



October 12, 2021

Ref: 267291

Brian Reardon
Chief Administrative Officer
Regional District of Central Okanagan
1450 KLO Road
Kelowna, BC V1W 3Z4

Dear Brian Reardon:

On October 7, 2021, the Honourable Josie Osborne, Minister of Municipal Affairs, advised Chair Given that she has approved \$60,000 in restructure planning grants to the Regional District of Central Okanagan (RDCO) for a governance and services study in Electoral Area West and the North Westside communities.

This grant is to fund a governance and services study that will describe and educate on facets of governance and services in Electoral Area West, engage the public to understand the concerns and interests of North Westside residents, and identify robust options, within the regional district framework. This letter provides information and requirements for the following approved project that comprises the Study, which may be cited in correspondence as follows:

Project	Amount	Commitment No.
RDCO Electoral Area West (North Westside) Governance and Services Study	\$60,000	51RS2203

The grant has been approved under the Restructure Planning Grant Program pursuant to the *Local Government Grants Act* and Regulations. Please cite this Commitment Number in all correspondence about the Study.

The following stipulations must be met by the Regional District in order to retain this funding:

- (a) The grant funding must be used solely for the purpose of these projects and for defraying the costs of undertaking, completing, and providing written reports to the Ministry on the Study;
- (b) The grant funding must be used only for reasonable costs and expenses related to the Study that are incurred between October 7, 2021 to October 15, 2022; and,

.../2

- (c) The following reports must be submitted to the Ministry program staff by the specified dates:
- An *Interim Progress Report*, on or before February 28, 2022, comprised of the consultant's proposal accepted as the basis of a contract for the Study and/or a preliminary outline of the Study work plan.
 - A *Draft Report*, on or before July 31, 2022, comprised of a draft of the report prior to public presentation.
 - A *Final Report*, on or before September 30, 2022, comprised of a copy of the final report presented to the RDCO Board.
 - An *Account of Study Expenses*, on or before November 30, 2022, comprised of a summary of all project expenses and confirmation that either all grant funding has been expended or an unused portion of the grant funding that will be returned to the provincial government. Unused grant funding should be returned in the form of a cheque made payable to the Minister of Finance no later than November 30, 2022.

As acknowledged in the Minister's correspondence, the Ministry recognizes that the community and RDCO will be continuing to deal with the aftermath of the White Rock Lake wildfire throughout the year ahead. If you have concerns with the timelines set out for use of this grant, please feel free to express these concerns with Ministry staff. Should an alternative timeline be appropriate, the Ministry will update the terms and timelines set out in this letter. The Ministry project lead will be Barrie Nicholls, Program Analyst, Governance and Structure Branch, Local Government Division and can be reached by telephone at: 778-698-3574; or by email at: Barrie.Nicholls@gov.bc.ca.

Sincerely,



Marijke Edmondson
Director, Governance Structures

pc: Barrie Nicholls, Program Analyst, Governance and Structure Branch