do not meet the eligibility criteria under GIA policy.

OTHER CONSIDERATION(S): None

Staff Initials:

Dept. Head: *Y. Morgan* CAO:

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