



March 23, 2023

Ref: 272057

Bill Newell
Chief Administrative Officer
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, BC V2A 5J9

Email: bnewell@rdos.bc.ca

Dear CAO Bill Newell:

On March 22, 2023, Honourable Anne Kang, Minister of Municipal Affairs, advised Chair Pendergraft that she has approved \$150,000 in restructure planning grants to the Regional District of Okanagan-Similkameen for an incorporation study in Electoral Area D.

The purpose of these grants is to fund a detailed overview of the incorporation option, including an estimate of financial impacts, a full community discussion, and an independent partial road assessment of provincial roads.

This letter provides information and requirements for the following approved projects that comprise the Study, which may be cited in correspondence as follows:

Grant Purpose	Project Commitment #	Grant Amount
Incorporation Impact Analysis	51RS2309	\$60,000
Community Engagement	51RS2310	\$60,000
Roads Assessment	51RS2311	\$30,000

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

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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 April 1, 2023 and March 31, 2025.

(c) The following reports must be submitted to the Ministry program staff by the specified dates:

a. An *Interim Progress Report*, on or before November 1, 2023, that includes:

- (a) the Committee composition, once established, and its preliminary meeting schedule;
- (b) the work plan developed by the Incorporation Study consultant;
- (b) the community engagement strategy as developed by the Community Engagement consultant.

b. A *Draft Preliminary Report*, on or before March 1, 2024, comprised of a draft of the report prior to public presentation.

c. A draft *Final Report*, on or before Feb 28, 2025, comprised of a copy of the draft final report on incorporation for provincial staff to review and comment.

d. A *Final Report*, on or before March 31, 2025, comprised of a copy of the final report presented to the RDOS Board and a Committee recommendation on an incorporation vote.

e. An *Account of Study Expenses*, on or before June 1, 2025, 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 Province. Unused grant funding should be returned in the form of a cheque made payable to the Minister of Finance no later than June 1, 2025.

As noted in the letter from Minister Kang, I am the Ministry project lead and will be available for advice and assistance during the Study. I can be reached by email at David.VanOmmen@gov.bc.ca, or by phone at 778-698-3214.

Sincerely,

David Van Ommen

David Van Ommen
Senior Planning Analyst, Governance Structures

pc: Christy Malden, Manager of Legislative Services, RDOS, cmalden@rdos.bc.ca