



To deliver effective and efficient, local government services that benefit our citizens, our businesses, our environment and our future.

THE CORPORATION OF THE CITY OF VERNON

AGENDA

Committee of the Whole

Monday, January 13, 2025, 8:40 a.m.

CITY HALL COUNCIL CHAMBER

3400 30 Street, Vernon BC

Pages

1. CALL COMMITTEE OF THE WHOLE MEETING TO ORDER

1.a Agenda

THAT the Committee of the Whole Meeting Agenda of January 13, 2025 be adopted.

1.b Adoption of Minutes

2

THAT the Committee of the Whole Meeting Minutes of December 9, 2024 be adopted.

2. BUSINESS ARISING FROM THE MINUTES

3. GENERAL MATTERS

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5.a eSCRIBE Report Manager Implementation (0610-04)

7

THAT Council receive for information the memorandum titled "eSCRIBE Report Manager Implementation", dated December 30, 2024 and respectfully submitted by the Manager, Legislative Services.

6. COUNCIL INFORMATION UPDATES

7. INFORMATION ITEMS

8. RDNO / GVAC REGULAR MEETINGS

9. CLOSE OF MEETING

THAT the Committee of the Whole meeting be adjourned.

**THE CORPORATION OF THE CITY OF VERNON
MINUTES OF THE COMMITTEE OF THE WHOLE**

**December 9, 2024, 8:40 a.m.
CITY HALL COUNCIL CHAMBER
3400 30 Street
Vernon B.C.**

Mayor and Council
Members Present:

Mayor V. Cumming
T. Durning
K. Fehr
K. Gares
B. Guy
A. Mund
B. Quiring

Administration
Present:

P. Weeber, Chief Administrative Officer
K. Poole, Director, Corporate Administration
D. Lind, Chief, Fire Rescue Services
C. Isles, Deputy Corporate Officer
C. Ovens, General Manager, Public Works
C. Sheel, Project Manager, Active Living Centre
D. Devries, Manager, Transportation
E. Hamming, Director, Financial Services
J. Blood, Director, Recreation Services
J. Winqvist, Communications Officer
M. Faucher, Acting Manager, Long Range Planning and Sustainability
S. Wood, Corporate Officer
T. Barton, Director, Planning and Community Services
A. Huisken, Transportation Planner
D. Ross, Manager, Project Program

1. CALL COMMITTEE OF THE WHOLE MEETING TO ORDER

Mayor Cumming called the meeting to order at 8:43 am.

1.a Agenda

Moved by: Councillor Gares

Seconded by: Councillor Guy

THAT the Agenda for the December 9, 2024 Committee of the Whole Meeting be adopted as circulated.

CARRIED

1.b Adoption of Minutes

Moved by: Councillor Durning

Seconded by: Councillor Fehr

THAT the minutes of the Committee of the Whole meeting of Council held November 25, 2024 be adopted.

CARRIED

2. BUSINESS ARISING FROM THE MINUTES

3. GENERAL MATTERS

3.a Official Community Plan and Transportation Plan Joint Review - Project Management Update (6480-02)

Moved by: Councillor Durning

Seconded by: Councillor Guy

THAT Council receive for information the report titled, "Official Community Plan and Transportation Plan Joint Review - Project Management Update", dated November 26, 2024 and respectfully submitted by the Manager, Transportation;

AND FURTHER, that Council endorse amending the Engagement Strategy to expand the scope of Phase 3 consultation in Spring 2025.

CARRIED

3.b Official Community Plan and Transportation Plan Joint Review - Phase 2 Public Engagement Update (6480-02 / 8300-07)

Jessica Delaney, Chief Executive Officer with Engage Delaney provided Council with an overview of the Phase 2 public engagement results.

Councillor Quiring left the meeting at 9:39 am and returned at 9:42 am.

Councillor Durning left the meeting at 10:02 am and returned at 10:04 am.

Moved by: Mayor Cumming

Seconded by: Councillor Quiring

THAT Council receive for information the memorandum titled "Official Community Plan and Transportation Plan Joint Review - Phase 2 Public Engagement Update", dated November 27, 2024 and respectfully submitted by the Manager, Transportation.

CARRIED

3.c Recommended Growth Scenario (6480-02)

Moved by: Councillor Gares

Seconded by: Councillor Durning

THAT Council support, in principle, the recommended growth scenario as outlined in the report titled "Recommended Growth Scenario" dated November 26, 2024 and respectfully submitted by the Acting Manager, Long Range Planning and Sustainability.

Opposed (1): Mayor Cumming

CARRIED (6 to 1)

Moved by: Councillor Fehr

Seconded by: Councillor Durning

THAT Administration arrange a tour for Council, with planning staff, to identify the boundaries and areas as they relate to the Recommended Growth Scenario Map, including the proposed future Village Centres, prior to the end of January 2025.

CARRIED

3.d Transportation Plan Update (6480-02 / 8300-07)

Councillor Fehr left the meeting at 11:28 am and returned at 11:31 am.

Moved by: Councillor Quiring
Seconded by: Councillor Gares

THAT Council receive for information the report titled "Transportation Plan Update" dated November 27, 2024 and respectfully submitted by the Transportation Planner.

CARRIED

The meeting recessed at 12:00 pm and reconvened at 2:36 pm.

3.e Active Living Centre Quarterly Report – December 2024

Moved by: Councillor Gares
Seconded by: Councillor Mund

THAT Council receive the memorandum titled "Active Living Centre Quarterly Report - December 2024", dated December 9, 2024, from the Manager, Project Program and the Senior Manager, Project for information purposes.

CARRIED

- 4. **UNFINISHED BUSINESS**
- 5. **NEW BUSINESS**
- 6. **LEGISLATIVE MATTERS**
- 7. **COUNCIL INFORMATION UPDATES**
- 8. **RDNO / GVAC REGULAR MEETINGS**

8.a Water Rates

For discussion.

8.b Greater Vernon Trails and Natural Spaces 5 year Draft Capital Plan

For discussion.

- 9. **INFORMATION ITEMS**
- 10. **CLOSE OF MEETING**

Moved by: Councillor Quiring
Seconded by: Councillor Guy

THAT the Committee of the Whole meeting be adjourned.

CARRIED

Mayor Cumming adjourned the meeting at 3:12 pm.

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF VERNON

MEMORANDUM

TO: Peter Weeber, Chief Administrative Officer **FILE:** 0610-04
PC: Kevin Poole, Director, Corporate Administration **DATE:** December 30, 2024
FROM: Sue Wood, Manager, Legislative Services

SUBJECT: ESCRIBE REPORT MANAGER IMPLEMENTATION

eScribe was implemented in 2022 for Council agendas and minutes and it included the option for Report Manager and Board Manager modules. Administration is working towards the implementation of Report Manager which will be done in stages, giving time for each department to be trained and making adjustments that may arise. During the transition, Council will see both the old and the new reports and memorandums (memos) on the agenda until the implementation is complete. Full implementation is anticipated by the end of March.

Council will notice a change in the look of the reports and memos on the agenda. The structure and content will remain the same with some modifications to the location they appear within the document.

Administration is proposing a change to the recommendation (motions) between a report and a memo:

- A memo will be used when Administration is providing information and not recommending a decision. The memo can include a motion to receive, however, Council could consider no motion with the meeting minutes noting the item was for information (see sample in Attachment 1).
- A report will include a recommendation for a Council decision and will not include the portion of the motion "To receive...", it will only include the decision (see sample in Attachment 2).

As always, Council may make a motion and provide direction whether the item is presented on a report or memo with or without a recommendation.

Some additional changes:

- Staff will be provided the option to include their name on the report/memo or to use their title only;
- The memo/report date will be the Council meeting date; and
- There are no signatures on the report/memo as they are approved electronically through the software.

RECOMMENDATION:

THAT Council receive for information the memorandum titled "eScribe Report Manager Implementation", dated December 30, 2024, and respectfully submitted by the Manager, Legislative Services.

Respectfully submitted:



Approved for the Agenda by the CAO

Attachment 1 – Proposed Memorandum

Attachment 2 – Proposed Report



Memorandum to Council

To: Mayor and Council File No: 0610-04
Date: January 13, 2025
From: S. Wood, Manager, Legislative Services
Subject: eScribe Report Manager Implementation

Purpose: To provide an update of eScribe Report Manager implementation, proposed changes and next steps.

Recommendation:

THAT Council receive the memorandum titled eScribe Report Manager Implementation, dated January 13, 2025.

Background:

eScribe was implemented in 2022 for Council agendas and minutes and it included the option for Report Manager and Board Manager modules. Administration is working towards the implementation of Report Manager and this will be done in stages, giving time for each department to be trained and making adjustments that may arise. During the transition, Council will see both the old and the new reports and memorandums (memos) on the agenda until the implementation is complete. Full implementation is anticipated by the end of March.

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As always, Council may make a motion and provide direction whether the item is presented on a report or memo with or without a recommendation.

Some additional changes:

- Staff will be provided the option to include their name on the report/memo or to use their title only;
- The memo/report date will be the Council meeting date; and
- There are no signatures on the report/memo as they are approved electronically through the software.

Communication:

Internal training and rollout will be initiated immediately with final implementation anticipated by the end of March.

Reviewed by: Director, Corporate Administration

Approved by: Chief Administrative Officer

Attachments: n/a



Report to Council

To: Mayor and Council File No: 0610-04
Date: January 13, 2025
From: S. Wood, Manager, Legislative Services
Subject: eScribe Report Manager Implementation

Purpose: To provide an update of eScribe Report Manager implementation, proposed changes and next steps.

Recommendation:

THAT Council approve the eScribe Report Manager memorandum and report templates as presented.

Background:

- a. Rationale: eScribe was implemented in 2022 for Council agendas and minutes and included the option for Report Manager and Board Manager modules. Administration is working towards the implementation of Report Manager and this will be done in stages, giving time for each department to be trained and making adjustments that may arise. During the transition, Council will see both the old and the new reports and memorandums (memos) on the agenda until the implementation is complete. Full implementation is anticipated by the end of March.

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- A memo will be used when Administration is providing information only and not recommending a decision. The memo can include a motion to receive, however, Council could consider no motion with the meeting minutes noting the item was for information.

As always, Council may make a motion and provide direction whether the item is presented on a report or memo with or without a recommendation.

Some additional changes:

- Staff will be provided the option to include their name on the report/memo or to use their title only;
- The memo/report date will be the Council meeting date; and
- There are no signatures on the report/memo as they are approved electronically through the software.

b. Relevant Policy/Bylaw/Resolutions/Legislative Authority:
n/a

c. Council's Strategic Plan Alignment:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Governance & Organizational Excellence | <input type="checkbox"/> Livability |
| <input type="checkbox"/> Recreation, Parks & Natural Areas | <input type="checkbox"/> Vibrancy |
| <input type="checkbox"/> Environmental Leadership | <input type="checkbox"/> Not Applicable |

Council's strategic goal of Governance & Organizational Excellence includes focusing on internal systems and processes that support effective and efficient service delivery and this project is in alignment.

d. Committee Recommendations:
n/a

Financial Implications:

There are no financial implications as this module is included in the current software package.

Alternatives & Implications:

1. THAT Council approve the eScribe Report Manager memorandum and report templates presented with the following modifications:
2. THAT Council approve the eScribe Report Manager memorandum and report templates presented;
AND FURTHER, that a resolution to receive an information item, no longer be required and there will be a notation in the minutes that the item was for information.

Communication:

Internal training and rollout will be initiated immediately with final implementation anticipated by the end of March.

Reviewed by: Director, Corporate Administration

Approved by: Chief Administrative Officer

Attachments: n/a