

Rioux, Luke MUNI:EX

From: Director Brooks-Hill <DBrooks-Hill@csrd.bc.ca>
Sent: May 2, 2019 11:46 AM
To: Jennifer Sham; Emergency Management, Deputy Minister EMBC:EX
Cc: Deputy Minister ENV:EX; Deputy Minister, MAH:EX; tbarnes@miabc.org; gmacisaac@ubcm.ca; Director Brooks-Hill; Director Cathcart; Director Demenok; Director Golden; Director Martin; Director Revelstoke; Director Salmon Arm 1; Director Salmon Arm 2; Director Sicamous; Director Simpson; Director Talbot; Charles Hamilton
Subject: Re: Erosion along Newsome Creek and BC Supreme Court Decision, Waterways Houseboats Ltd v BC 2019 BCSC 581

Interesting subject matter there. That looks like a good argument to me unless the Province can come up with some legal justification we are unaware of.

Nice work!

David Brooks-Hill
CSRD Area B Director
Cell: 2504632071

From: jsham@csrd.bc.ca
Sent: May 2, 2019 11:36 AM
To: emergency.management.deputy.minister@gov.bc.ca
Cc: DM.ENV@gov.bc.ca; mah.deputyminister@gov.bc.ca; tbarnes@miabc.org; gmacisaac@ubcm.ca; DBrooks-Hill@csrd.bc.ca; KCathcart@csrd.bc.ca; PDemenok@csrd.bc.ca; CMoss@csrd.bc.ca; RMartin@csrd.bc.ca; gsulz@csrd.bc.ca; KFlynn@csrd.bc.ca; CEliason@csrd.bc.ca; TRysz@csrd.bc.ca; JSimpson@csrd.bc.ca; RTalbot@csrd.bc.ca; chamilton@csrd.bc.ca
Subject: Erosion along Newsome Creek and BC Supreme Court Decision, Waterways Houseboats Ltd v BC 2019 BCSC 581

Good morning,
Please see attached for a letter from CSRD CAO, Charles Hamilton.
Thank you,

Jennifer Sham, MCIP RPP
Assistant Deputy Corporate Officer
Columbia Shuswap Regional District
D: 250.833.5922 | **F:** 250.832.3375 | **TF:** 1.888.248.2773
E: jsham@csrd.bc.ca | **W:** www.csrd.bc.ca



Please consider the environment before printing this e-mail

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

Rioux, Luke MUNI:EX

From: Director Cathcart <KCathcart@csrd.bc.ca>
Sent: May 2, 2019 11:44 AM
To: Jennifer Sham
Cc: Emergency Management, Deputy Minister EMBC:EX; Deputy Minister ENV:EX; Deputy Minister, MAH:EX; tbarnes@miabc.org; gmacisaac@ubcm.ca; Director Brooks-Hill; Director Demenok; Director Golden; Director Martin; Director Revelstoke; Director Salmon Arm 1; Director Salmon Arm 2; Director Sicamous; Director Simpson; Director Talbot; Charles Hamilton
Subject: Re: Erosion along Newsome Creek and BC Supreme Court Decision, Waterways Houseboats Ltd v BC 2019 BCSC 581

Excellent letter Charles. I look forward to the reply.
Karen

Sent from my iPhone

On May 2, 2019, at 12:36 PM, Jennifer Sham <jsham@csrd.bc.ca> wrote:

Good morning,
Please see attached for a letter from CSRD CAO, Charles Hamilton.
Thank you,
Jennifer Sham, MCIP RPP
Assistant Deputy Corporate Officer
Columbia Shuswap Regional District
D: 250.833.5922 | **F:** 250.832.3375 | **TF:** 1.888.248.2773
E: jsham@csrd.bc.ca | **W:** www.csrd.bc.ca

Please consider the environment before printing this e-mail

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



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csr.bc.ca

May 2, 2019

File: 7130 25 34

Via email – Emergency.Management.Deputy.Minister@gov.bc.ca

Lori D. Halls
Deputy Minister, Emergency Management BC
Ministry of Public Safety and Solicitor General
P.O. Box 9850
Stn Prov Gov't
Victoria, BC V8W 9T5

Dear Ms. Halls:

**Re: Erosion along Newsome Creek and BC Supreme Court Decision
Waterways Houseboats Ltd v. British Columbia 2019 BCSC 581**

The Chair of the Columbia Shuswap Regional District (CSRD), Ms. Rhona Martin, has requested that I write to you in response to the Minister's April 24, 2019 response to our earlier correspondence regarding the erosion along Newsome Creek and the matter of responsibility to address the situation.

There is perhaps a need at this stage to try to bring some clarity to the fine legal distinction between rights and obligations, so far as flood mitigation steps are concerned.

To be clear, this is now not a case of an emergency response, but rather ongoing flood hazard management.

While we appreciate that the CSRD could apply for funding that might have financed certain works and while we could, subject to procedural processes, undertake some of this work, I think the Minister has mis-stated the point by saying that "Provincial legislation assigns responsibility for flood hazard management to local authorities; this includes addressing erosion along streams."

As an example of why local governments are reluctant to step into such matters I would refer you to the very recent Supreme Court of BC decision in *Waterway Houseboats Ltd. v British Columbia 2019 BCSC 581*. There, the District of Sicamous was found partially liable for significant damages purely as a result of its good faith attempts to work with the Province and obtaining, albeit reluctantly, *Water Act* approvals to do mitigation works after an earlier flood incident. On our reading of the Court's decision, the local government would have had no liability if it had simply allowed the Province to deal with this situation. Instead, it was found to be strictly liable for the damages that arose out of the restoration works as approved under the *Water Act*.

The Court stated the starting point here quite concisely:

"[306] The *Water Act* is strict. The Province has complete control over the use of water and over any changes to streams, stream beds or bridges spanning streams. That authority is granted to the Province for good reason."

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
REVELSTOKE
SALMON ARM
SICAMOUS

Based on the Court's analysis above, we remain confused by the Minister's assertion that "provincial legislation assigns flood hazard management to local authorities". Is there an Act other than the *Water Act* that is applicable here that we are not aware of?

In this sort of situation, I trust that you will appreciate that a local government -- that at the outset has no real liability risk -- will be increasingly reluctant to voluntarily assume the risk transfer from the Province arising out of the necessary approval process.

A second issue is that as a regional district we have no service established to fund these works and so it is not clear to me that we would have the authority to levy a tax in order to be able to act in this situation. If local governments are going to be compelled by the Province to deal with such unfunded mandates, then it would seem that significant changes to the *Local Government Act* may be necessary. Since these amendments would, amongst other things, likely expand significantly the ability to borrow without assent, we would imagine that a broad level of public consultation would be appropriate.

The bottom line here however is that this issue is not restricted to the CSRD or Newsome Creek -- it has Province wide implications for local government.

The Sicamous judicial experience described above is a clear warning to all local governments as to the dangers of stepping into a scenario where it assumes this significant risk exposure. Even at that, it would seem that the policy justification of the entire regional district expending significant public dollars to protect a smaller portion of the area raises other concerns of fairness.

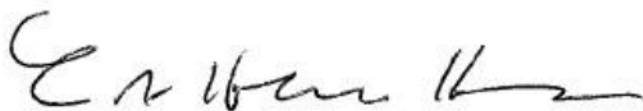
In all of these circumstances I do not see what the policy or legal justification would be for the CSRD to step in when, as the Court noted: "The Province has complete control That authority is granted to the Province for good reason."

We are certainly willing to meet with senior officials to discuss this issue further.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:



Charles A. Hamilton
Chief Administrative Officer

cc: John Allan, Deputy Minister of Forests, Lands & Natural Resource Operations & Rural Dev.

via email only:

Mark Zacharias, Deputy Minister of Environment & Climate Change Strategy

Kaye Krishna, Deputy Minister of Municipal Affairs & Housing

Tom Barnes, CEO and General Counsel, Municipal Insurance Association of BC

Gary MacIsaac, Executive Director, UBCM

Chair & Directors, Columbia Shuswap Regional District

Rioux, Luke MUNI:EX

From: Lynda Shykora <LShykora@csrd.bc.ca>
Sent: October 22, 2020 11:05 AM
To: Minister, MUNI MUNI:EX
Subject: Copy of letter to Area C Columbia Shuswap Regional District resident re Regional Governance

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good morning, Minister Robinson,

Please refer to the attached letter from Charles Hamilton, Chief Administrative Officer, CSRD in response to a letter from an Electoral Area C resident. You will note that both the letter of October 9, 2020 addressed to CSRD Chair and CAO, re Regional Governance, and the CSRD's response to the resident have been redacted in terms of personal information.

The CSRD's Chair Flynn and CAO Hamilton wanted to bring to your attention the suggestions made by the CSRD area resident in regards to regional governance. For your information.

Regards,

Lynda Shykora

Deputy Manager, Corporate Administration Services

Columbia Shuswap Regional District


D: 250.833.5939 | **TF:** 1.888.248.2773 | **C:** 250.804.9134

E: lshykora@csrd.bc.ca | **W:** www.csrd.bc.ca



Please consider the environment before printing this e-mail

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



09 Oct, 2020

CAO Columbia Shuswap Regional District
Chairman Columbia Shuswap Regional District
Salmon Arm, BC

REGIONAL GOVERNANCE

'Many forms of Government have been tried, and will be tried in this world of sin and woe. No one pretends that democracy is perfect or all-wise. Indeed, it has been said that democracy is the worst form of Government except for all those other forms that have been tried from time to time....'

Winston S Churchill, 11 November 1947

Dear Mr. Hamilton and Chairman Flynn;

I write this today based on recent initiatives undertaken by CSRD to respond to what many feel are deficiencies in the Regional Governance System in The Columbia Shuswap Regional District.

My concern is that in this throwaway society, when something is no longer deemed serviceable or useful, the first instinct is to get rid of it and replace it with something that may or may not give the user satisfaction. Environmentally we see the negative results of these practices globally in the form of polluted Oceans, Lakes, Rivers and land mass. The human waste footprint is enormous and in spite of heroic efforts by all, continues to grow at an alarming rate. I submit that post world war 2, when consumer goods and technology became more widely available, that consumerism took hold, but initially it had a huge repair factor to it. Items of value were not replaced but repaired and put back into service, appliances were designed to be maintained for up to twenty years and beyond with routine servicing. Hundreds of thousands were employed to repair everything from appliances to automobiles. However sadly over time the approach to item longevity changed and manufacturers started to realize that disposable items drew more profitability than items engineered for long stable life. And so, it began, disposable bags, plastic bottles, diapers, major appliances with five-year life spans, etc., and landfills and oceans began to fill. Today we deal daily with the folly of those decisions which brings me to the reason of this letter.

Regional Governance

In the current Blind Bay Incorporation study and issues such as the removal of Economic Development from the Region's mandates, the common denominator when there is discussion is a dissatisfaction with the Regional Governance System, a view shared by many, even some of our own directors. The lack of autonomy of effective services, and the feeling that others as far away as 200 km have the ability to decide on issues that may affect only one area.

So, Sirs, my question is simple, if there is consensus that Regional Governance in its current form does not satisfy the needs of the electorate it serves, then can it not be repaired?

I know that we are governed under the municipalities act, can it not be amended, and or re-legislated to give greater voice to individual areas with specific area concerns. Cannot mandated services be better audited in order to give maximum service in a cost-effective manner to all that come under that umbrella? And lastly can effective sober second thought in the form of debate, weight, and even an opposition of thought that can argue on behalf of the citizen on matters that may or may not be in the best interest of the greater populace be better enforced? (there appears to be little evidence of that on meeting minutes)

I share concern with many that simply disposing of one form of governance for another because one is dissatisfied with a particular or set of services that do not meet once vision of effective governance is not necessarily the right approach to anything. We collectively spend hundreds of thousands of dollars doing studies and investigating as an example incorporation, even have a second option, but no mention of examining why there is this sentiment in the first place, and what can be done for the service or governance to remain viable to the voting public.

I am one that believes that even with its inherent flaws that the Regional Governance Model is still the most cost-effective manner to protect the region that it is responsible for, but I as many do feel that there are deficiencies that should be addressed and dealt with as actual policy amendments to the Municipalities Act in order to maintain that viability in today's world of changing demographics. Small unincorporated areas in BC of which there are many have a significant voice under the current legislation and access to services that would probably not be available or be totally unaffordable if there was no representation.

In closing, Gentlemen, we see the folly every day of the mindset that "if it is no longer meeting our needs or it is not shiny enough that we will just get rid of it and get something else" that may or may not provide long term satisfaction, and I suggest that Regional Governance should not fall into that category. That in fact all effort reasonable

should be taken to amend and repair the perceived deficiency and that throwing out the baby with the bath water should not be the first solution in anything, but rather the last.

I thank you for your time and consideration in this matter.

Most Sincerely

A solid black rectangular box used to redact the signature of the sender.



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csr.d.bc.ca

October 13, 2020

File No. 0220-01

Via Email to: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]:

Re: Regional Governance

This letter is to acknowledge receipt of your letter dated October 9, 2020 in regards to Regional Governance and the observations and comments that you have offered about the efficacy of the current system.

We appreciate the time you have taken to relay your thoughts on the matter of the regional governance system that is currently in place. Because you have mentioned that you feel there are some deficiencies that ought to be addressed to improve the regional governance model, we have taken the liberty of providing a copy of your letter to the Minister of Municipal Affairs and Housing, for information.

Regards,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:

Charles Hamilton
Chief Administrative Officer

cc: Kevin Flynn, Chair, CSR D
The Honourable Selina Robinson, Minister of Municipal Affairs and Housing

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
REVELSTOKE

SALMON ARM
SICAMOUS

May 20, 2021

Columbia Shuswap Regional District
555 Harbourfront Drive NE
PO Box 978
Salmon Arm, BC, V1E 1P1

ATTENTION: JENNIFER SHAM
DEPUTY MANAGER CORPORATE ADMINISTRATION SERVICES

Dear Ms. Sham:

REFERENCE: SORRENTO-BLIND BAY INCORPORATION STUDY
REQUESTED BUDGET AMENDMENT; WORK PROGRAM UPDATE

The purpose of this letter is twofold: to request an increase of \$21,000.00 to the consulting budget for the *Sorrento-Blind Bay Incorporation Study*; and to present an updated work program for the remaining portion of the *Study*.

BUDGET REQUEST

On September 9, 2019, Neilson Strategies Inc. (NSI) submitted to the Columbia Shuswap Regional District (CSRD) a proposed work program, timeline and budget to undertake the *Sorrento-Blind Bay Incorporation Study*. The proposed work program consisted of eight (8) stages to be completed over a total of fifteen (15) months, ending in January, 2021. A total of nine (9) meetings of the Sorrento-Blind Bay Incorporation Study Committee were identified in the work program and included in the proposed budget. The anticipated cost of the research, analysis, report writing and work with the Committee totalled \$89,500.00. An additional \$29,000.00 was budgeted for community engagement, for a total project budget of \$118,500.00, plus GST.

Billings to Date

As of May 1, 2021, total project billings were \$95,857.50. This amount, which will grow to \$99,000.00 by the end of May, 2021, has been used to complete the first three stages of the work program, including the development of twenty-five (25) detailed service sheets in Stage Three of the program to outline, for each local government service, the service delivery, governance, financial, property tax and other implications associated with the incorporation and default (i.e., two electoral area) scenarios. The billings-to-date have also been used to develop and present the

multi-year operating budget for a new Sorrento-Blind Bay Municipality, and set of sample property tax notices. Both of these documents were called for in Stage Four of the work program.

Additional Committee Meetings

The consultants' proposal identified the need, and earmarked funds, for a total of seven (7) Study Committee meetings during the first four stages of the work program. To date, there have been ten (10) meetings; at least one (1) additional meeting will be required to complete the Stage Four review of the multi-year operating budget and tax notices. By the end of Stage Four, there will have been at least eleven (11) meetings held with the Committee.

Based on the growing level of discussion and community interest, the consultants anticipate that the Committee will seek to hold a total of three (3) additional meeting during the next three stages of the Study, including the preliminary report (Stage Five), community engagement (Stage Six) and final report (Stage Seven) stages. In all, the final number of Committee meetings for the Study will be at least fourteen (14) rather than the nine (9) set out in the consultants' work program.

The number of meetings has grown for the following three reasons:

- *Committee Interest* — The Committee has demonstrated considerable diligence in its efforts to understand, scrutinize, debate and endorse the service and governance analyses presented by the consultants. To be clear, the Committee's diligence is entirely appropriate and admirable, and is welcomed by the consultants. The exercise of such diligence, however, can result — indeed, has resulted — in the need for more of the consultants' time than originally anticipated. Each Committee meeting requires a certain (often significant) amount of preparation on the part of the consultants — preparation that typically involves responding to inquiries from individual Committee members, contacting government authorities for new information, and preparing briefing materials.
- *COVID-19* — When the CSRD appointed the Committee and selected the consultants to undertake the Incorporation Study, all parties expected that the Study would be completed by January, 2021. This timeline, as noted, was set out in the original work program. Following the Committee's meeting of February 12, 2020, however, the first wave of the COVID-19 pandemic occurred and forced the Committee to postpone work until October, 2020. When the decision for a postponement was taken, the consultants had hoped that the budget would not be impacted. Unfortunately, however, the lengthy hiatus resulted in the need for both the consultants and the Committee to spend time reacquainting themselves with the mandate, process and materials.
- *Expanded Scope* — The Incorporation Study focuses on the communities of Sorrento and Blind Bay, both of which are situated within a geographically-defined Incorporation Study Area boundary. The boundary was delineated through a 2018 technical analysis that took into account ten (10) factors and twenty-six (26) accompanying assessment criteria. The

boundary was endorsed by the Ministry of Municipal Affairs and put in place for the Study. Further review of the boundary was excluded from the Study's terms of reference.

At the Committee's second meeting, a small number of residents from the Hendrickson Road area to the east of Balmoral Road expressed strong concerns over the inclusion of their properties in the Study Area. Another small group of residents in the Hilltop Road area expressed similar concerns slightly later in the process. After careful consideration, the Ministry agreed to consider requests from the two groups for exclusion from the area, but only after the consultants' analysis (Stage Three) had been completed. The Ministry advised residents that in making boundary-change decisions, the Minister would take into consideration the recommendations of the Committee and the consultants.

Starting in late 2020, the consultants liaised with the affected residents to fully understand their concerns and their requests. In early 2021, the consultants wrote briefing materials for the Committee and arranged to have the residents appear as delegations. For the better part of one Committee meeting (April 29, 2021), Committee members heard from and debated the concerns of the residents. The consultants participated in the discussions and provided their own recommendations on the requested changes.

To be clear, the boundary issue is important. The Ministry was entirely justified to ask the consultants and Committee to consider the requests for exclusion. The consideration of the boundary, however, was not part of the original project scope on which the consultants' budget was based.

Community Engagement

The process of engaging the residents of Sorrento-Blind Bay in a review of the Incorporation Study findings is expected to begin in early July, 2021. It is likely, given the restrictions on gatherings under COVID-19, that the engagement process will feature fewer in-person events than originally anticipated, at least in the first six weeks of the process. A greater use of online platforms may help to reduce the overall cost of the engagement program from the original budget of \$29,000.00. The potential need for a larger-than-expected number of small online community and stakeholder-group meetings, however, may result in no change to the budget, or may place pressure on the earmarked amount.

Irrespective of the number of events or pressure on spending, the consultants are committed to completing the engagement process within the original \$29,000.00 allotment.

Requested Amount

The consultants request a budget extension of \$21,000.00, plus GST. This extension would bring the total Study budget to \$139,500.00, which would be sufficient to complete all remaining work.

REVISED WORK PROGRAM

The eight (8) stages set out in the original work program have not changed. What has changed, however, is the timing of the overall Study. Figure 1 presents a revised timeline for the remainder of Stage Four through Stage Eight that would allow the Ministry of Municipal Affairs to hold an incorporation referendum in late November, 2021.

Figure 1
Revised Timeline

Work Program Stage	June	July	Aug	Sept	Oct	Nov
4. Op. Budget & Tax Notices	■					
5. Preliminary Report		■				
6. Community Engagement		■	■	■	■	
7. Final Report					■	
— Referendum —						■
8. Summary & Next Steps						■

IN CLOSING

Thank you for receiving this letter and considering our request for a budget increase of \$21,000.00, plus GST. Please contact me directly if you would like any additional rationale for the requested increase, or any additional information about the revised timeline.

Yours truly,

NEILSON STRATEGIES INC.



Allan Neilson, MPA
Principal

cc: Kailey Laidlaw, Senior Planning Analyst, Ministry of Municipal Affairs
John Smith, Chair, Sorrento-Blind Bay Incorporation Study Committee Chair
Charles Hamilton, MPA, CSRD Chief Administrative Officer
Sherry Hurst, MCIP, Leftside Partners Inc.



July 22, 2021

Ref: 267204

Charles Hamilton
Columbia Shuswap Regional District
555 Harbourfront Drive NE
Salmon Arm, BC V1E 4P1

Dear Charles Hamilton,

As requested on May 28, 2021, I am pleased to inform you that the Ministry has committed an additional \$15,000 towards fulfilling the requirements of the Sorrento-Blind Bay Incorporation Study.

This letter provides information and requirements for the following approved grant, that supports the previously funded study:

Project	Amount	Commitment No.
Sorrento-Blind Bay Incorporation Study – Additional Funding	\$15,000	51RS2201

This grant has been approved under the Restructure Planning Grant Program pursuant to the *Local Government Grants Act* and Regulations. Please cite this commitment number in correspondence related to the additional funding.

The following stipulations must be met in order to retain this funding:

- a) The Columbia Shuswap Regional District must use the grant funding solely for the purpose of this project and for defraying the costs of undertaking, completing, and providing written reports to the Ministry of Municipal Affairs (Ministry) on the Study;
- b) Follow the terms and conditions set out in the Cost-Share Agreement dated August 7, 2019 (Project No. 51RS2001) and subsequent modification agreement dated March 19, 2021.

Sincerely,

Marijke Edmondson, Director
Governance and Structure Branch
Ministry of Municipal Affairs

pc: Kailey Laidlaw, Kailey.Laidlaw@gov.bc.ca, Ministry of Municipal Affairs
Jennifer Sham, jsham@csrd.bc.ca, Columbia Shuswap Regional District

Rioux, Luke MUNI:EX

From: MUNI LG Governance MUNI:EX
Sent: February 11, 2022 11:58 AM
To: Charles Hamilton
Cc: Jennifer Sham; Edmondson, Marijke MUNI:EX; Nicholls, Barrie MUNI:EX
Subject: Sorrento-Blind Bay Incorporation Study and Collaboration Agreement Grant

Good morning,

The attached correspondence is being sent on behalf of Michelle Dann, Executive Director of Governance and Structure with the Ministry of Municipal Affairs, regarding funding for the Sorrento-Blind Bay Incorporation Study and Collaboration Agreement.

Kind regards,

Aidan Moffatt

Administrative Assistant | Governance and Structure
Ministry of Municipal Affairs
Phone: 250 387-4020 | Fax: 250-387-7972



Please consider the environment before printing this email



February 11, 2022

Ref: 269091

Charles Hamilton
Chief Administrative Officer
Columbia Shuswap Regional District
Box 978
Salmon Arm BC V1E 4P1

Dear Charles Hamilton:

The Ministry of Municipal Affairs is pleased to provide \$10,000 to the Columbia Shuswap Regional District (CSRD) to support participation in consultation activities related to the Sorrento-Blind Bay Incorporation Study.

This grant supports the collaboration agreement between the CSRD, the Ministry of Municipal Affairs, and participant Secwepemc communities describing initiatives to strengthen relationships and communication: a cultural heritage overview and an engagement matrix. This letter provides information and requirements for the funding, which may be cited in correspondence as follows:

Project	Amount	Commitment No.
Sorrento-Blind Bay Incorporation Study and Collaboration Agreement	\$10,000	51RS2204

The grant has been approved under the Restructure Planning Grant Program pursuant to the *Local Government Grants Act* and Regulations. Please cite this Commitment Number in all correspondence related to the grant payment.

The following stipulations must be met by the CSRD in order to retain this funding:

- (a) The grant funding must be used for defraying the costs of undertaking, completing, and providing the necessary deliverables for the collaboration agreement, including contributions to the cultural heritage overview and an engagement matrix.
- (b) The grant funding must be used only for reasonable costs related to meeting the CSRD obligations under the attached collaboration agreement that are incurred between January 1, 2022 to June 30, 2022.

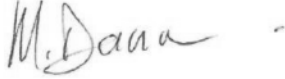
.../2

Charles Hamilton

Page 2

The Ministry project lead will be Barrie Nicholls, Program Analyst, Governance and Structure Branch, Local Government Division and can be reached by telephone at: 778-698-3574; or by email at: Barrie.Nicholls@gov.bc.ca.

Sincerely,

A handwritten signature in dark ink, appearing to read "M. Dann", with a small horizontal line extending to the right.

Michelle Dann

Executive Director, Governance and Structure Branch

pc: Jennifer Sham, Deputy Manager of Corporate Administration Services
Columbia Shuswap Regional District

Marijke Edmondson, Strategic Advisor, Local Government Division
Ministry of Municipal Affairs

Barrie Nicholls, Program Analyst, Governance and Structure Branch
Ministry of Municipal Affairs

Attachment

Page 18 of 30 to/à Page 20 of 30

Withheld pursuant to/removed as

s.16 ; s.18 ; s.18.1

Page 21 of 30

Withheld pursuant to/removed as

s.13 ; s.16 ; s.18 ; s.18.1

Page 22 of 30

Withheld pursuant to/removed as

s.16 ; s.18 ; s.18.1

Page 23 of 30 to/à Page 24 of 30

Withheld pursuant to/removed as

s.13 ; s.16 ; s.18 ; s.18.1

Page 25 of 30 to/à Page 26 of 30

Withheld pursuant to/removed as

s.16 ; s.18 ; s.18.1

Rioux, Luke MUNI:EX

From: MUNI LG Governance MUNI:EX
Sent: April 12, 2022 4:30 PM
To: Charles Hamilton
Subject: Grant Letter 51 RI 2206 - Administration of the Incorporation Vote for Sorrento-Blind Bay

Good afternoon,

The attached correspondence is being sent on behalf of Michelle Dann, Executive Director of Governance and Structure with the Ministry of Municipal Affairs, regarding Grant Letter 51 RI 2206 - Administration of the Incorporation Vote for Sorrento-Blind Bay.

Kind regards,

Aidan Moffatt

Administrative Assistant | Governance and Structure
Ministry of Municipal Affairs
Phone: 250 387-4020 | Fax: 250-387-7972



Please consider the environment before printing this email



April 12, 2022

Ref: 270071

Charles Hamilton
Chief Administrative Officer
Columbia Shuswap Regional District
555 Harbourfront Drive NE
Salmon Arm, BC V1E 4P1

Sent via email: chamilton@csrd.bc.ca

Dear Charles Hamilton:

In March 2021, then Minister of Municipal Affairs, Hon. Josie Osborne, wrote to Mr. John Smith, Chair of the Sorrento-Blind Bay Municipal Incorporation Study Committee, outlining the Provincial Offer of Restructure Assistance (Offer).

Part of the Offer is funding to administer the incorporation referendum. As the vote is being administered by the staff at the Columbia Shuswap Regional District, the Regional District is being given a grant of up to \$30,000 for the costs related to the referendum. This letter provides information and requirements for the following approved project:

Project	Amount	Commitment No.
Administration of the Incorporation Vote For Sorrento-Blind Bay	\$30,000	51 RI 2206

The grant has been approved under the Restructure Planning grant Program pursuant to the *Local Government Grants Act* and Regulations. Please cite this commitment number in all correspondence about the Vote (Project).

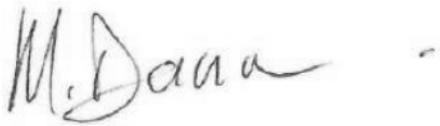
The amount of the grant that will be paid is the actual local government costs attributable to the approved project to a maximum of the approved grant. The deadline for completion of the approved project and submission of the request for payment is July 31, 2022.

.../2

Schedule A to this letter specifies the terms and conditions of the grant. The schedule must be signed by the chief administrative officer and returned to the Ministry of Municipal Affairs to indicate acceptance of the terms and conditions. Please provide your financial administrator with a signed copy of Schedule A.

As always Ministry staff are able to assist, if questions arise. Karen Lynch can be reach by telephone (778) 698-3229 or via email Karen.Lynch@gov.bc.ca.

Sincerely,

A handwritten signature in dark ink, appearing to read "M. Dann", followed by a small horizontal dash.

Michelle Dann
Executive Director

Enclosure

pc: Jennifer Sham, Deputy Manager of Corporate Administration Service, jsham@csrd.bc.ca
Karen Lynch, a/Director, Governance and Structure, karen.lynch@gov.bc.ca

Schedule A

**Columbia Shuswap Regional District - \$30,000
Restructure Implementation Grant for
Sorrento-Blind Bay Incorporation Vote
– Terms and Conditions –**

A. Project Commitment Number

The project commitment number assigned to this grant is 51 RI 2206. The project commitment number should be quoted on all correspondence related to this project.

B. Eligible Costs

Local government costs attributable to the conduct of the incorporation vote as directed by Minister's Order 0086/2022 in accordance with Parts 3 and 4 of the *Local Government Act*, incurred after the issuance of the Ministerial Order, are eligible for payment of the grant.

C. Provincial Contribution

The amount of the grant that will be paid for this project is the actual costs incurred by the Columbia Shuswap Regional District and attributable to the project approved for grant purposes to a maximum of the approved grant.

D. Deadline

The deadline for completion of the approved project and submission of the request for payment is July 31, 2022.

E. Project completion/Deliverable

July 31, 2022

F. Payment of Approved Grants – Payment Request must include:

1. Evidence of completion of the approved project, including copies of any documents, reports or results of the voting process.
2. Submission of certification by the chief financial officer of the actual costs to the Columbia Shuswap Regional District attributable to the project which were incurred after the date that Ministerial Order 0086/2022 was signed. The certification must include the following statement:

"I certify that eligible costs as stated have been incurred by the local government, are attributable to this project, have been incurred after <applicable date>, are correct, and are net of the Municipal GST rebate".

G. On behalf of the Columbia Shuswap Regional District, I accept the terms and conditions of this schedule.

Date: _____ Signature: _____

Title: _____

Please return the dated signed Schedule to:

Karen Lynch, a/Director
Governance and Structure Branch
Ministry of Municipal Affairs
PO Box 9839 STN PROV GOVT
Victoria, BC V8W 9T1