



Working Group on Apportionment

Terms of Reference

The Working Group on Apportionment is responsible for recommending to the Okanagan-Kootenay Sterile Insect Release (OKSIR) Board of Directors a method of cost apportionment that promotes fairness among the regional districts that participate in the Sterile Insect Release (SIR) Program.

Working Group Background

The 1990 *OKSIR Regulation* prescribes that any value-tax burden generated by the SIR Program is to be allocated among participating regional districts on the basis of converted assessment (land). As a result of a review by the OKSIR Board in 2006, the participating regional districts agreed to change this prescribed cost-allocation method by fixing the proportion of costs assigned to each regional district on the basis of converted assessment (land) values recorded in 2006. The change to this fixed-proportion method was made to promote fairness among participants, given the assessment dynamic and other conditions in place in the SIR Program's service area at the time.

In 2018, one of the participating regional districts raised concerns regarding the fairness of the 2006 method. In view of these concerns, and in recognition that conditions throughout the service area have changed since 2006, the OKSIR Board, with the support of the participating regional districts, agreed to review cost apportionment for 2020 and beyond. The Working Group on Apportionment was established to assist the Board in this effort.

Working Group Responsibilities

The Working Group on Apportionment has been established by the OKSIR Board to identify and study apportionment options, and to recommend to the Board a preferred approach. In all, the Working Group is responsible for:

- understanding, through a review of key data, the current conditions in place throughout the SIR service area, including the area's assessment bases, population levels, distribution of pome fruit orchards, degree of participation by local jurisdictions, and other factors
- identifying the potential bases on which to allocate the Program's value-tax burden among participating regional districts
- assessing the merits of each cost-sharing approach, and setting out the implications (financial and otherwise) for the participating regional districts associated with each approach
- presenting to the OKSIR Board a report on the Working Group's study, complete with a recommended cost-sharing approach

Working Group Membership

The Working Group is comprised of a total of eight (8) members, including:

- one OKSIR Director, or Alternate Director, from each participating regional district
- the Chief Administrative Officer (CAO), or designate, from each participating regional district

The members representing each regional district are to be appointed by that regional district's Board of Directors. The Chair of the Working Group will be chosen from among the members, by the members, at the Working Group's inaugural meeting. Remuneration and the reimbursement of expenses for members Working Group members will be provided in accordance with SIR policy.

Working Group Meetings

The Working Group is scheduled to hold two workshop meetings over a three-month period beginning February, 2020. Additional meetings, if required, will be scheduled at the call of the Working Group Chair and may be held by teleconference. The Working Group report is to be distributed in draft form for review by Working Group members after the Group's meetings. Approval of the report is by email or teleconference, at the call of the Chair.

Agenda packages, complete with briefing notes and/or background papers, will be distributed to all members one week before each meeting. A record of discussion will be provided to members and the OKSIR Board following each meeting.

In keeping with the collaborative nature of the OKSIR Program, decisions of the Working Group are to be made by consensus.

Working Group Support

The Working Group will be supported in all of its efforts by the General Manager of the SIR Program, and an independent consultant retained by the General Manager. This support team is responsible for providing the Working Group all background information, data, and other agenda materials that are needed to enable the Group to fulfill its mandate. The support team is also responsible for providing a record of discussion after each meeting, and for drafting the Working Group's report. The support team, with the Working Group Chair or at the direction of the Chair, is responsible for presenting the Working Group report to the OKSIR Board.