

	<p style="text-align: center;">stqa?kʷłnıw` t WESTBANK FIRST NATION 515 Highway 97 South Kelowna, B.C. V1Z 3J2 Phone: (250) 769-4999 Fax: (250) 769-4377 www.wfn.ca <i>Community. Leadership. Pride.</i></p>	<p style="text-align: center;">MINUTES ADVISORY COUNCIL Tuesday September 12, 2017</p> <p style="text-align: center; color: red;">Approved October 24, 2017</p>
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Meeting took place in the First Floor Boardroom of the Westbank First Nation Government Building.

ADVISORY COUNCIL IN ATTENDANCE:

Gordon Couch - Chair	Ludwig Teichgraber – Vice-Chair
Cathy Graham	Terry Turcan

STAFF IN ATTENDANCE:

Adam Nerger	səxʷkʷəʔqʷəqʷaym / Recording Secretary
Jen Bellingham	Researcher
Jonathan Ford	Civil Technologist
Eric Fleury	Budgeting and Financial Reporting Manager
Ernest Jack	Surveyor of Taxes
Della Elliott	Legal Services Supervisor
Julia Buck	Legal Counsel

DELEGATE IN ATTENDANCE:

Jason Brolund	West Kelowna Fire Chief
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CALL TO ORDER	Agenda is attached to these minutes as Exhibit "A."
<i>G. Couch</i>	Called the meeting to order at 9:00 a.m.
Delegate and Staff Present:	J. Brolund and J. Ford were present at this time.
MOTION	<u>Motion to Adopt the Agenda of September 12, 2017</u> MOVED BY T. TURCAN Seconded by C. Graham THAT the Advisory Council hereby approves the agenda of September 12, 2017 CARRIED
MOTION	<u>Motion to Adopt the Minutes of August 8, 2017</u> MOVED BY T. TURCAN Seconded by L. Teichgraber THAT the Advisory Council hereby adopts the minutes of August 8, 2017. CARRIED
NEW BUSINESS	<u>Presentation from West Kelowna Fire Chief</u> Presentation from J. Brolund is attached to these



	minutes as Exhibit "B."
<i>G. Couch</i>	Introduced Fire Chief Brolund to members of the Advisory Council.
<i>J. Brolund</i>	<p>WFN is the largest body under the West Kelowna Fire Services. Through the Fire Services Agreement held between WFN and the West Kelowna Fire Services, quarterly updates on Fire Services activities have been presented to WFN Council. If the Advisory Council would prefer then these updates can also be presented on this basis as well.</p> <p>Overviewed Quarterly Report with the Advisory Council. Highlights from this report included:</p> <ul style="list-style-type: none"> • Flooding began in May and Fire Services was required to attend various locations in the community for a period of eight weeks in collaboration with staff from the City of West Kelowna and WFN; • Fire Services held an open house which saw 800 residents attend the fire services hall to learn about what services are provided and the various equipment used by fire fighters; • In partnership with WFN, \$30,000.00 was received in grant funding which will be used to review the fire protection and mitigation plan. The next phase of the grant process will see the submission of a subsequent application for additional funding to undertake fire mitigation; • There is a potential of risk when private properties do not undertake fire mitigation efforts however this is an ongoing effort to inform the public of the risks and identify ways to assist in mitigation practices; • The Mount Boucherie fire training program has been appointed a teacher to assist in training initiatives; • Since June 13th Fire Services has been busy with providing assistance in addressing fires across the Province of BC. These fires included the Elephant Hill fire, Cariboo fires and fires in neighbouring communities such as Peachland and Joe Rich; • In response to the increase in wildfires and expectations of residents, additional staffing has been considered with an increase in firefighters and on-call staff; and • Further consideration will be given towards increasing staff in future plans to ensure two full



	crews are available to assist.
<i>T. Turcan</i>	One of the discussions we have been aware of is the possibility for the development of a new fire hall on Westbank lands. Is there any update on this initiative?
<i>J. Brolund</i>	<p>The fire underwriter's survey assesses the fire protection level and reports back to insurers which is then part of the consideration for fire services planning. This assessment is completed with a focus on the area, services available, fire hall proximity and various other factors. This survey is used by Fire Chiefs when making decisions on future service planning.</p> <p>The City of West Kelowna's masterplan indicates that a new fire hall is required due to the outdated nature of the current Station 32. At this time plans are not final, however I have been tasked by the City of West Kelowna to identify options to be reviewed at a future City Council meeting. This will be an option that is considered in my response to Council.</p>
<i>T. Turcan</i>	Requested information on the amount of calls specific to Westbank lands and City of West Kelowna lands
<i>J. Brolund</i>	For the first half of the year roughly 28% of the calls we received were attributed to Westbank lands. Over the period of a year I would suggest that it is more likely to be 25%. The majority of our calls are in regards to first response where fire services attend calls in conjunction with ambulance services. This is based on response times due to our proximity to occurrences on the west side and potential delays ambulance services will likely experience in crossing the bridge from Kelowna.
<i>G. Couch</i>	I would like to express my appreciation for fire services in attending communities on Westbank lands to review smoke alarms and change those that have expired. WFN's Law Enforcement Officer, Dan Heaton, has assisted in this project and it has been greatly appreciated by residents.
<i>J. Brolund</i>	The smoke alarm initiative has been an ongoing project and started with a focus on mobile home parks however since that time other communities have been identified as requiring new smoke alarms so this program has been expanded. This has also provided us with a great opportunity for discussion with residents and ensuring the safety of residents.



<i>G. Couch</i>	I understand that there can be concerns recruiting staff based on budget restrictions. Is this something that is currently affecting West Kelowna Fire Services?
<i>J. Brolund</i>	We have been able to recruit and fill positions as needed. There have been concerns with the budget as it is carefully reviewed each time to ensure that appropriate funding is available to address hazards and maintain the staff required. My goal is to have a crew of four fire fighters available at each fire station. This will allow for quicker responses to incidents and increase the ability of fire fighters to engage in fire-related situations with fewer restrictions set out by WorkSafe BC regulation.
<i>G. Couch</i>	What representation do you have at the Emergency Operations Centre (“EOC”) during emergency occurrences?
<i>J. Brolund</i>	Myself and our Regional Fire Chiefs do attend the EOC and work together from the operation centre. I was in attendance at the EOC for a period of four days during the Joe Rich fire.
<i>G. Couch</i>	Expressed his appreciation for J. Brolund’s attendance to the Advisory Council and willingness to attend future meetings.
Delegate Left:	J. Brolund left the meeting at 9:38 a.m.
	<u>2017 Sidewalk Priority Strategy</u> Staff Report from J. Ford is attached to these minutes as Exhibit “C.”
<i>J. Ford</i>	<p>Overviewed the Sidewalk Priority Strategy with the Advisory Council. Highlights from this presentation included:</p> <ul style="list-style-type: none"> • Current proposal is to build one sidewalk per year dependent on future development in identified areas; • The proposed priority strategy looks to identify plans for the next five years however is subject to change; • Ranking is based on a variety of factors and was determined through the assistance of an engineering firm; • Central locations were identified for each reserve area and then sidewalks reviewed based on a variety of factors noted in the staff report; • Future development factors were also taken into



	<p>consideration in preparing the strategy;</p> <ul style="list-style-type: none"> • At the request of the Advisory Council clarified that demographics were not taken into consideration as census information for this purpose was not available. A focus on pedestrian traffic, destinations such as school areas and parks and overall area use were all considered in preparing the priority strategy; • There is a current focus to develop sidewalk connections and implement pedestrian safety measures such as cross walks; and • There is a future initiative to develop a multi-use corridor in collaboration with the RDCO.
<i>T. Turcan</i>	<p>I recommend that consideration be given to developing at least one sidewalk first for problem areas before looking to incorporate multiple pathways. Consideration should also be given to problem areas such as Old Okanagan Highway as it is used frequently by students and is in close proximity to a school.</p>
<i>J. Ford</i>	<p>There have also been shared initiatives with the City of West Kelowna to address safety concerns for pedestrians. The priority numbers identified in the strategy will be reviewed and revised on an annual basis to determine areas requiring attention in a more timely manner.</p>
<i>T. Turcan</i>	<p>I appreciate the provided staff report and use of an engineering firm in preparing the presented priority strategy. I understand how items were prioritized in the strategy however I feel discretion should be allowed for in revising the list as necessary to address concerns as they are raised or based on changes in demographics. There are a few areas that I feel identify as a higher priority than what has been determined for in the strategy at this time.</p>
<i>J. Ford</i>	<p>There are alternative solutions that staff will explore as well such as the extension of the shoulder of the road. These can be completed outside of the sidewalk project and can include other traffic calming initiatives.</p> <p>In response to G. Couch clarified that there is an ongoing study for Carrington Road. The Butt Road and Carrington Road intersection is currently undergoing review in collaboration with the Ministry of Transportation.</p>
<i>G. Couch</i>	<p>Expressed appreciation for the presented Sidewalk Priority Strategy.</p>



<i>T. Turcan</i>	I recommend that a news release be prepared for release once the Shannon Lake Road project is completed so residents are aware of the project completion by WFN.
Staff Left:	J. Ford left the meeting at 10:13 a.m.
	The Advisory Council adjourned for a brief recess at 10:13 a.m.
	The Advisory Council called the meeting to order at 10:26 a.m. with E. Fleury and E. Jack present.
	<u>FY2018 Quarterly Financial Update</u> Quarterly Financial Update is attached to these minutes as Exhibit "D."
<i>E. Fleury</i>	<p>Overviewed the Quarterly Financial Update with the Advisory Council. Highlights included:</p> <ul style="list-style-type: none"> • Public Works is currently operating at a surplus based on ongoing work with the department and Financial Services staff; • Building Permits are currently operating at a surplus which is a departure from what was experienced in the previous year; • Law Enforcement is experiencing a deficit at this time largely as a result of overtime costs for assistance provided to the community by Law Enforcement Officers during emergency occurrences such as the flooding experienced in May. Some of these costs will be refundable from the Province and INAC. Future discussion will occur on options available to address overtime costs by the department; • There was an approximate increase in property tax revenue of \$120,000 seen this year; and • An update on DCC's will be provided at the next meeting.
MOTION	<p>MOVED BY L. TEICHGRABER Seconded by C. Graham THAT the Advisory Council determined to accept and support the FY2018 Quarterly Financial Update. CARRIED</p>
	<p><u>Update on the Review of RV Parks on Westbank Lands</u> Staff Report from E. Jack is attached to these minutes as Exhibit "E."</p>
<i>E. Jack</i>	This matter comes following a suggestion for review by the Advisory Council. Currently the discussed RV parks



	<p>are identified as being campgrounds which allows them to be exempt from taxation. There is currently not a registry maintained on RV's other than through insurance which can present a challenge in monitoring RVs who stay for a longer duration of time in the form of a monthly rental. There appears to be a growing trend of RV owners who are travelling to areas such as the Okanagan and staying for extended periods of time. RV park and campground owners also present a challenge in monitoring these issues as they are not always forthcoming in providing this information. The distinction in this matter between on and off reserve is that assessment is only of the pad off reserve while on reserve there would be an assessment of both land and the improvement. Consideration can be given to amending the Property Taxation Bylaw to provide clarity for the purpose of addressing these concerns.</p>
<i>L. Teichgraber</i>	<p>I am supportive of amending the Bylaw as this is a growing trend.</p>
<i>E. Jack</i>	<p>It would need to be clear that these operations would be taxed as a campground and not as a business. Through discussions with WFN Members there is a desire to allow for entrepreneurial businesses and not to restrict and affect these. The Bylaw currently looks to exempt the Member owner for these parks and campgrounds but not to provide exemption for the occupant. A revision of the Bylaw would look to address and clarify what is exempt and not.</p> <p>One initiative that we will be implementing shortly for January 2018 will be to release a tax exemption form that must be completed annually by WFN Members to for properties and businesses to qualify for exemption. This initiative will assist in identifying properties of this nature and also assist in finding a solution for this problem. This initiative has been shared with BC Assessment so that they are aware of WFN practices.</p>
	<p>The Advisory Council expressed their appreciation for E. Jack's efforts.</p>
Staff Left:	<p>E. Fleury and E. Jack left the meeting at 11:15 a.m.</p>
	<p><u>Review of the Advisory Council Nomination Process</u></p>
Staff Entered:	<p>D. Elliott and J. Buck entered the meeting at 11:15 a.m.</p>
<i>G. Couch</i>	<p>Expressed appreciation to D. Elliott and J. Buck for their</p>



	efforts during the Advisory Council nomination process for the October, 2017 Advisory Council election.
<i>J. Buck</i>	There were a few minor concerns within the Law that were identified during this nomination process and which will need to be addressed. At this time we are recommending that a policy or procedure be developed to address these issues and provide clarification for future elections.
<i>D. Elliott</i>	Two items that will be addressed will be clarification on important dates and timing during the election period and the procedures during the nomination periods. There were a few minor concerns during this process that have been noted and will be addressed shortly by staff.
<i>J. Buck</i>	In discussion with G. Couch, one initiative staff will undertake following the election will be to overview appropriate parliamentary procedures during a meeting with the new Council.
<i>C. Graham</i>	Continued work with the WFN website and orientation package will be of assistance as well as introductions to key staff for future Advisory Council members.
<u>Shady Rest Mobile Home Park Concerns</u>	
<i>G. Couch</i>	There have been concerns raised by several residents of Princess Enterprises mobile home parks regarding structures that they have developed during their periods of occupancy in the area which have now been identified for removal. We would like to bring this matter to the attention of WFN in our capacity as the Advisory Council.
<i>D. Elliott</i>	This matter has been brought to the attention of WFN Council and staff. Staff has reviewed this internally and there have been recommendations provided through a letter to affected residents and in communications with residents. Following the flooding experienced in the Okanagan it was clarified by the Province who retains jurisdiction over the foreshore that those maintaining docks and structures on a beachfront must make an application to FLNRO to maintain these structures. It is our understanding that not applications have been made by residents at this time. Many of these structures were also built by residents illegally without the appropriate permissions.
<i>J. Buck</i>	Myself, D. Elliott and A. Nerger have had a number of conversations with residents on this issue over the past



	<p>few weeks since it was brought to our attention. The actions taken by the park are not illegal but it is understandable that the manner in which they have conducted themselves has not been to the benefit of the residents. In these discussions it has been clarified that if residents feel that these restrictions have affected them then they are able to make an application to pursue this matter under the WFN Residential Premises Law. At this time no applications have been received by our office despite this recommendation. We would strongly encourage Advisory Council members to encourage residents who contact them to submit an application so WFN is able to provide assistance through dispute resolution.</p>
Staff Left:	D. Elliott and J. Buck left the meeting at 11:51 a.m.
	<u>Review of the Semi-Annual Council to Council Meeting</u>
<i>G. Couch</i>	There was one concern which I understand is shared by other Advisory Council members and that is the absence of Chief Lindley from this meeting. We will continue to convey a message that we are open and have a willingness to work together.
<i>J. Bellingham</i>	The next meeting between Council's will be November 27 th at 11:30 at the Siya Boardroom in the WFN Health Building.
	<u>Carbon Tax Update from WFN Council</u>
<i>J. Bellingham</i>	Council has agreed to support the Advisory Council Request to meet with the Premier. Once the Advisory Council has prepared their communication to the Premier's Office, WFN Council would like to review prior to communications being sent.
	<u>Next Meeting</u>
	The next meeting will take place on October 24, 2017 at 9:00 a.m.
ADJOURNMENT MOTION	<p>MOVED BY T. TURCAN Seconded by C. Graham THAT the Advisory Council meeting be adjourned. CARRIED The meeting adjourned at 12:08 p.m.</p>



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Westbank First Nation
Community. Leadership. Pride.

**MINUTES
ADVISORY COUNCIL
September 12, 2017**

These minutes are certified correct:

Gordon Couch

Terry Turcan

Ludwig Teichgraber

Cathy Graham