



**To:** Lina Gasser, CAO, for the RDKS Board  
**From:** Renee Lukasser, Director of Administration/Corporate Officer/HR  
**Date:** December 15, 2023  
**Re:** Establishing Heritage Park Museum as a Service - Area 'C' & 'E'

**Attachments:**

[Attachment #1 Board-Schedule for Heritage Park Museum Service Establishment](#)  
[Attachment #2 - Proposed Service Area Boundary](#)

**Recommendation:**

That the Board approve:

- 1) the attached timeline for the proposed Heritage Park Museum Service Establishment.
- 2) The estimated service boundary of Electoral Area 'C' and 'E'; the estimated operating cost of \$40,000; and estimated property tax cost of \$0.0277 per \$1,000 of assessed value.

**Background:**

At the November 17, 2023 Board meeting, the Board passed the following resolution:

R235-2023 THAT the Board request staff to commence a community consultation to determine Area C & E residents' support for establishing Heritage Park as a service. Carried.

Subject to the specific limitations and conditions establish under the *Local Government Act*, a regional district board may operate any service that the board considers necessary or desirable for all or part of the regional district, under section 332 of *Act*.

The Heritage Park Museum is located on nearly 2 acres of land. Visitors can explore the areas social, industrial and economic history while walking through the various early 1900s structures. These include a mining cabin, a hotel, the dance hall, a trapper's cabin, and a garden of local Terrace and area heritage plants. The artifacts inside display the creativity and ingenuity of pioneer life in the region. They also rent out the facility for various functions and during the summer they offer guided tours.

In past years the Heritage Park Museum received a grant-in-aid from the RDKS Electoral Area's 'C' & 'E' through their annual allocation from the City of Terrace. Originally Electoral Area's C & E contributed 30% of the Museums request to the City, however several years ago this figure was capped by the RDKS board at \$28,500. For the Museums 2023 request, 30% would have been \$39,121.

Attached is a timeline of actions that will be taken to assess interest in potentially establishing Heritage Park Museum as a Service for residents of Electoral Area's 'C' & 'E' (**Attachment #1**). Staff

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will send information out to residents in the proposed service area to assess their interest and collect feedback on community support for the service and bring this back to the Board.

As the Heritage Park Museum is already established and used by the residents, staff are recommending using the Alternative Approval Process. Staff will gauge from the feedback received if there are reasonable indications that citizens are in favour. The alternative approval process was formerly known as counter-petition. If fewer than 10% of the electors are against the service establishment bylaw, the RDKS can adopt the bylaw and proceed with the matter without holding a referendum.

The proposed service area for the Heritage Park Museum Grant-in-Aid service will be similar to the Terrace Area Recreation and Cemetery Service. This area is included in (**Attachment #2**) and will be refined by RDKS staff as well as the operating cost and property tax cost before communications begin. In 2023 this area had a total assessed value of over \$1.35 billion, including 3,221 residential properties.

Staff is recommending that the Board approve the attached timeline and the service boundary, estimated operating costs, and estimated property tax costs.

**Financial Implications:**

Heritage Park's annual request will fluctuate year to year as will assessed property values, making financial implications of this service a fluid issue. However, if 30% of the Museum's request to the City of Terrace was allocated along with a small administrative charge, and annual operating budget of \$40,000 would result in a property tax rate of \$0.0277 per \$1,000 of assessed value, or approximately \$10.82 per average residential home included in the service area.

**Strategic Plan Objectives:**

- Sustainable Service Delivery

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; Unweighted	Majority

**Prepared by:**

Renee Lukasser, Director of Administration/Corporate Officer/HR

**Approved By:**

Marc Schibli, CFO  
Renee Lukasser, Director of Administration/Corporate Officer/HR  
Lina Gasser, CAO

**Status:**

Approved - 05 Dec 2023  
Approved - 29 Nov 2023  
Approved - 07 Dec 2023

**Timeline for Heritage Park Museum Service Establishment for  
Regional District Board**

DATE	ACTION
November 2023	Board resolution requesting staff to commence a community consultation to determine Area C & E residents' support for establishing Heritage Park as a service.
December 2023	Report to Board Assessment of service boundaries, operating cost estimates, property tax estimates and implementation timetable.
January/February 2024	Send Information out to residents in service area and collect feedback
April 2024	Report to Board a) providing community support and b) request three readings to service establishment bylaw. If successful, bylaw is submitted to Ministry of Municipal Affairs for approval
May 2024	Report to Board: Question for ballot to Board for approval (for Alternative Approval Process).
June 2024	Report to Board a) Bylaws approved by Ministry of Municipal Affairs b) Notice must be published in the public notice posting places and in a locally circulated newspaper once each week for two consecutive weeks. c) Mailout ballots
June/July 2024	Electors responses received
August 2024	Determine assent of the electors
September 2024	Report to Board If elector assent obtained, request approval of adoption of service establishment bylaw.
March 2025	Service Operating Budget adopted by Regional District Board
April 2025	Surveyor of Taxes

