Okanagan Falls Incorporation Study Committee
Committee Meeting
November 21, 2023

MINUTES

MEMBERS PRESENT:	Eugene Dettling	Ian Bowen
	Judy Garner	Kelvin Hall
	Randy Ludwar	Marcel Olsthoorn
	Kea Adachi	Rick Wilson
MEMBERS ABSENT:	Debbie Rose	Eleanor Walker
EX-OFFICIO MEMBERS PRESENT:	Electoral Area "D" Director M. Taylor	
OTHERS PRESENT:	Allan Neilson, Neilson Strategies Inc.	
	Sherry Hurst, Leftside Partners Inc.	
	Natasha Horsman, Horsman Strategies	
	Simon Rasmussen, Ministry of Municipal Affairs	
STAFF PRESENT;	K. Roemer, Clerk	
	H. Bui, IT Systems Analyst	

The meeting was called to order at 6:32 by Rick Wilson, Chair

A. APPROVAL OF AGENDA

MOVED and SECONDED
THAT the Agenda for the Okanagan Falls Incorporation Study Committee Meeting of November 21, 2023 be adopted. –**CARRIED**

B. INTRODUCTIONS and PHOTO

1. The Chair asked Committee members, the consultants and RDOS staff to introduce themselves.
2. The Committee member photo will be taken at the end of the meeting.

C. COMMITTEE MEETING MINUTES

MOVED and SECONDED
THAT the Minutes for the Okanagan Falls Incorporation Study Committee Meeting of September 11, 2023 be adopted. **–CARRIED**

D. PURPOSE of STUDY; STUDY PROCESS

The consultants reviewed with the Committee the purpose and process for the Incorporation Study.

E. SERVICE SHEETS

1. The Planning and Building Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

   MOVED and SECONDED
   THAT the Planning and Building Services Service Sheet be endorsed as presented by the consultants. **–CARRIED**

2. The Bylaw Enforcement Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

   MOVED and SECONDED
   THAT the Bylaw Enforcement Services Service Sheet be endorsed as presented by the consultants. **–CARRIED**

3. The Environmental Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

   MOVED and SECONDED
   THAT the Environmental Services Service Sheet be endorsed as presented by the consultants. **–CARRIED**

4. The Emergency Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

   MOVED and SECONDED
   THAT the Emergency Services Service Sheet be endorsed as presented by the consultants. **–CARRIED**

5. The Library Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

   MOVED and SECONDED
   THAT the Library Services Service Sheet be endorsed as presented by the consultants. **–CARRIED**

F. PROJECT TEAM AND COMMUNICATIONS UPDATES

1. The consultants briefed the Committee on the Project Team discussions that have occurred since the inaugural Committee meeting in September.
2. The consultants reviewed with the Committee all the information that has been posted on the study since mid-September.
3. The consultant asked the Committee to create a Communications Sub-Committee to review and provide feedback on communications materials prepared by the consultants.

MOVED and SECONDED
THAT a Communications Sub-Committee be established, consisting of Rick Wilson, Kea Adachi, Randy Ludwar, and Debbie Rose. **–CARRIED**

G. QUESTIONS AND COMMENTS FROM PUBLIC IN ATTENDANCE

Members of the Public that were in attendance both in person and online were given the opportunity to identify themselves and indicate if they lived in the study area to ask questions.

H. NEXT MEETING

1. The next meeting was confirmed for January 23, 2024. (**Please note:** this date has since changed to February 5, 2024 at 6 pm)
2. The consultants will provide a brief preview of what to expect at the next meeting.

I. ADJOURNMENT

MOVED and SECONDED
THAT the meeting adjourn at 8:33 pm. **-CARRIED**