

**THOMPSON-NICOLA REGIONAL DISTRICT**

**Policy and Governance Committee Meeting Agenda**

**FRIDAY, JUNE 26, 2026**

Time: 10:00 AM

Place:

Board Room  
4th Floor  
465 Victoria Street  
Kamloops, BC  
[Zoom Info](#)

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Page

**1. CALL TO ORDER**

**2. FIRST NATIONS LAND ACKNOWLEDGEMENT**

The TNRD acknowledges that we connect with many First Nation Communities across our vast regional district and today are located on the Tkemlúps te Secwépemc territory, situated within the unceded ancestral lands of the Secwépemc Nation. The TNRD appreciates the partnership that we have with Tkemlúps te Secwépemc, and respect the territory and land on which we gather today.

**3. ADDITIONS TO OR DELETIONS FROM THE AGENDA**

**4. MINUTES**

**4.1 Policy and Governance Committee Meeting Minutes for January 21, 2026** 4 - 9

[January 21, 2026 Minutes - Draft](#)

**RECOMMENDATION:**

**THAT, the minutes of the Policy and Governance Committee meeting dated January 21, 2026 be adopted, as circulated.**

**5. REPORTS**

**5.1 Clean Energy Projects Processing and Referrals Policy 13.1.2 Amendment** 10 - 21

Report from General Manager of Development Services, A. Krause, dated June 26, 2026.

The purpose of this report is to seek Policy and Governance Committee support and recommendation for Board approval of amendments to Clean Energy Projects Processing and Referrals Policy 13.1.2, including renaming to “Renewable Energy Projects Processing and Referrals Policy.”

[Committee Report](#)

**RECOMMENDATION:**

**THAT, the Policy and Governance Committee recommend the Board adopt Renewable Energy Projects Processing and Referrals Policy 13.1.2, as amended.**

**5.2 Non-Union Salary Administration Policy 7.2.7**

Report from General Manager of Corporate Services, A. Bennett Arrieta, dated June 26, 2026.

The purpose of this report is to seek Committee input and support for Board adoption of the proposed policy for Non-Union Salary Administration.

[Committee Report](#)

**RECOMMENDATION:**

**THAT, the Policy and Governance Committee recommend the Board adopt Non-Union Salary Administration Policy 7.2.7.**

**5.3 Amendments to Board Policy 5.4.1 Insurance Requirements for TNRD Contractors – Associate Members**

Report from Corporate Officer, M. Jeremiah, dated June 26, 2026

The purpose of this report is to request Committee input on amendments and support for Board approval of Policy 5.4.1 Insurance Requirements for TNRD Contractors – Associate Members, as amended.

[Committee Report](#)

**RECOMMENDATION:**

**THAT, the Policy and Governance Committee recommend the Board adopt Policy 5.4.1 Insurance Requirements for TNRD Contractors – Associate Members, as amended.**

**5.4 Flag Protocol and Proclamations Policies**

34 - 43

Report from External Relations and Advocacy Advisor, Corbin Kelley, dated June 26, 2026.

The purpose of this report is to seek Committee input and support for Board adoption of proposed amendments to TNRD's Flag Protocol Policy 1.4.1 and repeal of Proclamations Policy 1.4.2.

[Committee Report](#)

**RECOMMENDATION:**

- 1. THAT, the Policy and Governance Committee recommend the Board adopt Flag Protocol and Proclamations Policy 1.4.1, as amended.**
- 2. THAT, the Committee recommend the Board repeal Proclamations Policy 1.4.2.**

**6. NEW BUSINESS**

**6.1 Policy and Governance Committee - Additional Meeting**

**RECOMMENDATION:**

**THAT, an additional Policy and Governance Committee meeting be scheduled for July 16, 2026 at 10:00 AM.**

**7. ADJOURNMENT**

**THOMPSON - NICOLA REGIONAL DISTRICT**

**Policy and Governance Committee Meeting**

**Wednesday, January 21, 2026**

MINUTES of a Meeting of the Policy and Governance Committee Meeting held in the Board Room on Wednesday, January 21, 2026 commencing at 1:30 PM.

PRESENT: Director D. Bass (Chair) City of Kamloops  
Director B. Roden Village of Ashcroft  
Director R. Kerslake District of Barriere  
Director M. Middleton City of Kamloops  
Director K. Hall City of Kamloops  
Director R. Smith District of Logan Lake  
Director T. Thorpe Electoral Area "I" (Blue Sky Country)  
Director D. Laird Electoral Area "M" (Beautiful Nicola Valley-North)

ABSENT: Director L. Morris (Vice-Chair) Electoral Area "P" (Rivers and The Peaks)

STAFF: Mr. S. Hildebrand, Chief Administrative Officer  
Ms. M. Jeremiah, Corporate Officer  
Ms. A. Bennett Arrieta, General Manager of Corporate Services  
Mr. J. Vieira, General Manager of Operations  
Mr. C. Kelley, External Relations and Advocacy Advisor  
Ms. K. Nickerson Wright, Deputy Corporate Officer  
Ms. J. Creaser, General Manager of Library Services  
Ms. N. Tweedy, Recording Secretary

PRESS: None

OTHERS: Director U. Tsao Electoral Area "B" (Thompson-Headwaters)  
3 interested persons

**1 CALL TO ORDER**

The Chair called the meeting to order at 1:31 PM and respectfully acknowledged the Tk'emlúps te Secwépemc Territory in which the meeting was held.

**2 ADDITIONS TO OR DELETIONS FROM THE AGENDA**

None.

### **3 MINUTES**

#### **3.1 Policy and Governance Committee Meeting Minutes November 19, 2025**

**Moved by Director Thorpe  
Seconded by Director Kerslake**

**THAT, the minutes of the Policy and Governance Committee meeting dated November 19, 2025 be adopted, as circulated.**

**CARRIED**

### **4 REPORTS**

#### **4.1 Conference Attendance Policy Discussion**

The Committee received a report for information from External Relations and Advocacy Advisor C. Kelley, dated January 21, 2026, seeking Committee feedback on updating the Federation of Canadian Municipalities (FCM) Conference Attendance Policy 1.1.5, and expanding the scope to include all conferences regularly attended by TNRD Directors including the Union of BC Municipalities (UBCM), UBCM Electoral Area Directors Forum, Southern Interior Local Government Association (SILGA), and Federation of Canadian Municipalities (FCM) conferences.

Director Hall entered the meeting at 1:35 PM.

Committee discussion and feedback supported not expanding the policy at this time, and additional suggestions included:

- UBCM: Discussion focused on reducing scheduling conflicts between Ministerial meetings and conference sessions, and on Directors assessing whether attendance is beneficial in years where content may be repetitive.
- Discussion included reviewing the costs and benefits of conference attendance, identifying which Directors attend which events, considering an annual spending cap per Director similar to staff training budgets, and providing Directors with a breakdown of conference costs and related taxation impacts.

CAO Hildebrand clarified that the TNRD reimburses expenses for Electoral Area Directors, while member municipalities cover costs for their Municipal Directors, except for FCM, which the TNRD funds.

#### **4.2 Review of Committees of the TNRD Board**

The Committee received a report from Deputy Corporate Officer K. Nickerson Wright, dated January 21, 2026, highlighting the results of an assessment of the current six (6) standing committees and four (4) advisory committees of the Board. Ms. Nickerson Wright provided an overview of the committee review process, and General Manager of Operations J. Vieira outlined the history of the following two committees recommended for restructuring to better align with the Board's current goals:

- Plan Monitoring Advisory Committee (PMAC)
- Wells Gray Country Services Committee (WGCSC)

On question, Mr. Vieira noted that dissolving PMAC and creating a technical working group would result in only minor cost savings, mainly from reduced travel.

The Committee discussed the composition of the six standing committees, and that given that membership of the Committee of the Whole (CoTW) is all directors, the Electoral Area (EA) Committee is all EA directors, and the Utility Systems Committee is all directors representing an electoral area with a TNRD utility system, amending the remaining three committees to seven (7) members each would balance the allocation of resources required and provide broader representation on the Finance Committee.

Corporate Officer M. Jeremiah clarified the process for the Board to amend committee terms of reference and recommended that any changes take effect with the 2027 committee appointments, as current appointments expire in October 2026 in advance of the General Local Election.

The Committee agreed to allow a comment from non-committee member, Director Tsao who, as an appointed member of the Wells Gray Country Services Committee, spoke to the frequency of meetings and minimal travel costs involved.

**Moved by Director Kerslake  
Seconded by Director Hall**

**THAT, the Regional Solid Waste Management Plan Monitoring Advisory Committee (PMAC) be dissolved and replaced with a technical working group.**

**CARRIED**

**Moved by Director Thorpe  
Seconded by Director R. Smith**

**THAT, the Wells Gray Country Services Committee (WGCSC) be dissolved and replaced with a broad community consultation and stakeholder input and engagement process.**

**CARRIED**

**Moved by Director Roden  
Seconded by Director Hall**

**THAT, the Terms of Reference of the Finance, Policy and Governance, and Regional Solid Waste Management Committees be amended to establish that effective the 2027/28 committee appointments, membership shall consist of seven (7) members of the Board, with Director representation as follows:**

- **At least two (2) representing electoral areas, two (2) representing small municipalities, and two (2) representing large municipalities on the Finance Committee and Policy and Governance Committee; and**
- **Four (4) representing electoral areas, two (2) representing small municipalities, and one (1) representing large municipalities on the Regional Solid Waste Management Committee (RSWMC).**

**CARRIED**

#### **4.3 Intellectual Freedom Policy**

The Committee received a report from General Manager of Library Services J. Creaser, dated January 21, 2026, and a presentation providing an overview of proposed revisions to Intellectual Freedom Policy 10.2.1.

**Moved by Director R. Smith  
Seconded by Director Thorpe**

**THAT, the Policy and Governance Committee recommend that the Board adopt TNRD Intellectual Freedom Policy 10.2.1, as amended.**

**CARRIED**

**4.4 TNRD Information Access and Protection Policies and Programs**

The Committee received a report from Deputy Corporate Officer K. Nickerson Wright, dated January 21, 2026, seeking input and support for Board approval of proposed policy changes to consolidate, update, and replace Privacy and Confidentiality Policy 1.2.2 and Privacy Breach Investigation Policy 1.2.5 with TNRD Information Access and Protection Policy 4.4.1, to improve clarity and alignment with related TNRD bylaws and supporting administrative policies.

Ms. Nickerson Wright presented the key proposed policy changes and provided an update on Access to Information, Privacy Management, and Records Management activities over the past year. In response to questions, she explained that FOI fees are intentionally modest to support accessibility while helping offset administrative costs and noted that applicants may request fee waivers through a fair review process. She added that page counts do not reflect the full time or complexity of FOI requests, and that electronic records and technology assisted review have improved efficiency.

**Moved by Director Thorpe  
Seconded by Director Kerslake**

**THAT, the Policy and Governance Committee recommend the Board adopt TNRD Information Access and Protection Policy 4.4.1.**

**CARRIED**

**Moved by Director Middleton  
Seconded by Director Thorpe**

**THAT, the Policy and Governance Committee recommend the Board repeal TNRD Privacy and Confidentiality Policy 1.2.2.**

**CARRIED**

**Moved by Director Kerslake  
Seconded by Director R. Smith**

**THAT, the Policy and Governance Committee recommend the Board repeal TNRD Privacy Breach Investigation Policy 1.2.5.**

**CARRIED**

**4.5 Water System Acquisition and Sustainability Policy**

The Committee received a report from General Manager of Operations, J. Vieira, dated January 21, 2026, seeking Committee input and support for Board approval of Water System Acquisition and Sustainability Policy 11.2.2, amended to align with current TNRD policy formatting and numbering.

Mr. Vieira provided a brief overview of the policy, noting it was first adopted in 2010 and last updated in 2018. He advised that no substantive changes are proposed; the updates are solely to align the policy's formatting and numbering with current TNRD standards.

**Moved by Director R. Smith  
Seconded by Director Middleton**

**THAT, the Committee recommend that the Board approve Water System Acquisition and Sustainability Policy 11.2.2, as amended.**

**CARRIED**

**5 NEW BUSINESS**

None.

**6 ADJOURNMENT**

The Chair adjourned the meeting at 2:59 PM.

Certified Correct:

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Chair

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Corporate Officer



**TO:** Policy and Governance Committee **MEETING DATE:** June 26, 2026  
**FROM:** Development Services  
**SUBJECT:** Clean Energy Projects Processing and Referrals Policy 13.1.2 Amendment

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**RECOMMENDATION:**

**THAT, the Policy and Governance Committee recommend the Board adopt Renewable Energy Projects Processing and Referrals Policy 13.1.2, as amended.**

A. Krause, RPP, MCIP  
GM of Development Services

Approved for Committee Consideration  
CAO

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**PURPOSE:**

To seek Policy and Governance Committee support and recommendation for Board approval of amendments to Clean Energy Projects Processing and Referrals Policy 13.1.2, including renaming to “Renewable Energy Projects Processing and Referrals Policy.”

**SUMMARY:**

Amendments to Policy 13.1.2 are recommended to clarify the procedure to be followed when referrals and notifications are received for proposed renewable energy projects on Crown land within the TNRD. Policy 13.1.2 requires updates as the process described in the existing policy no longer reflects the current Provincial approval process for renewable energy projects following recent legislative changes. The proposed amendments will enable staff to provide specific commentary to proponents earlier in the referral process and provide copies of project notifications to Directors for information earlier in the process.

**BACKGROUND:**

Clean Energy Projects Referrals Policy 13.1.2 was first adopted in 2012 in response to the Provincial *Clean Energy Act* and increased referrals for proposed wind, solar, hydro, geothermal,

and biomass power projects defined by the Province as “Clean Energy Projects” or CEPs. The Policy was last amended in 2022.

On July 1, 2025, the new *Renewable Energy Projects (Streamlined Permitting) Act* came into effect. As the title of the legislation suggests, the Province has mandated a streamlined approval process and expanded the authority of the BC Energy Regulator (BCER) to oversee renewable energy projects. While the *Clean Energy Act* is still in place, the current terminology for these projects appears to now be “renewable energy projects” hence the suggested name change to the Board’s policy. Some renewable energy projects, depending on type (solar vs. wind) and size (megawatt output) must also go through an environmental assessment process administered through the BC Environmental Assessment Office (EAO). As this legislation is new and evolving, there has been uncertainty as to how and when local governments will be notified and given an opportunity to comment.

On March 26, 2026, following a discussion on the short timeline provided by the EAO to provide comment on the m.ah a temEEwuh Solar Project in Electoral Area “J”, near Logan Lake, the Board directed staff to develop a response policy for renewable energy projects and draft recommendations for the Policy and Governance Committee, informed by an informal survey of the Board of Directors. The results of the survey were presented to the Electoral Area Directors Committee on May 14, 2026.

The “Energy Referral Policy Feedback” Board survey was open for two weeks in April 2026, seeking the Board’s input on how they want to be informed by the Province about CEPs in the TNRD and how, or if, they would like to provide input to the Province about these types of projects. The survey was completed by 11 of 27 Board members; the majority (9 of 11) said staff or elected officials should attend the EAO’s technical advisory meetings on CEPs, and 8 of 11 Directors suggested they would like to attend these meetings themselves (5 of 8 said “depending on the project” for whether they would attend). When asked what the main concerns were when an energy project is proposed in their area, the topics ranked as highest concern included “impacts to residents,” “environmental impacts,” and “public engagement,” followed by “community/legacy benefits,” “site reclamation and waste management,” “job and tax impacts,” and “impacts to ranchers or Crown land license holders.”

Survey responses have informed amendments now being proposed to Policy 13.1.2 as outlined in this Committee report.

**DISCUSSION:**

When Policy 13.1.2 was first drafted, it directed Development Services staff to prepare a report to the Board ‘*for information only*’ at the preliminary monitoring or investigation stage, then prepare a report for the Board resolution once the project scope, infrastructure size, and project specifics are confirmed at the Crown approval stage. With recent Provincial legislation changes, approval processes are moving more quickly and there is concern that the Board may not have time to view or provide comments on each project before it moves to the next phase. The approval of energy projects on Crown land rests entirely with the Province – local government zoning is superseded and cannot be used to prohibit Provincially-sanctioned energy projects on Crown land. That said, the Policy is important to provide TNRD comments with respect to expectation for adequate resident and stakeholder engagement and recommendation for protecting environmental, cultural, and economic interests. The proposed new Policy includes specific comments/recommendations from the Board which staff will include in each referral response without waiting for a Board meeting.

The key changes to Policy 13.1.2 are as follows:

- Replace “Clean Energy Project (CEP)” with “Renewable Energy Project (REP)”
- Change definition of Energy Project from 1-50 megawatt to anything over 1 megawatt – projects are now routinely over 50 megawatts in size, but the previous policy aligned with the former Provincial 50MW cap
- Direct staff to share Renewable Energy Project notification/referral correspondence with Board members once received at the early investigative/monitoring stage (to ensure Directors have early notification for information and awareness) – use of new SharePoint Portal for Board or email notification
- Board report for opportunity to provide a resolution once a formal referral is sent during Crown permitting stage
- Direction on notifying Directors if/when a project enters the environmental assessment process with the EAO

- Specific commentary/ recommendations for staff to provide to energy proponents, BCER, and EAO at all stages of referrals, all based on Board survey results and input from the May 14th Electoral Area Directors Committee comments, including:
  - That the Province and/or proponent engage in thorough public consultation with area residents and Crown land tenure holders with adequate time for input and project adjustments in response to input
  - That the Province and/or proponent hold an information meeting within the impacted Electoral Area early in the process
  - That an access management plan, decommissioning plan, and visual impact study be prepared by the proponent
  - That a thorough examination of environmental impacts be undertaken to ensure environmental best practices are followed including mitigation measures and monitoring
  - That solar and wind project proponents should complete a visual impact study including viewscape modelling from multiple strategic locations to assist in evaluating the project's visual impacts
  - That proponents outline the community/legacy benefits of their proposed projects

The Policy continues to acknowledge that TNRD does not have regulatory authority over renewable energy projects on Crown land. The intent of the Policy is to establish guidelines for considering renewable energy project referrals and to provide proponents with a list of the Board's recommendations and expectations. Overall, the proposed policy changes are intended to align with current legislation and to provide better direction to staff on how to respond to referrals, especially given the shorter timelines under the Province's new streamlined process.

#### **ALIGNMENT TO THE 2023-2026 STRATEGIC PLAN:**

This report is consistent with the following Strategic Focus Areas and Priorities set out in the Board's Strategic Plan:

- **Livability & the Built Environment**
  - Long-term planning or development
- **Relationships & Reconciliation**
  - Service delivery or projects with broad regional impacts
- **Economic Sustainability & Resiliency**

- Projects that support local economies
- **Responsible Governance & Service Excellence**
- Effective policies and best practices

**Attachments**

- Renewable Energy Projects Processing and Referrals Policy 13.1.2 (Amended)
- Clean Energy Projects Processing and Referrals Policy 13.1.2, 2022 (Existing)



The Region of BC's Best

## THOMPSON-NICOLA REGIONAL DISTRICT Board Policy Manual

<b>Adopted by</b>	Board of Directors	<b>POLICY NO.</b> 13.1.2
<b>Effective Date</b>	July 19, 2012	
<b>Amended by</b>	Board of Directors	File No:
<b>Amended Dates</b>	May 30, 2013, February 24, 2022, June 25, 2026	
<b>SUBJECT:</b>	<b>RENEWABLE ENERGY PROJECTS PROCESSING AND REFERRALS POLICY</b>	
<b>Category:</b>	Planning and Development – Processing and Referrals	

**PURPOSE:** Under the BC *Clean Energy Act*, the Province of British Columbia has set an objective to generate at least 93% of the electricity in BC from clean or renewable resources;

Proponents undertaking *Clean Energy Projects* or *Renewable Energy Projects* (REPs) (formerly known as *Independent Power Projects*) are expected to consult on a detailed and ongoing basis with the Thompson-Nicola Regional District (TNRD) as part of their application and permitting process;

The Regional District's Regional Growth Strategy (RGS) supports energy and resource conservation programs, energy-efficient land use and development design, the use of alternative sources of energy, at the same time the RGS seeks to strike a balance to conserve and protect the region's natural resources, amenities, and attribute for the benefit of existing and future generations;

Acknowledging the limitations imposed upon local government by s. 121 of the Utilities Commission Act, the purpose of this Policy is to establish guidelines for consideration of Renewable Energy Project referrals with a view to protecting environmental, cultural, economic, and public stakeholder interests, and accordingly, applications shall be considered on the basis of the criteria set out in this Policy.

**APPLICATION:** This Policy applies to Electoral Areas of the Thompson-Nicola Regional District

**REFERENCE:** This Policy makes reference to the *Utilities Commission Act*, the *Clean Energy Act*, the *Land Act*, the *Water Protection Act*, *Energy Resource Activities Act*, and the *Renewable Energy Projects (Streamlined Permitting) Act*.

### POLICY

1. This Policy shall apply to Renewable Energy Projects (REPs) of 1 megawatt or greater capacity by hydro, wind, solar, geothermal, biogas, or biomass means for commercial sale into the public electricity transmission and distribution system (power grid).

## 2. REP Referral Processing and Consultation.

- 2.1 The Board resolves that initial processing and response to REP referrals be undertaken by the Development Services Department. Upon early notification of a proposed REP (e.g. at the preliminary monitoring or investigation stage or upon initial contact from a proponent), staff will provide correspondence to the Board as *information only* (this may be shared by email or SharePoint Portal). Staff will also provide a copy of this Policy to the proponent or referral agency at all referral stages as noted under section 2.3.
- 2.2 Upon receipt of a formal referral requesting input at the Provincial permitting stage, a staff report with recommendation for Board resolution shall be undertaken once the given REP scope and infrastructure size, details, and other project particulars are confirmed. The report shall evaluate the proposed REP in light of all applicable existing bylaws, policies, land use plans, and OCPs, as well as this Policy.
- 2.3 This Policy and the following recommendations are to be forwarded to the Province, BC Energy Regulator, Environmental Assessment Office, and/or REP proponent at all referral stages for consideration prior to any Crown permit/license issuance:
  - a) that thorough public consultation with area residents and Crown land tenure holders be conducted by the proponent and Province providing adequate time for input and project adjustments in response to input;
  - b) that the Province and/or REP proponent hold an information meeting within the impacted Electoral Area early in the process to present the development plans and Crown land use proposals to local communities and stakeholders in the vicinity of the proposed development;
  - c) that the REP proponent develop an access management plan and ensure the project not imperil or obstruct activities on adjacent lands, roads, and rights of way;
  - d) that the proponent develop a decommissioning plan which identifies any potential impacts to TNRD waste management facilities;
  - e) that the Province/regulator and proponent undertake a thorough examination of environmental impacts, including cumulative impacts of projects throughout the region, and ensure necessary mitigation measures and monitoring be in place to follow environmental best practices;
  - f) that solar and wind project proponents should complete a visual impact study including viewscape modelling from multiple strategic locations to assist in evaluating the project's visual impacts;
  - g) that the REP not render the subject and surrounding land unsuitable for future use; and
  - h) that the proponent outline community/legacy benefits.

2.5 Proponents and referral agencies are encouraged to review this Policy early in the planning and design process prior to the project permitting stage.

### **3. Environmental Assessment Office (EAO) Process**

Where a REP is of a type or size that triggers an EAO review, staff will advise the Board of the project and share EAO meeting invitations directly with impacted Directors to determine potential participation in the EAO process on a case-by-case basis depending on the scope, scale, location, and potential community impacts of the project.

### **4. Parcel Area and Zoning Requirements**

4.1 REPs and accessory infrastructure or structures are encouraged to be located on lands zoned AF-1, RL-1, and AF-2 pursuant to Zoning Bylaw 2400 and are discouraged on lands in all other zones.

4.2 The parcel, lease, or license area and adjoining land uses, permitted and actual, shall be a consideration in recommending the REP.

### **5. Wildlife Considerations, Spatial Separations and Emergency Response Plan (ERP)**

5.1 The Board encourages all REPs to meet or exceed the Province's minimum spatial separations. For wind or biomass power projects in particular, site-specific considerations such as views, prevailing wind direction, and the given micro-climate shall inform the decision making and permitting process.

5.2 Potential negative impacts upon wildlife, in particular birds and bats, are requested to be thoroughly analyzed by a qualified professional and mitigated or the proposed wind power project shall be discouraged.

5.3 With due regard for potential negative impacts on rural residents from hydro-based REPs, it is strongly recommended that the proponent be required to undertake a comprehensive ERP which at minimum requires the producer to notify the TNRD and residents who may be impacted near the site.

### **6. Drinking Water Protection**

6.1 REPs shall be strongly discouraged in any location within one kilometre of a lake that serves as a reservoir for community drinking water. For REPs within the one kilometre range, the Board encourages the Province to require a report from a registered professional engineer or geoscientist analyzing any advisable spatial separation and conditions, and that this analysis be incorporated into any associated lease or licence or permit.

6.2 Hydro power projects affecting any watercourses with pre-existing domestic water licences are encouraged to undertake works and services that create efficiency of scale and improve water quality and quantity, water resource security, and more stable year-round water supply for all licence holders on the given watercourse.

## **7. Landscaping and Aesthetic Considerations**

7.1 It is encouraged that wind power systems be finished in a non-reflective matte colour that minimizes potential obtrusive impact. No lettering or advertising shall appear on the towers or rotor blades other than the manufacturer's and/or owner's identification.

7.2 Tree removal, disturbance of vegetation, and required road building is to be minimized; additionally, the Province is strongly encouraged to require that any disturbance is remediated and the area is replanted with native species upon construction completion.

## **8. Parking and Loading**

Every hydroelectric generating system shall be encouraged to provide areas for onsite parking, loading, and truck maneuvering in conformance with TNRD Bylaws.

## **9. Distribution Lines**

Power lines are considered to be public utilities for the purposes of this Policy. However, while considerations under this section do not apply to existing distribution lines and towers, new transmission infrastructure proposed as part of the REP are subject to this Policy and shall be considered by the Board.

## **10. Decommissioning**

If a REP discontinues power production for two years or more, the TNRD may request of the Province that the system operator be required to provide a status report. A review of the status report may result in a request that the generation system be decommissioned and removed.



# THOMPSON-NICOLA REGIONAL DISTRICT Board Policy Manual

<b>Adopted by</b> Board of Directors <b>Effective Date</b> July 19, 2012	<b>POLICY NO.</b> 13.1.2
Amended by Board of Directors Amendment Date(s): May 30, 2013, February 24, 2022	
<b>SUBJECT: CLEAN ENERGY PROJECTS PROCESSING AND REFERRALS POLICY</b>	
<b>Category:</b> Planning and Development – Processing and Referrals	

**PURPOSE:** Under the BC *Clean Energy Act*, the Province of British Columbia has set an objective to generate at least 93% of the electricity in BC from clean or renewable resources;

Proponents undertaking *Clean Energy Projects* or CEPs (formerly known as *Independent Power Projects*) are required to consult on a detailed and ongoing basis with the Thompson-Nicola Regional District (TNRD) as part of their application and permitting process;

The Regional District's Regional Growth Strategy supports energy and resource conservation programs, energy-efficient land use and development design, the use of alternative sources of energy, at the same time the RGS seeks to strike a balance to conserve and protect the region's natural resources, amenities, and attribute for the benefit of existing and future generations;

Acknowledging the limitations imposed upon local government by s. 121 of the Utilities Commission Act, the purpose of this policy is to establish guidelines for consideration of Clean Energy Project referrals with a view to protecting environmental, cultural, economic, and public stakeholder interests, and accordingly, applications shall be considered on the basis of the criteria set out in this policy.

**APPLICATION:** This policy applies to Electoral Areas of the Thompson-Nicola Regional District

**REFERENCE:** This policy makes reference to the *Utilities Commission Act*, the *Clean Energy Act*, the *Land Act* and the *Water Protection Act*

## POLICY

1. This policy shall apply to Clean Energy Projects (CEPs) of 1 to 50 megawatt generation capacity by hydro, wind, solar, geothermal, or biomass means for commercial sale into the public electricity transmission and distribution system (power grid).
2. CEP Referral Processing and Consultation

**Subject: CLEAN ENERGY PROJECTS PROCESSING AND REFERRALS POLICY**

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- 2.1 The Board resolves that processing and response to CEP referrals be undertaken by the Development Services Department, with a report and recommendation being forwarded to the Board for consideration and resolution. The report shall evaluate the proposed CEP in light of all applicable existing bylaws, policy, land use plans, and OCPs, as well as this policy.
  - 2.2 The Board may, on a case-by-case basis, request the Province to require or provide public input and may recommend additional public consultation for a CEP.
  - 2.3 In the case of a given CEP being forwarded to the TNRD several times (for example: at the preliminary monitoring or investigation stage, then at the planning stage and again prior to permit issuance), the first referral shall be added to the Board's agenda as an *information only* item and the staff report for Board resolution shall be undertaken once the given CEP scope and infrastructure size, details, and other project particulars are confirmed.
  - 2.4 The CEP proponent shall be required to pay any fee stipulated by bylaw for a referral.
3. Parcel Area and Zoning Requirements
    - 3.1 CEPs and accessory infrastructure or structures are encouraged to be located on lands zoned AF-1, RL-1, and AF-2 pursuant to Zoning Bylaw 2400 and discouraged on lands in all other zones.
    - 3.2 The parcel, lease, or license area and adjoining land uses, permitted and actual, shall be a consideration in recommending the CEP.
4. Wildlife Considerations, Spatial Separations and Emergency Response Plan
    - 4.1 The Board encourages all CEPs to meet or exceed the Province's minimum spatial separations. For wind or biomass power projects in particular, site-specific considerations such as views, prevailing wind direction, and the given micro-climate shall inform the decision making and permitting process.
    - 4.2 Potential negative impacts upon wildlife, in particular birds and bats, are requested to be thoroughly analyzed by a qualified professional and mitigated or the proposed wind power project shall be discouraged.
    - 4.3 With due regard for potential negative impacts on rural residents from hydro-based CEPs, it is strongly recommended that the proponent be required to undertake a comprehensive Emergency Response Plan (ERP) which at minimum requires the producer to notify the TNRD and residents who may be impacted near the site.

## 5. Drinking Water Protection

5.1 CEPs shall be strongly discouraged in any location within one kilometre of a lake that serves as a reservoir for community drinking water. For CEPs within the one kilometer range, the Board encourages the Province to require a report from a registered professional engineer or geoscientist analyzing any advisable spatial separation and conditions, and that this analysis be incorporated into any associated lease or license or any Development Permit.

5.2 Hydro power projects affecting any watercourses with pre-existing domestic water licences are encouraged to undertake works and services that create efficiency of scale and improve water quality and quantity, water resource security, and more stable year-round water supply for all licence holders on the given watercourse.

## 6. Landscaping and Aesthetic Considerations

6.1 It is encouraged that wind power systems be finished in a non-reflective matte colour that minimizes potential obtrusive impact. No lettering or advertising shall appear on the towers or rotor blades other than the manufacturer's and/or owner's identification.

6.2 Tree removal, disturbance of vegetation, and required road building is to be minimized; additionally, the Province is strongly encouraged to require that any disturbance is remediated and the area is replanted with native species upon construction completion.

## 7. Parking and Loading

Every hydroelectric generating system shall be encouraged to provide areas for onsite parking, loading, and truck maneuvering in conformance with TNRD Bylaws.

## 8. Distribution Lines

Power lines are considered to be public utilities for the purposes of this policy. However, while considerations under this section do not apply to existing distribution lines and towers, new transmission infrastructure proposed as part of the CEP are subject to this policy and shall be considered by the Board.

## 9. Decommissioning

If a hydroelectric generating system or wind power system discontinues power production for two years or more, the TNRD may request of the Province that the system operator be required to provide a status report. A review of the status report may result in a request that the generation system be decommissioned and removed.



**TO:** Policy and Governance Committee      **DATE:** June 26, 2026  
**FROM:** General Manager Corporate Services  
**SUBJECT:** Non-Union Salary Administration Policy 7.2.7

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**RECOMMENDATION:**

**THAT, the Policy and Governance Committee recommend the Board adopt Non-Union Salary Administration Policy 7.2.7.**

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Amanda Bennett Arrieta  
GM, Corporate Services

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Approved for Committee Consideration  
CAO

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**PURPOSE:**

To seek Committee input and support for Board adoption of the proposed policy for Non-Union Salary Administration.

**SUMMARY:**

The proposed Non-Union Salary Administration Policy 7.2.7 is reflective of the Regional District's ongoing practices regarding salary administration for the non-union staff group. In addition, the new policy proposes language for the Chief Administrative Officer (CAO) to appoint a Deputy Chief Administrative Officer (Deputy CAO) to provide ongoing support and development opportunities.

**BACKGROUND:**

For the past few years, the Thompson-Nicola Regional District had a consistent practice of salary administration for non-union staff, which was reviewed and supported by the Board of Directors. To align with best practice, it is appropriate that this information be formalized and communicated in a Board Policy to ensure transparency and accountability.

**DISCUSSION:**

Policy 7.2.7 formalizes a management and exempt staff compensation structure that reflects our commitment to fiscal accountability, balanced with a sustainable market-aligned compensation program, to ensure the TNRD’s ability to retain, attract, and engage high-performing employees with the skills and qualifications we need to deliver services to the Regional District and the Board’s strategic priorities.

In addition, Policy 7.2.7 introduces new language to support the Chief Administrative Officer by enabling the appointment of a Deputy Chief Administrative Officer, providing formal development, support, and leadership opportunities for the Chief Administrative Officer and their direct reports.

**FINANCIAL IMPLICATIONS:**

This policy is reflected within the existing financial plan and budget approved by the Board.

**ALIGNMENT TO THE 2023-2026 STRATEGIC PLAN:**

This report is consistent with the following Strategic Focus Areas and Priorities set out in the Board’s Strategic Plan:

- **Relationships & Reconciliation**
  - Safe and respectful culture
- **Responsible Governance & Service Excellence**
  - Transparency and accountability
  - Financial sustainability and fiscal responsibility
  - Public reporting and access to information
  - Workplace excellence
  - Effective policies and best practices

**COMMUNICATIONS:**

Policy changes will be communicated to the public in the meeting minutes. Board minutes and policies are publicly available on the TNRD website at [tnrd.civicweb.net/Portal](http://tnrd.civicweb.net/Portal).

**Attachment**

Attachment 1: Non-Union Salary Administration Policy 7.2.7



# THOMPSON-NICOLA REGIONAL DISTRICT Board Policy Manual

<b>Adopted by</b> Board of Directors <b>Effective Date</b> Month Day, 2026	<b>POLICY NO.</b> 7.2.7
Amended by Amended Dates	File No:
<b>SUBJECT: Non-Union Salary Administration</b>	
<b>Category:</b> Personnel – Compensation and Vacation	

**PURPOSE:** To provide guidance on the administration of non-union salaries for non-union staff within the Regional District.

**APPLICATION:** This policy applies to all non-union employees.

## POLICY

### 1. General Principles

The Thompson-Nicola Regional District (TNRD) desires to be an employer of choice, to attract and retain the best employees possible and therefore the TNRD wants to ensure a consistent and transparent approach to salary administration for non-union staff. The TNRD's compensation philosophy is to neither lead nor lag in market compensation.

### 2. Salary Scale

- a. The Non-Union salary scale will provide seven (7) pay grades, each with a seven (7) step pay range, with Step Five (5) being equivalent to the market rate.
- b. A formal review of the exempt salary scale by an external consultant shall take place no less than every five (5) years.
- c. The scale will be reviewed annually by Human Resources staff to ensure it is neither leading nor lagging in market compensation rates.
- d. Cost of living scale adjustments will be made annually, on January 1, in alignment with the cost of living wage increases specified in the CUPE & TNRD collective agreement.

### **3. Payment of Salaries**

- a. Annual salary will be paid in equal biweekly installments by direct deposit and subject to appropriate statutory deductions including income tax, Canada Pension Plan, Employment Insurance and any deductions as authorized.

### **4. Step Progressions and New Hire Placement**

- a. Annual step increases are linked to performance and are reviewed by December 31<sup>st</sup> every year for eligibility to increase by one step on January 1<sup>st</sup>.
- b. Newly hired employees are placed at Step 1, unless otherwise reviewed and approved by the Chief Administrative Officer (CAO) and General Manager (GM) of Corporate Services for exceptional circumstances, then receive a step increase on January 1<sup>st</sup>, following successful completion of probation.
- c. In the case of an employee promoted internally, the employee shall be paid at least that rate in the salary range for the classification to which the employee is promoted which is next higher than their previous rate. They would then receive a step increase on January 1<sup>st</sup> of the following year, provided their probationary period is successfully completed.
- d. Employees are not eligible for annual step increases during probation.

### **5. Probationary Period**

- a. All non-union employees are required to serve a six-month probationary period, which commences on the first day of employment with the Regional District.
- b. Non-union employees who transferred from another non-union position or were promoted from a union position are required to serve a six-month probationary period in their new position.
- c. The Regional District may, at the discretion of the General Manager of Corporate Services, extend the probationary period for up to an additional three (3) months.

### **6. Reclassifications**

- a. When a non-union position is created, or an existing non-union position has changed significantly over time, the General Manager responsible for that department shall work with the GM, Corporate Services and CAO to review internal and external comparative roles to ensure a fair and equitable pay grade the position.

### **7. Interim or Acting Pay**

- a. Periods of time greater than or equal to two (2) weeks where individuals are taking over most of an increased role, the CAO and GM, Corporate Services will review the provision of interim or acting pay.
- b. Interim is intended when the coverage is a 'stop-gap' scenario; an ongoing vacancy is created, and the ongoing replacement is not yet in place.
- c. Acting is intended when the coverage supporting a temporary leave such as vacation, medical, or parental leaves.
- d. Pay will be adjusted to the base step of the interim or acting role, to a maximum increase of ten percent (10%).
- e. Such designation does not mean that the designated employee is fully qualified for the designated position but reflects the additional responsibility undertaken during the designated period.

### **8. Deputy Chief Administrative Officer**

- a. The Chief Administrative Officer (CAO) may appoint one of their direct reports to act as Deputy Chief Administrative Officer for an ongoing period to support development and capacity.
- b. The Deputy Chief Administrative Officer will receive an increase in pay of ten percent (10%) for the duration of the appointment period.
- c. The CAO shall inform the Board of any Deputy CAO appointment prior to it commencing.
- d. The Deputy CAO appointment shall be reviewed annually and when there is a change in the CAO or their direct reports.



**TO:** Chair and Board of Directors      **DATE:** June 26, 2026  
**FROM:** Corporate Officer  
**SUBJECT:** Amendments to Board Policy 5.4.1 Insurance Requirements for TNRD  
Contractors – Associate Members

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**RECOMMENDATION:**

**THAT, the Policy and Governance Committee recommend the Board adopt Policy 5.4.1 Insurance Requirements for TNRD Contractors – Associate Members, as amended.**

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MARNIE JEREMIAH  
Corporate Officer

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Approved for Board Consideration  
CAO

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**PURPOSE:**

To request Committee input on amendments and support for Board approval of Policy 5.4.1 Insurance Requirements for TNRD Contractors – Associate Members, as amended.

**SUMMARY:**

The amendments to Policy 5.4.1 Insurance Requirements for TNRD Contractors – Associate Members have been requested to ensure adequate coverage and expand the list of approved contractors under the TNRD Associate Member Program.

**BACKGROUND:**

The Insurance Requirements for TNRD Contractors – Associate Members Policy No. 5.1.4 was adopted by the Board in July 2018, and amended in September 2024, to authorize certain categories of service providers and maximum annual contract value thresholds to qualify to be covered under TNRD's liability insurance policy with up to \$5 million dollars of coverage.

Some contractors are unable to obtain Commercial General Liability (CGL) coverage on their own due to high premiums or lower contract remuneration rates.

The Municipal Insurance Association of BC (MIABC) recognized this challenge and has provided liability protection to TNRD service providers through the Associate Member Program since 2016.

MIABC has set the following conditions for qualification to be covered under a local government's insurance policy:

- The contractor must be sponsored by the TNRD
- A Service Provider Agreement must be completed by the TNRD and the contractor
- The service must be for the benefit of the community and provided for, or on behalf of, the TNRD
- The coverage limit is \$5,000,000 (commercial general liability)
- A premium must be paid to MIABC on behalf of the contractor

**DISCUSSION:**

The approved contractors and maximum annual contract values under this policy have been approved by the Board since the policy's adoption in 2018. The maximum annual contract values were increased by the Board in 2024 to reflect significant changes in the economy since 2018 impacting the cost of goods and services. However, the coverage limit has not yet been amended to reflect the increased coverage limit from \$2 to \$5 million. Staff continue to follow the recommendations from MIABC with regards to the levels of coverage for the service providers under this program.

Many TNRD contractors covered under the Associate Member Program provide specialized services or are based in the smaller communities where those services are needed. Due to factors such as seasonality and lower contract values, it can be challenging to find available contractors to fulfill these roles. In many cases, individuals on the approved list offer their expertise as independent contractors rather than operating as formally registered businesses, bringing valuable subject-matter knowledge to the work. Staff have experienced additional challenges in recruiting and maintaining contractors due to the CGL insurance requirements within TNRD contracts; without access to the MIABC Associate Member Program, this limitation can impact the organization's ability to effectively deliver programming and services across the region.

It is important to note that staff’s use of MIABC’s Associate Member Program for the listed service providers should only be offered as a final solution. Staff should actively encourage contractors to obtain their own CGL insurance that meets or exceeds the TNRD’s required thresholds.

The table below outlines both the current and proposed service providers (highlighted in red) under this policy, along with their requested annual contract values:

CATEGORY OF SERVICE PROVIDER	MAXIMUM ANNUAL CONTRACT VALUE
Water Service Operator	\$50,000
Janitorial Service	\$20,000
Landscaping Service	\$15,000
Snowclearing Service	\$25,000
Film Commission – Photography and Location Scout	\$15,000
Invasive Plant Management – Education and Outreach Coordinator	\$15,000
Library – One Book One Community Speaker	\$7,000
Library – One Book One Summer Speaker	\$1,750
Library – Residency Program	\$16,500
Library – Cultural Events (Speakers, Presenters, Performers)	\$7,500

**Film Commission – Photography and Location Scout**

In 2024, staff recommended removing photographers and location scouts contracted with the Film Commission from Policy 5.4.1 ([link to read the full September 5, 2024 Board Report](#)). Photographers and location scouts play a critical role in supporting the Film Commission by identifying, evaluating, and securing suitable locations that align with production needs, helping to attract and facilitate filming activity in the region. While most contractors carry their own CGL, the geographic size of the TNRD and the need to engage scouts quickly (often on short notice) may present challenges in securing contracts with part-time contractors or freelancers.

Given this identified need, staff recommend that Film Commission photography and location scouting services be recognized as eligible service providers under the MIABC Associate Member Program. This would assist the Film Commission to efficiently retain qualified scouts, mitigate risk, and strengthen the region’s ability to support film and media production opportunities.

Additional categories of service providers with annual contract values low enough that individual premiums are prohibitive and could benefit from inclusion as Associate Members under the TNRD insurance policy include:

**Invasive Plant Management Education and Outreach Coordinator**

The Invasive Plant Management Education and Outreach Coordinator is contracted seasonally between the months of March to September of each year and is responsible for developing and delivering K–12 programming across School Districts 73 and 58, and represents the TNRD at community events through public outreach activities such as weed pulls and hosting a booth at events, such as the North Thompson Fall Fair. Due to the seasonal and relatively low contract value to run the program, delivery is often supported by summer students, recent graduates, or independent contractors. Inclusion under this policy would provide a practical and cost-effective solution and ensure delivery of invasive species awareness initiatives while ensuring continuity of service.

**Thompson-Nicola Regional Library (TNRL) – Various Contractors**

The TNRL delivers a wide range of programming across its library branches, including initiatives such as One Book, One Author, Writer in Residence, One Book, One Summer, and specialized cultural events featuring speakers, presenters, and performers. These programs often rely on short-term contracts, and the library continues to face challenges in securing these engagements due to the unique expertise required, limited availability of qualified individuals, and increasing insurance requirements and costs. While many of the library’s contractors are able to provide their own CGL coverage, access to coverage through this policy would offer a more cost-effective and flexible solution and support timely program delivery without disruption to communities across the region.

**FINANCIAL IMPLICATIONS:**

The estimated premium paid to MIABC on behalf of each contractor covered under the TNRD’s Associate Member Program is \$250 per year.

While staff have already entered into a number of service agreements for 2026, expanding the list of eligible contractors under this policy will provide greater flexibility to engage service providers, negotiate future agreements, and effectively plan and deliver community initiatives.

**COMMUNICATIONS:**

Following review by the Policy & Governance Committee, this policy will be presented to the Board for consideration and approval. The Committee's recommendations regarding this policy will be communicated to the public through the minutes of the meeting, included in the next regular Board of Directors' meeting agenda, and posted on the TNRD's website, [tnrd.civicweb.net/Portal](http://tnrd.civicweb.net/Portal).

**ALIGNMENT TO THE 2023-2026 STRATEGIC PLAN:**

This report is consistent with the following Strategic Focus Areas and Priorities set out in the Board's Strategic Plan:

- **Livability & the Built Environment**
  - Community service delivery
  - Core service delivery
- **Responsible Governance & Service Excellence**
  - Transparency and accountability
  - Financial sustainability and fiscal responsibility
  - Efficient service delivery
  - Effective policies and best practices

**Attachment**

Policy No. 5.4.1 Insurance Requirements for TNRD Contractors – Associate Members  
(Amended)



The Region of BC's Best

# THOMPSON-NICOLA REGIONAL DISTRICT Board Policy

<b>Adopted by</b> Board of Directors	<b>POLICY NO. 5.4.1</b>
<b>Effective Date</b> July 19, 2018	
Amended by Board of Directors	File No: 0340 30
Amended Dates September 5, 2024, <b>Month Day, 2026</b>	
<b>SUBJECT: INSURANCE REQUIREMENTS FOR TNRD CONTRACTORS- ASSOCIATE MEMBERS</b>	
<b>Category:</b> Finance - Insurance	

**PURPOSE:** To identify those categories of contractors that may be covered under the TNRD's Municipal Insurance Association of BC liability insurance policy as "associate members" while recognizing the TNRD's claim deductible.

**APPLICATION:** This policy applies to TNRD contracted service providers where the category and maximum annual contract value are identified below.

**REFERENCE:** Municipal Insurance Association of BC Service Provider Agreement

**POLICY:**

1. The MIABC Associate Member Program is intended to be used only as a final option. Staff must prioritize and actively encourage contractors to obtain and maintain their own insurance coverage that meets or exceeds the minimum thresholds specified in the applicable service agreement. Reliance on the Associate Member Program should occur only in exceptional circumstances where a service provider listed within this policy is unable to secure appropriate coverage independently, and such use must be justified and documented.

- 2. For those contractors identified in the table below who are unable to secure commercial general liability insurance because:
  - a) they provide only one service,
  - b) the service is provided on a part-time or seasonal basis, and
  - c) the low contract remuneration rate does not cover the premium for individual insurance.

the TNRD will cover those contractors under the TNRD's Municipal Insurance Association of BC (MIABC) policy as an "associate member".

CATEGORY OF SERVICE PROVIDER	MAXIMUM ANNUAL CONTRACT VALUE
Water Service Operator	\$50,000
Janitorial Service	\$20,000
Landscaping Service	\$15,000
Snowclearing Service	\$25,000
Film Commission – Photography and Location Scout	\$15,000
Invasive Plant Management – Education and Outreach Coordinator	\$15,000
Library – One Book One Community Speaker	\$7,000
Library – One Book One Summer Speaker	\$1,750
Library – Residency Program	\$16,500
Library – Cultural Events (Speakers, Presenters, Performers)	\$7,500

3. A Service Provider Agreement, in the form provided by the Municipal Insurance Association of BC, must be completed before the contracted service commences.
4. The liability protection will include coverage of up to \$25,000,000 for the dates set out in the individual Service Provider Agreements.




**TO:** Policy and Governance Committee  
**FROM:** Chief Administrator's Office  
**SUBJECT:** Flag Protocol and Proclamations Policies

**DATE:** June 26, 2026

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**RECOMMENDATIONS:**

1. **THAT, the Policy and Governance Committee recommend the Board adopt Flag Protocol and Proclamations Policy 1.4.1, as amended.**
2. **THAT, the Committee recommend the Board repeal Proclamations Policy 1.4.2.**

  
\_\_\_\_\_  
Corbin Kelley  
External Relations and Advocacy Advisor

  
\_\_\_\_\_  
Approved for Committee Consideration  
CAO

Prepared by Kara Nickerson Wright, Deputy Corporate Officer

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**PURPOSE:**

To seek Committee input and support for Board adoption of proposed amendments to TNRD's Flag Protocol Policy 1.4.1 and repeal of Proclamations Policy 1.4.2.

**SUMMARY:**

Proposed amendments to Flag Protocol Policy 1.4.1 include clarifying the circumstances under which flags will be flown at half-mast, housekeeping amendments, adding a statement on proclamations, repealing Proclamations Policy 1.4.2, and renaming Policy 1.4.1 to reflect this consolidation (to *Flag Protocol and Proclamations Policy 1.4.1*).

**BACKGROUND:**

Flag Protocol Policy 1.4.1 was adopted by the Board in October 2004 and has undergone regular updates, including in May 2013, November 2014, May 2018, and October 2023.

Proclamations Policy 1.4.2 was adopted by the Board in July 2005 and amended in May 2018 (**Attachment 3**), establishing that the TNRD does not issue proclamations.

Amendments to Flag Protocol Policy 1.4.1 in 2023 (**Attachment 2**) included expanding the types of flags flown at TNRD facilities and clarifying when and for how long flags will be flown at half-mast.

Flags are flown at half-mast as a symbol of recognition and mourning. Summarized below are the circumstances under which TNRD flags are flown at half mast, as set out in section 4.2 the policy:

**On the death of a:**

- (a) Sovereign or member of the Royal Family, Governor General, or Prime Minister  
(current or former)
- (b) Lieutenant Governor or Premier
- (c) Member of the House of Commons or Legislative Assembly (representing a TNRD riding)
- (d) TNRD Director (current Directors only)
- (e) TNRD employee (resulting from performance of their duties)

**On the following occasions:**

- (f) Remembrance Day (November 11)
- (g) Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- (h) National Day for Truth and Reconciliation (September 30)

**At the discretion of the Chair:**

- (i) On the death of a person to whom the Board wishes to bestow the honour or an event that the Board wishes to recognize.

**DISCUSSION:**

In recent times, flags at TNRD facilities have been flown at half mast in accordance with Flag Protocol Policy section 4.2 (i), at the discretion of the Chair, to mourn the lives lost in the tragic mass shooting in Tumbler Ridge and to recognize the passing of former members of the TNRD Board, including former TNRD Director and City of Kamloops Councillor Bill Walton, former TNRD Director and Sun Peaks Mayor Al Raine, former TNRD Board Chair Ken Gillis, City of Merritt Councillor Claire Newman, and former TNRD Director and Board Chair Pat Wallace.

Proposed amendments to Policy 1.4.1, including to provide for flags to be flown at half-mast as a symbol of recognition and mourning in instances when the TNRD is notified of the death of a former TNRD Director, as shown in red in **Attachment 1**, include:

- Housekeeping amendments, including
  - Correcting errors in the policy effective and amended dates
  - Replacing broken link in References section
  - Reformatting Section 3 (Types of Flags) for consistent numbering and style
- Amending Section 4.2 (Half-Masting) to clarify, in accordance with the government of BC's guidance on flag protocol and half-masting policy, when it applies to a person formerly holding a specified position and to which members of the Royal Family, including in instances when the TNRD is notified of the death of a former TNRD Director.
- Adding Section 5 (Proclamations) stating that organizations requesting proclamations will be advised that the TNRD does not issue proclamations.
- Renaming the consolidated policy, the "Flag Protocol and Proclamations Policy 1.4.1" and Repealing Proclamations Policy 1.4.2.

#### **ALIGNMENT TO THE 2023-2026 STRATEGIC PLAN:**

This report is consistent with the following Strategic Focus Areas and Priorities set out in the Board's Strategic Plan:

- **Relationships & Reconciliation**
  - External partnerships and collaboration
- **Responsible Governance & Service Excellence**
  - Community engagement or consultation

#### **COMMUNICATIONS:**

Policy changes will be communicated to the public in the meeting minutes. Board minutes and policies are publicly available on the TNRD website at [tnrd.civicweb.net/Portal](https://tnrd.civicweb.net/Portal).

#### **Attachments**

- Attachment 1: Flag Protocol and Proclamations Policy 1.4.1 (proposed amendments)
- Attachment 2: Flag Protocol Policy 1.4.1 (2023)
- Attachment 3: Proclamations Policy 1.4.2 (2018)



## THOMPSON-NICOLA REGIONAL DISTRICT Board Policy Manual

<b>Adopted by</b>	Board of Directors	<b>POLICY NO.</b> 1.4.1
<b>Effective Date</b>	October 7, 2004	
<b>Amended</b>	May 30, 2013; November 20, 2014; May 17, 2018; October 26, 2023; <b>Month Day, 2026</b>	
<b>SUBJECT:</b>	<b>FLAG PROTOCOL AND PROCLAMATIONS POLICY</b>	
<b>Category:</b>	Administration – Proclamations and Special Declarations	

**PURPOSE:** To establish policy and procedures for flying flags on TNRD property and establish that the TNRD does not issue proclamations.

**APPLICATION:** This policy applies to all flags that are fixed on TNRD property and are displayed on flag poles.

**REFERENCE:** This policy makes reference to the *Federal Rules for Flying the Flag and Flag Etiquette in Canada*, as established by Canadian Heritage, and is available online at [www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html](http://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html)

### **POLICY:**

1. The Flag Protocol (Rules for Flying the Flag, and Flag Etiquette in Canada), as established and amended from time to time by Canadian Heritage, is the accepted Flag Protocol for the Thompson-Nicola Regional District.

### **2. General Flag Etiquette**

2.1 The Canadian flag shall always be displayed in the position of priority.

- a. When flags are displayed at the same height, or in a display of two flags, the Canadian flag is flown on the left as seen by the observer of the flags, as viewed from 5<sup>th</sup> Avenue, Kamloops, BC facing the entrance to the TNRD Civic Building,
- b. When flags are displayed on an angle, such that the centre flag is higher than the other flags, the Canadian flag is to be flown in the centre.

### 3. Types of Flags

3.1 Only the following types of flags may be flown by the TNRD:

- a. TNRD Flag
- b. Canadian Flag
- c. British Columbian Flag
- d. Flag of the hosting First Nation(s) whose territory a TNRD building resides on (for example, the TNRD Offices in Kamloops may fly the Tk'emlúps te Secwépemc flag)
- e. Flag of the hosting municipality (for example, the TNRD offices in Kamloops may fly the City of Kamloops flag).

### 4. Half-Masting

- 4.1 Flags are flown at half-mast as a sign of mourning. When one flag is flown at half-mast, all flags flown together shall also be at half-mast.
- 4.2 All flags that are displayed on flagpoles will be flown at half-mast on the following occasions:
  - a. On the death of a Sovereign, the Sovereign's spouse, heir to the Throne, or heir of the Sovereign's heir to the Throne;
  - b. On the death of the current or a former Governor General or Prime Minister;
  - c. On the death of the Lieutenant Governor or the Premier;
  - d. On the death of a Member of the House of Commons or Legislative Assembly that represents a riding within the TNRD;
  - e. On the death of a current Thompson-Nicola Regional District Director;
  - f. On the death of a former TNRD Director, in instances where the TNRD is notified;
  - g. On the death of a TNRD employee when a result of the performance of their duties;
  - h. On Remembrance Day (November 11) from 11 am until sunset;
  - i. On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset;
  - j. On the National Day for Truth and Reconciliation (September 30) from sunrise to sunset;
  - k. On the death of a person to whom the Board wishes to bestow this honour or an event that the Board wishes to recognize at the discretion of the TNRD Board Chair.

- 4.3 In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral, or at the discretion of the TNRD Board Chair.

## **5. Proclamations**

- 5.1. The TNRD does not issue Proclamations. Organizations requesting proclamations will be advised by staff that the TNRD does not issue proclamations.



# THOMPSON-NICOLA REGIONAL DISTRICT Board Policy Manual

<b>Adopted by</b> Board of Directors <b>Effective Date</b> October 7, 2014	<b>POLICY NO.</b> 1.4.1  File No: Click here to enter text.
Amended by Board of Directors Amendment Date(s): May 30, 2014; November 20, 2014; May 17, 2018; October 26, 2023	
<b>SUBJECT: FLAG PROTOCOL</b>	
<b>Category:</b> Administration – Proclamations and Special Declarations	

**PURPOSE:** To establish policy and procedures for flying flags on TNRD property.

**APPLICATION:** This policy applies to all flags that are fixed on TNRD property and are displayed on flag poles.

**REFERENCE:** This policy makes reference to the *Federal Rules for Flying the Flag and Flag Etiquette in Canada*, as established by Canadian Heritage and is available online at <http://www.pch.gc.ca/pgm/ceem-cced/etiqt/101-eng.cfm>

## POLICY

1. The Flag Protocol (Rules for Flying the Flag, and Flag Etiquette in Canada), as established and amended from time to time by Canadian Heritage, is the accepted Flag Protocol for the Thompson-Nicola Regional District.

### 2. General Flag Etiquette

2.1 The Canadian flag shall always be displayed in the position of priority.

- a. When flags are displayed at the same height, or in a display of two flags, the Canadian flag is flown on the left as seen by the observer of the flags, as viewed from 5<sup>th</sup> Avenue, Kamloops, BC facing the entrance to the TNRD Civic Building,
- b. When flags are displayed on an angle, such that the centre flag is higher than the other flags, the Canadian flag is to be flown in the centre.

### 3. Types of Flags

Only the following types of flags may be flown by the TNRD:

- TNRD Flag
- Canadian Flag
- British Columbian Flag
- Flag of the hosting first nation(s) whose territory a TNRD building resides on (ie: TNRD Offices in Kamloops may fly the Tkemlups te Secwepemc flag)
- Flag of hosting municipality (ie: TNRD offices in Kamloops may fly the City of Kamloops flag)

### 4. Half-Masting

4.1 Flags are flown at half-mast as a sign of mourning. When one flag is flown at half-mast, all flags flown together shall also be at half-mast.

4.2 All flags that are displayed on flagpoles will be flown at half-mast on the following occasions:

- a. On the death of a Sovereign or member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, or any person formerly holding these positions;
- b. On the death of the Lieutenant Governor or the Premier;
- c. On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents a riding within the TNRD;
- d. On the death of a current Thompson-Nicola Regional District Director;
- e. On the death of a TNRD employee when his/her death has occurred as a direct result of the performance of his/her duties;
- f. On Remembrance Day (November 11) from 11 am until sunset;
- g. On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset;
- h. On the National Day for Truth and Reconciliation (September 30) from sunrise to sunset;

- i. On the death of a person to whom the Board wishes to bestow this honour or an event that the Board wishes to recognize at the discretion of the TNRD Board Chair;

4.3 In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral, or at the discretion of the TNRD Board Chair.



# THOMPSON-NICOLA REGIONAL DISTRICT Board Policy Manual

**Adopted by** Board of Directors  
**Effective Date** July 21, 2005

**POLICY NO.**  
**1.4.2**

Amended by  
Amendment Date(s): May 17, 2018

File No: [Click here to enter text.](#)

**SUBJECT: PROCLAMATIONS**

**Category:** Administration – Proclamations and Special Declarations

**PURPOSE:** To provide guidelines on the issuance of proclamations.

**APPLICATION:** Community groups or organizations requesting proclamations.

## POLICY

The Thompson-Nicola Regional District will not issue Proclamations from the Regional District as a whole.

Organizations requesting Proclamations from the Regional District as a whole will be advised by staff that the Thompson-Nicola Regional District does not issue Proclamations.