



REGIONAL DISTRICT OF CENTRAL OKANAGAN
REGULAR BOARD MEETING
AGENDA
8:30 am

Thursday, November 14, 2019
Woodhaven Board Room
1450 K.L.O. Road, Kelowna, BC

Pages

1. CALL TO ORDER

Chair to acknowledge that this meeting is being held on the traditional territory of the syilx/Okanagan peoples.

2. ADDITION OF LATE ITEMS

3. ADOPTION OF THE AGENDA

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the agenda be adopted.

4. ADOPTION OF MINUTES

4.1 Regional Board Meeting Minutes - October 28, 2019

1 - 5

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board meeting minutes of October 28, 2019 be adopted.

5. CORPORATE SERVICES

5.1 Emergency Management Contract - City of Kelowna

6 - 14

(All Directors - Weighted Vote - Simple Majority - LGA 210.2)

Recommended Motion:

THAT the Regional Board approve the terms of the Emergency Management Program Memorandum of Understanding with the City of Kelowna, and direct the corporations' duly authorized officers to enter this agreement on behalf of the Regional District of Central Okanagan.

5.2 2020 Schedule of Meetings

15 - 16

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the 2020 meeting schedule for Regional Board, Regional Hospital District and Governance & Services Committee meetings be approved.

5.3 Bylaw Enforcement Appointments

17 - 21

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board appoint the following Regional District employees as Bylaw Enforcement Officers to enforce the designated service bylaw(s) outlined:

- Murray Kopp (Director of Parks) – Regional Parks Regulation Bylaw and Community Parks Regulation Bylaw
- Tanya Brunelle (Bylaw Enforcement Officer) – Regional Parks Regulation Bylaw and Community Parks Regulation Bylaw
- Danika Dudzik (Environment Planner) – Joe Rich Rural Land Use Bylaw, Ellison Official Community Plan Bylaw, Rural Westside Official Community Plan Bylaw and Development Applications Procedure Bylaw
- Mike MacIntosh (Building Inspector) – Building Bylaw, Zoning Bylaw, Joe Rich Rural Land Use Bylaw, Business Licensing and Regulations Bylaw, Sign Regulation Bylaw, Ellison Official Community Plan Bylaw, Rural Westside Official Community Plan Bylaw, Development Applications Procedure Bylaw, Control of Special Events Bylaw, and Building Numbering Bylaw
- Todd Cashin (Director of Community Services) – Control of Special Events Bylaw, Building Numbering Bylaw, and Development Applications Procedure Bylaw
- Ross Kotscherofski (Local Assistant to Fire Commissioner) - Smoke Control Regulatory Bylaw, Fire Prevention and Regulation Bylaw, and Fireworks Prohibition & Regulation Bylaw
- Curtis Svenson (Animal Control Officer) – Responsible Dog Ownership Bylaw
- Denae Kazakoff (Animal Control Officer) – Responsible Dog Ownership Bylaw

5.4 GIS Memorandum of Understanding

22 - 30

(All Directors - Weighted Vote - Simple Majority - LGA 210.2)

Recommended Motion:

THAT the Regional Board approve the renewal of a Memorandum of Understanding for the provision of GIS Services to the District of Peachland and Westbank First Nation for a period of five years commencing January 1, 2020 according to the terms and conditions as outlined in the Memorandum of Understanding.

6. FINANCIAL SERVICES

6.1 2019 Q3 Financial Report

31 - 33

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Board receive for information the 2019 3rd Quarter Financial report.

7. COMMUNITY SERVICES

7.1 Central Okanagan West Advisory Planning Commission Appointment

34 - 36

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board approve the appointment of Dave Cousins and Barb Hayden as members to the Regional District Central Okanagan West Advisory Planning Commission for four-year terms (November 2019 – November 2023).

8. ENGINEERING SERVICES

8.1 Big White-Joe Rich Mutual Aid Agreement

37 - 41

(All Directors - Weighted Vote - Simple Majority - LGA 210.2)

Recommended Motion:

THAT the Regional Board approve the renewal of the Mutual Aid Agreement between the Regional District of Central Okanagan (Joe Rich Fire Department) and Regional District of Kootenay Boundary (Big White Fire Department) for a 5-year period (October 1, 2019 – September 30, 2024).

8.2 UBCM Community Emergency Preparedness Fund: Equipment and Training Application

42 - 44

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board supports submitting a \$100,000 grant application under the Union of BC Municipalities – Community Emergency Preparedness Fund for Volunteer & Composite Fire Departments Equipment & Training.

9. NEW BUSINESS

9.1 Rise & Report from the Governance & Service Committee Meeting of November 14, 2019

9.1.1 Proposed Johns Family Nature Conservancy Dark Sky Preserve Report

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

Proposed Resolution from the Governance & Services Committee meeting:

THAT the Regional Board support RDCO staff submitting an application through the Royal Astronomical Society of Canada for the nomination of Johns Family Nature Conservancy Regional Park as a Dark Sky Preserve;

AND FURTHER THAT the Regional Board approve the establishment of a Dark-Sky Preserve at Johns Family Nature Conservancy Regional Park with the receipt of confirmation of a successful application from the RASC.

10. DIRECTOR ITEMS

11. ADJOURN IN CAMERA

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT pursuant to Section 90 (k) of the Community Charter the Regional Board adjourn and convene to an 'In-Camera' session to discuss:

- negotiations and related discussion respecting the proposed provision of a service

Minutes of the *REGIONAL BOARD MEETING* of the Regional District of Central Okanagan held at the Regional District offices, 1450 KLO Road, Kelowna, B.C. on Monday, October 28, 2019

- Directors: J. Baker (District of Lake Country)
M. Bartyik (Central Okanagan East Electoral Area)
W. Carson (Central Okanagan West Electoral Area)
G. Milsom (City of West Kelowna)
G. Given (City of Kelowna)
C. Hodge (City of Kelowna)
S. Johnston (City of West Kelowna)
B. Sieben (City of Kelowna)
L. Stack (City of Kelowna)
L. Wooldridge (City of Kelowna)
J. Coble (Westbank First Nation)
- Absent: C. Basran (City of Kelowna)
C. Fortin (District of Peachland)
- Staff: B. Reardon, Chief Administrative Officer
M. Rilkoff, Director of Financial Services
T. Cashin, Director of Community Services
J. Foster, Director of Communication and Information Services
C. Griffiths, Director of Economic Development and Bylaw Services
D. Komaïke, Director of Engineering Services
M. Kopp, Director of Parks Services
M. Drouin, Manager-Corporate Services (recording secretary)

1. CALL TO ORDER

Chair Given called the meeting to order at 7:00 p.m.

The meeting is being held on the traditional territory of the syilx/
Okanagan Peoples.

2. ADDITION OF LATE ITEMS

There were no late items for the agenda.

3. ADOPTION OF THE AGENDA

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

#186/19 BAKER/MILSOM

THAT the agenda be adopted as amended (remove 6.1).

CARRIED Unanimously

4. ADOPTION OF MINUTES

- 4.1 Regional Board Meeting Minutes – September 30, 2019
(All Directors - Unweighted Corporate Vote - Simple Majority -
LGA 208.1)

#187/19 BAKER/HODGE

THAT the Regional Board meeting minutes of September 30, 2019 be adopted.

CARRIED Unanimously

- 4.2 Regional Board Meeting Minutes – October 10, 2019
(All Directors - Unweighted Corporate Vote - Simple Majority -
LGA 208.1)

#188/19 BAKER/WOOLDRIDGE

THAT the Regional Board meeting minutes of October 10, 2019 be adopted.

CARRIED Unanimously

5. CORRESPONDENCE

- 5.1 Appointments by Westbank First Nation to the Regional Board (All
Directors - Unweighted Corporate Vote - Simple Majority - LGA
208.1)

#189/19 JOHNSTON/STACK

THAT the October 15, 2019 letter from Westbank First Nation confirming their
Regional Board appointments for the next three years be received for
information.

CARRIED Unanimously

- 5.2 Okanagan Basin Water Board Meeting Highlights-October 4, 2019
(All Directors - Unweighted Corporate Vote - Simple Majority -
LGA 208.1)

#190/19 WOOLDRIDGE/STACK

THAT the Okanagan Basin Water Board meeting highlights of October 4, 2019
be received for information.

CARRIED Unanimously

6. CORPORATE SERVICES

- 6.1 Q3 Video Highlights (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Removed from the agenda due to technical difficulties.

7. FINANCIAL SERVICES

- 7.1 Purchasing Commitments over \$100k during 3Q 2019 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#191/19 SIEBEN/DEHART

THAT the Regional Board, as per section 4.6 of the RDCO Purchasing Policy, receive for information, the report dated October 11, 2019 on purchase commitments which exceeded \$100,000 made during the third quarter of 2019.

CARRIED Unanimously

- 7.2 2020-2024 Budget Process Timelines (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report dated October 18, 2019 presenting the budget timelines for 2020 including the public input processes.

#192/19 BARTYIK/HODGE

THAT the Board receive and endorse the 2020-2024 Budget Process Timeline Report prepared by the Director of Financial Services dated October 16, 2019.

CARRIED Unanimously

- 7.3 Proposed Changes to Budget Binder for 2020-2024 Budget Process (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report dated October 21, 2019 presenting the budget process changes recommended to the Board's budget binder.

#193/19 BAKER/STACK

THAT the budget binder information provided to the Board be reduced in accordance with the recommendations listed in the table in the "Proposed Changes to Budget Binder for 2020-2024 Budget Process" report presented at the October 28, 2019 Board Meeting.

CARRIED Unanimously

8. COMMUNITY SERVICES

- 8.1 FrontCounter Referral Application - 1875 Banff Road (BC File: No. 3413329/CL-19-04), for owner H. Brunt c/o Ecoscape Environmental Consultants Ltd. (agent), to acquire a License of Occupation (over 30 years) to permit an existing concrete apron on the foreshore of Okanagan Lake, Central Okanagan West Electoral Area *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 209.1)*

Staff report outlined the FrontCounter referral application to permit an existing concrete apron on the foreshore of Okanagan Lake. Staff reviewed the application. The Board asked questions of staff in regards to the application.

The owner H. Brunt or Ecoscape Environmental Consultants Ltd. (agent) was not in attendance.

#194/19 STACK/WOOLDRIDGE

THAT the Regional Board not support FrontCounter BC referral application 3413329 for the issuance of a License of Occupation to permit an existing concrete apron on the foreshore of Okanagan Lake at 1875 Banff Road.

CARRIED Unanimously

- 8.2 Regional Housing Needs Assessment, Jada Basi, CitySpaces', Manager of Housing and Community Planning, presenting *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Staff report noted that a regional housing needs assessment was identified as Project No. 3 as part of the Regional Growth Strategy. A consulting contract was awarded and a collaborative process with utilized through the project that involved RDCO staff, the RGS Steering Committee and various other regional partners and organizations.

J. Basi, CitySpaces Consulting Ltd., provided an overview of the assessment report to the Board. The Board asked the consultant questions on the report.

Staff reviewed the next steps in the process.

#195/19 BAKER/HODGE

THAT the Board receive and endorse the Regional Housing Needs Assessment report from the Director of Community Services dated October 28, 2019.

CARRIED Unanimously

9. NEW BUSINESS

No new business

10. DIRECTOR ITEMS

- Director Stack thanked the RDCO staff for the 'Spooktacular' event at Mission Creek Park last evening. It was well attended.
- Director Milsom noted the Business Watch program was launched last week in West Kelowna. RDCO Crime Prevention Officer will be working with the program.

11. ADJOURN IN CAMERA

#196/19 JOHNSTON/BARTYIK

THAT pursuant to Section 90 (c) of the Community Charter the Regional Board adjourn and convene to an 'In-Camera' session to discuss:

- Labour relations or other employee relations.

CARRIED Unanimously

There being no further business the meeting was adjourned at 9:00 p.m.

CERTIFIED TO BE TRUE AND CORRECT

G. Given (Chair)

Brian Reardon (Chief Administrative Officer)



Regional Board Report

TO: Regional Board

FROM: Brian Reardon, CAO

DATE: October 30, 2019

SUBJECT: Proposed Emergency Management Program Memorandum of Understanding

Voting Entitlement: All Directors - Weighted Corporate Vote – Simple Majority - LGA Section 210.2

Purpose: To seek Board approval to enter an intra-regional service agreement with the City of Kelowna for the provision of the Regional Emergency Management Program.

Executive Summary:

On July 18, 2019 the Regional Board gave three readings and adopted the “Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019”. This bylaw establishes the operational parameters under which the Regional District of Central Okanagan (RDCO) provides a regional emergency management program.

In order to operationalize Bylaw No. 1444 each participating municipality needed to approve a Council resolution that creates the necessary linkages to the Regional District Emergency Management Program and formalize Council’s delegation of duties and powers to the Emergency Management Organization. All four Municipalities completed this task on or before October 7, 2019.

Additionally, for reasons of added transparency and accountability Regional District staff are recommending we formalize our current operational practice through an intra-regional Memorandum of Understanding (MOU) with the City of Kelowna. This MOU will provide a framework that will enable both organizations to better plan, monitor and manage the Program.

Following a review by our legal counsel, staff are pleased to present a draft Emergency Management Program Memorandum of Understanding for the Board’s consideration and approval.

RECOMMENDATION:

THAT the Regional Board approve the terms of the Emergency Management Program Memorandum of Understanding with the City of Kelowna, and direct the corporations’ duly authorized officers to enter this agreement on behalf of the Regional District of Central Okanagan.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Brian Reardon".

Background:

Further to the staff reports presented to the Board on July 18th, 2019 pertaining to the Regional District of Central Okanagan Emergency Management Service and Program bylaws, staff would like to take the “Next Steps” in operationalizing and formalizing this regional service.

Included in the July 5th, 2019 staff report under “**External Implications**” was the following:

“In order to legitimize the adoption of this Emergency Program Bylaw all municipal participants in the RDCO Emergency Preparedness Service must adopt a Council resolution worded as follows:

“Whereas council wishes to establish an emergency management organization, as required by the Emergency Program Act and to provide a framework for the municipality to develop its own operational emergency response protocols, Council hereby resolves that:

- 1. Pursuant to the Emergency Program Act (British Columbia), the emergency management organization established by under Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019 is hereby established as the emergency management organization for the whole of the municipality and.*
- 2. All of council’s duties and powers under the Emergency Program Act (British Columbia) are hereby delegated to that emergency management organization, except for the power to make a declaration of a state of local emergency under that Act.”*

The wording of the resolution was provided by our solicitors at Young Anderson and has been reviewed and approved by myself and our Emergency Program Coordinator. It provides the necessary linkages to the Regional District Emergency Management Program and formalizes council’s delegation of duties and powers, except for the power to make a declaration of a state of local emergency under the Emergency Program Act.”

We are pleased to report this task was completed by all four municipalities on or before October 7th, 2019.

There now remains’ two outstanding tasks associated with the RDCO emergency management program update.

1. Firstly, the RDCO Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019 needs approval from the Inspector of Municipalities before being reconsidered and adopted by the Regional Board.
2. Secondly, for reasons of added transparency and accountability Regional District staff are recommending we formalize our current operational practice through an intra-regional Memorandum of Understanding (MOU) with the City of Kelowna. This MOU will provide a framework that will enable both organizations to better plan, monitor and manage the Program.

Bylaw No. 1443 has been forwarded to the Inspector of Municipalities for approval, is in process and we anticipate a positive response in due course.

Following a collaborative effort with the City of Kelowna and a review by our legal counsel, staff are pleased to present a draft Emergency Management Program Memorandum of Understanding for the Board’s consideration and approval.

Financial Considerations:

Historically, the RDCO Emergency Management Program has been provided by the City of Kelowna pursuant to the Emergency Program Bylaw No. 635 and in accordance with the annual budget approved by the Regional Board.

Historically, managers from the RDCO and the City of Kelowna have met on a regular basis to review prior years' accomplishments, program needs for the next year and developed budgets and work plans accordingly. These budgets were then presented to the Regional Board for consideration and approval. Over the years this operational practice has been refined and improved. Both organizations are comfortable with this approach and wish to formalize our current practice.

For reasons of added transparency and accountability, these annual budgets and work plans will be presented to the Emergency Management Organization which has CAO representation from all four municipalities, Westbank First Nation and the Regional District prior to being presented to the Regional Board for consideration and approval.

The new Memorandum of Understanding (*attached to this report*) was developed in collaboration with our Emergency Program Coordinator, Travis Whiting and led by the RDCO Chief Administrative Officer, with assistance from senior Finance/Purchasing staff and our solicitors at Young Anderson.

Organizational Issues:

It has been an objective for a number of years to enter an agreement with the City of Kelowna for the provision of emergency management services that provides the necessary tools for both organizations to effectively plan, monitor, and manage all aspects of the program. The proposed Memorandum of Understanding provides that much needed framework and formalizes, in writing, what has been an operational best practice.

External Implications:

Should the Board approve the staff recommendation in this report, the Memorandum of Understanding will provide transparency on how the Emergency Management Service is delivered, administered and funded. It will also complete and integrate the provisions of Emergency Management Program Bylaw No. 1444 which all four Municipalities and the Regional District have agreed too. Westbank First Nation, as a contracted partner in the service has administratively indicated support for the proposed changes as well.

Alternative Recommendation:

As the recommendation in this report is intrinsically linked with the Emergency Management Program Bylaw No. 1444, 2019 staff have no alternate recommendation to offer. If the Board requires further information prior to making an informed decision, a tabling motion to that affect would be in order along with direction to staff on what needs to be brought back for deliberation.

Attachment(s): Draft Emergency Management Program Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING REGIONAL EMERGENCY MANAGEMENT PROGRAM COORDINATION

THIS MEMORANDUM OF UNDERSTANDING is entered into on this _____ day of _____, 2019

BETWEEN: **REGIONAL DISTRICT OF CENTRAL OKANAGAN,**
1450 KLO Road
Kelowna, BC. V1W 3Z4

(hereinafter, the “Regional District”)

AND: **CITY OF KELOWNA**
1435 Water Street,
Kelowna, BC. V1Y 1J4

(hereinafter, the “City”)

WHEREAS the Regional District has, in coordination with its member municipal councils, established a regional emergency management program and an Emergency Management Organization in accordance with the *Emergency Program Act* through the following bylaws:

- Regional District of Central Okanagan Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019; and
- Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019

WHEREAS Emergency Management Program Bylaw No. 1444 contemplates that the regional emergency management program would include, and authorizes the Regional District CAO to appoint, an Emergency Program Coordinator for the Emergency Management Organization, who will in-turn be responsible for;

- providing leadership and administration for the emergency management program,
- coordinating and/or supervising any sub-committees or work groups,
- developing a Strategic Plan, action plans and budget,
- maintaining all emergency plans and documentation,
- providing an annual status report on the level of preparedness,
- coordinating a training and exercise program,

- coordinating with other governments, non-government agencies, First Nations and private sector organizations,
- establishing and maintaining an Emergency Operations Centre (EOC), and
- establishing, coordinating and supporting volunteer programs.

WHEREAS the City has for a number of years performed the role of Emergency Program Coordinator, among other Emergency Management Program coordination duties;

WHEREAS the Regional District and the City wish to enter into this Memorandum of Understanding (“MOU”) in order to establish the terms and conditions pursuant to which the City will provide Emergency Management Program Co-ordination, including the role of *Emergency Program Coordinator*, on behalf of the Regional District;

CONSEQUENTLY, THE PARTIES AGREE AS FOLLOWS:

1. Term

This MOU will be effective as of the date first written above and shall continue for a period of five (5) years, unless terminated earlier in accordance with the terms and conditions of this MOU.

The parties may extend the term of this MOU by a further five-year period, subject to mutual agreement between the parties on terms and conditions.

2. Regional District Responsibilities

The Regional District undertakes to perform the following:

- a. Provide all funding for the regional emergency program, including the expenses and costs incurred by the City in performing the duties detailed in section 3 of this MOU, as agreed each year through a written annual budget; and
- b. Pay for and retain ownership of all equipment and capital items that are required to provide coordination services at the EOC pursuant to this MOU.
- c. Manage the procurement of all equipment and capital items for the regional emergency management program, in accordance with the Regional Board approved budget and the Regional District Purchasing Policy. Note: the City shall manage procurement of IT related purchases due to the need to integrate with City IT infrastructure.

3. City Responsibilities

The City undertakes to perform the following:

Emergency Program Coordinator

- a. Perform the role of *Emergency Program Coordinator*, including all responsibilities of the *Emergency Program Coordinator* as defined in section 5 of *Emergency Management Program Bylaw No. 1444*;

Emergency Operations Centre (EOC)

- b. Provide a space for an EOC plus a backup EOC, which will include;
 - i. All equipment maintained in a constant state of readiness, and
 - ii. All equipment configured to meet the City's information technology standards
- c. Develop a staffing plan for the EOC, which will include;
 - i. Use of an Initial Action Team (IAT) that is able to rapidly respond to the EOC,
 - ii. Identification of staff from across the region, organized by section, that are capable of operating within the EOC, and
 - iii. Maintenance of an EOC staff 'contact list', which will be updated at least annually and available in the EOC at all times.

Training:

- d. Coordinate and implement a training program each year that meets the needs of the regional emergency program. The training program will consist of courses, exercises, presentations and workshops that are identified through feedback from EOC staff.

Budget:

- e. Prepare an annual budget request to the Regional District CAO and Chief Financial Officer, which includes;
 - i. Capital and equipment requests,
 - ii. Operating costs for the program, including the following components:
 - KFD contracted staffing costs for program management
 - Other Operating expenses
 - Training expenses

Notes:

- Generally, these costs should not exceed the prior year's budget costs plus BC CPI or a Board directed increase to account for staff salary / IAFF contract increases, whichever is greater. Should there be any extraordinary costs or service level changes, these would be

brought forward during the annual budget process and approved by the Board.

- There will also be some additional Regional District direct costs, and Region District staff will supply these budget line items directly as part of the budget process.

iii. An overview of the anticipated annual work plan

- f. Provide specifications / technical requirements to Regional District staff on all emergency program coordination capital purchases required, suitable for the Regional District's purchasing department to procure equipment in accordance with purchasing policy requirements;

Emergency Plans:

- g. Work with all regional partners to ensure that regional response plans are in-place. Note It is the responsibility of each local jurisdiction to ensure that local plans are in-place and that those plans conform to regional emergency management practices.

Annual Reporting:

- h. Submit to the Regional District, an annual report on the regional emergency program, which provides details on; program activities, achievements, and objectives for the following year.

4. Termination of MOU

- a. Either party may terminate this MOU on 12 months' prior notice. During the 12-month notice period, the parties will mutually agree the process in order to transfer assets, outstanding commitments and the duties outlined in section 3 of this MOU back from the City to the Regional District.

5. Insurance & Indemnity:

- a. The City will obtain and continuously carry during the term of this MOU at its own expense and cost, the following insurance coverage with minimum limits of not less than those shown in the respective items set out below:

Commercial General Liability insurance to protect the City, the Regional District and their respective officers, officials, employees, and agents against claims for damages, personal injury including death, bodily injury and property damage which may arise from the services to be provided under this MOU.

The limit of Commercial General Liability insurance will not be less than \$25,000,000 per occurrence, inclusive for personal injury, death, bodily injury or property damage and in the aggregate with respect to services to be provided.

The policy of insurance will:

- be on an occurrence form;
 - add the Regional District and its officials, officers, employees and agents as Additional Insureds with respect to claims arising out of the premises, operations or services to be provided by the City under this MOU;
 - contain a cross-liability or severability of interest clause; and
 - waive all rights which the insurer may acquire by payment of a claim to recover the paid amount from the Regional District or its officials, officers, employees or agents (a “Waiver of Subrogation”).
 - Be primary and non-contributory with respect to any claims against the Regional District arising out of the services provided by the City within the scope of this MOU.
- b. The City agrees to indemnify and save harmless the Regional District in respect of all claims at any time brought against the Regional District or any of its elected or appointed officials, officers or employees, for bodily injury or death, property damage or other loss or damage arising from any negligent acts or omissions of the City, its agents or employees, in the performance of the City’s obligations under this MOU, including all costs, expenses and liabilities incurred by the Regional District in connection with or arising out of any such claims, including expenses incurred in defending any action or proceeding pertaining to such claims. This indemnity will survive the expiry or termination of this MOU.

6. General Provisions

- a. This MOU constitutes the entire agreement between the Regional District and the City with respect to regional emergency management program coordination and supersedes any previous written or verbal agreement with respect thereto;
- b. This MOU may be signed in multiple counterparts which, when taken together, shall constitute one and the same original;
- c. Section headings have been added for purposes of references only and may not be considered in the interpretation of one of the provisions of this MOU;

- d. This MOU may only be amended by written instrument duly signed by the parties hereto;
- e. This MOU shall be governed and interpreted in accordance with the laws of the Province of British Columbia;

AND THE PARTIES HAVE SIGNED ON THE DATE FIRST MENTIONED ABOVE:

**REGIONAL DISTRICT OF
CENTRAL OKANAGAN**

CITY OF KELOWNA

Name: Gail Given
Title: Board Chair

Name:
Title:

Name: Brian Reardon
Title: Chief Administrative Officer

Name:
Title:



Regional Board Report

TO: Regional Board

FROM: Mary Jane Drouin
Manager – Corporate Services

DATE: October 30, 2019

SUBJECT: 2020 Board & Governance and Services Committee Meeting Schedule

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

Purpose: To introduce the 2020 draft meeting schedule for Board consideration.

Executive Summary:

The Regional Board's Procedure Bylaw No. 1278 outlines the regulations for when Regional Board meetings are to occur i.e.: "3.1 – on a Monday evening commencing at 7:00 p.m.; and if required, a regular meeting will be held following the Governance and Services Committee meeting."

It has been the practice of the Regional District to hold Board meetings as follows:

- On the second Thursday of the month following a Governance and Services Committee meeting; and
- On the fourth Monday of the month.

The 2020 meeting schedule has been drafted with this in mind. Of note, there are occasions when the meetings do not fall on the normally scheduled week due to various circumstances i.e.: UBCM Conference, holiday schedule, etc. (those dates are highlighted on the schedule).

RECOMMENDATION:

THAT the 2020 meeting schedule for Regional Board, Regional Hospital District and Governance and Services Committee meetings be approved.

Respectfully Submitted:

A handwritten signature in dark ink, appearing to read "Mg Drouin".

Mary Jane Drouin
Manager-Corporate Services

Approved for Board Consideration

A handwritten signature in dark ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Attachment(s): 2020 Draft Meeting Schedule



Regional District of Central Okanagan 2020 MEETING SCHEDULE

Regular Board Meetings Monday 7:00 p.m. (+ except where noted)	Governance & Services & Regional Board Meeting Thursday 8:30 a.m. - noon (* except where noted)	Public Hearings (Stand Alone- only if required) Monday – 7:00 p.m.
January 27	January 16 <i>*(CORHD Inaugural Mtg)</i>	
February 24	February 13 February 20 - Preliminary Budget Review*	
March 23 Final Budget Approval	March 12 – <i>to include Budget Review</i>	
SCHOOL SPRING BREAK – March 14-29		
April 27	April 9	
SILGA – Vernon April 28-May 1		
May 25	May 14	
FCM – Toronto June 4-7		
June 22	June 11	
July 27	July 9	
August 24	No meeting scheduled	
UBCM – Victoria Sept 21-25		
September 28	September 10	
October 26	October 8	
November 23	November 12 RDCO Board Inaugural meeting	
December 7+	No meeting	

Dates will be booked, if and as needed

Board meetings the 4th Monday of the month (+except where noted). In addition, a Regional Board meeting is held following the Governance and Services Committee meetings. Special meetings may be called as required.

Governance & Services meetings the 2nd Thursday of the month (*except where noted). Meetings start at 8:30 a.m. and may be extended to mid afternoon depending upon the agenda.

Regional Hospital Board meetings are scheduled as required (*budget meetings and approval are held same day as RDCO Board budget meetings*). Hospital Board inaugural meeting is held in January.

All other meetings, including Standing, Select & Advisory Commissions are called by the Chair.

Electoral Area Director Forum – Feb 4-5, 2020 Richmond, BC

Statutory Holidays:

New Year's Day - January 1 (Wed)
Family Day – February 17 (Mon)
Good Friday – April 10 (Fri)
Easter Monday – April 13 (Mon)
Victoria Day - May 18 (Mon)
Canada Day - July 1 (Wed)

B.C. Day - August 3 (Mon)
Labor Day - September 7 (Mon)
Thanksgiving Day - October 12 (Mon)
Remembrance Day - November 11 (Wed)
Christmas Day (Fri)/Boxing Day (Sat) – Dec 25-26

NOTE: Meeting dates subject to change or cancellation
Approved: _____



Regional Board Report

TO: Regional Board

FROM: Mary Jane Drouin
Manager – Corporate Services

DATE: October 30, 2019

SUBJECT: Appointment of Bylaw Enforcement Officers

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

Purpose: To appoint specific staff members to enforce provisions of bylaws outlined in Schedule 1 of the RDCO Ticket Information and Utilization Bylaw No. 435.

Executive Summary:

In order to enforce provisions of the Regional District of Central Okanagan Ticket Information and Utilization Bylaw No. 435, there is a requirement for the Regional Board to appoint, by resolution, staff members as Bylaw Enforcement Officers for the Regional District of Central Okanagan.

A review of Schedule 1 in Bylaw No. 435, was recently completed. As a result, the following list of employees are being recommended for Board appointments as Bylaw Enforcement Officers for the designated service bylaw(s) outlined below.

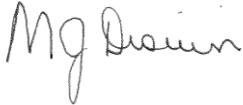
RECOMMENDATION:

THAT the Regional Board appoint the following Regional District employees as Bylaw Enforcement Officers to enforce the designated service bylaw(s) outlined:

- Murray Kopp (Director of Parks) – Regional Parks Regulation Bylaw and Community Parks Regulation Bylaw
- Tanya Brunelle (Bylaw Enforcement Officer) – Regional Parks Regulation Bylaw and Community Parks Regulation Bylaw
- Danika Dudzik (Environment Planner) – Joe Rich Rural Land Use Bylaw, Ellison Official Community Plan Bylaw, Rural Westside Official Community Plan Bylaw and Development Applications Procedure Bylaw
- Mike MacIntosh (Building Inspector) – Building Bylaw, Zoning Bylaw, Joe Rich Rural Land Use Bylaw, Business Licensing and Regulations Bylaw, Sign Regulation Bylaw, Ellison Official Community Plan Bylaw, Rural Westside Official Community Plan Bylaw, Development Applications Procedure Bylaw, Control of Special Events Bylaw, and Building Numbering Bylaw
- Todd Cashin (Director of Community Services) – Control of Special Events Bylaw, Building Numbering Bylaw, and Development Applications Procedure Bylaw

- Ross Kotscherofski (Local Assistant to Fire Commissioner) - Smoke Control Regulatory Bylaw, Fire Prevention and Regulation Bylaw, and Fireworks Prohibition & Regulation Bylaw
- Curtis Svenson (Animal Control Officer) – Responsible Dog Ownership Bylaw
- Denae Kazakoff (Animal Control Officer) – Responsible Dog Ownership Bylaw

Respectfully Submitted:



Mary Jane Drouin
Manager – Corporate Services

Approved for Board Consideration



Brian Reardon, CAO

Attachment(s): Schedule 1, Ticket Information Utilization Bylaw No. 435

Schedule 1, 2019

Designated Bylaws and Designated Bylaw Enforcement Officers for Regional District of Central
Okanagan Ticket Information Utilization Bylaw No. 435, 1990

<u>SCHEDULE</u>	<u>DESIGNATED BYLAWS</u>	<u>DESIGNATED BYLAW ENFORCEMENT OFFICERS</u>
2.	Regional District of Central Okanagan Building Bylaw No. 835, 1999	Bylaw Enforcement Officer Chief Building Inspector or Deputy Building Inspector
3.	Responsible Dog Ownership Bylaw No. 1343	Bylaw Enforcement Officer Animal Control Officer Pound Keeper
4.	Zoning Bylaw No. 871, 2000	Bylaw Enforcement Officer Chief Building Inspector or Deputy Building Inspector
5.	Animal Control Bylaw No. 880, 2000	Bylaw Enforcement Officer
6.	Regional District of Central Okanagan Regional Parks Regulation Bylaw No. 1427, 2018	Director of Parks Manager of Parks Parks Team Lead Bylaw Enforcement Officer Royal Canadian Mounted Police Animal Control Officer
7.	Noise Control Bylaw No. 403, 1989	Parks Caretaker Bylaw Enforcement Officer Royal Canadian Mounted Police
8.	Joe Rich Rural Land Use Bylaw No. 1195	Building Inspector Bylaw Enforcement Officer Environment Planner
9.	Regional District of Central Okanagan Unightly Premises and Visual Nuisance Bylaw No. 770, 1998	Bylaw Enforcement Officer
10.	Regional District of Central Okanagan Solid Waste Management Regulation Bylaw No. 1253	Bylaw Enforcement Officer Teller/Gate Operator Landfill Attendant

11. Regional District of Central Okanagan Business Licensing and Regulations Bylaw No. 689, 1996	Building Inspector Bylaw Enforcement Officer Chief Building Inspector or Deputy Royal Canadian Mounted Police
12. Regional District of Central Okanagan Sign Regulation Bylaw No. 885, 2000	Building Inspector Bylaw Enforcement Officer Chief Building Inspector or Deputy
13. Regional District of Central Okanagan Smoke Control Regulatory Bylaw No. 773, 1998	Bylaw Enforcement Officer Local Assistant to Fire Commissioner Platoon Captain Captain Fire Chief Deputy Fire Chief Lieutenant Acting Lieutenant Royal Canadian Mounted Police
14. Regional District of Central Okanagan Westside Sewer Systems Bylaw No. 1315, 2012	Bylaw Enforcement Officer Public Works Manager
15. Regional District of Central Okanagan Water Systems Fees and Regulations Bylaw No. 1370, 2015	Bylaw Enforcement Officer Water Systems Operator
16. Regional District of Central Okanagan Prohibited Animal Bylaw No. 1028, 2003	Bylaw Enforcement Officer
17. Regional District of Central Okanagan Subdivision and Development Servicing Bylaw No. 704, 1996	Bylaw Enforcement Officer Public Works Manager
18. Deleted	
19. Ellison Official Community Plan Bylaw No. 1124, 2006	Bylaw Enforcement Officer Chief Building Inspector or Deputy Building Inspector Environment Planner
20. Rural Westside Official Community Plan Bylaw No. 1274	Bylaw Enforcement Officer Chief Building Inspector or Deputy Building Inspector Environment Planner
21. Regional District of Central Okanagan Community Parks Regulation Bylaw No. 1431, 2019	Director of Parks Manager of Parks Parks Team Lead Bylaw Enforcement Officer Royal Canadian Mounted Police Animal Control Officer

- | | |
|--|---|
| 22. Regional District of Central Okanagan
Fire Prevention and Regulation Bylaw
No. 1066, 2004 | Bylaw Enforcement Officer
Local Assistant to Fire Commissioner
Captain (Fire Department)
Platoon Captain (Fire Department)
Fire Chief
Deputy Fire Chief
Lieutenant (Fire Department)
Royal Canadian Mounted Police |
| 23. Regional District of Central Okanagan
Development Applications Procedure
Bylaw No. 944, 2002 | Bylaw Enforcement Officer
Building Inspector
Director of Community Services
Manager of Planning
Environment Planner |
| 24. Regional District of Central Okanagan
Control of Special Events Bylaw
No. 80, 1974 | Bylaw Enforcement Officer
Building Inspector
Director of Community Services
Manager of Planning |
| 25. Regional District of Central Okanagan
Fireworks Prohibition & Regulation
Bylaw No. 53, 1972 | Bylaw Enforcement Officer
Local Assistant to Fire Commissioner
Fire Chief
Deputy Fire Chief
Captain (Fire Department)
Platoon Captain (Fire Department)
Lieutenant (Fire Department)
Royal Canadian Mounted Police |
| 26. Regional District of Central Okanagan
Building Numbering Bylaw No. 1185, 2005 | Bylaw Enforcement Officer
Building Inspector
Director of Community Service
Manager of Planning |
| 27. Regional District of Central Okanagan
Noxious Weed Control Bylaw No. 179, 1979 | Bylaw Enforcement Officer
Weed and Insect Inspector |
| 28. Regional District of Central Okanagan
Noxious Insect & Pest Control Bylaw
No. 879, 2000 | Bylaw Enforcement Officer
Weed and Insect Inspector |
| 29. Regional District of Central Okanagan
Central Okanagan East Sewer Systems
Bylaw No. 1316, 2012 | Bylaw Enforcement Officer
Public Works Manager |



Regional Board Report

TO: Regional Board

FROM: Jodie Foster
Director of Communication and Information Services

DATE: November 7, 2019

SUBJECT: Regional Geographic Information Systems (GIS) Service Renewal

Voting Entitlement: All Directors – Weighted Vote – Simple Majority – LGA 210.2

Purpose: To seek approval for the renewal of a Memorandum of Understanding for GIS Services for the District of Peachland and Westbank First Nation.

Executive Summary:

The Regional District provides GIS Services for the District of Peachland and Westbank First Nation. This report outlines the renewal of a Memorandum of Understanding for service for a five-year term from January 1, 2020 to December 31, 2024 with an annual cancellation option providing 6 months' notice. The District of Lake Country is withdrawing from the service and Regional Parks would like an increased level of GIS service.

RECOMMENDATION:

THAT the Regional Board approve the renewal of a Memorandum of Understanding for the provision of GIS Services to the District of Peachland and Westbank First Nation for a period of five years commencing January 1, 2020 according to the terms and conditions as outlined in the Memorandum of Understanding.

Respectfully Submitted:

A handwritten signature in cursive script, appearing to read "Jodie Foster".

Jodie Foster
Director of Communication and Information Services

Prepared by: Richard Bruneau, Manager of Information Services

Approved for Board's Consideration

A handwritten signature in cursive script, appearing to read "Marilyn Rilkoff".

Marilyn Rilkoff, Deputy CAO

Implications of Recommendation:

Strategic Plan:	GIS is a support service of the Regional Board's strategic priorities.
General:	This is a renewal of an existing MOU.
Organizational:	No organizational changes are required.
Financial:	A shift in the funding model will see contributions from District of Peachland and Westbank First Nation, as well as a proposed contribution from Regional Parks in return for a higher level of GIS service to that department. The District of Lake Country is withdrawing from the service.

Background:

The Regional Geographic Information Systems (GIS) service has been in place since 2008 and a Memorandum of Understanding has been renewed three times to provide service to Westbank First Nation, District of Lake Country and District of Peachland. Sharing this service enables the partners to have access to a full-service Geographical Information System at a fraction of the cost of doing it individually.

The District of Lake Country has provided notice that they will no longer be participating in the regional service effective January 1, 2020.

At the same time the Regional Parks Department has requested a higher level of service to better use GIS technology in their operations:

- to encourage and assist public access to parks through trail mapping
- to assist with asset management.
- for hazard management
- for park and operational resource planning

Financial Considerations:

The cost for the provision of service to partners is based on parcel count. In 2020, the cost per parcel will be \$6.95, up slightly from \$6.88 in 2019. This cost is charged to the partners for maintenance of data and access to additional GIS functionality beyond the public interface including BC Assessment Authority data (property values), historic building permits and legal plans. The added functionality also facilitates work flow and automates business processes.

Additional funding for the GIS service to replace Lake Country's contribution is proposed through the Regional Parks function to meet their need for a higher level of service. This will be discussed through the 2020 budget process.

2019 Funding through the MOU:

	Parcels	Percentage of parcels	Funding
District of Lake Country	6373	44.32%	\$43,898
District of Peachland	2,925	20.34%	\$20,148
Westbank First Nation	5,081	35.34%	\$34,999
Total	14,379	100%	\$99,045

Proposed 2020 Funding through the MOU:

	Parcels	Percentage of parcels	Funding
District of Peachland	2,925	36.54%	\$20,329
Westbank First Nation	5,081	63.46%	\$35,313
Subtotal	8,006	100%	\$55,642
Proposed 2020 Funding through Budget Process:			
Regional Parks			\$44,000
Total			\$99,642

Attachment(s):

- Draft GIS Memorandum of Understanding (MoU)
- 2019 Regional GIS Information

MEMORANDUM OF UNDERSTANDING (MoU)
REGIONAL GEOGRAPHICAL INFORMATION SYSTEMS (GIS)
SERVICES

This agreement made the ____ day of _____ 2019

BETWEEN

Regional District of Central Okanagan

AND

the Corporation of the District of Peachland,
and Westbank First Nation (“the Jurisdictions”)

WHEREAS:

- A. The Regional District of Central Okanagan AND the Corporation of the District of Peachland AND Westbank First Nation are responsible for Geographical Information Systems (GIS) Services for their respective jurisdictions; and
- B. The Parties wish to co-operate and enter into a joint agreement for the updating, processing and hosting of Core Geographical Information for a period of (5) five years.

NOW, THEREFORE, IN CONSIDERATION of the mutual ownership, term, payment requirements and assurances set out herein, the Parties agree as follows, effective January 1, 2020:

- 1. To cooperatively endeavor now and in the future to provide accurate and up-to-date core geographical information for the purpose of managing the business of government.
- 2. Each of the Jurisdictions will retain ownership of their respective data.
- 3. The Regional District of Central Okanagan will host the data and provide access to the data.
- 4. At any time, any of the Jurisdictions may request a copy of their current data.
- 5. The term of the services contemplated in this MoU shall be for a period of five (5) years commencing January 1, 2020 and ending December 31, 2024 (the “Term”).

6. Notice of service withdrawal is required in writing by June 30th of the current year if any of the member Jurisdictions wish to no longer participate in the Regional GIS function for the following year. For example, if a member wishes to withdrawal for 2021, notice would have to be given by June 30, 2020.
7. The Regional District of Central Okanagan reserves the right to give notice to the Jurisdictions by June 30th of the current year that they will no longer provide the Regional GIS function for the following year.
8. Attached to this MoU is a description of the GIS Services provided and the service levels for the core data maintained.
9. The cost distribution for the core service is based on parcel count and that will be determined at the time of billing.

Parcel count will be determined at the time of billing and be made of:

- Current / Active Parcels
- Parcels that have a spatial representation within the GIS system
- Parcels that have a unique folio number

Notes:

- Parcel data changes weekly as new data is received from BC Assessment/Land Titles/WFN Lands department.
- Folios associated with infrastructure such as power transmission lines, cable system distribution, waterworks systems, CNR right of ways, and various leases and licenses etc. are not included
- Mobile home parks have a folio associated with the park and one for each unit
- Folios with no taxable values (in BCAA) are included
- The following Jurisdictions are included:
 - District of Peachland = 318
 - Westbank First Nation = 194,199
- Parcel count on August 18, 2019:
 - District of Peachland 2,925 for \$20,328
 - Westbank First Nation 5,081 for \$35,213

These costs are payable by the Jurisdictions to the Regional District of Central Okanagan by May 1st of each year of the Term. The cost per parcel is \$6.95 for 2020 and may be adjusted annually, but not exceeding the Consumer Price Index.

10. This agreement is governed by and is to be construed in accordance with the laws of British Columbia.

IN WITNESS WHEREOF the parties hereto have caused to be affixed their Corporate
Seals attested by the signature of their duly authorized signing officers on the date first
indicated herein:

THE CORPORATE SEAL of the REGIONAL DISTRICT

OF CENTRAL OKANAGAN)

was hereunto affixed by:)

C/S

Chair)

Date)

Chief Administrative Officer)

Date)

THE CORPORATE SEAL of the Corporation of the

District of Peachland)

was hereunto affixed by:)

C/S

Authorized Signing Officer)

Date)

Authorized Signing Officer)

Date)

THE CORPORATE SEAL of the Westbank First Nation)

was hereunto affixed by:)

C/S

Authorized Signing Officer)

Date)

Authorized Signing Officer)

Date)

Location-based or "geospatial" information and technologies play a vital role in enhancing public and private sector decision-making and in the management of policy, social, environmental and economic development issues. (GIAC.CA)

The objective of the Regional GIS service is to provide the "Core" infrastructure that will enable all members to utilize GIS technology within their organization. This will include the hardware, software and maintenance of data as outlined within this report.

This creates a foundation that each member can build from should they desire additional functionality, enabling them to focus on things that have added value for their organization.

The following services will be provided by the Regional District of Central Okanagan:

Governance

Governance through a Steering Committee made up of representatives from the member municipalities.

The primary function of the Steering Committee is to take responsibility for the feasibility, business case and the achievement of outcomes of the Regional GIS Service. The Regional GIS Steering Committee will monitor and review the project status, as well as provide oversight.

Service Requests

In order to deliver efficient and cost effective services, staffing levels will be kept to the minimum required to support the core information. Service requests outside core information and greater than two days' work would have to be passed through the Steering committee or additional staff could be contracted on an as-needed basis.

GIS Support

Project oversight will be provided should a municipality engage in initiatives beyond the regional service provided. This will help to ensure best practices and a smooth integration with the core information.

Data Access / Hosting

Data will be hosted by the Regional district and be accessible through a network connection or the Internet. Any custom layers created can be hosted and accessed through the GIS Application or ArcGIS Online as well. The data will also be available for download.

Regular updates and information provided to:

- Emergency Operations Center
- 911, Fire & Rescue
- Regional Website and Public Internet Download

Maintenance of Core Information

All information is maintained at a consistent, professional standard of Cartography. The Regional GIS goal is to have all the core information updated as quickly and accurately as possible so that all members can rely on the GIS to make decisions and manage the business of their municipalities.

- **Cadastral base with new legal plans entered by co-ordinate geometry**
The Cadastral updates are considered the highest priority. An average sized legal plan is completed within a week of receiving all the information from Land Titles and BC Assessment.
- **BC Assessment data tables**
The BC Assessment data is downloaded and updated on a weekly basis.
- **Municipality Boundaries**
The Municipality Boundaries are updated as required with the Cadastral Base and as additional information is made available to identify improvements.
- **Zoning Bylaw layers with amending Bylaws**
Normal Zoning changes (minor adjustments) are completed within the week of receiving all the information required. Before being published in the GIS app the District requesting the changes will need to verify that graphical changes are correct.
- **Service Areas defined by a Bylaw.**
Service areas defined by a bylaw and represented by a polygon will be updated upon receiving the amended or new bylaw. Examples – Fire protection areas, water areas...
- **Land Use Contract layers**
Changes to the Land Use Contract layers are completed within two weeks of receiving all the information required.
- **Civic Address layers**
Civic address layers are updated after cadastral updates and are completed weekly.

- **Road centerline data in conjunction with new roads created by new subdivisions**
Road Centerlines are updated after cadastral updates and are completed weekly.
- **Relevant data layers from Official Community Plans and Rural Land Use Bylaws**
Minor changes can be accommodated on a weekly basis. Extensive changes would be evaluated and estimate of completion provided.

Evaluation of all Data for Quality Assurance Standards

Additional layers that are requested to be hosted will be checked for quality assurance where applicable.

Required Server and Software Infrastructure

There is a significant investment in hardware, software and training to develop and deliver GIS services. All these components require maintenance and upgrades on a regular basis.

- **Production and Test Infrastructure:**
 - Database Server - Holds the ESRI Spatial Database Engine (ArcSDE)
 - Application Server - Holds the Primary GIS server Application (ArcGIS Server)
 - Desktop Applications
 - GIS_App – Interactive Web Mapping Application
 - ArcMap – Full featured GIS development environment
 - MS Visual Studio – Used for application development

Links to other Data Sources

Where there is the ability to access information from other systems and there is a relevant link such as a folio, that information can be displayed within the GIS system. For example, Vadim financials for utility billing, engineering data bases and asset management.

Document Management

Any document can be linked to one or multiple parcels and features such as water or sewer pipes. For example, as-built drawings, legal plans, building permits and pictures.



Regional Board Report

TO: Regional Board

FROM: Marilyn Rilkoff
Director of Financial Services

DATE: Nov 4, 2019

SUBJECT: 2019 3rd Quarter Financial Update

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

Purpose: To provide the Board with the third quarter financial update.

Executive Summary:

For the quarter ending September 30, 2019, staff is pleased to report that the Operational Revenue and Expenses are on target and expected to be within budget for most functions. Staff is expecting some deficits in the below noted functions and is monitoring closely. Any deficits are carried forward to 2020 and incorporated into the budget.

- Alarm Control – (\$14k)
- Economic Development Commission – (\$25k)
- Trepanier Water System - (\$4k)

Staff is working to complete Capital Projects. A list of major projects with a value exceeding \$250,000 that will be carried forward to the 2020-2024 Financial Plan for completion is listed under the Background Section of this report. On December 9, 2019 the Board will be provided a detailed listing of all projects to be carried forward to Quarter 1, 2020.

RECOMMENDATION:

THAT the Board receive for information the 2019 3rd Quarter Financial report.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "M. Rilkoff", written over a light blue horizontal line.

M. Rilkoff, Director of Financial Services

Prepared by: C. Teschner Financial Manager

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "M. Rilkoff", written over a light blue horizontal line.

Marilyn Rilkoff, Deputy CAO

Implications of Recommendation:

Strategic Plan:	Good Governance -- operate in an accountable and fiscally responsible manner.
General:	The 2019-2023 Financial Plan was approved March 2019. The Q3 Highlights report is provided to the Board to communicate actual results for the year to date.
Organizational:	Ensure that staff is monitoring revenues and expenses effectively and communicating with the Board.
Financial:	Ensure that staff is recording revenue and expenses as required by the Local Government and Account Standards (PSAB).
Legal/Statutory Authority:	Regional District of Central Okanagan 2019-2023 Financial Plan Bylaw 1432, 2019 and 2019-2023 Financial Amendment Bylaw 1445, 2019.

Background:

The 2019-2023 Financial Plan Bylaw was adopted in March 2019. Staff monitor the actual expenses throughout the year and recommends amendments as necessary. It is staff's responsibility to inform the Board of any material variance throughout the year.

The Quarterly Financial Update is provided to communicate the actual results for the year to date.

For the quarter ending September 30, 2019, staff is pleased to report that Operational Revenue and Expenses are on target and expected to be within budget for most functions. There are a few functions that have projected year end deficits, which staff is monitoring closely. Any deficits would be carried forward to 2020 and incorporated into the budget.

- Alarm Control - \$14k deficit expected, higher than budgeted costs associated with the Alarm Management System
- Economic Development Commission - \$25k deficit expected, higher than budgeted payroll costs associated with a leave.
- Trepanier Water System - \$4k deficit expected, higher than budgeted equipment replacements costs due to a contractor breaking the water line inside pump house which caused damage. The contractor's insurance company is negotiating a settlement with the Regional District.

Staff is working diligently to complete the Capital Projects. A list of projects with values exceeding \$250,000 that will be carried forward to the 2020-2024 Financial Plan are listed in the table below. The Board will be provided with a detailed report of all projects to be carried forward to Quarter 1, 2020 on December 9, 2019.

Function and Project	Total 2019 Project Budget	Unspent Portion Carry Forward to 2020
301 – Killiney Beach – Intake Replacement	\$ 420,201	\$ 420,201
142 – Regional Parks – Land Acquisition	\$ 1,113,000	\$1,113,000
030 – Regional Rescue – Hazmat Vehicle	\$ 250,000	\$ 250,000

Financial Considerations:

As outlined in the Executive Summary, staff will be monitoring those functions that are likely to have deficits for the 2019 financial year end.

Any deficits are carried forward for recovery in the following year. Surpluses are carried forward and are incorporated into the budget the following year. They may be transferred to reserves or used to reduce tax requisitions for the services to which they belong.

Organizational Issues:

Monthly financial statements are issued to Department Heads for monitoring of costs and projects for which they are responsible. Department Heads and Managers have direct access to detailed costing information to monitor their budgets.

External Implications:

As with any local government, the financial implications ultimately affect external taxpayers. Any projects that are deferred may affect service levels.

Considerations not applicable to this report:

- *Policy*
- *Alternative Recommendations.*

Attachment(s): None



Regional Board Report

TO: Regional Board

FROM: Todd Cashin
Director of Community Services

DATE: November 14, 2019

SUBJECT: Advisory Commission Appointments
(File: 0540-20)

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

Purpose: To consider the appointment of members to the Central Okanagan West Advisory Planning Commission.

Executive Summary:

The Central Okanagan West Advisory Planning Commission (APC) functions as an Advisory Planning Commission to the Regional Board. All members are volunteers and appointed by the Regional Board.

In accord with Bylaw No. 1229, membership of the APC shall consist of three to eight voting members. The APC would benefit from additional members, reflecting a diverse background and interests.

RECOMMENDATION:

THAT the Regional Board approve the appointment of Dave Cousins and Barb Hayden as members to the Regional District Central Okanagan West Advisory Planning Commission for four-year terms (November 2019 – November 2023).

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Todd Cashin".

Todd Cashin
Director of Community Services

Prepared by: Danika Dudzik, Environmental Planner

Approved for Board Consideration

A handwritten signature in black ink, appearing to read "M. Rilkoff".

Marilyn Rilkoff, Deputy CAO

Implications of Recommendation:

Strategic Plan:	Appointing new members to the APC supports the 2019-2022 Strategic Priorities Plan with respect to Sustainable Communities and Environment.
Policy:	Appointing new members to the APC complies with policies and objectives of: <ul style="list-style-type: none"> • RDCO Official Community Plans and Joe Rich Rural Land Use Bylaw, and • Central Okanagan Advisory Planning Commission Bylaw No. 1229
Legal/Statutory Authority:	Authority to appoint new members to the APC is subject to the provisions found in Section 461 of the <i>Local Government Act</i> .

Central Okanagan West Advisory Planning Commission Background:

History:

The APC is an Advisory Commission of the Regional Board. The mandate of the APC is to provide the Board and staff advice on local and regional policy changes with an emphasis on how those issues might impact the community. The APC advises on land use issues, the preparation and adoption of official community plans and proposed bylaws or permits.

Current:

There are currently four volunteer members of the Central Okanagan West APC and staff is in receipt of applications for new members. The Electoral Area Director has indicated support for the proposed members, whose appointments would bring the Commission to six volunteers in accordance with the Advisory Planning Commission Bylaw No. 1229. Planning staff is recommending the appointment of two Commission members.

The following proposed appointments will bring diversity and knowledge that will be of great value to the APC:

- Dave Cousins of Central Okanagan West Electoral Area is a retired educator and has resided in the Central Okanagan his entire life. Over the years he has volunteered for Nature Trust BC, Tim Horton's Midget Hockey Tournament, coached many youth sports, and is a Past-President of Wilson's Landing Community Society. Dave's accomplishments, interests and past experience will be valuable to the Commission. Dave has strong interpersonal skills, cares greatly for the community and would like to have a positive impact on its future for generations to come.
- Barb Hayden of Central Okanagan West Electoral Area has worked in the health sector for many years in varying capacities and has participated in many local volunteer-driven organizations including Friends of South Slopes Society, Girl Guides, and Back Country Horsemen of BC. She has extensive knowledge of Trepanier as well as surrounding areas and has an interest in protecting the environment and ensuring that infrastructure is sustainable for the population that it serves. In addition to participating in various volunteer organizations, Barb is committed to the community by doing regular garbage clean up in the Trepanier area and organizing garbage clean up parties.

Alternative Recommendation:

THAT the Regional Board not appoint new Regional District Central Okanagan West Advisory Planning Commission members at this time.

Considerations not applicable to this report:

- *General*
- *Organizational Issues*
- *Financial Considerations*
- *External Implications*

Attachment(s):

- N/A



Regional Board Report

TO: Regional Board

FROM: David Komaïke
Director of Engineering

DATE: October 28, 2019

SUBJECT: Mutual Aid Agreement Renewal: Joe Rich Fire Department and Big White Fire Department

Voting Entitlement: All Directors – Weighted Corporate Vote – Simple Majority – LGA 210.2

Purpose: To renew an established Mutual Aid Agreement for emergency response relating to fire suppression incidents at Big White Resort (Regional District of Kootenay Boundary).

Executive Summary:

The mutual aid agreement will continue the provision of assistance between Joe Rich Fire Department and the Big White Fire Department for fire suppression incidents only. The agreement will be for a 5-year term for the period starting October 1, 2019 to September 30, 2024.

Staff recommends that the agreement be renewed thus continuing improved firefighting capabilities for both Fire Protection Areas at no additional cost.

RECOMMENDATION:

THAT the Regional Board approve the renewal of the Mutual Aid Agreement between the Regional District of Central Okanagan (Joe Rich Fire Department) and Regional District of Kootenay Boundary (Big White Fire Department) for a 5-year period (October 1, 2019 – September 30, 2024).

Respectfully Submitted:

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David Komaïke
Director of Engineering Services

Approved for Board Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon", is written over a light blue grid background.

Brian Reardon

Prepared By: Ross Kotscherofski

Implications of Recommendation:**Strategic Plan:**

Embraces the Regional Board objectives of:

- Relationships – By building stronger relationships with our member municipalities.
 - Collaboration – Seeking opportunities to partner with others in addressing shared needs and pursuing common interests.
 - Resiliency – Anticipate, prepare for and adapt to challenges and changing circumstances.
-

Background:

The existing Mutual Aid Agreement was created in 2014 in response to an identified need for additional resources within both the Joe Rich and Big White Fire Protection Areas. The agreement ensures that adequate labour and equipment will be available to meet the ever increasing need for firefighting capacity in both service areas. Although structure fires are low in frequency, when they do occur, they are labour intensive and require multiple resources. Mutual Aid is intended to benefit public interest in the event of a disaster that is or is likely to be beyond the capability of a single party. The Mutual Aid Agreement has proven to be a viable option to ensure a cost effective, adequate response for larger structure fires and fire suppression activities.

Road rescue is not included as part of the agreement and will continue as in the past, by approval of EMBC requests and the issuance of a Task number for cost recovery.

Financial Considerations:

No additional costs are expected to be incurred by either Department, as the projected number of responses would appear comparative over the span of the agreement. However, in the event that a disproportionate number of responses might occur or other reasons demand, the agreement does allow for either Party to terminate with appropriate notice. Each Department will be responsible for their own costs for the response but would be indemnified by the requesting Department.

Alternative Recommendation:

That the Regional Board accepts the report on the Mutual Aid Agreement Renewal: Joe Rich Fire Department and Big White Fire Department, for information.

Attachment(s):

Big White-Joe Rich Mutual Aid Agreement Oct 1, 2019-Sept 30, 2024.doc

MUTUAL AID FIRE PROTECTION AGREEMENT

THIS AGREEMENT made this 1st day of October, 2019

BETWEEN:

**REGIONAL DISTRICT of CENTRAL OKANAGAN
(JOE RICH FIRE DEPARTMENT)**

AND

**REGIONAL DISTRICT of KOOTENAY BOUNDARY
(BIG WHITE FIRE DEPARTMENT)**

WHEREAS the Regional District of Kootenay Boundary (Big White Fire Department) and the Regional District of Central Okanagan (Joe Rich Fire Department) each maintain their own firefighting equipment and personnel;

AND WHEREAS they consider it to be to their mutual benefit to co-operate in the resolution of emergency incidents;

NOW THEREFORE in consideration of the premises and mutual covenants and agreements hereinafter contained, the parties hereto agree, each with the other as follows:

In this Agreement "Fire Chief" means Senior Officer of the Fire Department, or his delegate, who is in charge of the operation and direction of the Fire Department.

1. In the event that the Fire Chief of either Joe Rich or Big White Fire Department requires assistance to deal with an emergency suppression incident occurring in their jurisdiction, he may request assistance from the other party named in this Agreement.
2. Road Rescue will still be under the provisions of EMBC and attendance may be requested but only initiated after a Task number has been assigned by the Province.
3. Assistance shall be provided by the other party if the equipment and personnel requested are not required for service in their own jurisdiction or by other agreements. Joe Rich is bound to the Regional Emergency Mutual Aid Agreement which will take precedence over this standalone agreement in the event of conflicting requests for aid.

4. Emergency equipment and personnel of the assisting party shall be under the direction and at the discretion of the Fire Chief, or Officer in charge, of the requesting party. He shall direct all of the personnel and equipment within his jurisdiction, and provide for the possibility that assisting personnel and equipment may be recalled at any time to respond to an emergency within its own jurisdiction.
5. The releasing of resources shall be initiated as soon as the Emergency has been brought under control. Any Mutual Aid Emergency Resource of personnel and apparatus shall be released first before any local resources are released.
6. Neither party to this Agreement shall be liable for any loss or damage occasioned to the equipment while operating under this agreement.
7. No charge shall be levied for services rendered under this Agreement, between the parties to this Agreement.
8. The parties agree that an area covered by fire protection services shall not be, as a result of this agreement, left unprotected and further so as to ensure that this protection is maintained; all requests for Mutual Aid shall be made and coordinated through the Regional Fire Dispatch Centre. At no time shall the Regional Fire Dispatch Centre deploy any Mutual Aid Emergency Resources that have not been specifically asked for and by a requesting Party of this agreement.
9. Indemnity:
 - (a) It is understood and agreed by both parties hereto that the party requesting or accepting Emergency Resources under this agreement shall indemnify and save harmless the responding/assisting party, their officers, agents and employees from any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the Emergency;
 - (b) In the event that the responding Providing Party acts independently of the Requesting Party then the Providing Party shall not be entitled to indemnity pursuant to this article, but shall be responsible for their own legal liabilities and shall accordingly indemnify and save harmless the Requesting Party under this Agreement for any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the independent act of the Providing Party in connection with the Emergency;
 - (c) Notwithstanding part (b) of this article, the Providing Party shall not be liable for any loss, costs, damages and expenses whatsoever in connection with failure to supply the Emergency Resources for any reason whatsoever, or for any delay in arrival of the Emergency Resources for any reason whatsoever.
10. This agreement shall remain in force and effective for a period of five (5) years from the date of execution – October 1, 2019 to September 30, 2024.
11. Either Party to this agreement may terminate its rights and obligations under this agreement by giving to the other Party six (6) months' notice in writing of its intention to do so.

12. In the event of either a State of Local Emergency or Provincial State of Emergency being declared by the Province of British Columbia, this agreement shall not apply to the parties.
13. This Agreement shall be binding upon and shall enure to the benefit of the parties hereto and their successors assigns.

IN WITNESS WHEREOF the parties hereto have set their hands and seals on the day and in the year first written above:

THE REGIONAL DISTRICT OF CENTRAL OKANAGAN

Authorized Signatory

Authorized Signatory

THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Authorized Signatory

Authorized Signatory

Departments Named in This Agreement:

Joe Rich Fire Department, RDCO
Big White Fire Department, RDKB



Regional Board Report

TO: Regional Board

FROM: Ross Kotscherofski
Manager of Fire Services

DATE: October 31, 2019

SUBJECT: Community Emergency Preparedness Fund: Equipment and Training
(2019 Application)

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

Purpose: Regional District of Central Okanagan Fire Departments are seeking grant funding from the Union of BC Municipalities (UBCM) – Community Emergency Preparedness Fund to facilitate in the purchase of equipment and training.

Executive Summary:

The Province of British Columbia has made funding available through the Union of BC Municipalities (UBCM) to assist with emergency preparedness. Applications are being accepted under the Community Emergency Preparedness Fund (CEPF) for those projects that will support disaster response and recovery.

Regional District of Central Okanagan Fire Departments are requesting support for a grant application for equipment and training. The equipment will support the Fire Departments in delivering effective and efficient services. A requirement in the application package is a Board resolution supporting this application. Accordingly, this matter is now before the Board for its consideration and approval.

RECOMMENDATION:

THAT the Regional Board supports submitting a \$100,000 grant application under the Union of BC Municipalities – Community Emergency Preparedness Fund for Volunteer & Composite Fire Departments Equipment & Training.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Ross Kotscherofski".

Ross Kotscherofski
Manager of Fire Services

A handwritten signature in black ink, appearing to read "David Komaike".

David Komaike
Director of Engineering Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Marilyn Rilko".

Marilyn Rilko, Deputy CAO

Implications of Recommendation:

Strategic Priorities:	Sustainable Living by ensuring healthy, high quality of life for our residents. Vision: Resiliency by anticipating and preparing for, and adapting to challenges and changing circumstances.
Legal/Statutory Authority:	Through the Emergency Program Act, the Province of BC requires all local authorities to be prepared for emergency situations, including response and recovery.

Background:

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

There are seven different funding streams available:

- Indigenous cultural safety and cultural humility training
- Emergency operations centres and training
- Emergency support services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation
- Volunteer and composite fire departments equipment and training

The Regional District has been fortunate to receive CEPF grants in the past for EOC Upgrades; ESS Equipment and Flood Plain Mapping. This application focuses on our fire departments equipment and training.

The intent of this funding stream is to build the resiliency of volunteer / paid on call and composite fire departments through the purchase of new or replacement equipment and to facilitate the delivery of training. Ongoing operational costs and the purchase of major fire apparatus are not eligible.

The maximum grant available for Regional Districts is \$25,000 for each fire department that has an established service area. The maximum grant available for the RDCO would be \$100,000.

The grant funding would allow the departments to accelerate the training of new recruits and the replacement of aging equipment, including:

- SCBA Packs and Bottles
- Porta-Tank Bladders
- Hoses
- Portable Pumps & Suction Hose
- Thermal Imaging Cameras
- Protective Equipment

The deadline for the submission of the grant application is November 15th with the results expected in early February.

Financial Considerations:

Annual operation and maintenance costs are not covered by the CEPF grant.

Alternative Recommendation:

THAT the Regional Board accepts the report regarding the Union of BC Municipalities – Community Emergency Preparedness Fund for Volunteer & Composite Fire Departments Equipment & Training, for information.