**Municipal Incorporation: An agenda for discussion**

**Broad First Questions**

1. Intended purpose (growth management, watershed security, economic development…)
2. Is there sufficient public interest to justify effort
3. Should a municipality include Shawnigan alone or a combination with Cobble Hill and or Mill Bay
4. What are the proposed boundary options and their servicing implications
5. How are the Interests of First Nations to be included

**Detailed Considerations**

1. Detailed Boundary definition and implied service obligations
2. Tax base available to support a municipal function by option
3. Governance Model to be adopted
4. Service Model: staffing/contracting models for delivering infrastructure services
5. Relations within CVRD & commitments for support of existing functions
6. Assumption of existing local water and sewage systems
7. Assumption of road and policing costs
8. Assumption of Fire Service (SID)
9. Grants available to municipalities
10. Transition costs and government support
11. Projected Tax cost on residential and business properties by option
12. Affordability of housing within a municipal cost structure

**Decision Issues**

1. Public education on first and second questions and the experience of other municipalities and those aspiring to become municipalities
2. Clarity on regulatory role of a municipality with industrial resource area components; relations with provincial and federal regulatory agency jurisdictions
3. Referendum campaign illustrating potential options
4. Referendum to select an option

**Process Issues**

1. Overall steps to be undertaken and the anticipated length of the process
2. Initiation of the process by Area Director(s) and CVRD Board
3. Agreement to proceed by provincial government; funding of formal studies; position in the pipeline of aspiring communities; liaison with professional ministry staff
4. Establishment of a broadly representative local committee by Area Director(s)
5. Role in the hiring and management of the incorporation consultant (from list provided by Ministry)
6. Committee deliberations and public transparency; frequency of reports; management of communications and consultations
7. Readiness for a referendum; timing in relation to elections or stand alone
8. Civic election to create Mayor and Council or an alternative