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City of Kelowna

MEMORANDUM

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DATE: March 21, 2007  
FILE: 113-01  
TO: City Manager  
FROM: Boundary Extension Review Team  
RE: Westside Governance – Council Commitments on Amalgamation

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**RECOMMENDATION:**

THAT Council approve the following recommendations, subject to results of the consultation process currently underway with the citizens of Kelowna and if the Westside Governance Study Area voters favour amalgamation with the City of Kelowna:

- Creation of a statutory reserve fund for the deposit of funds directly related to the Westside Governance Study Area transition process
- Creation of a Task Force to identify infrastructure improvements and operating service level priorities for the expenditure of funds allocated as part of the Westside Governance Study Area transition process
- Creation of an Advisory Committee to oversee implementation of infrastructure improvements and operating service level upgrades with funds allocated to the Westside Governance Study Area through the transition period

AND THAT the Westside Governance Committee be advised of the approved recommendations and requested to add this information to their website and communication materials.

**BACKGROUND:**

At the March 12, 2007 Council meeting, the report from Robert Prosser & Associates regarding the financial impact on Kelowna taxpayers of an amalgamated Kelowna and Westside Governance Study Area was received by Council. Subsequent to the report presentation, Council engaged in a discussion regarding the creation of a statutory reserve, task force and advisory committee if voters in the upcoming Westside referendum favour amalgamation with Kelowna.

#### Westside Governance Study Area Statutory Reserve Fund

This reserve fund will be used to deposit all grants and other transition related revenues for infrastructure improvements and operating level services. All expenditures specific to the Westside Governance Study Area transition will be budgeted out of this reserve as well. A full accounting will be available of all costs that are deemed incremental to current service levels and are intended to parallel current service standards adopted in the City of Kelowna.

#### Westside Governance Study Area Task Force

The purpose of this Task Force is to identify and recommend priorities for capital improvements and operating expenditures that facilitate increasing the level of service to a City standard during the transition period between 2008 and 2013. Funds will be available from grants, fees and taxation either up front or annually through this period and a phasing plan will need to be developed to ensure expectations can be accommodated.

The Boundary Extension Review Team recommends that the 3 Westside Area directors, Regional District of Central Okanagan staff, Westside Neighbourhood Associations and the Westside business community be consulted as to potential representatives on the Task Force; appointments would reflect the broad interests in the community. As with all task forces and committees, Council appoints the chair. This recommendation is made recognizing the City's experience with large task forces/committees that were quite successful considering their very focused approach. Examples include the Roads Task Force (east approaches and couplet alternatives) with 15 members and the Water Quality Task Force with 17 members. Consulting assistance will be required to help the Task Force meet its goals in determining priorities and setting timelines for recommendations.

The Task Force membership will be determined shortly after the amalgamation option is chosen and will complete its mandate within 12 months of its first meeting. A complete terms of reference will be developed prior to activation of the Committee.

#### Westside Governance Study Area Advisory Committee

The purpose of this Committee is to ensure due diligence is carried out in accounting for all transition related funding and expenditures, and to provide advice to Council on previously identified priorities that, for justifiable reasons, either cannot be accomplished or must be re-prioritized. The Committee will meet periodically throughout the year and report to Council at least annually.

The Boundary Extension Review Team recommends that the Committee include the two Westside Area Councillors, the Central Okanagan Regional District Chair and two community representatives (i.e. the Westside Governance Committee has a number of knowledgeable and committed volunteers). As noted previously, Council will appoint the chair. Council committee members are appointed annually so member changes may occur during the committee's mandate which is expected to be completed by the end of 2012. It is also recommended that the remaining Westside Area Director and a representative of the Westbank First Nation be appointed as ex-officio members.

The Advisory Committee will be appointed subsequent to the transition date in early December, 2007 and following election of the two Westside Council members. A complete terms of reference will be developed prior to activation of the Committee which is expected to be concurrent with the beginning of Westside projects.

Considerations that were not applicable to this report:

**INTERNAL CIRCULATION TO:**

**LEGAL/STATUTORY AUTHORITY:**

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

**EXISTING POLICY:**

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

**PERSONNEL IMPLICATIONS:**

**TECHNICAL REQUIREMENTS:**

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

**ALTERNATE RECOMMENDATION:**

Submitted by:

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P. Macklem, Director of Financial Services  
On behalf of the Boundary Extension Review Team

Cc: Director of Corporate Development      Director of Works & Utilities  
      Communications Manager                 Director of Corporate Services