



THE CORPORATION OF THE CITY OF VERNON MATTERS REFERRED

Monday, September 26, 2016

A. AGENDA CHANGES:

- (i) **ADD NEW ITEM 11.A.(ii)** – NEW BUSINESS – Correspondence, re: Appointment of Acting Mayors, Sept 26 – Sept 30, 2016

*'THAT Council appoints **Councillor Quiring** as acting mayor beginning Monday, September 26, 2016 at 2:00 pm until Wednesday, September 28, 2016 at 12:00 midnight AND appoints **Councillor Spiers** as acting mayor from Thursday, September 29, 2016 at 12:01 am until Friday, September 30, 2016 at 2:00 pm.'*

- (ii) **ADD NEW ITEM 11.B.(iii.)** – NEW BUSINESS – Reports, re: Fire Training Centre Memorandum of Understanding and 2016 Budget

'THAT Council endorses the Inter-Municipal Fire Training Centre (FTC) Services Agreement Memorandum of Understanding as attached to the report entitled 'Fire Training Centre Memorandum of Understanding and 2016 Budget', dated September 22, 2016, from the Deputy Fire Chief, Operations;

AND FURTHER, that Council authorizes the Mayor and the Corporate Officer to execute, on behalf of the City of Vernon, the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding;

AND FURTHER, that Council approve the FTC Amended 2016 Budget, as endorsed by the Fire Training Centre Policy Board at their meeting of September 13, 2016, and as attached to the report entitled 'Fire Training Centre Memorandum of Understanding and 2016 Budget', dated September 22, 2016, from the Deputy Fire Chief, Operations;

AND FURTHER, that Council approves the FTC Reconciliation and 2016 Invoicing, as distributed and presented at the September 13, 2016, meeting of the Fire Training Centre Policy Board and as attached to the report entitled 'Fire Training Centre Memorandum of Understanding and 2016 Budget', dated September 22, 2016, from the Deputy Fire Chief, Operations.



THE CORPORATION OF THE CITY

SEPTEMBER 26, 2016 - REGULAR
ADD NEW ITEM 11.B.(iii.) – NEW BUSINESS
Re: Fire Training Centre Memorandum of Understanding and 2016 Budget

REPORT/RECOMMENDATION TO COUNCIL

ORIGINAL

SUBMITTED BY: *Jack Blair,*
Deputy Fire Chief, Operations

DATE: September 22, 2016
FILE: 7010-06

SUBJECT: Fire Training Centre Memorandum of Understanding and 2016 Budget

PURPOSE:

To receive Council authorization for the Chief Administrative Officer to execute the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding (MOU) and to receive approval for the Fire Training Centre (FTC) Amended 2016 Budget, FTC Reconciliation and 2016 invoicing.

RECOMMENDATION:

THAT Council endorses the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding as attached to the report entitled 'Fire Training Centre Memorandum of Understanding and 2016 Budget', dated September 22, 2016, from the Deputy Fire Chief, Operations;

AND FURTHER, that Council authorizes the Mayor and the Corporate Officer to execute, on behalf of the City of Vernon, the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding;

AND FURTHER, that Council approve the FTC Amended 2016 Budget, as endorsed by the Fire Training Centre Policy Board at their meeting of September 13, 2016, and as attached to the report entitled 'Fire Training Centre Memorandum of Understanding and 2016 Budget', dated September 22, 2016, from the Deputy Fire Chief, Operations;

AND FURTHER, that Council approves the FTC Reconciliation and 2016 Invoicing, as distributed and presented at the September 13, 2016, meeting of the Fire Training Centre Policy Board and as attached to the report entitled 'Fire Training Centre Memorandum of Understanding and 2016 Budget', dated September 22, 2016, from the Deputy Fire Chief, Operations.

ALTERNATIVES & IMPLICATIONS:

1. THAT Council not endorse the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding as attached to the report entitled 'Fire Training Centre Memorandum of Understanding and 2016 Budget', dated September 22, 2016, from the Deputy Fire Chief, Operations;

AND FURTHER, that Council direct the Fire Chief to advise the Fire Training Centre Policy Board that Vernon would require the following changes to the terms in the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding (**changes to terms to be cited by Council**);

AND FURTHER, that Council not approve the FTC Amended 2016 Budget, as distributed and presented at the September 13, 2016, Meeting of the Fire Training Centre Policy Board, and as attached to the report entitled '*Fire Training Centre Memorandum of Understanding and 2016 Budget*', dated September 22, 2016, from the Deputy Fire Chief, Operations;

AND FURTHER, that Council not approve the FTC Reconciliation and 2016 Invoicing, as distributed and presented at the September 13, 2016, Meeting of the Fire Training Centre Policy Board and as attached to the report entitled '*Fire Training Centre Memorandum of Understanding and 2016 Budget*', dated September 22, 2016, from the Deputy Fire Chief, Operations;

AND FURTHER, that Council direct the Fire Chief to advise the Fire Training Centre Policy Board that Vernon would require the following changes to the FTC Amended 2016 Budget, FTC Reconciliation and 2016 Invoicing (**changes to be cited by Council**).

Note: Significant work has been undertaken during 2016 by both the FTC Operations Committee and the FTC Policy Board, and by all Parties to Schedule A to Intermunicipal Fire Training Centre Services Bylaw, to reach an understanding to collect funds for facility improvements at the FTC. Further, the 2016 FTC operating budget has received endorsement by both the FTC Operations Committee and the FTC Policy Board in advance of the request for approval by each Parties Council or Board.

ANALYSIS:

A. Committee/Board Recommendations:

At the September 13, 2016, Meeting of the Fire Training Centre Policy Board the Board resolved the following in regards to the Memorandum of Understanding:

THAT the Fire Training Centre Policy Board endorses the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding, as distributed by email on September 9, 2016, and as reviewed at the September 13, 2016, Fire Training Centre Policy Board Meeting.

CARRIED

THAT the Fire Training Centre Policy Board directs the Manager of the Fire Training Centre (FTC) to invoice, in 2016, each Party to the Schedule A Intermunicipal Fire Training Centre Services Bylaw, in accordance with the "Reserve Proposal Summary" 2012 apportionment percentages, for the purpose of funding the Facility Improvements Reserve, held by the Managers, for a total invoiced amount of **\$89,356.00** and as follows:

Armstrong	\$4,825.00
Enderby	\$3,306.00
Vernon	\$38,959.00
Coldstream	\$13,403.00
Spallumcheen	\$7,238.00
Lumby	\$3,038.00
RDNO (areas B/C/D)	\$15,727.00
RDNO (area F)	\$2,859.00;

AND FURTHER that, the Fire Training Centre Policy Board directs the Manager to distribute the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding, as authored by the Regional District of North Okanagan, and as presented at the September 13, 2016, Fire Training Centre Policy Board Meeting, for consideration of the Parties to the Schedule A Intermunicipal Fire Training Centre Services Bylaw;

AND FURTHER that following consideration of the Parties to the Schedule A Intermunicipal Fire Training Centre Services Bylaw, the Parties return a signed copy of the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding to the Manager of the Fire Training Centre;

AND FURTHER that, the "Reserve Proposal Summary" be attached to and form part of the Minutes of the September 13, 2016, Meeting of the Fire Training Centre Policy Board;

AND FURTHER that, the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding be attached to and form part of the Minutes of the September 13, 2016, Meeting of the Fire Training Centre Policy Board.

CARRIED

At the September 13, 2016, Meeting of the Fire Training Centre Policy Board the Board resolved the following in regards to the Fire Training Centre (FTC) Amended 2016 Budget, FTC Reconciliation and 2016 Invoicing:

THAT the Fire Training Centre (FTC) Policy Board endorses the FTC Amended 2016 Budget, as distributed and presented at the September 13, 2016, Meeting of the Fire Training Centre Policy Board;

AND FURTHER that, the Fire Training Centre Policy Board endorses the FTC Reconciliation and 2016 Invoicing, as distributed and presented at the September 13, 2016, Meeting of the Fire Training Centre Policy Board;

AND FURTHER that, the Fire Training Centre Policy Board directs FTC Manager to distribute the FTC Amended 2016 Budget, and the FTC Reconciliation and 2016 Invoicing to the Chief Administrative Officers of the Parties to the Schedule A Intermunicipal Fire Training Centre Services Bylaw, for consideration by their respective Councils or Board;

AND FURTHER that the FTC Amended 2016 Budget, and the FTC Reconciliation and 2016 Invoicing, be attached to and form part of the Minutes of the September 13, 2016, Meeting of the Fire Training Centre Policy Board.

CARRIED

B. Rationale:

1. In accordance with the authorities defined in Schedule A Intermunicipal Fire Training Centre Services Bylaw, Vernon, as a Party to Schedule A, requires authorization by resolution of Council to execute the MOU. Similarly, due to the timing of the approval of the City Vernon Financial Plan versus the FTC Amended 2016 Budget, a budget approval resolution is required.

C. Attachments:

1. The Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding
2. FTC Amended 2016 Budget
3. FTC Reconciliation and 2016 Invoicing

D. Strategic Plan Objectives:

The rezoning application involves the following objectives in Council's Strategic Plan:

- *Provide Effective Protective Services*

E. Policy (Existing/Relevance/None):

1. The Management of the Fire Training Centre and financial authorities are governed by Schedule A to Intermunicipal Fire Training Centre Services Bylaw.

F. Relevant History:

The MOU was developed to define, for the clarity of the Parties to the FTC, an agreed to method for collecting funds, in 2016, for the FTC Facility Improvements Reserve

held by the City of Vernon. The collection of funds for the Reserve needed to be resolved in advance of final 2016 operating budget approvals for the FTC.

G. Applicants Response:

N/A

H. Reasons for Bylaw:

The Intermunicipal Fire Training Centre Services Bylaw Schedule A exists between the Parties to govern the operation, management and financial arrangements of the regional fire training centre.

I. Resources:

N/A

BUDGET IMPLICATIONS:

There is no net budget implication associated to approval of the recommendations in this report.

Council had previously authorized Vernon's share of the transfer to the FTC Facility Improvements Reserve as noted below. The source of funds is the Fire Training Centre Operating Reserve.

Council, at their Regular meeting held on February 22, 2016, passed the following resolution:

“THAT Council fund the Fire Training Centre Facility Improvements Reserve in accordance with the Memorandum dated January 13, 2016, to the Members of the Fire Training Centre Policy Board, titled Fire Training Centre Facility Improvements Reserve; and presented as Attachment 1 to the Report dated February 11, 2016, of the same title, and respectfully submitted by the Fire Chief;

AND FURTHER, that Council authorize the transfer of \$38,959.00 from the Fire Training Centre Operating Reserve to the Fire Training Centre Facility Improvements Reserve, contingent on all the parties to the Schedule A Agreement of the Intermunicipal Fire Training Centre Services Bylaw authorizing their respective transfers.

CARRIED.”

The funds required for Vernon's share of the FTC Amended 2016 Budget were anticipated in the City of Vernon 2016 Financial Plan, specifically in the Vernon Fire – Rescue divisional budget cost centre 320.

Prepared by:

Jack Blair
 Jack Blair, Deputy Chief

Approved for submission to Council:

Will Pearce
 Will Pearce, CAO

Date: 22.09.2016

APPROVALS	DATE	COUNCIL AGENDA INFORMATION:		
Supervisor _____	_____	<input type="checkbox"/> Regular	Date: _____	Item # _____
Division Manager _____	_____	<input type="checkbox"/> In-Camera/COW	Date: _____	Item # _____
		<input type="checkbox"/> Information Item	Date: _____	Item # _____
		<input type="checkbox"/> Agenda Addenda	Date: _____	Item # _____

REVIEWED WITH	REVIEWED WITH	REVIEWED WITH	REVIEWED WITH Committees
<input type="checkbox"/> Bylaw Services	<input type="checkbox"/> Environment	<input type="checkbox"/> Public Works	<input type="checkbox"/> _____
<input type="checkbox"/> Clerk	<input type="checkbox"/> Facilities	<input type="checkbox"/> Planning	<input type="checkbox"/> _____
<input type="checkbox"/> Economic Dev.	<input type="checkbox"/> Finance	<input type="checkbox"/> Engineering	<input type="checkbox"/> _____
<input type="checkbox"/> RCMP	<input type="checkbox"/> Fire	<input type="checkbox"/> Operations	<input type="checkbox"/> _____
<input type="checkbox"/> Building & Licensing	<input type="checkbox"/> GVS – Parks	<input type="checkbox"/> GVS - Water	
<input type="checkbox"/> Human Relations	<input type="checkbox"/> Utilities	<input type="checkbox"/> Recreation Services	
		<input type="checkbox"/> Other _____	

NOTE: City Administrator's comments will be provided if required as an addendum to the report

h:\planning\mword\reports\report form.doc

**INTER-MUNICIPAL FIRE TRAINING CENTRE
SERVICES AGREEMENT**

MEMORANDUM of UNDERSTANDING

Dated for reference this _____ day of _____, 2016

AMONG:

CITY OF VERNON, a municipal corporation incorporated under the *Local Government Act*, 3400 – 30th Street, Vernon, British Columbia, V1T 5E6

AND:

DISTRICT OF COLDSTREAM, a municipal corporation incorporated under the *Local Government Act*, 9901 Kalamalka Road, Coldstream, British Columbia, V1B 1L6

AND:

VILLAGE OF LUMBY, a municipal corporation incorporated under the *Local Government Act*, Box 430, 1775 Glencaird Street, Lumby, British Columbia, V0E 2G0

AND:

TOWNSHIP OF SPALLUMCHEEN, a municipal corporation incorporated under the *Local Government Act*, 4144 Spallumcheen Way, Spallumcheen, British Columbia, V0E 1B6

AND:

CITY OF ARMSTRONG, a municipal corporation incorporated under the *Local Government Act*, Box 40, Armstrong, British Columbia, V0E 1B0

AND:

CITY OF ENDERBY, a municipal corporation incorporated under the *Local Government Act*, Box 400, Enderby, British Columbia, V0E 1V0

AND:

REGIONAL DISTRICT OF NORTH OKANAGAN, a regional district incorporated under the *Local Government Act*, 9848 Aberdeen Road, Coldstream, British Columbia, V1B 2K9

THE PARTIES COVENANT EACH WITH THE OTHERS AS FOLLOWS:

1. Each Partner's share of the \$89,356.00 Fire Training Centre Facility Improvements Reserve contribution required to assist in funding the Fire Training Centre Revised (August 13, 2015) Five Year Facility Improvements Plan will be based on the cost share apportionment from 2012 (a factor of assessed value and number of fire fighters) as follows:

	2012 Apportionment	Cost Apportionment based on 2012 %
Armstrong	5.40%	\$4,825.22
Enderby	3.70%	\$3,306.17
Vernon	43.60%	\$38,959.22
Coldstream	15.00%	\$13,403.40
Spallumcheen	8.10%	\$7,237.84
Lumby	3.40%	\$3,038.10
B, C, D	17.60%	\$15,726.66
F	3.20%	\$2,859.39
	100.00%	\$89,356.00

2. No conditions are placed on the remaining balance (\$38,295.93) of the Fire Training Centre operating reserve funds that were distributed to the participants in 2013 by the Regional District of North Okanagan.
3. Costs for facility improvements approved by the Parties that require additional funding beyond the \$89,356.00 reserve contribution will be apportioned based on the assessed value of each Party's fire protection area as of December 31st in the preceding year, as determined by the British Columbia Assessment Authority, as a percentage of the total assessed value of all of the Parties' fire protection areas as of the same date (Appendix "B" of Schedule "A" to Inter-Municipal Fire Training Centre Services Bylaw).

IN WITNESS WHEREOF the Parties have executed this Memorandum of Agreement as of the date above written.

CITY OF VERNON

Per: _____
Mayor

Per: _____
Corporate Officer

CITY OF ARMSTRONG

Per: _____
Mayor

Per: _____
Corporate Officer

DISTRICT OF COLDSTREAM

Per: _____
Mayor

Per: _____
Corporate Officer

CITY OF ENDERBY

Per: _____
Mayor

Per: _____
Corporate Officer

VILLAGE OF LUMBY

Per: _____
Mayor

Per: _____
Corporate Officer

REGIONAL DISTRICT OF NORTH OKANAGAN

Per: _____
Chair

Per: _____
Corporate Officer

TOWNSHIP OF SPALLUMCHEEN

Per: _____
Mayor

Per: _____
Corporate Officer

FTC AMENDED 2016 BUDGET

13-Sep-16

		2016
Revenues		
1-600	INTERMUNICIPAL RECOVERIES	36,643
1-600	INTERMUNICIPAL RESERVE SHARE	50,397
1-622	FIRE TRAINING FEES	89,211
1-792	INTERNAL REVENUE COV	44,640
1-854	TSF FROM FTC OPERATING RES COV	38,959
1-824	TSF FROM FTC FACILITY IMPROVE RES	43,000
Total Revenues		302,850
Expenditures		
2-140	LABOUR NON-UNION	43,000
2-200	GENERAL SUPPLIES	10,000
2-203	EQUIPMENT PARTS	9,000
2-204	OFFICE SUPPLIES	1,400
2-266	FIRE EQUIPMENT PURCHASES	9,000
2-266	WATER FILTRATION	1,000
2-272	EQUIPMENT PURCHASES	5,000
2-302	PARTS & MATERIALS	4,631
2-453	SECURITY/ALARM CONTRACTS	1,250
2-499	GENERAL CONTRACTS	11,500
2-600	UTILITIES	5,100
2-601	GAS	2,100
2-602	ELECTRICITY	3,000
2-613	TELEPHONES (LAND LINES)	1,250
2-632	PROPERTY INSURANCE PREMIUMS	2,269
2-824	TSF TO FTC FACILITY IMPROV RES	99,356
2-911	INTERNAL CHARGES	46,000
2-911	INTERNAL COV 2016 ACCRUAL	4,994
2-999	PROJECTS - FACILITY IMPROVEMENTS	43,000
Total Expenses		302,850
NET		0
NOTE		
	FTC FACILITY IMPROV. RES BALANCE	84,303
	ANTICIPATED AT YEAR END	

FTC Reconciliation and Amended 2016 Invoicing

Sept. 13, 2016

2015 Year End	Actual	Budgeted
2015 Operating Expenses	\$267,100.33	\$185,104
2015 FTC Fee Revenue	(\$139,795.15)	(\$89,211)
2015 CoV Revenue	(\$52,702.87)	(\$41,425)
2015 Inter-municipal Revenue	(\$31,493.33)	(\$34,864)
2015 from fac.imp.res	(\$28,769.01)	(\$16,600)
2015 from carry over reserve	(\$9,345.79)	(\$3,004)
DEFICIT	4,994.18	0

	2015 Land & Improvements	2015 Percentage of Total	% 2015 Deficit Balance charged***	2016 Reconciled Invoice Amount***
ARMSTRONG	630,073,510	5.05%	\$252.21	\$4,107.74
ENDERBY	316,091,460	2.54%	\$126.85	\$2,060.74
VERNON	6,847,230,948	54.92%	\$2,742.79	\$44,640.23
COLDSTREAM	1,975,933,949	15.85%	\$791.58	\$12,882.02
SPALLUMCHEEN	692,115,285	5.55%	\$277.18	\$4,512.22
LUMBY	215,353,030	1.73%	\$86.40	\$1,403.98
LSA 16(F.T.C.- E.A."B/C/D")	1,526,232,497	12.24%	\$611.29	\$9,950.21
LSA 16(F.T.C.- E.A."F")	264,751,733	2.12%	\$105.88	\$1,726.04
	12,467,782,412	100.0%	\$4,994.18	\$81,283.18

2016 Budget requirement

***based on 2015 roll