

Expression of Interest

Months 1-3

- RDCK publicly invites Expression of Interest letters
- System owner submits Expression of Interest letter
- RDCK staff notifies Area Director and Interior Health Authority
- RDCK and system owner meet to discuss application process
- System owner hosts initial community consultation process and demonstrates support from users to continue with application

Assessment

Months 4-8

- System owner retains professional consultant to prepare a system assessment in accordance with the established terms of reference
- To assist with costs of report, staff may apply, on behalf of system, for grant funds. Alternatively, Area Director may assist financially through feasibility study funds
- Consultant submits draft report to RDCK. Staff requests revisions, if necessary
- Consultant sends final report to RDCK and system owner
- RDCK staff develops sample budgets in order to estimate annual water fees and taxation rates

Community Consultation

Months 9-10

- RDCK hosts an initial public meeting to share findings of report and sample budgeting process
- If necessary, RDCK hosts a second public meeting to answer outstanding questions and to gauge level of community support for system conversion
- If Director is satisfied that level of community support is sufficiently high, Board is notified and staff is authorized to prepare for public assent process

Public Assent

Months 11-12

- If referendum is chosen as method of assent, staff administers process
- If petition is chosen as method of assent, RDCK engages local residents to issue petitions and ensure submission
- If petition or referendum is unsuccessful, application process ceases
- If successful, system owner, Interior Health Authority, and BC Assessment are formally notified
- RDCK Board votes on service establishment bylaw, application moves forward if approved; process ceases if not approved
- RDCK staff prepares parcel tax bylaw, and any other relevant bylaws

Upgrades

Months 12-16

- System owner works in consultation with RDCK to coordinate immediately-required system upgrades as identified in the system assessment

Conversion

Months 13-16

- System owner retains legal counsel to prepare Asset Transfer Agreement
- RDCK Board votes on whether or not to accept the assets through the Asset Transfer Agreement, conversion moves forward if approved; process ceases if it is not approved
- RDCK applies for new operating permits and notifies Comptroller of Water Rights if the transfer involves a private system
- RDCK amends Water Rates and Regulations Bylaw to allow for utility billing in accordance with rates communicated during public consultation stage