

Regional Districts and the *Community Charter* A Pocket Guide – Update 2010

Ministry of Community and Rural Development August 2010



Regional Districts and the *Community Charter*A Pocket Guide – Update 2010

The local government system in British Columbia is comprised of municipalities, regional districts and other special purpose bodies such as improvement districts and the Islands Trust. The legislation that applies to the Province's largest municipality – the City of Vancouver – is contained in the *Vancouver Charter*. Prior to January 1, 2004, the primary legislation that applied to all other municipalities, regional districts and improvement districts was the *Local Government Act*.

On January 1, 2004, the Provincial Government (Province) fundamentally changed the legislation for municipalities and created a separate Act for them – the *Community Charter*. At the same time, most of the provisions that applied to municipalities were removed from the *Local Government Act*. However, in order that some of provisions in the *Community Charter* could apply equally to regional districts - such as conflict of interest provisions - cross references were built into the *Local Government Act*.

This Guide has been created as a convenient reference to show which of the provision in the *Community Charter* apply to regional districts.

The *Community Charter* is divided into 9 Parts. Each Part is divided into Divisions and each Division is divided into Sections. On the left-hand side of each page in the Guide the letters RD appear along with an arrow that points to either a Division, or to a Section.

Where the points to a Division, the letters RD appear in **Boldface** type and all of the sections in that Division apply to regional districts.

Where the points to a Section, that Section applies to regional districts. On the right-hand side of the page, the Section of the *Local Government Act* that cross-references the *Community Charter* provisions is notated along with the acronym - LGA.

This Guide is intended for convenience purposes only and is not a substitution for the legislation. The *Community Charter* and the *Local Government Act* are free to the public and can be accessed through the Internet at http://www.bclaws.ca/ The legislation is also available at most local libraries. Copies of the legislation can be ordered from:

Electronic Publishing
Queen's Printer for British Columbia

Phone: 604 927-2914 Toll Free: 1 866 236-5544

Fax: 604 927-2025

Email: BC.Laws@gov.bc.ca

The Ministry of Community and Rural Development's website contains information about the local government system as well as a .pdf version of this Guide at: http://www.cd.gov.bc.ca/lgd/

Part 1 – Principles, Purposes and Interpretation

- 1 Principles of municipal governance
- 2 Principals of municipal-provincial relations
- 3 Purposes of Act
- 4 Broad interpretation
- RD **S** Definitions and other interpretation rules

LGA s. 5 and s. 5.1

Part 2 – Municipal Purposes and Powers

Div 1 - Purposes and Fundamental Powers

- 6 Municipalities and their councils
- 7 Municipal purposes
- 8 Fundamental powers

RD 9 Spheres of concurrent authority

In relation to health bylawsLGA s. 523 (2)In relation to building bylawsLGA s. 693.1 (2)In relation to soil bylawsLGA s. 723 (4)

Div 2 - Scope of Jurisdiction

- 10 Relationship with Provincial laws
- 11 Area of jurisdiction

Div 3 - Ancillary Powers

- 12 Authority to establish variations, terms and conditions
- 13 Services outside municipality
- 14 Inter-municipal service, regulatory and other schemes
- 15 Licensing and standards authority
- RD 16 Authority to enter on or into property LGA s. 314.1 (1)
 - 17 Municipal action at defaulter's expense
 - 18 Authority to discontinue providing a service
 - 19 Requirements for security to be paid to municipality
 - 20 Emergency powers

Part 3 Additional Powers and Limits on Powers

Div 1 – Partnering and Other Agreements 21 Partnering agreements 22 Agreements granting exclusive or limited franchises 23 Agreements with other public authorities Div 2 - Restrictions on Providing Assistance Publication of intention to provide certain kinds of assistance 24 RD = 25 General prohibition against assistance to business and exceptions in relation to heritage assistance LGA s. 183.1 (1), (2) Div 3 - Municipal Property 26 Notice of proposed property disposition 27 RD = Exchange or other disposal of park land LGA s. 304 (1) 28 Disposal of water systems, sewage systems and other utilities 29 Municipal ownership of subdivision park land RD = 30 Reservation and dedication of municipal property LGA s. 302 RD = LGA s. 929 (4.1) Div 4 – Expropriation and Compensation 31 General expropriation power 32 Authority to enter on and use property 33 Compensation for expropriation and other actions 34 Appropriation of stream channel or bed without compensation Div 5 - Highways 35 Ownership and possession of highways 36 General authority in relation to highways 37 Inter-municipal boundary highways 38 Temporary traffic restriction and traffic control 39 Additional powers in relation to highways 40 Permanent closure and removal of highway dedication 41 Restrictions in relation to highway disposition, closure or alteration 42 Agreements respecting compensation for extraordinary traffic 43 Agreements respecting municipal equipment on utility poles 44 Agreements to reserve land for highway purpose 45 Highway construction and dikes 46 Use of highways and public places Div 6 - Animal Control 47 Classes of animals 48 Seizure and related powers RD = 49 Special powers in relation to dangerous dogs LGA s. 707.1

Div 7 – Authority in relation to Trees

- 50 Restrictions in relation to authority
- 51 Compensation not payable
- 52 Right to reconsideration by council

Part 3 Additional Powers and Limits on Powers

(continued)

Div 8 -	Building	Regulation
---------	----------	------------

- 53 General authority in relation to buildings and other structures
- 54 Building permits and occupancy permits

RD 🗪	55	Requirement for professional certification	LGA s. 695
RD 🗪	56	Requirement for geotechnical report	LGA s. 695
RD 🗪	57	Note against land title that building regulations contravened	LGA s. 695
RD 🗪	58	Cancellation of note against land title	LGA s. 695

Div 9 - Business Regulation

- 59 Powers to require and prohibit
- 60 Business licence authority
- Restriction on authority to require examination or certification

Div 10 - Other Spheres

- 62 Public place powers
- 63 Protection of persons and property
- Nuisances, disturbances and other objectionable situations
- 65 S Signs and other advertising

Div 11 - Other Powers

- 66 Fire chief powers
- 67 Disposal of property in police possession
- 68 Restriction on authority to fluoridate
- 69 Specific authority in relation to drainage, sewage and dikes
- 70 Drainage control
- 71 Orders and awards respecting drainage or reclamation works

RD Div 12 – Remedial Action Requirements

In relation to harm to drainage or dikes Generally

LGA s. 546 LGA s. 698

- 72 Council may impose remedial action requirements
- 73 Hazardous conditions
- 74 Declared nuisances
- 75 Harm to drainage or dike
- 76 Time limit for compliance
- 77 Notice to affected persons
- 78 Person affected may request reconsideration by council
- 79 Shorter time limits in urgent circumstances
- 80 Recovery of municipal costs through sale of property

Part 4 – Public Participation and Council Accountability

	Div 1	– Elections, Petitions and Community Opinion	
	81	Election proceedings	
	82	Petitions to council	
	83	Council may seek community opinion	
RD 🗪	Div 2	– Approval of the Electors	LGA s. 797.5 (2)
	84	Approval of the electors	
	85	Assent of the electors	
	86	Alternative approval process	
	87	Matters requiring approval or assent may be combined	
	88	Agreements requiring approval or assent	
RD 🗪	Div 3	– Open Meetings	LGA s. 793 (7)
	89	General rule that meetings must be open to the public	
	90	Meetings that may or must be closed to the public	
	91	Other persons attending closed meetings	
	92	Requirements before meeting is closed	
	93	Application of rules to other bodies	
	Div 4	– Public Notice and Access to Records	
RD 🗪	94	Requirements for public notice	LGA s. 6.4 and s. 794 (1)
	95	Public access to municipal records	. ,
	96	Agreements that require elector approval or assent	
RD 🗪	97	Other records to which public access must be provided	LGA s. 794 (5)
	Div 5	- Reporting	
	98	Annual municipal report	
	99	Annual meeting on report	
RD 🗪	Div 6	- Conflict of Interest	LGA s. 787.1
	100	Disclosure of conflict	
	101	Restrictions on participation if in conflict	
	102	Restrictions on inside influence	
	103	Restrictions on outside influence	
	104	Exceptions from conflict restrictions	
	105	Restrictions on accepting gifts	
	106	Disclosure of gifts	
	107	Disclosure of contracts with council members and forme	er council members
	108	Restrictions on use of insider information	
	109	Court order for person to give up financial gain	
RD 🗪	Div 7	– Disqualification	LGA s. 787.1
	110	Circumstances in which a person is disqualified from offi	ce on council
	111	Application to court for declaration of disqualification	
	112	Status of a person subject to an application	
	113	Costs of an application	

Part 5 – Municipal Government and Procedures

	Div 1	- Council Roles and Responsibilities	
	114	Council as governing body	
	115	Responsibilities of council members	
	116	Responsibilities of mayor	
RD 📥	117	Duty to respect confidentiality	LGA s. 787.1
	118	Size of council	20/13.70/.1
	119	Term of office for council members	
	120	Oath or affirmation of office	
	121	Resignation from office	
		·	
		- Council Proceedings	
RD 📥	122	Exercise of powers by bylaw or resolution	LGA s. 794 (5)
	123	General voting rules	
	124	Procedure bylaws	
	125	Council meetings	
	126	Calling of special council meetings	
	127	Notice of council meetings	
	128	Electronic meetings and participation by members	
	129	Quorum for conducting business	
\	130	Designation of member to act in place of mayor	
RD 🗪	131	Mayor may require council reconsideration of matter	LGA s. 219
RD 🗪	132	Authority of presiding member	LGA s. 227 (2)
RD 🗪	133	Expulsion from meetings	LGA s. 793 (7)
RD 🗪	134	Authority to compel witnesses	LGA 794 (5)
RD 🗪	Div 3	- Bylaw Procedures	LGA s. 794 (5)
•	135	Requirements for passing bylaws	• • •
	136	When a bylaw comes into force	
	137	Power to amend or repeal	
	138	Municipal codes and other general bylaws	
	139	Consolidation of bylaws	
	140	Revision of bylaws	
	Div 4	- Committees, Commissions and Other Bodies	
	141	Standing committees of council	
	142	Select committees of council	
	143	Municipal commissions	
	144	Authority to rescind appointment	
	145	Application of procedure rules to other bodies	

Part 5 - Municipal Government and Procedures

(continued)

Div 5 -	Officers	and	Emp	lo	yees
---------	----------	-----	------------	----	------

- 146 Officer positions
- 147 Chief administrative officer
- 148 Corporate officer
- 149 Financial officer
- 150 General employment matters
- 151 Suspension of officers and employees
- 152 Termination of officers
- 153 Prohibition against interfering with municipal officers and employees

Div 6 - Delegation

- 154 Delegation of council authority
- 155 Special rules respecting delegation of hearings and other proceedings
- 156 Reconsideration of delegate's decisions

Div 7 - Other Matters

- 157 Municipal days of recognition
- 158 Freedom of the municipality
- 159 Notice to municipality
- 160 Notice by municipality: obligation satisfied if reasonable effort made
- 161 Court order allowing substituted service
- RD 162 Certified copies of municipal records LGA s. 794 (5)

 RD 163 Evidence of municipal bylaws and other records LGA s. 794 (5)

Part 6 - Financial Management

Div 1 - Financial Planning and Accountability

- 164 Fiscal year
- 165 Financial plan
- 166 Public process for development of financial plan
- RD 167 Annual financial statements LGA s. 814 (3)
 RD 168 Reporting of council remuneration, expenses and contracts LGA s. 814 (3)

RD **Div 2** – Audit LGA s. 814 (3)

- 169 Municipal auditor
- 170 Audit committee
- 171 Auditor's reports
- 172 Complaints to council or auditor about financial affairs

Part 6 – Financial Management

(continued)

	Div 3 – Expenditures, Liabilities and Investments			
	173	Limits on expenditures		
	174	Limit on borrowing and other liabilities		
RD 🗪	175	Liabilities under agreements	LGA s. 819 (1)	
RD 🗪	176	Liabilities imposed under prescribed enactments	LGA s. 819 (1)	
	177	Revenue anticipation borrowing		
	178	Short term capital borrowing		
RD 🗪	179	Loan authorization bylaws for long-term borrowing	LGA s. 819 (1)	
	180	Elector approval required for some loan authorization bylaws		
	181	Temporary borrowing under loan authorization bylaws		
	182	Municipal financing through regional district		
RD 🗪	183	Investment of municipal funds	LGA s. 814 (3)	
	184	Property accepted in trust		
	185	Ownership of corporations		
	186	Self insurance		
	187	Indemnification against proceedings		
RD 🗪	Div 4	– Reserve Funds	LGA s. 814 (3)	
11.D —	188	Establishment of reserve funds	20/13/024 (3)	
	189	Use of money in reserve funds		
	103	ose of money in reserve runus		
RD 🗪	Div 5	– Restrictions on Use of Municipal Funds	LGA s. 814 (3)	
	190	Purposes for which borrowed money may be used		
	191	Liabilities for use of money contrary to Act		
		• •		

Part 7 – Municipal Revenue

RD In relation to collection of taxes imposed for cost recovery of services in municipalities LGA s. 805.1 (2)

Div 1 – General

- 192 General revenue sources
- 193 Authority for fees and taxes
- 193.1 Interest calculation

Div 2 – Fees

- 194 Municipal fees
- 195 Fees in relation to soil removal and deposit
- 196 Fees in relation to fire and security alarm systems

Part 7 -	- Mur	nicipal Revenue (continued)	
RD 🗪		lation to collection of taxes imposed for cost recovery of servic unicipalities	tes LGA s. 805.1 (2)
RD 🗪	Div 3	- Property Value Taxes In relation to imposing taxes for cost recovery of services in municipalities	LGA s. 805.1 (1)
		In relation to the manner for establishing tax rate	LGA s. 295 (2)
	197	Annual property tax bylaw	LCA - 705 22
	100	In relation to First Nations	LGA s. 795.32
	198 199	Assessment averaging and phasing options Property tax rates regulations	
RD 🗪	Div 4	- Parcel Taxes	
		In relation to imposing taxes for cost recovery of services	LCA - 00F 4
		in municipalities In relation to imposing taxes for cost recovery of services	LGA s. 805.1
		in electoral areas	LGA s. 806.1 (2)
	200	Parcel tax bylaw	LGA 3. 000.1 (2)
	200	In relation to First Nations	LGA s. 795.31 (7)
	201	Property subject to parcel tax	()
		In relation to First Nations	LGA s. 795.32 (2)
	202	Parcel tax roll for purpose of imposing tax	
	203	Content of parcel tax roll	
	204	Parcel tax roll review panel	
	205	Review panel to hear complaints and make corrections	
	206	Authentication of parcel tax roll	
	207	Appeal to Supreme Court from review panel decision	
	208	Updating the parcel tax roll	
	209	Validity of parcel tax roll	
RD 📥	Div 5	– Local Service Taxes	LGA s. 14.2 (4), (5)
•	210	Authority for local area service	, ,, ,
	211	Requirements for establishing a local area service	
	212	Petition for local area service	
		In relation to petitions for electoral area services	LGA s. 797.4 (4)
		In relation to participating electoral area petitions for borrow	-
	213	Local area service on council imitative – subject to petition ag	
	214	Local area service on council imitative – subject to elector ass	ent
	215	Business improvement areas	104 - 707 4 (2)
	216	In relation to mountain resorts Local service taxes	LGA s. 797.1 (3)
	216 217	Borrowing in relation to a local area service	
	217	Enlargement or reduction of local service	
	219	Merging of local service areas	

Part 7 - Municipal Revenue

(continued)

RD In relation to collection of taxes imposed for cost recovery of services in municipalities LGA s. 805.1 (2)

Div 6 - Statutory Exemptions

- 220 General statutory exemptions
- 221 Grandparented pollution abatement exemptions
- 222 Phased farm property tax exemption
- 223 Exemptions under regulations

Div 7 - Permissive Exemptions

- 224 General authority for permissive exemptions
- 225 Partnering, heritage, riparian and other special exemption authority
- 226 Revitalization tax exemptions
- 227 Notice of permissive tax exemptions

Div 8 - Tax Liability of Occupiers

- Taxation of Crown land used by others
- RD **\Rightarrow** 229 Taxation of municipal land used by others

LGA s. 809 (1)

230 Taxation of occupier of exempt land

Div 9 - General Revenue Collection Authority

- 231 Recovery of taxes and fees
- 232 Collection agreements with other taxing authorities

Div 10 - Property Tax Due Dates and Tax Notices

- 233 Options for tax due dates
- 234 General tax collection scheme
- 235 Alternative municipal tax collection scheme
- 236 Owner may elect which scheme to use
- 237 General tax notices
- 238 Persons may request copies of tax notices

Div 11 - Adjustments to Taxes

- 239 Interest on overpayment of taxes
- 240 Adjustments for assessment changes
- 241 Taxation based on supplementary roll
- 242 Apportionment of property value taxes if land subdivided
- 243 Apportionment of parcel taxes if land subdivided

Div 12 - Payment of Taxes

- 244 Application of tax payments
- 245 Taxes in arrears
- 246 Delinquent taxes
- 247 Treatment of outstanding taxes on subdivision or cancellation of subdivision
- 248 Statement of outstanding taxes
- 249 Certificate of outstanding taxes

Part 7 – Municipal Revenue

RD In relation to collection of taxes imposed for cost recovery of services in municipalities LGA s. 805.1 (2)

(continued)

Div 13 - Recovery of Taxes

- 250 Taxes are a special charge on the land
- 251 Liability of assessed owner
- 252 Recovery of taxes by the legal remedy of distress
- 253 Power to accept real property in place of taxes
- 254 Tax sales
- 255 Notice of delinquent taxes on Crown land
- 256 Recovery of taxes on Crown land subject to an agreement for sale
- 257 Recovery of taxes on Crown land held under lease or licence

Div 14 – Recovery of Special Fees

- 258 Special fees may be collected as property taxes
- 259 Special fees that are liens against property

Part 8 – Bylaw Enforcement and Related Matters

Div 1 - Bylaw Enforcement

- 260 Enforcement powers
- RD
 Payment of fines and other penalties to municipality

 LGA s. 266 (2)
 - 262 Recovery of penalty by legal remedy of distress

Div 2 – Offence Act prosecutions

263 Penalties in relation to *Offence Act* prosecutions

RD Div 3 – Ticketing for Bylaw Offences

LGA s. 266.1

- 264 Ticket offences
- 265 Penalties in relation to ticket offences
- 266 laying information and serving ticket
- 267 Choice of paying fine or disputing ticket
- 268 Effect of paying fine
- 269 Hearing of dispute
- 270 Failure to appear at hearing
- 271 Failure to respond to ticket
- 272 Time extensions if person not at fault in failing to respond or appear
- 273 Regulations in relation to ticket offences

RD Div 4 – Enforcement by Civil Proceedings

LGA s. 281

274 Actions by municipality

Div 5- Other Matters

RD
275 Entry warrants LGA s. 847 (1.1)

Part 9 – Governmental Relations

	Div 1	- Provincial-Municipal Relations	
	276	Required consultations	
	277	Consultation agreements	
	278	Enforcement of obligations	
	279	No forced amalgamations	
	Div 2	- Provincial Regulations	
	280	Regulations providing exemptions from approval requirements	
	281	Regulations providing additional powers and exceptions	
RD 🗪	282	General regulation authority	
		In relation to open meetings	LGA s. 793 (7)
		In relation to elector approval	LGA s. 797.5 (2)
		In relation to conflict of interest	LGA s. 787.1
	283	Variation authority	
RD 🗪	Div 3	- Dispute Resolution	CC s. 284-290
	284	Request for assistance in relation to intergovernmental disputes	
	285	Voluntary binding arbitration	
	286	Mandatory binding arbitration	
	287	Final proposal arbitration	
	288	Full arbitration	
	289	General provisions regarding arbitration process	
	290	Implementation of arbitrator's decision	
	291	Regulations respecting arbitrations	
	292	Commencement	
	Sche	dule – Definitions and Rules of Interpretation	
RD 🖶	1	Definitions	LGA s. 5.1
RD 🗪	2	Application of Local Government Act definitions	LGA s. 5
	3	Special rule for Mountain Time Zone	
	4	References to municipal officers	