

Minutes of the ***NORTH WESTSIDE PROVINCIAL RESTRUCTURE PLANNING GRANT COMMITTEE*** meeting of the Regional District of Central Okanagan held at Regional District Offices, 1450 KLO Road, Kelowna, BC on Friday, February 26, 2021

Members: M. Bartyik (Central Okanagan East Electoral Area)
W. Carson (Central Okanagan West Electoral Area)
G. Milsom (City of West Kelowna)
C. Simpson (North Westside Communities Association Representative)

A. Neilson (Neilson Strategies-Consultant) (*attended electronically*)

Staff: B. Reardon, Chief Administrative Officer
J. Foster, Director of Communication & Information Services
M. Rilkoff, Director of Financial Services (*attended electronically*)
M. Drouin, Manager-Corporate Services (recording secretary)

1. CALL TO ORDER

Chair Milsom called the meeting to order at 1:33 p.m. and acknowledged the meeting is being held on the traditional territory of the syilx/Okanagan peoples.

Roll call was taken.

In accordance with the most recent Provincial Health Officer Order regarding gatherings and events, the public is currently not permitted to attend Board meetings in-person.

As an open meeting, a live audio-video feed is being broadcast and recorded on rdco.com.

Director Carson arrived at 1:35 p.m.

2. ADDITION OF LATE ITEMS

There are no late items for the agenda

3. ADOPTION OF THE AGENDA

BARTYIK/CARSON

THAT the Agenda be adopted.

CARRIED Unanimously

4. ADOPTION OF THE MINUTES

BARTYIK/CARSON

THAT the North Westside Provincial Restructure Planning Grant Committee amended meeting minutes of January 20, 2021 be adopted

- 4.3 misinformation is prevalent within the community, remove the wording “within the community”
- Pg. 2 – correct the spelling for Milsom

CARRIED Unanimously

5. BUSINESS ARISING

5.1 Recap of Inaugural Meeting and Next Steps

CAO Reardon’s recap report of February 24, 2021 was provided to the Committee. A review of comments from the Province was outlined.

It was noted the first two diagnostic comments in the 2017 North Westside Services and Community Issues Review study have been dealt with ie: a communication strategy and plan. The third point dealing with conducting a detailed diagnostic assessment of the service areas and costing is where the area director and the Community Association would like to move to.

The Province has noted that they require a detailed process and scope, budget and timeframes would need to be developed before submitting an application.

CARSON/BARTYIK

THAT the Committee receive for information the CAO Recap of Inaugural Meeting and Next Steps report dated February 24, 2021.

CARRIED Unanimously

5.2 Facilitated Workshop by Allan Neilson, Neilson Strategies

Allan Neilson introduced himself and noted today he will present what a governance and service study is:

- Purpose of a governance study
- Roles and responsibilities
 - Governance Committee
 - Electoral Area director
 - Regional District
 - Ministry of Municipal Affairs, and
 - Consultant
- Lessons learned from a previous study within BC

- Purpose of a study
 - Document and assess the current state of local governance and service delivery
 - To understand the concerns and interests of residents with respect to governance and delivery
 - To identify future governance and service delivery options for the community
- Who does what
 - North Westside Governance Committee (community based committee)
 - Residents of North Westside, representative of diversity in the community
 - Applicants are appointed by the Regional Board (the Province puts the criteria in place)
 - Members and Committee as a whole expected to remain neutral
 - All meetings are open to the public
 - Oversees and directs the Study and the consultant
 - Ensures the community is engaged, able to ask questions and give input
 - Presents the Study with Committee recommendations to the Regional Board
 - Electoral Area Director
 - Ex-officio. non-voting member of the Committee
 - Keeps Regional Board apprised of progress
 - RDCO
 - Supports and submits the application to the Province
 - Appoints Committee members
 - Provides all administrative support to the Committee and the consultant. Makes staff available
 - Receives the report and recommendations from the Committee
 - Makes recommendations at end of process to the Ministry
 - Ministry of Municipal Affairs
 - Responsible for local government structure and changes to it
 - Approves request for study and provides grant funding
 - Sets terms of reference
 - Provides provincial government information to consultant
 - Receives study and recommendations from RDCO
 - Consultant
 - Reports to the Committee, paid by the Ministry through RDCO
 - Conducts impartial analysis of all services
 - Presents all information and advice to the Committee at public meetings
 - Writes the interim report for presentation to the community
 - Designs and conducts the community engagement
 - Writes the final report and presents along with committee chair to the Regional District

It was noted that this process normally takes a year to complete. In terms of the timeframe: concern was expressed regarding COVID-19 in regards to in-person public engagement; public engagement starts at the beginning of the process (ie: if a study began tomorrow community engagement would likely not start until the fall 2021, more earnestly Spring 2022). The Province will likely take a couple of months to make a decision on whether they would support a study and confirm if funding is available.

- Governance study process
 - The purpose needs to be remembered
 - Current state – explain process in place today, document services provided, explain differences between electoral area and municipalities, decision making, costs and costs recovery. Only current boundaries assessed. Currently only area of the North Westside is interested in a study (North Westside Fire Protection Area). Province is responsible for any impacts for areas outside the boundaries—they will mitigate impacts by a variety of different methods.
 - Community engagement phase
 - Do residents feel well served; key governance and services concerns; are decision making structures appropriate; does the range of services provided make sense; are needs being left unaddressed; can current system of governance and service provision accommodate anticipated future needs and expectations.
 - How do you do this? Range of opportunities
 - Options for Improvement
 - What types of improvements should be reviewed
 - Largely based on public input (informed by assessment of current state)
 - Number of options could emerge
 - Incorporation, amalgamation, change in number and size of the electoral area, change to host regional district

Mr. Neilson reviewed the South Shuswap case study – a current governance study which included a recommendation to the Columbia Shuswap Regional District Board.

The next step would include the Committee reporting to the Board for consideration of a motion to request funding and support for a study. Should the Board agree, the decision and timeline is fully with the Ministry of Municipal Affairs.

CARSON/SIMPSON

THAT the North Westside Provincial Restructure Planning Grant Committee recommends to the Regional Board:

THAT the RDCO Board request the Ministry of Municipal Affairs for funding and support to undertake and governance and services study for the North Westside portion of Okanagan West Electoral Area

AND THAT the RDCO Board outline a suggested scope of study to include the following three elements:

- To document and assess the current state of local governance and service delivery in the North Westside*
- To understand the concerns and interests of North Westside residents with respect to governance and delivery, and*
- To identify and assess future governance and service delivery options for the community*

CARRIED Unanimously

It was noted that the Board will decide after hearing the Committee's recommendation whether the Committee is to be disbanded or have further work to complete.

6. ADJOURN

There being no further business the meeting was adjourned at 3:05 p.m.

CERTIFIED TO BE TRUE AND CORRECT

G. Milsom (Chair)

B. Reardon (Chief Administrative Officer)