



# BOARD REPORT

**TO:**

**Chair and Directors**

**File No:** 7130 98 01

**SUBJECT:**

**Revelstoke and Area B Emergency Management Agreement**

**DESCRIPTION:**

Report from Darcy Mooney, Manager of Operations Management, dated November 6, 2017. Agreement extension provisions for Emergency Management Services from the City of Revelstoke to Electoral Area B.

**RECOMMENDATION**

**#1:**

THAT: the City of Revelstoke be provided notice that Electoral Area B is amenable to receive emergency management services until December 31, 2018 at the same terms and conditions as outlined in the Revelstoke/Electoral Area B Emergency Management Agreement, set to expire on December 31, 2017;

AND THAT: upon expiration of the Revelstoke/Electoral Area B Emergency Management Agreement on December 31, 2018, the Board is amenable to a one year extension of services, based on the mutual agreement by the Columbia Shuswap Regional District and the City of Revelstoke on or before June 30, 2018.

**RECOMMENDATION**

**#2:**

THAT: the Emergency Response Centre Lease Agreement between the Columbia Shuswap Regional District and the City of Revelstoke, which expired on May 31, 2016, be renewed for the term commencing March 1, 2017 until December 31, 2018 with provisions for a one year extension, based on mutual agreement by the Columbia Shuswap Regional District and the City of Revelstoke on or before June 30, 2018;

AND THAT: the City of Revelstoke be directed to pay all outstanding lease fees for the leased space at the Revelstoke Airport owed to the Columbia Shuswap Regional District by December 31, 2017

## SHORT SUMMARY:

The Columbia Shuswap Regional District (CSR) is interested in the City of Revelstoke's continued provision of Emergency Management Planning for Electoral Area B property owners until December 31, 2018. The CSR is interested in renewing agreements pertaining to the provision of emergency management and the lease of space at the Revelstoke Airport for an Emergency Operations Centre (EOC) through to December 31, 2018. This will provide the CSR adequate time to review the current service delivery model against the in-house management of the program. The agreement for emergency services with the City of Revelstoke expires on December 31, 2017.

**VOTING:**

Unweighted  
Corporate

☐

LGA Part 14  
(Unweighted)

☐

Weighted  
Corporate

☒

Stakeholder  
(Weighted)

☐

## BACKGROUND:

The CSR has contracted with the City of Revelstoke for the provision of Emergency Management Services since June, 2006. The current agreement initiated in January 2013 is set to expire on

December 31, 2017. The CSRD is interested in conducting an audit of the function in 2018 to determine if it can provide the service more efficiently in-house. The CSRD contributes approximately \$25,000 annually towards the Revelstoke and Area B Emergency Management Service Program.

In addition, the CSRD has provided lease space for an EOC to the City of Revelstoke under agreement. The latest agreement expired on May 31, 2016. CSRD and City of Revelstoke staff negotiated a new agreement to begin March 1, 2017. The new agreement was forwarded to the City of Revelstoke on February 15, 2017 and numerous attempts have been made since this time to have the City of Revelstoke execute the agreement and pay the modest monthly lease rate for the space. To date, the agreement has not been executed and no lease payments have been made.

**POLICY:**

The CSRD is required to have Emergency Management provisions in place for all property owners of Electoral Areas.

**FINANCIAL:**

The lease rate for the EOC has remained at \$7.00 per square foot since June 2011, despite required provisions for annual CPI increases. The City of Revelstoke, under previous agreement, provided leasehold improvements in lieu of rent and all improvements were completed by May 2016. During contract negotiations between June 1, 2016 and February 28, 2017 the CSRD waived the lease fees. Monthly lease fees have been payable since March 1, 2017 and numerous invoices and discussions with staff have occurred in this time period without any payments received.

**KEY ISSUES/CONCEPTS:**

To deliver efficient and effective services to stakeholders and to ensure all partners within the service provision are committed to contributing a fair and agreed upon operational and financial levels towards the service.

**IMPLEMENTATION:**

The CSRD will draft agreements pertaining to the EOC lease space and the Electoral Area B Emergency Management services and will forward to the City of Revelstoke for execution prior to December 31, 2017.

**COMMUNICATIONS:**

If approved, notification of the resolution and action items will be immediately distributed to the City of Revelstoke.

**DESIRED OUTCOMES:**

The Board approve the recommendations.

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

**Report Approval Details**

Document Title:	2017-11-16_RAEMP_Agreement_Renewal.docx
Attachments:	
Final Approval Date:	Nov 6, 2017

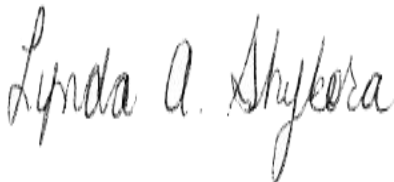
This report and all of its attachments were approved and signed as outlined below:



**Darcy Mooney - Nov 6, 2017 - 1:50 PM**



**Jodi Pierce - Nov 6, 2017 - 3:09 PM**



**Lynda Shykora - Nov 6, 2017 - 3:26 PM**



**Charles Hamilton - Nov 6, 2017 - 3:43 PM**