



## STAFF REPORT

---

**DATE:** November 29, 2024 **FILE:** 0550-04 Board

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** BYLAW NO. 581 – ELECTORAL AREA D WOOD DEBRIS REMOVAL SERVICE

### PURPOSE/PROBLEM

To consider moving forward with an alternative approval process (AAP) to determine whether the electors are in favour of establishing a wood debris removal service for Electoral Area D.

### EXECUTIVE SUMMARY

The attached report was considered at the October 30, 2024 meeting of the Board at which time Bylaw No. 581 was given first 3 readings and the following resolution was passed:

Rice/Whalley: SRD 941/24

THAT approval of the electors be authorized to be obtained using an alternative approval process.

Bylaw No. 581 has now been approved by the Inspector of Municipalities. In order to seek elector approval via alternative approval process it will first be necessary for the elector response form and elector response deadline to be approved by resolution of the Board, as well as an estimate of the total number of electors eligible to participate in the AAP. At the conclusion of the elector approval process a further report will be prepared for the Board's consideration that confirms the results of the AAP and the next steps that the Board may wish to take with respect to Bylaw No. 581.

Attached to this report is a proposed timeline for conducting the AAP and returning the results of that process for further consideration by the Board.

### RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the total number of electors within the area affected by Bylaw No. 581 be fairly determined to be 3,383 for purposes of the alternative approval process.
3. THAT the deadline for submission of elector responses in respect of the alternative approval process for Bylaw No. 581 be established as 12:00 noon on Wednesday, February 12, 2025.
4. THAT the elector response form attached to the November 29, 2024 report from the Chief Administrative Officer be approved for use with the alternative approval process for Bylaw No. 581.

Respectfully:



\_\_\_\_\_  
 Dave Leitch  
 Chief Administrative Officer

**Table: Schedule of Milestones for Establishing Electoral Area D Wood Debris Removal Service**

| Schedule          | Action                                                                                                                                               |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 30, 2024  | Regional Board gives first 3 readings to Bylaw No. 581 and authorizes approval of the electors to be obtained by alternative approval process (AAP). |
| November 15, 2024 | Bylaw No. 581 submitted to Inspector of Municipalities for approval under s.342 of <i>Local Government Act</i> .                                     |
| November 26, 2024 | Inspector of Municipalities approval received for Bylaw No. 581.                                                                                     |
| December 11, 2024 | Regional Board approves elector response form, elector response deadline and determines a fair estimate of electors able to participate in AAP.      |
| December 18, 2024 | Public notice of AAP for Bylaw No. 581 published on Regional District website and other social media websites                                        |
| January 8, 2025   | Public notice of AAP for Bylaw No. 581 published in Campbell River newspaper.                                                                        |
| February 12, 2025 | Deadline for receipt of elector response forms for Bylaw No. 581.                                                                                    |
| February 19, 2025 | If elector approval received Regional Board adopts Bylaw No. 581.                                                                                    |
| March 31, 2025    | Deadline to adopt budget for first year of wood debris removal service.                                                                              |

**Prepared by:** T. Yates, Corporate Services Manager

Attachments: Bylaw No 581  
 Determination of Electors (Electoral Area D)  
 Elector Response Form  
 Copy of October 21, 2024 report to the Board



## BYLAW NO. 581

---

### A BYLAW TO AUTHORIZE THE PROVISION OF A WOOD DEBRIS REMOVAL SERVICE IN ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)

---

**WHEREAS** the Regional District may, pursuant to the *Local Government Act*, operate any service that it considers necessary or desirable for all or a part of the Regional District;

**AND WHEREAS** the Strathcona Regional District wishes to establish a wood debris removal service for Electoral Area D (Oyster Bay-Buttle Lake);

**AND WHEREAS** the assent of the electors has been obtained pursuant to Section 342 of the *Local Government Act*;

**NOW THEREFORE** the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

#### **Service Established**

1. There is hereby established a service to be known as the Electoral Area D wood debris removal service.

#### **Description of Service**

2. The service authorized by this bylaw includes the collection, chipping, transport and disposal of wood waste.

#### **Participating Area**

3. The participating area for the service is Electoral Area D (Oyster River-Buttle Lake).

#### **Service Area Boundaries**

4. The boundaries of the service area include the entirety of Electoral Area D.

#### **Cost Recovery**

5. The annual net cost of the service shall be recovered by one or more of the following methods;
  - a) property value taxes imposed in accordance with Division 2 of Part 11 of the *Local Government Act*;
  - b) revenues received by way of agreement, enterprise, gift, grant or otherwise;
  - c) revenues raised by other means authorized by the *Local Government Act* or another Act.

**Annual Limit on Requisition**

- 7. The maximum amount that may be requisitioned annually for the service is the equivalent of \$0.0320 per \$1,000 of the net taxable value of land and improvements in the service area.

**Citation**

- 8. This bylaw may be cited for all purposes as Bylaw No. 581, being Electoral Area D Wood Debris Removal Service Establishing Bylaw 2024.

**READ A FIRST TIME ON THE 30<sup>TH</sup> DAY OF OCTOBER, 2024**

**READ A SECOND TIME ON THE 30<sup>TH</sup> DAY OF OCTOBER, 2024**

**READ A THIRD TIME ON THE 30<sup>TH</sup> DAY OF OCTOBER, 2024**

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES ON THE 26<sup>TH</sup> DAY OF NOVEMBER, 2024**

**ELECTOR APPROVAL RECEIVED ON THE      DAY OF      ,2024**

**RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE      DAY OF      , 2024**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

## **Electoral Area D Wood Debris Removal Service** **Establishing Bylaw No. 581**

### **Determination of Total Number of** **Electors for Purposes of an Alternate Approval Process**

- Purpose:** To make a fair determination of the total number of electors within the area affected by Bylaw No. 581, being Electoral Area D Wood Debris Removal Service Establishing Bylaw 2024. An elector is defined as a person who would qualify to vote on the question of approving Bylaw No. 581 if such a vote was to be held on the date this report was prepared.
- Area Affected:** The area affected by Bylaw No. 581 is the entire area included within Electoral Area D (Oyster Bay-Buttle Lake).
- Approval Process:** The Regional District intends to proceed with an alternative approval process to determine whether Bylaw No. 581 may be adopted without first obtaining the assent of the electors by voting. Should it be determined that less than ten percent of the eligible electors within the affected area file a written objection to Bylaw No. 581 prior to the deadline for responses, the Regional Board may proceed to adoption without the requirement to obtain elector assent by voting in accordance with the provisions<sup>1</sup> of the *Local Government Act*. In the event that ten percent or more of eligible electors object to adoption of Bylaw No. 581 prior to the response deadline, the Board would need to consider the options that may be available for adopting the bylaw or, alternatively, defeat the bylaw.
- Authority:** The use of an alternative approval process for obtaining the approval of the electors for Bylaw No. 581 is authorized by section 407 of the *Local Government Act*.
- Elector Eligibility:** For the purposes of this report the criteria used for determining the eligibility of persons to vote as electors is based on Part 4 [*Assent Voting*] of the *Local Government Act* of British Columbia. That statute defines electors to include persons who meet the following criteria:
- Canadian citizen
  - 18 years of age or older
  - resident of British Columbia for the last 6 months
  - resident of Electoral Area D (or owner of real property within Electoral Area B for the last 30 days)
  - not otherwise disqualified from voting
- Corporate entities are not permitted to qualify as electors in British Columbia.
- Methodology:** This report will attempt to make a fair determination of the total number of electors within the area affected by Bylaw No. 581. The number of electors will be the

total of those persons who qualify to vote as resident electors and those who qualify to vote as non-resident property electors.

### **Resident Electors**

Both the Federal and Provincial election authorities maintain lists of registered voters but the databases are not necessarily aligned with local government jurisdictional boundaries and are therefore not particularly useful for purposes of this report. Since there is no reliable information available using existing voter enumeration data, it is necessary to consider the use of other data for the purpose of preparing an estimate of eligible resident electors.

BC Stats, Elections BC and the Ministry of Municipal Affairs are public agencies that maintain comprehensive databases of population, population distribution, voter eligibility, voter participation rates and other demographics. The following data are supplied by those agencies:

| Demographic                                | Estimate  | Source                                |
|--------------------------------------------|-----------|---------------------------------------|
| Population of British Columbia             | 5,519,013 | BC Stats (July 1, 2023)               |
| Population of Strathcona Regional District | 48,150    | Municipal Affairs (December 31, 2022) |
| Population of Electoral Area D             | 4,153     | Municipal Affairs (November 1, 2017)  |
| Provincial electors in British Columbia    | 3,618,796 | Elections BC (September 20, 2023)     |

Using the above data, it can be determined that slightly less than 66% of the population of British Columbia would likely qualify as provincial electors. Notwithstanding minor variations in regional demographics, it is believed that this ratio would be sufficiently accurate for estimating the number of provincial electors within the Electoral Area D of the Strathcona Regional District. Once this number has been determined and, since the majority of qualifications required for voting in provincial elections are the same as those required for voting as a resident in local elections, this total should provide a reasonable estimate of the number of resident electors within the area affected by Bylaw No. 581.

To summarize, the number of resident electors within the service area for the proposed wood debris removal service may therefore be estimated as follows:

$$\begin{aligned} \text{Step 1:} \quad & 3,618,796 \text{ (eligible provincial electors)} \\ & \div 5,519,013 \text{ (total population of B.C.)} \\ & = 65.57\% \text{ (B.C. average \% of electors)} \end{aligned}$$

$$\begin{aligned} \text{Step 2:} \quad & 48,150 \text{ (Regional District population)} \\ & \times 65.57\% \text{ (B.C. average \% of electors)} \\ & = 31,572 \text{ (Regional District resident electors)} \end{aligned}$$

$$\begin{aligned}
 \text{Step 3:} & \quad 31,757 \text{ (Regional District resident electors)} \\
 & \times 8.625\% \text{ (percentage of SRD residents in Electoral Area D)} \\
 & = 2,739 \text{ (Electoral Area D resident electors)}
 \end{aligned}$$

Based on the above data, a fair estimate of the number of resident electors currently within Electoral Area D would be 2,739.

**Non-Resident Property Electors**

Unlike Provincial elections in British Columbia, persons who do not reside within the local voting jurisdiction may qualify to vote in local elections solely on the basis of real property ownership<sup>3</sup>. These non-resident property electors (NRPE’s) must be qualified in all other respects (ie. Canadian citizen, 18 years of age or older, resident of BC, etc.) before they may be considered eligible electors. It is important to note that persons who qualify as resident electors within a voting jurisdiction cannot qualify as non-resident property electors for the same voting jurisdiction.

The following information has been extracted from the database of the Assessment Authority for BC and is useful for estimating the number of NRPE’s who may exist within the proposed service area.

| Demographic                                            | Count | Source                                        |
|--------------------------------------------------------|-------|-----------------------------------------------|
| Total properties within Electoral Area D               | 2,311 | BC Assessment Authority<br>(December 2, 2024) |
| Total registered owners of Electoral Area D properties | 3,644 |                                               |
| Registered owners resident within Electoral Area D     | 2,789 |                                               |
| Registered owners resident outside of British Columbia | 65    |                                               |
| Corporate and public owners of real property           | 146   |                                               |

In order to estimate the number of NRPE’s within the boundaries of the proposed wood debris removal service area, the database of the BC Assessment Authority was queried, and it was determined that there are 2,311 separate properties within Electoral Area D and 3,644 unique registered owners of those properties.

From this total of 3,644 potential electors the following were eliminated in order:

- 2,789 owners of property who reside within the proposed service area;
- 65 owners of property who reside outside of British Columbia; and
- 146 owners who are corporate or public entities;

It may therefore be concluded that a reasonable estimate of the number of persons who would qualify to vote solely on the basis of ownership of real property would be 644. It may also be noted that this estimate does not account for age, citizenship or other factors that may affect voting entitlement since that information is not generally available to the Regional District.

**Summary:**

The total number of eligible electors within Electoral Area D has been fairly determined to include 2,739 resident electors and 644 non-resident property electors for a total of 3,383.

**Conclusion:**

For the purpose of the alternative approval process for Bylaw No. 581, being Electoral Area D Wood Debris Removal Service Establishing Bylaw 2024, the total number of eligible electors has been fairly determined to be 3,383. The number of valid elector responses required to ensure that approval for the adoption of Bylaw No. 581 is not provided without first obtaining elector assent by voting is therefore 339.

- References:
1. S.86 *Community Charter* and s.342 *Local Government Act*
  2. S.65(1)(d) *Local Government Act*
  3. S.66 *Local Government Act*

**NON-RESIDENT PROPERTY ELECTOR  
 AUTHORIZATION TO SUBMIT A RESPONSE FORM\*  
 Bylaw No. 581, Electoral Area D Wood Debris Removal Service**

\*To be used only for property having multiple owners.

| <b>APPOINTMENT AND CONSENT</b>                                                                                                                                                                                                                                                                                                         |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| We the undersigned persons, together with the person named as our appointee, constitute a majority of registered owners of the real property described below and we hereby appoint that person and give consent for them to act as the designated non-resident property elector for the purposes of this alternative approval process. |  |

| <b>NAME AND ADDRESS OF APPOINTEE</b> |               |
|--------------------------------------|---------------|
| LAST NAME                            | FIRST NAME(S) |
| RESIDENTIAL ADDRESS                  |               |
| CITY/TOWN                            | POSTAL CODE   |
| <b>B.C.</b>                          |               |

| <b>PROPERTY DESCRIPTION</b> |                               |
|-----------------------------|-------------------------------|
| LEGAL DESCRIPTION           | CIVIC ADDRESS (if applicable) |
| or                          |                               |

| <b>OWNER SIGNATURES</b>  |                   |              |
|--------------------------|-------------------|--------------|
| 1. _____<br>(PRINT NAME) | _____ (SIGNATURE) | _____ (DATE) |
| 2. _____<br>(PRINT NAME) | _____ (SIGNATURE) | _____ (DATE) |
| 3. _____<br>(PRINT NAME) | _____ (SIGNATURE) | _____ (DATE) |
| 4. _____<br>(PRINT NAME) | _____ (SIGNATURE) | _____ (DATE) |
| 5. _____<br>(PRINT NAME) | _____ (SIGNATURE) | _____ (DATE) |
| 6. _____<br>(PRINT NAME) | _____ (SIGNATURE) | _____ (DATE) |

- Note:
- If more than one person owns the above property the person wishing to submit a response form for that property must provide, at the time of submission, written consent from a majority of the property owners.
  - The person appointed as the non-resident property elector must be one of the registered owners of the property.
  - The only persons who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust.
  - A non-resident property elector may not submit more than one response form regardless of the number of properties owned.



**ELECTOR RESPONSE FORM**

**Bylaw No. 581 (Electoral Area D  
Wood Debris Removal Service)**

I, the undersigned, being a duly qualified elector of Electoral Area D, being the service area for the proposed wood debris removal service, am **opposed to** the adoption of Bylaw No. 581, being Electoral Area D Wood Debris Removal Service Establishing Bylaw 2024, by the Board of Directors for the Strathcona Regional District without first obtaining the assent of the electors by voting, and by affixing my signature below, I hereby certify that:

- I am eighteen years of age or older;
- I am a Canadian citizen;
- I have resided in British Columbia for at least the last six months;
- I am a resident of the Electoral Area D of the Strathcona Regional District,

**OR**

I have been a registered owner of real property within Electoral Area D of the Strathcona Regional District for at least the last 30 days;

- I am not disqualified by law from voting in local elections; and
- I am entitled to sign this elector response form and have not previously signed an elector response form in relation to Bylaw No. 581.

|                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ELECTOR'S FULL NAME</b> (please print legibly including first, last and middle names)                                                                                                                                        |
|                                                                                                                                                                                                                                 |
| <b>RESIDENTIAL ADDRESS</b>                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                 |
| <b>MAILING ADDRESS</b> (if different than residential address)                                                                                                                                                                  |
|                                                                                                                                                                                                                                 |
| <b>CHOOSE ONE:</b>                                                                                                                                                                                                              |
| <input type="checkbox"/> I am a resident elector within Electoral Area D of the Strathcona Regional District.                                                                                                                   |
| <input type="checkbox"/> I am not a resident elector within Electoral Area D of the Strathcona Regional District but own real property within Electoral Area D that is legally described as follows:<br>_____<br>_____<br>_____ |
| (Please attach page 3 if property is owned by more than one person)                                                                                                                                                             |
| <b>SIGNATURE OF ELECTOR</b>                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                 |



## ELECTOR RESPONSE FORM

### **Bylaw No. 581 (Electoral Area D Wood Debris Removal Service)**

---

The Board of directors for the Strathcona Regional District is seeking the approval of the electors by alternative approval process for Bylaw No. 581, being Electoral Area D Wood Debris Removal Service Establishing Bylaw 2024. If adopted, Bylaw No. 581 would authorize the Regional District to establish a wood debris removal service for the benefit of all of Electoral Area D (Oyster Bay-Buttle Lake).

### **INSTRUCTIONS**

---

1. If you qualify as an elector within Electoral Area D and are opposed to the adoption of Bylaw No. 581 without first seeking assent of the electors by voting, you can sign and submit an elector response form by mail or hand delivery to the address shown at the bottom of this form not later than 12:00 noon on February 12, 2025.
2. If you are **NOT opposed** to the adoption of Bylaw No. 581 you need not do anything.
3. To submit an elector response form you must qualify as a resident elector or a non-resident property elector within Electoral Area D (Oyster Bay-Buttle Lake) of the Strathcona Regional District.

**[Note:** Only one non-resident property elector may submit an elector response form per property regardless of the number of owners for that property. If a property is owned by more than one person, the elector appointed by a majority of the owners is the only person able to complete and submit a response form on behalf of the property. See Page 3 of this form.]

4. Only one elector per elector response form is permitted.
- 

**1.**

Elector response forms must be received by the Regional District not later than 12:00 noon on Wednesday, February 12, 2025.

Emailed or faxed elector response forms cannot be accepted; forms **must** be submitted with original signatures.

**2.**

The total number of electors in Electoral Area D has been fairly estimated to be 3,383. Unless at least 10% of those electors submit an elector response form to oppose the adoption of Bylaw No. 581, the Regional District may adopt the bylaw without first obtaining the assent of the electors by voting.

**3.**

For further information please contact:

Thomas Yates  
Corporate Officer  
Strathcona Regional District  
990 Cedar Street  
Campbell River, BC  
V9W 7Z8

250-830-6700  
[corporate@srd.ca](mailto:corporate@srd.ca)



## STAFF REPORT

---

**DATE:** October 21, 2024

**FILE:** 0550-04 Board

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** BYLAW NO. 581 – ELECTORAL AREA D WOOD DEBRIS REMOVAL SERVICE

### **PURPOSE/PROBLEM**

To consider Bylaw No. 581 which would provide authority to establish and operate a wood debris removal service for Electoral Area D.

### **EXECUTIVE SUMMARY**

The attached report was considered at the October 9, 2024 meeting of the Electoral Areas Services Committee at which time the following resolution was passed:

Rice/Vonesch: EASC 350/24

THAT the Committee recommend that Bylaw No. 581, being a bylaw to establish a wood debris removal service for Electoral Area D, be given first 3 readings, and

THAT approval for Bylaw No. 581 be obtained using an alternative approval process.

The following actions are offered in support of the Committee's recommendations.

### **RECOMMENDATIONS**

1. THAT the report from the Chief Administrative Officer be received.
2. THAT Bylaw No. 581, being a bylaw to authorize the provision of a wood debris removal service in Electoral Area D (Oyster Bay-Buttle Lake), be now introduced and read a first time.
3. THAT the rules be suspended and Bylaw No. 581 be given second and third readings.
4. THAT approval of the electors be authorized to be obtained using an alternative approval process.

Respectfully:

  
\_\_\_\_\_  
Dave Leitch  
Chief Administrative Officer

**Prepared by:** T. Yates, Corporate Services Manager

Attachments: Bylaw No. 581  
Copy of October 4, 2024 report to the Electoral Areas Services Committee

COPY



## BYLAW NO. 581

---

### A BYLAW TO AUTHORIZE THE PROVISION OF A WOOD DEBRIS REMOVAL SERVICE IN ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)

---

**WHEREAS** the Regional District may, pursuant to the *Local Government Act*, operate any service that it considers necessary or desirable for all or a part of the Regional District;

**AND WHEREAS** the Strathcona Regional District wishes to establish a wood debris removal service for Electoral Area D (Oyster Bay-Buttle Lake);

**AND WHEREAS** the assent of the electors has been obtained pursuant to Section 342 of the *Local Government Act*;

**NOW THEREFORE** the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

#### **Service Established**

1. There is hereby established a service to be known as the Electoral Area D wood debris removal service.

#### **Description of Service**

2. The service authorized by this bylaw includes the collection, chipping, transport and disposal of wood waste.

#### **Participating Area**

3. The participating area for the service is Electoral Area D (Oyster River-Buttle Lake).

#### **Service Area Boundaries**

4. The boundaries of the service area include the entirety of Electoral Area D.

#### **Cost Recovery**

5. The annual net cost of the service shall be recovered by one or more of the following methods;
  - a) property value taxes imposed in accordance with Division 2 of Part 11 of the *Local Government Act*;
  - b) revenues received by way of agreement, enterprise, gift, grant or otherwise;
  - c) revenues raised by other means authorized by the *Local Government Act* or another Act.

**Annual Limit on Requisition**

- 7. The maximum amount that may be requisitioned annually for the service is the equivalent of \$0.0320 per \$1,000 of the net taxable value of land and improvements in the service area.

**Citation**

- 8. This bylaw may be cited for all purposes as Bylaw No. 581, being Electoral Area D Wood Debris Removal Service Establishing Bylaw 2024.

**READ A FIRST TIME ON THE DAY OF , 2024**

**READ A SECOND TIME ON THE DAY OF , 2024**

**READ A THIRD TIME ON THE DAY OF , 2024**

**ELECTOR APPROVAL RECEIVED ON THE DAY OF ,2024**

**RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE DAY OF , 2024**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer



## STAFF REPORT

---

**DATE:** October 4, 2024

**FILE:** 0550-04 EASC

**TO:** Chair and Directors,  
Electoral Area Services Committee

**FROM:** David Leitch  
Chief Administrative Officer

**RE:** BYLAW NO. 581 – ELECTORAL AREA D WOOD DEBRIS REMOVAL SERVICE

### **PURPOSE/PROBLEM**

To consider information regarding the provision of an annual wood debris removal service for Electoral Area D.

### **EXECUTIVE SUMMARY**

The attached report was considered at the August 21, 2024 Regional Board meeting at which time the following resolution was passed:

Rice/Colborne: SRD 689/24

THAT an establishing bylaw for a wood debris removal service within Electoral Area D be prepared for review at the Electoral Area Services Committee.

Based on the direction provided by the Board, the attached bylaw has been prepared and is now presented for the Committee's consideration. Several assumptions have been made in developing the bylaw which will need to be confirmed before the bylaw can proceed for approval including:

- all of Electoral Area D would participate in the service rather than defined portion(s) thereof.
- the maximum annual requisition of \$52,000 (or \$0.0320 per \$1,000 of property assessment) is sufficient to operate the service. The average amount spent in the last several years has been \$29,000, with \$45,000 spent operating the service in 2023.
- requisition would be drawn from all land and improvements in the service area rather than land only or improvements only.

Costs of operating the service would typically include advertising, wood chipping, removal of wood waste (chipped or otherwise) and deposit of waste at recycling facilities or other approved locations.

Once the Committee is satisfied that the bylaw accurately represents the level of service desired, the question of elector approval will need to be addressed. Given the relatively high cost of seeking approval by voting the Committee may wish to recommend an alternative approval process (AAP). Under that process, if less than 10% of the electors affected by the proposed bylaw object in writing, the Board may proceed with adoption. The cost of conducting the AAP would be less than \$1,000 compared to several thousands of dollars to conduct voting opportunities throughout Electoral Area D. The costs of seeking elector approval would be covered out of the Electoral Area D feasibility reserve fund.

The attached appendices provide additional details regarding this initiative including the proposed timeline for the approval process.

**RECOMMENDATIONS**

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the Committee recommend that Bylaw No. 581, being a bylaw to establish a wood debris removal service for Electoral Area D, be given first 3 readings, and

THAT approval for Bylaw No. 581 be obtained using an alternative approval process.

Respectfully:



\_\_\_\_\_  
David Leitch  
Chief Administrative Officer

**Prepared by:** *S. Koopman, Manager of Emergency Services*

**Attachments:**  
A – Bylaw No. 581  
B – Annual Operational Costs (Wood Debris Removal)  
C – Tax Rates Necessary to Generate Revenue Requirements  
D – Annualized Service Costs for Taxable Property Assessments  
E – Approval Process  
F – Schedule

**Attachment ‘A’ – Bylaw No. 581**



**BYLAW NO. 581**

---

**A BYLAW TO AUTHORIZE THE PROVISION OF A WOOD DEBRIS REMOVAL SERVICE  
IN ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)**

---

**WHEREAS** the Regional District may, pursuant to the *Local Government Act*, operate any service that it considers necessary or desirable for all or a part of the Regional District;

**AND WHEREAS** the Strathcona Regional District wishes to establish a wood debris removal service for Electoral Area D (Oyster Bay-Buttle Lake);

**AND WHEREAS** the assent of the electors has been obtained pursuant to Section 342 of the *Local Government Act*;

**NOW THEREFORE** the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

**Service Established**

1. There is hereby established a service to know as the Electoral Area D wood debris removal service.

**Description of Service**

2. The service authorized by this bylaw includes the collection, chipping, transport and disposal of wood waste.

**Participating Area**

3. The participating area for the service is Electoral Area D (Oyster River-Buttle Lake).

**Service Area Boundaries**

4. The boundaries of the service area include the entirety of Electoral Area D.

**Cost Recovery**

5. The annual net cost of the service shall be recovered by one or more of the following methods;
  - a) property value taxes imposed in accordance with Division 2 of Part 11 of the *Local Government Act*;
  - b) revenues received by way of agreement, enterprise, gift, grant or otherwise;
  - c) revenues raised by other means authorized by the *Local Government Act* or another Act.

**BYLAW NO. 581**

**PAGE 2**

**Annual Limit on Requisition**

- 7. The maximum amount that may be requisitioned annually for the service is \$52,000 or the equivalent of \$0.0320 per \$1,000 of the net taxable value of land and improvements in the service area.

**Citation**

- 8. This bylaw may be cited for all purposes as Bylaw No. 581, being Electoral Area D Wood Debris Removal Service Establishing Bylaw 2024.

**READ A FIRST TIME ON THE DAY OF , 2024**

**READ A SECOND TIME ON THE DAY OF , 2024**

**READ A THIRD TIME ON THE DAY OF , 2024**

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES ON THE DAY OF ,2024**

**APPROVED BY THE ELECTORS ON THE DAY OF ,2025**

**RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE DAY OF , 2025**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

**Attachment ‘B’ – Annual Operating Costs (Wood Debris Removal)**

| ITEM                                         | ANNUAL COST ESTIMATE | FIVE-YEAR COST ESTIMATE |
|----------------------------------------------|----------------------|-------------------------|
| ANNUAL CONTRACT COSTS<br>ELECTORAL AREA D    | \$50,000             | \$250,000               |
| SERVICE IMPLEMENTATION AND<br>ADMINISTRATION | \$2,000              | \$10,000                |
| <b>TOTAL</b>                                 | <b>\$52,000</b>      | <b>\$260,000</b>        |

**Attachment ‘C’ – Tax Rate Estimates for Wood Debris Removal Service**

| ASSESSMENT CLASS                  | OCCURRENCES  | 2024 NET TAXABLE VALUES | CONVERSION FACTOR | CONVERTED ASSESSMENTS | % SHARE     | REQUISITION SHARE | TAX RATE (PER \$1,000) |
|-----------------------------------|--------------|-------------------------|-------------------|-----------------------|-------------|-------------------|------------------------|
| 1. RESIDENTIAL                    | 1,924        | \$1,447,774,512         | 10%               | \$144,777,451         | 73.3%       | \$38,120          | \$0.0263               |
| 2. UTILITY                        | 23           | \$5,460,100             | 35%               | \$1,911,35            | 1.0%        | \$503             | \$0.0922               |
| 3. SUPPORTIVE HOUSING             | -            | -                       | -                 | -                     | -           | -                 | -                      |
| 4. MAJOR INDUSTRY                 | 1            | \$23,114,000            | 34%               | \$7,858,760           | 4.0%        | \$2,069           | \$0.0895               |
| 5. LIGHT INDUSTRY                 | 20           | \$2,596,400             | 34%               | \$882,776             | 0.4%        | \$232             | \$0.0895               |
| 6. BUSINESS/ OTHER                | 26           | \$19,393,900            | 24.5%             | \$4,751,505           | 2.4%        | \$1,251           | \$0.0645               |
| 7. MANAGED FOREST LAND            | 243          | \$122,667,400           | 30%               | \$36,800,220          | 18.6%       | \$9,689           | \$0.0790               |
| 8. REC./ NON-PROFIT               | 8            | \$4,729,800             | 10%               | \$472,980             | 0.2%        | \$125             | \$0.0263               |
| 9. FARM                           | 28           | \$394,747               | 10%               | \$39,475              | 0%          | \$10              | \$0.0263               |
| <b>BLENDED RATE (ALL CLASSES)</b> | <b>2,273</b> | <b>\$1,626,130,859</b>  | <b>-</b>          | <b>\$197,494,202</b>  | <b>100%</b> | <b>\$52,000</b>   | <b>\$0.0320</b>        |

**Attachment ‘D’ – Annualized Service Costs for Taxable Real Property Assessments**

| TAXABLE VALUE | CLASS 1 (RESIDENTIAL) | CLASS 2 (UTILITIES) | CLASS 5 (LIGHT INDUSTRY) | CLASS 6 (BUSINESS & OTHER) | CLASS 7 (MANAGED FOREST LAND) | CLASS 8 (REC/NON-PROFIT) | CLASS 9 (FARM) |
|---------------|-----------------------|---------------------|--------------------------|----------------------------|-------------------------------|--------------------------|----------------|
| 50,000        | 1.32                  | 4.61                | 4.48                     | 3.23                       | 3.95                          | 1.32                     | 1.32           |
| 100,000       | 2.63                  | 9.22                | 8.95                     | 6.45                       | 7.90                          | 2.63                     | 2.63           |
| 200,000       | 5.27                  | 18.43               | 17.90                    | 12.90                      | 15.80                         | 5.27                     | 5.27           |
| 300,000       | 7.90                  | 27.65               | 26.86                    | 19.35                      | 23.70                         | 7.90                     | 7.90           |
| 400,000       | 10.53                 | 36.86               | 35.81                    | 25.80                      | 31.60                         | 10.53                    | 10.53          |
| 500,000       | 13.16                 | 46.08               | 44.76                    | 32.25                      | 39.49                         | 13.16                    | 13.17          |
| 600,000       | 15.80                 | 55.29               | 53.71                    | 38.70                      | 47.39                         | 15.80                    | 15.80          |
| 700,000       | 18.43                 | 64.51               | 62.67                    | 45.16                      | 55.29                         | 18.43                    | 18.43          |
| 800,000       | 21.06                 | 73.72               | 71.62                    | 51.61                      | 63.19                         | 21.06                    | 21.06          |
| 900,000       | 23.70                 | 82.94               | 80.57                    | 58.06                      | 71.09                         | 23.70                    | 23.70          |
| 1,000,000     | 26.33                 | 92.15               | 89.52                    | 64.51                      | 78.99                         | 26.33                    | 26.33          |

**Attachment ‘E’ – Approval Process**

Should it be decided to proceed with seeking approval for the Electoral Area D wood debris removal service, there are several steps that must be undertaken by the Regional Board.

1. A service establishing bylaw must be given first 3 readings. The bylaw must set out the nature of the service to be provided, the boundaries within which the service is to be provided, and the method or methods of taxation to be employed.
2. The Regional Board must decide whether it will seek approval by the electors for the service bylaw by assent voting or by alternative approval process (AAP).
3. The service establishing bylaw must be submitted to the Inspector of Municipalities for approval.
4. The service establishing bylaw must be approved by the electors. If using an alternative approval process, the threshold is any number less than 10% of the electors objecting in writing to passage of the bylaw without first obtaining approval by voting.

Given the relative significant cost associated with assent voting it is recommended that, if the proposal reaches that stage, serious consideration be given to using an AAP for obtaining elector assent. Should the bylaw fail to receive electoral approval using that method the ability to use an assent voting process would still be available and, depending on the number of electors who objected via AAP, there may be justification for continuing with the process.

**Attachment ‘F’ – Schedule**

| Schedule          | Action                                                                                                                                  |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| October 9, 2024   | Proposal for a wood debris removal service reviewed by Electoral Areas Services Committee.                                              |
| October 30, 2024  | Regional Board gives first three readings to Bylaw No. 581, being Electoral Area D Wood Debris Removal Service Establishing Bylaw 2024. |
| November 4, 2024  | Bylaw No. 581 submitted to Inspector of Municipalities for approval under s.342 of <i>Local Government Act</i> .                        |
| December 31, 2024 | Inspector of Municipalities approval received for Bylaw No. 581.                                                                        |
| January 15, 2025  | Regional Board establishes elector response form, elector response deadline and determines total number of electors for AAP.            |
| January 22, 2025  | First publication of AAP notice for Bylaw No. 581.                                                                                      |
| January 29, 2025  | Second publication of AAP notice for Bylaw No. 581.                                                                                     |
| March 3, 2025     | Deadline for filing AAP responses with the Regional District.                                                                           |
| March 12, 2025    | If elector approval received, Regional Board adopts Bylaw No. 581.                                                                      |



## STAFF REPORT

---

**DATE:** August 9, 2024

**FILE:** 0550-04

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** WOOD DEBRIS REMOVAL & CLIMATE RESILIENCY SERVICES

### PURPOSE

To consider a recommendation from the Electoral Areas Services Committee regarding the provision of wood debris removal services in the electoral areas.

### EXECUTIVE SUMMARY

At its August 7, 2024 meeting, the Electoral Areas Services Committee considered the attached report and passed the following resolution:

Vonesch/Rice: EASC 270/24

THAT the Committee recommend that the Regional District establish a locally financed wood debris removal service for Area D and a climate resiliency service that includes wood debris removal service for Areas B and C.

The actions outlined below are offered in support of the Committee's recommendation.

### RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT an establishing bylaw for a wood debris removal service within Electoral Area D be prepared for review at the Electoral Areas Services Committee.
3. THAT an establishing bylaw for a climate resiliency service that includes wood debris removal within Electoral Areas B and C be prepared for review at the Electoral Areas Services Committee.

Respectfully:

  
\_\_\_\_\_  
David Leitch  
Chief Administrative Officer

**Prepared by:** T. Yates, Corporate Services Manager

Attachment: Copy of August 2, 2024 report to the EASC



## STAFF REPORT

---

**DATE:** August 2, 2024 **FILE:** 0550-04 EASC

**TO:** Chair and Directors,  
Electoral Area Services Committee

**FROM:** David Leitch  
Chief Administrative Officer

**RE:** WOOD DEBRIS REMOVAL SERVICE – ELECTORAL AREAS B, C AND D

### PURPOSE/PROBLEM

To consider information regarding the provision of an annual wood debris removal (chipping) service within Electoral Areas B, C and D.

### EXECUTIVE SUMMARY

The attached report was considered at the April 24, 2024 Regional Board meeting at which time the following resolution was passed:

Chapman/Colborne: SRD 326/24

THAT the feasibility of establishing a service to cover annual wood chipping and debris removal operations within Electoral Areas B, C, and D be investigated.

In previous years the wood chipping service was provided using funding provided by FireSmart grants wherein all road accessible properties were able to place an unlimited amount of wood debris at the end of their driveway for processing by the Regional District (see Attachment 'A'). The Regional District has never adopted an establishing bylaw for this service although it probably should since not all costs incurred under the program are covered by grant awards. For the purpose of this report, it is assumed that the service would continue to be offered in the same fashion as in previous years rather than, for example, having one or more centralized locations that the public would use for disposal of wood waste. It is noted that the Regional District has more flexibility regarding the collection and disposal of wood waste when not using grant funds to operate the service.

Based on information from previous years, it is estimated that the costs to provide this level of service in Electoral Areas B, C and D could be approximately \$215,000 annually. This is based on the maximum amounts incurred annually for each of the identified electoral areas in the period 2020-22, those being \$58,000 (Electoral Area B), \$123,000 (Electoral Area C) and \$45,000 (Electoral Area D). Part of the revenue requirements for the service may continue to be met through FireSmart grants but these grants have been reduced from the level of previous years. This means that the FireSmart grant program cannot be relied upon to provide sustainable funding for an annual wood chipping service. In order to maintain the services levels of previous years, it would be necessary to recover a portion of the operating costs through property taxation or user fees while utilizing grant funding to offset costs in years when those are available. To raise the estimated \$215,000 through requisition within the above electoral areas would require a residential tax rate of approximately \$0.06 per 1,000 of property assessment.

Should the Regional District move forward with a wood debris removal (chipping) service it would need to adopt a bylaw to authorize access to the local tax base. The bylaw will also need to define the boundaries of the service (benefitting) area, the method of sharing annual costs between properties, and the maximum amount that may be requisitioned in any given year. In accordance with the *Local Government Act*, the costs of operating a Regional District service must be charged against the area receiving the benefit of that service.

**ALTERNATIVES**

Option A – THAT the Committee recommend that the Regional District establish a wood debris removal service within Electoral Areas B, C and D that reflects funding by grants only.

Option B – THAT the Committee recommend that the Regional District establish a locally financed wood debris removal service within Electoral Areas B, C and D that assumes some level of grant funding will continue to be provided.

**RECOMMENDATION**

THAT the report from the Chief Administrative Officer be received.

Respectfully:

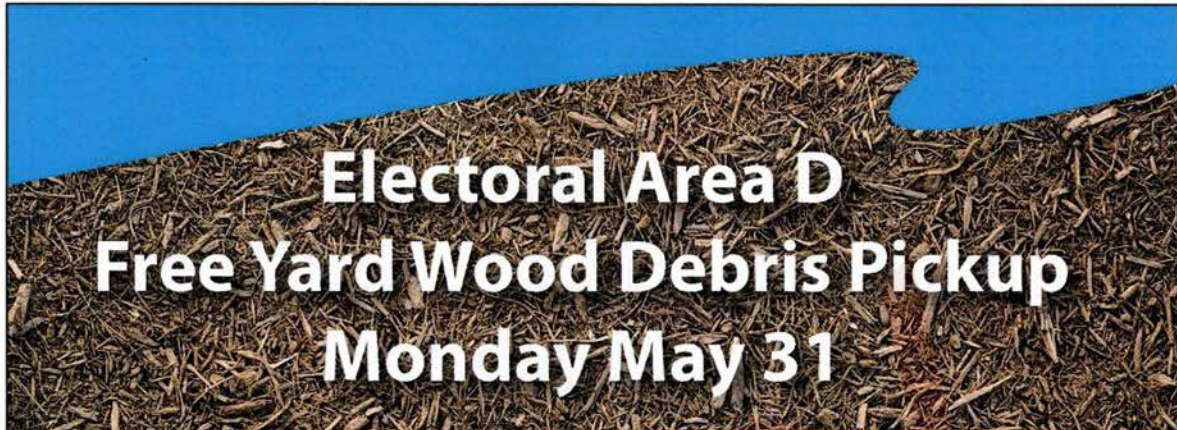


\_\_\_\_\_  
David Leitch  
Chief Administrative Officer

**Prepared by:** S. Koopman, Manager of Emergency Services

**Attachments:** A – Wood Debris Pickup Promotional Poster

Attachment 'A' – Wood Debris Pickup Promotional Poster



Electoral Area D residents residing between the Oyster River and Jubilee Parkway please FireSmart your home and property by bringing excess wood debris to the end of your driveway by 9:00 am Monday May 31st. Depending on how many residents participate, it may take a couple of days for the chipper to get to your property.

Debris will be disposed of for free as part of the FireSmart Community Chipper program offered through the 2021 Community Resiliency Investment grant.

No sign-up is required but if you feel your driveway may be hard to locate then please let us know and we'll put you on a special list.



### Rules

- No rocks, no nails & no roots.
- Ideally all the “butt ends” of branches are pointed the same way so they can be fed efficiently into the chipper.
- Tree trimmings must be under 16 cms in diameter and 10 m length max.
- No invasive species such as Scotch Broom, English Holly, Giant Hogweed and Knotweed.
- The contractor reserves the right not to pickup any piles that they feel does not meet these rules.
- Do not block traffic by piling debris on the road.
- Any debris brought to the end of driveways after 9 am on May 31st may not be picked up.
- Wood chips cannot be returned to residents as they are considered fuel under the FireSmart principles. The SRD requested a grant policy amendment to allow wood chips to be returned to residents, however this request was denied.

Questions or comments, please contact:  
Shaun Koopman - Strathcona Regional District  
Protective Services Coordinator



250-830-6702 | preparedness@srd.ca  
www.srd.ca/emergency-management



## STAFF REPORT

---

**DATE:** April 16, 2024 **FILE:** 0550-04 Board

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** INVESTIGATION OF WOOD CHIPPING SERVICE

### PURPOSE/PROBLEM

To consider a recommendation from the Electoral Areas Services Committee that the Regional District investigate the feasibility of establishing a service to cover annual wood chipping and debris removal operations.

### EXECUTIVE SUMMARY

The topic of the annual wood chipping and removal operations within the electoral areas was discussed at the April 10, 2024 meeting of the Electoral Areas Services Committee at which time the following resolution was passed:

Mawhinney/Vonesch: EASC 132/24

THAT a report with cost estimates for providing an annual wood-debris removal (chipping) service for Electoral Areas B, C, and D prepared for consideration of the Electoral Area Services Committee.

If supported by the Board, the report would examine the parameters of such a service, alternative cost recovery and cost-sharing options, and how such a service would align with broader regional initiatives that seek to mitigate wildfire and other environmental concerns.

The following actions are offered in support of the Committee's recommendation.

### RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the feasibility of establishing a service to cover annual wood chipping and debris removal operations within Electoral Areas B, C and D be investigated, and

THAT a further report with recommendations be prepared for further consideration following the investigation.

Respectfully,

A handwritten signature in blue ink, appearing to read "Dave Leitch", is written over a horizontal line.

Dave Leitch  
Chief Administrative Officer

*Prepared by: T. Yates, Corporate Services Manager*

COPY