

Regional Board Report

TO: Regional Board

FROM: Brian Reardon
Chief Administrative Officer

DATE: April 4, 2017

SUBJECT: North Westside Services and Community Issues Review – Terms of Reference

Voting Entitlement: *All Directors – Unweighted Corporate Vote – Simple Majority LGA 208.1*

Purpose: To present a draft Terms of Reference for the North Westside Services and Community Issues Review for the Board's consideration and approval.

Executive Summary:

On December 12th, 2016 the Regional Board approved a resolution supporting a governance study for the North Westside Fire Protection Area with a focus on a hybrid approach blending a diagnostic service analysis and a community issues assessment. The following resolution was also approved:

“THAT should the Board support a governance study for the North Westside Fire Protection Service Area the following conditions be met:

- 1. all staff time, unforeseen consulting fees, and associated costs of the governance study will be tracked and allocated to Electoral Area Administration for Central Okanagan West;*
- 2. the study scope, objectives and terms of reference to receive Board approval.”*

Regional District and Ministry staff has jointly developed a draft Terms of Reference, attached as Appendix A, for the North Westside Services and Community Issues Review. These Terms of Reference have been written to reflect the scope, objectives, and grant conditions outlined in correspondence received from the Ministry of Community, Sport and Cultural Development.

These draft Terms of Reference are presented for the Board's consideration and approval.

RECOMMENDATION:

THAT the Board approve the Terms of Reference attached as Appendix A to the April 4, 2017 CAO Report entitled “North Westside Services and Community Issues Review – Terms of Reference”.

Respectfully Submitted:



Implications of Recommendation:

Strategic Plan: the recommendation supports Strategic Priority 1: Provide Proactive and responsive Governance – work to improve Electoral Area working relationships within the RDCO.

Background:

On December 12th, 2016 the Regional Board approved a resolution supporting a governance study for the North Westside Fire Protection Area with a focus on a hybrid approach blending a diagnostic service analysis and a community issues assessment. The following resolution was also approved:

“THAT should the Board support a governance study for the North Westside Fire Protection Service Area the following conditions be met:

- 1. all staff time, unforeseen consulting fees, and associated costs of the governance study will be tracked and allocated to Electoral Area Administration for Central Okanagan West;*
- 2. the study scope, objectives and terms of reference to receive Board approval.”*

A Letter of Application for a Provincial Restructure Planning Grant, approved by the Regional Board, was sent to Minister Fassbender in mid-January, 2017.

Approval of a \$20,000 Restructure Planning Grant for a services and community issues review for the North Westside Fire Protection Service Area was received from Minister Fassbender’s Office on February 20th, 2017. In his letter, Minister Fassbender describes *“the purpose of this grant is to assist the RDCO with two tasks:*

- 1. the collection, inventory and diagnostic analysis of available service delivery, taxation and other relevant data to better describe and understand key facets of local governance in the review area; and*
- 2. the identification of issues and concerns expressed by the review area communities regarding decision making and delivery of regional district services in the review area.”*

Regional District and Ministry staff has jointly developed a draft Terms of Reference, attached as Appendix A, for the North Westside Services and Community Issues Review. These Terms of Reference have been written to reflect the scope, objectives, and grant conditions outlined in correspondence received from the Ministry of Community, Sport and Cultural Development. Of note, the following items have been deemed to be out of scope for the review:

- *a technical or financial audit of current services and governance in the review area;*
- *options or recommendations on changes to the existing governance model; and*
- *the impact of change to current governance in the review area*

The timeline for the final deliverables for this Review is:

- **September 15, 2017:** draft report delivered to RDCO and Ministry program staff;
- **October 23, 2017:** final report delivered to RDCO Board and Ministry program staff;
- **October 31, 2017:** review must be completed and delivered to RDCO and Ministry program staff;
- **December 31, 2017:** all claims, reporting & project completion tasks must be finalized.