

To: Regional and Corporate Services Committee

Date: 2024-09-12

From: Beth Klein, Controller/Deputy CFO

File No:

**Subject: 2024 Conversion Bylaws and Requisition Maximum updates**

**Reviewed by:** Kelly Lownsbrough, Director of Corporate Services/CFO

Jennifer Kinneman, Chief Administrative Officer

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board give three readings and adoption to the *Fraser Valley Regional District Noxious Weed Control Service Area Conversion and Establishment Bylaw No. 1750, 2024*.

**THAT** the Fraser Valley Regional District Board give three readings and adoption to the *Fraser Valley Regional District North Cultus Lake Sewer Parcel Tax Amendment Bylaw No. 1751, 2024*.

**THAT** the Fraser Valley Regional District Board give three readings and adoption to the *Fraser Valley Regional District Recreation Programming Service Area Conversion and Amendment Bylaw No. 1752, 2024*.

**THAT** the Fraser Valley Regional District Board give three readings and adoption to the *Fraser Valley Regional District Air Quality Management Service Area Merger and Establishment Bylaw No. 1753, 2024*.

**THAT** the Fraser Valley Regional District Board give three readings and adoption to the *Fraser Valley Regional District Regional Library Service Area Merger and Establishment Bylaw No. 1591, 2020*.

### BACKGROUND

As part of the Financial Planning process, the FVRD will set tax requisition levels through the Financial Planning Bylaw for 5-year increments (confirmed and approved annually). As required by the Local Government Act (LGA), the FVRD is also required to adopt Service Area Establishing Bylaws, setting the maximum allowable requisition for each Service Area, with some exceptions. Periodically, Staff complete a review of the Financial Plan (the Plan), to ensure it does not exceed the maximum requisition stated in the Establishing Bylaw.

The legislation regarding service area establishment has changed over time and any services established under the previous Municipal Act must be converted to an FVRD Service Area bylaw to include the content required in the LGA as soon as a natural opportunity arises. When there is a requirement to amend a bylaw requisition limit, staff consider the amendment to be a natural

opportunity to also convert services into formal Service Areas where applicable. The conversions will be included in the amendment bylaws where necessary and where there is no outstanding debt.

In addition, the merger of service areas that were established prior to the amalgamation of Regional District of Fraser-Cheam (RDFC), Dewdney-Alouette Regional District (DARD) and Central Fraser Valley Regional District (CFVRD) to form the Fraser Valley Regional District, but are today considered regional services, can simplify accounting processes and tracking.

## **DISCUSSION**

As part of the 2025 Financial Planning process, an initial administrative review of requisition levels has been conducted to ensure Service Area Establishment bylaws have adequate taxation limits and are converted or merged post-amalgamation. Staff are proposing revisions to maximum taxation levels based on the 5-year Financial Plan adopted in 2024 to allow sufficient time for ministry approval prior to taxation based on the 2025 Financial Plan. The following bylaws require an amendment to the maximum requisition:

- Noxious Weed Control (Bylaw 1750, 2024)
- Recreation Programming (Bylaw 1752, 2024)
- Air Quality Management (Bylaw 1753, 2024)

Although the Library Service Bylaw 1591, 2020 merging and establishing the Library Service Area, does not require a stated maximum requisition, this service area can be merged post-amalgamation for simplifying accounting processes and is attached to this report.

In addition, the North Cultus Sewer Parcel Tax Bylaw No. 1499, 2018 stating the Parcel Tax maximum amount, has been updated to be consistent with the taxation maximums established in North Cultus Sewer Service Area Establishment Bylaw No. 876, 1989. Staff are amending the Parcel Tax bylaw to preserve the taxation maximums already established in 1989.

All amended bylaws are attached to this report for review and include the amended maximums. Bylaw No. 1750, 1752, and 1753 will further require municipal consent and ministry approval prior to final adoption.

## **COST**

These bylaw changes are administrative in nature and set the maximum limit to taxation, as per the requirements in legislation. Annual taxation is based upon the annually approved Financial Plan.

## **CONCLUSION**

As a step in the financial planning process, there are bylaws proposed to be amended, increasing the maximum requisition based on the Financial Plan adopted in 2024 and converting these bylaws to Service Areas as legislation requires.