
CITY OF KELOWNA

MEMORANDUM

Date: October 29, 2002
File No.: 4000-00
To: City Manager
From: Licence and Bylaw Enforcement Supervisor
Subject: City of Kelowna Rotational Towing List – Policy No. 291

RECOMMENDATION

THAT City Council approve the revised City of Kelowna Rotational Towing List Policy 291 as attached to the report from Licence and Bylaw Enforcement Supervisor dated October 29, 2002.

BACKGROUND

Since the adoption of Policy No. 291 in September 2000, the City of Kelowna has been provided with towing services on a rotational basis for both the City Bylaw and the RCMP requirements. The existing rotation, although allowing a fair and competitive approach, now needs to be reviewed and updated to reflect current operational practices, equity to all service providers and increased liability coverage.

Meetings were held with City staff, RCMP and ICBC to ensure we are in line with current practices, maintaining one level of service and to discuss how to better serve the City's needs. This has resulted in a revision for your review and recommendation. The revised policy is to the ongoing criteria required for towing service providers, both to the City's Bylaw Enforcement Division and the Royal Canadian Mounted Police, Kelowna Detachment.

Council is therefore requested to consider the proposed policy for adoption thereby enhancing the procedures followed as the City continues to grow and other businesses move into this realm of service providers.

Proposed Policy Changes:

Section B.1 – Preamble

Defines responsibility for inclusion/maintenance on the rotational towing list for the service providers.

Section B.2 (e)

Increases insurance and liability coverage to current industry standards:

| | |
|---|-----------|
| Automobile Liability Insurance | 5,000,000 |
| Garage Liability Insurance | 3,000,000 |
| Comprehensive General Liability Insurance | 2,000,000 |

This section also defines that insurance coverage must be maintained continually while providing service to the City.

Section B.2 (h)

Clarifies that “agent for” is not acceptable to the City. Vehicles must not be used to bolster another company’s inventory.

Section B.2 (k)

Defines that the service provider is responsible for any loss, cost, damage, expense, liability and will protect and save harmless the City of Kelowna.

J.A. Dixon
Licence and Bylaw Enforcement Supervisor

JAD/ss

c.c. R. Reiter, Manager, Purchasing & Stores
J.A. Brown, Senior Buyer City of Kelowna