



# THE CORPORATION OF THE CITY OF VERNON

## AGENDA

### Regular Open Meeting of Council

Monday, November 14, 2022, 1:30 p.m.

CITY HALL COUNCIL CHAMBER

3400 30 Street

Vernon B.C.

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Pages

### 1. CALL REGULAR MEETING TO ORDER

#### 1.a. Land Acknowledgement

As Mayor of the City of Vernon, and in the spirit of this gathering, I recognize the City of Vernon is located in the traditional territory of the Syilx People of the Okanagan Nation.

#### 1.b. Move to Committee of the Whole

THAT Council move to the Committee of the Whole meeting.

### 2. RECONVENE REGULAR MEETING AND RESOLUTION TO CLOSE MEETING

**2.a. Resolution to Close Meeting**

THAT the meeting be closed to the public in accordance with Section 90 (1) of the *Community Charter* as follows:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

AND FURTHER, that the meeting be closed to the public in accordance with Section 90 (2) of the *Community Charter* as follows:

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**3. RECONVENE TO OPEN COUNCIL AT 1:30 PM**

**3.a. Land Acknowledgement**

As Mayor of the City of Vernon, and in the spirit of this gathering, I recognize the City of Vernon is located in the traditional territory of the Syilx People of the Okanagan Nation.

**3.b. Agenda**

THAT the Agenda for the November 14, 2022, Regular Open Meeting of Council be adopted as circulated.

**3.c. Adoption of Minutes and Receipt of Committee of the Whole**

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THAT the minutes of the Regular meeting of Council held October 11, 2022, be adopted;

AND FURTHER, that the minutes of the Inaugural Meeting held November 7, 2022 be adopted;

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held October 11, 2022, be received.

**4. BUSINESS ARISING FROM THE MINUTES**

**5. GENERAL MATTERS**

**5.a. Presentation - RCMP Quarterly Report (7400-30) 36**

Supt. Shawna Baher, OIC, RCMP will provide the Third Quarter Report for 2022 (July to September).

THAT Council receives for information the RCMP Third Quarter Report for 2022 (July to September), as provided by Supt. Shawna Baher, OIC, RCMP, at the November 14, 2022 Regular Council Meeting.

**6. COUNCIL INQUIRIES**

**7. ADMINISTRATION UPDATES 58**

THAT Council receive the Administration Updates dated November 14, 2022, for information.

**8. UNFINISHED BUSINESS**

**8.a. Placement and Enforcement Options for Individuals Living in Recreational Vehicles (4000-02-2022) 61**

THAT Council receive the memorandum titled "Placement and Enforcement Options for Individuals Living in Recreational Vehicles" dated October 26, 2022 respectfully submitted by the Manager, Protective Services for information.

**9. MATTERS REFERRED**

**10. NEW BUSINESS**

**10.a. Appointments to Committees (0540)**

THAT Council approves the Council Representative appointments to the following Committees:

**Greater Vernon Advisory Committee**

1. Alternate - Councillor Fehr

**Advisory Planning**

- Mayor Cumming
- Alternate - Councillor Mund

**Affordable Housing Advisory**

- Councillor Fehr
- Councillor Gares
- Alternate - Councillor Quiring

**Audit**

- Councillor Guy

- Councillor Mund
- Councillor Fehr
- Alternate - all other Members of Council

**Biosolids Advisory**

- Mayor Cumming
- Councillor Guy
- Alternate - Councillor Quiring

**Climate Action Advisory**

- Councillor Guy
- Alternate - Mayor Cumming

**Economic Development Advisory**

- Mayor Cumming (also serves as Chairperson)
- Alternate - Councillor Quiring

**Emergency Measures Policy and Planning**

- Mayor Cumming

**Finance and Tax Roll Review Panel:**

- Councillor Fehr
- Councillor Mund
- Councillor Gares
- Alternate - all other Members of Council

**Transportation Advisory**

- Councillor Durning
- Alternate - Councillor Guy

**Tourism Commission**

1. Councillor Durning
2. Alternate - Mayor Cumming

THAT Council approves the Council Representative appointments to the following External Committees:

**Arts Council of North Okanagan**

- Councillor Durning
- Alternate - Councillor Gares

**City of Vernon and Okanagan Indian Band Working Group**

- Mayor Cumming
- Alternate - Councillor Guy

**Greater Vernon Chamber of Commerce Liaison**

- Councillor Gares
- Alternate - Councillor Quiring

**Downtown Vernon Association**

- Councillor Quiring

**Drought Response Team**

- Councillor Guy
- Alternate - Councillor Fehr

**Funtastic Sports Society Liaison**

- Councillor Mund

**Kelowna Airport Advisory**

- Councillor Mund

**North Okanagan Regional Library**

- Councillor Gares
- Alternate - Councillor Quiring

**Liquid Waste Management Plan Advisory**

- Councillor Guy
- Alternate - Mayor Cumming

**Municipal Insurance Association**

- Councillor Fehr
- Alternate - Councillor Durning

**North Okanagan Regional Advisory (Okanagan College)**

- Councillor Fehr
- Alternate - Councillor Guy

**O'Keefe Ranch and Historical Society**

- Councillor Durning

**Okanagan Indian Band / First Nations Liaison**

- Mayor Cumming

#### **Regional Growth Management**

- Councillor Gares
- Alternate - Councillor Mund

#### **Regional Agricultural Advisory**

- Councillor Quiring
- Alternate - Mayor Cumming

#### **Ribbons of Green**

- Mayor Cumming

#### **School District No. 22 - Revenue Generations / Service Efficiency Review**

- Councillor Gares

#### **Vernon Winter Carnival Liaison**

- Councillor Durning

#### **Vernon Seniors Action Network**

- Councillor Fehr
- Alternate - Councillor Quiring

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| <b>10.b.</b> | <b>2022 General Local Election and Assent Voting Official Results (4200-2022)</b> | <b>63</b> |
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THAT Council receives for information, the memorandum titled "2022 General Local Election and Assent Voting Official Results" dated November 14, 2022 respectfully submitted by the Chief Election Officer.

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| <b>10.c.</b> | <b>2022 BC Affordable Housing Conference (0390-00)</b> | <b>69</b> |
|--------------|--|-----------|

THAT Council receive the memorandum titled "2022 BC Affordable Housing Conference:" dated November 1, 2022 and respectfully submitted by the Manager, Legislative Services;

AND FURTHER, that Council approve Councillor Fehr and Councillor Gares attending the 2022 BC's Affordable Housing Conference, November 21 - 23, 2022 in Vancouver, B.C.

- 10.d. BC Electoral Boundaries Commission - Proposed Electoral Districts (0410)** 120
- THAT Council authorize the Mayor to send a letter to the B.C. Electoral Boundaries Commission further requesting that the City of Vernon in its entirety, District of Coldstream and Areas 'B' and 'C' remain in the same electoral boundary as outlined the memorandum titled "BC Electoral Boundaries Commission - Proposed Electoral Districts" dated October 31, 2022 and respectfully submitted by the Director, Community Safety, Lands and Administration.
- 10.e. Recreation Services - 2022 Third Quarter Report (7700-01)** 124
- THAT Council receive for information the memorandum titled "Recreation Services - 2022 Third Quarter Report" and the accompanying presentation, dated October 27, 2022 and respectfully submitted by the Manager, Customer Service - Recreation.
- 10.f. High Rate Anaerobic Digester - Operating Costs and Related Fees and Charges (5350-07)** 135
- THAT Council receive the memorandum titled "High Rate Anaerobic Digester -Operating Costs and Related Fees and Charges" dated November 14, 2022 and respectfully submitted by the General Manager, Public Works;
- AND FURTHER, that Council endorse an annual, cumulative 2.5% increase on all high strength waste user fees and charges in the Fees and Charges Bylaw #3909, for 2023 and 2024;
- AND FURTHER, that Council endorse an additional cumulative 2.5% increase in all user fees and charges identified in the Sewer User Rates Bylaw #5400, for 2023 and 2024;
- AND FURTHER, that Council direct administration to bring an amended Sewer User Rates Bylaw and Fees and Charges Bylaw for Council consideration at the November 28, 2022 Regular Meeting.
- 10.g. 2023 Electric Truck - Budget Approval (1280-01)** 137
- THAT Council receive the memorandum titled "2023 Electric Truck – Budget Approval" dated October 25, 2022 and respectfully submitted by the Director, Operation Services;
- AND FURTHER, that Council authorize budget approval for the purchase of two electric pick-up trucks, should Ford be able to hold the original cited price of \$75,000 per unit (\$5,000 budgeted for lights, equipment and decaling) at a cost not to exceed \$160,000 to be funded from Vehicle and Equipment Replacement Reserve.

- 10.h. Mural Maintenance (0810-30)** 139
- THAT Council receive the memorandum titled "Mural Maintenance" dated November 2, 2022, respectfully submitted by the Manager, Building Services;
- AND FURTHER, that Council authorize the expenditure of up to \$100,100 for repair and maintenance of the downtown murals to be funded from the Mural Maintenance Reserve.
- 10.i. Amendment to Fire Services Bylaw 5635 and Recommendation for the Provision of Ice and Swift-Water Rescue (7010-03)** 141
- THAT Council endorse amendments to Fire Services Bylaw #5635 as presented by the Director of Fire Rescue Services and attached to the report titled "Amendment to Fire Services Bylaw #5635 and Recommendation for the Provision of Ice and Swift-Water Rescue", dated October 24, 2022;
- AND FURTHER that Council direct Administration to bring an amending Fire Services Bylaw for Council's consideration at the November 28, 2022 Regular Meeting.
- AND FURTHER that Council authorize an increased service level, at no additional cost, for Fire Services to provide ice and swift-water rescue services.
- 10.j. 2022 Seasonal Security Summary (4000-02)** 175
- THAT Council receive the memorandum titled "2022 Seasonal Security Summary" dated November 14, 2022, respectfully submitted by the Manager, Protective Services for information.
- 10.k. Development Approval Process Review and Staffing Update (6410-01)** 179
- THAT Council receive for information the memorandum titled "Development Approval Process Review and Staffing Update" dated November 1, 2022 and respectfully submitted by the Director, Community Infrastructure and Development.
- 10.l. Affordable Housing Action: North Okanagan Secondary Dwelling Design Competition (6460-10)** 185
- THAT Council direct Administration to advise the Regional District of the North Okanagan that Council supports its proposal to initiate a design competition for secondary dwellings in an urban location as outlined in the memorandum titled "Affordable Housing Action: North Okanagan Secondary Dwelling Design Competition" dated November 2, 2022 and respectfully submitted by the Director, Community Infrastructure and Development.

**10.m. Age and Dementia Friendly Community Grant (6460-10) 194**

THAT Council authorize the expenditure of up to \$25,000 for the Vernon Community Age and Dementia-Friendly Action Plan ("V-CADAP") project funded by BC Healthy Communities as described in the memorandum titled "Age and Dementia Friendly Community Grant" dated November 1, 2022 and respectfully submitted by the Long Range Planner.

**10.n. Climate Action Community Engagement and Long Term Funding (0540-20) 204**

THAT Council consider the following resolution from the Climate Action Advisory Committee's October 26, 2022 meeting during its strategic planning session in early 2023 for inclusion in the 2023 – 2026 Strategic Plan:

*THAT the Climate Action Advisory Committee recommends that Council authorize funding for an additional FTE to assist with community engagement in delivering the Climate Action Plan;*

*AND FURTHER, that Council establish a long term funding mechanism to enable the implementation of the Climate Action Plan.*

as described in the memorandum titled "Climate Action Community Engagement and Long Term Funding" dated October 27, 2022, respectfully submitted by the Climate Action Implementation Coordinator.

THAT Council support Zoning Application 00385 (ZON00385) to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43rd Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential as outlined in the report titled “Zoning and Development Variance Permit Applications for 1609 43rd Avenue” dated November 2, 2022 and respectfully submitted by the Current Planner;

AND FURTHER, that Council’s support of ZON00385 is subject to the following:

- a. that a combined Multiple Family and Environmental Development Permit is ready for issuance prior to final adoption of a bylaw to rezone the property; and
- b. that a covenant, in favour of the City of Vernon, be registered on title of the land:
  - i. prohibiting health services, personal services, and retail conveniences secondary uses;
  - ii. limiting the maximum number of dwelling units to 16;
  - iii. limiting the maximum height of buildings to the lesser of 10m or 3 storeys; and
  - iv. requiring common outdoor amenity space with a playground structure;

AND FURTHER, that Council hold a public hearing, pursuant to 464(1) of the Local Government Act, on a proposed bylaw to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43rd Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential;

AND FURTHER, that Council support Development Variance Permit Application 00569 (DVP00569) to vary Zoning Bylaw 5000 for Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43rd Avenue) by:

- a. decreasing Section 9.13.6, minimum side yard (east), from 3m to 2m for Building 2;
- b. decreasing Section 9.13.6, minimum side yard (east), from 3m to 2.6m for the portion of Building 4 being  $\leq 2.5$  storeys;
- c. decreasing Section 9.13.6, minimum side yard (east), from 6m to 2.6m for the portion of Building 4 being  $> 2.5$  storeys;
- d. decreasing Section 9.13.6, minimum rear yard, from 7.5m to 3.7m for the portion of Buildings 3 and 4  $\leq 2$  storeys; and
- e. decreasing Section 9.13.6, minimum rear yard, from 9m to 3.7m for the portion of the Buildings 3 and 4  $> 2$  storeys.

**10.p. Rezoning Application for 173 Vineyard Way (3360-20 (ZON00340))**

259

THAT Council support the zoning application 00340 (ZON00340) to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321) as outlined in the report titled "Rezoning Application for 173 Vineyard Way" dated October 21, 2022 and respectfully submitted by the Approving Officer;

AND FURTHER, that Council's support of ZON00340 be subject to the following:

- a. a no-build, no-disturb covenant be registered on title until such time that a Development Permit (multi-family, hillside) is ready to be issued; and that a statutory right-of-way is secured as a condition of future development to protect future water main looping through the property (as required to conform to Regional District of North Okanagan Bylaw 2650 B.23);

AND FURTHER, that Council direct Administration to prepare a proposed bylaw and public notice of initial readings to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321);

AND FURTHER, that Council not hold a public hearing on a proposed bylaw, pursuant to 464(1) of the Local Government Act, on a proposed bylaw to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321).

**10.q. 2023 - 2027 Proposed Financial Plan (1700-02 2023)**

276

THAT Council receive for information the memorandum titled "2023 - 2027 Proposed Financial Plan" dated October 26, 2022 respectfully submitted by the Director, Financial Services.

**10.r. September 30, 2022 Variance Analysis (10830-02 2022)**

279

THAT Council receive for information the memorandum titled "September 30, 2022 Variance Analysis" dated October 25, 2022 and respectfully submitted by the Manager, Financial Planning & Reporting.

10.s.	<b>2022 Third Quarter Overtime Summary (1610-06)</b>	283
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THAT Council receive for information the memorandum titled "2022 Third Quarter Overtime Summary" dated October 27, 2022 and respectfully submitted by the Director, Financial Services.

10.t.	<b>Accelerated Digital Transformation (ADT) Project Additional Resources (1610-11)</b>	288
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THAT Council receive the memorandum titled "Accelerated Digital Transformation (ADT) Project Additional Resources" dated October 18, 2022 and respectfully submitted by the Director, Financial Services;

AND FURTHER, that Council authorize Administration to increase the Financial Services department budget in the amount of \$190,000 for the cost of 2022 Workday subscription services, funded by 2022 excess investment income.

## 11. LEGISLATIVE MATTERS

### 11.a. Bylaws for Adoption

11.a.1.	<u>Bylaw 5875</u>	290
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THAT Bylaw #5875 "Mt. Fosthall Drive Land Use Contract LTO Registration Number N978, Discharge Bylaw Number 5875, 2021", a bylaw to discharge "City of Vernon Land Use Contract Bylaw Number 2613, 1977", be adopted.

### 11.b. Bylaws for First and Second Readings and Set Public Hearing Date

11.b.1.	<u>Bylaw 5927</u>	301
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THAT Bylaw 5927, "1609 43rd Ave Rezoning Amendment Bylaw 5927, 2022", a bylaw to rezone the subject property from "R5 - Four-plex Residential" to "RH2 - Stacked Row Housing Residential, be read a first and second time;

AND FURTHER, that the Public Hearing for Bylaw 5927, together with Public Input for DVP00569, be scheduled for Monday, December 12, 2022 at 5:30 pm in the Council Chambers.

## 12. COUNCIL INFORMATION UPDATES

### 12.a. Mayor and Councillors Reports

## 13. INFORMATION ITEMS

**13.a. Correspondence**

304

1. Letter dated October 31, 2022 from Greater Vernon Chamber of Commerce re: Redistribution of Provincial Electoral Boundaries
2. Letter dated October 24, 2022 from Okanagan Regional Library re: Annual Appointment
3. Letter dated November 1, 2022 from Canadian Home Builder's Association Central Okanagan re: BC Energy Step Code Implementation
4. Letter dated November 4, 2022 from several Shelter and Outreach Operators re: Homelessness, Winter Shelter and the Need for Meaningful Change

**13.b. Minutes from Council Committees**

320

- Advisory Planning, September 7, 2022
- Tourism Commission, September 21, 2022
- Climate Action Advisory, September 28, 2022

**14. CLOSE OF MEETING**

**THE CORPORATION OF THE CITY OF VERNON**  
**MINUTES OF THE REGULAR MEETING OF COUNCIL**

**October 11, 2022, 1:30 p.m.**  
**CITY HALL COUNCIL CHAMBER**  
**3400 30 Street**  
**Vernon B.C.**

Mayor and Council  
Members Present:

Mayor V. Cumming

S. Anderson  
T. Durning  
K. Fehr  
K. Gares  
A. Mund  
B. Quiring

Administration  
Present:

P. Bridal, Deputy Chief Administrative Officer

K. Poole, Director, Community Safety, Lands and Administration  
J. Bruns, Manager, Legislative Services  
J. Nicol, Deputy Corporate Officer  
K. Flick, Director, Community Infrastructure and Development  
Services  
D. Law, Director, Financial Services  
J. Rice, Director, Operation Services  
D. Ross, Director, Recreation Services

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**1. CALL REGULAR MEETING TO ORDER**

Mayor Cumming called the meeting to order at 8:40 am.

1.a Land Acknowledgement

As Mayor of the City of Vernon, and in the spirit of this gathering, I recognize the City of Vernon is located in the traditional territory of the Syilx People of the Okanagan Nation.

1.b Move to Committee of the Whole

**Moved by:** Councillor Durning

**Seconded by:** Councillor Fehr

THAT Council move to the Committee of the Whole meeting.

**CARRIED**

**2. RECONVENE REGULAR MEETING AND RESOLUTION TO CLOSE MEETING**

Mayor Cumming reconvened the Regular Open Meeting at 8:43 am and requested a motion to move to In Camera.

2.a Resolution to Close Meeting

**Moved by:** Councillor Gares

**Seconded by:** Councillor Mund

THAT the meeting be closed to the public in accordance with Section 90 (1) of the *Community Charter* as follows:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for the purpose.

**CARRIED**

Mayor and Council  
Members Present:

Mayor V. Cumming

S. Anderson  
T. Durning  
K. Fehr  
K. Gares  
A. Mund  
B. Quiring

Administration  
Present:

P. Bridal, Deputy Chief Administrative Officer

K. Poole, Director, Community Safety, Lands and Administration  
J. Bruns, Manager, Legislative Services  
J. Nicol, Deputy Corporate Officer  
K. Flick, Director, Community Infrastructure and Development  
Services  
D. Law, Director, Financial Services  
J. Rice, Director, Operation Services  
D. Ross, Director, Recreation Services  
D. Lind, Director, Fire Rescue Services  
S. Patterson, Specialist, Talent Acquisition & Retention  
C. Ovens, General Manager, Operation Services  
E. Croy, Manager, Transportation  
J. Winkvist, Communications Officer  
M. Faucher, Current Planner  
S. Melenko, Information Tech.

### **3. RECONVENE TO OPEN COUNCIL AT 1:30 PM**

Mayor Cumming called the Regular Open meeting back to order at 1:30 pm.

#### **3.a Land Acknowledgement**

As Mayor of the City of Vernon, and in the spirit of this gathering, I recognize the City of Vernon is located in the traditional territory of the Syilx People of the Okanagan Nation.

3.b Agenda

**Moved by:** Councillor Gares

**Seconded by:** Councillor Mund

THAT the Agenda for the October 11, 2022, Regular Open Meeting of Council be amended to include:

1. SEE ITEM - 5.c.1. General Matters - Public Input - Development Variance Permit 00572 for 1607 Pottery Road

**CARRIED**

3.c Adoption of Minutes and Receipt of Committee of the Whole

**Moved by:** Councillor Mund

**Seconded by:** Councillor Fehr

THAT the minutes of the Regular Meeting of Council held September 26, 2022, be adopted;

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held September 26, 2022, be received.

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

**5. GENERAL MATTERS**

5.a Presentation - Social Planning Council Quarterly Report (0360-20-35)

Annette Sharkey, Executive Director, Social Planning Council of the North Okanagan will provide the Social Planning Council / Partners in Action Quarterly Report: July 1 to September 30, 2022.

The following points were noted:

- Review of work providing support for homelessness and those sleeping outside - focus is on providing relief during extreme weather in the summer as well as in winter
- Housing relief on the horizon with Turning Points Collaborative Society spaces and the re-start of the hotel program
- Review of second round of Strengthening Communities funding
- Harm Reduction (HART) Program review
- Local Immigration Partnership Council review
- Social Planning Council Anti-racism Committee initiatives

**Moved by:** Councillor Mund  
**Seconded by:** Councillor Gares

THAT Council receive the Social Planning Council / Partners in Action Quarterly Report, July 1 to September 30, 2022, for information.

**CARRIED**

5.b Development Variance Permit (DVP00556) - 7567 Klinger Road

**Moved by:** Councillor Mund  
**Seconded by:** Councillor Gares

THAT Council support Development Variance Permit Application 00556 (DVP00556) to vary Zoning Bylaw 5000 on LT 4, SEC 19, TWP 9, ODYD, PLAN 18350 (7567 Klinger Road) as follows:

- a) Section 4.5.4 to permit construction of a secondary building or structure in a front yard;

AND FURTHER, that Council's support of DVP00556 is subject to the following:

- a) That the site plan, building elevations and floor plans, intended to illustrate the size and location of the proposed garage (Attachment 1) in the report titled "Development Variance Permit Application for 7567 Klinger Road" dated September 27, 2022 and respectfully submitted by the Current Planner, be attached to and form part of DVP00556 as Schedule 'A'.

5.b.1 Public Input - DVP00556

The Corporate Officer advised that no written submissions had been received.

Mayor Cumming called a first time for representation from the public in attendance who believed their interest in property was affected by Development Variance Permit 00556 and there being none, Mayor Cumming called a second, third and final time for representation from the public, and there being none, closed the Public Input for DVP00556.

**THE QUESTION WAS CALLED ON THE MAIN MOTION AND  
DECLARED CARRIED**

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5.b.2 Permit Issuance - DVP00556

**Moved by:** Councillor Mund

**Seconded by:** Councillor Quiring

THAT the Corporate Officer be authorized to issue Development Variance Permit DVP00556 for LT 4, PL 18350, SEC 19, TWP 9, ODYD (7567 Klinger Road), to permit construction of a secondary building or structure in a front yard, once all conditions of Council are satisfied.

**CARRIED**

5.c Development Variance Permit (DVP00572) - 1607 Pottery Road

**Moved by:** Councillor Mund

**Seconded by:** Councillor Gares

THAT Council support Development Variance Permit Application 00572 (DVP00572) to vary Zoning Bylaw 5000 on LT 4, SEC 35, TWP 9, ODYD, PLAN 21248 (1607 Pottery Road) as follows:

a) Section 9.3.6 to permit vehicular access to the subject property from Pottery Road;

AND FURTHER, that Council's support of DVP00572 is subject to the following:

a) That the site plan (Attachment 1) in the report titled "Development Variance Permit Application for 1607 Pottery Road" dated September 27, 2022 and respectfully submitted by the Current Planner, be attached to and form part of DVP00572 as Schedule 'A'.

5.c.1 Public Input - DVP00572

The Corporate Officer advised that one written submission had been received as follows:

- Email dated October 7, 2022 from D. Whitehead and R. Cook

Mayor Cumming called a first time for representation from the public in attendance who believed their interest in property was affected by Development Variance Permit 00556 and there being none, Mayor Cumming called a second, third and final time for representation from the public, and there being none, closed the Public Input for DVP00572.

**THE QUESTION WAS CALLED ON THE MAIN MOTION AND  
DECLARED CARRIED**

5.c.2 Permit Issuance - DVP00572

**Moved by:** Councillor Fehr

**Seconded by:** Councillor Durning

THAT the Corporate Officer be authorized to issue Development Variance Permit DVP00572 for LT 4, SEC 35, TWP 9, ODYD, PLAN 21248 (1607 Pottery Road), to vary Section 9.3.6 of Zoning Bylaw 5000 to permit access to the subject property from Pottery Road, once all conditions of Council are satisfied.

**CARRIED**

**6. COUNCIL INQUIRIES**

**Development Application Form**

Council inquired regarding the new development application form. It was stated that there are many good features to the application, however, the submission requirements require review to ensure they accurately reflect what is needed for each type of development application. A. Admin. advised that the feedback is appreciated and, following feedback from the general public, the application form will be revised.

**Tree Removal Program**

Council inquired regarding tree removal and identification of dangerous trees in general. A. Admin. advised that work is completed by City staff or contractors and that normally when a tree is removed, another tree is replaced in a suitable location. It was further stated that Operations will review any trees that a member of the public reports as a dangerous tree through a service request.

**BX Creek**

Council asked if the reason BX Creek is dry in some areas is due to the construction at the BX Dog Park? A. Admin. advised the creek is dry at this time as it is a seasonal creek.

**Potholes**

Council inquired regarding potholes on the corner of Okanagan Landing Road and Okanagan Bench Road. A. Admin. advised that this is part of a work project and repaving is scheduled to be done shortly.

**Paving on Longacre and Crosby Roads**

Council inquired regarding paving projects on Longacre and Crosby Roads. A. Admin. advised that the work will be completed and paving will occur next week.

### **Daycare near Lakers Clubhouse**

Council inquired regarding parking and access at the new daycare centre near at Lakers Clubhouse. There was concern that there will be a number of vehicles on the road at peak times. A. Admin. advised that an admin. update will be provided.

### **Project at Tronson and Lakeshore Roads**

Council inquired regarding construction at Lakeshore and Tronson Roads - is completion corner portion on the work list? A. Admin. advised that it would be challenging to complete this project for this fall; the interpretive signage is hoped to be unveiled when the project is complete, anticipated for next spring.

### **Deer Park**

Council requested an update on the Deer Park project. An Admin. update will be provided via email to Council.

## **7. ADMINISTRATION UPDATES**

**Moved by:** Councillor Gares

**Seconded by:** Councillor Durning

THAT Council receive the Administration Updates dated October 11, 2022, for information.

**CARRIED**

Council questioned as to how overgrown brush (blocking signage) that is not looked after during regular mowing is dealt with. A. Admin advised that sign inspection is done in the fall, annually, and if work is needed, a work request is initiated. It is also actioned through a complaint from a resident.

## **8. UNFINISHED BUSINESS**

8.a 5661 Okanagan Landing Road Rezoning Amendment Bylaw 5773 - Request for Processing Time Extension (ZON00329)

**Moved by:** Councillor Anderson

**Seconded by:** Councillor Mund

THAT pursuant to the 'Bylaws - Inactive Policy', Council approves a one-year extension to the processing period for 5661 Okanagan Landing Road Rezoning Amending Bylaw 5773 to October 15, 2023.

**CARRIED**

**9. MATTERS REFERRED**

DECLASSIFIED MOTION FROM THE IN CAMERA MEETING HELD APRIL 11, 2022

**RCMP Support Services - Coldstream Revised Proposal (7400-30)**

‘THAT Council agree to the revised proposal from the District of Coldstream dated March 30, 2022 and attached to the memorandum titled “RCMP Support Services – Coldstream Revised Proposal” dated April 1, 2022 and respectfully submitted by the Director, Community Safety, Lands, and Administration;

AND FURTHER, that Council authorize Administration to execute the agreement with the District of Coldstream once the schedules in the revised proposal from the District of Coldstream dated March 30, 2022 have been updated and operating protocols to address management issues have been developed to the satisfaction of Administration.

DECLASSIFIED MOTION FROM THE IN CAMERA MEETING HELD JULY 18, 2022

**Hesperia Landfill - Crown Land Tenure (Lease) (5360-02)**

‘THAT Council receive for information the memorandum titled “Hesperia Landfill – Crown Land Tenure (Lease)” dated June 20, 2022 and respectfully submitted by the Director, Operation Services;

AND FURTHER, that Council agrees to acquire the Lease for the term of 30 years from the Province of B.C. over that part of Lot B, District Lot 64, Osoyoos Division Yale District, Plan 2591 except Plan 3985, containing 2.50 hectares, more or less for the purposes of landfilling, environmental monitoring, closure and reclamation, as substantially presented and attached to the memorandum titled “Hesperia Landfill – Crown Land Tenure (Lease)” dated June 20, 2022, from the Director of Operation Services;

AND FURTHER, that Council authorize the Mayor and Corporate Officer to execute the Crown Land Tenure Lease agreement and supporting documents between the City and the Province of B.C. as substantially presented and attached to the memorandum titled “Hesperia Landfill – Crown Land Tenure (Lease)” dated June 20, 2022, from the Director of Operation Services;

AND FURTHER, that Council authorize the expenditure of \$65,000 for the completion of the Hesperia Landfill Closure plan if the City acquires the Crown Land Tenure Lease from the province as shown on Figure 1 attached to the memorandum titled “Hesperia Landfill – Crown Land Tenure (Lease)” dated June 20, 2022, from the Director of Operation Services to be funded by the Hesperia Landfill Reserve;

AND FURTHER, that Council declassify the resolution and the report from In Camera, once all lease documents have been completed by the Province and returned to the City.'

DECLASSIFIED MOTION FROM THE IN CAMERA MEETING HELD OCTOBER 11, 2022

**Board of Variance - Membership (0540-20)**

'THAT Council receive Mr. Cole's resignation and rescind Mr. Cole's appointment to the Board of Variance;

AND FURTHER, that Council direct Administration to advertise for four Board of Variance members.'

**10. NEW BUSINESS**

**10.a Request for Funding - Lakers Clubhouse (7900-02)**

**Moved by:** Councillor Mund

**Seconded by:** Councillor Gares

THAT Council authorize the expenditure to repaint the interior of Lakers Clubhouse, install a keyless fob system and purchase a mechanical floor scrubber for a total amount of \$20,000 with the source of funds from the 2021 Unexpended Uncommitted Balance, as per the memorandum titled "Request for Funding - Lakers Clubhouse", dated October 3, 2022 and respectfully submitted by the Manager, Recreation Operations.

**CARRIED**

**10.b Lakeview Wading Pool - Service Cost Adjustment (8000-02-03)**

The Director, Recreation Services advised Council of an amendment to the memo dated October 3, 2022, stating that that overall service cost adjustment would be \$35,482.

**Moved by:** Councillor Mund

**Seconded by:** Councillor Gares

THAT Council receive the memorandum titled "Lakeview Wading Pool – Service Cost Adjustment" dated October 3, 2022 and respectfully submitted by the Director, Recreation Services;

AND FURTHER, that as per the Greater Vernon Recreation Facilities & Programming Agreement, that Council notify the District of Coldstream and Area B & C of the adjustment to the overall service cost for the Lakeview Wading Pool & Spray Park's 2023 operational budget.

**CARRIED**

10.c Recreation Vehicle & Equipment Purchases - Early Approval (8215-01)

**Moved by:** Councillor Mund

**Seconded by:** Councillor Fehr

THAT Council provide early 2023 budget approval and authorization to purchase a replacement pickup truck valued at \$54,000, a replacement electric ice resurfer valued at \$280,000 and two ride on floor scrubbers valued at \$34,000, as per the memorandum titled "Recreation Vehicle & Equipment Purchases - Early Approval" dated October 3, 2022 and respectfully submitted by the Director, Recreation Services.

**CARRIED**

10.d RCMP Municipal Support Services - Temporary Exhibit Custodian (7400-30)

**Moved by:** Councillor Quiring

**Seconded by:** Councillor Fehr

THAT Council authorize \$85,000 to permit the hiring of a temporary Exhibit Custodian for RCMP Municipal Support Services for 12 months, with the source of funding being the RCMP Contingency Reserve as described in the memorandum titled "Municipal Support Services RCMP 2023 Budget Priorities" dated September 29, 2022, respectfully submitted by the General Manager, Municipal Support Services RCMP.

**CARRIED**

10.e Eastside Road Fuel Treatment Application - Forest Enhancement (1855-20)

**Moved by:** Councillor Anderson

**Seconded by:** Councillor Gares

THAT Council receive for information the memorandum titled "Eastside Road Fuel Treatment Application - Forest Enhancement", dated September 28, 2022 and respectfully submitted by the Director, Fire Rescue Services.

**CARRIED**

10.f Extreme Wildfire Reserve Transfer (7380-01)

**Moved by:** Councillor Mund

**Seconded by:** Councillor Gares

THAT Council receive the memorandum titled "Extreme Wildfire Reserve Transfer" dated September 28, 2022 and respectfully submitted by the Director, Fire Rescue Services;

AND FURTHER, that Council authorize Administration to fund \$57,664 of expenditures, to provide temporary staffing at Station 3 (Predator Ridge), for 2022 from the Extreme Wildfire Reserve.

**CARRIED**

10.g UBCM Community Emergency Preparedness Fund - 2022 Volunteer & Composite Fire Departments Equipment & Training Grant (1855-20)

**Moved by:** Councillor Mund

**Seconded by:** Councillor Gares

THAT Council support the application for a \$29,350 grant for the 'UBCM Community Emergency Preparedness Fund - 2022 Volunteer & Composite Fire Departments Equipment & Training Grant', as attached to the report of the same title, dated September 28, 2022 and respectfully submitted by the Deputy Chief of Operations;

AND FURTHER, that Council authorize Administration to assume overall grant management should the grant application be successful.

**CARRIED**

10.h Temporary Talent Acquisition and Retention Staffing Request (2510-01)

**Moved by:** Councillor Gares

**Seconded by:** Councillor Anderson

THAT Council receive the memorandum titled "Temporary Talent Acquisition and Retention Staffing Request", dated September 28, 2022 and respectfully submitted by the Director, Human Resources;

AND FURTHER, that Council authorize \$50,000 on a one time basis, to place a temporary support Coordinator in Talent Acquisition and Retention, source of the funding from 2021 year end unexpended, uncommitted funds.

**Amendment**

**Moved by:** Mayor Cumming

**Seconded by:** Councillor Mund

THAT the motion be amended as follows:

AND FURTHER, that Council authorize \$50,000 on a one time basis, to place a temporary support Coordinator in Talent Acquisition and Retention, source of the funding from the Development Excess Reserve.

**DEFEATED (3 to 4)**

**Opposed: Anderson, Durning, Fehr, Quiring**

**THE QUESTION WAS CALLED ON THE MAIN MOTION AND DECLARED CARRIED**

10.i CBW Development Corp. Shareholder Meeting (1660-20)

**Moved by:** Councillor Mund

**Seconded by:** Councillor Gares

RESOLVED, as a resolution of the sole shareholder of CBW Development Corp. (the Company) entitled to vote at an annual general meeting, that:

1. WHEREAS there will be no financial transactions for the Company for the fiscal year ended December 31, 2022, and the Company has no assets, liabilities and equity, the appointment of auditors for the Company for the 2022 fiscal year is waived.
2. October 11, 2022 is hereby selected as the annual reference date for the Company for its current annual reference period;
3. The number of directors of the Company is hereby fixed at three;
4. The following persons, each of whom has consented in writing to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed: WILL PEARCE, BRETT BANDY, DEBRA LAW
5. All lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified and confirmed.

**CARRIED**

10.j Hesperia Development Corporation Shareholder Meeting (1660-20)

**Moved by:** Councillor Mund

**Seconded by:** Councillor Anderson

RESOLVED, as a resolution of the sole shareholder of Hesperia Development Corporation (the Company) entitled to vote at an annual general meeting, that:

1. WHEREAS there will be no financial transactions for the Company for the fiscal year ended December 31, 2022, and the Company has no assets, liabilities and equity, the appointment of auditors for the Company for the 2022 fiscal year is waived.
2. October 11, 2022 is hereby selected as the annual reference date for the Company for its current annual reference period;
3. The number of directors of the Company is hereby fixed at three;
4. The following persons, each of whom has consented in writing to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed: WILL PEARCE, BRETT BANDY, DEBRA LAW
5. All lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified and confirmed.

**CARRIED**

10.k Advisory Planning Committee Memberships (0540-20)

**Moved by:** Councillor Mund

**Seconded by:** Councillor Gares

THAT Council direct Administration to advertise for twelve Advisory Planning Committee members as outlined in the memorandum titled "Advisory Planning Committee Memberships", dated September 27, 2022 and respectfully submitted by the Committee Clerk;

AND FURTHER, that Council direct Administration to use social media and direct outreach to supplement the advertising for the youth position.

**CARRIED**

10.I Climate Action Advisory Committee Memberships (0540-20)

**Moved by:** Councillor Mund

**Seconded by:** Councillor Quiring

THAT Council direct Administration to advertise for thirteen Climate Action Advisory Committee members as outlined in the memorandum titled "Climate Action Advisory Committee Memberships", dated September 27, 2022 and respectfully submitted by the Committee Clerk;

AND FURTHER, that Council direct Administration to use social media and direct outreach to supplement the advertising for the youth position.

**CARRIED**

**11. LEGISLATIVE MATTERS**

11.a Bylaws for Adoption

11.a.1 Bylaw 5917

**Moved by:** Councillor Mund

**Seconded by:** Councillor Gares

THAT Bylaw 5917 "9233 Kokanee Road Land Use Contract LTO Registration Number P2461, Discharge Bylaw Number 5917, 2022", a bylaw to authorize the discharge of "Rezoning Bylaw No. 292, 1978" and "Land Use Contract Agreement Bylaw No. 291, 1978", LTO #P2461, be adopted;

AND FURTHER, that the Corporate Officer be authorized to issue Development Variance Permit DVP00577 for LOT 9, SEC 11, TP 13, ODYD PLAN 31060 (9233 Kokanee Road), to vary the hillside development areas, maximum footprint, maximum net floor area and maximum height, once all conditions of Council are satisfied.

**CARRIED**

11.a.2 Bylaw 5918

**Moved by:** Councillor Mund

**Seconded by:** Councillor Anderson

THAT Bylaw 5918, "Tax Exemption Amendment Bylaw Number 5918, 2022", a bylaw to amend the City of Vernon Tax Exemption Bylaw Number 5713, 2018, be adopted.

**CARRIED**

## 12. COUNCIL INFORMATION UPDATES

### 12.a Mayor and Councillors Reports

#### 12.a.1 Councillor Anderson

- No Report

#### 12.a.2 Councillor Mund

- No Report

#### 12.a.3 Councillor Gares

##### Attended:

- Several Library Board meetings
- Winter Carnival meeting
- Truth & Reconciliation Flag unveiling

#### 12.a.4 Councillor Fehr

- No Report

#### 12.a.5 Councillor Durning

- No Report

#### 12.a.6 Councillor Quiring

##### Attended:

- Truth & Reconciliation flag unveiling
- Climate Action Advisory meeting

#### 12.a.7 Mayor Cumming

##### Attended:

- Climate Action Advisory
- 10th Anniversary of Community Dental Access
- Schubert Lunch
- Virtual meeting with Minister Farnworth
- BC Winter Games Volunteer Meeting
- Okanagan Science Centre Open House
- Truth & Reconciliation flag unveiling
- CARE Youth Summit

- Okanagan Basin Water Board final Board meeting
- All Candidates Forums

### **13. INFORMATION ITEMS**

#### **13.a Correspondence**

1. Letter dated September 19, 2022 from Youth Parliament of British Columbia re: Youth Parliament Application

#### **13.b Minutes from Council Committees**

1. Climate Action Advisory, August 24, 2022

### **14. CLOSE OF MEETING**

Mayor Cumming closed the meeting at 3:14 pm.

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Mayor

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Corporate Officer

**THE CORPORATION OF THE CITY OF VERNON  
MINUTES OF THE INAUGURAL MEETING OF COUNCIL**

**November 7, 2022, 7:00 p.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  
A. Mund  
B. Quiring  
B. Guy

Administration  
Present:

W. Pearce, Chief Administrative Officer

K. Poole, Director, Community Safety, Lands and Administration  
J. Bruns, Manager, Legislative Services  
J. Nicol, Deputy Corporate Officer  
D. Law, Director, Financial Services  
J. Rice, Director, Operation Services  
C. Poirier, Manager, Communication and Grants

Others:

Guests, Media and Members of the Public

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The R.C.M.P Colour Guard and Don MacLeod, Piper, ushered the Honourable Judge C. R. Hewson and Mayor and Councillors Elect into the Council Chambers.

**1. CALL MEETING TO ORDER**

Mayor Cumming called the Inaugural Meeting of the 2022-2026 Council for the City of Vernon to order at 7:00 pm.

**1.a Land Acknowledgement**

As Mayor of the City of Vernon, and in the spirit of this gathering, I recognize the City of Vernon is located in the traditional territory of the Syilx People of the Okanagan Nation.

## 2. OATHS OF OFFICE

Judge C. Richard Hewson will administer the Oaths of Office.

### Office of Mayor

- Victor Cumming

### Office of Councillor

- Teresa Durning
- Kelly Fehr
- Kari Gares
- Brian Guy
- Akbal Mund
- Brian Quiring

## 3. ACKNOWLEDGEMENT OF OUTGOING COUNCIL MEMBER

Mayor Cumming acknowledged the service of outgoing Councillor, Scott Anderson.

## 4. MAYOR'S ADDRESS

Mayor Cumming provided his inaugural address to the City of Vernon.

## 5. AGENDA

**Moved by:** Councillor Quiring

**Seconded by:** Councillor Mund

THAT the Agenda for the November 7, 2022 Inaugural Meeting of Council be adopted as circulated

**CARRIED**

## 6. APPOINTMENTS

### 6.a Regional District of North Okanagan

**Moved by:** Councillor Gares

**Seconded by:** Councillor Fehr

THAT Council appoints the following members of Council as Directors to the Regional District of North Okanagan Board, for 2022/2023:

- Mayor Cumming
- Councillor Fehr

- Councillor Gares
- Councillor Quiring

AND FURTHER, that Council appoint the following members of Council as Alternates (At Large) Directors to the Regional District of North Okanagan Board for 2022/2023:

- Councillor Durning
- Councillor Guy
- Councillor Mund

**CARRIED**

6.b Regional District Voting Strength

**Moved by:** Councillor Guy

**Seconded by:** Councillor Fehr

THAT Council receive the memorandum titled “Regional District Voting Strength” dated November 3, 2022 and respectfully submitted by the Manager, Legislative Services;

AND FURTHER, that Council approve the weighted voting of Vernon members on the Regional District of North Okanagan Board, as follows:

- Mayor Cumming: 5 votes
- Councillor Fehr: 5 votes
- Councillor Gares: 4 votes
- Councillor Quiring: 4 votes

AND FURTHER, that Council directs Administration to advise the Regional District of North Okanagan of this new voting strength assignment.

**CARRIED**

6.c Greater Vernon Advisory Committee

**Moved by:** Councillor Durning

**Seconded by:** Councillor Fehr

THAT Council appoints the following members of Council as Directors to the Greater Vernon Advisory Committee, for 2022/2023:

- Mayor Cumming
- Councillor Guy

- Councillor Mund

AND FURTHER, that Council appoints the following members of Council as Alternates (At Large) Directors to the Greater Vernon Advisory Committee for 2022/2023:

- Councillor Durning
- Councillor Gares

**CARRIED**

## 7. MEETING SCHEDULE

### 7.a 2023 Regular Meeting Schedule

**Moved by:** Councillor Gares

**Seconded by:** Councillor Mund

THAT Council receive for information the memorandum titled "2023 Regular Council Meeting Dates" dated October 27, 2022 and respectfully submitted by the Manager, Legislative Services with the following amendment:

- the Council meeting scheduled for Tuesday, November 14, 2023 be moved to Monday, November 6, 2023.

**CARRIED**

### 7.b Appointment of Acting Mayors

**Moved by:** Councillor Gares

**Seconded by:** Councillor Mund

THAT Council appoints the following Acting Mayors for the remainder of 2022 and 2023:

December 2022 - Councillor Mund

January 2023 - Councillor Quiring

February 2023 - Councillor Gares

March 2023 - Councillor Durning

April 2023 - Councillor Guy

May 2023 - Councillor Fehr

June 2023 - Councillor Gares

July 2023 - Councillor Quiring

August 2023 - Councillor Mund

September 2023 - Councillor Durning

October 2023 - Councillor Guy

November 2023 - Councillor Fehr

December 2023 - Councillor Mund

**CARRIED**

**8. CLOSE OF MEETING**

**Moved by:** Councillor Durning

**Seconded by:** Councillor Fehr

THAT the Inaugural Meeting of Council held on November 7, 2022, be adjourned, the time being 7:20 pm.

**CARRIED**

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Mayor

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Corporate Officer



# VERNON NORTH OKANAGAN DETACHMENT

3rd Quarter (July to September) 2022

## QUARTERLY POLICING REPORT

Committed to preserve the peace, uphold the law and provide quality service in partnership with our communities.

**Superintendent Shawna BAHER**

Officer in Charge

## POLICING ACTIVITY REPORT ~ 3<sup>rd</sup> Quarter 2022

The Vernon North Okanagan Detachment continues to focus on the priorities of Enhanced Public Safety, Community Connections and Road Safety. To support our plan, we have implemented various initiatives including prolific and priority offender management, increased police visibility and traffic enforcement. One method used to track our performance is to compare crime statistics with the same quarter from the previous year. Featured at the end of the report is a statistical sampling of the 15 most commonly reported Crime Codes that have the greatest impact on communities for each specific area. The statistics reflect monthly totals for July to September 2022 with comparisons from the same quarter of the previous year. This report is a synopsis of some of the recent investigations conducted by the Vernon North Okanagan Detachment and does not reflect all the tasks our police officers are working on, nor does it include information that could impact the integrity of ongoing police investigations.

### COMMUNITY EVENTS

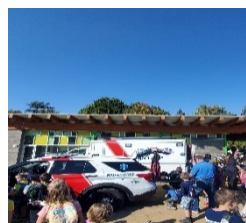


In July three Vernon North Okanagan RCMP officers took part in the Pulling Together Canoe Journey departing from Belvedere Park and paddling the Shuswap River to Mara Lake.



Our officers attended the Interior Provincial Exhibition in Armstrong patrolling the grounds and interacting with the fair-goers. Recruiting officers were also on site to provide information and answer questions about a potential career with the RCMP.

On September 27<sup>th</sup> we were happy to be able to host our Emergency Services Showcase in Polson Park with attendance from various RCMP specialized units, BC Emergency Health Services, Vernon Search and Rescue, Vernon Fire Rescue and the Vernon Community Safety Office. This event was well attended by hundreds of students from School District 22 who got a hands-on experience of equipment, vehicles, displays and demonstrations.



## VERNON/COLDSTREAM

### OPERATIONS

The table below highlights the total number of calls for service with Criminal Code offences and property crime extracted for the 3<sup>rd</sup> quarter as well as the cumulative number for year to date.

Category	Vernon				Coldstream				Vernon Rural			
	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021
<b>Calls for Service</b>	5,698	-1.2%	15,243	-2%	443	+15.6%	1,118	-13.3%	478	-11.9%	1,259	-9.6%
<b>Criminal Code</b>	1,646	+5.3%	4,540	+5.6%	111	0%	264	-2.9%	64	-16.8%	192	-18.2%
<b>Property Offences</b>	1,001	+2.6%	2,700	+3.3%	69	+16.9%	160	+8.8%	47	+20.5%	130	-4.4%

The below table indicates the total charges forwarded to Vernon Crown Counsel, total prisoners held in the Vernon cell block and total interventions by the Vernon North Okanagan Police Dog Service. The Vernon North Okanagan Detachment continues to track files associated to the street entrenched population; "SEPTA" is an acronym for 'Street Entrenched Policing Target Analysis' type files.

Category	Vernon/Coldstream	
	Q3	Year to Date
<b>Charges Forwarded</b>	513	1,556
<b>Prisoners</b>	339	947
<b>PDS Interventions</b>	7	39
<b>SEPTA Files</b>	243	718

Recognizing that calls for service encompass both calls from the public, which frontline officers are dispatched to, as well as the self-generated work completed by the officers in support of enhanced public safety initiatives, Superintendent Baher has extracted the two categories from the total calls for service. The below graph outlines total dispatch calls and total self-generated calls for the 3<sup>rd</sup> quarter of 2022 with a comparison for the previous year for the area of Vernon/Coldstream.

Vernon / Coldstream		
3 <sup>rd</sup> Quarter (July to September)		
2021	Dispatched Calls	5986
2022	Dispatched Calls	5877
2021	Self Generated Calls	886
2022	Self Generated Calls	742

## FRONT LINE POLICING

### Vernon

On July 17<sup>th</sup> police responded to a report of a disturbance near 15<sup>th</sup> Street and 30<sup>th</sup> Avenue. Upon attendance police determined that a Vernon bylaw officer had been assaulted with a weapon while conducting an investigation. A 38 year old Vernon man was arrested and has been charged with using a weapon in assaulting a Peace Officer. This matter is currently before the courts.

On July 24<sup>th</sup> frontline officers responded to a report of a weapons complaint in the 3700 block of 27<sup>th</sup> Avenue where an altercation had taken place between a woman and man. During the altercation a firearm was alleged to have been produced. The RCMP Southeast District Emergency Response Team and Police Dog Services assisted in trying to locate the suspect. A 47 year old Vernon man was later arrested and charged with assault, uttering a threat to cause bodily harm, pointing a firearm, possessing a weapon for a dangerous purpose and failing to comply with a court ordered condition. This matter is currently before the courts.

On August 5<sup>th</sup> frontline officers attended to a report of a serious collision on Highway 97 near Vimy Road involving multiple vehicles. A 65 year old Vancouver man and a 35 year old Vancouver woman tragically passed away as a result of this collision. BC Highway Patrol assumed conduct of the investigation.

On August 16<sup>th</sup> a frontline officer observed a vehicle driving erratically near 36A Street and 39<sup>th</sup> Avenue. Through investigation it was determined that the licence plate on the vehicle had been reported stolen from Calgary. The vehicle was stopped and the occupants were arrested . A further search of the vehicle located firearm parts and tools commonly used to break into vehicles. The occupants were held to appear in court. This file remains under investigation.

On August 20<sup>th</sup> police received a report of a suicidal man near Turtle Mountain Boulevard. Police were able to locate the man along a trail and spoke with him leading to his safe apprehension. He was taken to hospital for further assessment.

On September 3<sup>rd</sup> frontline officers attended a business in the 2900 block of 29<sup>th</sup> Avenue for a report that a man had pulled a knife on staff at the location. A suspect was identified and later arrested. During this arrest the man was found to be in possession of drugs. A 20 year old Vernon man has been charged with possessing a weapon for a dangerous purpose, two counts of failing to comply with a court ordered conditions and possessing a controlled substance. This matter is currently before the courts.

On September 19<sup>th</sup> police received a report of an alarm at a business in the 2400 block of 32<sup>nd</sup> Street. Upon attendance police learned that a woman had assaulted an employee after being confronted about stealing an item from the business. This woman also was reported to have tried to assault the employee with a weapon. A 27 year old Vernon woman was identified, arrested and held in custody for a later court appearance. She has been charged with assault with a weapon, assault, theft, possessing a weapon for a dangerous purpose and failing to comply with a court ordered condition. This matter is before the courts.

### Enhanced Foot Patrols:

Throughout July, August and September frontline officers of the Vernon North Okanagan Detachment conducted week day foot patrols in the downtown area of Vernon. This included speaking with property owners, attending local businesses, speaking with the street entrenched population and enforcement.

## Coldstream

On July 2<sup>nd</sup> police received a report that a man had obtained nude images of a woman at a residence in Coldstream. A Coldstream man was arrested and held in custody for a court hearing, he has been charged with secretly observing or recording nudity in a private place. Police continue to investigate this matter.

On July 6<sup>th</sup> frontline officers received a report of someone behaving erratically at a residence in the 500 block of Middleton Way. Through investigation it was determined that the man allegedly committed an assault with a weapon against other occupants of the residence. A 49 year old Coldstream man has been charged with assault and assault with a weapon. This matter is currently before the court.

On July 13<sup>th</sup> police received a report of a collision involving two vehicles at the intersection of Kalamalka Road and College Way. It was determined that one of the drivers turned into a vehicle that was proceeding through the intersection causing damage and minor injuries to a passenger. The driver of vehicle causing the collision was issued a violation ticket under the Motor Vehicle Act.

On July 18<sup>th</sup> frontline officers received a report of a disturbance between an employer and employee that had started at a worksite in the 500 block of Upland Drive. This disturbance led to an allegation that the employees had damaged a work vehicle after they pursued it. Police located, identified and spoke with all parties involved and have submitted the investigation to Crown counsel seeking charges.

On July 25<sup>th</sup> frontline officers received a report of a sexual assault that had occurred at Kalamalka Beach. Police attended and were able to identify a suspect who was arrested and released with a future court date. Charges were not approved by Crown.

On August 19<sup>th</sup> police received a request to assist Coldstream Fire Department with a wildfire in the 6100 block of Cosens Bay Road. Police attended and assisted with tactical evacuations and keeping boaters out of Cosens Bay. The cause of the fire was investigated and believed to be human caused however a suspect was unable to be identified.

On September 26<sup>th</sup> frontline officers were notified that a side by side had just been stolen near the 9700 block of School Road. Police were updated to the side by side's location which was abandoned after it was flipped. Police pursued a man on foot who, when police caught up to him, bear-sprayed one of the officers. Police were able to arrest the man who was held in custody to appear in court. A 28 year old Vernon man has been charged with theft of a motor vehicle, assaulting a police officer with a weapon and two counts of failing to comply with a court ordered condition. This matter is currently before the courts.

## GENERAL INVESTIGATION SECTION

The following is a synopsis of some of the recent investigations conducted by the General Investigation Section and does not reflect all the tasks the officers are working on, nor does it include information which could impact ongoing police investigations.

### Serious Crime Unit (SCU)

The Serious Crime Unit investigates serious person victim crimes including homicide. This unit consists of a Corporal and four Constables. The Serious Crime Unit continues to conduct follow up investigation on previous files as well as assisting with other complex investigations during this quarter. Some of the investigations past quarter the Serious Crime Unit conducted the following:

On July 18<sup>th</sup> Vernon SCU took conduct of an investigation into an arson that resulted in severe property damage to a multi-unit family dwelling. A suspect was identified, arrested and held in custody. A report to Crown Counsel was completed and charges were approved. The suspect remains in custody.

On August 5<sup>th</sup> Vernon SCU members assisted with an investigation into a fatal motor vehicle collision. Vernon SCU members attended the collision scene, obtained witness statements and attended the hospital to conduct follow up.

On September 18<sup>th</sup> Vernon SCU members assisted with an investigation regarding a male whom had been lit on fire and sustained serious burn injuries. Vernon SCU members conducted a neighbourhood canvass, interviewed witnesses, liaised with hospital staff and obtained medical records. The victim remains in hospital and the investigation remains ongoing.

On September 26<sup>th</sup> Vernon SCU took conduct of a shots fired investigation where multiple shots were fired at a detached residence on Cunningham Road in Vernon. Vernon SCU members conducted a neighbourhood canvass, obtained witness statements and recovered the vehicle used during the commission of the offence. This investigation remains ongoing.

On September 26, 2022 Vernon SCU members opened a Breach of Probation investigation after learning that a suspect had breached no contact conditions with a victim. Vernon SCU members completed a Report to Crown Counsel in which they recommended breach charges.

### *Special Victim Unit (SVU)*

The Special Victim Unit investigates crimes relating to vulnerable victims. The SVU is comprised of a Corporal and two Constables who are responsible for high-risk investigations relating to domestic violence, sex crimes and missing persons. During this quarter the SVU has assisted front line officers with obtaining child interviews, investigating sexual offences with child victims and submitting a breach charge on a prolific domestic violence offender.

SVU has been assisting with the homicide investigation of a Vernon teen that occurred in the United Kingdom in February. SVU liaised with the Essex Police, assisted with local investigative requests and supported the family of the victim. On October 10<sup>th</sup> the 23 year old man responsible for the murder was sentenced to life in prison.

### *Domestic Violence Unit (DVU)*

With high-risk intimate partner violence investigations, the Domestic Violence Unit provides assistance to frontline investigators, conducts file reviews as well as facilitates Integrated Case Assessment Team (ICAT) meetings to support the victim through the process. During this quarter, the DVU investigator continued to monitor and provide support for four ICAT files, assisted General Duty investigators with investigations involving offences against children, investigated sexual assaults and assisted an international agency with a child exploitation investigation.

### *Sex Crimes*

During this quarter, the Sex Crimes unit received information from the BC Integrated Child Exploitation Unit (BC ICE) of five separate reports of online child sexual offences. Each investigation requires a significant amount of time to complete production orders, execute search warrants and, where the evidence supports, prepare charge packages for Crown Counsel.

### *Missing Persons*

The Missing Person Coordinator provides support and guidance to front line officers on high risk missing person investigations. The Corporal supervisor is responsible to monitor all missing person investigations daily for quality assurance and provide follow up action as necessary. This quarter the Missing Person Coordinator attended a meeting with the Southeast District RCMP Missing Person Coordinator.

### TARGETED POLICING

In an effort to continue to work closely with partner agencies and stakeholders, the Targeted Policing Unit met regularly with numerous partner agencies including Interagency, Community Outreach and Mentally Disordered Offenders.

### Drug Section

During this quarter, Drug Section continued their investigation into a drug trafficking group.

### Crime Reduction Unit (CRU)

The Crime Reduction Unit encompasses the plainclothes investigators in Prolific Offender Unit and the uniformed officers in Downtown Enforcement Unit. CRU performs a significant role in the biweekly comparative statistics meeting where emerging crime trends, hot spots of criminal activity, problem premises, priority prolific offenders and social chronic offenders are identified and tasks are assigned to various units to help reduce crime.

In July investigators located a prohibited driver near a residence suspected of drug trafficking. The driver was arrested and is facing driving and weapons charges.

In July investigators conducted surveillance of a Prolific Offender during an exemption to his house arrest. He was found to breach his exemption conditions, was arrested and charges laid.

In August investigators followed up on a social media post of a suspect committing a theft from a vehicle. A Prolific Offender was identified, arrested and charged for theft and breach of condition offences.

In August investigators took conduct of a residential break and enter investigation and were able to identify a Prolific Offender responsible for committing the offence. The offender has been arrested and charged for this incident and a subsequent credit card fraud.

In September an investigator was patrolling an identified high crime area and observed a man wanted on a warrant who also has a history of drug trafficking. Following the arrest police located evidence of drug trafficking. The man has been charged with possession for the purpose of trafficking fentanyl, cocaine and hydromorephone.

### Prolific Offender

A Prolific Offender is identified as an adult or youth offender with an established pattern of persistent Criminal Code and/or Controlled Drugs and Substances Act offenders, identified by current intelligence to be criminally active and assessed by police and partner agencies as medium to high risk to re-offend. These offenders reside within our detachment area and are capable of causing a disproportionate amount of crime in the community. At the conclusion of this reporting period there are 17 Prolific Offenders identified for monitoring in the Vernon North Okanagan. Of those, 11 are currently in custody and six are not in custody. The six not in custody reside in Vernon.

## Downtown Enforcement

During this reporting period the Downtown Enforcement Unit (DEU) liaised with the street entrenched population, provided referral information and conducted enforcement action. During the course of their duties, DEU executed 38 warrants of arrest and recommended 11 investigations for charge approval.

## Opioid Pilot Project

The Opioid Pilot Project commenced on December 8<sup>th</sup>, 2018, to improve service for people suffering from addiction issues, which often lead to their involvement in criminal behaviour. Partnered with Interior Health, Mental Health and Substance Service and the BC Centre for Disease Control, the Vernon North Okanagan RCMP offer Naloxone kits to those at risk of overdose. In addition, frontline officers provide referral to and information regarding local harm reduction services. The goal of the project is to save lives and reduce crime associated to addiction. This pilot project is in the process of being brought to the communities of Enderby and Armstrong.

Month	Card given	Referral made	Video shown	Kit provided
July	47	5	2	67
August	51	4	0	79
September	18	1	2	41
<b>Total (Quarter)</b>	<b>116</b>	<b>10</b>	<b>4</b>	<b>187</b>
<b>Year to Date</b>	<b>421</b>	<b>87</b>	<b>9</b>	<b>498</b>

## NORTH OKANAGAN RURAL

### OPERATIONS

The below tables are the total number of calls for service with Criminal Code offences and property crime extracted for the 3<sup>rd</sup> quarter of 2022.

Category	Armstrong				Spallumcheen				Enderby			
	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021
<b>Calls for Service</b>	329	+18.3%	828	-0.7%	423	+1.4%	1095	+1.29%	704	+7.6%	1845	-0.2%
<b>Criminal Code</b>	92	+10.8%	277	+5.3%	101	+3%	275	+7.8%	215	+4.8%	589	+3.3%
<b>Property Offences</b>	34	+9.6%	129	+35.7%	44	+51.7%	117	+31.4%	56	-26.3%	186	+1.6%

Category	Falkland				Lumby				Westside			
	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021	Q3	(+/-) % 2021	Year to Date	(+/-) % 2021
<b>Calls for Service</b>	205	-23.2%	549	-5.6%	318	-23.9%	849	-17.6%	379	+2.9%	894	-8.4%
<b>Criminal Code</b>	41	-4.6%	114	+2.7%	115	+5.5%	263	-3.3%	113	+26.9%	252	-11.2%
<b>Property Offences</b>	16	-5.8%	42	+40%	48	-22.5%	99	-12.3%	49	+28.9%	110	+61.7%

Below is a table of the total charges forwarded to Vernon and Salmon Arm Crown Counsel, the total prisoners held in the North Okanagan cellblock and the Police Dog Service intervention.

Category	North Okanagan	
	Q3	Year to Date
Charges Forwarded	85	201
Prisoners	40	118
PDS Interventions	3	12

## FRONT LINE POLICING

### Armstrong

On July 14<sup>th</sup> police received a report of a theft from a business in the 2400 block of Pleasant Valley Boulevard. Through investigation a suspect was able to be identified and a warrant requested. A 40 year old Armstrong woman was later arrested and has been charged with theft under \$5000. This matter is currently before the courts.

On August 6<sup>th</sup> a frontline officer was patrolling Armstrong when they located an uninsured vehicle in the 2200 block of Ogilow Drive. The driver admitted to driving without insurance. Through further investigation it was determined that the driver was also violating other Motor Vehicle Act laws. The driver was issued numerous tickets under the Motor Vehicle Act and their vehicle was towed.

On September 3<sup>rd</sup> police received a report that a man had been kidnapped after leaving the IPE in Armstrong. The victim reported that they departed the IPE and were walking on Okanagan Street when a vehicle pulled up and stopped behind them. The victim was assaulted before being forced into the vehicle and driven away and later dropped off in another town. Police continue to investigate.

### Enderby

On July 31<sup>st</sup> frontline officers responded to a report of a trailer fire in the 3500 block of Enderby Mabel Lake Road. Police and ambulance attended where a witness had been providing first aid to the trailers occupant. A 50 year old Lake Country woman was transported by ambulance for further medical treatment but sadly passed away. Criminality is not suspected in the woman's death.

On August 13<sup>th</sup> police responded to a weapons complaint in the 400 block of Howard Avenue. Police attended and were able to safely take a suspect into custody and later located the suspected weapon involved. A 39 year old Enderby woman was later issued a Peace Bond through court.

On September 13<sup>th</sup> police responded to a report of a theft and assault that had occurred at a business in the 1000 block of George Street. An employee of the business confronted the suspect after the alleged theft at which time they were assaulted. Police were able to locate the suspect who was arrested and released on a future court date with police imposed conditions. This investigation has been submitted to Crown counsel seeking charges.

On September 25<sup>th</sup> frontline officers attended a residence in Enderby for a report of a 72 year old deceased woman found inside. It is believed that the woman's death is suspicious and the investigation has been assumed by the Southeast District Major Crime Unit.

### Falkland

On July 17<sup>th</sup> police received a report of a collision near Highway 97 and Buff Frontage Road. The collision was reported to have occurred as a result of a driving disagreement between a motorcycle and pickup

truck leading to the motorcycle operator losing control of their vehicle and crashing causing injuries to the motorcycles passenger. Police are continuing to investigate.

On August 22<sup>nd</sup> police received a report of a break and enter that had occurred at a business in the 5700 block of Highway 97 in the early morning hours. The front glass door of the business had been smashed and items taken from inside. A suspect was unable to be identified.

On September 13<sup>th</sup> frontline officers received a report that a suspect that had broken into a residence in the 3000 block of Yankee Flats Road had been located was being detained by witnesses. Police attended and arrested a man who was found to be in possession of stolen property taken from the residence. A 51 year old Salmon Arm man has been charged with break and enter, possession of stolen property and obstructing a peace officer.

#### Lumby

On August 5<sup>th</sup> police received a report of someone asleep in a vehicle in the 2200 block of Cedar Ridge Street. Police attended and recognized that person sitting in the drivers seat was a prohibited driver. The driver attempted to flee in the vehicle but was able to be arrested after they were brought out and attempted to flee again on foot. The passenger of the vehicle was also arrested. Further investigation determined the vehicle was stolen, located drugs and located unlawfully possessed identification. The driver, a 43 year old Coldstream man, has been charged with possession of stolen property, two counts of dangerous operation of a motor vehicle, resisting arrest, failing to comply with a court ordered condition, unlawfully possessing an identity document and possession of a controlled substance. The passenger, a 30 year old Spallumcheen woman, was charged with possession of stolen property and unlawful possession of an identity document. This matter is currently before the courts.

On August 21<sup>st</sup> frontline officers attended a recreational site in the 400 block of Sugar Lake Road looking for a suspect in an ongoing investigation. Upon attendance police encountered the man who was in possession of a firearm. The area was contained with police called in additional resources including the RCMP Southeast District Emergency Response Team. The man, a 34 year old Vernon man, later surrendered to police and was taken into custody without incident for a later court appearance.

On September 23<sup>rd</sup> a frontline officer was investigating a report from a homeowner that there were people at their residence who were not supposed to be in the 2200 block of Cedar Ridge Street. Police attended the property and located a man and woman leaving the area who were identified as the suspects. The officer detained the pair but was assaulted while trying to arrest one of the suspects. A man and woman were arrested and the man held in custody to appear in court at a later date. A 34 year old Vernon man was charged with assaulting a peace officer and resisting a peace officer in the execution of their duties. Police continue to investigate this matter.

#### Spallumcheen

On July 12<sup>th</sup> police responded to a report of a collision at the interchange of Highway 97 and Highway 97A. Through investigation it was determined that a pickup truck travelling on Highway 97 veered into oncoming traffic striking two vehicles before colliding with a dump truck. Sadly the driver of the pickup truck, a 69 year old Enderby man, was pronounced deceased. The highway was closed while police investigated the collision. Criminality is not believed to be the cause of the collision at this time.

On July 27<sup>th</sup> a frontline officer was conducting enforcement near Otter Lake Cross Road and Serene Drive when they observed a vehicle driving at a high rate of speed. This was stopped and through

further investigation it was determined that the occupant was driving while prohibited. The driver was provided a future court date and their vehicle impounded.

On August 3<sup>rd</sup> police responded to a report of an assault that had occurred in the 1700 block of Rashdale Road regarding a disagreement between two parties. A suspect was arrested and later released on a future court date with police imposed conditions. This file remains under investigation.

### Westside

On August 8<sup>th</sup> frontline officers received a report of a hit and run collision that had occurred on Westside Road near Logans Landing. The caller reported that their vehicle was travelling on Westside Road when it was struck from behind by another vehicle. Both vehicles stopped and before police arrived the vehicle that had caused the collision, who was believed to be intoxicated, departed at a high rate of speed. Police were able to later identify the owner of the vehicle who was served with a violation ticket under the Motor Vehicle Act.

On August 9<sup>th</sup> police were conducting proactive patrols on Okanagan Lake checking vessels for compliance. During a safety check of ones of the vessels investigators detected possible signs and symptoms of alcohol impairment from the operator. The operator was read a demand to provide a sample of this breath and refused. The operator was arrested and the boat towed to shore. The operator was released from custody with a future court date. This file remains under investigation.

On September 23<sup>rd</sup> a frontline officer was travelling northbound on Westside Road when a vehicle was observed driving erratically heading southbound. The officer was able to stop the vehicle and identified the driver was a suspect in an earlier assault from Vernon. While attempting to arrest the man he resisted before the officer was able to gain control and get him handcuffed. The man was later released on a future court date. This file remains under investigation.

## GENERAL INVESTIGATION SECTION

The following is a synopsis of some of the recent investigations conducted by the Rural General Investigation Section and does not reflect all the tasks the two officers are working on, nor does it include information that could affect ongoing police investigations.

The Rural General Investigation Section continued to work on investigations, follow up and disclosure related to two discharging firearms investigations from the spring and a breach of probation investigation.

## TRAFFIC ENFORCEMENT

### North Okanagan Rural

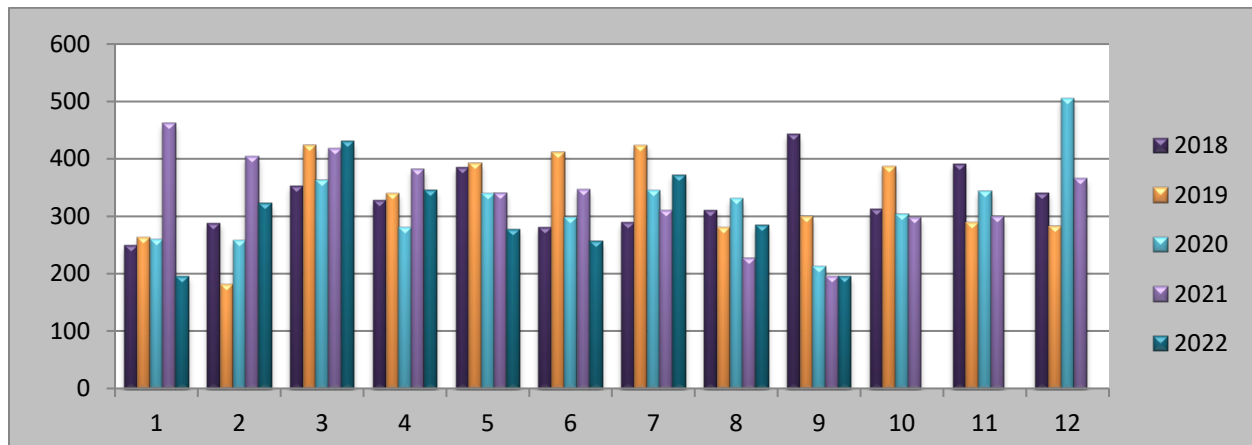
- Road Check Stops: 4
- Impaired Drivers taken off the road by way of suspension or charge: 8
- Distracted Driver Charge: 0

Area	Violation Ticket	Warning	Year to Date
Armstrong	67	34	123 (VT) / 95 (Warn)
Enderby	21	16	61 (VT) / 42 (Warn)
Falkland	18	12	42 (VT) / 37 (Warn)
Lumby	46	76	104 (VT) / 237 (Warn)
Spallumcheen	180	26	338 (VT) / 64 (Warn)
Westside	16	19	35 (VT) / 55 (Warn)

## Vernon/Coldstream

- Road Check Stops: 1
- Impaired Drivers taken off the road by way of suspension or charge: 36
- Distracted Driver Charge: 4

Area	Violation Ticket	Warning	Year to Date
Vernon	328	335	996 (VT) / 1165 (Warn)
Coldstream	51	72	141 (VT) / 266 (Warn)
Vernon Rural	29	3	48 (VT) / 17 (Warn)



This graph depicts the total traffic enforcement (Tickets and Warnings) results for the Vernon, Coldstream & Vernon Rural area.

## FORENSIC IDENTIFICATION SECTION

The Vernon North Okanagan Integrated Forensic Identification Section (IFIS) is operating with three members in a full time rotation (2 specialists and 1 apprentice who is currently in Ottawa training). During the third quarter, IFIS provided investigative assistance for 50 files, identified 19 fingerprints and supplied 5 preliminary associations. As well IFIS collected 60 friction ridge impressions 68 DNA swabs and 1 other type of physical evidence.

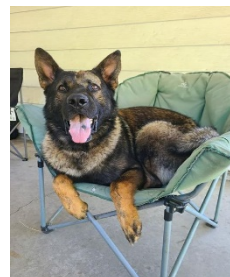
Call for Service	Vernon/Coldstream	North Rural
Break and Enter	13	-
Theft over \$5000	0	-
Theft under \$5000	1	-
Theft from Vehicle	5	-
Theft of Vehicle	8	2
Mischief	3	-
Possession of Stolen Property	1	-
Homicide	-	1
Robbery	-	-
Firearms Offences	3	1
Assault	3	-
Arson	2	-
Drug Offences	1	-
Other offences	6	-
<b>Total</b>	<b>46</b>	<b>4</b>

Vernon FIS Calls for Service encompass Vernon, Vernon Rural and Coldstream.

The North Rural calls for service include Armstrong, Enderby, Falkland, Lumby & Westside.

## POLICE DOG SERVICE (PDS)

The Vernon Police Dog Service consists of two handlers and their police dogs, Hawkes and Jagger. Recently Hawkes retired! His handler is currently in Innisfail Alberta working on training his new police service dog. Over the past quarter, these valuable teams provided assistance to the frontline, conducting tracks for suspects and searching for items. With Hawkes's absence police service dog Luger assisted with his handler from Penticton. In total, PDS had 10 calls for service. This quarter PDS assisted with break and enter, robbery, theft of motor vehicle, assault and a missing person investigation. PDS also attended the Emergency Service Showcase putting on practical demonstrations.



## RESERVE CONSTABLE PROGRAM

Currently, the Reserve Constables program at the Vernon North Okanagan detachment has five participants who provide a variety of functions. These experienced police officers provide assistance with traffic enforcement, coverage for personnel shortages in front line policing and FIS and crime scene security, as required.

AREA	PATROLS	VIOLATION TICKET	WARNING	Year to Date
Vernon	19	99	64	72 Patrols / 369 VT / 185 Warn
Coldstream	18	42	26	67 Patrols / 130 VT / 186 Warn

## SCHOOL RESOURCE OFFICER

The School Resource Officer is an effective part of the School District 22 team, collaborating with teachers, administrators, parents, students and other community partners to enhance safety and security in our schools. During the summer months (July and August) Constable Horne worked in a General Duty capacity. Upon the return to school in September Constable Horne has attended schools in School District 22 to re-engage with staff and students and start planning upcoming events including the Jean Minguy RCMP Memorial Youth Academy.



## COMMUNITY POLICING

### Community Safety Office

The volunteers of the Community Safety Office assisted 1072 members of the public, fielded 196 phone calls and returned 290 Police Information Checks. The following programs and initiatives were undertaken during this quarter:

- A total of 430.5 hours were undertaken by volunteers between July and September 2022.
- A total of 1072 entries were made into the pawn program data base as part of Operation Cat's Paw.
- The Folks on Spokes Clean and Ambassador Teams remained busy. The Folks on Spokes Peer Ambassadors worked on reducing litter, debris and drug paraphernalia in the downtown core.

- The Anti Tag Team wrapped up for the year in August. Many property owners remediated their property or used the services of the Anti-Tag Team.
- Discussions are ongoing with the business community regarding safety, security and theft prevention.

Community education included pedestrian safety, online safety and etiquette, bike safety and drug awareness. These workshops were provided to pre-school, elementary school and the Thompson Okanagan Football Association boys and girls teams. Five Crime Prevention Through Environmental Design Audits were requested by victim's assistance and one as a result of a break and enter.

### Vernon RCMP Volunteers

During this past quarter, the 30 volunteers participated in 2113 hours of service with the Vernon RCMP Volunteer Program. The volunteers drove 3496 kilometers, worked 53 vehicle patrol shifts and conducted 33 speed watch operations, targeting 8624 vehicles to slow down. In addition, volunteers completed 10 cell watch deployments and 15 marine vessel safety pre-check and invasive mussel operations checking at total of 136 vessels. Vernon RCMP Volunteers also assisted with the Sun Valley Cruise-In, DVA Move Night in Polson Park and the E Division Charity Golf Tournament. At the end of September four volunteer trainees took part in the Core Volunteer Training Program over six nights.

## VICTIM SERVICES

On March 1<sup>st</sup> Archway Society was awarded a contract for taking over the role of Victim Services for the Vernon North Okanagan Detachments. Currently there are two Victim Services employees working from the Lumby Detachment with one more position in the process of being filled. Victim Services continue to be supported by Kamloops and Archway's community based victim services. There are currently 84 active Block Watches in Vernon.

## HUMAN RESOURCES

### Established Levels

Vernon North Okanagan Detachment is currently at 103 Regular Members: 56 City of Vernon; 30 Provincial; 4 City of Armstrong; 7 District of Coldstream; 4 Township of Spallumcheen, 1 Splat's in First Nation and 1 Okanagan Indian Band (OKIB).

### Funded Levels

As of Sept 30<sup>th</sup>, 2022, the Vernon North Okanagan Detachment billed 55.21 City of Vernon; 27.07 Provincial; 3.00 City of Armstrong; 6.94 District of Coldstream; 4 Township of Spallumcheen, 1 Splat's in First Nation and 1 Okanagan Indian Band (OKIB).

## QUARTERLY STATISTICS

The following pages contain the police statistics for the 3<sup>rd</sup> quarter of 2022, July to September, with a comparison for the same month of the previous year. The activity types selected are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.

3 <sup>rd</sup> Quarter Statistics- City of Vernon						
ACTIVITY TYPE	July 2021	July 2022	Aug 2021	Aug 2022	Sep 2021	Sep 2022
<b>Total Files</b>	1,899	1,997	1,862	1,820	1,823	1,637
Robbery	2	3	3	5	-	4
Assault (Includes DV)	38	52	41	72	49	46
Domestic Violence	4	12	7	15	12	10
Sex Offence	9	9	6	8	8	6
B&E Residence	5	6	13	10	6	8
B&E Commercial	5	13	11	10	34	7
Theft of Vehicle	9	15	11	12	22	13
Theft From Vehicle	33	50	62	65	43	48
Theft Over \$5000	5	4	2	3	5	4
Theft Under \$5000	90	111	78	92	72	106
Drug Offence	34	22	34	17	29	17
Liquor Offences	26	16	20	10	16	17
Impaired Driving	8	6	7	16	6	7
24 Hour Driving Suspension	5	2	10	5	3	7
Motor Vehicle Accidents	43	34	46	49	45	40

3 <sup>rd</sup> Quarter Statistics – Vernon Rural						
ACTIVITY TYPE	July 2021	July 2022	Aug 2021	Aug 2022	Sep 2021	Sep 2022
<b>Total Files</b>	193	136	159	151	128	142
Robbery	-	-	-	-	-	-
Assault (Includes DV)	4	2	4	1	7	3
Domestic Violence	2	1	-	1	2	2
Sex Offence	1	-	-	-	-	-
B&E Residence	-	-	-	1	1	-
B&E Commercial	2	1	-	-	-	-
Theft of Vehicle	1	2	3	1	2	-
Theft From Vehicle	2	1	2	1	2	3
Theft Over \$5000	-	1	-	-	-	-
Theft Under \$5000	-	4	2	-	-	2
Drug Offence	-	-	-	1	1	-
Liquor Offences	-	2	2	2	1	-
Impaired Driving	1	1	1	2	-	-
24 Hour Driving Suspension	-	1	1	-	-	-
Motor Vehicle Accidents	7	8	7	6	1	4

3 <sup>rd</sup> Quarter Statistics – Silver Star						
ACTIVITY TYPE	July 2021	July 2022	Aug 2021	Aug 2022	Sep 2021	Sep 2022
<b>Total Files</b>	9	9	7	4	6	5
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	-	-	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	1
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	1	-	-
Theft From Vehicle	1	1	1	1	-	-
Theft Over \$5000	-	-	-	1	-	-
Theft Under \$5000	2	-	-	-	-	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	-	-	-	-	-

3 <sup>rd</sup> Quarter Statistics – District of Coldstream						
ACTIVITY TYPE	July 2021	July 2022	Aug 2021	Aug 2022	Sep 2021	Sep 2022
<b>Total Files</b>	201	155	149	164	150	116
Robbery	-	1	-	-	-	-
Assault (Includes DV)	7	4	3	4	4	3
Domestic Violence	-	2	2	1	1	-
Sex Offence	1	2	1	1	1	1
B&E Residence	2	1	1	-	2	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	1	-	-	2	2	1
Theft From Vehicle	6	-	5	19	3	2
Theft Over \$5000	1	-	1	-	-	-
Theft Under \$5000	2	3	1	5	2	7
Drug Offence	1	-	-	-	1	-
Liquor Offences	3	4	-	1	1	-
Impaired Driving	2	1	2	1	3	-
24 Hour Driving Suspension	-	-	-	-	2	-
Motor Vehicle Accidents	3	2	8	3	3	3

3 <sup>rd</sup> Quarter Statistics – City of Armstrong NR4100 and NR4101						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	92	102	88	110	81	112
Robbery	-	-	-	-	-	-
Assault (includes DV)	3	2	1	3	3	3
Domestic Violence	-	1	-	1	-	1
Sex Offence	-	-	-	1	-	1
B&E Residence	1	-	-	-	1	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	1	1	-	1	1	1
Theft From Vehicle	1	2	4	-	1	3
Theft Over \$5000	-	-	-	1	-	-
Theft Under \$5000	1	3	7	3	1	5
Drug Offence	-	-	-	-	-	1
Liquor Offences	2	-	2	1	-	4
Impaired Driving	1	-	-	-	1	-
24 Hour Driving Suspension	2	1	-	1	-	-
Motor Vehicle Accidents	1	-	-	-	1	2

3 <sup>rd</sup> Quarter Statistics – Spallumcheen NR4200						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	146	123	136	161	110	113
Robbery	-	-	-	-	-	-
Assault (Includes DV)	6	5	4	7	3	1
Domestic Violence	1	1	1	2	1	1
Sex Offence	-	-	-	1	-	-
B&E Residence	2	-	2	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	2	-	-	3	2	1
Theft From Vehicle	1	-	2	1	-	1
Theft Over \$5000	-	1	-	2	-	1
Theft Under \$5000	1	4	5	1	1	1
Drug Offence	1	-	-	-	-	-
Liquor Offences	-	1	-	1	1	-
Impaired Driving	2	1	1	1	-	1
24 Hour Driving Suspension	2	-	1	1	-	-
Motor Vehicle Accidents	8	2	9	2	6	-

3 <sup>rd</sup> Quarter Statistics – City of Enderby NR1200 and NR1201						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	121	146	72	107	83	94
Robbery	-	-	-	-	1	-
Assault (Includes DV)	2	4	1	4	2	4
Domestic Violence	-	1	-	-	-	1
Sex Offence	-	-	-	1	-	1
B&E Residence	-	-	1	-	-	-
B&E Commercial	1	-	1	-	1	-
Theft of Vehicle	-	-	2	-	-	1
Theft From Vehicle	3	-	2	2	1	3
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	4	3	2	2	3	2
Drug Offence	1	1	-	-	-	-
Liquor Offences	4	1	3	1	1	2
Impaired Driving	1	-	-	-	-	1
24 Hour Driving Suspension	1	1	-	-	-	-
Motor Vehicle Accidents	6	1	1	-	4	2

3 <sup>rd</sup> Quarter Statistics – Enderby Rural NR1202 to NR1204						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	94	76	73	97	70	65
Robbery	-	-	-	-	-	-
Assault (Includes DV)	2	2	3	6	3	2
Domestic Violence	-	1	-	2	-	1
Sex Offence	-	1	-	1	-	-
B&E Residence	-	-	-	1	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	1	-	1	-	2	-
Theft From Vehicle	1	-	1	1	-	-
Theft Over \$5000	2	2	-	-	-	-
Theft Under \$5000	2	1	3	1	1	1
Drug Offence	-	-	-	1	-	1
Liquor Offences	-	-	-	1	-	1
Impaired Driving	3	-	-	-	1	-
24 Hour Driving Suspension	1	-	-	1	-	-
Motor Vehicle Accidents	3	1	4	1	6	2

3 <sup>rd</sup> Quarter Statistics – Village of Falkland NR1300 and NR1301						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	18	16	19	15	14	6
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	-	-	1	-	-
Domestic Violence	-	-	-	1	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	1	-	-	-
B&E Commercial	-	-	2	1	-	-
Theft of Vehicle	-	1	-	-	-	-
Theft From Vehicle	-	1	-	-	-	-
Theft Over \$5000	-	-	1	-	-	-
Theft Under \$5000	-	-	1	-	-	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	1	-	-	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	2	-	-	1	-	-

3 <sup>rd</sup> Quarter Statistics – Falkland Rural NR1302 and NR1303						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	99	55	65	58	40	50
Robbery	-	-	-	-	-	-
Assault (Includes DV)	3	1	-	1	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	1	1
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	1	1	2	1	-	1
Theft From Vehicle	-	-	1	-	1	-
Theft Over \$5000	1	-	-	-	1	-
Theft Under \$5000	-	-	2	-	-	2
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	1	-	-	-
Motor Vehicle Accidents	5	-	5	-	2	1

3 <sup>rd</sup> Quarter Statistics – Village of Lumby NR1400 and NR1401						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	68	41	43	47	52	49
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	4	2	-	5
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	1	-	-	-
B&E Commercial	1	-	-	-	-	-
Theft of Vehicle	1	-	2	-	2	2
Theft From Vehicle	1	1	4	1	1	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	1	1	1	-	-	3
Drug Offence	-	-	-	1	-	-
Liquor Offences	-	-	1	-	-	-
Impaired Driving	-	-	-	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	-	-	1	1	-

3 <sup>rd</sup> Quarter Statistics – Lumby Rural NR1402 and NR1403						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	81	72	82	55	69	46
Robbery	-	-	-	1	-	-
Assault (Includes DV)	4	5	2	2	1	1
Domestic Violence	-	4	-	-	-	-
Sex Offence	-	1	-	-	-	1
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	2	-	-	-
Theft of Vehicle	3	2	2	-	-	-
Theft From Vehicle	1	-	-	-	-	1
Theft Over \$5000	2	-	-	-	2	-
Theft Under \$5000	1	3	-	2	-	1
Drug Offence	2	-	-	-	2	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	1	-	-	-
24 Hour Driving Suspension	-	-	1	-	-	-
Motor Vehicle Accidents	5	-	5	1	6	1

3 <sup>rd</sup> Quarter Statistics – OKIB NR8000, NR8001, NR8101, NR8102						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	76	86	62	80	47	65
Robbery	-	-	-	-	-	-
Assault (Includes DV)	4	4	3	2	1	1
Domestic Violence	-	2	-	2	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	2	-	3	-
B&E Commercial	-	-	-	1	-	-
Theft of Vehicle	-	1	-	1	-	-
Theft From Vehicle	1	1	-	1	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	-	3	-	3
Drug Offence	-	1	-	-	-	-
Liquor Offences	1	-	-	-	-	-
Impaired Driving	-	-	1	1	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	2	-	1	1	1	-

3 <sup>rd</sup> Quarter Statistics – Splatsin NR8100 and NR8200						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	59	47	36	53	60	40
Robbery	-	-	-	-	-	-
Assault (Includes DV)	7	-	2	2	3	1
Domestic Violence	-	-	-	-	-	1
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	2	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	1	1	-	-	1	-
Theft From Vehicle	1	-	-	1	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	1	1	-	1	1	3
Drug Offence	1	1	-	2	-	3
Liquor Offences	-	-	1	-	1	-
Impaired Driving	-	2	-	1	-	-
24 Hour Driving Suspension	1	-	-	-	1	-
Motor Vehicle Accidents	2	1	1	1	2	1

3 <sup>rd</sup> Quarter Statistics – Westside Road NR1000						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	69	63	55	56	67	42
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	1	3	-	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	2	1	1	-	3	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	1	-	-	6	-
Theft From Vehicle	1	2	-	-	-	-
Theft Over \$5000	-	2	-	-	1	-
Theft Under \$5000	2	-	-	-	2	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	6	1	-	-	3	-

3 <sup>rd</sup> Quarter Statistics – Spallumcheen Hwy 97/97A						
ACTIVITY TYPE	July 2021	July 2022	August 2021	August 2022	Sept 2021	Sept 2022
<b>Total Files</b>	36	16	26	27	20	15
Impaired Driving	-	-	-	-	-	-
24 Hour Suspension	1	-	1	-	-	-
Drug Offences	1	-	-	-	-	-
Motor Vehicle Accidents	-	-	2	2	-	1
Collision over \$10000	-	-	-	2	-	1
Collision non-fatal injury	2	1	1	1	1	1
Collision Fatal	-	1	-	-	-	-
Traffic moving offences	24	13	19	23	13	17
Liquor Offences	-	-	-	-	-	-

## **ADMINISTRATION UPDATES**

### **NOVEMBER 14, 2022 REGULAR COUNCIL MEETING**

File: 0550-05

#### **OPERATION SERVICES**

##### **Discharge of Pool Water**

The City does not have a Storm Water Drainage/Discharge Bylaw that regulates the discharge of pool water; however, it is an offence under the *Water Sustainability Act* to introduce contaminants into a water course. Starting in 2023, Administration will prepare a media release to assist the public with information regarding the proper disposal of swimming pool and hot tub water.

##### **Eastside Road Potholes**

Operations staff have responded to recent reports of potholes on Eastside Road, Bench Road and Okanagan Bench Road and have provided pothole repair. Spray patching contractors have also been performing preventative maintenance to various roads throughout the City. Public Works will continue to monitor and repair potholes when observed or reported.

##### **Roadside Brush**

Roadside brush at various locations including portions of Bellavista Road, Eastside Road, and 27th Street near Highway 6 have been trimmed. The responsibility of road side vegetation control depends on the specific location and circumstances. Operations does provide a roadside mowing program three times per year on designated rural roads as well as foliage and tree trimming during the annual sign inspection program.

##### **Spray Irrigation**

Over the last 10 years, sewer inflow into the water reclamation plant has exceeded the spray irrigation systems outflow resulting in the Mackay reservoir reaching maximum operating levels. Lake discharges were necessary in 2020 and again in 2021 to lower the Mackay reservoir to acceptable levels. An unseasonably hot summer in 2021 increased spray irrigation outflow and a release to the lake was not necessary in 2022. Based on current reservoir levels, it is anticipated that a lake release will be required early in 2023. Administration will be proceeding with the lake release notifications that are required as part of our operating certificate.

##### **Deer Park**

The Infrastructure Department has hired Stantec to provide professional services on this project. The project team has reviewed the conceptual design, and is currently working through the detailed design process. The project design will be completed in 2022, with construction planned for early in the 2023 construction season.

## **COMMUNITY INFRASTRUCTURE AND DEVELOPMENT SERVICES**

### New Daycare Access/Traffic

At its Regular Meeting of October 11, 2022 Council inquired regarding the width of Cummins Road north of Marshall Road, and whether it could accommodate additional traffic related to the new daycare at 6990 Cummins Road. Cummins Road is a local road built to the requirements of the day in the 1990s, with a width of approximately 10.2 metres including parking on both sides and two-way traffic. On-street parking on Cummins Road is well used by residents, park users and event-goers, but to date, Administration has not received complaints regarding two-way traffic on the roadway. According to Council's Neighbourhood Traffic Management Policy, "parking is an inexpensive form of traffic calming and consequently on-street parking should not be prohibited on local streets 7 metres or greater in width". Moreover, many other roads with a similar width and traffic continue to operate in Vernon. Given the benefits of the existing cross section, Administration will monitor traffic conditions on Cummins Road after the daycare opens before determining whether on-street parking changes may be required.



### Annual Business Walk

Administration did not conduct the annual Business Walk during its typical time in late September/early October due to the timing of the municipal election. Administration is currently reviewing the possibility of conducting the annual Business Walk and survey before May 2023. Council will be notified in advance of the date through an invitation from Administration.

### Short Term Rental Regulation – Zoning Bylaw Amendments

Administration is working on proposed amendments to Zoning Bylaw #5000 to support the introduction of a new licensing regime for short term rental, minor and short term rental, major tourist accommodation within the City of Vernon. Administration plans to bring this forward to Council's Regular Meeting of December 12, 2022.



## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 4000-02-2022

**PC:** Kevin Poole, Director, Community Safety, Lands and Administration **DATE:** October 26, 2022

**FROM:** Darren Lees, Manager Protective Services

**SUBJECT:** **PLACEMENT AND ENFORCEMENT OPTIONS FOR INDIVIDUALS LIVING IN RECREATIONAL VEHICLES**

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At their Regular Council meeting held September 6, 2022, Council directed Administration to explore placement options for individuals living in recreational vehicles (RVs) on City of Vernon streets while considering further enforcement options to effectively manage the parking of RVs on City streets throughout the City.

A recent survey by Bylaw Compliance officers noted approximately 8 RVs parking on-street for extended periods throughout the City. Officers noted another 5 RVs that overnight in larger private parking lots at the north end of the City. RV owners who regularly park overnight on City streets are all aware of current traffic bylaw regulations which require the vehicle to be moved every 24 to 48 hrs depending on the where the vehicle is parked. There are currently 3 RVs (down from 6-7 earlier this year) which regularly park in the 4300-4400 blocks of 25 Avenue.

Bylaw Compliance Officers continue to work with the Vehicular Homelessness Action Team (VHAT), which was established through the Social Planning Council, to provide education and options to individuals living in RVs. VHAT has been able to assist four people in moving to RV parks by providing short term subsidy through the BC Homeless Prevention Program. These individuals have now transitioned into rental housing or have chosen to relocate to another community.

It is not uncommon for municipalities to direct those individuals choosing to overnight on municipal roads to RV parks/campgrounds in the area. There are four legitimate RV parks/campgrounds available in the City of Vernon and the immediate surrounding area that operate year-round. These parks have RV site pads available with full service options including sewer, water and electrical. RV owners can reserve these sites and negotiate rates for longer term stays.

Council did bring forward a Notice of Motion at the September 6, 2022 Regular meeting, which was subsequently withdrawn, where it was requesting that Administration explore a designated location on City property to allow transient RVs to temporarily overnight. Parameters included that RVs would access the site at approximately 9pm and would be required to leave the next morning. A site of this nature would require immediate access to sewer, potable water and power, daily site clean-up and require site security 7 days a week. RCMP and Bylaw Compliance officers would likely need to attend each morning to ensure all RVs left the site promptly. While the site may provide a safer place to overnight, Administration predicts that those individuals who vacate the site each morning would return to park on-street during the day resulting in little relief for

business owners and residents. Administration has done preliminary research on this option, but is not aware of a suitable City owned site with existing infrastructure that would accommodate and support this use. Further, Administration has not identified a funding source and anticipates that site operation cost would be substantial.

Bylaw Compliance Officers continue to enforce current Traffic Bylaw provisions set out in the Traffic Bylaw #5600 to address vehicles parking for an extended period on City roadways. Complaint locations related to RVs parking for an extended period of time are usually in commercial and industrial areas of the City. The current Bylaw requires RVs to move a small distance forward or back to remain in compliance with current regulations.

To address this concern to have RVs move on a more regular basis and provide officers with further enforcement options, Council could consider Traffic Bylaw #5600 amendments that require RVs to move from the block where they are currently parked to another location which may provide some relief to adjacent businesses. Further bylaw restrictions could include creating no parking zones, restricting parking proximity to commercial or industrial accesses in problem areas or other traffic control measures such as additional signage with specific time restrictions that prohibit recreational vehicles from parking overnight. These restrictions would likely only displace RVs into adjacent neighbourhoods and possibly generate additional calls for service. Implementing regulations that prohibit occupying an RV on a City street overnight is another possible option, but could be challenging to enforce.

Should Council request amendments to Traffic Bylaw #5600, Administration would request they be referred back to staff prior to bringing forward for Council's consideration. It should be noted that any changes to Traffic Bylaw #5600 may also impact all recreational vehicle owners throughout the community.

Bylaw Compliance will continue to enforce Traffic Bylaw #5600 on a compliant basis throughout the community and will continue to work with VBAT to direct RV owners to legitimate RV parks/campgrounds.

## **RECOMMENDATION**

THAT Council receive the memorandum titled "Placement and Enforcement Options for Individuals Living in Recreational Vehicles" dated October 26, 2022 respectfully submitted by the Manager, Protective Services for information.

Respectfully submitted:



Darren Lees, Manager, Protective Services



## THE CORPORATION OF THE CITY OF VERNON

### MEMORANDUM

**TO:** Will Pearce, Chief Administrative Officer

**FILE:** 4200-2022-03

**PC:** Kevin Poole, Director, Community Safety, Lands  
and Administration  
Jennifer Bruns, Manager, Legislative Services

**DATE:** November 14,  
2022

**FROM:** Janice Nicol, Chief Election Officer

**SUBJECT: 2022 GENERAL LOCAL ELECTION AND ASSENT VOTING OFFICIAL  
RESULTS**

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Pursuant to section 158 of the *Local Government Act*, the Chief Election Officer must submit a report of the election results (Attachment 1) to the local government which must also include a compilation of the information on the ballot accounts for the election (Attachment 2).

Voting opportunities were provided as follows:

#### **Special Voting**

- October 6, 2022, Carrington Place
- October 6, 2022, Heron Grove
- October 6, 2022, Orchard Valley
- October 7, 2022, Creekside Landing
- October 7, 2022, Vernon Restholm

#### **Advance**

- October 5, 2022, Schubert Centre (8:00 am to 8:00 pm)
- October 12, 2022, City Hall, (8:00 am to 8:00 pm)
- October 13, 2022, City Hall, (8:00 am to 8:00 pm)

#### **General Voting Day – October 15, 2022 (8:00 am to 8:00 pm)**

- Recreation Centre Auditorium
- Vernon Secondary School
- Fulton Secondary School

The official declared result for the office of **MAYOR** is as follows:

<b>CUMMING, Victor</b>	<b>4346</b>
ANDERSON, Scott	3673
OLESEN, Erik	530

The official declared results for the office of **COUNCILLOR** are as follows:

<b>FEHR, Kelly</b>	<b>4538</b>
<b>GARES, Kari</b>	<b>4485</b>
<b>DURNING, Teresa</b>	<b>4309</b>
<b>MUND, Akbal</b>	<b>4131</b>
<b>GUY, Brian</b>	<b>4092</b>
<b>QUIRING, Brian</b>	<b>3945</b>
BREWER, Jenelle	3659
TUCKER, Dawn	3456
STRANKS, Ed	1860
HENDY, Stephanie	1578
HAWSE, Ross	1484
VANCE, Patrick	1256
WYLIE, Andy	677

The official declared result for the **City of Vernon Active Living Centre Loan Authorization Bylaw 5908 Referendum** is as follows:

<b>YES</b>	<b>NO</b>
5121	3282

Following the time limit set in sections 153 – 156 of the *Local Government Act*, which allows for an application to be made to the Supreme Court challenging the validity of election within 30 days after the declaration of official election results, “Active Living Centre Loan Authorization Bylaw 5908, 2022” will be presented to Council for final adoption at the November 28, 2022 Regular Meeting.

### **Ballot Account**

Total Ballots Issued to Voting Places		<u>16,600</u>
Total Ballots issued to Electors	8680	
Total Ballots Spoiled	140	
Total Ballots Unused at Voting Places	7783	
Ballots Over	-3	
		<u>16,600</u>

2022 Estimated Electors 35,589

Voter Turnout 24.4%

### **Recommendation:**

THAT Council receives for information, the memorandum titled “2022 General Local Election and Assent Voting Official Results” dated November 14, 2022 respectfully submitted by the Chief Election Officer.




Janice Nicol  
Chief Election Officer

Attachment 1 – Ballot Account

Attachment 2 – Official Results Declaration – Mayor, Councillors and Assent Vote

<b>Total ballots 19,000, not allocated 2,400</b>				
<b>Ballots issued to each voting place</b>		<b>TEST BALLOTS</b>		
Rec Centre	6580			
Fulton School	3240			
VSS	3240			
Special Opportunity	100			
Advance October 5 <sup>th</sup>	1410			
Advance October 12 <sup>th</sup>	1020			
Advance October 13 <sup>th</sup>	1010		<b>16600</b>	
<b>TOTAL ballots issued at voting places (as per Summary Sheet)</b>		<b>VALID BALLOTS PER VOTING TAPE</b>	<b>INVALID BALLOTS</b>	
Rec Centre	2120	2120		
Fulton School	1877	1877		
VSS	1849	1847		
Special Opportunity	50	50		
Advance October 5 <sup>th</sup>	986	986		
Advance October 12 <sup>th</sup>	932	932		
Advance October 13 <sup>th</sup>	866	865	0	
	<b>8680</b>	<b>8677</b>	<b>3</b>	
<b>TOTAL ballots spoiled at voting places (as per Summary Sheet)</b>				
Rec Centre	41			
Fulton School	35			
VSS	22			
Special Opportunity	0			
Advance October 5 <sup>th</sup>	12			
Advance October 12 <sup>th</sup>	18			
Advance October 13 <sup>th</sup>	12	<b>140</b>		
<b>TOTAL Ballots unused at voting places (As per each final ballot calculation)</b>				
Rec Centre	4419			
Fulton School	1321			
VSS	1369			
Special Opportunity	50			
Advance October 5 <sup>th</sup>	422			
Advance October 12 <sup>th</sup>	70			
Advance October 13 <sup>th</sup>	132	<b>7783</b>		
	<b>TOTAL</b>		<b>16600</b>	

  
Deputy Chief Election Officer

10/20/2022 G:\3700-4699 LEGISLATIVE AND REGULATORY SERVICES\4200 ELECTIONS, REFERENDUMS, ALTERNATE APPEALS\2021\11 Page 63 of 337  
SUPPLIES\03 BALLOTS\CEO Forms\BALLOT DISTRIBUTION\BALANCE SHEET OF BALLOTS FINAL - CEO.xlsx

Form No. 18-1  
LGA s.146(3))

THE CORPORATION OF THE CITY OF VERNON  
**DECLARATION OF OFFICIAL ELECTION RESULTS**  
**GENERAL LOCAL ELECTION – 2022**

**OFFICE OF MAYOR**

I, Janice Nicol, Chief Election Officer, do hereby declare elected, Victor Cumming, who  
received the highest number of valid votes for the office of Mayor.

Dated at Vernon, BC  
this 17th day of October, 2022.

  
\_\_\_\_\_  
Chief Election Officer

Form No. 18-1  
LGA s.146(3))

THE CORPORATION OF THE CITY OF VERNON  
DECLARATION OF OFFICIAL ELECTION RESULTS  
GENERAL LOCAL ELECTION – 2022

OFFICE OF COUNCILLOR

I, Janice Nicol, Chief Election Officer, do hereby declare elected the following candidates,  
who received the highest number of valid votes for the office of Councillor:

1. Kelly Fehr
2. Kari Gares
3. Teresa Durning
4. Akbal Mund
5. Brian Guy
6. Brian Quiring

Dated at Vernon, BC  
this 17th day of October, 2022.

Janice Nicol  
Chief Election Officer

Form No. 21-5  
LGA s.146(2)(a)

THE CORPORATION OF THE CITY OF VERNON  
**DECLARATION OF OFFICIAL ASSENT VOTING RESULTS**  
**City of Vernon Active Living Centre Loan Authorization Bylaw 5908 Referendum**  
**October 15, 2022**

I, Janice Nicol, Chief Election Officer, do hereby declare the  
results of the assent vote to be as follows:

Yes 5121 votes

No 3282 votes

Dated at Vernon, BC  
this 17<sup>th</sup> day of October, 2022.

Janice Nicol  
Chief Election Officer



THE CORPORATION OF THE CITY OF VERNON

**MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 0390-00  
**PC:** Kevin Poole, Director, Community Safety, Lands and Administration **DATE:** November 1, 2022  
**FROM:** Jennifer Bruns, Manager, Legislative Services  
**SUBJECT:** **2022 BC AFFORDABLE HOUSING CONFERENCE**

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The 30<sup>th</sup> annual BC's Affordable Housing Conference is scheduled to take place in person at the Sheraton Vancouver Wall Centre from November 21 to 23, 2022 (Attachment 1).

The BC's Affordable Housing Conference is an opportunity to engage with other leaders and government representatives, connect with the non-profit housing sector and gain insight onto best practices throughout the Province. Historically, the City of Vernon has had two members of Council attend the conference.

The registration fee for all three days is \$1,090 per person, plus travel and accommodation. The City of Vernon's Travel and Expense Policy – Mayor, Council, Boards and Committees (Attachment 2) stipulates a resolution of Council is required for members of Council to attend, provided that expenditures are within budgeted funds. Due to unexpected investment income, there is sufficient funds within the 2022 budget for this expense.

**RECOMMENDATION:**

THAT Council receive the memorandum titled "2022 BC Affordable Housing Conference" dated November 1, 2022 and respectfully submitted by the Manager, Legislative Services;

AND FURTHER, that Council approve Councillor Fehr and Councillor Gares attending the 2022 BC's Affordable Housing Conference, November 21-23, 2022 in Vancouver, B.C.

Respectfully submitted:

Attachment 1 – BC's Affordable Housing Registration Guide  
Attachment 2 - City of Vernon's Travel and Expense Policy – Mayor, Council, Boards and Committees



BC's AFFORDABLE HOUSING  
CONFERENCE

November 21–23, 2022  
Sheraton Wall Centre Vancouver

REGISTRATION GUIDE



PRESENTED BY

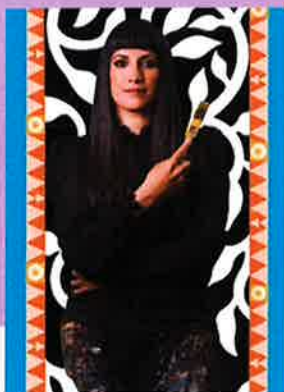




## ABOUT THE COVER

As the Housing Central partners mark 30 years of advocacy and education through the conference, I wanted to create a bold and playful illustration to celebrate their dedication, tenacity, and longevity. Like housing, children's building blocks are versatile yet precarious, engage the imagination, require focus and creative problem solving to build something secure, invoke collaboration among many, and are filled with infinite possibilities. Juxtaposed against the colourful blocks are local birds and animals rendered in my Indian folk art style, depicting the diverse partners and collaborators needed to build positive change.

**Sandeep Johal** is a South Asian Canadian visual artist whose practice engages drawing, collage, textiles, and large-scale murals. Through her Indo-folk feminine aesthetic, she combines intricate line work with bold colour and pattern inspired by her heritage. Johal has worked on several notable site-specific commissions, including a mural currently installed in the lobby of the Vancouver Art Gallery for its inaugural #SpotlightVanArtRental project. She has been an artist-in-residence at Burrard Arts Foundation (2021) and Indian Summer Festival (2018) and is the 2019 recipient of the Darpan Magazine Artistic Visionary Award.



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# Welcome to Housing Central 2022!

It is beyond exciting to welcome you back to our first in-person conference since 2019. Even more fantastic is the opportunity to celebrate, face to face, the 30<sup>th</sup> Housing Central Conference with our partners and colleagues across the community housing sector!

When we think back to our earliest days it is incredible to see how far we've come. From the conference's beginning as a way for non-profit housing providers to connect (long before Zoom!) to Canada's largest event for the entire community housing sector, we have grown alongside our members and partners while innovating and adapting to better meet the ever-changing needs of our sector. We have weathered unimaginable challenges over the past few years, and we are so grateful to be honouring the resilience, commitment and boundless enthusiasm of BC's housing co-ops and non-profit and Indigenous housing providers.

On that note, here's what you can look forward to: **Exceptional keynote speakers** who will share their deep knowledge and transformative ideas on climate justice and equity, Indigenous resistance and revitalization, health care for vulnerable groups, seniors housing, and gender identity. **Nearly 90 sessions** exploring succession planning, supportive housing, climate resilience, inclusive housing for the LGBTQ2S+ community, tenancy amid COVID-19, barriers to youth housing and so much more.

**Learning and networking** with nearly 1,500 colleagues and partners across the sector. **Reconnecting with new and familiar faces** at the Welcome Social, mixing with BC Housing leaders at the Meet 'n' Mingle, and honouring the community housing sector and the outstanding achievements of its leaders at the Night of Celebration. With the bustling tradeshow, housing tours, film screenings, Art Expo and more, we hope you're ready for an action-packed few days!

On behalf of all of us at the Aboriginal Housing Management Association, BC Non-Profit Housing Association and the Co-operative Housing Federation of BC, we look forward (really, we can't say this enough!) to seeing you all this November!

## TERRITORIAL ACKNOWLEDGEMENT

The Housing Central Conference takes place on the unceded and traditional territories of the Skwxwú7mesh (Squamish), Səlilwəta7 (Tsleil-Waututh), and xʷməθkʷəyəm (Musqueam) peoples.

We look forward to welcoming delegates from the many and diverse Indigenous territories throughout BC and across Canada.

## DIVERSITY & INCLUSION

We strive to make the Housing Central Conference a safe and inclusive space that celebrates diversity and welcomes everyone to learn in a respectful environment. Whatever your background, ethnicity, gender identity, sexual orientation, age, or ability – you're welcome here!



**JILL ATKEY**  
CEO, BC Non-Profit  
Housing Association



**MARGARET PFOH**  
CEO, Aboriginal Housing  
Management Association



**THOM ARMSTRONG**  
CEO, Co-op Housing  
Federation of BC



# Know Before You Go

Get inspired for three days of learning and networking, and get prepared for the exciting events we have planned for our in-person conference.



## JOIN THE CONVERSATION!

Be part of the pre-conference buzz as we ramp up to our first in-person conference since 2019! Follow us on social media and share why you'll be attending the Housing Central Conference.

Use **#HOUSINGCENTRAL** and you'll be entered to win a 55" TV and one year of Optik TV and internet service.

SPONSORED BY



## HEALTH & SAFETY

The COVID-19 pandemic remains an ongoing concern, and to protect the health and safety of everyone at the Sheraton Wall Centre venue we will share protocols in advance of the conference as the COVID-19 situation develops this fall. Please contact us at [events@bcnpha.ca](mailto:events@bcnpha.ca) if you have any questions or concerns.



## LOOK YOUR BEST

Update your LinkedIn and website images with professional photographs at the headshot booth! Drop by the booth on **Monday** and **Tuesday**, and be sure to share your new look on social media using **#HOUSINGCENTRAL**.

SPONSORED BY





## FREE WIFI

Enjoy free wifi throughout the venue, courtesy of our generous sponsor.

## SPONSORED BY



## QUESTIONS? CONTACT US!

### CONFERENCE REGISTRATION

Email: [conference@bcnpha.ca](mailto:conference@bcnpha.ca)  
[events@bcnpha.ca](mailto:events@bcnpha.ca)

Call: 1-833-344-1397

### SPONSORSHIP/TRADESHOW ENQUIRIES

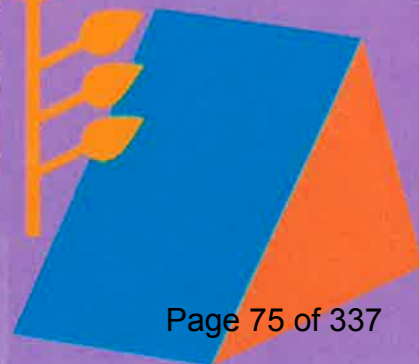
Email: [sponsorship@bcnpha.ca](mailto:sponsorship@bcnpha.ca)  
Call: 778-945-2160

## YOU'RE ON CAMERA!

We're thrilled to welcome the sector back to our in-person conference experience! Our photographer and videographer will be capturing all the action, and the images will be used across social media and our digital and print materials.



KNOW BEFORE YOU GO  
REGISTRATION GUIDE





CIH members can earn up to 15 credit hours toward their CIH Canada accreditation.

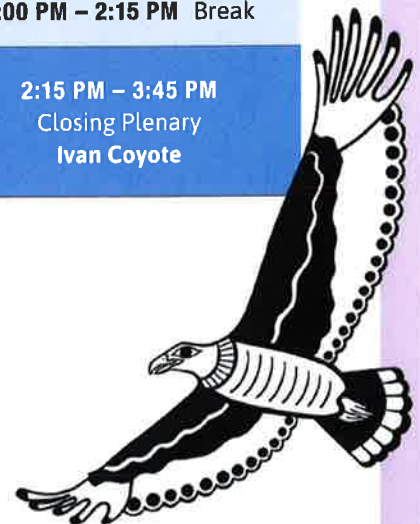
**PRE-CONFERENCE  
ACTIVITIES**  
SUNDAY, NOVEMBER 20

2:00 PM – 5:00 PM  
On-site Registration  
& Check-in

5:30 PM – 7:00 PM  
Welcome  
Reception

## Conference at a Glance

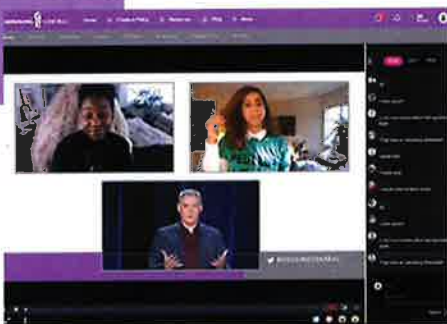
	DAY 1 MONDAY, NOVEMBER 21	DAY 2 TUESDAY, NOVEMBER 22	DAY 3 WEDNESDAY, NOVEMBER 23
7:30 AM – 8:30 AM	Breakfast, Networking & Tradeshow	Breakfast, Networking & Tradeshow	Breakfast, Networking & Art Expo
8:30 AM – 9:45 AM	Morning Plenary <b>Minister Responsible for Housing – TBC</b>	Morning Plenary <b>Dr. Pamela Palmater</b>	Morning Plenary <b>Seniors Housing Panel</b>
9:45 AM – 10:15 AM	Tradeshow & Networking Break	Tradeshow & Networking Break	Art Expo & Networking Break
10:15 AM – 11:45 AM	Breakout Sessions	Breakout Sessions	Breakout Sessions
11:45 AM – 12:30 PM	Lunch	Lunch	Lunch
12:30 PM – 1:30 PM	Afternoon Plenary <b>Dr. Robert Bullard</b>	Afternoon Plenary <b>Dr. Naheed Dosani</b>	12:30 PM – 12:45 PM Art Expo & Networking Break
1:30 PM – 2:00 PM	Tradeshow & Networking Break	Tradeshow & Networking Break	12:45 – 2:00 PM Breakout Sessions
2:00 PM – 3:15 PM	Breakout Sessions	Breakout Sessions	2:00 PM – 2:15 PM Break
3:15 PM – 3:45 PM	Tradeshow & Networking Break	Tradeshow & Networking Break	2:15 PM – 3:45 PM Closing Plenary <b>Ivan Coyote</b>
3:45 PM – 5:00 PM	Breakout Sessions	Breakout Sessions	
5:30 PM – 7:00 PM	BC Housing Meet 'n' Mingle		
7:00 PM – 9:30 PM	Young Professionals Event	6:30 PM – 9:30 PM Night of Celebration Awards Dinner	



# Learning Virtually: 2022 Hybrid Conference

The COVID-19 pandemic has changed the way we work and learn, and the shift is likely to continue for some time. Whether you're working remotely, in the office full time, or a mix of both, virtual meetings and events are an important option for many folks across the community housing sector.

The 2022 Housing Central Conference will include a virtual component to ensure everyone who wants to participate will have access to the latest in professional development and learning opportunities.



## VIRTUAL CONFERENCE

Virtual conference participants will be able to join the experience to learn and be inspired alongside in-person delegates. As a virtual attendee, you'll have access to:

- › Livestream of the plenary events and keynote speakers
- › 8 dedicated virtual sessions over 3 days
- › 8 livestreamed sessions from the in-person venue
- › 8 pre-recorded sessions



## HYBRID EXPERIENCE

If you are attending the Housing Central Conference in person but would like to participate in the virtual sessions, we are pleased to provide the hybrid conference experience. Participants will have access to:

- › All in-person plenaries, sessions, activities, social events and special networking features
- › 8 dedicated virtual sessions over 3 days
- › Add the hybrid option to your in-person experience for just \$50 more!



# Special Events

We're excited to welcome you back to your favourite conference events where you can network, socialize and reconnect with new and familiar sector colleagues!



SUNDAY, NOVEMBER 20

2:00 PM – 7:00 PM

## WELCOME SOCIAL

Get a head start on the conference! We'll be ready to welcome you at the **registration desk** from 2:00 to 6:30 pm. Be sure to join us at the **Welcome Social** for light refreshments and relaxed mingling from 5:30 to 7:00 pm.

SPONSORED BY



MONDAY, NOVEMBER 21

5:30 PM – 7:00 PM

## BC HOUSING MEET 'N' MINGLE

Catch up with colleagues and friends, as well as senior BC Housing staff, over light refreshments in this great networking opportunity.

SPONSORED BY



MONDAY, NOVEMBER 21

7:00 PM – 9:30 PM

## YOUNG PROFESSIONALS SOCIAL

Connect with your 35-and-under housing peers for a fun, off-site evening of games, refreshments and good times.

SPONSORED BY



## FILM SCREENINGS

See the housing sector through a new perspective! Drop in for scheduled screenings of documentaries and our series of housing tour videos, filmed just for the Housing Central Conference.



## QUIET SPACE

Need a place to get away and relax in a tranquil, chatter-free space? Check out our Quiet Space, a dedicated room where delegates can decompress and re-energize before getting back to the busy conference floor.

# Speakers / Keynotes

MONDAY, NOVEMBER 21

AFTERNOON PLENARY



## DR. ROBERT BULLARD

DISTINGUISHED PROFESSOR AND DIRECTOR, BULLARD CENTER FOR ENVIRONMENTAL AND CLIMATE JUSTICE

Robert D. Bullard is often described as the father of environmental justice. He is the Distinguished Professor of Urban Planning and Environmental Policy and Director of the Bullard Center for Environmental and Climate Justice, and the former Dean of the Barbara Jordan-Mickey Leland School of Public Affairs at Texas Southern University 2011–2016. Previously, he was founding Director of the Environmental Justice Resource Center at Clark Atlanta University. Bullard is an award-winning author of 18 books that address sustainable development, environmental racism, urban land use, industrial facility siting, community reinvestment, housing, transportation, climate justice, community resilience, smart growth, and regional equity. In 2008, Newsweek named him one of 13 Environmental Leaders of the Century, and Co-op America honored him with its Building Economic Alternatives Award. In 2010, The Grio named him one of the 100 Black History Makers in the Making and Planet Harmony named him one of Ten African American Green Heroes. 🐦 @DrBobBullard

TUESDAY, NOVEMBER 22

MORNING PLENARY



## DR. PAMELA PALMATER

PROFESSOR AND CHAIR, INDIGENOUS GOVERNANCE, TORONTO METROPOLITAN UNIVERSITY

Dr. Pamela Palmater is a Mi'kmaw citizen and member of the Eel River Bar First Nation in northern New Brunswick. She has been a practising lawyer in good standing with the Law Society of New Brunswick for 23 years and is a Professor and the Chair in Indigenous Governance at Toronto Metropolitan University (formerly Ryerson University). Palmater holds a BA from St. Thomas in Native Studies, an LLB from UNB (recipient of the Fasken Campbell Godfrey prize in natural resources and environmental law), as well as a Master's and Doctorate in Law from Dalhousie University Law School, specializing in Indigenous and constitutional law. Palmater has been studying, volunteering, and working in First Nation issues for over 30 years on a wide range of social, political, and legal issues including poverty, housing, child and family services, treaty rights, education and legislation impacting First Nations. She was one of the spokespeople, organizers, and public educators for the Idle No More movement in 2012–13.

🐦 @Pam\_Palmater

TUESDAY, NOVEMBER 22

AFTERNOON PLENARY



## DR. NAHEED DOSANI

PALLIATIVE CARE PHYSICIAN

Dr. Naheed Dosani is a palliative care physician and health justice activist at the Inner City Health Associates, Kensington Health and St. Michael's Hospital at Unity Health Toronto. He also holds faculty appointments at the University of Toronto as Assistant Professor and McMaster University as Assistant Clinical Professor. Dosani is passionate about advancing equitable access to health care for people experiencing structural vulnerabilities like poverty, homelessness and substance use. He is the founder and lead physician of Palliative Education and Care for the Homeless (PEACH) in Toronto. PEACH brings together housing officials, mental health professionals and health-care providers to plan an individual's care while recognizing, but not judging, a person's circumstances. The PEACH care model has inspired similar programs in cities across the continent, including the development of Journey Home Hospice in 2018, Toronto's first hospice for people experiencing homelessness. 🐦 @NaheedD

WEDNESDAY, NOVEMBER 23

MORNING PLENARY

## SENIORS HOUSING PANEL

MODERATED BY ISOBEL MACKENZIE, SENIORS ADVOCATE FOR BC



Isobel Mackenzie has over 20 years' experience working with seniors in home care, licensed care, community services and volunteer services. Mackenzie led BC's largest non-profit agency, serving over 6,000 seniors annually. In this work, she led the implementation of a new model of dementia care that has become a national best practice, and led the first safety accreditation for homecare workers, among many other accomplishments. Mackenzie has been widely recognized for her work and was named BC CEO of the Year for the non-profit sector and nominated as a Provincial Health Care Hero. Prior to her appointment as the Seniors Advocate for BC, Mackenzie served on the BC Medical Services Commission, the Canadian Homecare Association, BC Care Providers, BC Care Aide and Community Health Worker Registry, the Capital Regional District Housing Corporation, as well as on the University of Victoria's Board of Governors. [@SrsAdvocateBC](#)

WEDNESDAY, NOVEMBER 23

CLOSING PLENARY

## IVAN COYOTE

AUTHOR, FILMMAKER, MUSICIAN AND STORYTELLER



Ivan Coyote is the award-winning author of 13 books, the creator of four short films, and they have released three albums that combine storytelling with music. Coyote is a seasoned stage performer, and over the last 26 years has become an audience favourite at storytelling, writer's, film, poetry, and folk music festivals from Anchorage to Australia. Coyote often grapples with the complex and intensely personal issues of gender identity in their work, as well as topics such as family, class, social justice and queer liberation, but always with a generous heart, a quick wit, and the nuanced and finely honed timing of a gifted storyteller. Coyote's stories remind us of our own fallible and imperfect humanity while at the same time inspiring us to change the world.

[@ivancoyote](#)

## Speakers / Guest



## SHANE POINTE

ABORIGINAL ARTIST, MUSQUEAM INDIAN BAND

Shane Pointe is a proud member of the Musqueam and Coast Salish people, and a highly respected ceremonial traditional speaker and cultural educator. Pointe has served as an Aboriginal Support Worker and Trial Support Coordinator for the Indian Residential School Survivors Society, Native Alcohol and Drug Awareness Program worker and with the Longhouse Leadership Program at the First Nations House of Learning (UBC).



# Speakers / Presenting



## JILL ATKEY

CEO, BC NON-PROFIT HOUSING ASSOCIATION

Jill Atkey became BCNPHA's CEO in July 2018 after joining the organization in 2010 as Director of Research and Education, leading the team through projects such as the 2017 Affordable Housing Plan for BC and the Canadian Rental Housing Index. Jill has overseen the growth of the Housing Central Conference into the must-attend education forum for the sector, and established a growing roster of professional development and advocacy efforts to further the cause of affordable housing in BC. Jill serves on the boards of Encasa Financial Inc., the Community Housing Transformation Centre, and the Chartered Institute of Housing Canada. 🐦 @jfatkey



## MARGARET PFOH

CEO, ABORIGINAL HOUSING MANAGEMENT ASSOCIATION

Margaret Pfoh is Tsimshian from the Lax Kw'alaams First Nation and brings more than 23 years of housing management experience to AHMA. For nearly 20 years, Margaret served as President and Director, supporting both the organization's evolution and successful devolution of provincial Indigenous housing programs and services. Prior to her return to AHMA, she was the CEO of Mamele'awt Qweesome/To'o Housing Society, where she spearheaded the creation of a full-spectrum rental housing facility rooted in Indigenous culture. She also serves on the Board of Directors of the Canadian Housing & Renewal Association, and is part of its Indigenous Caucus Working Group. 🐦 @MPfoh

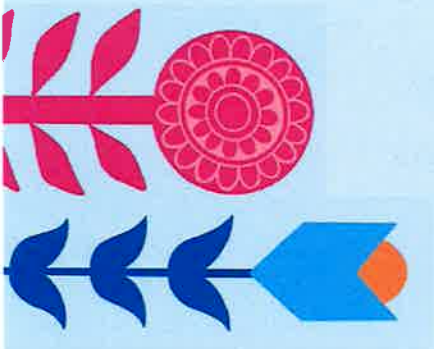


## THOM ARMSTRONG

CEO, CO-OPERATIVE HOUSING FEDERATION OF BC

Thom Armstrong has more than 30 years of experience in the co-operative housing movement. He is also the CEO of COHO Management Services Society and the Community Land Trust, the real estate development arm of CHF BC. Thom is motivated by his conviction that the Community Land Trust is uniquely positioned among a very diverse group of housing stakeholders in BC to develop and steward affordable housing assets for generations to come. He also serves as president of Encasa Financial Inc., a social purpose mutual fund company. 🐦 @thomjarmstrong





# BCNPHA Awards

## #BCNPHA AWARDS

Celebrate with us as we recognize the outstanding achievements of the individuals and organizations who have shown exceptional dedication to the affordable housing sector.

Winners will be honoured at the Night of Celebration event on Tuesday, Nov. 22. See page 44 for ticket info.



### DENISE LEBLOND LIFETIME ACHIEVEMENT AWARD

Recognizes an individual whose dedication and vision have furthered the cause of affordable housing.

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### HOUSING PROVIDER OF THE YEAR AWARD – INCLUSION AND EQUITY

Recognizes a non-profit housing provider that demonstrates a strong commitment to inclusion and equity in their governance and operations.

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### AFFORDABLE HOUSING CHAMPION AWARD

Recognizes an individual or organization (external from BCNPHA members) that has made a transformative contribution to affordable housing.

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### FORTISBC ENERGY CONSERVATION LEADER AWARD

Recognizes a non-profit housing provider whose dedication to energy efficiency and conservation is exemplary, adopting a sound energy management strategy, investing in conservation projects, and inspiring individuals to use energy responsibly.

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NEW!



### KATHERINE MCPARLAND CHANGEMAKER AWARD

Recognizes an individual or organization that has demonstrated significant achievement in delivering secure, affordable housing for youth, preventing and ending youth homelessness, and engaging youth in the development and delivery of housing, programs and services.

# Night of Celebration

TUESDAY, NOVEMBER 22 6:30 PM – 9:30 PM

It's the community housing sector's night to shine! Join us for a fantastic dinner, prizes and entertainment while connecting with housing colleagues and friends.

Celebrate the BCNPHA award recipients, the sector's successes over the past year, and toast to another great year ahead!

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BEVERAGES  
SPONSORED BY



TICKETS..... \$65

Purchase your Night of Celebration tickets during the registration process.



Live entertainment by the **Max Zipursky Trio**

# Tradeshow

Learn from the top names in businesses serving the affordable housing sector, including energy-efficiency innovators, insurance and financial institutions, asset management solutions, and more.

Explore the booths to discover how these businesses can help you work smarter, save money and contribute back to the affordable housing sector!

**Are you interested in taking part in our tradeshow?** Please contact [sponsorship@bcnpha.ca](mailto:sponsorship@bcnpha.ca).

## EXHIBITORS TO DATE

- › Aboriginal Housing Management Association
- › Arcori
- › BC Housing
- › BC Hydro
- › Bunzl
- › Canada Mortgage and Housing Corporation
- › Coinamatic
- › Community Housing Transformation Centre
- › Community Living BC
- › Curaflo
- › Encasa Financial
- › Fortis BC
- › Housing Professionals Mentorship Program
- › HUB International
- › M'akola Development Services
- › M'akola Housing Society
- › MARSH
- › MetroVancouver
- › Nomodic
- › NRB Modular
- › Sustainable Housing Initiative
- › Telus
- › TL Housing
- › Vancity



# Art Expo

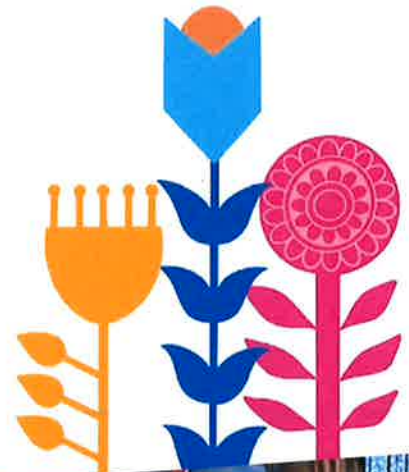
WEDNESDAY, NOVEMBER 23

SPONSORED BY



This art exhibition explores the concept of “home” in the exciting return to our in-person Art Expo. This year’s Art Expo theme, *Together*, evokes ideas of not only our relationships with each other but also to the space around us and how we use it. Togetherness is the state of being close to another person or other people: We share land, space, and community, but do we really know our neighbours? *Together*, the 2022 Housing Central Conference art show, aims to jump start conversation, break down barriers, and generate a greater understanding of one another.

*Together* will feature a diverse group of local artists, as well as organizations that provide arts-related services and programming. The Art Expo on Wednesday, November 23 will provide great opportunities for interaction, connections, and engagement through the arts. A selection of pieces will also be on display throughout the conference.



# Focus on Education

The conference is the community housing sector's premier opportunity for professional development delivered by today's housing experts and thought leaders.

## STREAMS

Sessions are colour coded by stream to help you navigate the sessions best suited for different roles within your organization.

### LEADERSHIP

Geared towards executives, board of directors and policy makers.

### OPERATIONS

For housing professionals, finance and frontline staff who work with tenants.

### ASSET MANAGEMENT

For professionals who take care of the physical buildings, whether through capital planning and asset analysis or maintenance.

### APPLICABLE TO ALL

These sessions are designed for a wide range of housing stakeholders to further their knowledge and skills.

### VIRTUAL

Dedicated virtual sessions that are available to online delegates and in-person delegates who have included in the online workshop to their registration.



# Focus on Education / Pathways

The Education Pathways are grouped by topics in the affordable housing sector to help you focus on the opportunities that are most relevant to your society. Please note that sessions may fall within multiple pathways.



## BOARD GOVERNANCE AND LEADERSHIP

<b>M01</b>	Funder's Panel: Growing Affordable Housing in BC
<b>M02</b>	CEO and Board Roles in Development
<b>M07</b>	Complex Care Rollout
<b>V01</b>	Board Brilliance: Steps To A Highly Effective & Collaborative Board
<b>M12</b>	Succession Planning and Organizational Transformation
<b>M14</b>	Diversifying for the Future: Resilience in a Turbulent Sector
<b>T15</b>	Knowing Your Housing Agreement
<b>T22</b>	Fostering Resilient, Supportive and Cohesive Teams
<b>T28</b>	Social Housing and Climate: Emergency Preparation
<b>T29</b>	Practical Applications of a Capital Plan
<b>W01</b>	Managing Conflict from Prevention to Resolution
<b>W02</b>	So You Want to Be a CEO
<b>W07</b>	Director and Officer Liability: Risk and Insurance
<b>W14</b>	CMHC: Cost-Effective Fundraising



## DIVERSITY, INCLUSION, AND ACCESSIBILITY

<b>M13</b>	Partnering to Deliver Affordable Housing for Women
<b>M23</b>	Culturally Supportive Housing and Diverse Needs
<b>M28</b>	Inclusive Housing for the LGBTQ2S+ Community
<b>T08</b>	Insights to Women-Centred Long-term Housing After Violence
<b>T11</b>	Indigenous Caucus
<b>T14</b>	Voices of People with Lived Experience: A Long and Winding Road
<b>T22</b>	Fostering Resilient, Supportive and Cohesive Teams
<b>W09</b>	Fighting the System: Raising Children with Disabilities
<b>W15</b>	Reconciliation and EDIB: How are we really doing?



## (RE)DEVELOPMENT/NEW CONSTRUCTION

<b>T05</b>	The True Costs of Construction in Remote Communities
<b>T10</b>	The Future of Construction for Rural and Remote Communities
<b>T15</b>	Knowing Your Housing Agreement
<b>T19</b>	Construction Claims Management: Pitfalls and Best Practices
<b>T28</b>	Social Housing and Climate: Emergency Preparation
<b>T29</b>	Practical Applications of a Capital Plan
<b>W04</b>	Risk vs. Reward: Navigating Mixed-Tenure Developments
<b>W21</b>	Mitigating Risk through the Design-Build Construction Model



## TENANT RELATIONSHIPS AND SUPPORT

<b>M03</b>	Tenant Protection and Equity in Upzoning
<b>M18</b>	Tenancy in The Time of COVID
<b>V02</b>	Legal Board Duties for Non-Profit Societies
<b>M25</b>	HOPE: Peer Support for Housing Retention and Independence
<b>T16</b>	Intro to Brain Injury
<b>T26</b>	Social Well-being in Temporary Modular Supportive Housing
<b>T27</b>	Serving People with Complex Needs
<b>W01</b>	Managing Conflict from Prevention to Resolution
<b>W11</b>	Property Management: Turnover Process
<b>W16</b>	Building Resilience for Frontline Workers
<b>W17</b>	Legal Perspective: Tenants Aging in Place



## FINANCE AND LEGAL

<b>M06</b>	Ask the Lawyers
<b>M14</b>	Diversifying for the Future: Resilience in a Turbulent Sector
<b>M18</b>	Tenancy in The Time of COVID
<b>M22</b>	Developing Investment Strategies and Managing Volatility
<b>T03</b>	Housing Finance in Canada: How did we get here?
<b>W07</b>	Director and Officer Liability: Risk and Insurance
<b>W17</b>	Legal Perspective: Tenants Aging in Place



## PARTNERSHIPS

<b>M11</b>	Indigenous Partnerships
<b>M13</b>	Partnering to Deliver Affordable Housing for Women
<b>V02</b>	Legal Board Duties for Non-Profit Societies
<b>T07</b>	Municipal Collaborations
<b>T11</b>	Indigenous Caucus
<b>W18</b>	Welcome to Social Housing: Partnering for Successful Tenancies



## ORGANIZATIONAL CAPACITY/OPERATIONS

<b>M15</b>	MPA Society's Housing Development Program: Strategies for Operations
<b>M21</b>	WorkBC Programs and Services
<b>M27</b>	Operations 101
<b>T25</b>	Privacy Breaches: Best Practices and Lessons Learned
<b>V06</b>	Implementing a Hybrid Workforce
<b>W06</b>	Intro to BC Housing's Operational Review Process
<b>W14</b>	CMHC: Cost-Effective Fundraising
<b>W19</b>	Employee Benefits 101: Everything You Wanted to Know But Can't Find on Google



## INDIGENOUS HOUSING

<b>M04</b>	First Nations Housing & Infrastructure Programs and Services
<b>M08</b>	Building with Indigenous Design
<b>M11</b>	Indigenous Partnerships
<b>M23</b>	Culturally Supportive Housing and Diverse Needs
<b>M24</b>	Housing is the Land: Decolonizing on Hul'q'umi'num Territory
<b>M26</b>	Cultural Safety – AHMA
<b>T11</b>	Indigenous Caucus
<b>W08</b>	Indigenous-led Complex Care Housing
<b>W20</b>	Project Funding Applications on Modular Construction



## HOMELESSNESS PREVENTION AND SUPPORT

<b>M05</b>	Harm Reduction and Overdose Prevention in Housing
<b>M16</b>	Bridging the Gap for At-risk Seniors in Housing
<b>M17</b>	Supportive Housing Outcomes: What We've Learned
<b>M25</b>	HOPE: Peer Support for Housing Retention and Independence
<b>T12</b>	Improved Outcomes for Youth Experiencing Barriers to Housing
<b>T16</b>	Intro to Brain Injury
<b>T17</b>	Seniors Operations Focus
<b>T27</b>	Serving People with Complex Needs



## POLICIES AND SOLUTIONS

<b>M03</b>	Tenant Protection and Equity in Upzoning
<b>M07</b>	Complex Care Rollout
<b>M13</b>	Partnering to Deliver Affordable Housing for Women
<b>M14</b>	Diversifying for the Future: Resilience in a Turbulent Sector
<b>M17</b>	Supportive Housing Outcomes: What We've Learned
<b>V03</b>	Mapping Retrofit Decisions in Community Housing Systems
<b>T03</b>	Housing Finance in Canada: How did we get here?
<b>T04</b>	Approaching Housing Acquisition in the Community Housing Sector
<b>T07</b>	Municipal Collaborations
<b>T08</b>	Insights to Women-Centred Long-term Housing After Violence
<b>T12</b>	Improved Outcomes for Youth Experiencing Barriers to Housing
<b>T13</b>	HART Project
<b>T15</b>	Knowing Your Housing Agreement
<b>T21</b>	Exploring the Role of Non-Profits in the Intermediate Rental Market
<b>T24</b>	Overdose, Harm Reduction, Safer Washrooms: Scaling Up Prevention Practices
<b>T28</b>	Social Housing and Climate: Emergency Preparation
<b>W04</b>	Risk vs. Reward: Navigating Mixed-Tenure Developments
<b>W05</b>	Seniors' Housing: Challenges, Strategies, Solutions
<b>W10</b>	Future Climate Ready
<b>V07</b>	Lessons from the Lowlands
<b>W12</b>	National Occupancy Standards: Equitable Housing Access
<b>W13</b>	Rental Housing Affordability and Vulnerability in Rural BC



## EXISTING BUILDINGS

<b>M09</b>	Getting to Net Zero, Climate Ready Buildings
<b>M10</b>	Building Adaptation and Resilience into Residential Housing
<b>M19</b>	Post-Disaster Building Assessments
<b>M20</b>	Getting Started on Your Energy Retrofit
<b>M29</b>	Future Proofing for Climate Resilience: Retrofit Strategies
<b>M30</b>	Preventative Maintenance and Energy Monitoring
<b>T09</b>	Non-Profit Property Management Forum
<b>T18</b>	Save Big with Deep Energy Retrofits
<b>T19</b>	Construction Claims Management: Pitfalls and Best Practices
<b>T20</b>	The Value of Building Commissioning
<b>T24</b>	Overdose, Harm Reduction, Safer Washrooms: Scaling Up Prevention Practices
<b>T29</b>	Practical Applications of a Capital Plan
<b>W11</b>	Property Management: Turnover Process
<b>W22</b>	Rebate Wayfinding



## MENTAL HEALTH, WELLBEING, AND HARM REDUCTION

<b>M05</b>	Harm Reduction and Overdose Prevention in Housing
<b>M25</b>	HOPE: Peer Support for Housing Retention and Independence
<b>T06</b>	Mental Health and Well-Being
<b>T16</b>	Intro to Brain Injury
<b>V05</b>	Hey Neighbour Collective
<b>T22</b>	Fostering Resilient, Supportive and Cohesive Teams
<b>T24</b>	Overdose, Harm Reduction, Safer Washrooms: Scaling Up Prevention Practices
<b>T26</b>	Social Well-being in Temporary Modular Supportive Housing
<b>W01</b>	Managing Conflict from Prevention to Resolution
<b>W16</b>	Building Resilience for Frontline Workers



# Schedules / Day 1

MONDAY, NOVEMBER 21

7:30 AM – 8:30 AM	Breakfast, Networking & Tradeshow	
8:30 AM – 9:45 AM	Morning Plenary • <b>Housing Minister – TBC</b>	
9:45 AM – 10:15 AM	Tradeshow & Networking Break	SPONSORED BY BUNZL
10:15 AM – 11:45 AM	Breakout Sessions	
<b>M01</b>	Funder's Panel: Growing Affordable Housing in BC	<b>M07</b> Complex Care Rollout
<b>M02</b>	CEO and Board Roles in Development	<b>M08</b> Building with Indigenous Design
<b>M03</b>	Tenant Protection and Equity in Upzoning	<b>M09</b> Getting to Net Zero, Climate Ready Buildings
<b>M04</b>	First Nations Housing & Infrastructure Programs and Services	<b>M10</b> Building Adaptation and Resilience into Residential Housing
<b>M05</b>	Harm Reduction and Overdose Prevention in Housing	<b>V01</b> Board Brilliance: Steps To A Highly Effective & Collaborative Board
<b>M06</b>	Ask the Lawyers	
11:45 AM – 12:30 PM	Lunch	
12:30 PM – 1:30 PM	Afternoon Plenary • <b>Dr. Robert Bullard</b>	
1:30 PM – 2:00 PM	Tradeshow & Networking Break	
2:00 PM – 3:15 PM	Breakout Sessions	
<b>M11</b>	Indigenous Partnerships	<b>M16</b> Seniors Homelessness Panel
<b>M12</b>	Succession Planning and Organizational Transformation	<b>M17</b> Supportive Housing Outcomes: What We've Learned
<b>M13</b>	Partnering to Deliver Affordable Housing for Women	<b>M18</b> Tenancy in The Time of COVID
<b>M14</b>	Diversifying for the Future: Resilience in a Turbulent Sector	<b>M19</b> Post-Disaster Building Assessments
<b>M15</b>	MPA Society's Housing Development Program: Strategies for Operations	<b>M20</b> Getting Started on Your Energy Retrofit
		<b>V02</b> Legal Board Duties for Non-Profit Societies
		<b>M31</b> Housing Tour • <b>1:30 PM – 5:00 PM</b>
3:15 PM – 3:45 PM	Tradeshow & Networking Break	SPONSORED BY TL HOUSING
3:45 PM – 5:00 PM	Breakout Sessions	
<b>M21</b>	WorkBC Programs and Services	<b>M26</b> Cultural Safety – AHMA
<b>M22</b>	Developing Investment Strategies and Managing Volatility	<b>M27</b> Operations 101
<b>M23</b>	Culturally Supportive Housing and Diverse Needs	<b>M28</b> Inclusive Housing for the LGBTQ2S+ Community
<b>M24</b>	Housing is the Land: Decolonizing on Hul'q'umi'num Territory	<b>M29</b> Future Proofing for Climate Resilience: Retrofit Strategies
<b>M25</b>	HOPE: Peer Support for Housing Retention and Independence	<b>M30</b> Preventative Maintenance and Energy Monitoring
		<b>V03</b> Mapping Retrofit Decisions in Community Housing Systems
5:30 PM – 7:00 PM	BC Housing Meet 'n Mingle	
7:00 PM – 9:30 PM	Young Professionals Event (Off-site)	

# Schedules / Day 2

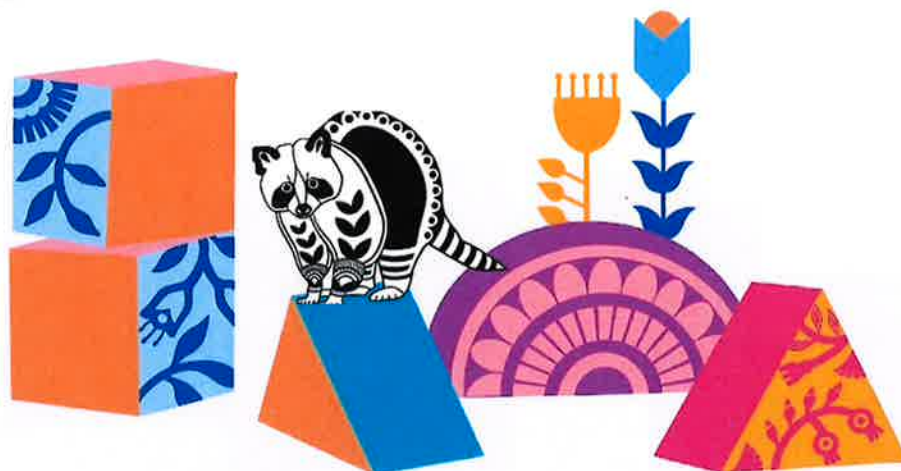
TUESDAY, NOVEMBER 22

7:30 AM – 8:30 AM	Breakfast, Networking & Tradeshow	
8:30 AM – 9:45 AM	Morning Plenary • <b>Dr. Pamela Palmater</b>	
9:45 AM – 10:15 AM	Tradeshow & Networking Break	SPONSORED BY CITY OF VANCOUVER
10:15 AM – 11:45 AM	Breakout Sessions	
<b>T01</b>	Addressing Overrepresentation in the Street Community	<b>T06</b> Mental Health and Well-Being
<b>T02</b>	BC Housing and BCNPHA Townhall: Provincial Meet and Greet	<b>T07</b> Municipal Collaborations
<b>T03</b>	Housing Finance in Canada: How did we get here?	<b>T08</b> Insights to Women-Centred Long-term Housing After Violence
<b>T04</b>	Approaching Housing Acquisition in the Community Housing Sector	<b>T09</b> Non-Profit Property Management Forum
<b>T05</b>	The True Costs of Construction in Remote Communities	<b>T10</b> The Future of Construction for Rural and Remote Communities
		<b>V04</b> Community Partnerships: Merging Lanes for Wraparound Supports
11:45 AM – 12:30 PM	Lunch	
12:30 PM – 1:30 PM	Afternoon Plenary • <b>Dr. Naheed Dosani</b>	
1:30 PM – 2:00 PM	Tradeshow & Networking Break	SPONSORED BY MORE THAN A ROOF
2:00 PM – 3:15 PM	Breakout Sessions	
<b>T11</b>	Indigenous Caucus	<b>T17</b> Seniors Housing Operations Focus
<b>T12</b>	Improved Outcomes for Youth Experiencing Barriers to Housing	<b>T18</b> Save Big with Deep Energy Retrofits
<b>T13</b>	HART Project	<b>T19</b> Construction Claims Management: Pitfalls and Best Practices
<b>T14</b>	Voices of People with Lived Experience: A Long and Winding Road	<b>T20</b> The Value of Building Commissioning
<b>T15</b>	Knowing Your Housing Agreement	<b>V05</b> Hey Neighbour Collective
<b>T16</b>	Intro to Brain Injury	<b>T30</b> Housing Tour • 1:30 PM – 5:00 PM
3:15 PM – 3:45 PM	Tradeshow & Networking Break	
3:45 PM – 5:00 PM	Breakout Sessions	
<b>T11</b>	Indigenous Caucus – <i>continued</i>	<b>T25</b> Privacy Breaches: Best Practices and Lessons Learned
<b>T21</b>	Exploring the Role of Non-Profits in the Intermediate Rental Market	<b>T26</b> Social Well-being in Temporary Modular Supportive Housing
<b>T22</b>	Fostering Resilient, Supportive and Cohesive Teams	<b>T27</b> Serving People with Complex Needs
<b>T23</b>	Charity Status, Market Rentals and the CRA	<b>T28</b> Social Housing and Climate: Emergency Preparation
<b>T24</b>	Overdose, Harm Reduction, Safer Washrooms: Scaling Up Prevention Practices	<b>T29</b> Practical Applications of a Capital Plan
		<b>V06</b> Implementing a Hybrid Workforce
6:30 PM – 9:30 PM	Conference Dinner • <b>Night of Celebration</b>	

# Schedules / Day 3

WEDNESDAY, NOVEMBER 23

7:30 AM – 8:30 AM	Breakfast, Networking & Art Expo	
8:30 AM – 9:45 AM	<b>Morning Plenary • Seniors Housing Panel</b> <i>Moderated by Isobel Mackenzie, Seniors Advocate for BC</i>	
9:45 AM – 10:15 AM	Art Expo & Networking Break	<b>SPONSORED BY HOUSING PROFESSIONALS MENTORSHIP PROGRAM</b>
10:15 AM – 11:45 AM	Breakout Sessions	
<b>W01</b>	Managing Conflict from Prevention to Resolution	<b>W08</b> Indigenous-led Complex Care Housing
<b>W02</b>	So You Want to Be a CEO	<b>W09</b> Fighting the System: Raising Children with Disabilities
<b>W03</b>	New Commons	<b>W10</b> Future Climate Ready
<b>W04</b>	Risk vs. Reward: Navigating Mixed-Tenure Developments	<b>W11</b> Property Management: Turnover Process
<b>W05</b>	Seniors' Housing: Challenges, Strategies, Solutions	<b>V07</b> Lessons from the Lowlands
<b>W06</b>	Intro to BC Housing's Operational Review Process	<b>JIBC</b> Thinking Critically, Thinking Creatively <b>9:30 AM – 12:30 PM</b>
<b>W07</b>	Director and Officer Liability: Risk and Insurance	<b>W23</b> Housing Bus Tour • <b>10:15 AM – 1:45 PM</b>
11:45 AM – 12:30 PM	Lunch	
12:30 PM – 12:45 PM	Art Expo & Networking Break	<b>SPONSORED BY SUSTAINABLE HOUSING INITIATIVE</b>
12:45 PM – 2:00 PM	Breakout Sessions	
<b>W12</b>	National Occupancy Standards: Equitable Housing Access	<b>W19</b> Employee Benefits 101: Everything You Wanted to Know But Can't Find on Google
<b>W13</b>	Rental Housing Affordability and Vulnerability in Rural BC	<b>W20</b> Project Funding Applications on Modular Construction
<b>W14</b>	CMHC: Cost-Effective Fundraising	<b>W21</b> Mitigating Risk through the Design-Build Construction Model
<b>W15</b>	Reconciliation and EDIB: How are we really doing?	<b>W22</b> Rebate Wayfinding
<b>W16</b>	Building Resilience for Frontline Workers	<b>V08</b> IT Strategic Planning
<b>W17</b>	Legal Perspective: Tenants Aging in Place	
<b>W18</b>	Welcome to Social Housing: Partnering for Successful Tenancies	
2:00 PM – 2:15 PM	Break	
2:15 PM – 3:45 PM	Closing Plenary • <b>Ivan Coyote</b>	



# Session Descriptions / Day 1

MONDAY, NOVEMBER 21

10:15 AM – 11:45 AM

## **M01** FUNDER'S PANEL: GROWING AFFORDABLE HOUSING IN BC

Explore strategies for growing the affordable housing sector across the province. This panel discussion, featuring CMHC and BC Housing representatives, will highlight funding opportunities to build new or renew existing affordable housing, successful financial models, and examples of layering from multiple funders to get deeper social outcomes. Participants will learn valuable tips on navigating multiple funder requirements to support successful outcomes.

## **M02** CEO AND BOARD ROLES IN DEVELOPMENT

Recent government investments into the non-profit housing sector have created a building boom for non-profit housing providers across BC – some with little to no development experience and others with in-house expertise. Once a housing society embarks on a capital project, clearly defined roles and responsibilities of the CEO/executive director and the board will ensure a smooth and successful development process. Learn from a sector leader on the distinct roles of the CEO/ED and board directors during a capital project, and tips on how to navigate the development process effectively.

## **M03** TENANT PROTECTION AND EQUITY IN UPZONING

This session will explore case studies in tenant protection policies for demoviction and renoviction. Participants will learn best practices for creating affordable housing through broader zoning while protecting tenants from a variety of different perspectives, from developer to housing provider to tenant. Come ready for a lively discussion as we explore how those case studies apply in the local context, and to identify new and creative solutions.

## **M04** FIRST NATIONS HOUSING & INFRASTRUCTURE PROGRAMS AND SERVICES

The First Nations Housing and Infrastructure Council (FNHIC-BC) will share progress made so far in the creation of the new BC First Nations Housing and Infrastructure Authority. The session will open with drumming, followed by collaborative discussions on the programs and services being developed for BC First Nations. Presenters will share an active case study: An individual who has lived many years in on-reserve housing, has experience with the housing system and endured many challenges. Roundtables will come up with the best solutions to the case study and yes, there will be prizes!

## STREAMS

LEADERSHIP

OPERATIONS

ASSET MANAGEMENT

APPLICABLE TO ALL

VIRTUAL



## **M05** HARM REDUCTION AND OVERDOSE PREVENTION IN HOUSING

Information on this session will be posted on the conference website at a later date.

## **M06** ASK THE LAWYERS

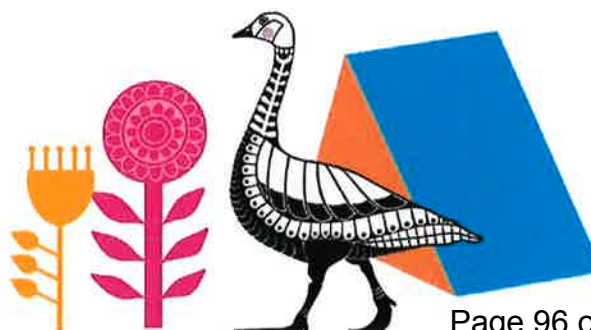
Get answers to the questions you've always had about legal marijuana, human rights, privacy, governance, the RTA, CRA charity and non-profit rules, or anything else you want to have answered. Our legal experts will provide their opinions, and they may even agree from time to time! Registrants for this session will be sent an email prior to the conference asking them to pre-submit their questions.

## **M07** COMPLEX CARE ROLLOUT

Join Shayne Williams from Lookout Housing + Health Society, Celeste Hayward from the Aboriginal Housing Management Association, and other leading voices in the sector to discuss the recent rollout of complex care funding in BC. Join this session to discuss the impact it has had on supportive and complex care housing providers.

## **M08** BUILDING WITH INDIGENOUS DESIGN

Information on this session will be posted on the conference website at a later date.



**M09** GETTING TO NET ZERO, CLIMATE READY BUILDINGS

We all see the realities of climate change coming. What do you need to be thinking about today to reduce your carbon emissions, improve climate resilience, and make this a continual focus of your strategic plan? In this session we'll explore the strategic aspects of a net zero approach and share real-world and practical experience and insights from integrating a near-net zero retrofit into capital planning for a portfolio of buildings and organizational operations. Bring your leadership team and we'll discuss the opportunities, as well as your concerns and challenges, in decarbonizing your buildings and other parts of your organization.

**M10** BUILDING ADAPTATION AND RESILIENCE INTO RESIDENTIAL HOUSING

The Integrated Building Adaptation and Mitigation Assessment (IBAMA) framework and tools help to integrate climate adaptation, climate mitigation and sustainability into the design of new multi-unit residential buildings. BC Housing has piloted IBAMA on multiple housing projects in different climates and communities, with pilot projects at various stages of development. In this session, pilot project participants and BC Housing representatives will present early findings that support the development of resilient, low-carbon solutions in a changing climate.

**V01** BOARD BRILLIANCE: STEPS TO A HIGHLY EFFECTIVE & COLLABORATIVE BOARD

Challenges at the board level often be tied to the organization's ambiguous vision and mandate, as well as confusion around the roles and responsibilities of board members, and the relationship between the board and organization leader. Further, the frequent lack of succession planning creates an unsure future for all involved. Improving clarity can eliminate general dysfunction, director conflict, issues around succession planning and improve director/board relationship and organizational performance. Join this interactive session to get your board operating at its best and support your organization in a productive way!

1:30 PM – 5:00 PM

**M31** HOUSING TOUR

Join BCNPHA staff as we lead a walking tour to visit various non-profit housing providers in the Lower Mainland.  
**Capacity: 25**

2:00 PM – 3:15 PM

**M11** INDIGENOUS PARTNERSHIPS

Information on this session will be posted on the conference website at a later date.

**M12** SUCCESSION PLANNING AND ORGANIZATIONAL TRANSFORMATION

Succession and organizational transformation is an ongoing challenge in our sector, and building strategies to ensure your organization can survive leadership change is more critical than ever. Join Marleen Morris in a discussion about the most common challenges that non-profit providers face with respect to succession planning, and some practical strategies to help ensure succession takes place smoothly.

**M13** PARTNERING TO DELIVER AFFORDABLE HOUSING FOR WOMEN

In this panel session, representatives from Purpose Driven Development, Soroptimist International of Vancouver and SARA for Women will explore how their partnership has unlocked unique funding models, municipal approvals, and opportunities to deliver affordable housing for women. Panelists will share insights from their organizations' journeys, from project vision to project delivery. Together they will discuss how their partnerships are a key piece of realizing their organizations' mandates to deliver affordable housing for women across the region.

**M14** DIVERSIFYING FOR THE FUTURE: RESILIENCE IN A TURBULENT SECTOR

The importance of resilience and adaptability in an ever-shifting housing policy landscape cannot be understated. Hear from Derek Ballantyne, Kira Gerwing, Howie Wong, and other sector experts on how we can work together to ensure the sector is set up for success long term. We'll discuss increasing sector capacity to work with new financial partners beyond government, as well as designing housing policy that facilitates sector resilience.

**M15** MPA SOCIETY'S HOUSING DEVELOPMENT PROGRAM: STRATEGIES FOR OPERATIONS

Amid limited affordable housing supply, low vacancy rates, and lack of collaboration between stakeholders, MPA Society has developed a successful approach to sourcing, procuring, and maintaining a diverse portfolio of supportive housing units. Learn about the unique features of MPA's supportive housing program, followed by a roundtable discussion of challenges and possible solutions. Discussions will include what defines a successful housing program; tips for establishing and maintaining strong partnerships; integrating the roles of housing officers, administrative staff, ACT and ICM teams; supporting clients' needs; adherence to Housing First; and, understanding the rights and responsibilities of affected parties.

## **M16 SENIORS HOMELESSNESS PANEL**

Join William Azaroff and other senior leaders in the non-profit housing sector to discuss challenges related to seniors housing and homelessness. We'll hear CEOs and executive directors discuss changing organizational strategies, implementing change in response to societal challenges, and impacting systemic change in general, such as gaps in communication between health and housing.

## **M17 SUPPORTIVE HOUSING OUTCOMES: WHAT WE'VE LEARNED**

This session will explore the outcomes for BC Housing-funded supportive housing, and how survey data can be used to measure supportive housing success and inform future planning. Join BC Housing representatives as they review reports detailing the outcomes and demographics for people accessing supportive housing, as well as survey results and other data that are building provincial outcomes of BC Housing-funded modular supportive housing. These findings will demonstrate accountability for investments and measure the success of supportive housing in BC, and how that information can be used to inform future planning for BC Housing, non-profit housing providers, and local governments.

## **M18 TENANCY IN THE TIME OF COVID**

The COVID-19 pandemic created many new questions for landlords and tenants. In this session, non-profit housing lawyer Grant Haddock will deliver a general review of the legal landscape following legislation arising from the pandemic, and how that legislation affects landlord and tenant rights and obligations. Topics include rent, privacy, human rights and health and safety.

## **M19 POST-DISASTER BUILDING ASSESSMENTS**

In the event of a disaster or emergency, housing providers, shelters and single room occupancy hotels need to have a business continuity plan. An important aspect of that work includes the ability to know if a facility can continue to safely use its facility. This session will explore the post-disaster building assessments and how these enable agencies and communities in an emergency to assess the safety of structures and allow people to remain or return to their homes as soon as possible. During the presentation participants will learn the information, resources, and tools available from BC Housing to develop this capacity.

## **M20 GETTING STARTED ON YOUR ENERGY RETROFIT**

Energy retrofits are renovations that help achieve high energy performance in a building. They can make housing more comfortable for residents and lower operating costs, and are critical for reducing the housing sector's environmental footprint. Because it can feel overwhelming, this interactive session will demystify energy retrofits. Presenters will introduce key concepts and strategies

to help make retrofits feel within everyone's reach, regardless of organizational capacity and experience, sharing how they got started and lessons learned along the way. Participants will leave inspired to start their energy journey, equipped with the knowledge to plan their next steps.

## **V02 LEGAL BOARD DUTIES FOR NON-PROFIT SOCIETIES**

This session will discuss the legal duties and liabilities of non-profit board members and provide guidance to directors and senior managers of non-profit societies in the province of British Columbia in regards to their legal duties and liabilities. The session begins with an overview of the role of the non-profit sector in Canada and then proceeds to canvass the primary legal duties that a director must be aware of when sitting on a board. Recent judicial decisions and case studies are used throughout the discussion to illustrate the real-world consequences and impact of the daily decisions of directors.

3:45 PM – 5:00 PM

## **M21 WORKBC PROGRAMS AND SERVICES**

WorkBC is the largest employment service network in the province with 102 locations throughout BC. Whether you are hiring in a single community or looking to fill positions across the province, WorkBC is here to help free of charge. Join us for this presentation to learn more about the job seekers WorkBC serves, what WorkBC can do for BC employers, and how we can help you plug into this network.

## **M22 DEVELOPING INVESTMENT STRATEGIES AND MANAGING VOLATILITY**

Creating a suitable investment strategy can help ensure the sustainability of your organization, buildings, and assets. But it is often difficult to know where to start and what factors to consider. What happens when there are periods of market turbulence? Join Mike Ames, Investment Funds Advisor with Encasa Financial, for a discussion on creating investing strategies, how to navigate market volatility, and some approaches to take towards meeting your organization's financial goals.

## **M23 CULTURALLY SUPPORTIVE HOUSING AND DIVERSE NEEDS**

The Aboriginal Housing Management Association and Community Living BC are collaborating to understand the current Indigenous housing landscape and how it interacts with and supports Indigenous people with diverse needs. This session will focus on what exists, what is working, where there are opportunities, and what is Culturally Supportive Housing. Join this presentation to hear a report back on early research findings and to discuss where the work needs to go next.

**M24 HOUSING IS THE LAND: DECOLONIZING ON HUL'Q'UMI'NUM TERRITORY**

Snuneymuxw culture recognizes the collective responsibility to ensure adequate housing for all its people. No buildings or programs can replace the curative properties of the land. Our Coast Salish snuw'uyulh (cultural teachings) teaches us that the vital relationships within our Ancestors' knowledge system and the vital relationships between the Land, self, family, Sacred Sites, Spirit, and community are essential to our survival. In this session, Snuneymuxw First Nation, M'akola Development Services, and BC Housing will share successes in developing several new housing projects together and the relationships created through this work.

**M25 HOPE: PEER SUPPORT FOR HOUSING RETENTION AND INDEPENDENCE**

The Health Outreach Peer Empowerment (HOPE) program is a Vancouver Coastal Health rehabilitation-focused service that aims to support clients to retain housing and gain independence with household management. Using the results of a recent process evaluation, this session explores how the program works to meet its mandate and specifically how the peer support worker role contributes to this.

**M26 CULTURAL SAFETY – AHMA**

When cultural safety is integrated throughout the housing sector experience it creates an opportunity for better outcomes. For staff, it's the experience of cultural safety permeating the workforce and showing up in every aspect of an organization. For residents, cultural safety is walking in the door and feeling welcome because this could be home. In this session, the Aboriginal Housing Management Association will discuss how it has developed an approach to cultural safety and housing that creates and supports practices integrated into every corner of an organization, including recruitment and retention.

**M27 OPERATIONS 101**

This session is ideal for those new to housing. At this session participants will explore best practices for healthy tenancies from experienced operations staff, including starting and maintaining tenancies, communicating with tenants, conflict resolution and the importance of clear transparent procedures.

**M28 INCLUSIVE HOUSING FOR THE LGBTQ2S+ COMMUNITY**

Information on this session will be posted on the conference website at a later date.

**M29 FUTURE PROOFING FOR CLIMATE RESILIENCE: RETROFIT STRATEGIES**

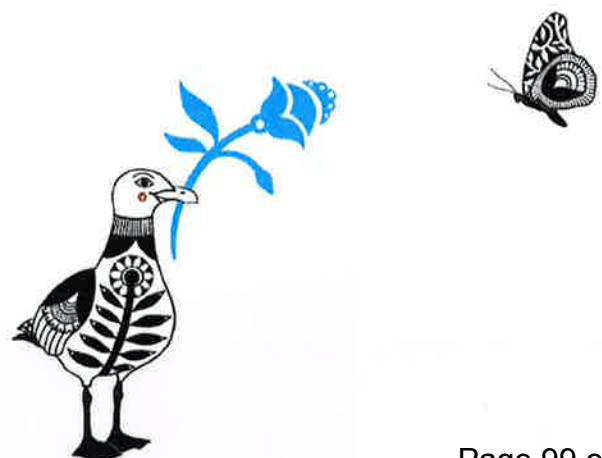
Consider the heat dome, forest fire smoke, cold stretches, and major rainfall events that BC has experienced over the last two years. Unfortunately, as the climate continues to change these sorts of events will occur with more regularity, disrupting non-profit housing operations. Providers must begin to consider these acute events during the retrofit of their buildings to ensure systems and operations can withstand these events without impact to residents. This session will highlight ways that providers can design and adapt for these events, drawing on the knowledge of building scientists, architects, and operators who have faced climate challenges.

**M30 PREVENTATIVE MAINTENANCE AND ENERGY MONITORING**

Failing to heed the call of preventative maintenance can lead to downtime costs and other business impacts. Come and learn the true cost of owning and operating your facility as we look further into how preventative maintenance relates to contracted services versus in-house labour, major repairs and breakdowns, capital replacement costs, energy and waste, as well as administrative and reporting expenses. Presenters will also take a deeper dive into concepts in energy monitoring and trends in the energy and sustainability industry.

**V03 MAPPING RETROFIT DECISIONS IN COMMUNITY HOUSING SYSTEMS**

The National Housing Strategy aims to mobilize the retrofit and repair of community housing. But with such diversity in building types, provider capacity, energy sources, and stakeholders, how can policies and programs effectively meet the scale of this challenge? This session builds on research from the Community Housing Canada project, which mapped and compared relationships between stakeholders and retrofit decision-making in Victoria and Regina. Participants will learn about the research results and local system maps, followed by interactive discussion to apply the research findings and identify opportunities to advance the retrofit of community housing buildings.



# Session Descriptions / Day 2

TUESDAY, NOVEMBER 22

10:15 AM – 11:45 AM

## **T01** ADDRESSING OVERREPRESENTATION IN THE STREET COMMUNITY

The Aboriginal Coalition to End Homelessness (ACEH) Society will share its approach to systems-level change across Vancouver Island, toward ending homelessness for First Nations, Metis and Inuit peoples. The presentation will focus on the organization's Gender-Based Violence initiatives, delivered in partnership with the Victoria Police Department and Island-wide participants including RCMP representatives and Indigenous Leaders. Learn about ACEH's projects and programs that care for all our people, from the youngest to the oldest, including our 2SLGBTQIA+ Street Family and youth. This approach includes a 3-Year Action Plan for 2SLGBTQIA+ inclusivity, a Family Reunification Program, and youth programming.

## **T02** BC HOUSING AND BCNPHA TOWNHALL: PROVINCIAL MEET AND GREET

Following regional sessions hosted by Kelly Miller, Heidi Hartman and Jennifer Breakspear and Jill Atkey, the Provincial Meet and Greet aims to connect leadership from housing partners across the province for a conversation with BC Housing's Associate Vice Presidents of Operations and BCNPHA. Join us for an open discussion reviewing some of the topics and lessons that have been brought forward from the Regional Town Halls, hosted earlier this year in tandem with BCNPHA's RENT events.

## **T03** HOUSING FINANCE IN CANADA: HOW DID WE GET HERE?

This look at the development of housing finance in Canada will provide context for board members and senior staff as they develop new housing projects and manage their portfolios. Presenters will connect the development of Canada's housing finance system to social issues with a focus on affordable housing finance. There will be a particular focus on linking turning points in BC social housing practice to the broader context.



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## **T04** APPROACHING HOUSING ACQUISITION IN THE COMMUNITY HOUSING SECTOR

Every year in Canada, more affordable housing is lost than is built, with some estimates showing that for every home constructed renting under \$750, 15 homes are lost. Despite this stark reality, federal and provincial affordable housing programs have not fully integrated housing acquisition into their mandates, and the problem is worsening. This session will bring together leaders from the community housing sector, funding agencies, and the private sector to collaborate on solutions to affordable housing acquisition. Using presentations and roundtable discussions, participants will understand what other jurisdictions are doing about acquisition, and how the sector can better collaborate and advocate for adequate policy responses.

## **T05** THE TRUE COSTS OF CONSTRUCTION IN REMOTE COMMUNITIES

Houses in remote and special access Indigenous Reserves are three times more likely to require major repairs than homes in urban Indigenous Reserves. Learn how Community Power and BC Housing collaborated to quantify the true costs of residential construction in remote Indigenous communities in their efforts to address the need for housing repairs. This presentation will highlight findings on how construction costs are impacted by geography and provide an overview of the typical characteristics of homes on-reserve based on recent Community Power's housing assessments across BC.

## **T06** MENTAL HEALTH AND WELL-BEING

Information on this session will be posted on the conference website at a later date.

## **T07** MUNICIPAL COLLABORATIONS

Partnerships and collaboration are central to successful housing developments. This session will highlight a Vancouver development called Aspen, led by family members working with the City of Vancouver, Community Living BC, and a service provider. The panel will discuss what worked, as well as lessons that others can take away from the project.

## **T08** INSIGHTS TO WOMEN-CENTRED LONG-TERM HOUSING AFTER VIOLENCE

The BC Society of Transition Houses (BCSTH) will present considerations to develop and design long-term housing that is suitable, accessible and safe for women who have experienced violence, based on key findings from the Keys to Home Project and a women-Centred design project. This presentation will provide insight and recommendations for those in the housing sector looking to develop and/or provide long-term housing for women who have experienced violence in their communities. The presentation findings draw from the research, engagement, and consultation with housing providers, BCSTH members and women with lived experience.

## **T09** NON-PROFIT PROPERTY MANAGEMENT FORUM

Property and asset managers in non-profit housing face a broad set of unique challenges, and often on their own. Join us for an opportunity to meet with your peers to discuss the topics and concerns you want to address. Bring your ideas, challenges and information to share. Part networking, part forum, this session is specifically geared to those who manage building assets. Please note this session is for non-profit housing providers only.

## **T10** THE FUTURE OF CONSTRUCTION FOR RURAL AND REMOTE COMMUNITIES

With many rural, remote, and Indigenous communities throughout BC and across Canada in need of efficient and sustainable affordable housing, communities and non-profits are partnering with the construction industry to answer the call with innovations that emphasize speed, flexibility, and collaboration between value-sharing parties. In this session, hear from Nomadic about the latest advances in off-site (prefabricated) construction and how they can be used to deliver social housing solutions more quickly, efficiently, and affordably. Hear real-world examples of organizations coming together to solve housing challenges unique to remote and rural settings, ultimately helping people and communities thrive..

## **V04** COMMUNITY PARTNERSHIPS: MERGING LANES FOR WRAPAROUND SUPPORTS

Learn from an independent living housing provider that has successfully partnered with several support services organizations to provide stable housing with wraparound supports for marginalized individuals. In this session, participants will learn from case studies, success stories, and lessons learned; presenters will be joined by a member of one of these organizations for a "both sides" story with multiple perspectives.

1:30 PM – 5:00 PM

## **T30** HOUSING TOUR

Join BCNPHA staff as we lead a walking tour to visit various non-profit housing providers in the Lower Mainland.  
**Capacity: 25**

2:00 PM – 3:15 PM

## **T11** INDIGENOUS CAUCUS

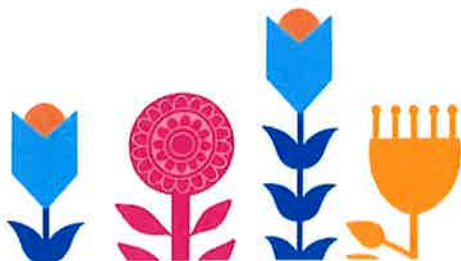
Information on this session will be posted on the conference website at a later date.

## **T12** IMPROVED OUTCOMES FOR YOUTH EXPERIENCING BARRIERS TO HOUSING

BC youth unemployment rates increased from 6.9% in 2019 to 16.4% in 2020. While the COVID-19 pandemic is responsible for some of this increase, it is expected that post-pandemic recovery for youth employment will be slow. The situation is dire for youth experiencing homelessness and other barriers to employment. This session will examine the Work2Live program approach to cultivating supportive employment for youth. A panel of program participants, employers, program directors, and researchers will explore the impact of the Work2Live program. Participants will share and expand their perspective on supportive employment programs addressing labour market shortages and homelessness.

## **T13** HART PROJECT

Join researchers from UBC's Housing Assessment Resource Tools (HART) project to learn how the HART team is developing standardized, easy-to-use, robust, replicable, and equity-focused housing need and land assessment methods for all levels of government. HART is based on best practice and open data. In partnership with 11 governments and regions, HART will publish a public national housing need data dashboard, improve the potential for acquisition strategies, and create a toolkit and online course. The project aims to have a transformative impact on right housing supply, through building capacity within governments and regions and developing a common "affordable housing" language.



#### **T14 VOICES OF PEOPLE WITH LIVED EXPERIENCE: A LONG AND WINDING ROAD**

People with developmental disabilities face complex journeys to find and keep a home of their own. In spite of the challenges, self advocates are mapping new pathways to personalized situations that are working for them. Join a panel of self advocates to hear what they need, what they want and how their journeys could be made a bit easier.

#### **T15 KNOWING YOUR HOUSING AGREEMENT**

Housing agreements are an important municipal tool used to increase affordable housing supply and preserve the affordability of the housing over the long term. Join us in an informative discussion on the importance of understanding all aspects of housing agreements for housing providers. Learn how to ensure that your development, from planning stages through to operations, considers elements of your housing agreement.

#### **T16 INTRO TO BRAIN INJURY**

The Prince George Brain Injured Group frequently meets with people who seek support with housing and, given that brain injury is invisible, knows their needs will not necessarily be understood and/or met by their housing support providers. In this session, participants will learn about the brain, its geography and how it can be injured. Presenters will describe the signs and symptoms of brain injury, along with corresponding strategies for success that both the survivor and the service provider can use to maximize effectiveness. Providers will learn how to connect survivors to relevant services, and how to better understand and serve this user group.

#### **T17 SENIORS HOUSING OPERATIONS FOCUS**

Information on this session will be posted on the conference website at a later date.

#### **T18 SAVE BIG WITH DEEP ENERGY RETROFITS**

Imagine a 12-storey concrete building built in the 1970s. What would it take to perform a deep energy retrofit on such a place? Come to this session to find out! The Pendrellis Society is undergoing significant changes to significantly reduce building energy consumption and up to 77% GHG emissions as part of a deep energy retrofit program pilot. Hear about the advantages, technologies, and incentives available from the partners who are helping to make it happen. Results from other Part 3 (large buildings) and Part 9 (smaller buildings) pilots currently underway will also be displayed.



#### **T19 CONSTRUCTION CLAIMS MANAGEMENT: PITFALLS AND BEST PRACTICES**

One of the cornerstones of a smoothly run, successful construction project is a well-oiled construction claims process. Join the Terra Social Purpose Real Estate team to understand the claims process, risks during construction and how best practices are critical to managing project risk. Don't let a poorly run claims process slow down your project.

#### **T20 THE VALUE OF BUILDING COMMISSIONING**

As we move toward high-performance buildings with higher equipment and design standards, the commissioning process is crucial, but frequently overlooked. Many buildings have never been commissioned, leading to poor performance, higher ownership costs and potential impacts on occupant comfort and health. BC Housing provides commissioning guidelines for both new development and renovations/capital improvements. This guide provides an overall framework for commissioning by project type, systems to be commissioned, and commissioning activities from project planning through post-occupancy, covering the roles and responsibilities of project participants in support of the process. Join us to learn more about the benefits of commissioning and lessons learned from completed projects.

#### **V05 HEY NEIGHBOUR COLLECTIVE**

Information on this session will be posted on the conference website at a later date.

**3:45 PM – 5:00 PM**

#### **T11 INDIGENOUS CAUCUS – CONTINUED**

#### **T21 EXPLORING THE ROLE OF NON-PROFITS IN THE INTERMEDIATE RENTAL MARKET**

There is a need to expand the scale of the non-market sector, where modest affordability can be preserved over time. One option is facilitate and fund acquisition by non-profits to buy existing rental apartment buildings; another is for the non-profit sector to become active in the intermediate market. This workshop will examine the concept of patient investment in the intermediate rental market, which over time can become relatively more affordable as the market moves up. Holding such assets in non-profit ownership creates downstream opportunities both to increase affordability (stall or lower rents) as well as for asset leverage and reinvestment. Explore how this model work and what the implications are for a sector traditionally more focused on deep affordability.

## **T22 FOSTERING RESILIENT, SUPPORTIVE AND COHESIVE TEAMS**

As the pandemic began, our sector had already experienced sustained pressure from multiple crises. Fast forward to 2022 and 54% of Canadians said their mental health worsened during the past 2 years. A healthy workforce that feels supported by leaders and connected to their peers is fundamental to achieving our work and effectively navigating uncertainty, regardless of their department. This case study follows the transformation of a workforce that exhibited poor morale and high levels of stress leave before the pandemic to one that exhibits resilience, decreased stress leaves and positive levels of cohesion and feels supported by their leaders.

## **T23 CHARITY STATUS, MARKET RENTALS AND THE CRA**

Information on this session will be posted on the conference website at a later date.

## **T24 OVERDOSE, HARM REDUCTION, SAFER WASHROOMS: SCALING UP PREVENTION PRACTICES**

Over 7,000 people have since died of an overdose in BC in the past five years, yet many gaps remain in preventing and responding to overdoses. One of these gaps is the uptake and implementation of overdose prevention best practices in washrooms. There are ways of making washrooms safer, but it can be difficult to know how. Best practices have been developed in the past few years but they are not widely known. This session will provide an overview of best practices and move into a discussion of existing gaps, barriers, and opportunities.

## **T25 PRIVACY BREACHES: BEST PRACTICES AND LESSONS LEARNED**

Led by Chris Furey, Privacy Officer at BC Housing, this session will explore important safeguards to prevent privacy breaches, best practices when dealing with a privacy breach within your organization, and how to best implement the lessons we learn along the way.

## **T26 SOCIAL WELL-BEING IN TEMPORARY MODULAR SUPPORTIVE HOUSING**

Throughout 2021, Happy Cities and Reos Partners led a CMHC-funded Solutions Lab project on social well-being in temporary modular housing. The group collaborated with Lu'ma Native housing society to prototype small-scale cultural programming solutions at the New Beginnings modular housing in Vancouver (operated by Lu'ma), and explored higher-level recommendations with its community of practice, including the city, designers, operators, and advocacy groups. Participants will learn about the design, programming, and policy recommendations generated by the Solutions Lab project, and hear stories of the impact that cultural programming has had on participants at the New Beginnings building.

## **T27 SERVING PEOPLE WITH COMPLEX NEEDS**

Providing housing and supports for people with complex needs and developmental disabilities remains challenging. Community Living BC, Lookout Society and Fraser Region Aboriginal Friendship Centre Association have partnered to pilot a new service model that builds wrap-around services and an Indigenous lens into the supports. Join this session to hear how the two-year project is doing at the halfway mark.

## **T28 SOCIAL HOUSING AND CLIMATE: EMERGENCY PREPARATION**

Extreme weather due to climate change has impacted many BC communities recently. The unprecedented flooding, wildfires, poor air quality, overheating, and power outages are just some examples. Are these events the new norm? What are the risks to housing? How can housing providers protect their tenants and assets? Hear from a local climate risk expert, a non-profit housing provider, and BC Housing on how they manage climate risks in their planning, asset management, operations and tenant engagement.

## **T29 PRACTICAL APPLICATIONS OF A CAPITAL PLAN**

Capital planning can help your organization plan for the inevitable capital repair projects necessary to maximize your building's life. This session will introduce the steps needed to develop a capital plan, review best practices, and discuss the practical applications of capital planning. Participants will learn about identifying funding opportunities, prioritizing projects, identifying energy efficiency opportunities, improving maintenance and avoiding emergencies. Case studies and examples will be used to help illustrate how these applications work in practice.

## **V06 IMPLEMENTING A HYBRID WORKFORCE**

Join us for a roundtable discussion moderated by BC Housing CIO, Mike Klein. Leaning on the lessons learned from the past two years, this discussion will focus on how to leverage technology in a hybrid workspace and how we can prepare staff for the changes in our futures.



# Session Descriptions / Day 3

WEDNESDAY, NOVEMBER 23

10:15 AM – 11:45 AM

## **W01** MANAGING CONFLICT FROM PREVENTION TO RESOLUTION

Join a team of conflict resolution specialists from Mediate BC in a workshop on managing conflict. This workshop will look at skills and resources to manage conflict, including opportunities for conflict prevention, approaches to resolving conflict early, and options for longer term, intransigent conflict. This session will be interactive and will include small group work with coaches to allow focus on attendees' varied needs and interests.

## **W02** SO YOU WANT TO BE A CEO

Learn from a diverse set of CEOs about what compelled them to take on their positions, what inspires them every day, and what they hope leaders of the future will learn from their experience. What are the gnarly parts of the job that make it hard and the amazing parts that make it worth every minute? Join a dialogue with senior-level CEOs to hear their experiences and share your questions. This session is an investment in the next generation of leaders; as CEOs move on to greener pastures, they want to set the non-profit housing sector up for success with effective succession planning.

## **W03** NEW COMMONS

Information on this session will be posted on the conference website at a later date.

## **W04** RISK VS. REWARD: NAVIGATING MIXED-TENURE DEVELOPMENTS

Securing new housing for your non-profit through a private development is an exciting prospect and there is a lot to think about before taking the plunge. Join the City of Coquitlam, Tikva Housing Society, and BCNPHA as we discuss the opportunities, challenges, and logistics in partnering with developers to deliver affordable homes. This session will start with BCNPHA's A Path to Partnership Guide and, through an engaging conversation, the panelists will leave you with a deeper understanding of how this type of opportunity might work for you.



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## **W05** SENIORS' HOUSING: CHALLENGES, STRATEGIES, SOLUTIONS

Lack of affordable and appropriate housing and limited access to essential social supports negatively affects many older British Columbians. Coupled with the increasing poverty, frailty, isolation, and ageism faced by many, housing precarity among seniors is at extreme levels. This also contributes to increasing pressures on non-profit housing providers and community-based agencies supporting aging in place. United Way of BC is undertaking new research to better understand seniors' housing needs and options to identify effective models for combining housing with social support. This workshop will introduce the research and engage participants in exploring ideas for action and opportunities for collaboration.

## **W06** INTRO TO BC HOUSING'S OPERATIONAL REVIEW PROCESS

BC Housing is excited to provide a preview of the new operational review process and online support system that is being launched in 2023/24. The new operational review process has widened in scope to cover most BC Housing-funded programs. This session is beneficial for board members and staff who may be involved in an operational review with BC Housing.



#### **W07** DIRECTOR AND OFFICER LIABILITY: RISK AND INSURANCE

This session will provide the social housing sector in BC an overview of the BCNPHA Directors and Officers Liability program coverage. Travelers Insurance will be providing the details of the directors and officers liability coverage, as they are the underwriters on the BCNPHA Program. This session will include claims examples and an insurance market update as it relates to directors and officers liability placements.

#### **W08** INDIGENOUS-LED COMPLEX CARE HOUSING

Indigenous community members are widely overrepresented across the complex need and homelessness population. To improve outcomes and ensure cultural safety, Indigenous service providers need to exercise control in design and delivery of these critical supports and services. In partnership with the Ministry of Mental Health and Addictions, AHMA is advocating for the expansion and scale-up of Indigenous-led Complex Care Housing (CCH) projects. The AHMA model for Indigenous CCH includes access to acute psychiatry services, crisis response, primary care, mental health nursing, harm reduction services, substance use management, occupational therapy, life skills support, social inclusion programming, peer-based and cultural supports.

#### **W09** FIGHTING THE SYSTEM: RAISING CHILDREN WITH DISABILITIES

Information on this session will be posted on the conference website at a later date.

#### **W10** FUTURE CLIMATE READY

Buildings with both mechanical and natural ventilation are part of our resilient future. Designers and housing providers are increasingly turning to nimble, “mixed-mode” systems to mitigate the uncertainties of climate change, pandemics and power failures, and to improve resilience, wellness and energy use. What role does natural ventilation play in Passive House buildings? What are the technical considerations for designing and integrating systems? Drawing on local case studies, this session will discuss the benefits and challenges of natural ventilation, including comparative and best-practice approaches to thermal comfort and overheating in future climates.

#### **W11** PROPERTY MANAGEMENT: TURNOVER PROCESS

This very practical session will walk through the process of turning over a unit, starting from a tenant giving notice through to the move-in inspection with the new tenant and everything in between. Presenters will share tips and tools for minimizing vacancy loss and creating efficiencies, and participants will have the opportunity to share their own tips and experiences.

#### **V07** LESSONS FROM THE LOWLANDS

This session explores innovations in the Dutch social housing sector, including examples of digital solutions that focus on increased tenant satisfaction, lowering operational costs, and effective property maintenance. Participants will hear brief “pitches” from startup companies in Holland, followed by conversations on usability, implementation, and potential impact on BC’s non-profit housing sector. Presenters will provide benchmark data to kickstart discussion on spending on IT, and the culture of innovation for implementing the latest innovations.

9:30 AM – 12:30 PM

#### **JIBC** THINKING CRITICALLY, THINKING CREATIVELY

Innovation and creativity are critical. The groundwork for this expansive mindset is the ability to think critically – to consider all possibilities, opportunities and challenges when making decisions. In this session, delivered by the Justice Institute of BC, learners will examine and expand their mindset around their own thinking habits, the assumptions and biases that inform them and the results of their decision-making processes. This course will support learners’ capacity to make better decisions and will lay the foundation for innovative thinking and creativity in the workplace.

**Note:** Session will be delivered on JIBC’s Blackboard learning platform and registrants will be sent a separate access link prior to the event. Attendees are requested to stay for the entire session, which runs 9:30 to 12:30.

10:15 AM – 1:45 PM

#### **W23** HOUSING BUS TOUR

Join BCNPHA staff as we lead a tour to visit various non-profit housing providers in the Lower Mainland.

**Capacity: 25**

12:45 PM – 2:00 PM

#### **W12** NATIONAL OCCUPANCY STANDARDS: EQUITABLE HOUSING ACCESS

This presentation will offer best practices for understanding and applying the National Occupancy Standards while ensuring equitable housing access. There will be a Q&A incorporating a gender-based analysis (+) lens for equity-denied populations following the presentation.

**W13 RENTAL HOUSING AFFORDABILITY AND VULNERABILITY IN RURAL BC**

Are you looking for information and data that will raise awareness and support proposals for affordable housing in your community? Drawing on their sample of 39 non-metropolitan communities, the Community Development Institute's presentation will highlight population and housing stock data that will be of interest to housing providers in rural BC. The presentation will also feature a virtual tour of the CDI Housing Information Portal, where additional housing data and information can be found.

**W14 CMHC: COST-EFFECTIVE FUNDRAISING**

Fundraising may be necessary to advance your housing plans, but the process can be complicated and expensive. Hear directly from non-profit housing providers who partnered to create a more effective approach to fundraising through the Calgary Affordable Housing Foundation. CMHC partnered with the housing providers to document their process of creating the foundation to accelerate the process for others looking to create a similar approach in their community.

**W15 RECONCILIATION AND EDIB: HOW ARE WE REALLY DOING?**

Following commitments made by organizations after the most recent uncovering of mass graves of Indigenous children at residential school sites, the murder of George Floyd, and the rise in anti-Asian racism, this is a check in on how we're doing as a sector. How will organizations assess their performance on Reconciliation, equity, diversity, inclusion and belonging? Join a diverse panel of experts for a conversation about how to evaluate organizational performance.

**W16 BUILDING RESILIENCE FOR FRONTLINE WORKERS**

Do you feel like these days you are running on empty? Maybe you know that you need help but don't even know where to start. In this workshop, presenters will delve into the impact of witnessing suffering and some of the steps that can help you to feel like your old self again. The tell-tale signs of our distress will be covered in this interactive session. Participants will also have the opportunity to learn strategies to enhance their well-being and healing, recognize vicarious growth and develop their resilience skills.

**W17 LEGAL PERSPECTIVE: TENANTS AGING IN PLACE**

This session features a broad survey of the legal landscape on dealing with tenants who choose to age in place. Participants will learn about issues including human rights, health and life safety matters, plus strategies and resources to help keep seniors in place.

**W18 WELCOME TO SOCIAL HOUSING: PARTNERING FOR SUCCESSFUL TENANCIES**

Homeless-serving organizations and social housing providers can work together to help people move from supportive housing and shelters into tenancies successfully. In this session participants will learn everything from how to select and prepare applicants for housing, the emotional move, and culture shock to the practicalities of tenants' insurance, how to choose supports that work for the tenant, and common pitfalls. The goal is to help homeless-serving organizations and housing providers to partner for successful tenancies and happy tenants.

**W19 EMPLOYEE BENEFITS 101: EVERYTHING YOU WANTED TO KNOW BUT CAN'T FIND ON GOOGLE**

Most Canadians would not accept a job offer without employee health benefits. In this session we'll explore why most employees wouldn't trade their benefits for cash, 10 things you probably didn't know about your benefits plan, how to add flair to your plan on a budget, benefits trends everyone is talking about and a few they don't know about... yet. This session will be of interest to HR and payroll professionals, non-profit CFOs and anyone that just wants to know more about their benefits plan.

**W20 PROJECT FUNDING APPLICATIONS ON MODULAR CONSTRUCTION**

Information on this session will be posted on the conference website at a later date.

**W21 MITIGATING RISK THROUGH THE DESIGN-BUILD CONSTRUCTION MODEL**

The design-build construction model allows owners and non-profits to engage a design-build partner for the life of a project from early design conception through to post-construction. This session explores the design-build construction model, its benefits and challenges, and how it mitigates forms of design, financial, and construction-related risk when compared to conventionally bid general contracting. Projects from TL Housing Solutions' portfolio are used as examples of successes and lessons learned in the execution of the design-build construction method specifically in the non-market housing context.



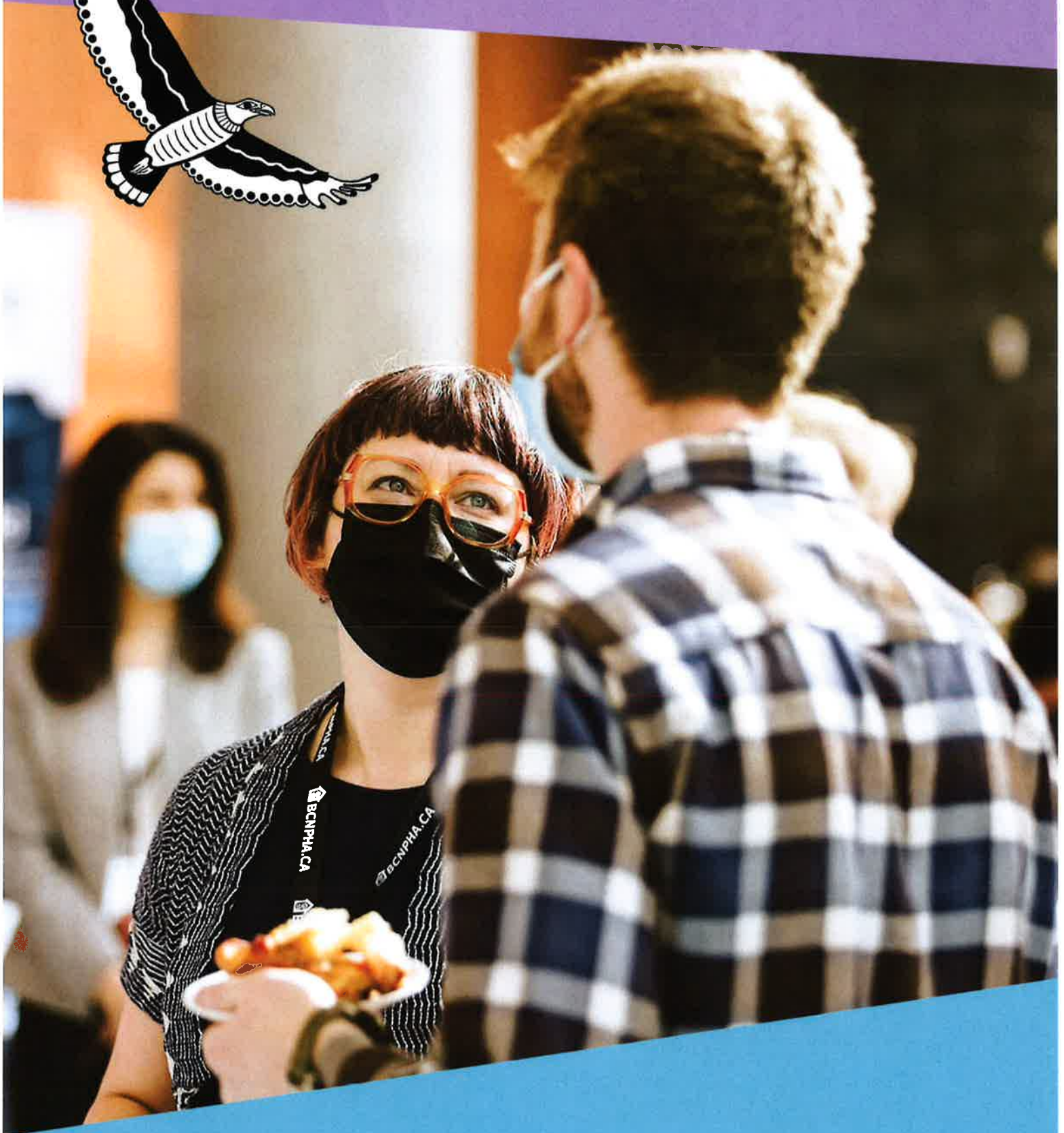
## W22 REBATE WAYFINDING

Good news: the availability of funding for retrofits has proliferated in BC. The challenge? With so many rebate programs, it can be tricky to figure out eligibility, equipment types and next steps. Fortunately, BCNPHA is deeply familiar and well-versed with the labyrinth of programs, from the various utility rebates to federal, provincial and beyond. We'll run you through all the players and offerings, including some new ones. The best part? Even if you can't keep it all straight, your next step for accessing any of these programs is easy: just contact us!

## V08 IT STRATEGIC PLANNING

Join us for a panel discussion led by BC Housing's CIO, Mike Klein. The session will address priorities and challenges when creating an IT strategic plan for organizations of all sizes. The session will also provide information on how non-profits can ensure their technology plans support their organizational growth.





# How to Register

Please visit [conference.housingcentral.ca](https://conference.housingcentral.ca) and click the registration tab at the top.

- Log into your BCNPHA account
- Choose your conference experience
- Select your sessions
- Submit payment

**Need to make changes to your itinerary?**

Log into your account and visit the conference website to change your sessions.

## CONFERENCE FEES

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IN-PERSON			MEMBER	NON-MEMBER
FULL CONFERENCE	Early Bird	Aug 17 – Sep 6	\$640	\$990
	Regular	Sep 7 – Oct 31	\$740	
	On Site	Nov 1 – Event	\$840	\$1090
SINGLE DAY	Early Bird	Aug 17 – Sep 6	\$365	\$430
	Regular	Sep 7 – Oct 31		
	On Site	Nov 1 – Event		
YOUNG PROFESSIONALS			\$280	
ONLINE WORKSHOP ADD-ON (Virtual sessions only)			\$50	
NIGHT OF CELEBRATION DINNER (Nov 22)			\$65	

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VIRTUAL CONFERENCE	\$390	\$440

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## CONFERENCE BURSARIES

Bursaries are available to non-profit staff and board members to assist with in-person conference registration fees. Visit [conference.housingcentral.ca](https://conference.housingcentral.ca) for applications, or contact [events@bcnpha.ca](mailto:events@bcnpha.ca). Virtual conference participants in need of financial support are asked to contact us at [events@bcnpha.ca](mailto:events@bcnpha.ca).

**Application deadline:** October 10, 2022

Bursaries are granted to eligible applicants on a first-come, first-served basis.

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## CANCELLATION/REFUND POLICY

Participants who wish to cancel their conference registration are asked to contact us at [events@bcnpha.ca](mailto:events@bcnpha.ca). Refunds will be issued as follows:

- › **Requests received by Oct. 21:** full refund, less a \$50 processing fee
- › **Requests received from Oct. 22 to Nov. 4:** 50% refund
- › **No refunds will be issued after Nov. 4**
- › **Cancellations made after Nov. 4** for unpaid registrations subject to a \$50 cancellation fee

### HEALTH & WELLNESS POLICY

If you test positive for COVID-19 (from Nov. 15 until your attendance) or if you feel unwell for any reason, please stay home and contact us for a refund.

## ACCOMMODATIONS



Delegates can book a room at the Sheraton Vancouver Wall Centre, where a block of rooms is held at the conference rate of \$189 plus taxes **depending on availability**.

Visit the accommodations tab on the conference website or call the hotel at **1-800-325-3535** and mention you are booking for the Housing Central Conference.

## MEALS



Your conference fee includes breakfast, lunch and coffee breaks for each day you're registered. **Please note:** the Sheraton Vancouver Wall Centre is **NOT a nut-free facility**.

## GETTING HERE



Delegates are encouraged to take transit to the Sheraton Wall Centre, located at **1088 BURRARD ST., VANCOUVER, BC.**

**Parking:** Delegates receive a discounted parking rate of \$15/day or \$20/overnight. Please see the front desk for more information.

**Transit:** From YVR, take the Canada Line to the closest stop at Vancouver City Centre.

# Thank you to our conference sponsors!

## PRESENTING PARTNERS



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## ABOUT THE BACK COVER

### "RELATIVE CONNECTIONS"

**Satsi Naziel** is a two-spirited Wet'suwet'en and Chilean North West Coast Native Artist. They have completed their first year of two-dimensional art at the Freda Diesing School of Northwest Coast Art in 2021. An online course offered through Coast Mountain College during the Covid pandemic.

Their art piece titled "Relative Connections" is inspired by teachings they have received about our human world and the animal world. In these teachings they know that the animal and human worlds are one. They know to call all other life forms a relative as we move through this life together. Drawn is the moon at the top center of the design with two eagles taking flight on either side. There is a human figure in the center, a buck to the right, and a beaver to the left. In the river below it is flourishing with salmon. Stars are seen in the night sky.






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**APPROVALS**

POLICY APPROVED BY:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: <i>"Barry Beardsell"</i>  Acting Mayor  Date: September 26, 2005	Amendment Approved by: <i>"Wayne Lippert"</i>  Mayor  Date: January 14, 2008	1. Section 2.2 – Courtesy Accommodation increased to \$30.00 per diem and the addition of a \$20.00 incidental per diem for Council Members. 2. Section 2.1 (b) Council members will receive \$0.51 per kilometer when attending meetings on behalf of Council. 3. Amend Section 3.6 reporting – "attendees must provide Council with an oral or written report".

		4. Clarify Approval
	<p>Approved by:</p> <p><i>"Wayne Lippert"</i></p> <p>Mayor</p> <p>Date: November 14, 2011</p>	<p>Numerous revisions *see K. Bertles report dated November 8, 2011 RMS#0110-40</p>
	<p>Approved by:</p> <p><i>"Victor Cumming"</i></p> <p>Mayor</p> <p>Date: February 25, 2019</p>	<ol style="list-style-type: none"> <li>1. Attendance Requirement or Costs Absorbed by Member</li> <li>2. Policy Name Changed from Council – Travel and Expense Policy to Travel and Expense Policy – Mayor, Council, Boards and Committees</li> </ol>
	<p>Approved by:</p> <p><i>"Victor Cumming"</i></p> <p>Mayor</p>  <p>Date: September 7, 2021</p>	<ol style="list-style-type: none"> <li>1. Department name amended</li> <li>2. Air Transportation (2.1 a) added 'be' after Claims should..</li> <li>3. Automobile Transportation (2.1 b) replaced \$0.52 per km with for the first 5,000 km</li> <li>4. Per Diem Allowances (2.4) amended with more clarity and details</li> </ol>

## POLICY

Training, professional development and networking opportunities for Council members, commission and committee members and the Administrator, are recognized as important opportunities for the City. Expenditures for such events will be reimbursed in accordance with this policy providing funds have been budgeted in the annual operating budget and/or subject to pre-event authorizations as set out in this policy.

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## PROCEDURES

### 1. AUTHORIZATION TO TRAVEL

The following travel will require the following pre-approvals, with expenditures required to be within budgeted funds.

	<b>CONVENTIONS/SEMINARS, EXPENSES AND TRAVEL</b>	<b>OUT OF PROVINCE AND OUT OF CANADA TRAVEL COSTS</b>
Mayor and Council	Council Resolution or Approval of the Mayor, for early registration, with Council ratification	Council Resolution
Board, Commission and Committee Members	Committee Resolution and Council Resolution	Committee Resolution and Council Resolution

In the case of the Mayor, Council, board, commission and committee members, requests are to be submitted in writing outlining the nature of the event, projected expenditures, event location, and date details.

Travel within B.C. to attend meetings for City business does not require prior approval, *provided they are within the budget.*

### 2. ALLOWABLE COSTS

#### 2.1 Transportation Costs

##### (a) Air Transportation

All air transportation should be arranged through Administration and carriers operating from the Vernon Airport to be given first consideration if the transportation is at a comparable cost. Transportation should be arranged using the most direct route, at the lowest available economy class fare. Claims should be supported by original ticket stubs or confirmation notices for internet bookings.

Wherever possible, advance bookings should be made to take advantage of lower fares. In those cases where the lower fare requires the individual to extend the trip, the City will pay the additional costs, provided that there are overall cost savings.

Associated travels which may be claimed include:

- (i) ground transportation
- (ii) necessary excess baggage charges;
- (iii) other necessary travel related costs.

**(b) Automobile Transportation**

Where an individual chooses to travel by automobile, reimbursement will be the lesser of the travel claim (including associated costs) based on the prevailing mileage rate and the total transportation costs that would have been payable if the individual had traveled by air.

Associated costs of automobile travel such as parking fees, bridge, ferry, or highway tolls, and en-route accommodation are also claimable, if supported by original receipts.

Council Members will receive a per kilometer rate for attendance at meetings on behalf of Council. The rate paid will be the CRA automobile allowance rate for the first 5,000 km.

**2.2 Accommodation Costs**

Accommodation will be reimbursed based on reasonable accommodation for the particular event attended. Accommodation claims shall be supported by the original copy of the hotel bill.

Where accommodation is arranged or accepted at a relative or friend's residence, a nightly rate of \$30.00 will be paid to cover a house gift or other expression of appreciation.

**2.3 Registration Fees**

The City will pay the applicable registration fees for attendance at approved events.

**2.4 Per Diem Allowances**

The City will pay for meals/incidentals on a per diem basis, as per UBCM standards, as follows:

Breakfast	\$15.00
Lunch	\$15.00

Supper	\$30.00
Other incidental expenses	\$20.00

Breakfast – leave before 6:00 am, return after 10:00 am

Lunch – leave before 10:00 am, return after 2:00 pm

Dinner – leave before 2:00 pm, return after 6:00 pm

Incidental expenses – absent at least 24 consecutive hours or more

Incidental expenses typically include such items as: metered parking where no receipt is available, small personal expenses, tips on meals or other snack foods and beverages (except alcohol).

### **3. GENERAL POLICIES**

#### **3.1 Spousal or Partner Travel**

Costs of spousal travel, including transportation, accommodation, registration and meals, are an expense of the individual, and not the City, unless approved by Council.

#### **3.2 Mayor's Discretionary Expenses**

The annual budget provides for expenditures for the hosting of individuals and/or organizations for City purposes. Any expenditure from this budget category must be approved by Council before the Mayor can be reimbursed.

#### **3.3 Rental Cars**

In circumstances where a rental car is necessary or warranted, the type of car booked shall be a reasonable size car dependent upon the specific circumstances.

Applicable additional car rental costs, such as insurance and gasoline, will be reimbursed. All claims must be accompanied by original receipts. Collision insurance must be purchased for the rental vehicle. Liability insurance is not required as the City carries a \$10 million liability policy for these rentals.

#### **3.4 Travel Insurance**

The City will pay the cost of trip cancellation insurance and baggage loss insurance, where the insurance is booked at the time air travel tickets are acquired.

#### **3.5 Extension for Personal Travel**

Where an individual combines a business trip with personal travel, the City will not reimburse any part of the personal travel expenses. The cost born by the City shall be that which would have been incurred if the individual had traveled on business only.

### **3.6 Reporting**

Costs are to be submitted on the Travel Expense Report available from the Finance Division. The information must include the nature of the event, the date and any attendees on whose behalf these expenses were incurred. If the costs relate to a group, then the name of the group and the number in the group must be stated (i.e. a delegation from a Sister City).

For the Mayor, Councillors and Committee members, payment of the reimbursement claims will require authorization by the Manager Finance and the Administrator.

### **3.7 City Credit Cards**

City credit cards cannot be used for any travel expenses. ***No member of Council, including the Mayor, will be provided with a City Credit Card.*** Travel expense advances can be obtained from the Finance Division. Costs are to be reported as per item 3.5 with any unused advance being refunded to the City.

### **3.8 Non-Attendance, Once Registered**

Should Administration register a **member** for a conference, training, or professional development event and the **member** does not subsequently attend (excepting in **emergent** situations, at the discretion of the Mayor) the **member** shall reimburse the City of Vernon for all related non-recoverable costs.

**Members** who self-register for a conference, training, or professional development event and who subsequently do not attend (except in **emergent** situations, at the discretion of the Mayor) shall not be entitled to reimbursement for expenses incurred.



## THE CORPORATION OF THE CITY OF VERNON

### **M E M O R A N D U M**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 0410

**FROM:** Kevin Poole, Director, Community Safety, Lands and Administration **DATE:** October 31, 2022

**SUBJECT: BC Electoral Boundaries Commission – Proposed Electoral Districts**

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In February 2022, the British Columbia Electoral Boundaries Commission (Commission) announced that they were reviewing the province's electoral district boundaries. There are currently 87 electoral districts in BC with residents of Vernon served by the Member of the Legislative Assembly (MLA) in the Vernon-Monashee riding (Attachment 1 - VRM).

The deadline to provide preliminary input to the BCEBC was May 31, 2022. At their Regular meeting held on May 9, 2022, Council adopted the following resolution in regards to the electoral district boundaries:

*THAT Council authorize the Mayor to send a letter to the B.C. Electoral Boundaries Commission requesting that the City of Vernon, District of Coldstream and Areas 'B' and 'C' remain in the same electoral boundary.*

On October 3, 2022, the Commission published its Preliminary Report with recommendations for changing BC's provincial electoral districts for the next two provincial general elections. The report proposes the creation of six additional electoral districts, bringing the total to 93. The report also proposes a boundary adjustment that would split Vernon into two electoral district ridings; Vernon-Monashee and Kelowna-Lake Country (Attachment 2 – VRM, KLA). Based on 2021 Census data, approximately 9,000 Vernon residents would be included in the Kelowna-Lake Country riding and approximately 34,900 would remain in the Vernon-Monashee Riding.

The Commission is now beginning the final round of public consultations with the deadline for public input on the preliminary report being November 22, 2022. The final report must be released by April 3, 2023.

Although the Commission has held 50 public meetings in 43 communities, the release of the preliminary report on October 3, less than two weeks before the Municipal Elections, coupled with a November 22, 2022 deadline for input leaves little time for newly elected Council's to discuss and provide insight to the Commission.

## **RECOMMENDATION:**

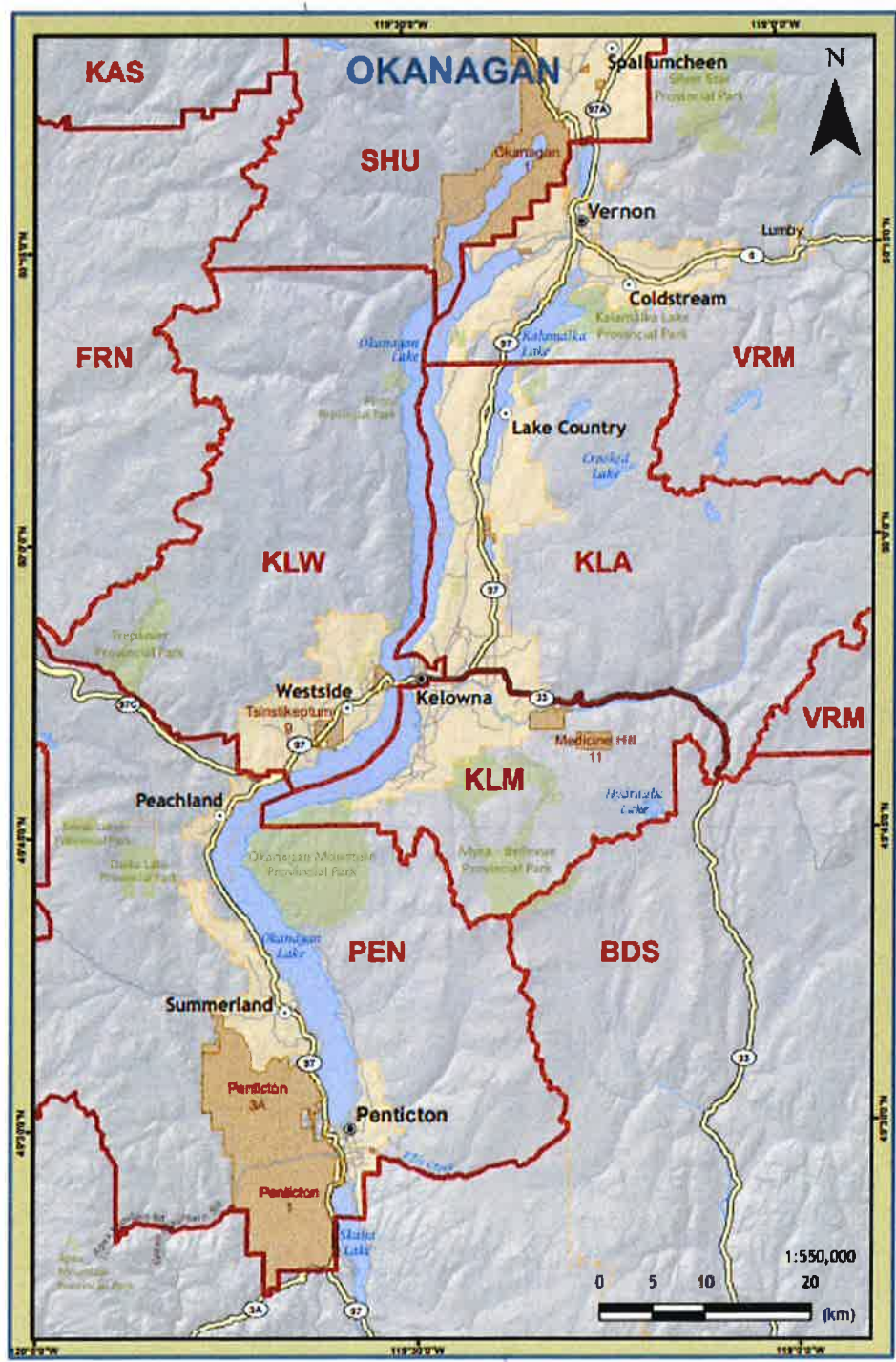
THAT Council authorize the Mayor to send a letter to the B.C. Electoral Boundaries Commission further requesting that the City of Vernon in its entirety, District of Coldstream and Areas 'B' and 'C' remain in the same electoral boundary as outlined in the memorandum titled "BC Electoral Boundaries Commission – Proposed Electoral Districts" dated October 31, 2022 and respectfully submitted by the Director, Community Safety, Lands and Administration.

Respectfully submitted:

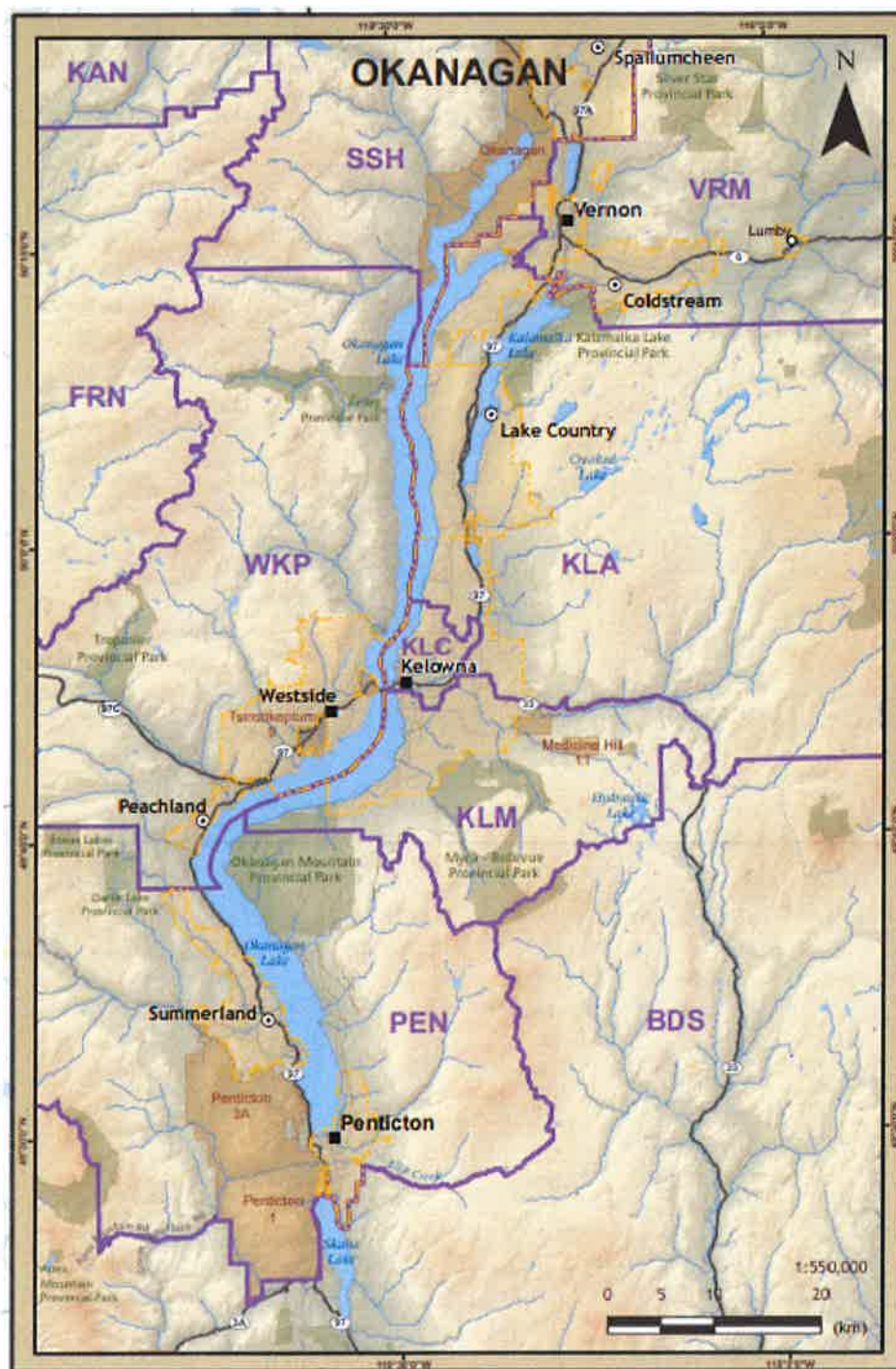
Kevin Poole  
Director, Community Safety, Lands and Administration

Attachment 1 - Current Electoral Area Boundary (VRM)  
Attachment 2 - Proposed Electoral Area Boundary (VRM, KLA)

Current Electoral Area Boundary (VRM)



Proposed Electoral Area Boundary (VRM, KLA)





## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, CAO **FILE:** 7700-01

**PC:** Doug Ross, Director, Recreation Services **DATE:** October 27, 2022

**FROM:** Leah Walker, Manager, Customer Service - Recreation

**SUBJECT: RECREATION SERVICES - 2022 THIRD QUARTER REPORT**

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The third quarter of 2022 saw the continued transition to more normalized recreation programs and services with more people returning to participate. Recreation Services continues to provide messaging reminding the public that recreation is for everyone and we are looking forward to welcoming all participants back to our facilities in a safe, inclusive manner.

Though numbers continue to trend upwards from 2020 and 2021, it has become clear that they have not yet returned to pre-pandemic levels. Factors contributing to programs and services not being at 'normal' 2019 levels include:

- Continued COVID-19 restrictions in the first four months of 2022 saw events and sports tournaments having to be cancelled, as well as lower drop-in participation and pass sales. This is due to individual comfort levels and vaccination requirements hindering program registration and participation.
- Once restrictions, including vaccination requirements, were fully lifted, a lack of qualified instructors for specialty programming such as dryland fitness and aqua fit classes has impacted the ability to offer programs.
- School District 22 limits access to school gymnasiums. This continues to affect the number of sports programs and activities that can be offered to the public.
- Longer than expected shutdown of the Aquatic Centre for annual maintenance
- Other factors contributing to lower than expected indoor participation levels include an unseasonably warm and extended summer season: which has allowed more people to be active outdoors when normally people would be moving their activities indoors.

Some key items in the third quarter report include:

- The transition from offering Red Cross Learn to Swim programs to the Lifesaving Swim for Life Program.
- With the closure of Lakeview Pool, Recreation Services offered pop-up Spray Parks to the public as an alternate means to cool off this summer.

- After a successful hosting of the 2021 Mass COVID-19 Vaccination Clinic in the Auditorium, Interior Health Authority is once again working with Recreation Services to host their Fall COVID-19 Vaccination Clinic at Kal Tire Place in the Civic and Crossover Rooms.

**RECOMMENDATION:**

THAT Council receive for information the memorandum titled "Recreation Services - 2022 Third Quarter Report" and the accompanying presentation, dated October 27, 2022 and respectfully submitted by the Manager, Customer Service - Recreation.

Respectfully Submitted:

Leah Walker



Attachment 1 – 2022 Third Quarter PowerPoint Presentation



## Drop-in Swim & Fitness

13,248

User Visits

2021

13,210 - User Visits

2019

25,846 - User Visits



Mom and baby enjoying the leisure pool at the Vernon Aquatic Centre

## Aquatic Centre Participation

Aquatics

RECREATION SERVICES

## Aquatic Incident Response

40 Incidents

2 Water Rescues

2021

25 Incidents

1 Water Rescues

2019

66 Incidents

3 Water Rescues



Lifeguards participating in seasonal training at the Vernon Aquatic Centre

## Incident Response

Aquatics

RECREATION SERVICES

## Aqua Awareness

9 AquaDapt

2021

0 AquaDapt

2019

21 AquaDapt



Photo credit: Vernon Morning Star

Jacob Brayshaw participates at the World Para Swimming Championships

## Aquatic Centre Programs

Aquatics

RECREATION SERVICES



## Lavington Outdoor Pool

7,503 Drop In

210 Swim Lesson

2021

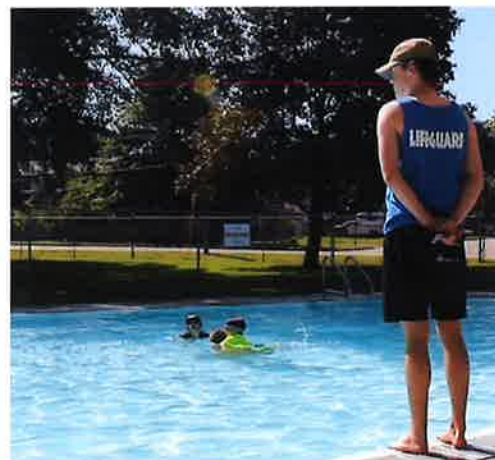
6,023 Drop in

126 Swim Lesson

2019

6,900 Drop in

151 Swim Lesson



Lifeguard supervising a quiet swim at the Lavington Outdoor Pool

## Seasonal Events

Aquatics

RECREATION SERVICES



## Playschool

74 Participants

8 Activities

2021

68 participants

6 activities

2019

86 participants

10 activities



Parent and Tot class

Playschool Gym

Recreation Programs

RECREATION SERVICES

## Summer Camps

556 Participants

28 Activities

2021

355 participants

16 activities

2019

837 participants

46 activities



Summer Camp receiving a presentation from Ocean Wise

Youth Programs

Recreation Programs

RECREATION SERVICES

## Pop Up Spray Park

480 Users Visits

40 Activities

6 Weeks



Kids cooling off at a pop up spray park



## Active Youth

Recreation Programs

RECREATION SERVICES

## Drop In Sports

152 Ball Hockey Visits

12 Weeks

520 Skate Park Visits

12 Weeks

2021

Drop-In not offered



Drop in at the Skate Park



## Sports & Leagues

Recreation Programs

RECREATION SERVICES

### Fitness Class

### User Visits

72 Land

471 Water

2021

Not offered Land

195 Water

2019

440 Land

1,357 Water

**Fitness**



Pilates class in the Recreation Centre Auditorium



Recreation Programs

RECREATION SERVICES

### Activity Registrations

2,046\*

1,616 – Online

430 – In Person

2021

2,549 Registrations

2019

3,568 Registrations



Registration desk at the Kal Tire Place

\*Without COVID restrictions and larger class sizes, more participants were able to participate in fewer class offerings



Recreation Registrations

Recreation Administration

RECREATION SERVICES

## Facility Booking Hours – Meeting Rooms

3,272 Hours Booked

2021

1,549 Hours Booked

2019

2,047 Hours Booked



IHA COVID Vaccination Clinic in the Civic and Crossover Rooms at Kai Tira Place.



## Recreation Facility Bookings

Recreation Administration  
RECREATION SERVICES

## Facility Booking Hours – Gymnasiums

1,387 Hours Booked

2021

1,658 Hours Booked

2021

1,489 Hours Booked



Badminton games in the Priest Valley Gym.



## Recreation Facility Bookings

Recreation Administration  
RECREATION SERVICES

## Facility Booking Hours – Arenas

1,639.75 Hours  
Booked

2021

1,073 Hours Booked

2019

1,862 Hours Booked



Provincial lacrosse action on the new turf floor at Kal Tire Place North



## Recreation Facility Bookings

Recreation Administration  
RECREATION SERVICES

## Facility Booking Hours – Outdoor Spaces

13,606 Hours Booked

2021

9,754 Hours Booked

2021

15,617 Hours Booked



Outdoor Vernon Farmers Market.



## Recreation Facility Bookings

Recreation Administration  
RECREATION SERVICES

### Through Recreation We Improve Quality of Life

My son fell at the pool today (and was bleeding from his head) and I just wanted to share that I took him to emergency and they saw us right away, got his wound glued together and sent us home. I thought the lifeguards might appreciate knowing he was definitely okay. The nurse said they did a good job with the dressing and even nurses have a hard time with heads. I also wanted to thank them for how well they handled everything and helped. I have my first aid, but I really appreciated being able to focus on my son and comforting him, not also figuring out how to dress it. I also appreciate the other lifeguard who took on the responsibility of watching all the areas the other lifeguards had been supervising in addition to their own. Great Teamwork.

Thanks Again,  
Crysta



### RECREATION SERVICES QUARTERLY REPORT

### Through Recreation We Improve Quality of Life

All lifeguards on duty today made me feel safe because they walked the pool edges surveying the swimmers.

Thank you,  
Anonymous



### RECREATION SERVICES QUARTERLY REPORT



## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 5350-07

**PC:** Debra Law, Director, Financial Services **DATE:** November 14, 2022  
James Rice, Director, Operation Services

**FROM:** Chris Ovens, General Manager, Public Works

**SUBJECT: HIGH RATE ANAEROBIC DIGESTER - OPERATING COSTS AND RELATED FEES AND CHARGES**

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At the October 23, 2017 In Camera Meeting, Administration provided a report titled "High Strength Waste Study", dated September 29, 2017 that outlined multiple options for treatment facilities. The High Rate Anaerobic Digester (HRAD) facility, that is currently under construction, was identified as the best option due to its lower financial impact, lower environmental impacts and overall performance. The subject report and background information are lengthy and detailed. They are available to Council on request.

The HRAD facility enables the Vernon Water Reclamation Centre (VWRC) to significantly improve the quality of our reclaimed water. Additionally, the new facility increases capacity of the existing plant, avoiding the immediate requirement for a large-scale costly expansion. In 2017, the estimated cost to operate the HRAD facility was \$325,000 as presented in the report.

At the October 25, 2021 Regular Meeting, Council passed the following resolution:

*"THAT Council endorse an annual, cumulative 3% increase in all user fees and charges identified in the Sewer Rates Bylaw #5400, from 2022 to 2026."*

The rate increase was required to align reserves with projected system costs identified in the Asset Management Plan and did not include operation and maintenance costs of the HRAD facility. The previous rate increase occurred in 2013. The subject report (Proposed Sanitary Sewer Rate Increase, dated October 11, 2021 and respectfully submitted by the Manager, Financial Planning and Reporting) and the above referenced report titled "High Strength Waste Study" will be produced in printed copies and available in the Councillor meeting room.

The High Rate Anaerobic Digester (HRAD) project is nearing completion and is scheduled for commissioning in the spring of 2023. The annual cost to operate the facility is now estimated at \$550,000. The estimated increase in operating costs presented to Council in 2017, is due to increases in utility and chemical costs required to operate the facility.

In order to generate the necessary revenue to operate the HRAD facility, Administration recommends that Council increase both the City's Sanitary Sewer user fees and the High Strength Waste user fees annually by 2.5% for the next two years.

Alternatively, Council could choose to increase only the Sanitary Sewer user fees by 3% over the next 2 years and leave all high strength waste user fees at the current rate.

**RECOMMENDATION:**

THAT Council receive the memorandum titled "High Rate Anaerobic Digester - Operating Costs and Related Fees and Charges" dated November 14, 2022 and respectfully submitted by the General Manager, Public Works;

AND FURTHER, that Council endorse an annual, cumulative 2.5% increase on all high strength waste user fees and charges in the Fees and Charges Bylaw #3909, for 2023 and 2024;

AND FURTHER, that Council endorse an additional cumulative 2.5% increase in all user fees and charges identified in the Sewer User Rates Bylaw #5400, for 2023 and 2024;

AND FURTHER, that Council direct administration to bring an amended Sewer User Rates Bylaw and Fees and Charges Bylaw for Council consideration at the November 28, 2022 Regular Meeting.

**ALTERNATIVE:**

THAT Council receive the memorandum titled "High Rate Anaerobic Digester - Operating Costs and Related Fees and Charges" dated November 14, 2022 and respectfully submitted by the General Manager, Public Works;

AND FURTHER, that Council endorse an additional 3% on the annual cumulative 3% increase in all user fees and charges identified in the Sewer User Rates Bylaw #5400, for 2023, 2024 and 2025;

AND FURTHER, that Council direct administration to bring an amended Sewer User Rates Bylaw for Council consideration at the November 28, 2022 Regular Meeting.

Respectfully Submitted,

**Chris Ovens**

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Chris Ovens,  
General Manager, Public Works



## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 1280-01  
**PC:** Debra Law, Director, Financial Services **DATE:** October 25, 2022  
**FROM:** James Rice, Director, Operation Services  
**SUBJECT: 2023 ELECTRIC TRUCK – BUDGET APPROVAL**

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The City has currently expanded its electric vehicle fleet to include a full size service van, 4 cars, 1 UTV and 6 E-bikes. Electric pick-up trucks have not been added to the fleet due to the lack of availability. The Ford dealer has recently advised that there may be an opportunity to purchase up to two units of a fleet version of the Ford Lightning (electric version of the F150) in 2023 at an estimated cost of \$75,000 per unit. An additional \$5,000 would be required to equip the vehicle with the necessary lights and decal package. This is approximately \$20,000 more than the equivalent gas-powered alternative.

To be eligible for purchase of the Ford Lightning, the City would need to commit to buying the vehicles immediately and be placed on a waiting list. Due to demand for this vehicle and limited supply, there would be no guarantees that the City would receive the vehicles in 2023. Since the delivery time lines are vague, the vehicles, if and when received, would be added to the fleet, replacing the next suitable gas pick-up trucks scheduled for replacement.

At a \$75,000 purchase price point, it will take approximately 8-10 years to recover the cost difference of the electric pick-up when compared to the equivalent gas alternative. The dealer has indicated that they are expecting a further increase in pricing for the Lightning later this year. If the City commits to the purchase immediately there is a chance, though no assurance, that the current price will be honoured. If a further price increase does occur, the purchase of these vehicles no longer makes sense from a financial perspective and Administration recommends that the City not proceed with the purchase until such time that capital and operating costs make solid fiscal sense.

The electric pick-up trucks would be replacing vehicles that had reached or be nearing the end of their expected life cycle consistent with the Fleet Vehicle and Equipment Replacement Strategy. This could be in 2024 or 2025 depending on delivery. The Vehicle and Equipment Replacement Reserve has a projected 2022 year end balance of \$1,443,777.

At the August 15, 2022 Regular Meeting, Council authorized early budget approval for the 2023 fleet vehicle replacement program at a cost not to exceed \$1,310,000, leaving an estimated balance of \$133,777. The cost estimate is based on the purchase of gas vehicles. If electric pick-up trucks are included in the current purchase, this could result in an estimated budget shortfall of \$26,223 should all identified vehicles (including the

Lightning) be purchased in 2023. Although unlikely, if this were to occur, Administration would report back to Council for direction prior to purchase of the electric pick-up trucks.

In short, electric truck availability is unpredictable, with long lead times and little leeway in purchase price negotiations. Administration does not recommend purchase of electric trucks, at premium pricing, until supply increases, availability is assured and acquisition is in the best interest of the taxpayer.

Should the local Ford dealer advise that they are able to hold the original price of \$75,000, on Councils direction, Administration will commit to purchasing two Ford lightnings. This will require Councils authorization of an additional \$160,000, funded from the vehicle and equipment replacement reserve.

**RECOMMENDATION:**

THAT Council receive the memorandum titled "2023 Electric Truck – Budget Approval" dated October 25, 2022 and respectfully submitted by the Director, Operation Services;

AND FURTHER, that Council authorize budget approval for the purchase of two electric pick-up trucks, should Ford be able to hold the original cited price of \$75,000 per unit (\$5,000 budgeted for lights, equipment and decaling) at a cost not to exceed \$160,000 to be funded from Vehicle and Equipment Replacement Reserve.

James  
Rice

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James Rice,  
Director, Operation Services



THE CORPORATION OF THE CITY OF VERNON

**MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 0810-30  
**PC:** James Rice, Director Operation Services **DATE:** November 2, 2022  
**FROM:** Brian Story, Manager Building Services  
**SUBJECT: MURAL MAINTENANCE**

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Administration has been working with the Downtown Vernon Association (DVA) to determine maintenance requirements for the downtown murals. Based on the completed assessment, many of the murals require significant repair and rehabilitation that will need to be performed by the original artist or other qualified person to bring them back to original condition. The DVA will be arranging to have the repairs completed in 2023 and 2024, and have provided an estimated cost of approximately \$100,100 to complete the work as detailed in attachment 1.

The Mural Maintenance Reserve presently has a balance of \$107,366. Council approval is required to authorize expenditures from the reserve to cover the proposed maintenance work.

**RECOMMENDATION:**

THAT Council receive the memorandum titled "Mural Maintenance" dated November 2, 2022, respectfully submitted by the Manager, Building Services;

AND FURTHER, that Council authorize the expenditure of up to \$100,100 for repair and maintenance of the downtown murals to be funded from the Mural Maintenance Reserve.

Respectfully submitted:

Brian  
Story

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Brian Story

Attachment 1 – Mural maintenance estimate

## Downtown Vernon Mural Maintenance Estimate Details

November 2, 2022

Mural	Repair	Cost
1.Train Mural	art repair	\$2000
2.Fire Chief Mural	art repair + wash & glaze	\$7500
3.City of Vernon/Woman Mural	wash & glaze	\$1500
4.Indian Motor Cycle Mural	wash & glaze	\$1500
5.Geisha Wall	art repair	\$1000
6.WW1 Mural-staples	art repair + wash & glaze	\$8000
7.Trompe L'oeil Mural	wash & glaze	\$1500
8.Alley House Mural	art repair + wash & glaze	\$4000
9.Fisher Hardware Mural	wash & glaze	\$1500
10.Caetani Mural	wash & glaze	\$1500
11.Alice Parkes Mural	art repair	\$5000
12.Alley Legion War Murals	art repair	\$2500
13.City of Vernon Plane Mural	art repair + wash & glaze	\$3500
14.Cowboy Mural	wash & glaze	\$1500
15.Okanagan Band Mural	art repair	\$10000
16.Sovereign Lake Mural	Mural is in good shape	\$0
17.Multi-Cultural Mural	Mural is in good shape	\$0
18.Axel Ebring Mural	art repair	\$500
19.Frank Reynolds Mural	Mural is in good shape	\$0
20.Okanagan Lake Mural	wash & glaze	\$1500
21.Steam Laundry Mural	art repair + wash & glaze	\$6000
22.Vernon News	Mural is in good shape	\$0
23.Apple Mural	art repair + wash & glaze	\$5000
24.Ogopogo Mural	wash & glaze	\$1500
25.Sunflower Internment Mural	art repair	\$4500
26.Upper Alley Mural old Cento Building	(Discussion required on repairs and value of repairs)	
27.Captain Shorts Mural	art repair	\$8000
28.Art Gallery Murals	art repair	\$11500
Total repair estimate		\$91,000
10% Contingency		\$9,100
Total		<b><u>\$100,100</u></b>



## THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

**SUBMITTED BY:** David Lind, Director Fire Rescue Services

**COUNCIL MEETING:** REG ☒ COW ☐ I/C ☐

**COUNCIL MEETING DATE:** Nov. 14, 2022

**REPORT DATE:** October 24, 2022

**FILE:** 7010-03

**SUBJECT:** **AMENDMENT TO FIRE SERVICES BYLAW #5635 AND RECOMMENDATION FOR THE PROVISION OF ICE AND SWIFT-WATER RESCUE**

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### **PURPOSE:**

To amend Fire Services Bylaw #5635 and to increase the service level from shore-based water rescue to ice and swift-water rescue within the City of Vernon.

### **RECOMMENDATION:**

THAT Council endorse amendments to Fire Services Bylaw #5635 as presented by the Director of Fire Rescue Services and attached to the report titled "Amendment to Fire Services Bylaw #5635 and Recommendation for the Provision of Ice and Swift-Water Rescue", dated October 24, 2022;

AND FURTHER that Council direct Administration to bring an amending Fire Services Bylaw for Council's consideration at the November 28, 2022 Regular Meeting.

AND FURTHER that Council authorize an increased service level, at no additional cost, for Fire Services to provide ice and swift-water rescue services.

### **ALTERNATIVES & IMPLICATIONS:**

1. THAT Council instruct Administration not to proceed with amendments to Fire Services Bylaw #5635 as presented by the Director of Fire Rescue Services and attached to the report titled "Amendment to Bylaw #5635 and Recommendation for the Provision of Ice and Swift-Water Rescue", dated October 24, 2022;

*Note: It is reasonable to expect that firefighters will continue to arrive on the scene of ice or swift water rescues within the City of Vernon and along its shore lines. The shore-based level of water rescue confines the rescuer to the shore and does not provide the training and equipment necessary to safely rescue someone who has fallen through the ice or who cannot self-rescue with shore-based assistance, such as a rope throw.*

### **ANALYSIS:**

#### **A. Committee Recommendations:**

N/A

#### **B. Rationale:**

1. Fire Services Bylaw #5635 was adopted in 2017, which replaced the City of Vernon Fire Prevention Bylaw #5362 and the Fireworks Regulation Bylaw #5264.

2. Amendments to Fire Services Bylaw #5635 provide for the addition of *“Authorized Persons”* to sections 3.3 Prevention, Control and Enforcement, 4.1 Hindrance, and 10.1 Order to Comply.
3. Amendments provide clarity regarding the services authorized through the bylaw, Section 3.4.
  - The fire suppression service level is outlined in the *“Fire Rescue Services Level of Service Policy”*. The addition of *Fire Suppression* to “3.4 Services” connects Bylaw #5635 to the *“Fire Rescue Services Level of Service Policy”*.
  - *“Hazardous environment”* has been expanded on to clarify that it includes the provision of confined space rescue.
  - *“Shore-Based Water Rescue”* was changed to *“Ice and Swift-Water Rescue”* to reflect a recommended increased level of service.
  - *“Technical rope rescue”* was added to capture the provision of low-angle rescue and the rope aspects of confined space rescue. Both are services currently provided but not well captured in the current Bylaw. This language enables the provision of high-angle rescue service, should Council support the increased service level in the future, without an amendment to Bylaw #5635.
  - An increased level of service is recommended for the current *“Shore-Based Water Rescue”*. The new level of service includes *“Ice and Swift-Water Rescue”*. A need for this service was identified during the winter season of 2021. The background information was provided to Council in the Memorandum titled *“Vernon Fire Rescue Services Training Division Four (4) Year Strategic Plan 2022 – 2025 and Potential Impact on Service Levels”* and dated June 1, 2022 (Attachment 3). Over the last few years there have been several occasions where firefighters have entered into swift, cold water to conduct rescues. On one occasion firefighters entered a culvert to recover a person experiencing a mental health emergency.
4. 5.6 Burning Permits - (b) (ix) has been removed from the Bylaw due to a change in the Open Burning Smoke Control Regulation.
5. In March of 2020, s.263 of the *Community Charter* was amended, increasing the maximum fine from \$10,000 to \$50,000 for an *Offence Act* prosecution. Fire Services Bylaw #5635 requires to be amended to reflect this increase should the City of Vernon wish to pursue an enforcement action using this mechanism.
6. Schedule “A” - definitions for *“Authorized Persons”* and *“Bylaw Enforcement Officer”* were added. The addition of *“Authorized Persons”* provides certainty that Police Officers or City of Vernon Bylaw Officers have the authority to enforce Bylaw #5635.

**C. Attachments:**

Attachment 1 – Fire Services Bylaw #5635 – redline copy (proposal amendments)

Attachment 2 - Memorandum titled *“Vernon Fire Rescue Services Training Division Four (4) Year Strategic Plan 2022 – 2025 and Potential Impact on Service Levels”* and dated June 1, 2022.

**D. Council’s Strategic Plan 2019 – 2022 Goals/Action Items:**

The subject supports the following goals/action items in Council’s Strategic Plan 2019 – 2022:

- Review and implement the Fire and Rescue Services Strategic Plan

**E. Relevant Policy/Bylaws/Resolutions:**

1. Fire Services Bylaw #5635

**BUDGET/RESOURCE IMPLICATIONS:**

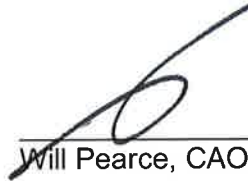
The recommended service level increase to provide ice and swift water rescue will not impact Vernon Fire Rescue Services operational budget.

Prepared by:

Approved for submission to Council:

X 

Signer 1  
David Lind  
Director, Fire Rescue Services



Will Pearce, CAO

Date: 02. NOV. 2022

**REVIEWED WITH**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Corporate Services          | <input type="checkbox"/> Operations           | <input type="checkbox"/> Current Planning                     |
| <input checked="" type="checkbox"/> Bylaw Compliance | <input type="checkbox"/> Public Works/Airport | <input type="checkbox"/> Long Range Planning & Sustainability |
| <input type="checkbox"/> Real Estate                 | <input type="checkbox"/> Facilities           | <input type="checkbox"/> Building & Licensing                 |
| <input type="checkbox"/> RCMP                        | <input type="checkbox"/> Utilities            | <input type="checkbox"/> Engineering Development Services     |
| <input type="checkbox"/> Fire & Rescue Services      | <input type="checkbox"/> Recreation Services  | <input type="checkbox"/> Infrastructure Management            |
| <input type="checkbox"/> Human Resources             | <input type="checkbox"/> Parks                | <input type="checkbox"/> Transportation                       |
| <input type="checkbox"/> Financial Services          |   | <input type="checkbox"/> Economic Development & Tourism       |
| <input type="checkbox"/> COMMITTEE:                  |   |   |
| <input type="checkbox"/> OTHER:                      |   |   |

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City of Vernon

# FIRE SERVICES BYLAW #5635

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# THE CORPORATION OF THE CITY OF VERNON

## BYLAW NUMBER 5635

A bylaw to regulate and impose requirements in relation to the Municipal Fire and Emergency Services, fireworks, outdoor burning, and the safety and protection of persons and property

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WHEREAS pursuant to the Community Charter, the *Fire Services Act* and other legislation, Council may provide Fire Protection for the City;

NOW THEREFORE the Council of the Corporation of the *City of Vernon*, in open meeting assembled, enacts as follows:

### **PART ONE - CITATION**

- 1.1 This Bylaw shall be cited for all purposes as “**City of Vernon Fire Services Bylaw Number 5635, 2017**”.

### **PART TWO - DEFINITIONS AND INTERPRETATION**

#### 2.1 Definitions

Schedule “A” hereto and forming part of this Bylaw contains definitions of terms used in this Bylaw.

#### 2.2 Interpretation

Unless otherwise defined, all words and phrases in this Bylaw shall be construed in accordance with the meaning assigned to them by the current *Building Code*, *Fire Services Act* or *Fire Code*, and the singular shall include the plural and masculine includes the feminine gender.

#### 2.3 Headings

The headings given to parts, sections and paragraphs in this Bylaw are for convenience or reference only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

#### 2.4 Severability

If any portion of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

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2.5 Adoption of Fire Code

The *Fire Code* is adopted and made part of this Bylaw and shall be applicable within the City.

**PART THREE - FIRE AND EMERGENCY SERVICES OPERATIONS**

3.1 Management

- (a) Vernon Fire Rescue Services are hereby continued and the head of the Fire and Emergency Services shall be known as the Director of Fire Rescue Services.
- (b) The Director of Fire Rescue Services shall report to the Chief Administrative Officer and be responsible for the efficient operation of the Fire Rescue Services.
- (c) In addition to the Director of Fire Rescue Services, Fire Rescue Services staff shall consist of such number of Officers and Members as from time to time may be deemed necessary by Council.
- (d) Rescue Services levels shall be specified in a policy of Council.
- (e) The Director of Fire Rescue Services shall be responsible for the management, control and supervision of the Fire Rescue Services, all Fire Rescue Services personnel and the discipline thereof, and the care, custody and control of all buildings, apparatus and equipment of the Fire Rescue Services.
- (f) The Director of Fire Rescue Services may recommend policies and operational guidelines for the proper and efficient administration and operation of the Fire Rescue Services, and may vary, alter, or repeal such policies and operational guidelines as deemed necessary.

3.2 Limits of Jurisdiction

The geographical limits of the jurisdiction of the Fire Rescue Services shall be the area within the boundaries of the City of Vernon and no apparatus or personnel of Fire Rescue Services shall be used beyond the limits without:

- (a) An express written mutual aid or other agreement providing for the supply of firefighting and emergency services outside the municipal boundaries;

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- (b) The prior approval of Council with the consent of the other Local Government; or
- (c) The prior approval of the Mayor on behalf of Council if the Mayor advises Council at the next meeting of Council.

EXCEPT THAT where the Director of Fire Rescue Services considers that an emergency exists, which poses an imminent risk to City property or property protected through express written mutual aid or other agreement, the Director may authorize personnel and apparatus to respond. The Director shall advise Mayor and Council at the first available opportunity.

3.3 Prevention, Control and Enforcement

- (a) The Director of Fire Rescue Services, ~~or other~~ Member or other Authorized Persons is authorized to:
  - (i) enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
  - (ii) take measures to prevent and suppress fires, including the demolition of buildings and other structures to prevent the spreading of fires including commandeering privately owned, specialized equipment which the Director of Fire Rescue Services considers necessary to combat, control or otherwise deal with an Incident;
  - (iii) enter on property and into premises with or without the apparatus equipment of the Fire Rescue Services to combat, control or deal with an Incident;
  - (iv) require an Owner or Occupier of real property to undertake any actions directed by the Director of Fire Rescue Services or other authorized persons for the purpose of removing or reducing anything or condition that the Director of Fire Rescue Services considers a Fire Hazard or increases the danger of fire.
- (b) If an emergency arising from a Fire Hazard or from a risk of explosion causes the Director of Fire Rescue Services to be apprehensive of imminent or serious danger to life or property, or of a panic, the Director of Fire Rescue Services may immediately take the steps he or she thinks advisable to remove the hazard or risk.

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- (c) If the Director of Fire Rescue Services believes that conditions exist in or near a hotel or Public Building, that, in the event of a fire, might seriously endanger life or property, the Director of Fire Rescue Services may immediately take the action he or she believes advisable to remedy the conditions to eliminate the danger and may evacuate and close the hotel or Public Building.
- (d) For the purposes of subsection 3.3(b) and (c), the Director of Fire Rescue Services may evacuate a building or area, and may call on the police and fire prevention authorities who have jurisdiction to provide assistance.

3.4 Services

Fire Rescue Services is authorized to provide assistance in response to:

- (a) fire suppression as defined in "Fire Rescue Services Level of Service Policy"
- (b) medical emergencies
- (c) hazardous environment, including confined space rescue
- (d) ice and swift-water rescue
- (e) technical rope rescue
- (f) dangerous goods and hazardous material incidents
- (g) transportation incidents and
- (h) aid agreements with other local governments or agencies
- ~~(a) — medical emergencies;~~
- ~~(b) — hazardous environment, land, and shore-based water rescue;~~
- ~~(c) — dangerous good and hazardous material incidents;~~
- ~~(d) — transportation accidents; and~~
- ~~(e) — aid agreements with other local governments or agencies.~~

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**PART FOUR - CONDUCT OF PERSONS**

**4.1 Hindrance**

No person shall obstruct, impede or hinder a Member or any ~~other~~ authorized persons in the execution of their duties under this Bylaw.

**4.2 Prohibition of Entry**

Except as authorized by the Director of Fire Rescue Services or other Member, no person shall:

- (a) enter any building threatened by an Incident;
- (b) enter within an area designated by ropes, guards or tapes, which are erected by or under the direction of a Police Officer or the Fire Rescue Services, across or around any or all streets, lanes, alleys or buildings; or
- (c) refuse to move from a designated area referred to in subsection 4.2(b) when directed by a Police Officer or a Member.

**4.3 Traffic Control**

A person at or near an Incident shall obey all traffic control directions given by a Police Officer or a Member.

**4.4 False Representation**

No person shall falsely represent themselves as a Member, nor wear or display any Fire Rescue Services badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

**4.5 Driving Over Equipment**

No person shall drive a vehicle over any fire hose or other equipment of the Fire Rescue Services unless directed by a Police Officer or a Member.

**4.6 Vacant Buildings**

- (a) Every owner of an abandoned or unoccupied premises must ensure the premises is made and kept secure against an unauthorized entry or occupation, to the satisfaction of the Director of Fire Rescue Services, by one or more of the following methods:

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- (i) affixing structural barriers to windows and other points of ingress using materials and installation effective to preclude entry;
  - (ii) installing security fencing or other perimeter barriers; and/or
  - (iii) employing security or guard patrols on a frequent and periodic basis.
- (b) If a Member finds unoccupied premises, which are accessible, contrary to subsection 4.6(a) the Member may contact the owner of the premises and inform the owner that the premises must be secured against unauthorized entry.
- (c) If the owner fails to bring the premises in compliance with subsection 4.6(a) within 24 hours of receiving notice to do so, the Member may have the premises secured by a contractor who may board up or otherwise secure doors, windows and other points of entry into the premises in order to prevent fires.
- (d) If action is taken in default under subsection 4.6(c) of the Bylaw the City may recover the expenses incurred from the owner, together with costs and interests as if the amount were municipal taxes.

**PART FIVE - FIRE PREVENTION REGULATIONS**

**5.1 Fires In Public Places**

- (a) No person, except a Member or an employee of the City acting in the course of their employment or under the authority of an approved burning Permit, shall make or light a fire on any highway allowance, street, lane, square, park or other public place within the City.
- (b) Barbeques and Hibachis are permitted to be used in parks within the City as long as used in a safe manner and in accordance with manufacturer's recommendations.

**5.2 Discarding Burning Substances**

No person shall discard, throw or drop any lighted match, cigar, cigarette or other burning substance into or near any combustible material.

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5.3 Accumulation of Combustibles

No Owner or Occupier shall cause or permit wastepaper, hay, grass, straw, weeds, litter or other combustible material, waste or rubbish to accumulate in any building, yard, vacant lot, carport, garage or open space which constitutes a Fire Hazard. The Owner or Occupier of the land or building shall dispose of said growth or material and take such precautions to prevent fire or damage to life or property, as required by the Director of Fire Rescue Services.

5.4 Open Air Burning Prohibited

Unless exempted under Section 5.5 or authorized by a burning Permit issued by the Director of Fire Rescue Services under Section 5.6 of this Bylaw, no person shall burn any substance for any purpose in the open air or in any portable incinerator in the open air. Burning of residential waste, including both household and yard materials, is strictly prohibited in the open air.

5.5 Exceptions

Despite the prohibition in Section 5.4, burning in the open air for the following limited purposes is permitted:

- (a) **Campfires and Outdoor Fireplaces** - are permitted provided burning is conducted in conformance with the current "City of Vernon Good Neighbour Bylaw".
- (b) **Barbeques and Hibachis** – may be used for food cooking purposes in the open air provided that the fuel used is either charcoal, natural gas, propane, or butane; as long as used in a safe manner and in accordance with manufacturer's recommendations.
- (c) **Outdoor Burning Appliance and Portable Campfire Apparatus** – CSA or ULC rated devices that use briquettes, liquid or gaseous fuel are permitted as long as used in a safe manner and in accordance with manufacturer's recommendations.
- (d) **Fire Rescue Services Approved Open Air Burning** - the Director of Fire Rescue Services may authorize open air burning to eliminate Fire Hazards or for fire training exercises. This may include authorizing utility companies or service providers to conduct Flaring and/or Hot Works, which is deemed necessary by the Director of Fire Rescue Services.

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5.6 Burning Permits

- (a) The Director of Fire Rescue Services or the Officer in Charge may issue a Permit as identified in Schedule "B", here to and forming part of this Bylaw to allow burning during Special Public Events.
- (b) The Director of Fire Rescue Services or the Officer in Charge may issue a Permit as identified in Schedule "B", here to and forming part of this Bylaw to allow burning of *Land Clearing Debris* and *Agricultural Material* in open air.
  - (i) Permits will only be issued for open burning of *Land Clearing Debris* and *Agricultural Material* originating from the site on which the burning is to be carried out and following referral to and *Approval* from federal or provincial regulatory agencies, where applicable.
  - (ii) Burning of *Land Clearing Debris* and *Agricultural Material* may only occur between November 1 and March 31, when authorized by the Director of Fire Rescue Services.
  - (iii) Open burning of *Land Clearing Debris* and *Agricultural Material* must be carried out at least 100 metres from neighboring residences and businesses, and 500 metres from schools in session, hospitals and facilities used for continuing care as defined under the *Continuing Care Act*.
  - (iv) Every *person* to whom a Permit has been issued shall be responsible for and in charge of a fire while the fire is burning or smoldering, and until such fire is completely extinguished, and shall provide sufficient equipment in order to prevent the fire from getting beyond control or causing damage or becoming dangerous to life or property.
  - (v) Ignition of materials for such burning shall only occur on days when the smoke Ventilation Index as reported by the Meteorological Service of Canada is 55 (good) or greater and 34 (fair) or greater for the second day of smoke release and the Air Quality Health Index is 3 or less.
  - (vi) The Director of Fire Rescue Services may refuse to issue or may cancel a Permit and/or order a fire extinguished whenever burning, is hazardous or creating a nuisance

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- (vii) Ignition of materials for such burning shall only occur during daylight hours.
- (viii) No burning materials shall be added to a fire after 1700 hours (5:00 p.m.).
- ~~(ix) For each Permit, no burning shall be allowed for more than 72 consecutive hours and no smoke caused by a fire shall be released for more than 72 consecutive hours.~~
- (x) The authority of the Director of Fire Rescue Services under subsection 5.6(a) can be exercised by any other person designated by the Director of Fire Rescue Services to act in place of the Director of Fire Rescue Services in his absence or availability.

5.7 Construction/Commercial/Industrial Burning

All commercial and industrial burning of waste and the burning of wood waste or any other combustible material from construction projects is prohibited.

5.8 Responsibility

Every person who starts any outdoor fire, or fails to extinguish any outdoor fire, whether such fire was started with or without a Permit, shall be responsible for the care and control of such fire. A fire shall be deemed to be out of control when it spreads beyond the boundaries of its enclosure or the parcel of land on which it was started, or threatens to do so, or when it endangers any building or property.

5.9 Suspension of Burning

The Director of Fire Rescue Services may suspend all outdoor burning when conditions exist that such burning creates a Fire Hazard, including when satisfactory and safe weather conditions are not present and during periods of prolonged "High" and "Extreme" fire indexes.

In the case of campfire prohibitions, the use of CSA or ULC rated cooking stoves that use natural gas, propane or briquettes, or of portable campfire apparatus that use briquettes, liquid or gaseous fuel may still be permitted as long as the height of the flame is less than 15cm tall. However, in extreme fire condition these may also be prohibited.

5.10 Prohibits Smoking

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Where conditions, including without limitation proximity and ventilation, make Smoking a hazard in any warehouse, store, industrial plant, institution, place of assembly, open space where combustible materials are stored or handled, or any other place, the Director of Fire Rescue Services may prohibit Smoking in such areas, and may order the Owner or Occupier, in writing, to post "NO SMOKING" signs in the buildings, structures, rooms or places where Smoking is prohibited.

5.11 Mobile Caterers

Every mobile caterer conducting business within the City and utilizing commercial cooking equipment, that creates grease laden vapours in a confined compartment, must maintain and operate exhaust and hood systems that comply with Article 2.6.1.9 of the B.C. Fire Code.

**PART SIX - INSPECTION OF PREMISES**

**6.1 Authorization to Enter**

A Member of Fire Rescue Services is authorized to enter at all reasonable times on any property in order to ascertain whether the requirements of this Bylaw are being complied with, and in addition to the powers vested by the *Fire Services Act*, a Member is authorized and empowered to inspect premises for conditions that may cause fire or increase the danger of fire or the danger to persons, and to deal with any matter in a manner not repugnant to any provision of the *Fire Services Act* or its regulations.

**6.2 Provision of Information**

Every Occupier shall provide all information and render all assistance required by a Member of Fire Rescue Services in connection with the inspection of a premise under this Bylaw.

**6.3 False Information**

No person shall withhold or falsify any information required by a Member of Fire Rescue Services nor refuse to assist in an inspection under this Bylaw.

**6.4 Obstruction**

No person shall obstruct or interfere with a Member of Fire Rescue Services during an inspection under this Bylaw.

**PART SEVEN - BUILDING AND OCCUPANT SAFETY**

**7.1 Smoke Alarms**

- (a) Smoke alarms conforming to CAN/ULC-S531 – “Smoke Alarms” shall be installed in each Dwelling Unit and in each room used for sleeping not within a Dwelling Unit.
- (b) Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where sleeping areas are served by hallways, the smoke alarm shall be installed in the hallways.
- (c) Within dwelling units, sufficient smoke alarms shall be installed so that:
  - (i) There is at least one (1) smoke alarm on each storey including basements, and

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- (ii) On any storey of a dwelling unit containing sleeping rooms, a smoke alarm is to be installed in each sleeping room.
- (d) Smoke alarms are permitted to be battery operated in a dwelling unit constructed before March 31, 1979 and in areas of a dwelling where smoke alarms were not required by the building code of the day.

7.2 Fire Protection Equipment

- (a) Fire Protection installations shall be maintained in operable conditions at all times.
- (b) Fire alarm systems shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems."
- (c) The owner of a building having a fire alarm or sprinkler system must maintain and provide a current list of accessible contact person(s) to Vernon Fire Rescue Services. Contact person(s) must be available to attend all fire alarms within one hour from the time they are notified.

7.3 Electrical Installations

Electrical installations shall be used and maintained as not to constitute an undue Fire Hazard.

7.4 Portable Extinguishers

- (a) Portable extinguishers shall be installed in all buildings, except dwelling units.
- (b) Portable fire extinguishers shall be inspected, tested and maintained in conformance with NFPA 10 – "Portable Fire Extinguishers."

7.5 Damage to Fire Separations

Where fire separations are damaged so as to affect their integrity, they shall be repaired so that the integrity of the fire separation is maintained.

7.6 Damage to Closures

Where closures are damaged so as to affect the integrity of their fire protection rating, they shall be repaired so that their integrity is maintained in conformance with the *British Columbia Fire Code*.

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7.7 Blocked or Wedged Closures

Closures in fire separations shall not be obstructed, blocked, wedged open or altered in any way that would prevent the intended operation of the closure.

7.8 Signing Pull Stations

Every building equipped with a fire alarm system, which is not continuously monitored by an approved monitoring agency, shall display a permanently mounted sign at each manual fire alarm pull station reading:

**"LOCAL ALARM ONLY - IN CASE OF FIRE TELEPHONE 9-1-1"**

The dimensions of each sign shall be not less than 50 mm by 100 mm (2 inches x 4 inches) on permanent red and white or white on red plastic lamacoid or equivalent material.

7.9 Fire Lane Signs and Obstruction

- (a) Open fire lanes shall be clearly identified by permanent signs or by a highway painting of lines and markings. The size and colour of all markings and signs shall be approved by the Director of Fire Rescue Services before installation or display. Signs and markings shall read:

**"FIRE LANE - NO PARKING"**

- (b) No person shall park a Motor Vehicle in contravention of a fire lane sign or marking.

7.10 Refuse/Garbage Containers

All commercial or communal Garbage containers larger than a 90 litre (20 gallon) capacity shall be stored in a location which is no less than 5 metres (16 feet) from any combustible construction or materials or unprotected building openings. Where the foregoing clearances cannot be met, a non-combustible container with non-combustible self-closing lids and no hold-open devices may be used, provided that the container is placed in a location that is approved by the Director of Fire Rescue Services and which is no less than 1 meter (3 feet) from any combustible construction or materials or unprotected building openings.

## BYLAW NUMBER 5635

7.11 Interruption of Fire Protection Systems

Interruption of normal operation of a Fire Protection system for any purpose constitutes a temporary shutdown. Types of interruptions include, but are not limited to, periodic inspection or testing, maintenance, and repairs. During a shutdown, the system Owner or authorized agent shall provide alternate measures to ensure that the level of safety which the system provided is maintained. In the event of a shutdown of a fire alarm system, the Owner or Owner's authorized agent shall provide alternate measures, which are satisfactory to the Director of Fire Rescue Services, to ensure that all persons in the building can be promptly informed, and the fire department notified, should a fire occur while the alarm system is out of service.

7.12 Exit Paths in Open Floor Storage Areas

Every required exit door located in an open floor storage area shall be served by an aisle that is kept clear at all times of any materials or products and shall:

- (a) have a clear width of not less than 1,100 mm (44 inches);
- (b) have a painted yellow border 100 mm (4 inches) in width with diagonal lines spaced 300 mm (12 inches) apart between the aisles borders; and
- (c) be provided with adequate emergency lighting coverage; and
- (d) be cumulative when design conditions exist where aisles or exit corridors merge.

7.13 Outdoor Storage

Materials stored outdoors shall not be stored in a manner that:

- (a) contributes to the spread of fire to a building or other property;
- (b) creates an obstacle or obstruction for firefighting.

7.14 Indoor Storage

Materials stored indoors shall not be stored in a manner that:

- (a) creates a Fire Hazard;
- (b) creates an obstacle or obstruction for firefighting.

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7.15 Addressing of Occupancies

Each premise must be individually addressed. An individual address must be placed on new or existing buildings or structures in such a position as to be plainly visible and legible from the street, road, fire lane, or other right of way or easement and at the front of the structure. The address must be legible from a distance of 15 metres (49.2 feet).

7.16 High Building Anchoring Systems

Every Owner of a building exceeding five stories in height shall:

- (a) ensure that one or more engineered rope rescue anchoring systems that are rated for a two-person load are installed and maintained in safe and proper operating condition on the building;
- (b) ensure that when any apparatus is installed on the building and used to provide access to the side of the building for window washers or other workers, one or more engineered rope rescue anchoring systems that are rated at a two-person load are provided to rescue such workers;
- (a) test all engineered rope rescue anchoring systems annually in conjunction with the manufacturer's recommendations to ensure that they are functioning correctly, and maintain a copy of the annual test results in the Fire and Emergency Services operations box located at the fire control panel in the building; and
- (d) promptly repair or replace any rope rescue anchoring system that is not in a safe and proper operating condition.

7.17 Communications Antennae in Buildings

Where the design or construction methods for a building may cause poor communications for firefighting and rescue operations, or where the Owner is directed to do so by the Director of Fire Rescue Services, the Owner shall, at the Owner's cost, ensure that an engineered communications antenna, which is satisfactory to the Director of Fire Rescue Services, is installed and maintained on the building.

7.18 Flammable and Combustible Liquids in Dwellings

Not more than 30 litres (7.9 gallons) of flammable liquids and combustible liquids, of which not more than 10 litres (2.6 gallons) shall be Class 1 liquids, are permitted to be stored in each dwelling unit.

BYLAW NUMBER 5635

7.19 Flammable and Combustible Liquids in Garages and Sheds

Not more than 50 litres (13.2 gallons) of flammable liquids and combustible liquids, of which not more than 30 litres (7.9 gallons) shall be Class 1 liquids, are permitted to be stored in a garage or shed attached to a dwelling.

7.20 False Alarms

No person may cause, or contribute to the cause, of a False Alarm which requires Vernon Fire Rescue Services to be summoned.

**PART EIGHT - FIRE HYDRANTS**

8.1 Clearance Around Hydrants

Every Owner shall ensure that an area with a radius of 1,500 mm (60 inches) is maintained clear and unobstructed around each fire hydrant, and in clear view from the roadway when approached from either direction.

8.2 Type of Hydrants

The connection type, colour coding (in accordance with NFPA - 291), and location of all fire hydrants or other Fire Rescue Services connections shall be approved by the Director of Fire Rescue Services before installation.

8.3 Hydrant Usage

No person, except a Member, shall use or take water from any fire hydrant or standpipe, nor attach anything to a fire hydrant or standpipe, without first obtaining written permission from the Director of Operation Services or designate.

8.4 On-Site Hydrants

Every on-site fire hydrant must be located in accordance with the *Building Code* and shall be:

- (a) a minimum of 7.5 metres (25 feet) from the building face;
- (b) accessible to Fire Rescue Services vehicles by means of a clear 6 metres (20 feet) wide access road approved by the Director of Fire Rescue Services;
- (c) located on a registered right-of-way or public highway; and

BYLAW NUMBER 5635

- (d) located at least 1,500 mm (60 inches) away from any ornamental light standard, utility pole, electrical kiosk or driveway.

Any proposed equivalency or variation to the requirements of this section shall be submitted to the Director of Fire Rescue Services for prior approval.

**8.5 Private Hydrants**

- (a) The Owner of a private hydrant shall provide clear access to the hydrant for the purposes of firefighting, testing equipment or training.
- (b) The Owner of a private hydrant shall be solely responsible for all necessary inspection and maintenance of the hydrant.
- (c) The Owner of a private hydrant shall follow the inspection and maintenance requirement for each hydrant in conformance to NFPA 25.
- (d) Upon request, the Owner of a private hydrant shall provide the Director of Fire Rescue Services with written verification of required testing, maintenance, condition of hydrants, and approximate water pressures available at each hydrant.
- (e) Should any private fire hydrant or associated water supply piping be destroyed or damaged, the Owner will notify the Fire Rescue Services immediately. The same shall be replaced or repaired by the Owner as soon as possible.
- (f) The Owner shall be responsible for all costs associated with replacement, maintenance and repair of private hydrants and associated piping.

**PART NINE – FIREWORKS**

**9.1 Prohibition of Fireworks**

No person shall, at any time, store, sell, possess or discharge Fireworks anywhere within the City, unless authorized by a Permit under this Bylaw.

**9.2 Permit Requirement**

- (a) No person shall at any time, possess or set off Display Fireworks unless that person has first obtained a valid Permit from the Director of Fire Rescue Services in the prescribed form.
- (b) The Director of Fire Rescue Services may rescind a display Permit in the event:

BYLAW NUMBER 5635

- (i) circumstances arising or ascertained after the display Permit was issued demonstrate to the Director of Fire Rescue Services that a public safety risk or risk to the public or private property exists in connection with the Fireworks event; or
- (ii) the Director of Fire Rescue Services determines that the display Permit holder submitted false or inaccurate information in his or her display application.

9.3 Persons Responsible

Every person applying for a Permit to possess or set off Display Fireworks must be the same person who will supervise the setting off of the Display Fireworks and that person must also possess a valid Fireworks Supervisor Certificate issued by Natural Resources Canada.

9.4 Acquisition Requirement

No person shall offer for sale, sell, give or trade any Display Fireworks to any person other than a person presenting a valid Permit issued by the Director of Fire Rescue Services.

9.5 Fireworks Storage and Display

No person shall store or display any type of Fireworks regulated by this Bylaw except in accordance with a valid Permit and with the *Canada Explosives Act*.

**PART TEN - ENFORCEMENT**

10.1 Order to Comply

- (a) If a Member of the Fire Rescue Services or **authorized persons** finds that:
  - (i) any provision of this Bylaw has been contravened or has not been complied with;
  - (ii) any provision of this Bylaw has been complied with improperly or only in part; or
  - (iii) conditions exist in or upon vehicles, lands, or buildings to which this Bylaw applies and such conditions, in his or her opinion, constitute a Fire Hazard or a hazard to life or property; then the Member may make such orders to ensure full and proper compliance with this Bylaw, and in particular, but without limiting the generality of the foregoing, may:

BYLAW NUMBER 5635

- a. issue to the Owner or Occupier of the vehicles, lands or buildings such recommendations as he deems necessary to correct the contravention of this Bylaw, ensure compliance with this Bylaw, or remove the hazard to life or property; and
- b. make such orders with respect to any of the matters referred to in this Bylaw as he deems necessary to protect life or property.

10.2 Issuance of an Order

An order made under this Bylaw shall be in writing and shall be directed to the Owner or Occupier of the vehicles, lands, or buildings in respect of which the order is made.

10.3 Dating of Orders

An order issued by a Member of the Fire Rescue Services under section 10.1 shall state a date by which the order must be carried out, which shall be determined by, and at the discretion of the Member of the Fire Rescue Services in accordance with the degree of urgency involved to correct or remove the conditions that may tend to increase the hazard of fire or danger to life and property.

10.4 Service of an Order

An order made under this Bylaw shall be served by:

- (a) delivering it or causing it to be delivered to the person to whom it is directed; or
- (b) sending the order by return registered mail to the last known Owner of the vehicles, lands, or buildings to which the order applies.

**PART ELEVEN – OFFENCES AND PENALTIES**

11.1 Penalties

Every person who contravenes or violates any provision of this Bylaw or any Permit or order issued pursuant hereto, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw or any Permit or order issued pursuant hereto, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw or any Permit or order issued pursuant hereto:

BYLAW NUMBER 5635

- (a) commits an offence and shall be liable, on summary conviction thereof, to a fine of not less than one hundred (\$100.00) dollars and not more than ~~fifty ten~~ thousand (\$~~10,000.00~~ 50,000.00) dollars;
- (b) where the offence is a continuing one, each day that the offence continues shall be a separate offence.

11.2 Municipal Ticket Information

Failure to comply with any of the provisions of this Bylaw may result in the issuance of a Municipal Ticket Information under the current "City of Vernon Municipal Ticketing Information System Bylaw" for a fine in accordance with the amounts prescribed in that Bylaw.

11.3 Bylaw Notice Enforcement Bylaw

Failure to comply with any of the provisions of this Bylaw may result in the issuance of a Bylaw Notice under the "City of Vernon Bylaw Notice Enforcement Bylaw" for a fine in accordance with the amounts prescribed in that Bylaw.

11.4 Cost Recovery

- (a) wherever this Bylaw imposes a requirement on a person that something be done, Council may, by resolution, direct that the person take the action and then provide written notice of the resolution to the person. If, after receiving written notice the person does not take the action within the time permitted in the resolution, the City staff may;
  - (i) fulfill the requirement at the expense of the person, and
  - (ii) recover the cost incurred from that person as a debt.
- (b) any debt resulting from subsection 11.3(a) may be recovered pursuant to Section 258 of the *Community Charter*.

BYLAW NUMBER 5635

**PART TWELVE – REPEAL**

- 12.1 **“City of Vernon Fire Prevention Bylaw No. 5263, 2010”** and all amendments are hereby **repealed** and replaced for all purposes;
- 12.2 **“Fireworks Regulation Bylaw No. 5264, 2010”** is hereby **repealed** and replaced for all purposes;

READ A FIRST TIME this       day of       , 2017

READ A SECOND TIME this       day of       , 2017

READ A THIRD TIME this       day of       , 2017

ADOPTED this       day of       , 2017

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Mayor

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Corporate Officer

**SCHEDULE "A"**  
**Attached to and forming part of Bylaw 5635**  
**"City of Vernon Fire Services Bylaw No. 5635"**

**SCHEDULE "A" - DEFINITIONS**

In this Bylaw:

*"Agriculture Material"* means material that is specified in the Farm Practices Protection (Right to Farm) Act.

*"Authorized Persons"* means Member, Police Officer or Bylaw Enforcement Officer.

*"Building Code"* means the current edition of the British Columbia *Building Code* and all amendments.

*"Bylaw"* means the City of Vernon Fire Services Bylaw No. 5635.

*"Bylaw Enforcement Officer"* means a member of Vernon Bylaw Enforcement.

*"Campfire"* means a contained outdoor fire used for cooking or recreation, not exceeding one meter in diameter (3 ft.) and one meter (3 ft.) in height in Interface Zone 1, or not exceeding 0.60 meters (2 ft.) and 0.60 meters (2 ft.) in height in Interface Zone 2 or Interface Zone 3.

*"City"* means the City of Vernon or the area within the municipal boundaries as the context may require.

*"Chief Administrative Officer"* means the person appointed to that position for the City under the "City of Vernon Officers and Employee Bylaw No. 3485, 2004" as amended.

*"Council"* means the municipal council of the Corporation of the City of Vernon.  
*"Director of Engineering Services"* means the person appointed by the Chief Administrative Officer to that position and shall include any other person authorized by the Director of Engineering Services to exercise some or all of the Director of Engineering's powers under this Bylaw.

*"Display Fireworks"* means high-hazard firework articles designed for use by professionals. These articles include items such as aerial shells, cakes, roman candles, waterfalls, lances and wheels.

*"Dwelling Unit"* means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons usually containing cooking equipment, eating, living, sleeping and sanitary facilities.

*"False Alarm"* means an alarm activated for purpose other than where an emergency exists and necessitating a response by the Vernon Fire Rescue Services.

**SCHEDULE "A"**  
**Attached to and forming part of Bylaw 5635**  
**"City of Vernon Fire Services Bylaw No. 5635"**

*"Fire Code"* means the current edition of the *British Columbia Fire Code* and all amendments.

*"Fire Hazard"* means a material, substance or action that increases the likelihood of an accidental fire occurring or may impede escape if a fire occurs.

*"Fire Protection"* means all aspects of fire safety including, but not limited to, fire prevention, firefighting or suppression, pre-Incident planning, fire investigation, public education, information and training and other staff development and includes, without limitation:

- (i) the suppression and mitigation of all types of fires;
- (ii) fire prevention inspections;
- (iii) fire cause investigations and determinations;
- (iv) public fire and life safety education;
- (v) general fire prevention activities; and
- (vi) pre-Incident planning.

*"Fire and Emergency Services"* means the regularly constituted Fire and Emergency Services of the City.

*"Fireworks"* includes cannon crackers, fireballs, firecrackers, mines, roman candles, skyrockets, squibs, torpedoes, and other explosive products or devices manufactured to intentionally produce an explosion.

*"Flaring"* is the controlled burning of combustible gas to eliminate the risk of vapor cloud explosion.

*"Garbage"* means any household or commercial waste or refuse.

*"Hazardous"* means any condition or thing that the Director of Fire Rescue Services considers is a fire hazard or that may increase the risk of the start, spread or danger of fire.

*"Hot Works"* includes works involving open flames or producing heat or sparks, including, without being limited to, cutting, welding, soldering, brazing, grinding, adhesive bonding, thermal spraying and thawing pipes.

*"Incident"* means a fire, an explosion, a situation where a fire or explosion occurred or is imminent or any other situation presenting a danger or possible danger to life or property and to which the Fire and Emergency Services responded.

*"Land Clearing Debris"* means any organic material cleared from land in the process of preparing the land for development, agriculture, silviculture, highway construction or utility installation or any other use.

**SCHEDULE "A"**  
**Attached to and forming part of Bylaw 5635**  
**"City of Vernon Fire Services Bylaw No. 5635"**

*"Member"* means any person that is a duly appointed Member of the Fire and Emergency Services.

*"Motor Vehicle"* has the same meaning as in the *Motor Vehicle Act*.

*"NFPA 25"* means the Standard for the Inspection, Testing and Maintenance of Water- Based Fire Protection Systems.

*"NFPA 291"* means the National Fire Protection Association Standard for Fire Flow Testing and Marking of Hydrants.

*"NFPA 71"* means The National Fire Protection Association Standard for the Installation, Maintenance, and Use of Protective Signaling Systems.

*"Occupier"* includes:

- (i) a registered Owner or agent of the Owner;
- (ii) a tenant, lessee, licensee, user, agent and any other person who has the right of access to and control of a building or premises to which this Bylaw applies; and
- (iii) in relation to common property and common facilities in a strata plan, the strata corporation.

*"Officer in Charge"* means the Captain or Acting Captain responsible for the shift working at the time of absence of the Director and Deputy Director.

*"Outdoor Fireplace"* means a secured container, which is commercially manufactured, certified by the Canadian Standards Association (CSA) or a similar entity, and designed with a chamber to hold an outdoor fire, used for heat, light, or cooking purposes.

*"Owner"* includes the authorized agent of the Owner.

*"Police Officer"* means a Member of the Vernon RCMP Detachment.

*"Public Building"* includes a factory, warehouse, store, mill, school, hospital, theatre, public hall, office building and any building other than a private dwelling house.

*"Smoking"* means the carrying or use of a lighted pipe, cigar, cigarette or any other smoke inhalation device.

*"Ventilation Index"* means the forecast Ventilation Index prepared using Environment Canada data. Ventilation guidelines: poor 0-33, fair 34-54, good 55-100.

**SCHEDULE "B"**  
**Attached to and forming part of Bylaw 5635**  
**"City of Vernon Fire Services Bylaw Number 5635"**



## **Outdoor Burning/Display Fireworks Permit**

*Pursuant to Section 5 and Section 9 of the City of Vernon Fire Services Bylaw No. 5635*

**Property Owner/Agent:** \_\_\_\_\_  
**Contact Phone Number:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_

- ☐ Agricultural Material (\$75.00)
- ☐ Special Public Events/~~Fireworks~~ (\$75.00)
- ☐ Land Clearing (\$75.00)
- ☐ Display Fireworks (\$100.00)

- ☐ The application for a permit must be made by the owner or the owner's authorized agent.
- ☐ The applicant agrees to the conditions identified in this permit.
- ☐ The designated open burning period shall be carried out only during daylight hours and no materials shall be added after 1700 hours (5:00 pm). ~~The smoke release for this permit shall not be greater than 72 consecutive hours.~~
- ☐ The applicant shall be responsible for, and in charge of, the fire until it is completely extinguished.
- ☐ The applicant shall provide sufficient appliances and equipment in order to prevent the fire from getting beyond control or causing damage to life or property.
- ☐ Burning is only to occur when the smoke ventilation index as reported by the Meteorological Service of Canada is 55 or greater, and 34 or greater for the second day and the air quality index is 3 or less.
- ☐ Environment Canada automated voice message system for ventilation indexes are available by calling 1-888-281-2992.
- ☐ Burning of debris must be carried out at least 100 meters from residences and businesses, and 500 meters from schools in session, hospitals and continuing care facilities.
- ☐ Pile sizes shall not be more than two (2) meters in height and three (3) meters in width. Not more than two (2) piles shall be burned concurrently.
- ☐ If the applicant allows such fire to get out of control he or she may be liable for a fine of \$500.00.
- ☐ This permit may be cancelled or a fire ordered extinguished whenever burning, having regard to all the prevailing circumstances, is hazardous or creating a nuisance.

**This permit does not preclude permits or approvals required by other authorities having jurisdiction.**

Permit valid for (3) consecutive days commencing \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Fire Chief or designate

\_\_\_\_\_  
Date Issued



## THE CORPORATION OF THE CITY OF VERNON

### MEMORANDUM

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 7100-01

**PC:** Training Officer, Brian Parsons **DATE:** June 1, 2022

**FROM:** David Lind, Director Fire Rescue Services

**SUBJECT:** **VERNON FIRE RESCUE SERVICES TRAINING DIVISION FOUR (4) YEAR STRATEGIC PLAN 2022 – 2025 AND POTENTIAL IMPACT ON SERVICE LEVELS**

This spring, Training Officer Parsons, finalized a significant objective of the Vernon Fire Rescue Services (VFRS) Eight (8) Year Strategic Plan. After consultation with firefighters, officers, the Deputy Chiefs and the Director he has created the VFRS Training Division Four (4) Year Strategic Plan 2022 - 2025. The plan addresses requirements for qualification, re-certification, skills maintenance and considers evolving public safety needs for ice/water rescue and high angle rescue service. The plan will be presented to Council at a later date.

Currently, Vernon's firefighters are trained and equipped to provide shore-based rescue. During the winter of 2021-22 VFRS received a call for young people on thin ice. On another occasion, there was a call for a capsized canoe several hundred feet off shore. Due to the location of Station 2 the crews were on scene within a few minutes, well ahead of any other responding agency.

Recognizing the hazard created by the temptation to "do something" in these circumstances, an ice and water rescue course was provided in the Spring of 2022. The course provided an increased level of awareness of the dangers of working on ice or in the water and it is a foundational component for the provision of ice/water rescue services in the future.

A trend in BC is the construction of multi-story buildings, many of which exceed the reach of a fire department ladder truck. This type of construction increases reliance on the use of cranes for construction and on occasion there can be a need to rescue a crane operator or others from several hundred feet above ground. After construction there is a need for the ability to rescue maintenance workers who perform tasks on tall buildings such as window washing from elevated platforms or with ropes and harnesses.

The VFRS Training Division Four (4) Year Strategic Plan 2022 – 2025 anticipates both of these emerging needs, building on the well-established programs which are in place today. The increased service levels can be funded through existing budgets and by a third-party funding source.

In September of 2022, VFRS will provide Council with a report and recommendation to amend Fire Services Bylaw #5635 to increase services levels for the provision of ice/water rescue and high angle rescue.

**RECOMMENDATION:**

THAT Council receive for information the memorandum titled "Vernon Fire Rescue Services Training Division Four (4) Year Strategic Plan 2022 – 2025 and Potential Impact on Service Levels" dated June 1, 2022 and respectfully submitted by the Director, Fire Rescue Services.

Respectfully submitted:

A handwritten signature in black ink, appearing to be "D.L.", is written below the "Respectfully submitted:" text.



## THE CORPORATION OF THE CITY OF VERNON

### **M E M O R A N D U M**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 4000-02

**PC:** Kevin Poole, Director, Community Safety, Lands and Administration **DATE:** November 14, 2022

**FROM:** Darren Lees, Manager Protective Services

**SUBJECT: 2022 SEASONAL SECURITY SUMMARY**

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Based on a recommendation from the Activate Safety Task Force, Council approved a seasonal overnight security presence in the Downtown Business Improvements Primary and Secondary Area (BIA) beginning in 2020 (Attachment 1 – Map of BIA Primary and Secondary Area). A Service Level Adjustment to continue the downtown seasonal security contract in 2021 was endorsed by Council during budget discussions. The security contract was extended into its third and final term for 2022.

The mobile security service operated 7 days per week from 11 P.M. to 7 A.M. between May 1 and September 30. The marked security vehicle maintained a visible security presence during the overnight hours with a primary duty to observe, record, and report occurrences within the downtown core business improvement areas. As per contract details, security personnel are to maintain a mobile security presence through the overnight hours and are not exit their vehicle to engage with individuals. Should officers witness any suspicious, illegal or unsafe activities, they are to initiate an immediate call for service to the appropriate agency (RCMP, Vernon Fire Rescue Services etc.).

Recorded observations on both City property and private property included individuals with temporary shelters, individuals gathered on sidewalks, in lanes, parking lots, alcoves, parks and around the east and west downtown public washrooms. In many cases, individuals were not in contravention of a municipal bylaw or provincial statute but were noted by the security officer. Patrol report details consisted of patrol date, name of security officer, time, nearest address and relevant details (who, what, when where) for each observation or call for service. The officer also recorded if the observation or call for service was east or west of Highway 97 and whether it was on private or City property. Where calls for service were initiated regarding suspicious, illegal or unsafe activities, the security officer also noted the agency called to respond. Patrol reports were submitted by the contractor to Protective Services each week for evaluation and reporting.

An analysis of the 1,069 recorded observations by the security service between May 1 to September 30, 2022, revealed that all observations involved street entrenched individuals. 50.1% of the security service observations were made on City streets, lanes, downtown parks, the bus exchange and public washrooms, while the other 49.9% were made on private property where individuals were observed in private

alcoves, doorways and private parking areas accessed off a lane. Further analysis revealed that 52% of security service observations occurred in the BIA primary area while the other 48% of observations occurred in the BIA secondary area (see Attachment 1).

Where necessary, security officers reported overnight calls for service to the RCMP, Vernon Fire Rescue Services (VFRS), BC Ambulance, City Operations or Bylaw Compliance for follow up. Over the duration of the 2022 contract, 8 calls for service were reported for first responder follow up. The RCMP received 1 call for service while 7 calls for service were reported to VFRS. An unsecure premise, where a door was left open at a business after hours was reported to the RCMP while the 7 calls for service to VFRS involved small fires in the downtown area. These were warming fires started by unhoused individuals with 6 calls for service on public property and 1 on private property. No immediate concerns were reported to City Operations, Bylaw Compliance or BC Ambulance.

The Executive Director of the Downtown Vernon Association (DVA) was contacted for comment regarding the 2022 Seasonal Security Service operations. The Executive Director advised that the DVA had not received any direct feedback on overnight security operations. Bylaw Compliance Officers have noted that there are several mobile security companies under private contracts operating in and around the downtown core each night.

Council has dedicated approximately \$120,000 for the three-year seasonal security contract which has now ended. A total of 32 calls for service were reported over the duration of the contract as shown in the table below. Based on the limited calls for service, Administration is recommending that Council not proceed with the program in 2023.

<b>Seasonal Security Calls for Service Contract Summary</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
RCMP	10	6	1	<b>17</b>
VFRS	1	1	7	<b>9</b>
Bylaw Compliance	4	0	0	<b>4</b>
City Operations	0	1	0	<b>1</b>
BC Ambulance	1	0	0	<b>1</b>
<b>Total</b>	<b>16</b>	<b>8</b>	<b>8</b>	<b>32</b>

**Recommendation:**

THAT Council receive the memorandum titled “2022 Seasonal Security Summary” dated November 14, 2022, respectfully submitted by the Manager, Protective Services for information.

**Alternative:**

THAT Council receive the memorandum titled “2022 Seasonal Security Summary” dated November 14, 2022, respectfully submitted by the Manager, Protective Services;

AND FURTHER, that Council approve \$40,000 for the operation of the seasonal security contract in 2023 to be funded from the 2021 year end unexpended, uncommitted funds with a current balance of \$154,528.

Respectfully submitted:

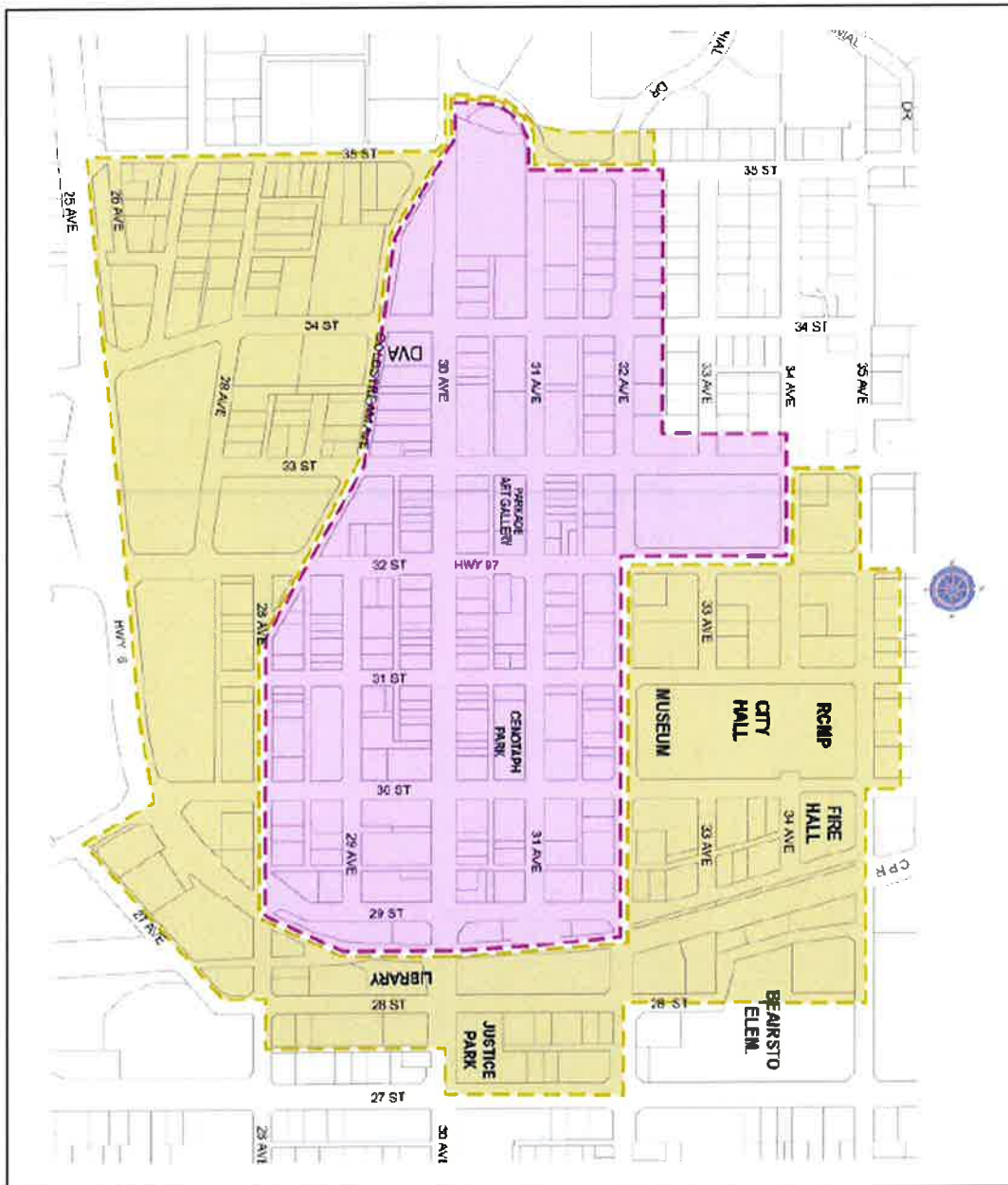
A handwritten signature in black ink, appearing to read 'Darren Lees', with a stylized flourish at the end.

Darren Lees  
Manager, Protective Services

**Attachments**

Attachment 1 – Map of City of Vernon Business Improvement Area

# Downtown Vernon Business Improvement Area Map





## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 6410-01  
**PC:** Jennifer Bruns, Manager, Legislative Services **DATE:** November 1, 2022  
**FROM:** Kim Flick, Director, Community Infrastructure  
and Development  
**SUBJECT: DEVELOPMENT APPROVAL PROCESS REVIEW AND STAFFING UPDATE**

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At its Regular Meeting of June 28, 2021, Council endorsed the implementation strategy for the recommendations of the development approval process review. Subsequently, updates on the implementation strategy have been provided through the quarterly updates provided to Council on development and economic activity. A further update is provided as Attachment 1.

Highlights of the recently implemented items are as follows:

- The new application form is now in use. The form is intended to ensure complete applications are received, thus reducing back and forth time with the applicant and expediting a timely review. The form includes a request to provide any feedback on the new form directly to the Mayor's email (to help ensure applicants feel confident in providing candid feedback).
- Formalized pre-application meetings have been implemented. This includes timelines for scheduling the meeting (within two weeks of the request) and providing written feedback (within 48 hours following the meeting).
- On-line application monitoring is now available for development variance permit applications. Development permits will also be on-line within weeks. This enables an applicant to receive automatic updates on the status of their application, as well as to view its status on-line using MyCity.
- Property Information Requests can now be made on-line.
- Though not a recommendation of the development approval process review, a single point of contact for planning enquiries has now been implemented through [planning@vernon.ca](mailto:planning@vernon.ca). An automatic message is sent immediately indicating that the inquiry has been received and a response will be provided within 48 hours.

With regard to staffing, the following update is provided:

- The Building and Transportation Departments are now fully staffed. Building Permit turnaround times have dropped from 8 weeks to 6 weeks.
- Engineering Development Services has one vacant Development Technician position.
- With the exception of the Manager, Long Range Planning is fully staffed.
- Current Planning has a vacant Planning Assistant and Manager position. The following positions are filled: three Planners, one Planning Assistant, and a dedicated Approving Officer.

With the manager positions vacant in both Current and Long Range Planning, the decision has been made to merge the two departments into a single department under one manager. This has allowed the creation of a dedicated Housing Planner. The job descriptions for the new manager position and the Housing Planner are under development and are expected to be posted shortly.

It is noted that while 2021 was a record development year for the City in terms of building permit value at \$173.6 million, 2022 has surpassed that value. As of October 20, 2022, building permit value reached \$176 million.

**RECOMMENDATION:**

THAT Council receive for information the memorandum titled "Development Approval Process Review and Staffing Update" dated November 1, 2022 and respectfully submitted by the Director, Community Infrastructure and Development.

Respectfully submitted:

  
\_\_\_\_\_

Kim Flick, Director  
Community Infrastructure and Development

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## DEVELOPMENT APPROVAL PROCESS REVIEW IMPLEMENTATION TRACKING

(Updated: November 1, 2022)

Recommendation	Lead	Expected Completion	Status
1. That a Development Liaison Working Group comprised of industry representatives, municipal staff representatives and a RDNO regional staff representative be created to establish an ongoing dialogue between the City and the development industry	Manager, Ec Dev & Tourism/ Director	2021	<b>COMPLETE</b> (group is called Development Approvals Working Group, or DAWG)
2. That consideration be given to adjusting staffing to address concerns raised in this Study	Council	2021	<b>COMPLETE</b>
3. That the new Development Application Form (Appendix C) be finalized and implemented for Planning applications with clear submission requirements	Current Planning	2021	<b>COMPLETE</b> (draft presented to DAWG for review June 22; went live September 2022)
4. Finalize and release the public Building Permit Process Guide (Appendix A)	Building	2023	Guide currently under development
5. Finalize and use the Internal BP Process Chart (Appendix B)	Building	2023	Chart currently under development
6. That electronic plan submissions be made possible	Building	2021/2022	<b>COMPLETE</b>
7. That all work groups involved in the development approval process use the City's electronic permit system	CID Managers	2023	In process
8. That the permit system be enhanced to provide automatic / online access to the status of applications for applicants	Building	2021/2022	<b>COMPLETE:</b> <ul style="list-style-type: none"> <li>• Building Permits</li> <li>• Development Variance Permits</li> <li>• Property Information Requests</li> </ul> In process: Development Permits
9. That the permit system be enhanced to provide annual reporting of project approval times	Building	2022/2023	In process
10. Provide as much information as possible online	Building	2022/2023	In process
11. That staff resources be applied to the introduction of an enhanced permit system including electronic applications and automated status updates and provision of online application materials	Building	2021/2022	<b>COMPLETE</b>
12. That the pre-application stage of all forms of development approval be given a higher	Current Planning	2021/2022	<b>COMPLETE</b>

priority to ensure that applicants have the information they require to submit a complete application. The reallocation of resources or new resources may be required to achieve this			
13. That pre-application meetings be held to provide guidance to applicants with input from all relevant departments. Submission requirements should be specified and documented at this stage with staff offering flexibility to suit the nature of the application	Current Planning	2021/2022	<b>COMPLETE</b>
14. That a higher level of "gatekeeping" be introduced and emphasized to ensure that applications received are complete. This needs to be complimented by increased support for applicants at the pre-application stage	Current Planning	2021/2022	<b>COMPLETE</b>
15. That the most efficient manner of processing applications be determined in consultation with applicants, including the concurrent processing of applications whenever possible	Current Planning	2021/2022	<b>COMPLETE</b>
16. Place more emphasis on the pre-application process and gatekeeping to assist with the smooth processing of applications once received	Current Planning	2021/2022	<b>COMPLETE</b>
17. That staffing be adjusted, as necessary, to enhance the pre-application process and application gatekeeping as outlined in this Study	Current Planning	2021/2022	<b>COMPLETE</b>
18. That development applications have clear project leads with the ability to guide staff input, including input from the Development Review Group	Current Planning	2021/2022	<b>COMPLETE</b>
19. That the RDNO utilities group be better integrated into the development approval process, including building permit and planning applications	Current Planning	2021/2022	<b>COMPLETE</b>
20. That the Fire Department be better integrated into the development approval process, including building permit and planning applications	Current Planning	2021/2022	In process
21. That other opportunities be explored to increase the ability for DP applications to be processed as Minor DP applications	Current Planning	2021/2022/ 2023	In process; amendments to OCP DP/Minor DVP thresholds adopted (#32 and #33)
22. That training be provided to managers and staff to cultivate the desired organizational "culture"	CID Managers		<b>ONGOING</b>
23. Establish clear expectations for staff response times to enquiries from the public	CID Managers	2021	<b>COMPLETE</b>

24.Engage in succession planning to support staff retention and maintain continuity in the workplace	CID Managers	2022	In process
25.That tentative schedules, including major milestones, be provided to applicants for most planning applications. While such schedules cannot be guaranteed and cannot be taken as a firm commitment, they are very useful for applicants and staff. Several schedules can be provided to demonstrate alternative timing, depending upon shifting circumstances	Current Planning	2022/2023	In process
26.That application timelines be monitored and reported annually	Current Planning	2021	<b>ONGOING</b>
27.Ensure that new regulations that impact development are vetted to ensure that their impact on development is reasonable and can be implemented in an efficient manner	Development Review Working Group	2021 and ongoing	<b>ONGOING</b> through DAWG
28.That the Board of Variance Bylaw #4875 be amended and the July 12, 204 Board of Variance Policy be rescinded to allow the BoV to handle more “minor” variances based upon “hardship” using its discretion, as per the Local Government Act and that the requirement for staff referrals and a written staff report be deleted	Current Planning	2021	<b>COMPLETE</b> (amendments adopted September 6, 2022)
29.That clauses in the Zoning Bylaw that require regular amendment be revised to avoid the need for DVPs	Current Planning	2022/2023	In process; amendments will be brought forward for Council consideration as identified
30.That Zones in the Zoning Bylaw be revised to include development standards all permitted building forms to avoid the need for DVPs	Current Planning	2023	In process; requires approval by Council
31.That the Development Permit categories within the OCP be revised to more clearly categorize the Development Permit purposes and that the application forms be revised to clearly distinguish between the types of Development Permit applications as well as Guidelines and submission requirements	Long Range Planning and Sustainability	2021-2023	Requires approval by Council; OCP amendments to be considered during the OCP review
32.That the Development Permit exemption criteria (OCP page 143) be increased from \$50,000 to \$200,000	Long Range Planning and Sustainability	2021	<b>COMPLETE</b> (OCP amendments adopted)
33.That the Minor Development Permit criteria (OCP page 149) be increased from \$50,000 to \$200,000	Long Range Planning and Sustainability	2021	<b>COMPLETE</b> (OCP amendments adopted)
34.That the servicing requirements threshold in section 7.01 of the Subdivision & Development Control Bylaw # 3843 be revised to increase the amount from \$50,000 to \$200,000	Engineering Development Services	2021	<b>COMPLETE</b> (Bylaw amendments adopted)

35.That consideration be given to reducing the percent of building construction value limit from 10% to 5%	Engineering Development Services	2021	<b>COMPLETE</b> (Bylaw amendments adopted)
36.That reductions to the servicing requirements for smaller corner sites be considered	Engineering Development Services	2021	Amendments reducing building construction value from 10% to 5% may address this issue; to be monitored and brought forward to Council if necessary
37.That Vernon be competitive with the marketplace in terms of salaries and benefits	Council		Requires approval by Council
38.That consideration be given to revising the Vernon Fees and Charges Bylaw #3909 to better reflect the actual costs of processing applications	Current Planning	2023	In Process
39.That consideration be given to revising the Vernon Fees and Charges Bylaw #3909 to set fees for the following four years	Current Planning	2023	Requires approval by Council
40.That the practice of charging partial fees for planning applications be replaced with full upfront fees, with a refund policy for applications that do not proceed	Current Planning	2021	<b>COMPLETE</b>



## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 6460-10  
**PC:** Jennifer Bruns, Manager, Legislative Services **DATE:** November 2, 2022  
**FROM:** Kim Flick, Director, Community Infrastructure and Development  
**SUBJECT: AFFORDABLE HOUSING ACTION: NORTH OKANAGAN SECONDARY DWELLING DESIGN COMPETITION**

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A letter has been received from the Regional District of North Okanagan (RDNO) inquiring as to the City's interest in participating in a region-wide design competition for secondary dwellings (Attachment 1).

At its Regular Meeting of September 21, 2022, the Regional District Board of Directors passed a resolution directing staff to initiate a design competition to develop pre-approved building plans for secondary dwelling units within the Region. The intent is to have designs developed for rural secondary dwellings and for urban locations. The Electoral Areas have allocated approximately \$17,000 for the rural secondary dwelling competition, with the fees associated with purchasing the plans going directly back to the winning designers/architects.

The RDNO is now ascertaining interest amongst the other member municipalities to see if there is support for the urban location design competition, where the winning plans could be available for purchase in all participating municipalities within the RDNO. The RDNO has not identified a cost formula for additional participants, however, it expects the costs to be nominal and would depend on how many communities participate. Staff from each participating community would assist in developing the design criteria and terms of reference. The goal would be to launch the competition in January 2023 and have plans available for purchase in the spring of 2023.

At its Committee of the Whole Meeting of September 26, 2022, Council endorsed the City's Housing Action Plan. Action 1.4 of the Plan states:

Develop and distribute free pre-designed secondary dwelling plans that meet bylaw requirements and are building permit ready.

The intent is to help home owners who are interested in building a secondary dwelling but are unfamiliar with the development process. While the proposed RDNO competition results in plans available for sale, should the City participate in the process, Administration could look at options to offset this cost for participating home owners for Council's consideration.

Given that the RDNO proposal aligns with the City's Housing Action Plan, Administration recommends that Council support the design competition. Once the cost is identified by RDNO, funding could be provided from the City's Development Excess Reserve.

**RECOMMENDATION:**

THAT Council direct Administration to advise the Regional District of North Okanagan that Council supports its proposal to initiate a design competition for secondary dwellings in an urban location as outlined in the memorandum titled "Affordable Housing Action: North Okanagan Secondary Dwelling Design Competition" dated November 2, 2022 and respectfully submitted by the Director, Community Infrastructure and Development.

Respectfully submitted:

  
for Kim Flick, Director  
Community Infrastructure and Development

Attachment 1 – Letter dated October 26, 2022 from RDNO re: Affordable Housing Action: North Okanagan Secondary Dwelling Design Competition

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## REGIONAL DISTRICT NORTH OKANAGAN

### MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG

CITY OF ENDERBY

DISTRICT OF COLDSTREAM

VILLAGE OF LUMBY

CITY OF VERNON

TOWNSHIP OF SPALLUMCHEEN

### ELECTORAL AREAS:

"B" – SWAN LAKE

"C" – BX DISTRICT

"D" – LUMBY (RURAL)

"E" – CHERRYVILLE

"F" – ENDERBY (RURAL)

OFFICE OF: PLANNING DEPARTMENT

OUR FILE No.: 3045.01.02

October 26, 2022

Dawn Low, Chief Administrative Officer  
City of Armstrong  
3570 Bridge Street, Box 40  
Armstrong, BC V0E1B0  
[dlow@cityofarmstrong.bc.ca](mailto:dlow@cityofarmstrong.bc.ca)

Trevor Seibel, Chief Administrative Officer  
District of Coldstream  
9901 Kalamalka Road  
Coldstream, BC V1B 1L6  
[tseibel@coldstream.ca](mailto:tseibel@coldstream.ca)

Tate Bengtson, Chief Administrative Officer  
City of Enderby  
619 Cliff Avenue  
Enderby, BC V0E 1V0  
[tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com)

Tom Kadla, Chief Administrative Officer  
Village of Lumby  
1775 Glencaird Street, PO Box 430  
Lumby, BC V0E 2G0  
[tomk@lumby.ca](mailto:tomk@lumby.ca)

Doug Allin, Chief Administrative Officer  
Township of Spallumcheen  
4144 Spallumcheen Way  
Spallumcheen, BC V0E 1B6  
[doug.allin@spallumcheentwp.bc.ca](mailto:doug.allin@spallumcheentwp.bc.ca)

Will Pearce, Chief Administrative Officer  
City of Vernon  
3400 30<sup>th</sup> Street  
Vernon, BC V1T 5E6  
[WPearce@vernon.ca](mailto:WPearce@vernon.ca)

Ian Wilson, General Manager, Strategic and Community Services  
Regional District of North Okanagan  
[ian.wilson@rdno.ca](mailto:ian.wilson@rdno.ca)

cc: Regional Growth Strategy Support Team

### **Re: Affordable Housing Action: North Okanagan Secondary Dwelling Design Competition**

On September 21, 2022, at the regular meeting of the Board of Directors, there was a discussion on Affordable Housing Actions, and the following resolution was passed:

*That staff be directed to initiate a design competition to develop pre-approved building plans for secondary dwelling units within the region; and further,*

*That direction be provided on the design competition's scope and scale, including the identification of partners.*

The Regional Housing Strategy has several actions identified to help lessen the costs and increase the supply of affordable housing units. Action 2.1 promotes innovation and recognizes the need to build upon existing research and information sharing to identify innovative policies and projects to address the regional housing challenge. Communities such as Nelson and the City of Kelowna have held design competitions for laneway housing and infill designs to support generating new, attainable forms of ground-oriented rental and ownership housing in their community cores.

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC  
V1B 2K9

Toll Free: 1.855.650.3700  
Phone: 250.550.3700  
Fax: 250.550.3701  
Web: [www.rdno.ca](http://www.rdno.ca)  
E-Mail: [info@rdno.ca](mailto:info@rdno.ca)

Attached to this letter is the report to the Board of Directors outlining the general costs and process involved in holding a secondary dwelling design competition. The Board has requested that staff reach out to all member municipalities within the region to see if there is support to hold a region-wide design competition where the winning plans could be available for purchase in all member municipalities within the RDNO.

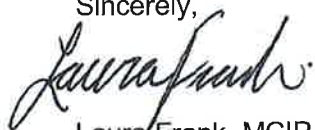
Staff have conducted a preliminary review of each community's Zoning Bylaw, and there is consistency in the size of secondary dwellings with variation in heights. Depending on which communities participate, the design parameters for the competition could have two categories. A rural category which would meet the Agricultural Land Commission requirements for a secondary dwelling, and an urban category which would take into account lane access, smaller lot sizes and the potential for a second story with consideration of window placement to protect neighbours' privacy.

Community	Max Size (area)	Max Height
Electoral Areas	90 m <sup>2</sup> / (968 square ft.)	8 m (26.25 feet)
Vernon	Lesser of 80 m <sup>2</sup> - 90 m <sup>2</sup> or 75% of the net floor area (depending on the lot size and lane access).	1.5 – 2 Storeys (depending on the lot size and lane access).
Armstrong	90 m <sup>2</sup> (968 square ft.)	7.5 m (24.6 feet)
Enderby	90 m <sup>2</sup> (968 square ft.)	4.5 m (14.76 feet)
Spall	70 m <sup>2</sup> (753 square ft.)	1 Story
Lumby	90 m <sup>2</sup> (968 square ft.)	7 m (23 feet)
Coldstream	90 m <sup>2</sup> (968 square ft.)	6.5 m (21.3 feet)

The Electoral Areas have committed to holding the design competition for rural secondary dwellings with a budget of approximately \$17,000, acknowledging that the fees associated with purchasing plans would go directly back to the winning designers/architects. The RDNO has not identified a cost formula for additional participants, however, it should be nominal but will depend on how many communities want to participate. Please let us know if your community would like to be involved by December 16, 2022. Staff from each participating community will assist in developing the design criteria and terms of reference. The goal would be to launch the competition in January and have plans available for purchase in the spring of 2023.

If you have any questions about this initiative, feel free to contact me, Laura Frank, Regional Planning Projects Manager, at (250) 550-3768 or [laura.frank@rdno.ca](mailto:laura.frank@rdno.ca).

Sincerely,



Laura Frank, MCIP, RPP  
Regional Planning Projects Manager  
/lf

Encl: Staff Report dated August 22, 2022: Pre-approved Building Plans for Secondary Dwellings on Rural Properties

**TO:** Electoral Area Advisory Committee

**FROM:** Planning Department

**File No:** 3045.01.04

**Date:** August 22, 2022

**SUBJECT:** Pre-approved Building Plans for Secondary Dwellings on Rural Properties

## RECOMMENDATION:

That staff be directed to initiate a design competition to develop pre-approved building plans for secondary dwelling units within the region; and further

That direction be provided on the design competition's scope and scale, including the identification of partners.

## SUMMARY:

At the August 17, 2022, Regular Meeting of the Board of Directors, the following resolution was passed:

*That staff be directed to prepare a report for consideration by the Electoral Area Directors on shelf-ready projects and pre-approved building plans for secondary dwelling units on rural properties.*

## DISCUSSION:

The Regional Housing Needs Assessment for the North Okanagan has identified that housing affordability and supply across the housing spectrum (Non-Market to Market Housing) is one of the most significant challenges for communities within the region and will continue to worsen. The Regional Housing Strategy has several actions identified to help lessen the costs and increase the supply of affordable housing units.

Action 2.1 specifically promotes innovation and recognizes the need to build upon existing research and information sharing to identify innovative policies and projects to address the regional housing challenge. An example included was the Passive Home Apartments built in Whistler, BC. This 24-unit four-storey pre-fabricated building was constructed in 14 days (site-build-time) and now operates at a much lower price than a traditional stick-built home due to its energy-efficient design. Other communities such as Nelson and the City of Kelowna have held design competitions for laneway housing and infill designs to support generating new, attainable forms of ground-oriented rental and ownership housing in their community cores.

### Nelson, BC

In 2019 the City of Nelson held its Laneway Housing Design Competition and now sells pre-reviewed plans for three different laneway house designs for \$1000 plus GST. The fee for the plans goes directly to the architect, and the applicants benefit from a quicker application review process and an award-winning design at a low cost. The City of Nelson has indicated the design competition was successful,

resulting in more laneway houses in the community, promoting high-quality designs at accessible prices to homeowners, and inspiring more homeowners to build laneway housing while keeping design costs reasonable.

The costs associated with holding the design competition, including prizes, was set at \$17,000 and covered by the Development Services budget.

- 1<sup>st</sup> prize was \$5,000
- 2<sup>nd</sup> prize was \$3,000
- 3<sup>rd</sup> prize was \$2,000

There were four honoraria for Design Review Panelists at \$500 per individual (City staff did not receive honoraria) and a Communications budget of \$5,000. The Design competition timeline spanned approximately one year as multiple submission deadlines were included in case of a low number of entrants.

In total, the City received twenty-nine entries. A five-member expert design review panel critiqued the submissions. Five of the entrants were invited to participate in the second round, where they were to elaborate on their plans and respond to the feedback provided by the panellists. The top three winning designs included:

"Kootenay Three-Step" by Tony Osborn Architecture + Design Inc. Of Vancouver. The design provides variations ranging from 571 to 858 ft<sup>2</sup>.



The second-place winner, "Nelson Peaks" by Tyler Reynolds & Adrienne Gerrits, Halifax Nova Scotia. It offers 850 ft<sup>2</sup> of living space.



The third-place winner, "The Pica" was designed by Carmen Dipasquale of SNT Engineering and Rod Taylor of Rod Taylor Design, both of Nelson BC.



#### City of Kelowna

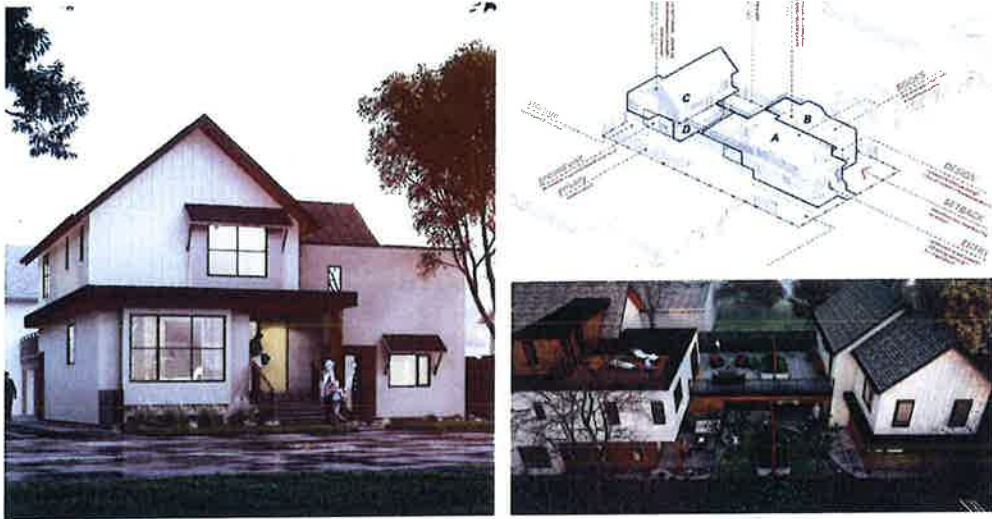
In 2021 The City of Kelowna launched its Infill Challenge Design Competition 2.0. The design competition aimed to generate innovative ideas for infill housing that enhanced affordability, diversity, resiliency, inclusivity, and livability in Kelowna's housing system. This competition spanned a six-month timeframe and had a budget of \$56,000. This included a \$10,000 grand prize, \$5,000 for second place, and \$2,500 for third place. There was a team of six external jurors; each was given a \$1,500 honorarium due to a significant time commitment. \$4,600 was spent on advertising (through industry magazines/websites and social media). Overall the project was completed under budget as a lot of the work was completed in-house and online.

A total of 56 submissions were received, including some international entrants. The winning designs were as follows:

1st Place - Miguel Angel Jimenez Gonzalez Cruz



### 2<sup>nd</sup> Place - Bluegreen Architecture "Mosaic"



### 3<sup>rd</sup> Place - Twobytwo Architecture Studio "The Garden Cluster"



### Electoral Area Context

As of December 31, 2021, the Agricultural Land Commission (ALC) changed the regulations to allow farmers and ALR landowners to have both a principal residence and a small secondary residence. Permission for the second residence is only required from a local government or First Nation as long as the size of the secondary residence meets the new regulations. For properties 40 hectares (100 acres) or smaller, the ALC permits one second residence of 90 m<sup>2</sup> (970 ft<sup>2</sup>) or less if the existing residence is 500 m<sup>2</sup> (5,400 ft<sup>2</sup>) or less. On properties 40 hectares (100 acres) or larger, a second residence 186 m<sup>2</sup> (approximately 2,000 ft<sup>2</sup>) or less is permitted, no matter the size of the first residence. Since most of the developable rural lands within the region fall within the ALR, staff recommend the pre-approved building plans be for a second dwelling of 90 m<sup>2</sup> (970 ft<sup>2</sup>) in size. This size (90 m<sup>2</sup>) also aligns with the proposed amendments and permitted uses in the Regional District of North Okanagan Zoning Bylaw No. 1888, 2003.

## NEXT STEPS:

Staff are supportive of holding a design competition to establish pre-approved building plans for secondary residential dwellings for a number of reasons: It will create efficiencies in the building permit review process, expediting the application review timeline and enabling applicants to proceed to construction at a quicker rate. It will result in high-quality, innovative designs at an affordable price. It will simplify and reduce barriers for applicants who may have thought about building a Secondary Dwelling but have felt overwhelmed by the costs in the design and permitting process. Assuming there is sufficient up-take, there will be additional housing units to accommodate residents within the region, alleviating some of the existing backlog in need.

As demonstrated by the City of Nelson and the City of Kelowna, these design competitions have proven to be successful. There are two options to consider moving forward:

- Host a design competition for a 90 m<sup>2</sup> Second Dwelling unit suitable for rural areas. This approach will take a minimum of six months to complete but may result in new creative and innovative ideas. A budget similar to the City of Nelson's appears feasible (\$17,000) with the acknowledgment that the fees associated with purchasing plans would go directly back to the winning designers/architects.
- Collaborate with member municipalities and the Regional Growth Strategy Support Team to see if there is support to hold a region-wide design competition where the winning plans would be available for purchase in all member municipalities within the RDNO. If there is support, planning staff throughout the region could identify the parameters for the competition to identify a range of Second Dwelling / Carriage Home / Laneway Housing design options that meet the various Zoning Bylaw requirements. Having such plans available for purchase and a quicker approval timeline would contribute to more housing supply throughout the region, including the densification of the Swan Lake Residential Infill Development nodes once sewer becomes available.

Staff are requesting feedback on the preferred approach for the design competition, specifically regarding the scope, scale, and potential partners (region-wide approach or electoral areas only). Based on this feedback, staff can develop a set of Terms of Reference, which could be presented to the committee at the December EAAC or RGMAC meeting for consideration. The goal would be to have pre-approved building plans ready for applicants to purchase in 2023.

Submitted by:



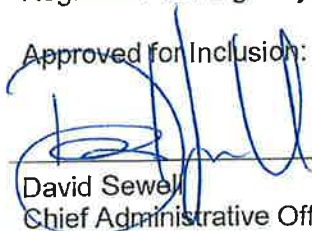
Laura Frank, MCIP, RPP  
Regional Planning Projects Manager

Reviewed and endorsed by:



Rob Smailes, MCIP, RPP  
General Manager, Planning and Building

Approved for Inclusion:



David Sewell  
Chief Administrative Officer



# THE CORPORATION OF THE CITY OF VERNON

## **MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 6460-10  
**PC:** Kim Flick, Director, Community Infrastructure and Development **DATE:** November 1, 2022  
**FROM:** Barbara Everdene, Long Range Planner  
**SUBJECT: AGE AND DEMENTIA FRIENDLY COMMUNITY GRANT**

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Administration applied for a grant through BC Healthy Communities to build on the existing budget allocated to creating an Age and Dementia Friendly Community Plan. This grant opportunity was for a \$25,000 grant to specifically support partnering with the Vernon Seniors Action Network to conduct a participatory age and dementia friendly assessment of the community and develop a Vernon Community Age and Dementia-Friendly Action Plan ("V-CADAP"). The project provides a unique opportunity to be part of a leadership group in the province creating more age friendly communities.

The City applied to the project on July 4, 2022 (Attachment 1). On August 29, 2022, the City received notice that it was selected for Stream 1 funding (Attachment 2). The City has since been notified that the grant may now be made public. The project is anticipated to have three phases, as follows:

<b>Time Frame</b>	<b>Phase</b>
October 2022 to February 2023	Participatory Assessment of Vernon's age and dementia friendliness according to the World Health Organization Age Friendly Community Framework
March 2023 to September 2023	Action Planning and recommendations for the Official Community Plan review process
September 2023	Community Celebration and Project Wrap-up

### **RECOMMENDATION:**

THAT Council authorize the expenditure of up to \$25,000 for the Vernon Community Age and Dementia-Friendly Action Plan ("V-CADAP") project funded by BC Healthy Communities as described in the memorandum titled "Age and Dementia Friendly Community Grant" dated November 1, 2022 and respectfully submitted by the Long Range Planner.

Respectfully submitted:

Barbara Everdene  
Long Range Planner

Attachment 1 – City of Vernon VCADAP Application  
Attachment 2 – BC Healthy Communities Grant Approval Notification

## Age-friendly Communities 2022 Grant Application

### 2. Applicant Information

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**1. Stream: This application is for (select one stream):**

Stream 1 Planning Grant (completing an age-friendly assessment and developing an action plan). (up to \$25, 000)

**2. Please indicate the name of the Indigenous government or local government applying.**

City of Vernon

**3. Please indicate the type of government applying.**

Municipality

### 3. Applicant contact details

---

**4. Applicant mailing address and contact information**

**Primary Contact full name**

Barbara Everdene

**Primary contact position or title**

Long Range Planner

**Street Address**

3400 30 Street

**Apt/Suite/Office**

**City, District, Village or Town**

Vernon

**Province**

BC

**Postal Code**

V1T 5E6

**Email address**

beverdene@vernon.ca

**5. Primary contact role in the project:**

Project Liaison, City of Vernon

**6. Only primary contacts will receive communication regarding this application. What is your preferred method of communication?**

Email

### 4. Health authorities and past AFC funding or BCHC capacity building support

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**7. Has your organization received AFC funding or support in the past (i.e., AFC funding from the Union of BC Municipalities (UBCM), and/or Age-friendly Capacity Building (AFCB) support from BCHC?\***

No

**8. Please indicate the health authority region in which your Indigenous government or local government is located. Please also indicate if your community is served by the First Nations Health Authority.**

Interior Health

**9. Do you have an existing relationship with your health authority(ies)?**

Yes

**10. If you have an existing partnership with your health authority(ies), please provide key contact information for each.**

Primary health authority contact name: : Tanya Osborne  
Primary health authority contact position: : Community Health Facilitator  
Primary health authority contact email: : tanya.osborne@interiorhealth.ca  
Primary health authority contact phone: : 778-214-0674  
Secondary health authority contact name: : Janelle Rimell  
Secondary health authority contact position: : Environmental Health Officer  
Secondary health authority contact email: : Janelle.Rimell@interiorhealth.ca  
Secondary health authority contact phone: : 250-540-8380

**11. Have you discussed this plan/project with your local health authority?**

Yes

**12. If yes, indicate what discussions have occurred, and if the local health authority is supportive of the initiative.**

In accordance with their 2016 Partnership Agreement, the City of Vernon and Interior Health partner and collaborate on opportunities to create Healthy Communities. Therefore, Interior Health (IH) is a key institutional partner of the City of Vernon in the planning and implementation of age friendly community initiatives. IH has a strong presence on the Vernon Seniors Action Network (VSAN), a coalition of local and provincial organizations working to support seniors in Vernon and is a member of the Healthy Aging Network in British Columbia, with three representatives designated to VSAN governance and activities. VSAN has an Age and Dementia Friendly Committee and is experienced in community engagement and public health promotion for seniors. The City's Long Range Planning and Sustainability department is the municipal liaison to the Vernon Seniors Action Network. In summary, through VSAN's Age and Dementia Friendly Committee, the City and IHA will work together on the creation and implementation of this Vernon Community Age and Dementia-Friendly Action Plan (V-CADAP) project and make recommendations to City Council. City Council will provide governance for all decisions respecting City-led actions.

## **5. Overview and Workplan**

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**13. What is the name or proposed title of your plan/project?**

Vernon Community Age- and Dementia-friendly Action Plan (V-CADAP)

**14. What are the Age-Friendly Community components that are the focus of your plan/project**

Outdoor spaces and buildings  
Transportation, including traffic safety  
Housing  
Social well-being and participation  
Respect, social inclusion, and cultural safety  
Community engagement and employment  
Communications and information  
Community support and health and wellness services

**15. Participation of older adults.**

**Please identify how this plan/project includes the participation of older adults. Please check all that apply and describe their direct participation in the space provided below.**

Age-friendly Assessment  
Inclusion of Age-friendly planning principles in the OCP/CCP/other Plans  
Age-friendly Action Plan

**16. Describe the direct participation by older adults in your proposed plan/project.**

Drawing on many community partnerships, our Age Friendly Assessment and Planning phases will be led and informed by engagement with older adults and those with lived experience of dementia. The Vernon Seniors Action Network (VSAN) coalition will coordinate the process, bringing its broad platform of service providers (for a full list of VSAN members, see the enclosed VSAN Letter of Support) to reach out and encourage participation. Many of these service providers engage with the most vulnerable seniors in our community. NexusBC serves low income seniors and the North Okanagan Friendship Centre Society services Indigenous Elders in our community. One member is Christine Thelker, a recognized author and speaker with lived experience of early onset dementia, who is also an executive member of Dementia Advocacy Canada. Together, service providers will help the project capture a diverse range of voices in the engagement process. VSAN hosts an annual Seniors Fair event (scheduled this year for September 17, 2022) that promotes health and wellness initiatives and offers an opportunity for a workshop, focus groups and other Age Friendly engagement activities. An equity lens will be applied to the design of all engagement activities to hear from diverse age categories and participants representative of different genders, abilities, income levels, education levels, Indigenous and racialized communities and members of the LGBTQ2S+ community. VSAN is in the process of reaching out to other groups and organizations in the community, such as the Vernon & District Immigrant & Community Services Society (see their enclosed letter of support) to ensure inclusion and diversity among participants in both assessment and planning phases.

**17. What is your target population(s) and why? Please describe any target population(s) within the overall older adult population. Please refer to the [grant application guide](#) for more information.**

As this will be the first Community Age and Dementia-Friendly Action Plan (CADAP) for the City of Vernon, we plan to reach out to a broad target audience of adults 65 years and older, their caregivers and family members. We know that the population of seniors in Vernon (pop. 44,519) is growing. The percentage of seniors in Vernon has been steadily rising from 23% in 2011, to 25.5% in 2016, to 28.1% in 2021. Approximately half of seniors are between 65 to 74 years of age (2021 Census). Overall, our population of seniors is significantly higher than the national average of 19% population over the age of 65. Through action research, our goal is to better understand the diversity within this group while implementing this project. We know from Vernon's Community Health Profile that 7.2% of our community are Indigenous, 6.2% are visible minorities (Punjabi, Filipino, Chinese, Japanese and others), and 1.2% are newcomers (BC Community Health Data). This data is not disaggregated by age, so some work is required to better understand the diversity in our senior population. Our goal is to model the research and planning process on respect, social inclusion, and cultural safety. We will actively seek out the voices of younger and older seniors, seniors living with dementia and other disabilities, those with diversity in income and education levels, Indigenous and racialized residents and members of the LGBTQ2S+ community. In 2020, 15.5% of seniors were living in poverty, according to the Community Foundation of the North Okanagan's 2020 Vital Signs report. The Alzheimer Society has published national level statistics on dementia, but to date we do not yet have access to data on those living with dementia in our community. The evidence we gather will inform the assessment and help us identify what is most needed in the planning phase.

**18. What is the purpose of the plan/project? (i.e., What do you intend to achieve?)**

This project aims to develop the City of Vernon's first Vernon Community Age- and Dementia-friendly Action Plan (V-CADAP). Since it was established in 2017, the Vernon Seniors Action Network has convened multiple local and provincial partners to work with the City on joint initiatives to improve the quality of life for seniors. In 2020, City Council passed a resolution to work towards age and dementia friendly designation. On June 27, 2022 the City passed another resolution to pursue this grant application. Conducting an age-friendly assessment and plan is an opportunity to take inventory of what has already been achieved and to demonstrate where focused effort is required to address unmet needs in our community. For example, Vernon has extensive housing for seniors, trail signage on level of difficulty to support outdoor recreation, a Seniors Services Directory and an annual Seniors Fair to promote health and wellness. We know that accessibility improvements are needed for outdoor spaces and buildings, transportation and mobility, emergency preparedness, social well-being, participation and inclusion. We also know that there are those in our community facing systemic barriers and inequities. A needs assessment and plan will help to confirm and clarify service gaps and form the basis for further work to allocate human and financial resources for ongoing implementation and the integration of age- and dementia-friendly principles and goals in other City plans.

**19. What are the intended outcomes/What changes do you anticipate as a result of this plan/project?**

As a result of the needs assessment and planning activities, we expect to realize the following outcomes:

- A Community Age- and Dementia-friendly Action Plan relevant to the specific needs of Vernon
- Integration of Age-Friendly principles into other City plans, including the Official Community Plan
- Widespread access to best practices in community engagement and participatory research
- Increased capacity of service providers to understand the diversity of the senior population in Vernon, assess whether services are meeting the needs of all senior community members and design and deliver more equitable programs
- Increased alignment among VSAN coalition partners and service providers on shared priorities and resource allocations
- Representative sample of seniors engaged in assessment and planning
- Evidence-based findings on needs, service gaps and priorities; and,
- Spatial mapping of where services and supports are most needed.

## 6. Overview and Workplan (continued)

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### 20. How will this plan/project make your community more age-friendly?

An age-friendly community is one that values, understands and accommodates the needs of older adults of diverse backgrounds and abilities. A dementia-friendly community recognizes the value of older people and those with dementia and asserts the need for policy change aimed at enhancing prevention, treatment and care for people with dementia and their caregivers. Together, an age- and dementia-friendly plan raises public awareness and creates mutual understanding about aging and dementia. This project will investigate and articulate what those needs are, prioritize them, and help to focus resources on addressing them collaboratively through multiple partners. The assessment phase will also identify policies, services and structures currently in place to assist seniors in remaining active and involved in civic life as well as those that pose barriers. This includes local government, the not-for-profit sector, and the Interior Health Authority. It will provide valuable insight into gaps and barriers that make life challenging for seniors and people living with dementia. The planning process will itself have an important impact on the community, by building new connections and relationships and educating and inspiring on new possibilities for a more age- and dementia-friendly community. With our cross-cutting focus on equity and inclusion, we expect that the research and planning process will bring additional service providers to the table, and ensure the broadest possible outreach to senior community members and their caregivers and families. We hope to hear new voices and obtain new information to help all partners involved take stock of their services and ensure they are accessible, affordable, appropriate and inclusive. Finally, the Vernon Community Age- and Dementia-friendly Action Plan (V-CADAP) will recommend actions that increase social inclusion and ensure that seniors services are available, accessible and affordable. The Plan will include a monitoring and evaluation framework to guide the implementation phase. V-CADAP will also create a platform for advocating for dedicated resources for implementation, and for integrating age-friendly principles and practices into other City plans and projects, including our upcoming review of Vernon's Official Community Plan beginning in the fall of 2022.

### 21. Please describe the activities that you plan to complete. Please be as specific as possible. Please refer to pages 13 - 14 of the [grant application guide](#) for a sample workplans.

Please see the enclosed workplan (Appendix 1) for full details of the activities we plan to complete.

### 22. How will you apply an equity lens to your plan/project? Please refer to page 6 of the [grant application guide](#) for more information on using an equity lens in AFC planning.

We plan to put equity and inclusion at the centre of the assessment phase by gathering more detailed statistical and qualitative information on the diversity of the senior population in Vernon, towards better understanding needs for policies, structures, and services; how well existing supports are meeting needs, and what new initiatives would be beneficial. We are excited to reach out to new partners and engage them in the design and delivery of research and community engagement in all phases of the project. Vernon is fortunate to have an internationally recognized dementia expert in Vernon, Dr. Christine Thelker, who has lived experience of early onset dementia and is a published author and speaker. In partnership with Dr. Thelker, we will be seeking to engage with seniors and others living with dementia in our community as part of this project. We also hope new partners may be interested in joining the Vernon Seniors Action Network's Age- and Dementia-friendly Committee to support implementation of the plan.

## 7. Overview and Work Plan (continued)

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### 23. How will you know if your plan/project is successful?

We will know the plan is successful when our deliverables have been completed, the desired outcomes achieved, and by the breadth and quality of local participation throughout the project by VSAN members, other service providing organizations as well as by seniors, their families and caregivers. We expect this participation to educate the full network of organizations in our community on many new opportunities and possibilities of an age and dementia friendly community and lead to new ideas. We will work to support good communication among all VSAN members and partners, and build in good monitoring and evaluation practices to keep ourselves accountable. As we go through the project, we may need to be nimble and adapt our process. Ultimately, we will also know the plan is successful when there is alignment among stakeholders on key priorities for the first phase of implementation and obtaining Council endorsement as well as a commitment to dedicating resources for implementation.

#### **24. How will you track progress?**

We will develop a monitoring and evaluation component to the new Vernon Community Age- and Dementia-friendly Action Plan (V-CADAP) to guide the implementation phase. Monitoring methods may include reviewing participation records, as well as reflective processes such as focus groups, dialogues and interviews. Together, monitoring and evaluation will allow the City and VSAN to track both quantitative and qualitative indicators, which include but are not limited to the following:

- Number of seniors being reached by community services (in 8 age friendly categories), where possible disaggregated by gender, ability, income level, self-identification as a member of an Indigenous, visible minority or newcomer community, LGBTQ2S+
- Level of participation (number of engagement activities and participants)
- Level of satisfaction with services (Likert scale)
- Self-reported degree of social inclusion (Likert scale)
- Increase in organizations participating in the Vernon Seniors Action Network (VSAN); and,
- Dedicated resources for plan implementation (\$).

#### **25. Please share any ideas you have to follow this planning phase with implementation of actions you may outline in your action plan.**

Once endorsed by Council, it is expected that our Age- and Dementia-friendly Community Plan will provide a platform for advocating for dedicated resources for implementation, and for integrating age-friendly principles and goals into other City plans and projects, including our upcoming review of our Official Community Plan (which will begin in the fall of 2022 and run for several years). The latter is especially important as it sets out the broad vision for community growth, as well as clear guidelines for the issuance of Development Permits that can have a positive impact on physical accessibility and safety. We expect that this project will give all our community service providers an opportunity to review their programs and adapt them to better meet new and emerging needs and to more effectively address equity and social inclusion. The assessment methodology and engagement strategy will also model best practices, demonstrating to service providers how to be responsive and creative in reaching out to diverse communities, and engaging people with lived experience on an ongoing basis.

### **8. Overview and Work Plan (continued)**

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#### **26. Is the proposed plan/project building on previous work in your community?**

Yes

#### **27. If yes, please tell us the previous plan/project name and how the current proposed plan/project will build on this previous work.**

This project builds on a very successful model of collaboration among service providers in Vernon called the Vernon Seniors Action Network (VSAN), a coalition that has been working on age-friendly community initiatives since 2017 and hosts an annual Seniors Fair to promote health and wellness for seniors. VSAN already has an Age- and Dementia-friendly Committee dedicated to providing oversight and assistance to this project and has identified a consultant to assist in conducting the work.

### **9. Collaboration and Key Partners/Stakeholders**

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28. Which partners, including health authorities and potential collaborators in other sectors, will be involved in your plan/project?

Using the table below, please list a) any partner organizations; b) a short description of how they will be involved and c) a specific contact person within each organization, if known.

Example categories include: Indigenous government and/or Indigenous organizations; Older adult-serving organizations (e.g., groups, clubs); Community organizations in general; Other local governments (e.g., municipalities, regional districts); Other partners (e.g., school districts, specific older adults, community businesses).

	Proposed Partner Organization	Proposed Roles and Responsibilities	Contact Name
1	Interior Health	Project Design; Communications, Outreach, Engagement	Tanya Osborne Community Health Facilitator Healthy Community Development tanya.osborne@interiorhealth.ca 778-214-0674
2	Vernon Seniors Action Network	Project Design; Project Management	Catherine Lord Coordinator, VSAN Action Teams cmhlord12@gmail.com 1.250.309.1685
3	Social Planning Council of the North Okanagan	Communications, Outreach, Engagement	Annette Sharkey Executive Director spcno@socialplanning.ca 250-540-8572
4	Alzheimer Society of BC	Project Design; Communications, Outreach, Engagement	Jennifer Lyle Chief Executive Officer jlyle@alzheimerbc.org 604.681.6530
5	Shuswap North Okanagan Division of Family Practice	Communications, Outreach, Engagement	Tracey Kirkman Executive Director tracey.kirkman1@gmail.com 250-833-6826
6	Vernon and District Immigrant and Community Services Society (VDICSS)	Project Design, Communications, Outreach, Engagement	Amelia Sirianni Director of Operations amelia.sirianni@vdicss.org 778-475-8854
7	Abbeyfield Houses of Vernon Society (AHVS)	Communications, Outreach, Engagement	Judy Maile Chair, Board of Directors, AHVS judyfhei@telus.net 250.542.3711
8	Men's Shed Vernon	Communications, Outreach, Engagement	Ray Verlage President, Board of Directors rverlage@gmail.com 778-212-9151
9	Nexus BC	Communications, Outreach, Engagement	Pamela Myers Executive Director pmyers@nexusbc.ca 250.545.0585
10	Regional District of the North Okanagan	Project Design, Sharing Findings (Extending Impact)	Brad Ackerman Manager, Parks, Recreation and Culture brad.ackerman@rdno.ca 250.550.3700

## 10. Age-friendly Accomplishments to-Date & BC Age-friendly Community Recognition Status

29. Please check any of the following that your community has completed:

Established an age-friendly advisory group or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.  
Passed a local government council/board resolution or band council resolution to actively support, promote, and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives, or policies in an official community plan or strategic plan.

30. This AFC Grant Program aligns with the BC [Age-friendly BC Community Recognition Program](#) administered by the BC Ministry of Health. Does this Indigenous government or local government currently have Age-friendly BC Community Recognition Status?

No

31. If no was selected, can the BC Ministry of Health contact you to discuss completing age-friendly community recognition?

Yes

## 11. In-kind Supports

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32. The Age-friendly Communities Grants include a cash award as well as in-kind support from BC Healthy Communities staff. What support do you anticipate, if any?

Check all that apply:

Support in development of project, including planning & design, monitoring and evaluation  
Document review & providing feedback  
BCHC staff participation on advisory committees  
Accessing resources developed by BCHC (e.g., Live webinars, Action Guides, other tools and resources, newsletters, on-demand webinars)  
Development of community engagement processes (e.g., planning and/or design support, including facilitation design)  
Developing monitoring and evaluation frameworks including the development of indicators

## 12. Budget and Workplan

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33. I would like to [Select one]:

upload the budget and workplan files.

34. When you are finished, upload the Excel document using the 'Browse...' button below *Note: if you experience any technical issues with the file upload, please change your selection above to submit the document by email.*

[CITYOFVERNON AFC WorkplanBudget 2022.xlsx](#)

## 13. Formal Council, Board or Band Support

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35. Please provide your council/board resolution, band council resolution, or equivalent.

I would like to [select one]:

upload the resolution.

36. Please upload the council/board resolution, band council resolution, or equivalent using the 'Browse...' button below. *Note: if you experience any technical issues with the file upload, please change your selection above to submit the document by email.*

[220627 CTC.pdf](#)

## 15. Additional Files

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37. Do you have anything else to add that we should know about your plan/project? (e.g., plan/project is coordinated with a sister city; measurables that will be applied to monitor the success of this planning process or project)?

Thank you for considering our application.

38. Do you have any additional files to include that support your application (e.g., presentations, diagrams, pictures, stories)? *Please note that letters of support from plan/project partners are strongly encouraged. Up to three letters of support as evidence of partnership or collaboration can be included in this section.*

Yes

39. I would like to [select one]:

email the additional documents.

## 17. Staying in Touch

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**40. Please tell us how you heard about this grant opportunity. BC Healthy Communities newsletter**

Word of mouth

**41. Would you like to subscribe to our BC Healthy Communities newsletters to hear about other funding opportunities, learning events, community stories and more? This includes the BCHC newsletter and one from another BCHC program, the PlanH newsletter.**

Yes, please!

**42. Great! Please provide the email address you would like to use:**

beverdene@vernon.ca

**Barbara Everdene**

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**From:** Barbara Everdene  
**Sent:** Monday, August 29, 2022 5:38 PM  
**To:** Kim Flick  
**Subject:** FW: Notice of Grant Result: Age-friendly Communities Grants Program  
**Attachments:** AFC2022\_S1\_FinAg\_City of Vernon.pdf; EFT Application.pdf

**From:** Stacy Chappel <stacy@bchealthycommunities.ca>  
**Sent:** Monday, August 29, 2022 5:08 PM  
**To:** Barbara Everdene <BEverdene@vernon.ca>  
**Cc:** Sarah Dyer <sarah@bchealthycommunities.ca>  
**Subject:** Notice of Grant Result: Age-friendly Communities Grants Program

City of Vernon  
Attn: Barbara Everdene

Dear Barbara Everdene:

We are delighted to let you know that your recent application to the Age-friendly Communities Grants program was successful. Your community has been selected to receive a Stream 1 Planning grant with \$25,000 in funding along with additional capacity-building supports from our team at BC Healthy Communities. Congratulations!

For the time being, please keep this news internal. We will notify you when you can publicly announce your news.

**Next steps:**

1. Complete and submit funding agreement, EFT, Void cheque

Please review and sign the attached Funding Agreement, complete the Electronic Funds Transfer (EFT) forms, and return them with a void cheque as soon as possible. Once we have received these, we will transfer 80% of the funds to your community.

2. Schedule an onboarding call

BCHC will be in touch with you after these items are received to set up an initial onboarding call. In the meantime, please don't hesitate to contact us with any questions. We look forward to working with you.

Sincerely,

Stacy Chappel  
On behalf of the BCHC team

cc. Sarah Dyer, Age-friendly Communities Program Lead



THE CORPORATION OF THE CITY OF VERNON

**MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 0540-20  
**PC:** Kim Flick, Director, Community Infrastructure and Development **DATE:** October 27, 2022  
**FROM:** Brendan Riome, Climate Action Implementation Coordinator  
**SUBJECT:** CLIMATE ACTION COMMUNITY ENGAGEMENT AND LONG TERM FUNDING

At its Committee Meeting of October 26, 2022, the Climate Action Advisory Committee passed the following resolution:

*THAT the Climate Action Advisory Committee recommends that Council authorize funding for an additional FTE to assist with community engagement in delivering the Climate Action Plan;*

*AND FURTHER, that Council establish a long term funding mechanism to enable the implementation of the Climate Action Plan.*

This resolution was the result of a discussion on priority items for implementation from the Climate Action Plan. The Committee identified community engagement as a large portion of the climate action portfolio and believes additional staff resources are necessary to achieve that. Further, the Committee believes that stable long term funding is required to undertake the many initiatives in the Climate Action Plan, as well as to position the City to successfully apply for grants that come available.

At this time, the level of community engagement related to climate action initiatives is unknown, pending Council's consideration of climate action priorities over the next four years at its upcoming strategic planning session in early 2023. The newly established Climate Action Implementation Coordinator position is intended to work on community engagement, as is the formalized Climate Ambassador program (supported by the Agents of Change grant received by the City earlier this year). As such, it is recommended that Administration have the opportunity to consider what resources may be necessary for community engagement once Council's Strategic Plan priorities have been established and report back for Council's consideration.

A long term funding mechanism to support climate action initiatives may be warranted, and it is recommended that Council consider whether this is a priority as part of the development of its new strategic plan in early 2023.

**RECOMMENDATION:**

THAT Council consider the following resolution from the Climate Action Advisory Committee's October 26, 2022 meeting during its strategic planning session in early 2023 for inclusion in the 2023 – 2026 Strategic Plan:

*THAT the Climate Action Advisory Committee recommends that Council authorize funding for an additional FTE to assist with community engagement in delivering the Climate Action Plan;*

*AND FURTHER, that Council establish a long term funding mechanism to enable the implementation of the Climate Action Plan.*

as described in the memorandum titled "Climate Action Community Engagement and Long Term Funding" dated October 27, 2022, respectfully submitted by the Climate Action Implementation Coordinator.

Respectfully submitted:



Brendan Riome  
Climate Action Implementation Coordinator

G:\0100-0699 ADMINISTRATION\0540 COUNCIL COMMITTEES\20 Committees- ACTIVE by name\Climate Action Advisory LF\2022\Reports\Council November 14\221027\_br\_Memo\_to\_Council\_CAAC\_Engagement\_and\_Funding.docx



## THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

**SUBMITTED BY:** Michelle Austin  
Planner, Current Planning

**COUNCIL MEETING:** REG ☒ COW ☐ I/C ☐  
**COUNCIL MEETING DATE:** November 14, 2022  
**REPORT DATE:** November 2, 2022  
**FILE:** 3360-20 (ZON00385) / 3090-20 (DVP00569)

**SUBJECT:** ZONING AND DEVELOPMENT VARIANCE PERMIT APPLICATIONS FOR 1609 43<sup>RD</sup> AVENUE

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### PURPOSE:

To present for Council's consideration zoning and development variance permit applications for the property located at 1609 43<sup>rd</sup> Avenue in preparation for a 16-unit townhouse development.

### RECOMMENDATION:

THAT Council support Zoning Application 00385 (ZON00385) to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential as outlined in the report titled "Zoning and Development Variance Permit Applications for 1609 43<sup>rd</sup> Avenue" dated November 2, 2022 and respectfully submitted by the Current Planner;

AND FURTHER, that Council's support of ZON00385 is subject to the following:

- a) that a combined Multiple Family and Environmental Development Permit is ready for issuance prior to final adoption of a bylaw to rezone the property; and
- b) that a covenant, in favour of the City of Vernon, be registered on title of the land:
  - i. prohibiting health services, personal services, and retail conveniences secondary uses;
  - ii. limiting the maximum number of dwelling units to 16;
  - iii. limiting the maximum height of buildings to the lesser of 10m or 3 storeys; and
  - iv. requiring common outdoor amenity space with a playground structure;

AND FURTHER, that Council hold a public hearing, pursuant to 464(1) of the *Local Government Act*, on a proposed bylaw to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential;

AND FURTHER, that Council support Development Variance Permit Application 00569 (DVP00569) to vary Zoning Bylaw 5000 for Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) by:

- a) decreasing Section 9.13.6, minimum side yard (east), from 3m to 2m for Building 2;
- b) decreasing Section 9.13.6, minimum side yard (east), from 3m to 2.6m for the portion of Building 4 being ≤ 2.5 storeys;

- c) decreasing Section 9.13.6, minimum side yard (east), from 6m to 2.6m for the portion of Building 4 being > 2.5 storeys;
- d) decreasing Section 9.13.6, minimum rear yard, from 7.5m to 3.7m for the portion of Buildings 3 and 4 ≤ 2 storeys; and
- e) decreasing Section 9.13.6, minimum rear yard, from 9m to 3.7m for the portion of the Buildings 3 and 4 > 2 storeys.

**ALTERNATIVES & IMPLICATIONS:**

1. THAT Council support Zoning Application 00385 (ZON00385) to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential as outlined in the report titled “Zoning and Development Variance Permit Applications for 1609 43<sup>rd</sup> Avenue” dated November 2, 2022 and respectfully submitted by the Current Planner;

AND FURTHER, that Council's support of ZON00385 is subject to the following:

- a) that a combined Multiple Family and Environmental Development Permit is ready for issuance prior to final adoption of a bylaw to rezone the property; and
- b) that a covenant, in favour of the City of Vernon, be registered on title of the land:
  - i. prohibiting health services, personal services, and retail conveniences secondary uses;
  - ii. limiting the maximum number of dwelling units to 16;
  - iii. limiting the maximum height of buildings to the lesser of 10m or 3 storeys; and
  - iv. requiring common outdoor amenity space with a playground structure;

AND FURTHER, that Council not hold a public hearing, pursuant to 464(2) of *the Local Government Act*, on a proposed bylaw to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential;

AND FURTHER, that Council direct Administration to issue a public notice of initial readings and prepare a proposed bylaw to be brought forward for Council's consideration at the Regular Meeting of December 12, 2022 to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential;

AND FURTHER, that Council be advised that Development Variance Permit Application 00569 (DVP00569) will be brought forward for Council's consideration and public input at the Regular Meeting of December 12, 2022, to vary Zoning Bylaw 5000 for Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) by:

- a) decreasing Section 9.13.6, minimum side yard (east), from 3m to 2m for Building 2;
- b) decreasing Section 9.13.6, minimum side yard (east), from 3m to 2.6m for the portion of Building 4 being ≤ 2.5 storeys;
- c) decreasing Section 9.13.6, minimum side yard (east), from 6m to 2.6m for the portion of Building 4 being > 2.5 storeys;

- d) decreasing Section 9.13.6, minimum rear yard, from 7.5m to 3.7m for the portion of Buildings 3 and 4  $\leq 2$  storeys; and
- e) decreasing Section 9.13.6, minimum rear yard, from 9m to 3.7m for the portion of the Buildings 3 and 4  $> 2$  storeys.

*Note: This alternative does not allow the public to make representations to Council on the proposed bylaw.*

2. THAT Council not support Zoning Application 00385 (ZON00385) to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential as outlined in the report titled “Zoning and Development Variance Permit Applications for 1609 43<sup>rd</sup> Avenue” dated November 2, 2022 and respectfully submitted by the Current Planner;

AND FURTHER, that Council not support Development Variance Permit Application 00569 (DVP00569) to vary Zoning Bylaw 5000 for Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) to:

- a) decrease Section 9.13.6, minimum side yard (east), from 3m to 2m for Building 2;
- b) decrease Section 9.13.6, minimum side yard (east), from 3m to 2.6m for the portion of Building 4 being  $\leq 2.5$  storeys;
- c) decrease Section 9.13.6, minimum side yard (east), from 6m to 2.6m for the portion of Building 4 being  $> 2.5$  storeys;
- d) decrease Section 9.13.6, minimum rear yard, from 7.5m to 3.7m for the portion of Buildings 3 and 4  $\leq 2$  storeys; and
- e) decrease Section 9.13.6, minimum rear yard, from 9m to 3.7m for the portion of the Buildings 3 and 4  $> 2$  storeys.

*Note: This alternative does not support the rezoning and variances and prevents the proposed 16-unit townhouse development from moving ahead. Without rezoning approval, the property could support a maximum of eight dwelling units under the existing R5 zoning.*

## **ANALYSIS:**

### **A. Committee Recommendations:**

*At its meeting of October 12, 2022, the Advisory Planning Committee passed the following resolution:*

*THAT Council support Zoning Application 00385 (ZON00385) to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential as outlined in the report titled “Zoning and Development Variance Permit Applications for 1609 43<sup>rd</sup> Avenue” dated September 29, 2022 and respectfully submitted by the Current Planner;*

*AND FURTHER, that Council's support of ZON00385 is subject to the following:*

- a) *that a combined Multiple Family and Environmental Development Permit is ready for issuance prior to final adoption of a bylaw to rezone the property; and*

- b) *that a covenant, in favour of the City of Vernon, be registered on title of the land:*
- i. *prohibiting health services, personal services, and retail conveniences secondary uses;*
  - ii. *limiting the maximum number of dwelling units to 16;*
  - iii. *limiting the maximum height of buildings to the lesser of 10m or 3 storeys; and*
  - iv. *requiring common outdoor amenity space with a playground structure;*

*AND FURTHER, that Council hold a public hearing, pursuant to 464(1) of the Local Government Act, on a proposed bylaw to rezone Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) from R5 – Four-plex Residential to RH2 – Stacked Row Housing Residential;*

*AND FURTHER, that Council be advised that Development Variance Permit Application 00569 (DVP00569) will be brought forward for Council's consideration and public input on the same date as the public hearing, to vary Zoning Bylaw 5000 for Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497 (1609 43<sup>rd</sup> Avenue) by:*

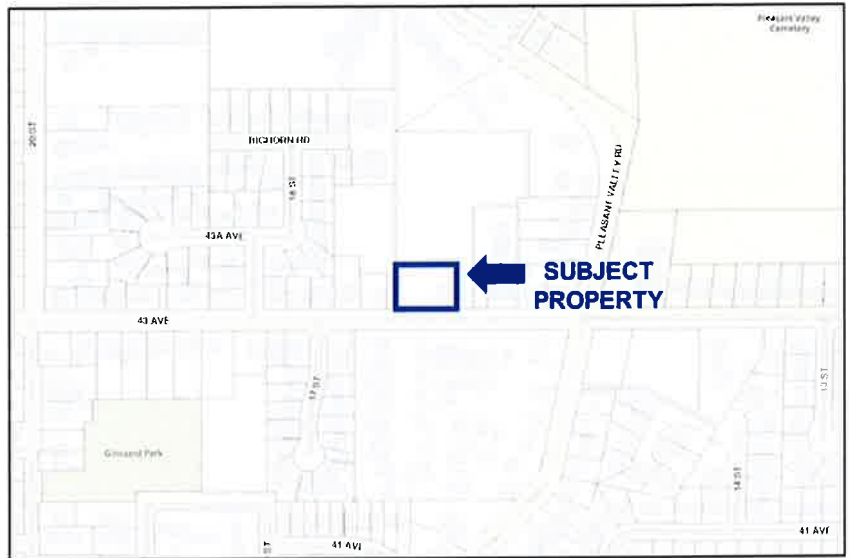
- a) *decreasing Section 9.13.6, minimum side yard (east), from 3m to 2m for Building 2;*
- b) *decreasing Section 9.13.6, minimum side yard (east), from 3m to 2.6m for the portion of Building 4 being  $\leq 2.5$  storeys;*
- c) *decreasing Section 9.13.6, minimum side yard (east), from 6m to 2.6m for the portion of Building 4 being  $> 2.5$  storeys;*
- d) *decreasing Section 9.13.6, minimum rear yard, from 7.5m to 3.7m for the portion of Buildings 3 and 4  $\leq 2$  storeys; and*
- e) *decreasing Section 9.13.6, minimum rear yard, from 9m to 3.7m for the portion of the Buildings 3 and 4  $> 2$  storeys.*

## **B. Rationale:**

1. The subject property is located at 1609 43<sup>rd</sup> Avenue, across from Vernon Mobile Home Park and adjacent to Vernon Springs (Figures 1 and 2). There is currently one single detached dwelling located on the property planned for demolition to allow for redevelopment (Attachment 1). Development plans are to construct a 16-unit townhouse development consisting of four, four-plex buildings (Attachment 2).
2. The intent of the rezoning and variance applications are to request that Council:
  - *rezone the subject property from Four-plex Residential (R5) (Attachment 3) to Stacked Row Housing Residential (RH2) (Attachment 4); and*
  - *support the following variance requests for the construction of Buildings 2, 3 and 4 to decrease minimum setbacks:*
    - *side yard (east), from 3m to 2m for Building 2;*
    - *side yard (east), from 3m to 2.6m for the portion of Building 4  $\leq 2.5$  storeys;*
    - *side yard (east), from 6m to 2.6m for the portion of Building 4  $> 2.5$  storeys;*
    - *rear yard, from 7.5m to 3.7m for the portion of Buildings 3 and 4  $\leq 2$  storeys; and*

- rear yard, from 9m to 3.7m for the portion of the Buildings 3 and 4 > 2 storeys.

3. The site layout for the project has Buildings 1 and 2 facing 43<sup>rd</sup> Avenue with a pedestrian oriented design including direct pedestrian access to the sidewalk, patios, lighting, landscaping (Attachment 5) and decorative fencing and garages at the rear. Buildings 3 and 4 front the rear property line, also with patios, lighting, landscaping and decorative fencing and garages front the private driveway. The patio areas would meet the minimum requirement of Zoning Bylaw 5000 for the provision of private open space. Additionally, common outdoor amenity space with a playground structure is being recommended by Administration in the northwest corner of the property. Landscaping would be provided in accordance with Zoning Bylaw 5000.



**Figure 1: Property Location Map**

4. Access to the development would be from 43<sup>rd</sup> Avenue adjacent to the west side property line. The private driveway is sufficiently designed to accommodate fire and rescue services in the event of an emergency. Garbage, recycling and organics collection would be through a private contractor.



**Figure 2: Aerial Photo of Property**

5. Each dwelling has a two-car garage, with four units having double garages and 12 units having tandem garages. Adequate visitor parking, accessible parking and bicycle parking would be provided as per Zoning Bylaw 5000.
6. Maximum height for all four buildings would be 10 meters. Buildings 1 and 2 are considered 2.5 storeys and Buildings 3 and 4 are considered three storeys. Dwelling units within Buildings 1 and 2 would have a floor area of approximately 1,238ft<sup>2</sup> with three bedrooms each. Dwelling units within Buildings 3 and 4 would have floor areas ranging from 1,135ft<sup>2</sup> to 1,655ft<sup>2</sup> with two or three bedrooms each.
7. The property is designated as Residential Medium Density (RMD) within the Official Community Plan (OCP). The density range within the RMD designation is between 30 units/ha (12 units/ac) and 110 units/ha (44.5 units/ac). The existing R5 zoning allows a maximum 30 units/ha, which is the low end of the RMD designation. With a lot area of 2,023.6m<sup>2</sup>, the property can currently support a maximum of six dwelling units. The proposed RH2 zoning allows up to 100 units/ha (40.5 units/ac). If rezoned to RH2, the property could support up to 22 dwelling units. The 16-unit project would have a density of 79 units/ha (~31 units/ac), within the range allowed by the RMD designation and less than the maximum density allowed under the proposed zone.

8. Table 1 below compares the R5 and RH2 zones with respect to permitted housing form and density.

	Existing R5	Proposed RH2
<b>Housing Form</b>	<ul style="list-style-type: none"><li>• Single Detached Housing (SDH)</li><li>• Duplex/Semi-detached Housing</li><li>• Three-plex Housing</li><li>• Four-plex Housing</li><li>• Secondary Suites within SDH</li></ul>	<ul style="list-style-type: none"><li>• Apartment Housing</li><li>• Row Housing</li><li>• Stacked Row Housing</li><li>• Semi-detached Housing</li><li>• Seniors Housing (55+, Supportive and Assisted)</li></ul>
<b>Max. Density</b>	30 units/ha = 6 units	100 units/ha = 20 units 110 units/ha = 22 units with housing agreement

**Table 1: Zoning Comparison – Residential Uses**

9. Surrounding land uses are similar and compatible with the proposed multi-family development, as shown in Table 2.

	Zoning	Actual Use
<b>North</b>	R5 – Four-plex Residential	Vacant
<b>East</b>	R5 – Four-plex Residential	Vernon Springs Multi-Family Development
<b>South</b>	R7 – Mobile Home Residential	Mobile Home Park
<b>West</b>	RH2 – Stacked Row Housing Residential	Driveway/Four-plex Housing

**Table 2: Surrounding Properties – Zoning & Actual Use**

10. The applicant compared other medium density zones including the existing R5 (Four-plex Housing Residential), RM1 (Row Housing Residential), RM2 (Multiple Housing Residential), RH1 (Low-Rise Apartment Residential) and the proposed RH2 (Stacked Row Housing Residential). For the proposed 16-unit project, the RH2 zone requires the least number of variances in comparison with the other medium density zones as illustrated in Attachment 6.
11. The proposed decrease in side and rear yard setbacks are anticipated to have little impact on the surrounding properties. As shown on Attachment 7, the north/east property includes an environmental protection area that can not be built on and a panhandle road access to 43<sup>rd</sup> Avenue. The property to the west also includes a panhandle road access to 43<sup>rd</sup> Avenue. Both panhandles are needed to provide access and therefore can not be built on.
12. An Environmental Assessment (EA) has been provided (Attachment 8), as the subject property has a “medium” conservation value within an Environmental Management Area. The EA observes that the property has been significantly disturbed resulting in a low conservation value. Administration recommends that the EA be followed to ensure any existing environmental values be retained. This can be accomplished through the Development Permit and Building Permit processes.
13. A Geotechnical Investigation Report and Summary Letter (Attachment 9) have also been provided confirming that “from a geotechnical standpoint, the proposed development is feasible”. At the building permit or subdivision stage, the owner/developer will be required to adequately address any stormwater management issues in accordance with the Subdivision and Development Servicing Bylaw 3843.

14. Administration supports the proposed rezoning and variance requests for the following reasons:

- a) the proposal provides an increase in density (more housing) and maximizes the use of existing city infrastructure within the neighbourhood district, as supported by the OCP;
- b) the units are ground-oriented townhomes with two and three bedrooms suitable for families;
- c) form and character of the project is compatible with the existing neighbourhood character;
- d) the owner compared the medium density zones (Attachment 6) within Zoning Bylaw 5000 and determined that the RH2 zone was the best fit for the proposed development requiring the least number of variances; and
- e) the proposed decrease in side and rear yard setbacks are anticipated to have little impact on the surrounding properties to the north and east as that these areas are vacant and not proposed for development.

**C. Attachments:**

Attachment 1 – Photos  
Attachment 2 – Design Drawings  
Attachment 3 – R5: Fourplex Housing Residential Zone  
Attachment 4 – RH2: Stacked Row Housing Residential Zone  
Attachment 5 – Landscape Plan  
Attachment 6 – Medium Density Zoning Comparison  
Attachment 7 – Buffers  
Attachment 8 – Environmental Assessment  
Attachment 9 – Geotechnical Summary

**D. Council's Strategic Plan 2019 – 2022 Goals/Action Items:**

The subject application involves the following goals/actions items in Council's Strategic Plan 2019 – 2022:

- N/A

**E. Relevant Policy/Bylaws/Resolutions:**

1. Official Community Plan Bylaw 5470:

- OCP Designation – Residential Medium Density (RMD)
- Development District – 2 Neighbourhood

2. Zoning Bylaw 5000:

- Sec. 9.13 RH2: Stacked Row Housing Residential

3. *Local Government Act:*

- Division 3 – Public Hearings on Planning and Land Use Bylaws
- Sec. 464 – Requirement for public hearing before adopting bylaw  
*A local government is not required to hold a public hearing on a proposed rezoning bylaw if an OCP is in effect for the area that is the subject of the zoning bylaw, and the bylaw is consistent with the OCP.*

**BUDGET/RESOURCE IMPLICATIONS:**

N/A

Prepared by:

Approved for submission to Council:

X

  
Michelle Austin  
Current Planner

  
Will Pearce, CAO

Date: 03 NOV 2022

X

  
Kim Flick  
Director, Community Infrastructure and Development

**REVIEWED WITH**

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| <input type="checkbox"/> Bylaw Compliance                       | <input checked="" type="checkbox"/> Public Works/Airport | <input checked="" type="checkbox"/> Long Range Planning & Sustainability |
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| <input checked="" type="checkbox"/> Fire & Rescue Services      | <input type="checkbox"/> Recreation Services             | <input type="checkbox"/> Infrastructure Management                       |
| <input type="checkbox"/> Human Resources                        | <input type="checkbox"/> Parks                           | <input checked="" type="checkbox"/> Transportation                       |
| <input type="checkbox"/> Financial Services                     |  | <input type="checkbox"/> Economic Development & Tourism                  |
| <input checked="" type="checkbox"/> COMMITTEE: APC (Oct. 12/22) |  |  |
| <input type="checkbox"/> OTHER:                                 |  |  |

G:\3000-3699 LAND ADMINISTRATION\3360 ZONING AND REZONING\20 Applications\ZON00385\2 PROC\Rpt\Council  
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**Photo 1: View of property from across 43<sup>rd</sup> Ave**



**Photo 2: View of rear of property, facing NE**



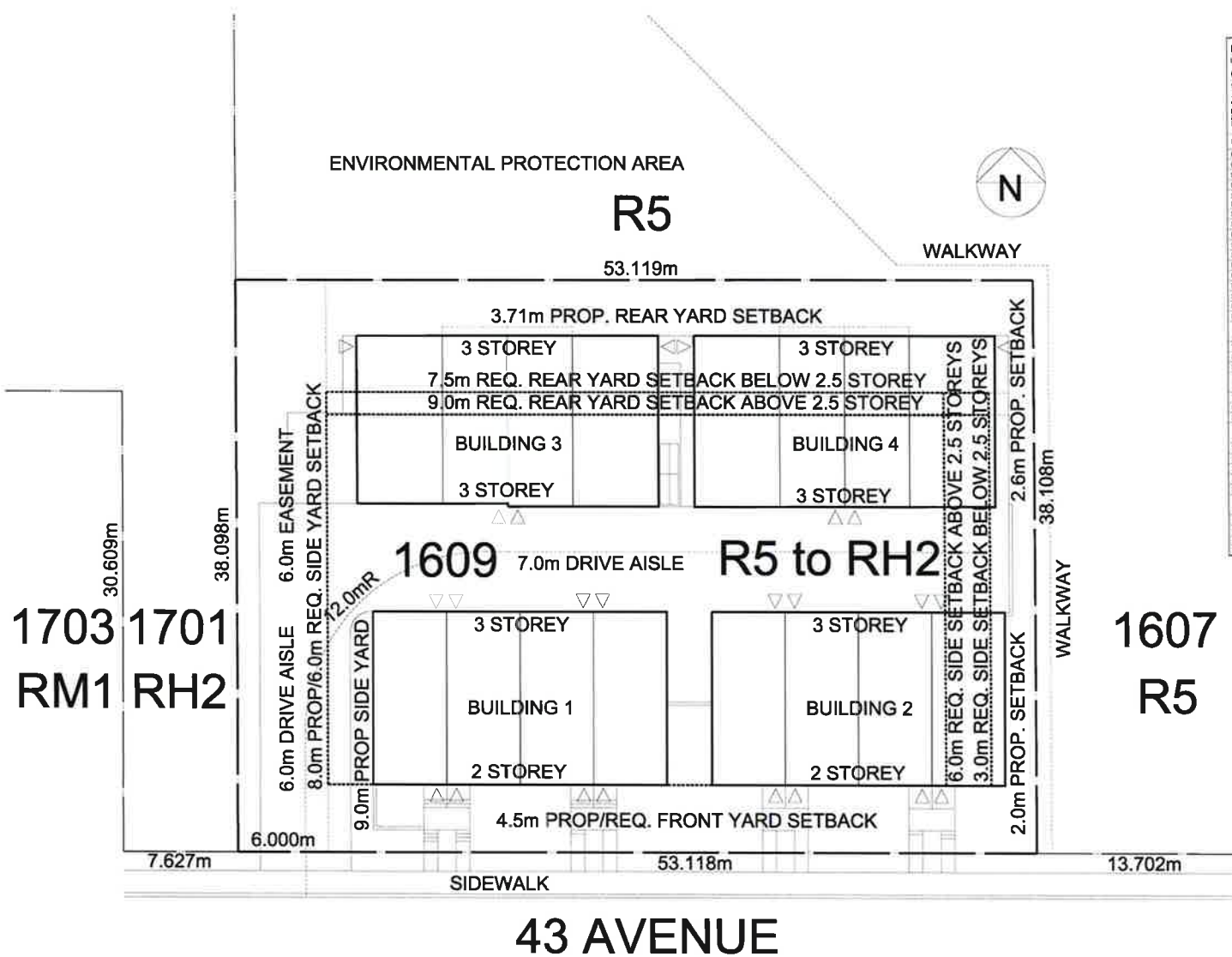
**Photo 3: Vernon Springs entrance/side property line, facing S toward 43<sup>rd</sup> Ave**



PROPOSED RESIDENTIAL DEVELOPMENT - 1609 43RD AVENUE



p 250.890.7478 e dwell@dwells.net	
email Dwell Design Studio 8837 Caruso Drive Vernon, BC, V1H 1M8	
SITE MAP 	
GENERAL CONDITIONS Check and verify all critical details and dimensions prior to the start of construction and contact DWI if any clarification is required. All items dimensions will require take precedence over stated dimensions. The drawings must be read in conjunction with all drawings & specifications must be used in detail. General Contractor is responsible for verifying design details, including design information. Clients to verify all items were completed before the contractor can start any work and the contractor is responsible for the quality of the Contractor.	
DATE:	ISSUED FOR:
PROJECT TITLE: <b>Proposed Residential Development</b> 1609 43 Avenue Vernon, BC	
SHEET TITLE: <b>Cover</b>	
<b>BOXFORT HOMES</b>	
• ALL WORKS REQUIRED BY THE CLIENT THIS DOCUMENT IS PREPARED FOR THE CLIENT AND NOT FOR THE CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND DETAILS.	
Job No. Date: Scale: Drawn: Checked: SHEET NUMBER <b>A-01</b> OF	<b>Attachment 2</b>



**SITE PLAN** SCALE: 3/32"=1'-0"  
ZONING/SETBACKS

LEGAL DESCRIPTION		
Lot 1, Plan KAN48487, Sec 3, TWP 8, COYO		
CIVIC ADDRESSES		
1609 43rd Avenue, Vernon, B.C.		
ZONING		
Existing Zoning: R5 Proposed Zoning: RH2 Existing DCP Designation: Medium Density Residential		
ITEM	PERMITTED	PROVIDED
HEIGHT	18.5m or 4.0 Storeys	10.0m (3.0 Storeys)
LOT AREA (grossed)	1400sqm (max) Subdivision	2100sqm (3.5A)
LOT FRONTAGE (grossed)	30.0m Subdivision	62.0m
DENSITY	81 UFA (Parking Bonus)	32 UFA
SITE COVERAGE (impermeable)	75%	64%
Drivings and impermeable paving	75%	64%
BUILDING SITE COVERAGE	65%	43%
SETBACKS		
FRONT YARD (S)	4.5m (2 Storeys)	4.5m
SIDE YARD (S)	1.5m (Over 2.5 Storeys)	2.5m (2 Storeys)
SIDE YARD (W)	6.0m (Over 2.5 Storeys)	6.0m (2 Storeys)
REAR YARD (S)	9.0m (Over 2.5 Storeys)	3.71m (Variance)
LANDSCAPE BUFFERS		
FRONT YARD	1.5m (Vegetation)	1.5m
SIDE YARD	1.5m (Vegetation)	1.5m
REAR YARD	1.5m (Vegetation + Fences)	1.5m
PRIVATE OPEN SPACE	15sqm/UNIT	15sqm/UNIT (MIN)
SITE COVERAGE		
TOTAL BUILDING COVERAGE		904sqm
LOT AREA (imp)		2022sqm
SITE COVERAGE RATIO	(904/2022)	45%
SITE COVERAGE (IMPERMEABLE)		
TOTAL BUILDING AND IMPERMEABLE PAVING COVERAGE		1287sqm
LOT AREA (imp)		2022sqm
SITE COVERAGE RATIO	(1287/2022)	64%
PARKING		
TYPE OF UNIT	STALLS REQUIRED	STALLS PROVIDED
2 BED (1 SUITE) - 4 UNITS	4 Stalls	8 Stalls (2 Small)
3 BED (2 SUITE) - 12 UNITS	24 Stalls	24 Stalls (8 Small)
VISITOR (1/2 UNITS)	2 Stalls	2 Stalls
TOTAL PARKING	30 Stalls	34 Stalls (40% Small)
BICYCLE PARKING		
TYPE OF UNIT	STALLS REQUIRED	STALLS PROVIDED
CLASS 1 (0 SUITE)	8 Stalls	16 Stalls
CLASS 2 (0.25 SUITE)	4 Stalls	4 Stalls
TOTAL PARKING	12 Stalls	20 Stalls

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8857 Carver Drive  
Vernon, BC, V1H 1N8

SITE NORTH

Scale: 1:1000

Check and verify all critical details and dimensions prior to the start of construction and confirm this is the case if any clarification is required. Section dimensions will remain the same unless otherwise noted.

This drawing must be read in conjunction with all drawings. Changes should be made in pencil. Corrections, particularly in respect to utility design, should be confirmed and coordinated before proceeding with construction. The designer assumes no responsibility for the design or construction of the project.

DATE: 10/1/2022

ISSUED FOR: 10/1/2022

PROJECT TITLE: 1609 43rd Avenue, Vernon, BC

Proposed Residential Development

1609 43rd Avenue  
Vernon, BC

SHEET TITLE: Site Plan/ Zoning Chart

**BOXFORD HOMES**

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Date: Mar 17, 2022  
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SHEET NUMBER  
**A-101**  
OF





**SITE PLAN** SCALE: 3/32"=1'-0"  
**OPENSACE**

**DWELL DESIGN STUDIO**  
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 o dwell@shaw.net

**Dwell Design Studio**  
 8537 Garma Drive  
 Vernon, BC V1H 1N8

**PROJECT INFORMATION**

**CLIENT:** BOXFORD HOMES

**DATE:** 05/11/2022 **PROJECT FILE:** 1809-43 Avenue

**PROJECT TITLE:** Proposed Residential Development

**1809-43 Avenue**  
 Vernon, BC

**SHEET TITLE:** Site Plan Openspace

**BOXFORD HOMES**

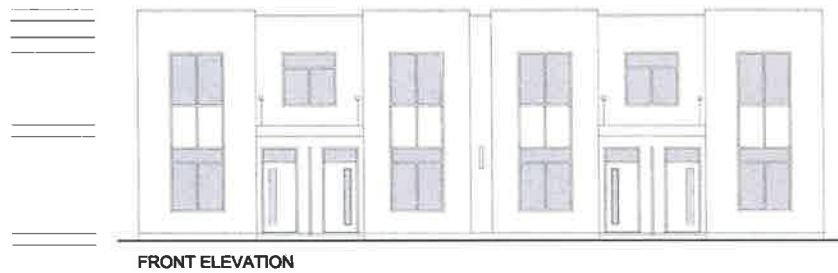
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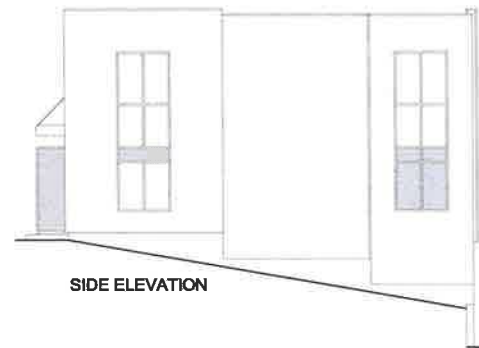
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FRONT ELEVATION

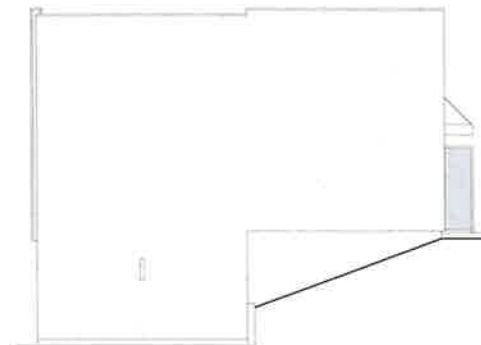


SIDE ELEVATION



REAR ELEVATION

BUILDING 1 & 2



SIDE ELEVATION

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 a. dwell@dwells.net  
 www:  
 Dwell Design Studio  
 6837 Carver Drive  
 Vernon, SC, VCH 106

ROUTE NORTH

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1 1/2' EXTERIOR UNIT GROSS FLOOR AREA = 258sf GARAGE/MECH AREA = 425sf	14' INTERIOR UNIT GROSS FLOOR AREA = 321sf GARAGE/MECH AREA = 481sf	14' INTERIOR UNIT GROSS FLOOR AREA = 321sf GARAGE/MECH AREA = 488sf	1 1/2' EXTERIOR UNIT GROSS FLOOR AREA = 265sf GARAGE/MECH AREA = 430sf
--	---	---	--

**BUILDING 3**

18' EXTERIOR UNIT  
GROSS FLOOR AREA = 653sf

14' INTERIOR UNIT  
GROSS FLOOR AREA = 547sf

14' INTERIOR UNIT  
GROSS FLOOR AREA = 556sf

18' EXTERIOR UNIT  
GROSS FLOOR AREA = 695sf

**MAIN FLOOR PLAN**

## MAIN FLOOR PLAN

**BUILDING 4**

18' EXTERIOR UNIT  
GROSS FLOOR AREA = 699sf

14' INTERIOR UNIT  
GROSS FLOOR AREA = 558sf

14' INTERIOR UNIT  
GROSS FLOOR AREA = 558sf

18' EXTERIOR UNIT  
GROSS FLOOR AREA = 692sf

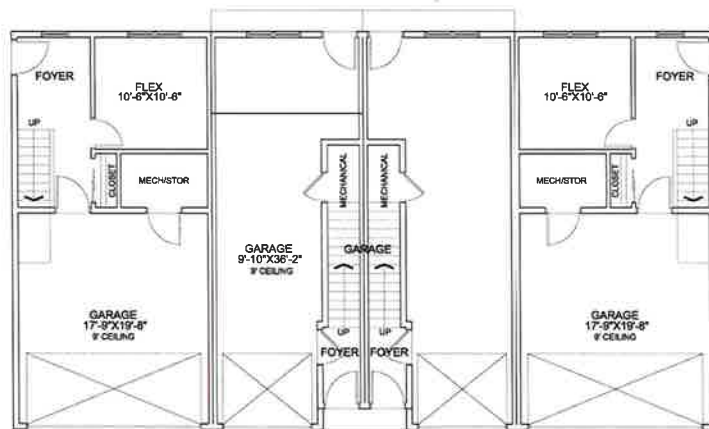
UPPER FLOOR PLAN

### UPPER FLOOR PLAN

BUILDING 4

**BUILDING 4**  
TOTAL GROSS FLOOR AREA = 1538sf

[illegible]



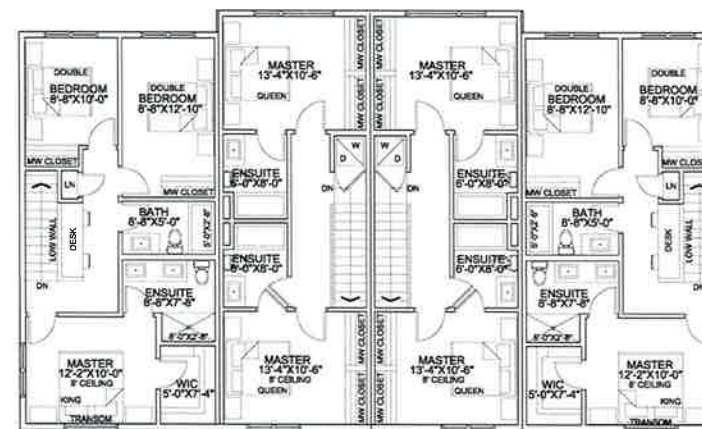
LOWER FLOOR PLAN

BUILDING 3



MAIN FLOOR PLAN

BUILDING 3



UPPER FLOOR PLAN

BUILDING 3

TOTAL GROSS FLOOR AREA = 1855sf

TOTAL GROSS FLOOR AREA = 1144sf



p. 260 550.7476  
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Vernon, BC, V1H 1N6



INTERNET CONSULTING

Design and layout of all private spaces and common areas, including all mechanical and electrical systems, and all other systems, is the responsibility of the design team. The design team is not responsible for the construction of the building.

This drawing shall be used in conjunction with all drawings & specifications for the project. Construction is the responsibility of the contractor. The design team is not responsible for the construction of the building.

DATE: ISSUED FOR:

PROJECT TITLE:

**Proposed Residential Development**

1808 43 Avenue  
Vernon, BC

SHEET TITLE:

**Floor Plans Bldg 3**

**BOXFORD HOMES**

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Job No. 100717220

Date: Mar 11, 2012

Scale: 1/8" = 1'-0"

Drawn: 10

Checked: 06

SHEET NUMBER

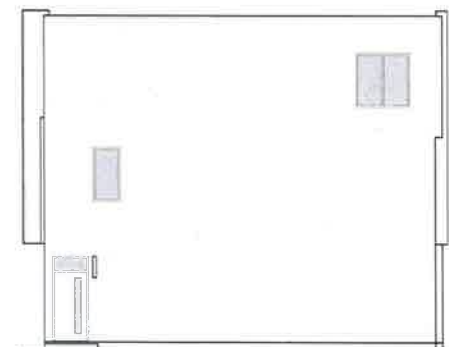
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OF

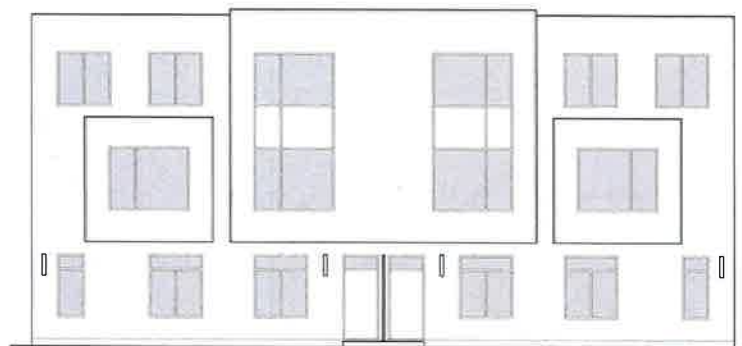


### REAR ELEVATION

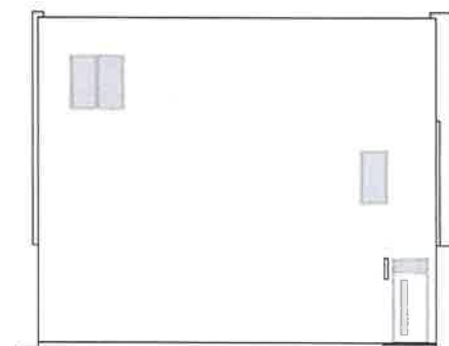
**BUILDING 3**



### SIDE ELEVATION



FRONT ELEVATION

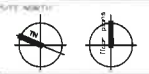


### SIDE ELEVATION



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 e. [Chen@stetis.net](mailto:Chen@stetis.net)

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Vernon, BC, V1H 1H6



Journal of Management Education 35(1)

Check and verify all critical details and summation prior to the start of construction and contact this office if any clarification is required. Written dimensions will always take precedence over scaled dimensions.

This drawing must be read in conjunction with all drawings & specs issued for this project contract. Contractor is responsible to notify designer about conflicting design instructions. Contractor is responsible for coordinating before implementation construction design revisions are the sole responsibility of the Contractor.

[illegible]

PAGE TWO

### Proposed Residential Development

**1608 43 Avenue  
Vernon, BC**

5455 P. 1974

**Elevations**  
**Bldg 3**  
**BOXFORD**  
**HOMES**

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Job No.	2021 226
Date	Mar 17, 2022
Size	3/16" - 1 - 0
Drawn	DC
Checked	DC
SHEET NUMBER	

A-105





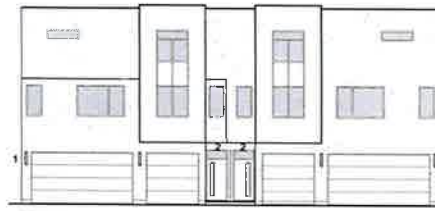
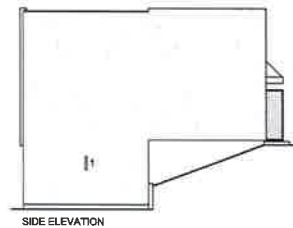
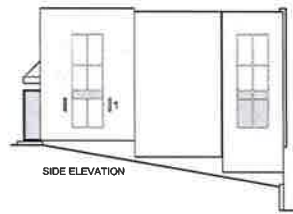
Page 227 of 337



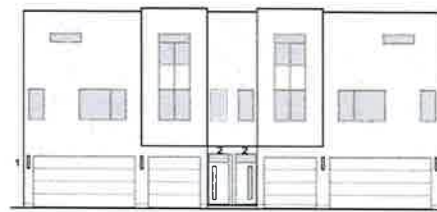
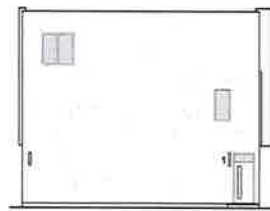
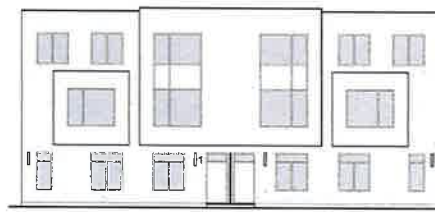
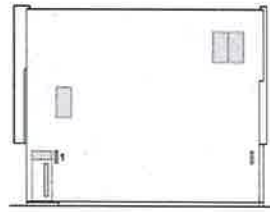
	
p 250.550.1470 e dwe@bells.net	
email: <b>Dwell Design Studio</b> 6557 Camino Drive Vernon, BC, V1H 1N8	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>SITE NORTH:</b></p>  </div> <div style="width: 45%;">  </div> </div>	
<p><b>GENERAL CONDITIONS:</b></p> <p>Drawings and specifications contain details and dimensions and are to be used in conjunction with the contract documents and conditions. All other items are to be confirmed in writing with the architect prior to construction. The architect is not responsible for any discrepancies or errors in the drawings or specifications.</p> <p>This document should be used in conjunction with the contract documents and conditions. All other items are to be confirmed in writing with the architect prior to construction. The architect is not responsible for any discrepancies or errors in the drawings or specifications.</p>	
<p><b>DATE:</b></p>	<p><b>ISSUED FOR:</b></p>
<p><b>PROJECT TITLE:</b></p>	
<p><b>Proposed</b></p> <p><b>Residential</b></p> <p><b>Development</b></p> <p><b>1808 43 Avenue</b></p> <p><b>Vernon, BC</b></p>	
<p><b>SHEET TITLE:</b></p>	
<p><b>Renderings</b></p>	
<p><b>BOXFORD</b></p> <p><b>HOMES</b></p> <p> <small>           * All rights reserved 2017 Dwell Design Studio            NO DOCUMENT IS NOTIFIED BY COPYRIGHT LAW AND MAY NOT BE REPRODUCED IN ANY MANNER OR FOR ANY PURPOSE, WITHOUT THE WRITING PERMISSION OF COPYRIGHT HOLDER         </small> </p>	
<p><b>Job No.</b></p>	<p><b>2017-278</b></p>
<p><b>Issue</b></p>	<p><b>Mar-17, 2017</b></p>
<p><b>Scale</b></p>	<p><b>N/A</b></p>
<p><b>Author</b></p>	<p><b>DC</b></p>
<p><b>Drawn</b></p>	<p><b>DC</b></p>
<p><b>SHEET NUMBER</b></p>	
<p><b>A-107</b></p> <p><b>OF</b></p>	



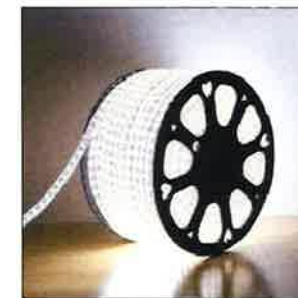
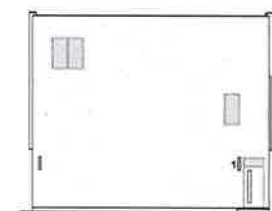
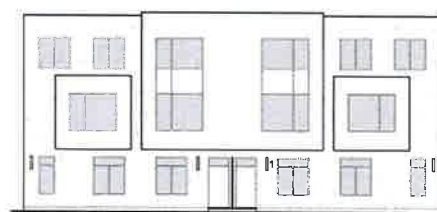
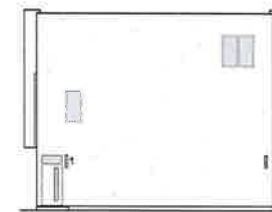
BUILDING 1 &amp; 2



**BUILDING 3**

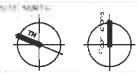


**BUILDING 4**



p 250 550.7476  
n dwelling@telus.net

email  
Dwell Design Studio  
6637 Camino Drive  
Vernon, BC, V1H 1N6



## NEW! CONDITIONS

Chase and only Chase deals and  
demands, prior to the start of operation  
and contact in office if any confirmation  
may, not willing to demand, will always  
take precedence over sealed documents

When making must be read in conjunction with all drawings & specifications for this project contract. Contractor is responsible to notify designer about anything on design instructions. Only to immediate such work completion before design/contractor can start design work on the role responsibility of the Contractor.

[illegible]

negative:

**Proposed  
Residential  
Development**

**1809 43 Avenue**  
**Vernon, BC**

**Sweet Prince**

## Lighting Plan

# BOXFORD

## HOMES

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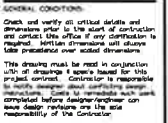
Date: May 17, 2022

Example NTG

Figure 2

12-1234	DC
56789	DC

**A-108**

[illegible]

PROJECT TITLE:

### Proposed Residential Development

**1808 43 Avenue  
Vernon, ID**

SWEET TITLE

## Playground Equipment

**BOXFORD**  
HOMES

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EVA-01

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Job No: 2021-226

Date: Mar 17, 2022

Scale: NTS

Drawn: \_\_\_\_\_ DC

Checked: \_\_\_\_\_ DC

SHEET NUMBER:

1000

A-109

1000



Geodome Climber  
Age 5 to 12 Years  
Fall Zone 6.1m x 6.1m  
Height 1.06m



P (250) 215 1206  
geopacific.ca  
1340 St. Paul Road  
Kelowna, B.C. V1Y 2E1

1609 43 Avenue GP Ltd.  
2121 Longridge Drive SW,  
Calgary, AB  
T3E 5N7

November 1<sup>st</sup>, 2022  
File: 20776

Attention: Chris Pollen

**Re: Geotechnical Comments on Site Preparation for Proposed Residential Development  
1609 43<sup>rd</sup> Avenue, Vernon, B.C.**

GeoPacific has been retained to comment on the geotechnical aspects for the construction of the proposed residential development for the above referenced address in regards to our Geotechnical Investigation Report issued on April 12<sup>th</sup>, 2022. Based on architectural drawings provided by Dwell Design Studio, dated March 17<sup>th</sup>, 2022, the proposed residential development includes 4 buildings, split into 16 three storey townhome units with parking on the lowest level, and a local access road. Based on the drawings, we anticipate wood framed construction above-grade and reinforced concrete construction for floor-slabs and footing elements. GeoPacific has completed a detailed drill based investigation and recommendation report dated April 12<sup>th</sup>, 2022.

We confirm, from a geotechnical standpoint, that the proposed development is feasible.

Based on drawings provided by Lawson Engineering Ltd. (Lawson), dated September 9<sup>th</sup>, 2022, we anticipate that re-grading of the property will be completed to accommodate the development. The existing layers containing deleterious soils must be stripped from the site prior to the placement of any new fills or the construction of any roads, utilities, buildings, and retaining walls. We further confirm that the onsite groundwater conditions are considered to be perched. Excavations will likely encounter groundwater seepage and can be handled using conventional sumps and sump pump techniques.

Prior to construction of foundations, utilities, grade supported slabs, and pavement structures, all vegetation, fills, topsoil, soils containing organics, and loose or otherwise disturbed materials should be removed to expose a subgrade of *silty sand, sandy silt, clayey sandy silt, sand and silt, sand, and gravelly silty sand (till)*. The stripping program at the site will require the removal of the organic silt layer between 1.5 m to 3 m below existing grade.

Following the stripping works, grade reinstatement will be required, we recommend the use of engineered fill. "Engineered Fill" is defined as clean sand to sand and gravel containing silt and clay less than 5% by weight, compacted in 300 mm loose lifts to a minimum of 95% Modified Proctor maximum dry density at a moisture content that is within 2% of optimum for compaction. During fill placement, benches should be cut into any sloping stripped subgrade surfaces to key the structural fill into the natural topography. Where the exposed subgrade surface slopes at greater than 20%, we recommend that the subgrade be benched, prior to placing the fill, to improve the structural integrity of the embankment. Benches should be a minimum horizontal distance of 1.0 metre before stepping to the next bench.

*Stripped subgrades and engineered fill materials and compaction must be reviewed by the geotechnical engineer.*

For further site specific geotechnical recommendations, our Geotechnical Investigation Report can be referenced.

We are pleased to assist you with this project and we trust this information is helpful and sufficient for your purposes at this time. However, please do not hesitate to call the undersigned if you should require any clarification or additional details.

For:  
**GeoPacific Consultants Ltd.**

Reviewed By:



Roberto Avendano, B.Eng., P.Eng.,  
Principal

**Permit to Practice EGBC  
1000782**

NOV 01 2022

Hanneke Byl, B.A.Sc.  
Engineer-In-Training



## 9.6 R5 : Four-plex Housing Residential

### 9.6.1 Purpose

The purpose is to provide a **zone** for the **development** of a maximum of four ground oriented **dwelling** units in the form of **single detached, semi-detached, duplex, three-plex or four-plex housing** on urban services. The R5c sub-zoning district allows for **care centre, major** as an additional use. The R5h sub-zoning district allows for **home based business, major** as an additional use. (Bylaw 5467)

### 9.6.2 Primary Uses<sup>4</sup>

- **care centre, major** (use is only permitted with the R5c sub-zoning district)
- **duplex housing**
- **four-plex housing**
- **group home, major**
- **semi-detached housing**
- **single detached housing**
- **three-plex housing**
- **seniors housing**

### 9.6.3 Secondary Uses

- **boarding rooms**
- **care centres, minor**
- **home based businesses, minor**
- **home based businesses, major** (in single detached housing only) (use is only permitted with the R5h sub-zoning district)
- **secondary suites (in single detached housing only)**
- **seniors assisted housing**
- **seniors supportive housing**

### 9.6.4 Subdivision Regulations

- Minimum **lot width** is 20.0m, except it is 22.0m for a **corner lot**.
- Minimum **lot depth** is 30.0m.
- Minimum **lot width** for single detached housing is 14.0m, except it is 16.0m for a **corner lot**.
- Minimum **lot area** for single detached housing is 450m<sup>2</sup>.
- Minimum **lot area** is 700m<sup>2</sup>, except it is 800m<sup>2</sup> for a **corner lot**, or 10,000m<sup>2</sup> if not serviced by a **community sewer system**. (Bylaw 5339)

### 9.6.5 Party Wall Subdivision Regulations

Lot Type	Minimum Lot area		Minimum Lot Width	
	interior	corner	interior	corner
<b>Semi-Detached Housing</b>	350m <sup>2</sup>	400m <sup>2</sup>	10.0m	12.0m
<b>Three-Plex Housing</b>	235m <sup>2</sup>	285m <sup>2</sup>	7.0m	9.0m
<b>Four-Plex Housing</b>	175m <sup>2</sup>	225m <sup>2</sup>	7.0m	9.0m

### 9.6.6 Development Regulations

- Maximum **site coverage** is 40% and together with driveways, parking areas and **impermeable surfaces** shall not exceed 50%.

- Maximum **floor space ratio** is 0.6.
- Maximum **height** is the lesser of 10.0m or 2.5 **storeys**, except it is 4.5m for **secondary buildings** and **secondary structures**.
- Minimum **front yard** is 4.0m, except it is 6.0m for a garage or **carport** to the back of curb or sidewalk for a front entry garage, or it is 0.6m to the side of the garage and 2.6m to the front building façade for side-entry garage and driveway layouts.
- Minimum **side yard** is 2.0m for a 1 or 1.5 **storey** portion of a **building** or a **secondary building or structure** and 2.5m for a 2 or 2.5 **storey** portion of a **building**, except it is 4.0m from a **flanking street** unless there is a garage accessed from the **flanking street**, it is 4.0m or it is 2.6m to the building for a side-entry garage and driveway from a flanking street and at least 6.0m from the back of curb or sidewalk. Where there is no direct vehicular access to the **rear yard** or to an attached garage or **carport**, one **side yard** shall be at least 3.0m. The minimum **side yard** setback for shared interior **party walls** shall be 0.0m. The minimum **side yard** setback for **single detached housing** is 1.5m, except it is 4.0m from a **flanking street** unless there is a garage accessed from the **flanking street**, it is 4.0m or it is 2.6m to the building for a side-entry garage and driveway from a **flanking street** and at least 6.0m from the back of curb or sidewalk.
- Minimum **rear yard** is 6.0m for a 1 or 1.5 **storey** portion of a **building** and 7.5m for a 2 or 2.5 **storey** portion of a **building**, except it is 1.0m for **secondary buildings**.
- The maximum **height** of any vertical wall element facing a **front, flanking or rear yard** (including **walkout basements**) is the lesser of 6.5m or 2.5 **storeys**, above which the **building** must be **set back** at least 1.2m.
- Maximum **density** is 30 units per gross hectare (12 units/gross acre).
- Maximum four **dwelling** units located in a **building**, with each unit having a minimum width of 6.5m. (*Bylaw 5339*)

#### 9.6.7 Other Regulations

- In order for bareland strata **developments** to be consistent with the character of the surrounding neighborhood, the strata plan shall be considered as one **site** for defining the overall use, **density** and **site coverage**.
- The above noted **subdivision** and **development** regulations shall be applied to each strata **lot** within the strata plan.
- A minimum area of 25m<sup>2</sup> of **private open space** shall be provided per **dwelling**.
- Where **development** has access to a rear **lane**, vehicular access to the **development** is only permitted from the rear **lane**.
- For **seniors assisted housing, seniors housing and seniors supportive housing**, a safe drop-off area for patrons shall be provided on the **site**.
- For strata developments, common recreation buildings, facilities and amenities may be included in the strata plan. Recreational buildings shall be treated as **secondary buildings** for the purpose of determining the **height** and **setbacks** of the **building** as specified in each **zone**.
- For multi-unit residential housing, one **office** may be operated for the sole purpose of the management and operation of the multi-unit residential **development**.
- In addition to the regulations listed above, other regulations may apply. These include the general **development** regulations of Section 4 (**secondary development, yards, projections into yards, lighting, agricultural setbacks, etc.**); the specific use regulations of Section 5; the **landscaping** and fencing provisions of Section 6; and, the parking and loading regulations of Section 7.
- As per Section 4.10.2 - All **buildings and structures, excluding perimeter fencing (garden walls and fences)** on **lots abutting City Roads** as identified on Schedule "B" shall not be sited closer to the City Road than the setback as per the appropriate zone measured from the offset Rights of Way as illustrated on Schedule "B". (*Bylaw 5440*)

# RH2

## 9.13 RH2 : Stacked Row Housing Residential

### 9.13.1 Purpose

The purpose is to provide a **zone** primarily for medium **density row housing** on urban services to front major **streets** and civic spaces.

### 9.13.2 Primary Uses

- apartment housing
- care centres, major
- group home, major
- row housing
- seniors assisted housing
- seniors housing
- seniors supportive housing
- stacked row housing

### 9.13.3 Secondary Uses

- health services
- home based businesses, minor
- personal services
- real estate sales centres (in apartment and stacked row housing only)
- retail, convenience (Bylaw 5332)

### 9.13.4 Subdivision Regulations

- Minimum **lot width** is 30.0m. For fee simple **row housing**, the minimum **lot width** is 7.5m for **interior lots** and 12.0m for **corner lots**.
- Minimum **lot area** is 1400m<sup>2</sup>, or 10,000m<sup>2</sup> if not serviced by a **community sewer system**.

### 9.13.5 Party Wall Subdivision Regulations

Lot Type	Minimum Lot area		Minimum Lot width	
	interior	corner	interior	corner
Row Housing	135m <sup>2</sup>	185m <sup>2</sup>	6.5m	7.8m

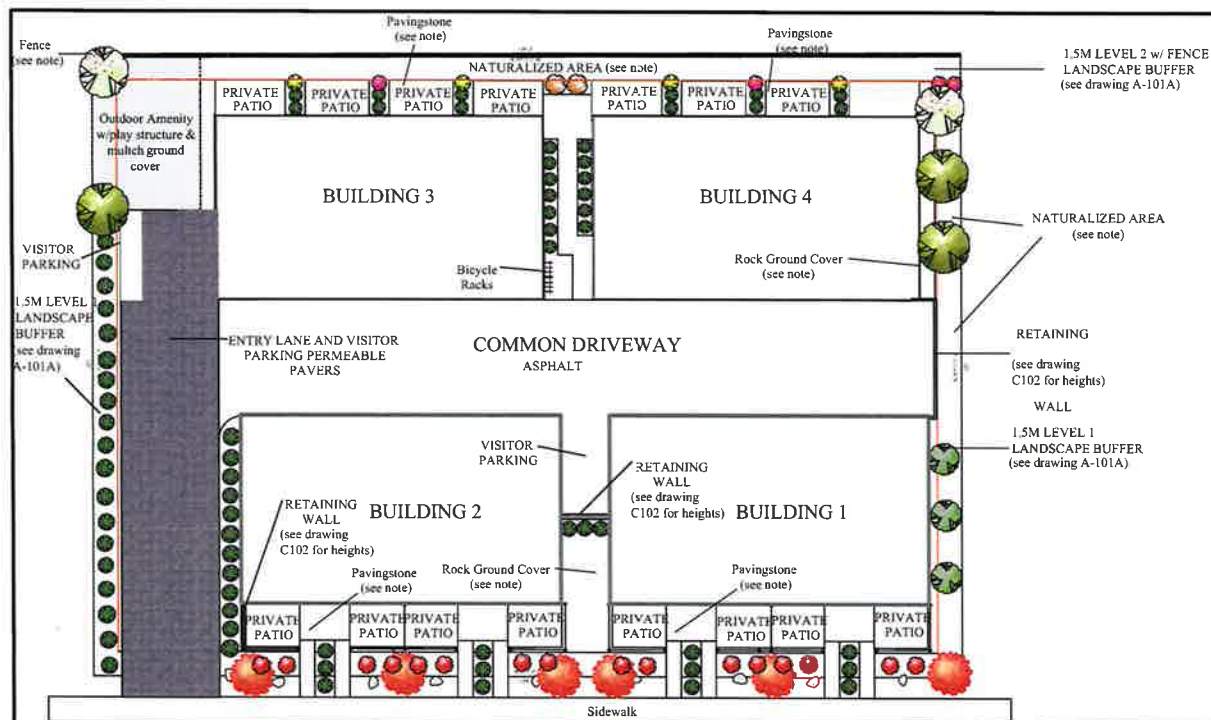
### 9.13.6 Development Regulations

- With a housing agreement pursuant to Section 4.9, the maximum **density** shall be 110.0 units per gross hectare (44.5 units/gross acre).
- Where **parking spaces** are provided completely beneath habitable space of a primary **building** or beneath useable common amenity areas, providing that in all cases the **parking spaces** are screened from view, the maximum **density** shall be 125.0 units per gross hectare (51 units/gross acre). Where all the required parking is not accommodated completely beneath the habitable space of a primary **building** or useable common amenity areas, the additional density permitted shall be determined through multiplying the additional 25.0 units per gross hectare (10 units/gross acre) by the percentage of parking proposed to be provided beneath habitable space of a primary **building** or useable common amenity areas.
- Maximum **site coverage** is 65% and together with driveways, parking areas and **impermeable surfaces** shall not exceed 75%. (Bylaw 5332)

- Maximum **height** is the lesser of 16.5m or 4.5 **storeys**, except it is 4.5m for **secondary buildings** and **secondary structures**.
- Minimum **front yard** is 6.0m, except it is 4.5m for any portion 2 **storeys** or less.
- Minimum **side yard** is 3.0m for a **building** not over 2.5 **storeys**, and 6.0m for portions of a **building** in excess of 2.5 **storeys**, and 6.0m from a **flanking street**. The minimum **side yard** is 0.0m for shared interior **party walls**.
- Minimum **rear yard** is 7.5m for a **building** not over 2.0 **storeys** and it is 9.0m for any part of a **building** over 2 **storeys**. It is 1.0m for **secondary buildings**.
- Maximum **density** is 100.0 units per gross hectare (40.5 units/gross acre).

### 9.13.7 Other Regulations

- **Convenience retail services, health services and personal services** are limited to a maximum floor area of 300m<sup>2</sup> total or 50% of the gross floor area of the ground storey of the primary building, whichever is the lesser, and only permitted when developed as an integral component of and within the primary **building**. These uses are not permitted above the ground **storey**. *(Bylaw 5332)*
- In order for bareland strata **development** to be consistent with the character of the surrounding neighborhood, the strata plan shall be considered as one **site** for defining the overall use, **density** and **site coverage**.
- The above noted **subdivision** and **development** regulations shall be applied to each strata **lot** within the strata plan.
- For multi-unit residential housing, one **office** may be operated for the sole purpose of the management and operation of the multi-unit residential **development**. *(Bylaw 5440)*
- Vehicular access to the **development** is only permitted through either a driveway shared by at least 3 units or a rear **lane**.
- A minimum area of 5,0m<sup>2</sup> of private open space shall be provided per **bachelor dwelling, congregate housing bedroom** or group home **bedroom**, 10.0m<sup>2</sup> of private open space shall be provided per 1 **bedroom dwelling**, and 15.0m<sup>2</sup> of private open space shall be provided per **dwelling** with more than 1 **bedroom**.
- No continuous **building frontage** shall exceed 45.0m for a 2 to 4 **storey building**. The **building** must be designed so as to be within one **storey** to neighbouring **development**.
- Parking shall not be constructed in the **front yard** of the property. Where the **development** has access to a rear **lane**, vehicular access to the **development** is only permitted from the rear **lane**.
- For **seniors assisted housing, seniors housing and seniors supportive housing**, a safe drop-off area for patrons shall be provided on the **site**.
- In addition to the regulations listed above, other regulations may apply. These include the general **development** regulations of Section 4 (secondary **development, yards**, projections into **yards**, lighting, agricultural setbacks, etc.); the specific use regulations of Section 5; the **landscaping** and fencing provisions of Section 6; and, the parking and loading regulations of Section 7. *(Bylaw 5339)*
- As per Section 4.10.2 - All **buildings and structures, excluding perimeter fencing (garden walls and fences)** on lots **abutting** City Roads as identified on Schedule "B" shall not be sited closer to the City Road than the setback as per the appropriate zone measured from the offset Rights of Way as illustrated on Schedule "B". *(Bylaw 5440)*



Drawing Notes 43rd Avenue

#### ROCK GROUND COVER:

The contractor shall supply and place rock ground cover to those areas shown on the drawings. Product shall be 1"-3" in diameter for areas with 20% or less slope and 4"-6" for all areas 20-33% slope to stop erosion. Product to be verified by owner prior to purchase and installation. All Rock areas to have weed barrier fabric beneath them. See drawing C102 for grading details.

#### NATURALIZED AREA

Areas over 33% slope will be allowed to naturalize and enhanced with a wildflower seed mix compatible with native vegetation. The final seed mix will be as per a recommendation from an Environmental Management consultant and approved by the City of Vernon development authority prior to planting.

#### PLANTS:

All plant material to receive sufficient soil and install according to city standards.

#### EDGING:

The contractor shall supply and install 150mm depth heavy-duty edging to separate Rock areas.

#### IRRIGATION:

The contractor shall supply and place irrigation system. All work and products shall meet the Irrigation Association of B.C. standards and specifications. All planting areas are to be irrigated with an automatically timed drip irrigation system.

#### FENCE:

The contractor shall supply and install fence as shown in drawings. All Fence areas to be a 3 rail fence. Products to be verified by owner prior to purchase and installation.

#### PAVINGSTONE:

The contractor shall supply and install patios according to drawings. Products to be verified by owner prior to purchase and installation.

#### PRIVATE AMENITY SPACE:

See A-101B - Site Plan Open space for amenity space sizes.

#### Plant Legend

Symbol	Qty	Common Name	Botanical Name	Container
	4	Highbush Cranberry	Viburnum trilobum	#2 Cont.
	6	Autumn Blaze Maple	Acer freeman Sienica	2" cal.
	3	Columnar Norway Maple	Acer platanoides 'Columnare'	2" cal.
	72	Karl Foerster Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#2 Cont.
	2	Kesselringi Dogwood	Cornus alba 'Kesselringi'	#5 Cont.
	16	Rosy Glow Barberry	Berberis thunbergii 'Rosy Glow'	#2 Cont.
	3	Swedish Columnar Aspen	Populus tremula 'Erecta'	2" cal.
	2	Chokecherry	Prunus virginiana	2@ cal.
	4	Wild Rose	Rosa acicularis	#2 Cont.

Creative  
edge landscaping Ltd.

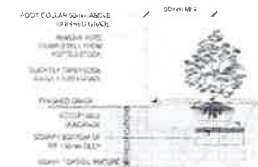
8904 Orchard Ridge Drive  
Coldstream, BC  
V1B 1Z7

tel. (780) 581 5101

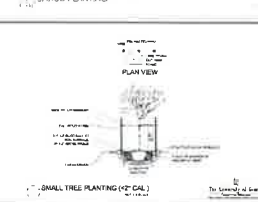
creativeedgelandscapingltd@gmail.com

#### General Notes:

- Contractor to provide 1 year warranty on all plant material and workmanship
- Owner to verify all products prior to purchase.
- Check and verify all critical details prior to the start of construction and contact this office if any clarification is required. Contractor is responsible to notify owner about any conflicting design instructions. Costs to remediate such work completed before owner can issue revisions are the sole responsibility of the Contractor.



NOTES:  
PLANTS SHOWN ON OBJECT CHAIRS FOLLOW PROPER CORRECTED TRUNK PRUNING  
DO NOT CUT OR REMOVE BRANCHES FOLLOWING PROPER CORRECTED TRUNK PRUNING  
DO NOT CUT OR REMOVE BRANCHES FOLLOWING PROPER CORRECTED TRUNK PRUNING



Boxfort Homes  
1609 43rd Ave  
Vernon BC

LANDSCAPE PLAN

Attachment 5

Medium Density Zoning Comparison Chart  
ZON00385/DVP00569

Site Size	0.202												
Current Zoning	R5												
OCP	RMD (between 31-110 units/ha)												
By-law Review	Description	Density	Units	Bonus	Bonus Units	Site Coverage	Impermeable Surfaces	Height	Storeys	Front	Side	Rear	
R5	Four-plex housing Residential	30	8	None	None	40%	50%	10	2.5	4	2.5	7.5	
RM1	Row Housing residential	48	10	60	12	65%	85%	10	2.5	4	1.2	6	
RM2	Multiple Housing Residential	60	12	75	15	50%	55%	10	2.5	4.5	1.2	7.5	
RH1	Low-Rise Apartment Residential	1.5 FAR		1.75 FAR		65%	85%	16.5	4.5	4.5	4.5	9	
RH2	Stacked Row Housing Residential	100	20	125	25	65%	75%	16.5	4.5	4.5/6 (over 2 storeys)	3/6 (over 2.5 storeys)	7.5/9 (over 2 storeys)	
PROJECT		79	16			45%	72%	10	3	4.5 (2 storey)	2.04/3.97 (variance)	3.71 (variance)	





Phone: 250.307.2038  
Email: [mark@canyonwren.ca](mailto:mark@canyonwren.ca)

March 29, 2022

City of Vernon  
3400 – 30 Street  
Vernon, BC V1T 5E6

Via: Chris Pollen  
Email: [chris@boxfort.ca](mailto:chris@boxfort.ca)

**RE: Environmental Assessment for 1609 43<sup>rd</sup> Avenue, Vernon, BC (PID: 017-995-388)**

To Jack Shipton,

Canyon Wren Consulting Inc. was retained by Chris Pollen of 1609 43 Ave GP Ltd. (the Proponent), to conduct an environmental site assessment for the following development proposal. The development area consists of a single lot located at 1609 43<sup>rd</sup> Ave. The Proponent is proposing to rezone from R5 to RH2 and develop a 16 unit ground-oriented townhouse project. As part of the proposal, a DVP will be sought to allow for two setback variances. First, a side yard reduction along the East property line from 3.0/6.0 m to 2.01/3.97 m. Second, a rear yard reduction along the North property line from 9.0 to 3.71 m.

Canyon Wren's role was to complete a site investigation and prepare a letter identifying environmental impacts likely to arise from proposed development, along with appropriate mitigation's.

The proposed development is located within the Cities Neighbourhood District (MA 2) and therefore requires identification and review of the following features, as per the Cities Environmental Management Areas (EMA) Strategy.

**Neighbourhood District – Management Area 2**

1. Identification of natural habitats, habitat values and features on the subject property
2. Waterbody identification, and Riparian Areas Protection Regulation assessment if necessary
3. Tree identification, protection and inclusion on a site plan
4. Wildlife corridor identification and protection as appropriate (based on SEI polygon data and mapping)
5. Identification of stormwater drainage and percentage of impervious surfaces
6. Landscaping requirements i.e. irrigation demand, landscaping type

**OBSERVATIONS AND ASSESSMENT**

Site visits conducted on November 26<sup>th</sup>, 2021 and March 17<sup>th</sup>, 2022 revealed the following, which are described in the same order as the Management Area 2 requirements identified above:

- Based on existing Terrestrial Ecosystem Mapping (TEM) and Sensitive Ecosystem Inventory (SEI) mapping, the subject property is covered by a single EMA habitat polygon (Figures 1 and 2), which is rated as having moderate conservation value (CV). Those mapping products, were prepared at a 1:20,000 mapping scale. As such, that polygon is identified as consisting of 80% IDFxh1 exposed soil (ES), 10% IDFxh1 cattail marsh (CT) and 10% IDFxh1 bulrush marsh (BM, see Table 1 below). CV rankings in mapping products of this scale, are intended to be conservative in nature. The moderate value observed in this CV ranking is a function of the two most valuable habitat components of the identified polygon, the 20% of marsh habitat. The remaining 80% is exposed soil habitat of extremely low conservation value.

Table 1. Historically observed vegetation communities within the habitat polygon encompassing the subject property and several surrounding areas.

Biogeoclimatic Zone	Site Series	Common Name	Polygon %	Status	Habitat
IDFxh1	CT	Cattail Marsh	10	Blue listed	Typically occurs on level sites with deep, medium-textured soils. Sites are dominated by cattails with few other species.
IDFxh1	BM	Bulrush Marsh	10	Blue listed	Typically occurs on level sites with deep, fine-textured soils. Vegetation species diversity is unique but low.
IDFxh1	ES	Exposed Soil	80	NA	Areas of exposed soils and typically include recent disturbances.

- At the much finer spatial scale (1:250) of this assessment, it was observed that currently the entire subject property exists in a highly disturbed state. Site disturbance takes the form of a lawn and residence, along with what appears to be the recent creation of a large gravel parking pad with subsurface drainage leading moisture off site to the NE (Photos 1-6). An area of cattail is regenerating in the SW corner of the subject property, due to continued near-surface water flow (Photo 2). Given its extremely small size, poor condition and isolation, this area, along with the other habitats observed on site, currently have very low Conservation Value.
- A review of google earth imagery shows that in 2013 (Figure 1) approximately half the lot, with the exception of the residence, was vegetated with what appears to be a low lying wet area surrounded by dense riparian trees and shrubs. In discussions with the previous owner, he described it as a wet peat moss area with shrubs. He contends that installation by the City, of an elevated storm drain within the subject properties western boundary (visible in Fig 1 and Photo 2), has led to a blocking of subsurface water flow through the subject property, and resulted in the observed condition. In 2018, the Cities orthophotos show the active removal of vegetation (Figures 2 and 3) along with the start of gravel fill placement. Note the excavator positioned in the SW corner of the subject property.

It appears the entire area within the EMA polygon in question, has undergone the slow and deliberate removal of wetland habitats and attempted drainage redirection. During the site investigation it was noted that a "Stop Work" order had been issued for the property to the North, after recent excavation appeared to have removed riparian shrub vegetation (Figure 2 vs Photos 6 and 7). Furthermore, the presence of a small man-made bermed wetland, located just north of the subject property in a covenanted green space (Figure 3), appears to be where much of the areas near-surface water is haphazardly being re-directed (Photo 8).

- Although surface water may show in the created sedge/cattail depression, especially after rain or spring melt events, this is not a Riparian Areas Protection Regulation (RAPR) feature as it does not connect by overland flow to a RAPR feature.
- Given the quantity of near and subsurface water on the site, it is anticipated, but not confirmed that amphibian breeding may occur in the man-made bermed wetland immediately north of the subject property.
- Aside from lawn, the only vegetation present on the subject property are 2 cottonwood trees adjacent to the property line in the NE corner of the property (Photo 4), a non-native chestnut tree with 2 stems, located on the street side of the existing residence, and the sedges and cattails that are beginning to colonize the depression in the SW corner of the property, from where material was formerly removed (Photo 2). None of the trees on the subject property or any observed within the vicinity of the subject property, contain cavities or stick-nests.
- A regional wildlife corridor is located approximately 500 m to the north of the proposed development. Given the poor CV of the subject property, connectivity to this area is not considered critical.

- The total area of the subject property is 2025 m<sup>2</sup>. Given the current development layout, the project will result in an area of approximately 1402 m<sup>2</sup> or 69.2 percent, of impervious surface as a result of proposed driveway, parking and residences (Figure 3). Stormwater will be directed into storm-drains.

## RECOMMENDATIONS

As described in the observations and assessment section above, the proposed development site is largely disturbed with native vegetation being limited to two cottonwoods located along the NW property line. As such, impacts to wildlife habitat values and rare or sensitive plant communities will be low. To ensure that impacts to the environment from the proposed development are minimized, and do not extend beyond the existing subject property, the following mitigation measures will be adhered to:

- An environmental monitor will be retained by the Proponent, to ensure that the recommendations identified within this report are fulfilled. Site inspection frequency will be timed to key construction activities, relevant wildlife timing windows and based on weather events (e.g. after periods of intense rainfall). The monitor has the authority to halt construction activities if impacts to sensitive species, habitat features or habitats are likely to occur.
- Prior to site development, the Proponent will conduct the clearing of necessary ornamental and native trees between August 16 and March 15, to discourage nesting of migratory birds, by removing suitable habitat.

Active migratory bird nests are fully protected under the B.C. Wildlife Act and the federal Migratory Birds Convention Act; it is an offence to destroy nests occupied by a bird, its eggs or its young. Vegetation disturbance or removal activities during this nesting period will require an intensive series of pre-construction nesting bird surveys by a qualified wildlife biologist.

- Prior to site development, amphibian breeding or use of available habitats immediately north of the subject property should be confirmed. Should Western toads (*Anaxyrus boreas*) or Great Basin spadefoots (*Spea intermontana*) be observed, an amphibian management plan should be created. The plan would address issues such as appropriate works timing restrictions, site isolation, salvage / removal, and required permitting, as necessary.
- As identified earlier, the subject property and entire EMA polygon, exhibit substantial near and sub-surface water movement. This has historically manifest as small patches of wetland habitats. These wetlands have experienced what appears to be deliberate removal. It is recommended that as land manager, the City take responsibility to ensure that the flow and movement of near-surface water through this property and adjacent ones occurs in a coordinated fashion. It appears a triangular portion of the property to the north has already been covenanted for this purpose. Its current design and function however, appear lacking. Perhaps the existing bermed wetland located within that covenanted triangle could be redesigned, such that it becomes more capable of: accommodating flow from surrounding developments, acting as storm-water retention, supporting trees that contribute to climate resilience and creating diverse permanent wetland habitat for amphibians, birds and wildlife. Provided the Proponent of this project is given suitable design specifications, they could ensure near-surface flow through their site contributes to these off-site goals.
- Given the volume of near-surface water moving through the site, the Proponent will take the following precautions during construction to ensure that water is not contaminated:
  - Ensure equipment and machinery is in good operating condition, clean (power washed off-site) and free of leaks, excess oil and grease.
  - All hydraulic machinery entering the property will be equipped with environmentally sensitive hydraulic fluids that are non-toxic to aquatic life and that are readily or inherently biodegradable (e.g. Chevron Clarity AW, Enviro-Plus 46 AW, etc).
  - Equipment refuelling or servicing will be conducted off-site or over an approved drip pan.

- Spill containment kits will be readily accessible on-site in the event of a release of a deleterious substance to the environment and on-site staff will be trained in their use.
- Contractors will immediately report any spill of a substance that is toxic, polluting, or deleterious to aquatic life of report-able quantities to the Provincial Emergency Program 24-hour phone line at 1-800-663-3456
- Weeds and invasive plant species are not particularly abundant within the subject property, as little vegetation exists. However, throughout construction the Proponent will:
  - Ensure equipment and machinery is clean and power washed off-site prior to site entry
  - Implement the Environmental Monitors treatment recommendations as observations of invasive species are noted.
- Upon construction completion, it is recommended that the rear and side-yard setbacks be landscaped with primarily native trees and shrubs. This along with weed and invasive species management will help enhance the diversity and integrity of the transition between the subject property and the existing bermed wetland to the north. Suitable trees and shrubs include, but are not limited to the following: aspen, cottonwood, birch, hawthorn, pin cherry, choke cherry, dogwood, oceanspray, wildrose, highbush-cranberry, black twinberry and ninebark. A proposed landscape plan has been created and is included in Appendix I.
- All patios and sidewalks will be constructed of semi-permeable paving stones, to limit the amount of impervious surface to the greatest extent possible.
- A post-development report, outlining the degree of compliance with the above mitigation's and reviewing the success of migrations implemented during construction, will be produced and submitted to the City.

## CONCLUSION

In summary, the subject property has experienced significant historical site disturbance, resulting in its low Conservation Value. The proposed development will make maximal use of this disturbance. With the identified mitigation's of; implementing wildlife timing windows, surveying and managing for at-risk amphibians, coordinating management of near-surface water movement thorough surrounding properties, implementing precautions to minimize potential contamination of near-surface ground water, directing habitat enhancement within the identified green space and native tree/shrub vegetation adjacent to its transition, the proposed development will minimize potential impacts to the greatest extent possible. Please contact the undersigned if you have any questions or to discuss this in further detail.

Sincerely,



Mark Piorecky, M.Sc., R.P.Bio.  
Senior Wildlife Biologist  
Canyon Wren Consulting Inc.



Figure 1. Subject Property in relation to surrounding land-use and wetland habitats in 2013.

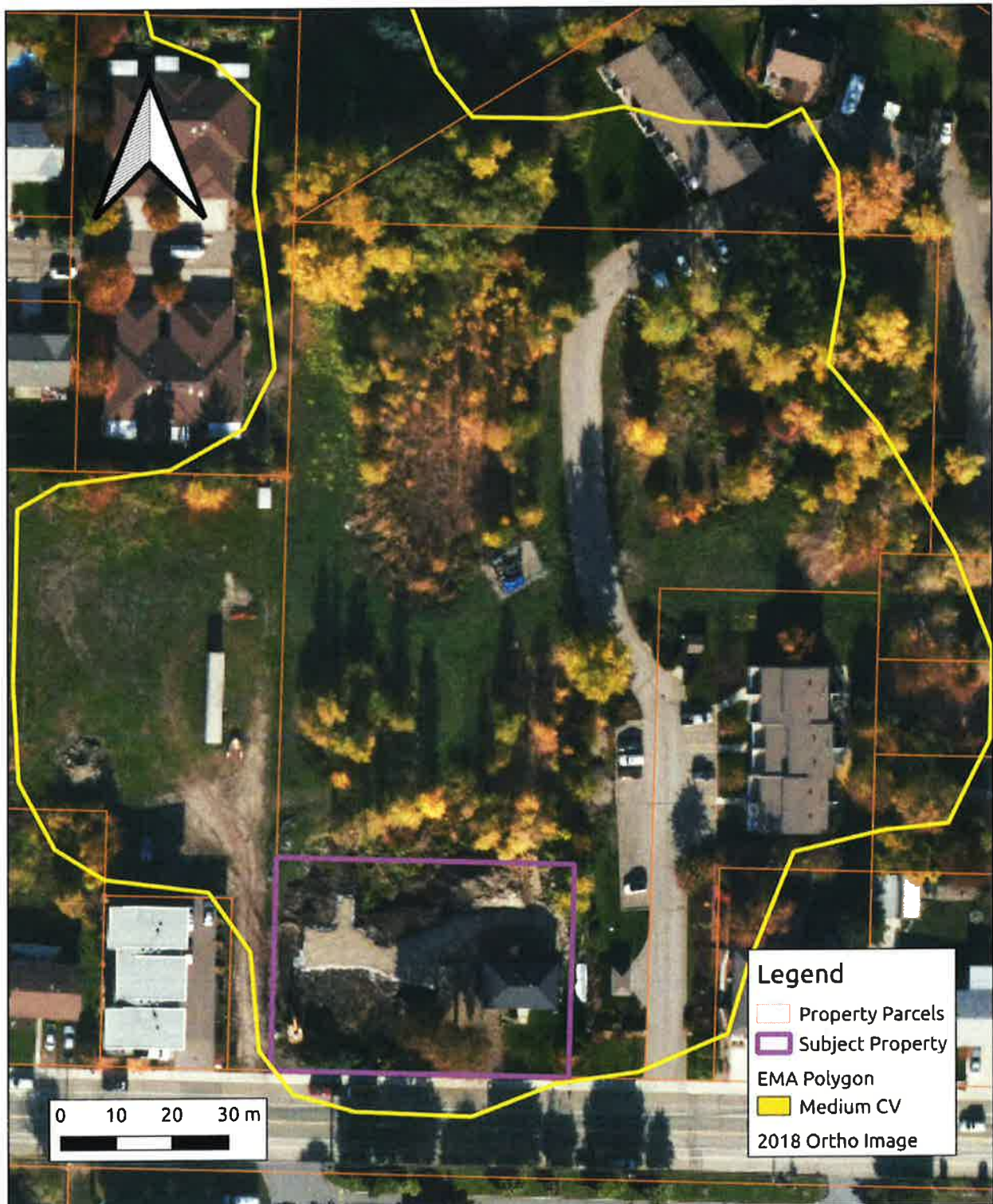


Figure 2. Subject Property in relation to surrounding land-use and wetland habitats in 2018.

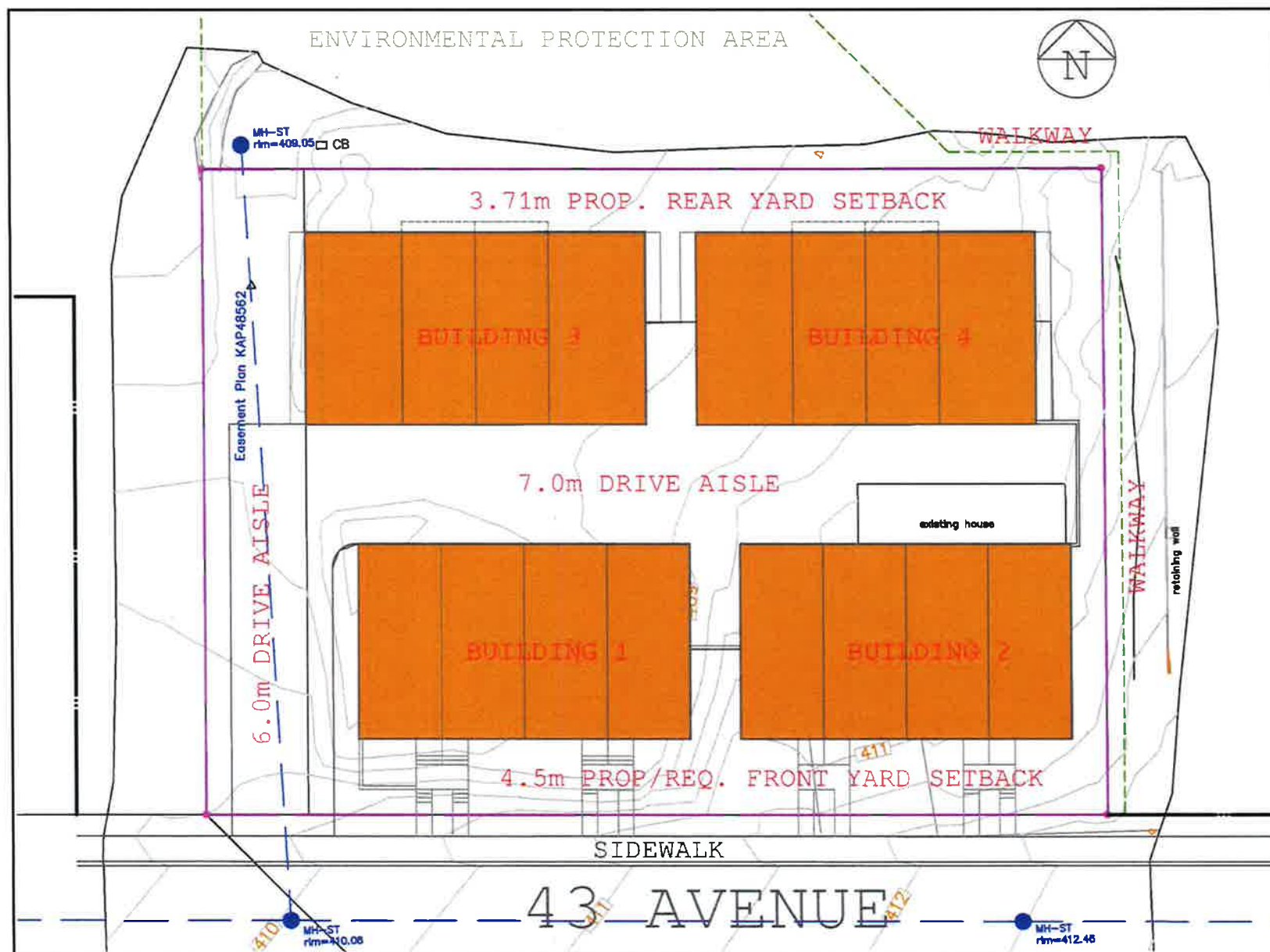


Figure 3. Subject Property proposed development plan in relation to property boundaries, contours and existing residence.



Photo 1. Wide angle view from the centre of subject property standing on the N property line (looking S) – Nov 26, 2021.



Photo 2. View of subject property from SW corner, berm containing City installed storm drain along west property boundary (small trailer parked on north end) and limiting water movement through the subject property, damp depression with cattails located right of centre and chestnut tree beyond (looking NE) – Mar 17, 2022.



Photo 3. View of subject property from SW corner, existing driveway, residence and lawn (facing NW ) – Mar 17, 2022.



Photo 4. Standing near NE corner of property looking SW. Shed positioned very near N property boundary – Nov 26, 2021.



Photo 5. View of subsurface site drainage in neighbouring property (facing S ) – Nov 26, 2021.



Photo 6. View of disturbed wetland area into which water temporarily drains on the property to the NE (facing SE) – Nov 26, 2021.

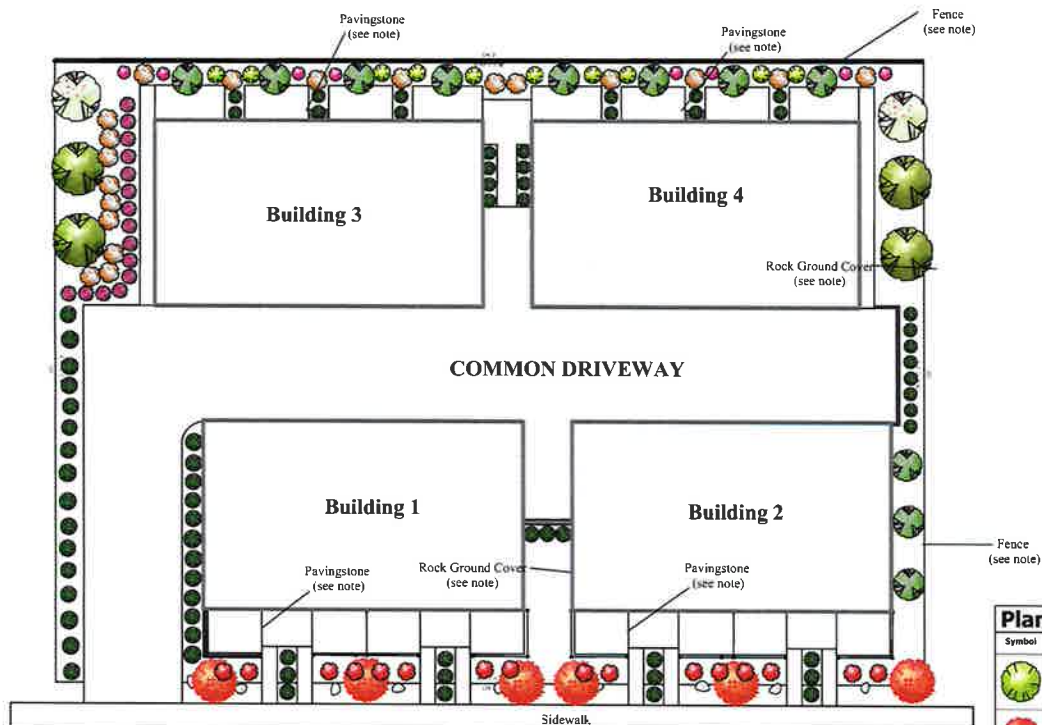


Photo 7. Recently disturbed wetland area at the far N end of the property to the N (facing N) – Nov 26, 2021.



Photo 8. Bermed wetland area immediately north of subject property, into which it appears water is being directed (facing NW) – Mar 17, 2022.

## **APPENDIX I. Proposed Landscape Plan**



## 43 AVENUE

### DRAWING NOTES

#### ROCK GROUND COVER:

The contractor shall supply and place rock ground cover to those areas shown on the drawings. Product shall be 1"-3" in diameter for areas with 20% or less slope and 4"-6" for all areas greater than 20% to stop erosion. Product to be verified by owner prior to purchase and installation. All Rock areas to have weed barrier fabric beneath them.

#### PLANTS:

All plant material to receive sufficient soil and install according to city standards.

#### EDGING:

The contractor shall supply and install 150mm depth heavy-duty edging to separate Rock areas.

#### IRRIGATION:

The contractor shall supply and place irrigation system. All work and products shall meet the Irrigation Association of B.C. standards and specifications. All planting areas are to be irrigated with an automatically timed drip irrigation system.

#### FENCE:

The contractor shall supply and install fence as shown in drawings. All Fence areas to be a 3 rail fence. Products to be verified by owner prior to purchase and installation.

#### PAVINGSTONE:

The contractor shall supply and install patios according to drawings. Products to be verified by owner prior to purchase and installation.

### Plant Legend

Symbol	Qty	Common Name	Botanical Name	Container
	10	Highbush Cranberry	Viburnum trilobum	#2 Cont.
	6	Autumn Blaze Maple	Acer freeman Sienica	2" cal.
	4	Columnar Norway Maple	Acer platanoides 'Columnare'	2" cal.
	15	Hidcote English Lavender	Lavandula angustifolia 'Hidcote'	#1 Cont.
	71	Karl Foerster Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#2 Cont.
	19	Kesselringi Dogwood	Cornus alba 'Kesselringi'	#5 Cont.
	16	Rosy Glow Barberry	Berberis thunbergii 'Rosy Glow'	#2 Cont.
	11	Swedish Columnar Aspen	Populus tremula 'Erecta'	2" cal.
	2	Chokecherry	Prunus virginiana	2@ cal.
	8	Wild Rose	Rosa acicularis	#2 Cont.



Scale: 1/25" = 1ft

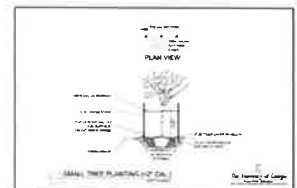
**Creative**

8904 ORCHARD RIDGE DRIVE  
COLDSTREAM, BC  
V1B 1Z7

TEL. (780)581 5101  
creativeedgelandscapingltd@gmail.com

#### General Notes:

- Contractor to provide 1 year warranty on all plant material and workmanship
- Owner to verify all products prior to purchase.
- Check and verify all critical details prior to the start of construction and contact this office if any clarification is required. Contractor is responsible to notify owner about any conflicting design instructions. Costs to remediate such work completed before owner can issue revisions are the sole responsibility of the Contractor.



**CHRIS POLLEN**  
1609 43rd AVENUE  
VERNON, BC  
**LANDSCAPE PLAN**



**GEOPACIFIC**  
CONSULTANTS

P (250) 215 1206  
geopacific.ca  
1340 St. Paul Road  
Kelowna, B.C. V1Y 2E1

1609 43 Avenue GP Ltd.  
2121 Longridge Drive SW,  
Calgary, AB  
T3E 5N7

November 1<sup>st</sup>, 2022  
File: 20776

Attention: Chris Pollen

**Re: Geotechnical Comments on Site Preparation for Proposed Residential Development  
1609 43<sup>rd</sup> Avenue, Vernon, B.C.**

GeoPacific has been retained to comment on the geotechnical aspects for the construction of the proposed residential development for the above referenced address in regards to our Geotechnical Investigation Report issued on April 12<sup>th</sup>, 2022. Based on architectural drawings provided by Dwell Design Studio, dated March 17<sup>th</sup>, 2022, the proposed residential development includes 4 buildings, split into 16 three storey townhome units with parking on the lowest level, and a local access road. Based on the drawings, we anticipate wood framed construction above-grade and reinforced concrete construction for floor-slabs and footing elements. GeoPacific has completed a detailed drill based investigation and recommendation report dated April 12<sup>th</sup>, 2022.

We confirm, from a geotechnical standpoint, that the proposed development is feasible.

Based on drawings provided by Lawson Engineering Ltd. (Lawson), dated September 9<sup>th</sup>, 2022, we anticipate that re-grading of the property will be completed to accommodate the development. The existing layers containing deleterious soils must be stripped from the site prior to the placement of any new fills or the construction of any roads, utilities, buildings, and retaining walls. We further confirm that the onsite groundwater conditions are considered to be perched. Excavations will likely encounter groundwater seepage and can be handled using conventional sumps and sump pump techniques.

Prior to construction of foundations, utilities, grade supported slabs, and pavement structures, all vegetation, fills, topsoil, soils containing organics, and loose or otherwise disturbed materials should be removed to expose a subgrade of *silty sand, sandy silt, clayey sandy silt, sand and silt, sand, and gravelly silty sand (till)*. The stripping program at the site will require the removal of the organic silt layer between 1.5 m to 3 m below existing grade.

Following the stripping works, grade reinstatement will be required, we recommend the use of engineered fill. "Engineered Fill" is defined as clean sand to sand and gravel containing silt and clay less than 5% by weight, compacted in 300 mm loose lifts to a minimum of 95% Modified Proctor maximum dry density at a moisture content that is within 2% of optimum for compaction. During fill placement, benches should be cut into any sloping stripped subgrade surfaces to key the structural fill into the natural topography. Where the exposed subgrade surface slopes at greater than 20%, we recommend that the subgrade be benched, prior to placing the fill, to improve the structural integrity of the embankment. Benches should be a minimum horizontal distance of 1.0 metre before stepping to the next bench.

*Stripped subgrades and engineered fill materials and compaction must be reviewed by the geotechnical engineer.*

For further site specific geotechnical recommendations, our Geotechnical Investigation Report can be referenced.

We are pleased to assist you with this project and we trust this information is helpful and sufficient for your purposes at this time. However, please do not hesitate to call the undersigned if you should require any clarification or additional details.

For:  
**GeoPacific Consultants Ltd.**

Reviewed By:

A circular blue ink stamp of a Professional Engineer. The outer ring contains the text "PROFESSIONAL ENGINEER" at the top and "COLUMBIA" at the bottom. Inside the ring, it says "PROVINCE OF" at the top, "R. AVENDANO GONZALEZ ESTRADA" in the middle, and "# 45879" below that. A signature is written across the stamp.

Roberto Avendano, B.Eng., P.Eng.,  
Principal

Permit to Practice EGBC  
1000782

NOV 01 2022

Hanneke Byl, B.A.Sc.  
Engineer-In-Training



## THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

**SUBMITTED BY:** Craig Broderick  
Approving Officer

**COUNCIL MEETING:** REG ☒ COW ☐ I/C ☐  
**COUNCIL MEETING DATE:** November 14, 2022  
**REPORT DATE:** October 21, 2022  
**FILE:** 3360-20 (ZON00340)

**SUBJECT:** REZONING APPLICATION FOR 173 VINEYARD WAY

---

### **PURPOSE:**

To review the application to rezone the subject property from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential. The applicant intends to develop multi-family buildings for permanent occupancy.

### **RECOMMENDATION:**

THAT Council support the zoning application 00340 (ZON00340) to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321) as outlined in the report titled "Rezoning Application for 173 Vineyard Way" dated October 21, 2022 and respectfully submitted by the Approving Officer;

AND FURTHER, that Council's support of ZON00340 be subject to the following:

- a) a no-build, no-disturb covenant be registered on title until such time that a Development Permit (multi-family, hillside) is ready to be issued; and that a statutory right-of-way is secured as a condition of future development to protect future water main looping through the property (as required to conform to Regional District of North Okanagan Bylaw 2650 B.23);

AND FURTHER, that Council direct Administration to prepare a proposed bylaw and public notice of initial readings to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321);

AND FURTHER, that Council not hold a public hearing on a proposed bylaw, pursuant to 464(1) of the *Local Government Act*, on a proposed bylaw to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321).

### **ALTERNATIVES & IMPLICATIONS:**

1. THAT Council not support the zoning application 00340 (ZON00340) to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential as outlined in the report titled "Rezoning Application for 173 Vineyard Way" dated October 21, 2022 and respectfully submitted by the Approving Officer.

*Note: This alternative does not support the rezoning application. The current, RTC and P1 zoning of the subject properties would remain as they are currently. As a result, the rezoning application as submitted would not be able to proceed.*

2. THAT Council support the zoning application 00340 (ZON00340) to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321) as outlined in the report titled "Rezoning Application for 173 Vineyard Way" dated October 21, 2022 and respectfully submitted by the Approving Officer;

AND FURTHER, that Council's support of ZON00340 be subject to the following:

- a) a no-build, no-disturb covenant be registered on title until such time that a Development Permit (multi-family, hillside) is ready to be issued; and that a statutory right-of-way is secured as a condition of future development to protect future water main looping through the property (as required to conform to Regional District of North Okanagan Bylaw 2650 B.23);

AND FURTHER, that Council hold a public hearing, pursuant to 464(1) of the *Local Government Act*, on a proposed bylaw to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321).

*Note: This alternative supports the rezoning application but requires a Public Hearing as part of the process.*

## **ANALYSIS:**

### **A. Committee Recommendations:**

At its meeting of October 12, 2022, the Advisory Planning Committee passed the following resolution:

*THAT Council support the zoning application 00340 (ZON00340) to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321) as outlined in the report titled "Rezoning Application for 173 Vineyard Way" dated October 5, 2022 and respectfully submitted by the Approving Officer;*

AND FURTHER, that Council's support of ZON00340 be subject to the following:

- a) a no-build, no-disturb covenant be registered on title until such time that a Development Permit (multi-family, hillside) is ready to be issued; and that a statutory right-of-way is secured as a condition of future development to protect future water main looping through the property (as required to conform to Regional District of North Okanagan Bylaw 2650 B.23);

AND FURTHER, that Council direct Administration to prepare a proposed bylaw and public notice of initial readings to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks

and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321);

AND FURTHER, that Council not hold a public hearing on a proposed bylaw, pursuant to 464(1) of the Local Government Act, on a proposed bylaw to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321).

## B. Rationale:

1. The subject property is located at 173 Vineyard Way (Figures 1 and 2) and is approximately 33,116m<sup>2</sup> (8.2 ac) in area. The property is vacant in terms of structures and has been used as a vineyard for many years.
2. The original application proposes to rezone the property from a multi-zone configuration of RTR: Resort Residential and RTC: Resort Commercial (Attachment 1) to RTCA: Resort Commercial and Residential (Attachment 2) for permanent multi-family dwellings.
3. The land is designated TCOM (Tourist Commercial) and PARK (Parks and Open Space) within the Official Community Plan (OCP), and zoned RTR (Resort Residential), RTC (Resort Commercial), and P1 (Parks and Open Space) in Zoning Bylaw 5000.
4. The existing RTC (Resort Commercial) zone permits a range of residential housing types that are limited to a maximum of 180 days per year occupancy. It also allows commercial visitor accommodations and services. The RTC and RTCA zones allow a substantial amount of development that may be inappropriate for the site and area in general. It allows tourist apartment housing, hotels, food primary, conventional facilities and other intense uses up to a height of seven storeys/24m at a substantial floor space ratio of 3.0. As such, rezoning to RTCA for this specific site is not supported by Administration.



Figure 1: Property Location Map

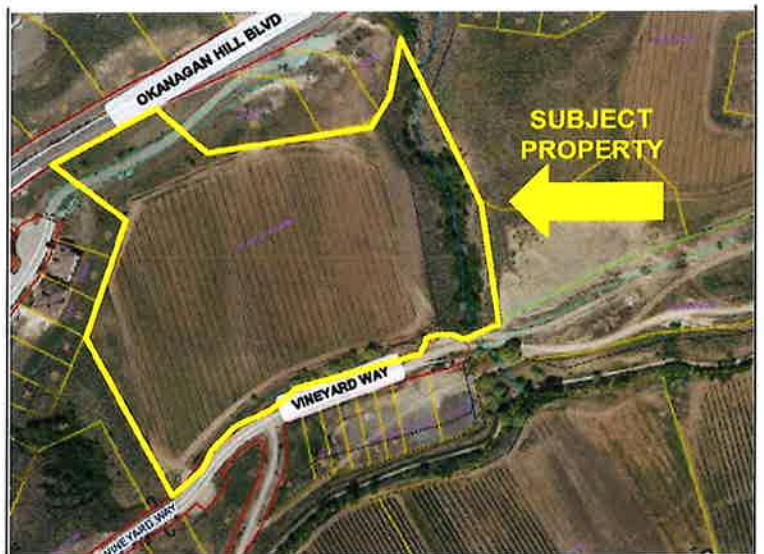


Figure 2: Aerial View of Property

5. Based on a review of the variety of zoning districts available for The Rise/Okanagan Hills, Administration recommends that the entire site be rezoned to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321). The RTR: Resort Residential would allow for permanent year-round residential occupation while limiting potentially disruptive land uses adjacent to existing residential properties. The RTR: Resort Residential would limit the type of development to residential up to 12m or 2.5 storeys and a maximum density of 30 units/ha (12units/ac). This is in keeping with the applicant's intent to develop a full-time permanent residential community. The existing RTR (Resort Residential) zone allows a range of housing types (i.e. single family, two-family, three-plex, row, stacked row and four-plex) without any seasonal occupancy restrictions.
6. The proposed rezoning to entirely RTR: Resort Residential complies with the OCP. The Tourist Commercial section of the OCP notes "This designation supports tourist-oriented uses such as hotels, restaurants and shops, as well as full and part time residential living" (Section 8.0 Commercial).
7. The proposed rezoning for permanent housing would contribute to the needed housing stock and better establish the neighbourhood as a permanent residential community. This is also in keeping with the trend of the lower portions of the The Rise development transitioning to more of a permanent residential neighbourhood and away from a tourist commercial resort development.
8. The applicant received a Preliminary Layout Approval (SUB00780) to subdivide their property into four pre-development lots. The intent is to subsequently develop townhouse type strata developments (i.e. 24 units of four-plex in Lot 1 and 2, and 24 units of six-plex in Lot 3, Lot 4 as common right of way). Lots and road layouts are to be addressed at subdivision stage (Attachment 3). Additionally, the covenants registered on title, as well as the requirements of the Development Permit review process, will ensure development considerations are addressed with respect to the locations of servicing, environmental protection, traffic circulation and parkland and are consistent with the original intent of the Neighbourhood Plan.
9. Surrounding land uses and zoning:
  - North – RTR (existing single family residential, vacant lots)
  - East – P1, RTCA (vacant and vineyard)
  - South – RTR, P1 (two-family dwellings)
  - West – RTR (existing single family residential, vacant lots)
10. Administration supports the proposed zoning application as the changes are generally consistent with the Okanagan Hills Neighbourhood Plan and Official Community Plan. The Neighbourhood Plan incorporated an infrastructure servicing strategy and Master Development Agreement, traffic study, a Parkland Agreement, and detailed environmental, conservation, mitigation and enhancement reports. These agreements remain in place and are registered on the titles of all undeveloped lands.
11. The proposed rezoning is coherent and complimentary with the neighbourhood character.
12. Administration further recommends that Council not hold a public hearing on a proposed bylaw as it is consistent with the Official Community Plan. This is consistent with and pursuant to 464(1) of the *Local Government Act*, on a proposed bylaw to rezone LT 1, SEC 31, TWP 9, ODYD, PL EPP48289 (173 Vineyard Way) from RTR: Resort Residential and RTC: Resort Commercial to RTR: Resort Residential and a refinement of the zoning boundary along the easterly side of the property to align the P1: Parks and Open Space with the natural drainage course and existing covenant boundaries (i.e. CA792809, EPP55321).

**C. Attachments:**

Attachment 1 – RTR: Resort Residential and RTC: Resort Commercial  
Attachment 2 – RTCA: Resort Commercial and Residential  
Attachment 3 – Proposed Pre-Development Site Plan and Lot Layout (SUB00780)

**D. Council's Strategic Plan 2019 – 2022 Goals/Action Items:**

The subject application involves the following goals/actions items in Council's Strategic Plan 2019 – 2022:

- Support sustainable neighbourhoods by implementing neighbourhood plans and the OCP
- Increase affordable and attainable housing

**E. Relevant Policy/Bylaws/Resolutions:**

1. Official Community Plan Bylaw 5470:
  - OCP Designation – Tourism Commercial (TCOM)
  - Development District – 2 Neighbourhood
2. Zoning Bylaw 5000:
  - Sec. 10.13a RTCA: Resort Commercial and Residential
3. *Local Government Act:*
  - Division 3 – Public Hearings on Planning and Land Use Bylaws
  - Sec. 464 – Requirement for public hearing before adopting bylaw  
*A local government is not required to hold a public hearing on a proposed rezoning bylaw if an OCP is in effect for the area that is the subject of the zoning bylaw, and the bylaw is consistent with the OCP.*

**BUDGET/RESOURCE IMPLICATIONS:**

A Public Hearing would not be required to be held as part of the public consultation process identified in s. 464 of the *Local Government Act*.

Prepared by:

X

Craig Broderick  
Approving Officer

Approved for submission to Council:

Will Pearce, CAO

Date: 03.NOV.2022

X

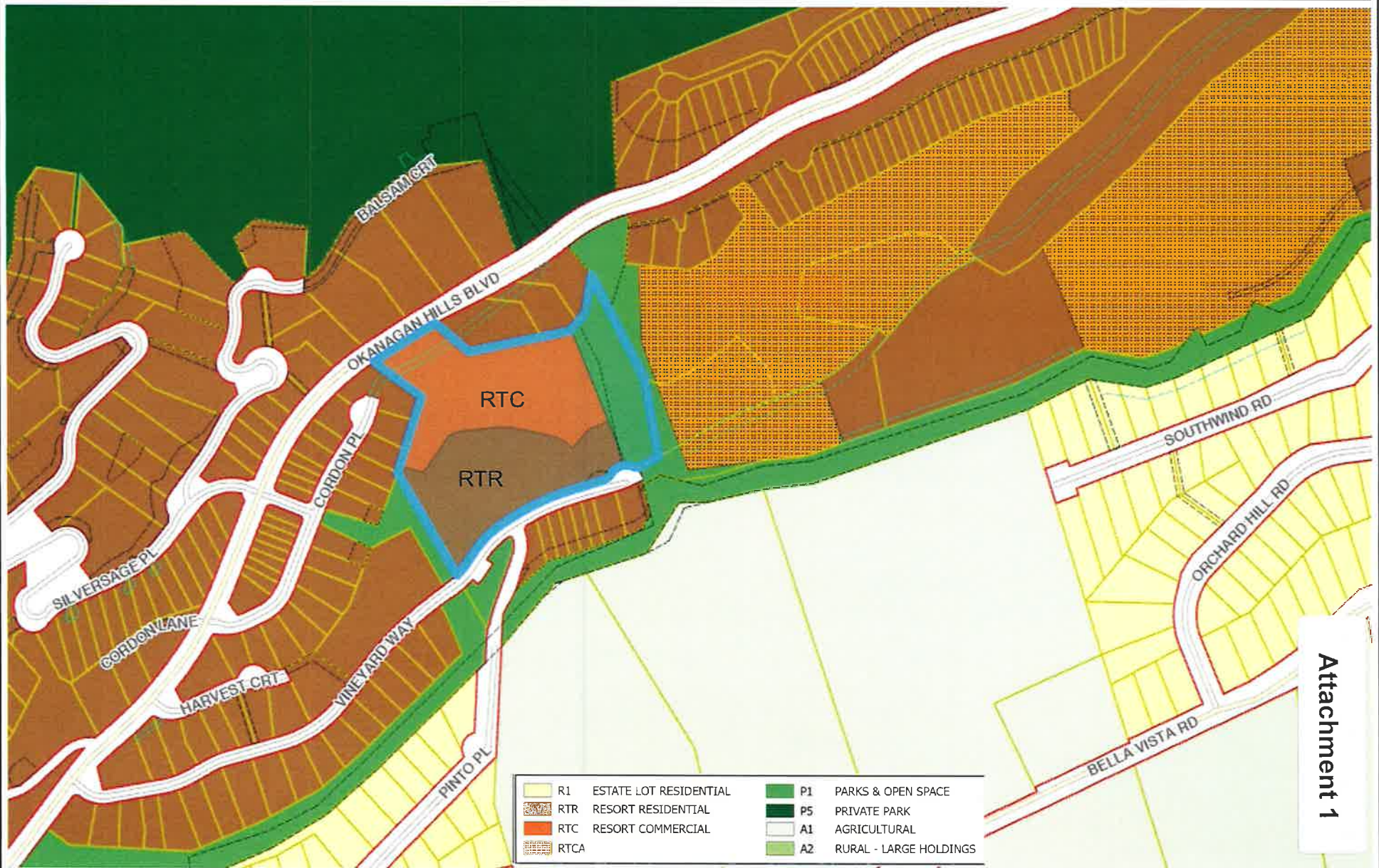
Kim Flick  
Director, Community Infrastructure and Development

**REVIEWED WITH**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Corporate Services                    | <input type="checkbox"/> Operations           | <input checked="" type="checkbox"/> Current Planning          |
| <input type="checkbox"/> Bylaw Compliance                      | <input type="checkbox"/> Public Works/Airport | <input type="checkbox"/> Long Range Planning & Sustainability |
| <input type="checkbox"/> Real Estate                           | <input type="checkbox"/> Facilities           | <input type="checkbox"/> Building & Licensing                 |
| <input type="checkbox"/> RCMP                                  | <input type="checkbox"/> Utilities            | <input type="checkbox"/> Engineering Development Services     |
| <input type="checkbox"/> Fire & Rescue Services                | <input type="checkbox"/> Recreation Services  | <input type="checkbox"/> Infrastructure Management            |
| <input type="checkbox"/> Human Resources                       | <input type="checkbox"/> Parks                | <input type="checkbox"/> Transportation                       |
| <input type="checkbox"/> Financial Services                    |   | <input type="checkbox"/> Economic Development & Tourism       |
| <input checked="" type="checkbox"/> COMMITTEE: APC (Oct.12/22) |   |   |
| <input type="checkbox"/> OTHER:                                |   |   |

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## Vernon Essentials Site



361 0 181 361 Meters



## 9.9 RTR : Resort Residential

### 9.9.1 Purpose

The purpose is to provide a **zone** for the **development** of a variety of housing forms for use within a comprehensively planned resort residential community. The RTRc sub-zoning district allows for **care centre, major** as an additional use. (Bylaw 5467)

### 9.9.2 Primary Uses

- **care centre, major** (use is only permitted with the RTRc sub-zoning district)
- **cottages**
- **duplex housing**
- **four-plex housing**
- **row housing**
- **semi-detached housing**
- **single detached housing**
- **stacked row housing**
- **three-plex housing**

### 9.9.3 Secondary Uses

- **bed and breakfast homes** (in single detached housing only)
- **care centres, minor**
- **docks, private**
- **home based businesses, minor**
- **office**
- **parks, public**
- **real estate sales centres**

### 9.9.4 Subdivision Regulations

Lot Type	Minimum Lot area		Minimum Lot Width	
	interior	corner	interior	corner
<b>Cottage Lot</b>	125m <sup>2</sup>	N/A	7.0m	7.0m
<b>Single Detached Housing</b>	300m <sup>2</sup>	340m <sup>2</sup>	10.0m	11.3m
<b>Duplex Housing</b>	300m <sup>2</sup>	340m <sup>2</sup>	10.0m	11.3m
<b>Semi-Detached Housing</b>	450m <sup>2</sup>	500m <sup>2</sup>	15.5m	16.8m
<b>Three-Plex Housing</b>	450m <sup>2</sup>	500m <sup>2</sup>	19.5m	20.8m
<b>Four-Plex Housing</b>	600m <sup>2</sup>	650m <sup>2</sup>	26.0m	27.8m
<b>Row Housing</b>	800m <sup>2</sup>	850m <sup>2</sup>	26.0m	27.8m
<b>Stacked Row Housing</b>				

- Minimum lot area is 10,000m<sup>2</sup> if not serviced by **community sewer system**.

### 9.9.5 Party Wall Subdivision Regulations

Lot Type	Minimum Lot area		Minimum Lot Width	
	interior	corner	interior	corner

<b>Semi-Detached Housing</b>	225m <sup>2</sup>	275m <sup>2</sup>	7.8m	9.0m
<b>Three-Plex Housing</b>	150m <sup>2</sup>	200m <sup>2</sup>	6.5m	7.8m
<b>Four-Plex Housing</b>	150m <sup>2</sup>	200m <sup>2</sup>	6.5m	7.8m
<b>Row Housing</b>	135m <sup>2</sup>	185m <sup>2</sup>	6.5m	7.8m

- Minimum lot area is 10,000m<sup>2</sup> if not serviced by community sewer system.

#### 9.9.6 Development Regulations

- The **office use** is limited to one **office** for the management and operation of the resort and/or multi-unit residential **developments**.
- Maximum **site coverage** is 50%, except it is 65% for Stacked Row Housing greater than 2.5, and together with driveways, parking areas and **impermeable surfaces** shall not exceed 65% except it shall not exceed 65% for Stacked Row Housing greater than 2.5 **storeys**. (Bylaw 5723)
- Maximum **height** is the lesser of 12.0m or 2.5 **storeys**, except it is the less of 15.0m or 3.5 **storeys** for Stacked Row Housing and it is 4.5m for **secondary buildings** and **secondary structures**. (Bylaw 5723)
- Minimum **front yard** is 4.0m, except it is 6.0m for buildings greater than 2.5 **storeys**, for buildings 2.5 **storeys** or less it is 6.0m from a garage or carport to the back of curb or sidewalk for vehicular entry, or it is 0.6m to the side of the garage and 2.6m to the front building façade for side-entry garage and driveway layouts. (Bylaw 5723)
- Minimum **side yard** is 1.2m, except it is 6.0m for buildings greater than 2.5 **storeys**, or 0.0m for shared interior **party walls**, except it is 2.6m from a **flanking street** for buildings 2.5 **storeys** or less and 6.0m for buildings greater than 2.5 **storeys** and 6.0m from the back of curb or sidewalk to the garage where driveway access is from the **flanking street**. (Bylaw 5723)
- Minimum **rear yard** is 6.0m, except it is 9.0m for buildings greater than 2.5 **storeys**, and it is 1.0m for **secondary buildings**. Where the lot width exceeds the lot depth, the minimum **rear yard** is 4.5m for buildings 2.5 **storeys** or less. (Bylaw 5723)
- Maximum six **dwelling** units located in a **building**, with each unit having a minimum width of 6.5m, except it is twelve dwelling units for buildings greater than 2.5 **storeys**, with each unit having a minimum width of 6.5m. (Bylaw 5723)
- Maximum **density** is 30.0 units per gross hectare (12 units/gross acre).
- Where **parking spaces** are provided completely beneath habitable space of a primary building or beneath useable common amenity areas, providing that in all cases the parking spaces are screened from view, the maximum density shall be 37.0 units per gross hectare (15 units/gross acre). Where all the required parking is not accommodated completely beneath the habitable space of a primary building or useable common amenity areas, the additional 7.0 units per gross hectare (3 units/gross acre) by the percentage of parking proposed to be provided beneath habitable space of a primary building or useable common amenity areas. (Bylaw 5723)
- The maximum height of any vertical wall element is 2.5 **storeys** facing front, flanking or rear yard (including walkout basements) and must be set back at least 1.2m in addition to the required setbacks. (Bylaw 5723)

#### 9.9.7 Other Regulations

- In order for bareland strata **development** to be consistent with the character of the surrounding neighborhood, the strata plan shall be considered as one **site** for defining the overall use, **density** and **site coverage**.
- The above noted **subdivision** and **development** regulations shall be applied to each strata lot within the strata plan.

- A minimum area of 5.0m<sup>2</sup> of private open space shall be provided per **bachelor dwelling** or group home **bedroom**, 10.0m<sup>2</sup> of private open space shall be provided per 1 **bedroom dwelling**, and 15.0m<sup>2</sup> of private open space shall be provided per **dwelling** with more than 1 **bedroom**.
- No continuous **building frontage** shall exceed 40.0m for a 2.5 **storey building**. If the frontage is interrupted by an open courtyard equivalent in depth and width to the **building height**, the maximum continuous 2.5 **storey building frontage** may be 80.0m provided that no **building** section exceeds 12.0m.
- Where **development** has access to a rear **lane**, vehicular access to the **development** is only permitted from the rear **lane**.
- In addition to the regulations listed above, other regulations may apply. These include the general **development** regulations of Section 4 (secondary **development**, **yards**, projections into **yards**, lighting, agricultural setbacks, etc.); the specific use regulations of Section 5; the **landscaping** and fencing provisions of Section 6; except that buildings greater than 2.5 **storeys** require a Level 1 **Landscape Buffer** for the Front Yard, rear Yard and Side Yard, as according to Section 6; and, the parking and loading regulations of Section 7. (Bylaw 5723)
- As per Section 4.10.2 - All **buildings** and **structures**, **excluding perimeter fencing (garden walls and fences)** on **lots abutting** City Roads as identified on Schedule "B" shall not be sited closer to the City Road than the setback as per the appropriate zone measured from the offset Rights of Way as illustrated on Schedule "B". (Bylaw 5440)

## **10.13 RTC : Resort Commercial**

### **10.13.1 Purpose**

The purpose is to designate and preserve land for the **development** of destination commercial visitor accommodation in a pedestrian oriented environment providing a mixture of recreational, cultural, retail, and entertainment services

### **10.13.2 Primary Uses**

- amusement arcades, major
- artist studios
- apartment housing, tourist
- business support services
- clubs, private
- community recreation centres
- cottage tourist (*Bylaw 5275*)
- cultural exhibits, private
- emergency protective services
- employee housing, dormitory (*Bylaw 5493*)
- employee housing, self-contained dwelling (*Bylaw 5493*)
- exhibition and convention facilities
- financial services
- food primary establishments
- four-plex, tourist housing
- health services
- hostels
- hotels
- liquor primary establishments, minor
- non-accessory parking
- offices
- participant recreation services, indoor
- participant recreation services, outdoor
- personal services
- parks, public
- real estate sales centre
- retail cannabis sales (*Bylaw 5731*)
- retail stores, convenience
- retail stores, general
- retail stores, licensee
- retail street sales
- row housing, tourist
- semi-detached, tourist housing
- single detached housing, tourist (*Bylaw 5275*)
- spectator entertainment establishments
- three-plex, tourist housing
- wineries and cideries

### **10.13.3 Secondary Uses**

- amusement arcades, minor
- brewing or distilling, Class A
- care centre, minor
- docks, community
- docks, private
- gaming facilities \*\*
- home based businesses, minor

- **marinas**
- **marina fuel facilities**
- **utilities, minor impact**  
 \*\* refer to definition for "gaming facilities" in Section 2.3.3. for limitation on number of slot machines permitted within the City of Vernon boundaries

#### 10.13.4 Subdivision Regulations

- Minimum **lot width** is 7.6 m.
- Minimum **lot area** is 232 m<sup>2</sup>

#### 10.13.5 Development Regulations

- Maximum Commercial **floor space ratio** is 3.0.
- Maximum gross tourist residential **density** is 30.0 units/hectare (12 units/acre).
- Maximum gross employee housing density is 30.0 units/hectare (12 units/acre) *(Bylaw 5493)*
- Maximum **height** is the lesser of 24.0m or 7.0 **storeys**, except that the maximum employee housing height is the lesser of 14.0m or 3 storeys, except it is 4.5m for secondary buildings and secondary structures. *(Bylaw 5493)*
- Maximum site coverage is 60% and together with driveways, parking areas and impermeable surfaces shall not exceed 65%. *(Bylaw 5493)*
- Minimum **front yard** is 0.0m, except it is 4.5m from employee housing. *(Bylaw 5493)*
- Minimum **side yard** is 0.0m, except it is 2.0m for any flanking street and 4.5m when **adjacent to a residential, agricultural or institutional zone**.
- Minimum **rear yard** is 4.0m, except it is 6.0m where the **abutting** land is zoned or designated Residential.

#### 10.13.6 Other Regulations

- The maximum commercial floor area, excluding **hotels**, recreation facilities/amenities and resort accommodation, shall be 2,230.0 m<sup>2</sup>.
- In addition to the regulations listed above, other regulations may apply. These include the general **development** regulations of Section 4 (secondary **development**, **yards**, projections into yards, lighting, agricultural setbacks, etc.); the specific use regulations of Section 5; the **landscaping** and fencing provisions of Section 6; and, the parking and loading regulations of Section 7.
- As per Section 4.10.2 - All **buildings and structures, excluding perimeter fencing (garden walls and fences)** on lots **abutting** City Roads as identified on Schedule "B" shall not be sited closer to the City Road than the setback as per the appropriate zone measured from the offset Rights of Way as illustrated on Schedule "B". *(Bylaw 5440)*

## Attachment 2

### 10.13a RTCA: Resort Commercial and Residential

RTCA

#### 10.13a.1 Purpose

The purpose is to designate and preserve land for the **development** of destination commercial visitor accommodation in a pedestrian oriented environment providing a mixture of recreational, cultural, retail, and entertainment services, and to allow for permanent residences. *(Bylaw 5275)*

#### 10.13a.2 Primary Uses

- amusement arcades, major
- artist studios
- apartment housing
- apartment hotel
- apartment housing, tourist
- business support services
- clubs, private
- community recreation centres
- cottages
- cottage tourist
- cultural exhibits, private
- emergency protective services
- exhibition and convention facilities
- financial services
- food primary establishments
- four-plex housing
- four-plex, tourist housing
- health services
- hostels
- hotels
- liquor primary establishments, major
- liquor primary establishments, minor
- non-accessory parking
- offices
- participant recreation services, indoor
- participant recreation services, outdoor
- personal services
- parks, public
- real estate sales centre
- retail stores, convenience
- retail stores, general
- retail stores, licensee
- retail street sales
- row housing

- row housing, tourist
- semi-detached housing
- semi-detached, tourist housing
- single detached housing
- single detached housing, tourist
- stacked row housing
- spectator entertainment establishments
- three-plex housing
- three-plex, tourist housing
- wineries and cideries

#### 10.13a.3 Secondary Uses

- amusement arcades, minor
  - brewing or distilling, Class A
  - care centre, minor
  - docks, community
  - docks, private
  - gaming facilities \*\*
  - home based businesses, minor
  - marinas
  - marina fuel facilities
  - utilities, minor impact
- \*\* refer to definition for “gaming facilities” in Section 2.3.3. for limitation on number of slot machines permitted within the City of Vernon boundaries

#### 10.13a.4 Subdivision Regulations

- Minimum lot width is 7.6 m.
- Minimum lot area is 232 m<sup>2</sup>

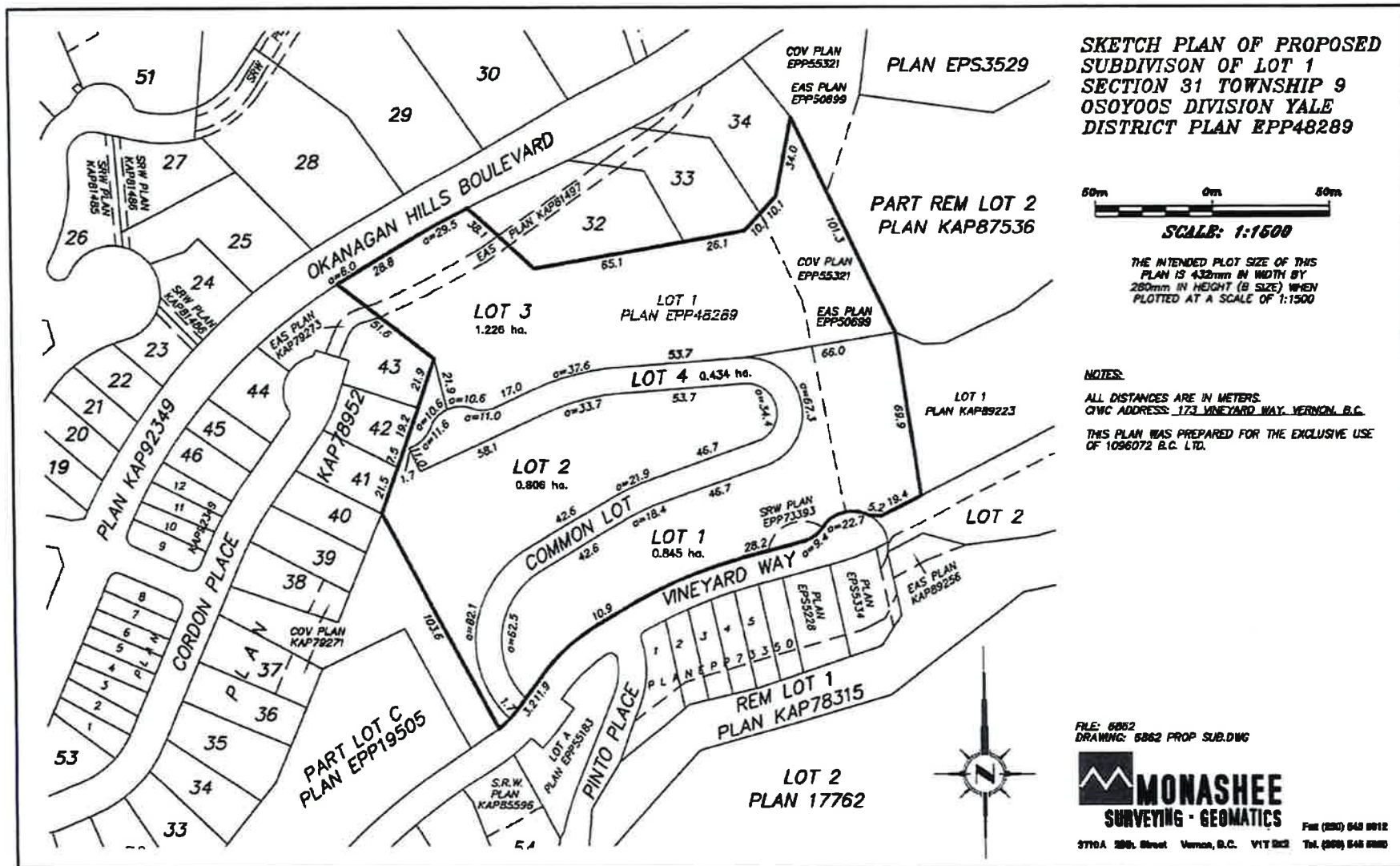
#### 10.13a.5 Development Regulations

- Maximum commercial floor space ratio is 3.0.
- Maximum gross density is 30.0 units/hectare (12 units/acre).
- Maximum height is the lesser of 24.0m or 7.0 storeys.
- Minimum front yard is 0.0m.
- Minimum side yard is 0.0m, except it is 2.0m for any flanking street and 4.5m when adjacent to a residential, agricultural or institutional zone.
- Minimum rear yard is 4.0m, except it is 6.0m where the abutting land is zoned or designated Residential.

#### 10.13a.6 Other Regulations

- In addition to the regulations listed above, other regulations may apply. These include the general **development** regulations of Section 4 (secondary **development**, **yards**, projections into yards, lighting, agricultural setbacks, etc.); the specific use regulations of Section 5; the **landscaping** and fencing provisions of Section 6; and, the parking and loading regulations of Section 7.
- As per Section 4.10.2 - All **buildings and structures, excluding perimeter fencing (garden walls and fences) on lots abutting City Roads** as identified on Schedule "B" shall not be sited closer to the City Road than the setback as per the appropriate zone measured from the offset Rights of Way as illustrated on Schedule "B".  
(Bylaw 5440)







## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, CAO **FILE:** 1700-02 (2023)

**FROM:** Debra Law, Director, Financial Services **DATE:** October 26, 2022

**SUBJECT: 2023-2027 PROPOSED FINANCIAL PLAN**

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The 2023-2027 Proposed Financial Plan (Budget) is presented to Council for consideration during budget deliberations scheduled for Monday, December 5 and Tuesday, December 6, 2022. Advertising for public input, to be held both the morning and afternoon of budget deliberations on Monday, December 5 will appear in the Vernon Morning Star on November 17, 24 and December 1, 2022.

In Attachment 1, titled "City of Vernon 2023 Proposed Budget Summary" (Budget Summary), Administration has highlighted key elements of the 2023 Budget proposal. The "% change" column indicates the percent increase in total taxation using the 2022 taxation base of \$48,657,779. The 2023 proposed operating increase of \$815,819 is below the 3.00% authorized by Council during the June 9, 2022 meeting and includes approved service level increases of \$161,171 detailed below. This was possible as two budgeted sources of revenue were increased. Building permits were increased to reflect the past five-year average. Investment income was increased to reflect the recent increase in interest rates. Including the infrastructure levy increase of 1.9% totalling \$924,498, the estimated 2023 non-market change of \$750,000, and the 2023 proposed service level increases listed below and totalling \$1,549,857, the total 2023 proposed taxation increase is \$2,540,174 or 5.22% (Option 1).

Previously approved 2023 service level increases that affect taxation include: the operational impact of the new Lakeview Pool (\$24,270); the full year operational impact for Civic Memorial Park (\$42,901); the addition of Park Field Lining (\$80,000); and net operating costs for the two new childcare facilities (\$14,000).

Proposed 2023 service level increases affecting taxation include: Marshall Field Washroom extension of operation (\$35,000); additional position for Talent Acquisition & Retention (\$87,500); additional Deputy Fire Chief (\$171,321); additional Bylaw Compliance Officer (\$92,741); two additional RCMP members (\$414,000); service level increases due to development (\$105,567); Library Sunday opening grant (\$18,728); Firefighter Apparatus Reserve contribution (\$350,000); Snow Plowing Enhancements – Priority Lanes (\$15,000), Cul-de-sacs (\$80,000) and Sidewalks (\$20,000); Snow Removal Enhancements to Bus Stops (\$160,000).

Administration is providing two other options for Council's consideration. For 2023, Operations has requested a service level increase to remove snow from bus stops at an estimated cost of \$160,000 annually. As this is a significant increase in service, Administration is recommending this increase in service could be deferred for consideration next year. Not approving this service level change would reduce the total taxation increase to 4.89% (Option 2).

For 2023, the O'Keefe Ranch grant service level increase is to provide an additional \$100,000 of grant funding for a total of \$150,000. \$50,000 is already tax funded, the proposed additional \$100,000 has been funded from Casino Reserve. Since 2019, the O'Keefe Ranch grant has been tax-funded in the amount of \$50,000. Additional grants have been provided each year to increase the grant by \$50,000 (2019 and 2020) and \$75,000 (2021 and 2022) respectively. For the four years prior, the O'Keefe Ranch grant was tax-funded an average of \$150,000 annually. The O'Keefe Ranch request has indicated that this amount will be needed on an ongoing basis. Administration recommends Council consideration of tax-funding the additional \$100,000 for 2023. This would result in a total taxation increase of 5.1% (Option 3).

**RECOMMENDATION:**

THAT Council receive for information the memorandum titled "2023-2027 Proposed Financial Plan" dated October 26, 2022 respectfully submitted by the Director, Financial Services.

Respectfully submitted:



Attachment – City of Vernon 2023 Proposed Budget Summary

## City of Vernon 2023 Proposed Budget Summary

<b>2022 Total Property Taxation (2023 Base Budget)</b>	<b><u>\$48,657,779</u></b>	
		<b>% CHANGE</b>
2023 Proposed Operating increase	815,819	1.68%
2023 Proposed Infrastructure Levy increase	<u>\$924,498</u>	1.90%
<b>2023 Proposed Property Taxation increase</b>	<b>\$1,740,317</b>	<b>3.58%</b>
2023 Non-Market Change	(\$750,000)	-1.54%
2023 PROPOSED Service Level Increases:		
3985 - Marshall Field Washroom Extension of Operation	\$35,000	0.07%
3998 - Talent Acquisition & Retention Position	\$87,500	0.18%
3999 - Additional Deputy Fire Chief	\$171,321	0.35%
4000 - Additional Bylaw Compliance Officer	\$92,741	0.19%
4001 - Additional 2 RCMP Members	\$414,000	0.85%
4002 - Service Level Increases due to Development	\$105,567	0.22%
4011 - Library Sunday Opening Costs	\$18,728	0.04%
4012 - Firefighter Apparatus Reserve Contribution	\$350,000	0.72%
4007 - Snow Plowing Enhancements to Priority Lanes	\$15,000	0.03%
4008 - Snow Plowing Enhancements to Cul-de-sacs	\$80,000	0.16%
4009 - Snow Plowing Sidewalks - Weekend & Holiday Response	\$20,000	0.04%
4006 - Snow Removal Enhancements to Bus Stops	\$160,000	0.33%
4010 - O'Keefe Ranch Additional Funding (\$100,000 Casino Reserve)	\$0	0.00%
<b>2022 Proposed Property Taxation increase - OPTION 1</b>	<b>\$2,540,174</b>	<b>5.22%</b>
Defer Snow Removal/Plowing Enhancements	(\$160,000)	-0.33%
<b>2022 Proposed Property Taxation increase - OPTION 2</b>	<b>\$2,380,174</b>	<b>4.89%</b>
Tax-Fund O'Keefe Ranch Additional Funding Request	100,000	0.21%
<b>2022 Proposed Property Taxation increase - OPTION 3</b>	<b>\$2,480,174</b>	<b>5.10%</b>



## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, CAO **FILE:** 1830-02 (2022)

**PC:** Debra Law, Director, Financial Services

**FROM:** Terry Martens, Manager, Financial Planning & Reporting **DATE:** October 25, 2022

**SUBJECT: SEPTEMBER 30, 2022 VARIANCE ANALYSIS**

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This memorandum is provided to present the year-to-date operating financial results for the City of Vernon up to September 30, 2022. The "Summary of Amended Budget vs YTD Actuals" (Attachment 1) shows the 2022 Amended Budget for the full year and the 2022 Actuals YTD recorded to the end of September 2022. The two pages provided show the Revenue budget and year-to-date results and Expenditure budget and year-to-date results. Generally, it is expected that revenues and expenditures will have a difference between budget and actuals in a range between 67% and 75%. 67% represents 8/12 of the year – often expenditure transactions are recorded a month behind. 75% represents 9/12 of the year – most revenues are recorded as earned. The report assumes that budgeted transactions are recorded evenly throughout the year. Exceptions to this assumption are noted below.

#### **Revenues**

The overall average difference reported for revenues is 82%. Most of this is due to taxation. Taxation of \$48.6 million is all reported in the month of May, increasing the year-to-date difference by 18%. Adjusted for taxation, the overall average difference for revenue is 64%.

Some revenues are recorded or received quarterly including utility revenues, some contracted revenues and some senior government revenues. Examples of quarterly revenues are utility billings, water contract revenue, fire contract revenues and casino revenues. Gas tax revenues are recorded semi-annually with payments received in the summer and late fall. All of these examples result in revenues appearing to be lower than budgeted during each quarterly report.

Some revenues are exceeding budget at this time. The most significant is revenues in Community Infrastructure and Development (building permits, subdivision application fees, land use application fees and subdivision inspections fees). Year to date they are totalling \$1.8 million, exceeding the total year budget of \$1.2 million. Equally significant is the return on investments as a result of higher interest rates. Year-to-date interest earnings total \$1.7 million compared to the total year budget of \$1.1 million.

Year-to-date utility fee revenue is recorded up to June 30, 2022. Third quarter revenue of approximately \$3.2 million is not yet recorded.

The rest of the difference in revenues is related to transfers from reserves totalling \$3.5 million. Only \$1.4 million has been recorded to date; the remainder will be recorded by the end of the year.

### **Expenditures**

The overall average difference reported for expenditures is 58%. Some of this difference is due to salary and wages. Salaries and wages are generally recorded as staff perform the work which should result in about 3/4 of the budget being spent. Actuals total \$25.3 million with a total budget of \$37.9 million. This results in a difference of 67% of budget.

Contracted services, including contracts for transit and RCMP services have year-to-date actuals well below budget due to the timing of billing for these services. RCMP invoices are received quarterly; transit billings are received monthly at least one month after the services are received.

Over \$7.1 million in transfer to reserves have not yet been recorded, causing the difference in expenditures to appear lower than expected budget by 4.0%. Similarly, internal transfers are generally recorded at the end of the year when relevant transactions related to the transfer are known; there is \$800,000 of budgeted internal transfers not yet recorded.

### **RECOMMENDATION:**

THAT Council receive for information the memorandum titled "September 30, 2022 Variance Analysis" dated October 25, 2022 and respectfully submitted by the Manager, Financial Planning & Reporting.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'J. Smith', written over a horizontal line.

Attachment 1 – September 30, 2022 Variance Analysis - Operating

## Summary of Amended Budget vs YTD Actuals

Actual Amounts as of Sep 30, 2022

Expected Difference % Range = 67% to 75%

	2022 Budget	2022 Actual YTD	2022 Diff \$	2022 Diff %	Comments
<b>Revenues</b>					
Administration	(1,000)	0	(1,000)	0%	
Community Infrastructure & Development	(2,367,821)	(2,170,000)	(197,821)	92%	YTD building permits, subdivision application fees, land use application fees and subdivision inspection fees have exceeded the total budget. Business licenses are down slightly but most of this revenue is received near the end of the year.
Tourism	(1,193,780)	(829,029)	(364,751)	69%	Hotel Tax revenues received up to July only. Advertising revenue exceeding budgeted amount.
Transit	(3,796,115)	(2,439,274)	(1,356,841)	64%	Transit revenue recorded up to July only.
Community Safety Lands & Administration	(2,148,013)	(1,311,419)	(836,595)	61%	Internal revenues and transfers from reserves not recorded yet, some are dependent on expenditures.
RCMP Municipal Support	(532,057)	(241,362)	(290,695)	45%	Keep of Prisoners recovery payments continue to be delayed. RCMP volunteer search revenue below budget currently.
Financial Services - General	(9,439,572)	(7,311,739)	(2,177,833)	77%	YTD interest from investments has exceed the total budget due to increases in interest rates during the year.
Financial Services - Sewer	(10,545,284)	(4,786,961)	(5,758,323)	45%	Utilities billed quarterly - 3rd quarter billing calculated in October.
Financial Services - Taxation	(48,657,779)	(48,646,703)	(11,076)	100%	All Taxes recorded in May.
Fire Rescue Services	(111,344)	(111,263)	(81)	100%	Several fire contracted recoveries recorded in July.
Human Resources	(314,810)	(313,207)	(1,603)	99%	Most revenues recorded related to carried over items from 2021. Worksafe Government rebate higher then budgeted.
Operations - General	(7,755,244)	(5,626,283)	(2,128,962)	73%	Year to date actuals within range of budget.
Parks	(773,671)	(751,604)	(22,067)	97%	Cemetery revenue and parks bookings higher than budget.
Utilities	(5,134,439)	(2,534,345)	(2,600,094)	49%	3rd quarter utility bills calculated in Oct.
RCMP Contract	(503,270)	(458,521)	(44,749)	91%	One time payment of traffic fine revenue received lower than budget.
Recreation Contract	(5,354,488)	(3,360,608)	(1,993,880)	63%	Overall admissions and rentals slightly lower than budget.
Laker's Clubhouse	(37,100)	(15,606)	(21,494)	42%	Transfer from reserves recorded at end of year.
	<b>(98,715,787)</b>	<b>(80,907,922)</b>	<b>(17,807,865)</b>	<b>82%</b>	

## Summary of Amended Budget vs YTD Actuals

Actual Amounts as of Sep 30, 2022

Expected Difference % Range = 67% to 75%

	2022 Budget	2022 Actual YTD	2022 Diff \$	2022 Diff %	Comments
<b>Expenditures</b>					
Administration	936,953	733,131	203,822	78%	YTD legal fees have exceeded budget.
Community Infrastructure & Development	5,037,403	2,723,022	2,314,381	54%	Wage costs below budget due to position vacancies.
Tourism	1,193,780	1,053,336	140,444	88%	Marketing campaign costs are largely recorded early in the year.
Transit	5,910,844	3,475,722	2,435,122	59%	Actual costs recorded up to July only.
Community Safety Lands & Administration	5,404,620	2,723,022	2,681,598	50%	Staff development costs less than budget; election costs not recorded until later in the year.
RCMP Municipal Support	2,722,196	1,843,317	878,879	68%	Year to date actuals within range of budget.
Financial Services - General	7,117,629	3,068,099	4,049,530	43%	Transfers to reserves not yet recorded.
Financial Services - Sewer	4,120,457	951,885	3,168,572	23%	Transfers to reserves are recorded once year end results are known.
Fire Rescue Services	7,355,641	4,876,832	2,478,809	66%	Staff development expenses lower than budget; career firefighters are being paid using 2019 wage rates due to expiry of their collective agreement; internal charges only partially recorded for the year.
Human Resources	2,062,594	1,197,781	864,813	58%	Corporate staff development expenses lower than budget. COR budget unspent to date.
Operations - General	15,100,001	9,278,063	5,821,938	61%	Curbside garbage/organics pick-up costs for Sep not yet recorded.
Parks	4,279,987	2,428,470	1,851,517	57%	Internal charges not recorded until end of year.
Utilities	11,860,060	8,620,800	3,239,260	73%	Year to date actuals within range of budget.
RCMP Contract	11,555,852	5,532,418	6,023,434	48%	3rd quarter invoice not yet received.
Recreation Contract	7,137,142	4,837,109	2,300,033	68%	Year to date actuals within range of budget.
Laker's Clubhouse	53,384	29,960	23,424	56%	Building improvements not yet completed.
	<b>91,848,543</b>	<b>53,372,967</b>	<b>38,475,576</b>	<b>58%</b>	
<b>Net Revenues over Expenditures</b>	<b>(6,867,244)</b>	<b>(27,534,955)</b>	<b>20,667,711</b>		
<b>Budget Reconciliation:</b>					
Net Revenues over Expenditures	(6,867,244)				
Less: 1.9% Capital Levy Funding	6,017,207				
Less: Recreation Function Project Funding	808,037				
Less: Finance Project Funding from Taxation	42,000				
<b>Net Balanced Budget</b>	<b>0</b>				



## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 1610-06  
**PC:** Senior Management Team **DATE:** October 27, 2022  
**FROM:** Debra Law, Director, Financial Services  
**SUBJECT: 2022 THIRD QUARTER OVERTIME SUMMARY**

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City of Vernon management staff continuously work at minimizing overtime expenses as much as reasonably possible throughout the year. The total overtime costs equal \$652,272 to the end of the third quarter. This is \$217,266 under the prior year (2021). During the third quarter, increases in overtime costs, compared to the third quarter of 2021, were mostly seen in Fire Fighting, Public Works, RCMP Support Services, and Recreation. Some department overtime reported in June has not increased since the second quarter report.

Some departments such as the RCMP Support Services, Fire Rescue Services and Recreation Services regularly schedule staff to work overtime in order to provide services seven days a week to the public. Management ensures appropriate amounts of overtime costs are included in these annual department budgets. However, circumstances sometimes arise that require staff to work overtime that has not been budgeted. Some overtime costs are reimbursed by third parties, such as Emergency Management BC (EMBC), BC Wildfire Services (BCWS) or the Regional District of North Okanagan (RDNO). For 2022, some departments experienced additional overtime costs due to higher than usual unexpected leaves (sick and general leaves).

The increased overtime costs for Financial Services is due to on-going vacancies while recruiting for permanent and temporary positions. The overtime is funded from the slippage resulting from the vacancies in Finance and will not result in a budget overage at year end.

The Fire Rescue overtime is actually showing a reduction in overtime cost from 2021 by \$113,370. In 2021 there was significant overtime costs in Emergency Management due to the City assisting neighbouring communities during the White Rock Lake fire. All of the overtime costs from that event were reimbursed by the Province. The Fire Fighting overtime increase of \$28,575 is due to long term leaves and resulting minimum manning requirements requiring paid overtime. In addition, there were two training sessions held in the first quarter (ice rescue and critical incident stress management) that resulted in overtime costs. Staff continue to be on leave for various reasons so overtime costs will continue to be higher than usual until they are back to work. Management is monitoring budget to actuals to minimize the potential for overspending.

The Operations departments with increased overtime costs include Facilities, Fleet and Public Works. As reported previously, Facilities overtime increase is due to a combination of efforts to remove snow and work on landscaping/tree works during hours that minimize safety hazards and maximize efficiency. Fleet overtime continues to be the result of a staff vacancy. Fleet overtime is funded from the slippage in that position. Public Works overtime increase was reported in the first and second quarter reports as due to snow clearing efforts in January and has not increased significantly since that report. All overtime costs related to the Water Services RDNO contract (owners of the Greater Vernon Water infrastructure) are reimbursed as per the contract agreement.

Overtime increases related to Projects are specific to the individual projects. All overtime costs are planned for in the total project budget. If there are increases to project budgets as a result of higher costs than budgeted, then the manager responsible for that project budget will present a report to Council to authorize the additional expenditure amount. For this third quarter report you will see a reduction in overtime by over \$200,000 for Fire Services projects. In 2021 the City funded Fire Services with extra resources to staff the Predator Ridge Fire Station during the wildfire season. In 2022 there was \$57,664 spent to staff Fire Station 3.

As reported in the first and second quarters, RCMP Support Services overtime is due to staff shortages, requiring existing staff to work overtime to keep up with the demand for timely services for RCMP members. Obtaining clearances for new staff take a significant amount of time, despite efforts by the Superintendent to expedite the process on behalf of the detachment, causing extra delays during the hiring process.

Recreation Services overtime continues to be as a result of a staff vacancy. Overtime is funded from the slippage from the vacant position. Recreation Services regularly includes overtime costs in its budget due to its hours of operation. A portion of this Division's overtime is normal and part of its regular operation.

#### **RECOMMENDATION:**

THAT Council receive for information the memorandum titled "2022 Third Quarter Overtime Summary" dated October 27, 2022 and respectfully submitted by the Director, Financial Services.

Respectfully submitted:



Attachment 1 – Overtime Report by Division/Department

CITY OF VERNON  
OVERTIME REPORT BY DIVISION/DEPARTMENT  
FOR THE END OF SEPTEMBER  
WITH PRIOR 2 YEAR COMPARISON

Attachment 1

Division/Department	2020	2021	2022	2021/2022 Increase (Decrease)	2021/2022 % Increase (Decrease)
<b>AIRPORT</b>	<b>\$6,370.06</b>	<b>\$21,534.73</b>	<b>\$16,812.13</b>	<b>(\$4,722.60)</b>	<b>(21.9%)</b>
AIRPORT	\$6,370.06	\$21,534.73	\$12,796.27	(\$8,738.46)	(40.6%)
INFRASTRUCTURE MANAGEMENT	\$0.00	\$0.00	\$4,015.86	\$4,015.86	>100%
<b>COMMUNITY INFRASTRUCTURE &amp; DEVELOPMENT</b>	<b>\$5,188.31</b>	<b>\$20,014.67</b>	<b>\$14,204.62</b>	<b>(\$5,810.05)</b>	<b>(29.0%)</b>
BUILDING & INSPECTIONS	\$174.88	\$9,903.97	\$11,260.76	\$1,356.79	13.7%
COMMUNITY DEVELOPMENT- GENERAL	\$0.00	\$0.00	\$1,447.71	\$1,447.71	>100%
CURRENT PLANNING	\$741.14	\$0.00	\$0.00	\$0.00	0.0%
DEVELOPMENT SERVICES	\$0.00	\$8,364.62	\$0.00	(\$8,364.62)	(100.0%)
ECONOMIC DEVELOPMENT	\$1,707.93	\$0.00	\$0.00	\$0.00	0.0%
INFRASTRUCTURE MANAGEMENT	\$2,266.55	\$297.47	\$0.00	(\$297.47)	(100.0%)
LONG RANGE PLANNING	\$0.00	\$151.20	\$817.93	\$666.73	>100%
TOURISM - COMBINED	\$297.81	\$334.32	\$506.32	\$172.00	51.4%
TRANSPORTATION	\$0.00	\$963.09	\$171.90	(\$791.19)	(82.2%)
<b>CORPORATE SERVICES</b>	<b>\$4,757.12</b>	<b>\$598.99</b>	<b>\$784.79</b>	<b>\$185.80</b>	<b>31.0%</b>
COMMUNICATIONS	\$2,725.48	\$0.00	\$0.00	\$0.00	0.0%
INFORMATION SERVICES - GENERAL	\$1,524.13	\$492.03	\$784.79	\$292.76	59.5%
LEGISLATIVE SERVICES	\$507.51	\$106.96	\$0.00	(\$106.96)	(100.0%)
<b>FACILITIES</b>	<b>\$7,163.42</b>	<b>\$8,654.50</b>	<b>\$18,289.66</b>	<b>\$9,635.16</b>	<b>&gt;100%</b>
CITY HALL BUILDING	\$573.93	\$782.07	\$1,093.68	\$311.61	39.8%
CIVIC PLAZA	\$534.16	\$1,064.82	\$6,678.26	\$5,613.44	>100%
COMMUNITY SERVICES BUILDING	\$1,658.09	\$155.75	\$234.55	\$78.80	50.6%
DETACHMENT BUILDING	\$920.11	\$1,349.21	\$931.02	(\$418.19)	(31.0%)
DOWNTOWN WASHROOM	\$322.49	\$57.49	\$0.00	(\$57.49)	(100.0%)
FACILITIES GENERAL	\$0.00	\$34.49	\$0.00	(\$34.49)	(100.0%)
FIRE STATION 1 (MAIN HALL)	\$0.00	\$29.25	\$111.93	\$82.68	>100%
FIRE STATION 2 (OK LANDING)	\$239.08	\$635.40	\$0.00	(\$635.40)	(100.0%)
FIRE STATION 3 (PREDATOR RIDGE)	\$0.00	\$410.40	\$0.00	(\$410.40)	(100.0%)
PARKADE	\$922.05	\$587.63	\$1,654.92	\$1,067.29	>100%
WATER RECLAMATION PLANT	\$169.40	\$475.20	\$0.00	(\$475.20)	(100.0%)
YARDS	\$1,824.11	\$3,072.79	\$7,585.30	\$4,512.51	>100%
<b>FINANCIAL SERVICES</b>	<b>\$8,799.12</b>	<b>\$1,723.20</b>	<b>\$11,369.80</b>	<b>\$9,646.60</b>	<b>&gt;100%</b>
FINANCE - ACCOUNTING	\$671.61	\$512.22	\$9,782.75	\$9,270.53	>100%
FINANCE - PURCHASING	\$8,127.51	\$1,210.98	\$1,587.05	\$376.07	31.1%
<b>FIRE RESCUE</b>	<b>\$102,043.56</b>	<b>\$277,409.71</b>	<b>\$163,614.64</b>	<b>(\$113,795.07)</b>	<b>(41.0%)</b>
EMERGENCY MANAGEMENT VERNON	\$6,414.39	\$143,455.00	\$1,085.37	(\$142,369.63)	(99.2%)
FIRE DEPARTMENT GENERAL	\$3,435.44	\$0.00	\$0.00	\$0.00	0.0%
FIRE FIGHTING	\$92,193.73	\$133,954.71	\$162,529.27	\$28,574.56	21.3%
<b>FLEET</b>	<b>\$11,669.39</b>	<b>\$6,493.88</b>	<b>\$16,124.77</b>	<b>\$9,630.89</b>	<b>&gt;100%</b>
FLEET - EQUIPMENT	\$7,336.28	\$3,731.63	\$6,959.80	\$3,228.17	86.5%
FLEET - FIRE RESCUE SERVICES	\$848.70	\$964.53	\$1,414.21	\$449.68	46.6%
FLEET - RECREATION	\$251.52	\$64.14	\$151.44	\$87.30	>100%
FLEET - VEHICLES	\$1,721.34	\$1,191.39	\$1,669.21	\$477.82	40.1%
FLEET GENERAL	\$1,511.55	\$542.19	\$5,930.11	\$5,387.92	>100%

**CITY OF VERNON  
OVERTIME REPORT BY DIVISION/DEPARTMENT  
FOR THE END OF SEPTEMBER  
WITH PRIOR 2 YEAR COMPARISON**

Division/Department	2020	2021	2022	2021/2022 Increase (Decrease)	2021/2022 % Increase (Decrease)
<b>HUMAN RESOURCES</b>	<b>\$360.44</b>	<b>\$43.88</b>	<b>\$0.00</b>	<b>(\$43.88)</b>	<b>(100.0%)</b>
HR - GENERAL	\$360.44	\$43.88	\$0.00	(\$43.88)	(100.0%)
<b>OPERATIONS ADMINISTRATION</b>	<b>\$50.19</b>	<b>\$441.00</b>	<b>\$1,053.92</b>	<b>\$612.92</b>	<b>&gt;100%</b>
OPERATIONS GENERAL	\$50.19	\$441.00	\$1,053.92	\$612.92	>100%
<b>PARKS MAINTENANCE</b>	<b>\$9,903.16</b>	<b>\$7,812.36</b>	<b>\$12,843.38</b>	<b>\$5,031.02</b>	<b>64.4%</b>
ALEXIS PARK	\$495.90	\$291.22	\$69.65	(\$221.57)	(76.1%)
DND PARKS	\$382.48	\$691.12	\$1,078.98	\$387.86	56.1%
GRAHAME PARK	\$133.88	\$165.81	\$555.76	\$389.95	>100%
HERITAGE PARK	\$95.62	\$107.31	\$0.00	(\$107.31)	(100.0%)
HURLBURT PARK	\$0.00	\$161.68	\$119.36	(\$42.32)	(26.2%)
KIN BEACH PARK	\$901.74	\$681.48	\$1,158.62	\$477.14	70.0%
KIN RACETRACK PARK	\$57.36	\$58.50	\$147.76	\$89.26	>100%
LAKEVIEW PARK	\$143.46	\$175.59	\$164.89	(\$10.70)	(6.1%)
MACDONALD PARK	\$248.60	\$565.80	\$378.09	(\$187.71)	(33.2%)
MARSHALL FIELDS PARK	\$1,183.06	\$915.43	\$1,444.11	\$528.68	57.8%
MISSION HILL PARK	\$0.00	\$39.03	\$99.49	\$60.46	>100%
PADDLEWHEEL PARK	\$180.30	\$68.28	\$247.25	\$178.97	>100%
PARK TRAILS	\$62.88	\$0.00	\$393.86	\$393.86	>100%
PARKS GENERAL	\$1,763.75	\$1,711.64	\$244.51	(\$1,467.13)	(85.7%)
POLSON PARK	\$1,479.18	\$1,832.43	\$4,020.15	\$2,187.72	>100%
SMALL PARKS/TOT LOTS	\$2,774.95	\$347.04	\$2,720.90	\$2,373.86	>100%
<b>PROJECTS</b>	<b>\$5,457.76</b>	<b>\$250,919.25</b>	<b>\$75,995.40</b>	<b>(\$174,923.85)</b>	<b>(69.7%)</b>
BALANCE SHEET - GENERAL	\$0.00	\$151.20	\$0.00	(\$151.20)	(100.0%)
NON-TCA INFRASTRUCTURE - GENERAL	\$411.92	\$1,063.65	\$6,005.03	\$4,941.38	>100%
NON-TCA INFRASTRUCTURE - SEWER	\$1,386.19	\$578.28	\$3,900.41	\$3,322.13	>100%
OP PROJECTS - PARKS	\$0.00	\$144.88	\$0.00	(\$144.88)	(100.0%)
OP PROJECTS - RECREATION VERNON	\$0.00	\$0.00	\$49.07	\$49.07	>100%
PROJECTS - BUILDINGS	\$671.65	\$0.00	\$0.00	\$0.00	0.0%
PROJECTS - COMM DEVELOPMEN	\$62.88	\$234.18	\$129.39	(\$104.79)	(44.7%)
PROJECTS - FIRE DEPT	\$0.00	\$242,892.28	\$42,522.05	(\$200,370.23)	(82.5%)
PROJECTS - PUBLIC WORKS	\$73.79	\$2,469.35	\$0.00	(\$2,469.35)	(100.0%)
PROJECTS - SEWER UTILITIES	\$0.00	\$262.01	\$0.00	(\$262.01)	(100.0%)
PROJECTS - VEHICLES & EQUIP	\$503.04	\$128.28	\$175.91	\$47.63	37.1%
PROJECTS - VWRC & SPRAY IRRIG	\$344.30	\$0.00	\$216.03	\$216.03	>100%
TCA INFRASTRUCTURE - GENERAL	\$1,650.06	\$2,492.54	\$605.19	(\$1,887.35)	(75.7%)
TCA INFRASTRUCTURE - SEWER	\$353.93	\$502.60	\$22,392.32	\$21,889.72	>100%
<b>PROTECTIVE SERVICES</b>	<b>\$8,194.66</b>	<b>\$7,848.71</b>	<b>\$8,167.78</b>	<b>\$319.07</b>	<b>4.1%</b>
BYLAW & PARKING	\$8,194.66	\$7,848.71	\$8,167.78	\$319.07	4.1%

**CITY OF VERNON  
OVERTIME REPORT BY DIVISION/DEPARTMENT  
FOR THE END OF SEPTEMBER  
WITH PRIOR 2 YEAR COMPARISON**

Division/Department	2020	2021	2022	2021/2022 Increase (Decrease)	2021/2022 % Increase (Decrease)
<b>PUBLIC WORKS</b>	<b>\$81,043.88</b>	<b>\$52,969.84</b>	<b>\$88,669.16</b>	<b>\$35,699.32</b>	<b>67.4%</b>
BOULEVARDS	\$800.44	\$1,984.26	\$3,384.89	\$1,400.63	70.6%
CEMETERY	\$86.04	\$242.52	\$44.76	(\$197.76)	(81.5%)
DOWNTOWN BEAUTIFICATION	\$4,047.06	\$2,274.76	\$59.68	(\$2,215.08)	(97.4%)
PAVED STREETS	\$70,761.02	\$34,136.19	\$63,161.01	\$29,024.82	85.0%
PUBLIC WORKS GENERAL	\$990.47	\$342.16	\$5,035.61	\$4,693.45	>100%
SIDEWALKS & MULTI-USE TRAILS	\$2,444.48	\$1,329.32	\$4,755.79	\$3,426.47	>100%
SIGNALIZED INTERSECTIONS	\$487.81	\$1,721.26	\$1,081.41	(\$639.85)	(37.2%)
SOLID WASTE & RECYCLING	\$0.00	\$0.00	\$170.72	\$170.72	>100%
STREET LIGHTS	\$363.62	\$0.00	\$234.74	\$234.74	>100%
SURFACE PARKING LOTS	\$114.72	\$4,419.75	\$6,099.94	\$1,680.19	38.0%
TRAFFIC SIGNAGE	\$0.00	\$312.24	\$1,854.04	\$1,541.80	>100%
TREES	\$948.22	\$5,889.48	\$2,786.57	(\$3,102.91)	(52.7%)
UNPAVED STREETS	\$0.00	\$317.90	\$0.00	(\$317.90)	(100.0%)
<b>RCMP</b>	<b>\$30,506.29</b>	<b>\$31,403.54</b>	<b>\$62,367.67</b>	<b>\$30,964.13</b>	<b>98.6%</b>
RCMP DETACHMENT	\$11,238.85	\$20,925.80	\$33,614.03	\$12,688.23	60.6%
RCMP DETENTION CENTER	\$19,267.44	\$10,477.74	\$28,753.64	\$18,275.90	>100%
<b>RECREATION</b>	<b>\$23,671.04</b>	<b>\$20,078.19</b>	<b>\$31,194.91</b>	<b>\$11,116.72</b>	<b>55.4%</b>
AQUATIC CENTRE	\$1,327.56	\$5,927.41	\$5,940.49	\$13.08	0.2%
ARENAS-GENERAL	\$4,607.45	\$2,064.55	\$4,970.21	\$2,905.66	>100%
CENTENNIAL ARENA	\$263.39	\$0.00	\$0.00	\$0.00	0.0%
CURLING RINK	\$858.26	\$460.35	\$0.00	(\$460.35)	(100.0%)
HALINA CENTRE	\$0.00	\$0.00	\$512.93	\$512.93	>100%
KAL TIRE PLACE - NORTH OPS	\$1,507.17	\$2,516.73	\$3,514.49	\$997.76	39.6%
KAL TIRE PLACE - OPERATIONS	\$3,934.38	\$4,407.96	\$6,264.24	\$1,856.28	42.1%
KAL TIRE PLACE - SPECIAL EVENTS	\$62.33	\$0.00	\$5.70	\$5.70	>100%
LAKEVIEW WADING POOL	\$171.31	\$302.39	\$0.00	(\$302.39)	(100.0%)
LAVINGTON POOL	\$551.03	\$597.12	\$818.38	\$221.26	37.1%
PRIEST VALLEY ARENA	\$8,916.81	\$1,595.32	\$3,412.97	\$1,817.65	>100%
REC CENTER FACILITY	\$889.81	\$2,031.50	\$3,689.09	\$1,657.59	81.6%
REC CENTRE GENERAL PROGRAMS	\$297.34	\$130.98	\$1,287.81	\$1,156.83	>100%
REC CENTRE GROUNDS	\$284.20	\$0.00	\$0.00	\$0.00	0.0%
REC CENTRE OFFICE	\$0.00	\$0.00	\$682.59	\$682.59	>100%
REC CENTRE PROGRAMS 2	\$0.00	\$0.00	\$20.82	\$20.82	>100%
REC CENTRE PROGRAMS1	\$0.00	\$0.00	\$75.19	\$75.19	>100%
RECREATION GENERAL	\$0.00	\$43.88	\$0.00	(\$43.88)	(100.0%)
<b>SEWER</b>	<b>\$61,834.29</b>	<b>\$60,110.52</b>	<b>\$35,028.59</b>	<b>(\$25,081.93)</b>	<b>(41.7%)</b>
LIFT STATIONS	\$8,907.96	\$6,413.72	\$5,701.70	(\$712.02)	(11.1%)
SANITARY SYSTEM COLLECTION & DISPOSAL	\$30,958.37	\$19,908.21	\$5,227.64	(\$14,680.57)	(73.7%)
SEWER GENERAL OPERATIONS	\$0.00	\$0.00	\$93.35	\$93.35	>100%
SPRAY IRRIGATION	\$4,566.15	\$10,781.58	\$591.33	(\$10,190.25)	(94.5%)
STORM SYSTEM	\$3,462.17	\$7,884.20	\$6,435.22	(\$1,448.98)	(18.4%)
VWRC (TREATMENT)	\$13,939.64	\$15,122.81	\$16,979.35	\$1,856.54	12.3%
<b>WATER</b>	<b>\$77,524.82</b>	<b>\$101,480.47</b>	<b>\$95,750.44</b>	<b>(\$5,730.03)</b>	<b>(5.6%)</b>
WATER DEPARTMENT GENERAL	\$77,524.82	\$101,480.47	\$95,750.44	(\$5,730.03)	(5.6%)
<b>GRAND TOTAL</b>	<b>\$444,537.51</b>	<b>\$869,537.44</b>	<b>\$652,271.66</b>	<b>(\$217,265.78)</b>	<b>(25.0%)</b>



## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** 1610-11

**PC:** Raeleen Manjak, Director, Human Resources **DATE:** October 18, 2022

**FROM:** Debra Law, Director, Financial Services

**SUBJECT: ACCELERATED DIGITAL TRANSFORMATION (ADT) PROJECT ADDITIONAL RESOURCES**

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At the June 27, 2022 meeting of Council, Administration reported on the results of the Request for Proposal for an Integrated Enterprise Resource Planning and Human Resource Management System. The project team is calling this project the "Accelerated Digital Transformation (ADT) Project". At that time Council passed the following resolution:

*THAT Council authorize the expenditure of up to \$3,095,689 to implement an integrated Enterprise Resource Planning and Human Resource Management system, funded from the Data Processing Reserve \$1,676,684, and the Casino Reserve \$1,419,005, as outlined in the report titled "Results of Request for Proposal for an integrated Enterprise Resource Planning and Human Resource Management system", dated June 9, 2022 and respectfully submitted by the Director, Financial Services;*

*AND FURTHER, that Council authorize the expenditure of up to \$594,013 annually, starting in 2023, for the costs to maintain the new system, with funding of at least \$211,000 from the existing Financial Services budget and the remainder of up to \$383,013 from investment income or taxation, to be included in the 2023 Five-Year Financial Plan.*

Administration has negotiated and signed with both the ERP/HRM provider, "Workday" and the contracted implementor "Kainos". Administration's current plan, included in the budget, was to hire six staff to work on the project full time – one project manager, two Finance staff, two Human Resource staff and one Information Services staff. Those staff have been hired and the project team will be working full time on the ADT project starting in November for up to twelve months.

During the planning process with Kainos, it has come to our attention that we need a dedicated person to assist with the implementation of Payroll and Benefits. Currently this does not exist on the project team. The City has only one person that has the functional knowledge needed for the project implementation. That person is already fully engaged in the operational needs of the City. Administration is requesting Council support the addition of another person for the project team that will provide the Payroll and Benefits expertise needed.

In addition, after final negotiations with the implementation contractor, it has been made apparent that additional support will be needed to ensure the successful adoption of the new technology and processes that will be realized with the new program. There will be

a significant change to our business processes and this will require some dedicated resources to focus on change management.

Initially the 2022 cost for Workday's subscription was included in the project budget - \$190,000. However, it would be more appropriate to charge this cost to the Finance operating budget. Administration is requesting Council consideration of funding the 2022 subscription fees from 2022 excess investment income. This change will provide the additional funds needed in the project budget to hire a dedicated Payroll and Benefits person and provide additional resources (change management resources) to insure stakeholder adoption of Workday.

**RECOMMENDATION:**

THAT Council receive the memorandum titled "Accelerated Digital Transformation (ADT) Project Additional Resources" dated October 18, 2022 and respectfully submitted by the Director, Financial Services,

AND FURTHER, that Council authorize Administration to increase the Financial Services department budget in the amount of \$190,000 for the cost of 2022 Workday subscription services, funded by 2022 excess investment income.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Law", is written in dark ink.



## THE CORPORATION OF THE CITY OF VERNON

### **MEMORANDUM**

**TO:** W. Pearce, Chief Administrative Officer **FILE:** 3360-40 (LUC00024)

**PC:** K. Flick, Director, Community Infrastructure and Development **DATE:** November 2, 2022  
J. Bruns, Manager, Legislative Services

**FROM:** M. Austin, Planner, Current Planning

**SUBJECT: MT. FOSTHALL DRIVE LAND USE CONTRACT DISCHARGE BYLAW  
NUMBER 5875, 2021**

---

A Land Use Contract Discharge Application 00024 (LUC00024) is currently in progress for the subject property at Mt. Fosthall Drive, located at the end of Mt. Revelstoke Place (Attachment 1). If the discharge application is successful, the applicant intends to subdivide into five bare land strata lots with the access road as common property (Attachment 2).

At its Regular Meeting of October 25, 2021, Council passed the following resolution for LUC00024:

*THAT Council support Application LUC00024 to discharge Land Use Contract Bylaw #2613, 1977, LTO #N978 from the title of Lot B, Sec 26, Tp 9, ODYD, Plan KAP77864 (Mt Fosthall Drive) and allow the property to be governed by Zoning Bylaw #5000 and the underlying Small Lot Residential – R4 Zone, subject to the following bylaw requirements:*

- a) That, prior to subdivision or land alteration, the property owner obtains a Hillside Development Permit according to the Hillside Guidelines 2008 including the provision of a slope analysis, visual impact study, geotechnical evaluation, grading plan, tree and vegetation plan, drainage management plan and an erosion control plan prepared by qualified professionals;*
- b) That, prior to construction, subdivision or land alteration, the property owner obtains an Environmental Development Permit according to the Environmental Management Areas Strategy 2014 including the provision of an Environmental Impact Assessment prepared by a qualified professional;*
- c) That no construction of a building, structure or swimming pool occurs on slopes 30% or greater, unless a development variance permit is approved by Council;*

- d) *That no new lots are created where less than 100m<sup>2</sup> of contiguous buildable area is provided, unless a development variance permit is approved by Council; and*
- e) *That, in accordance with Covenant #KX42816, the property not be built on, used or developed without written authorization from the City that access via a public or private roadway is acceptable and that storm, sanitary and drainage services are acceptable;*

*AND FURTHER, that a Covenant be registered on title limiting the maximum height of primary buildings to the lesser of 8.0m or 2 storeys to reduce the visual impact of building elevations on the northwest downhill slope.*

At its Regular Meeting of November 8, 2021, Council gave Land Use Contract Discharge Bylaw Number 5875, 2021 (Attachment 3) First and Second Reading.

A Public Hearing for Bylaw 5875 was held on January 10, 2022.

At its Regular Meeting of January 10, 2022, Council gave Bylaw 5875 Third Reading.

All conditions set by Council have been completed, therefore Bylaw 5875 can proceed to final adoption.

**RECOMMENDATION:**

THAT Bylaw 5875, "Mt. Fosthall Drive Land Use Contract LTO Registration Number N978, Discharge Bylaw Number 5875, 2021", a bylaw to discharge "City of Vernon Land Use Contract Bylaw Number 2613, 1977", be adopted.

Respectfully submitted:



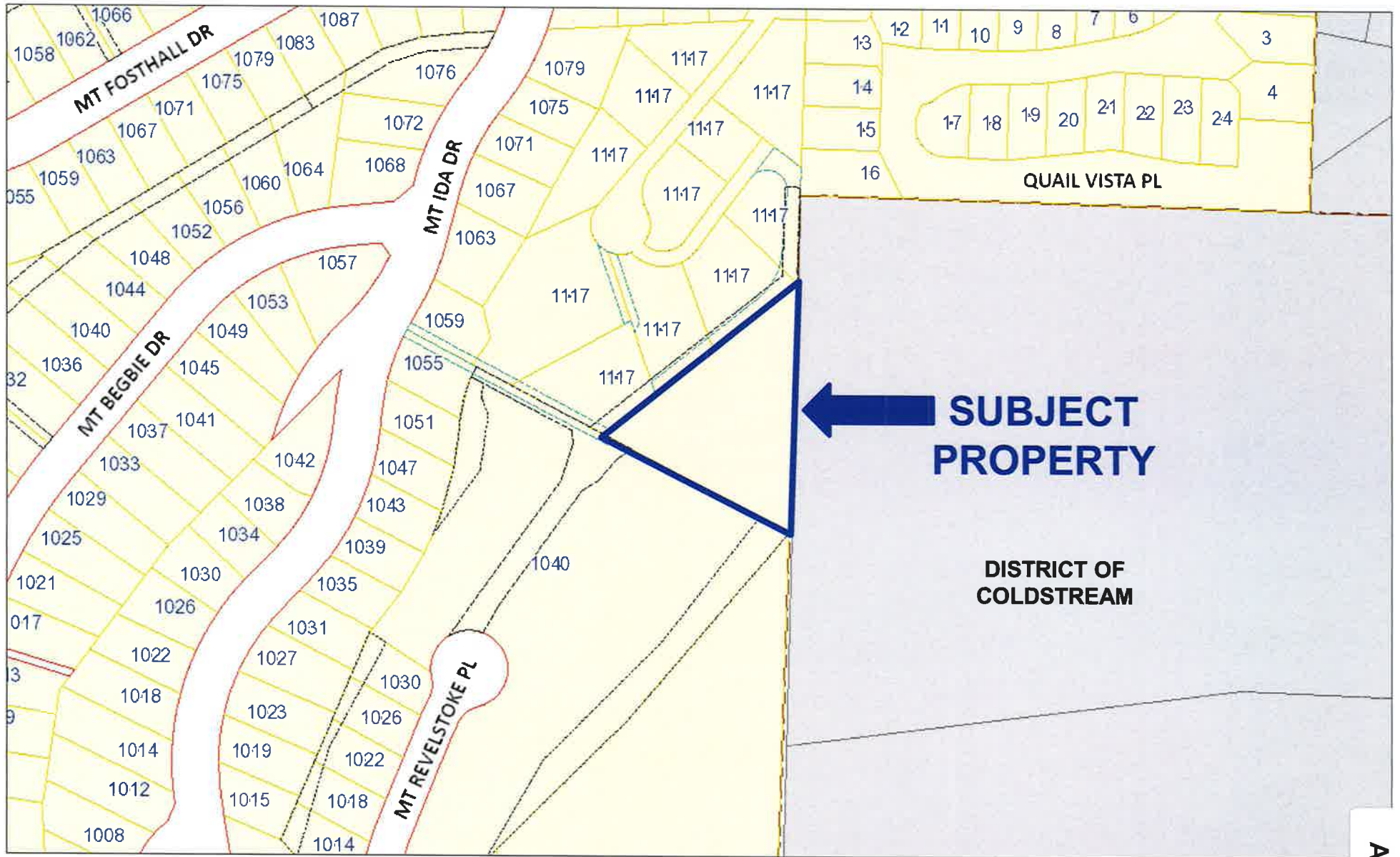
Michelle Austin  
Planner, Current Planning

Attachment 1 – Location Maps

Attachment 2 – Proposed Plan of Subdivision

Attachment 3 – Land Use Contract Discharge Bylaw Number 5875, 2021

G:\3000-3699 LAND ADMINISTRATION\3360 ZONING AND REZONING\40 Land Use Contracts\LUC00024\2 PROC\Rpt\Adoption Memo\221102\_MA\_Memo4thReadingBylawAdoption\_LUC00024.docx



## Location Map

LUC00024



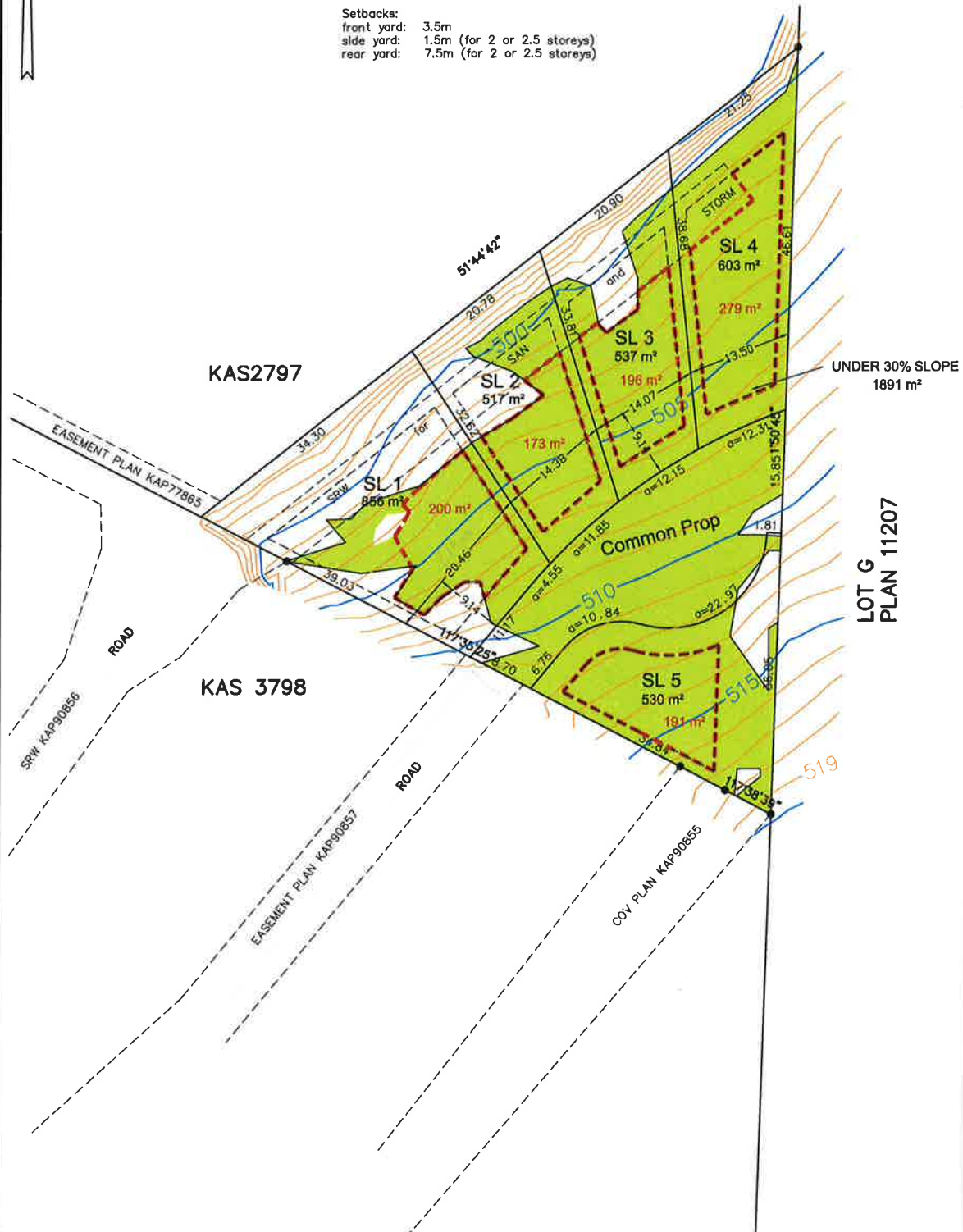
## Location Map – Aerial

LUC00024

## PROPOSED BARELAND STRATA SUBDIVISION OF LOT B, SEC 26, TP 9, ODYD, PL

SCALE 1: 500 ( ALL DISTANCES IN METRES )  
 CONTOUR INTERVAL = 1m

Setbacks:  
 front yard: 3.5m  
 side yard: 1.5m (for 2 or 2.5 storeys)  
 rear yard: 7.5m (for 2 or 2.5 storeys)



© JASON R SHORTT, BCLS, 2022

**russell shortt**

land SURVEYORS

2801-32nd Street, Vernon, B.C.  
 Phone (250)545-0511 email: jasons@jashortt.ca

FILE: 28408  
 F.B. 1287 Pg. 31

Sept. 29, 2022 -- add'l topo  
 January 14, 2022

THIS PLAN IS PREPARED FOR THE USE OF:  
 Gabelhouse

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5875

A bylaw to authorize the discharge of Land Use  
Contract Bylaw Number 2613, 1977, LTO #N978

**WHEREAS** the owner of Lot 1, Sec. 26, TP 9, ODYD, Plan KAP77864 (Mt. Fosthall Drive) has requested that Council of The Corporation of the City of Vernon discharge “City of Vernon Land Use Contract Bylaw Number 2613, 1977” LTO #N978 and all amendments thereto;

**AND WHEREAS** Section 546 of the *Local Government Act* permits a municipality to discharge a Land Use Contract by bylaw, with the agreement of the local Council and the owner of any parcel that is described in the bylaw as being covered by the Land Use Contract;

**NOW THEREFORE** the Council of The Corporation of the City of Vernon, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as **“Mt. Fosthall Drive Land Use Contract LTO Registration Number N978, Discharge Bylaw Number 5875, 2021”**.
2. That the Corporation of the City of Vernon be and is hereby authorized to discharge Land Use Contract Bylaw Number 2613, 1977, LTO Registration Number PN978, being registered against the following described lands in the Land Title Office, Kamloops, B.C.:

<p><b>Lot 1, Sec. 26, TP 9, ODYD, Plan KAP77864 (Mt. Fosthall Drive)</b></p>
--

as shown as outlined on the plan attached hereto as **Schedule “A”**.

BYLAW NUMBER 5875


3. That the Mayor and Corporate Officer be and are hereby authorized to execute the necessary discharge documents on behalf of The Corporation of the City of Vernon, and generally to do all things necessary to give effect to the matters set out herein.

READ A FIRST TIME this 8<sup>th</sup> day of November, 2021.

READ A SECOND TIME this 8<sup>th</sup> day of November, 2021.

PUBLIC HEARING held in accordance with the requirements of the *Local Government Act* this 10<sup>th</sup> day of January, 2022.

READ A THIRD TIME this 10<sup>th</sup> day of January, 2022.

Approved pursuant to section 546(4) of the *Local Government Act* this 12 day of January, 2022  
  
for Minister of Transportation & Infrastructure  
LUC00024/ eDAS 2021-05881

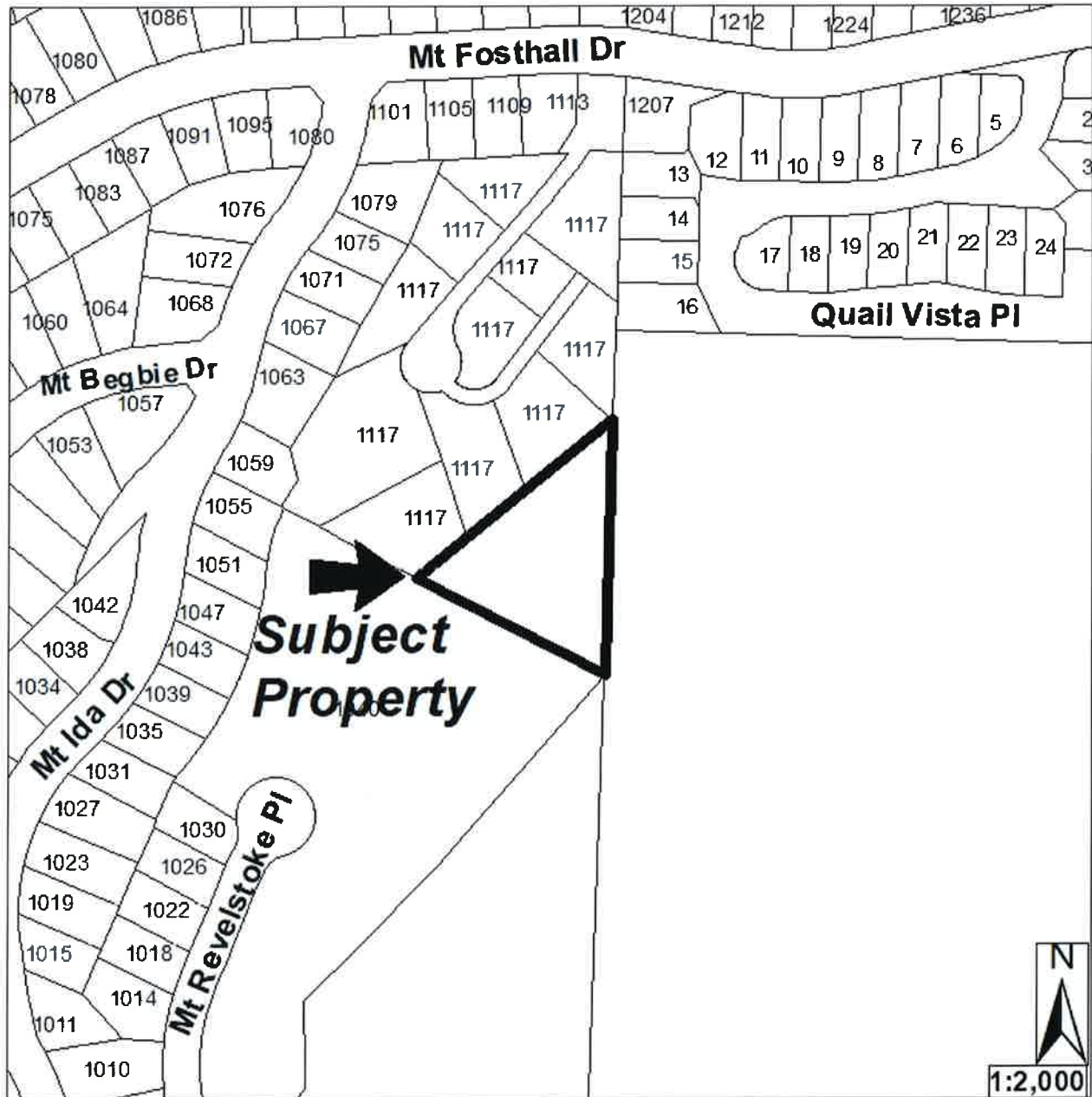
ADOPTED THIS      day of      , 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Schedule 'A'

Attached to and forming part of Bylaw 5875  
"Mt. Fosthall Drive Land Use Contract LTO Registration Number N978,  
Discharge Bylaw Number 5875, 2021"



THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5875

A bylaw to authorize the discharge of Land Use  
Contract Bylaw Number 2613, 1977, LTO #N978

---

**WHEREAS** the owner of Lot 1, Sec. 26, TP 9, ODYD, Plan KAP77864 (Mt. Fosthall Drive) has requested that Council of The Corporation of the City of Vernon discharge “City of Vernon Land Use Contract Bylaw Number 2613, 1977” LTO #N978 and all amendments thereto;

**AND WHEREAS** Section 546 of the *Local Government Act* permits a municipality to discharge a Land Use Contract by bylaw, with the agreement of the local Council and the owner of any parcel that is described in the bylaw as being covered by the Land Use Contract;

**NOW THEREFORE** the Council of The Corporation of the City of Vernon, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “**Mt. Fosthall Drive Land Use Contract LTO Registration Number N978, Discharge Bylaw Number 5875, 2021**”.
2. That the Corporation of the City of Vernon be and is hereby authorized to discharge Land Use Contract Bylaw Number 2613, 1977, LTO Registration Number PN978, being registered against the following described lands in the Land Title Office, Kamloops, B.C.:

<b>Lot 1, Sec. 26, TP 9, ODYD, Plan KAP77864 (Mt. Fosthall Drive)</b>
---

as shown as outlined on the plan attached hereto as **Schedule “A”**.

BYLAW NUMBER 5875

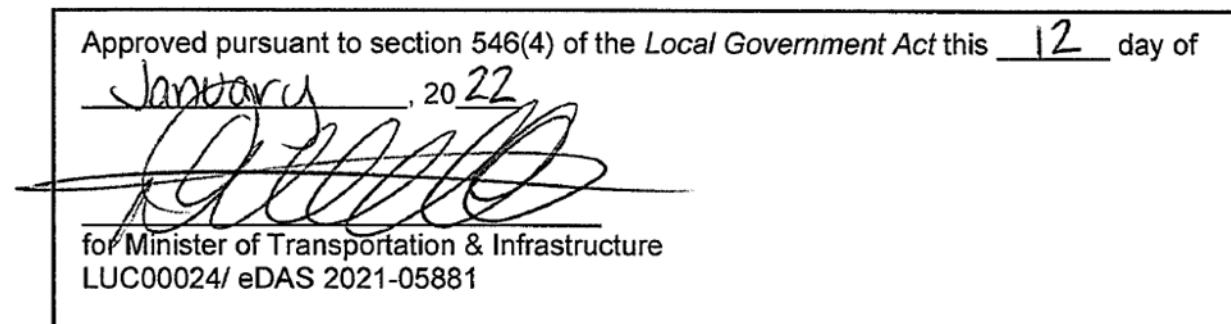
3. That the Mayor and Corporate Officer be and are hereby authorized to execute the necessary discharge documents on behalf of The Corporation of the City of Vernon, and generally to do all things necessary to give effect to the matters set out herein.

READ A FIRST TIME this 8<sup>th</sup> day of November, 2021.

READ A SECOND TIME this 8<sup>th</sup> day of November, 2021.

PUBLIC HEARING held in accordance with the requirements of the *Local Government Act* this 10<sup>th</sup> day of January, 2022.

READ A THIRD TIME this 10<sup>th</sup> day of January, 2022.

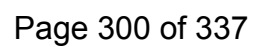


ADOPTED THIS      day of      , 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**“Mt. Fosthall Drive Land Use Contract LTO Registration Number N978,  
Discharge Bylaw Number 5875, 2021”**



THE CORPORATION OF THE CITY OF VERNON

BYLAW 5927

A bylaw to amend City of Vernon  
Zoning Bylaw 5000

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**WHEREAS** the Council of The Corporation of the City of Vernon has determined to amend the City of Vernon Zoning Bylaw 5000;

**AND WHEREAS** all persons who might be affected by this amendment bylaw have, before the passage thereof, been afforded an opportunity to be heard on the matters herein before the said Council, in accordance with the provisions of Section 464 of the *Local Government Act*, and all amendments thereto;

**NOW THEREFORE** the Council of The Corporation of the City of Vernon, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as **“1609 43<sup>rd</sup> Ave Rezoning Amendment Bylaw 5927, 2022”**.
2. Pursuant to the Official Zoning Map, Schedule “A” attached to and forming part of Bylaw 5000, is hereby amended as follows:

That the following legally described lands be rezoned from **“R5 – Four-plex Residential”** to **“RH2 – Stacked Row Housing Residential”**;

**Legal Description:**

**Lot 1, Sec 2, TP 8, ODYD, Plan KAP48497  
(1609 43rd Avenue)**

and by changing the Zoning Map accordingly, all in accordance with the area as outlined on Schedule “A” attached to and forming part of this bylaw.

PAGE 2  
BYLAW 5927

3. Zoning Bylaw 5000 is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this                      day of                      , 2022.

READ A SECOND TIME this                      day of                      , 2022.

PUBLIC HEARING HELD this                      day of                      , 2022

READ A THIRD TIME this                      day of                      , 2022.

ADOPTED THIS                      day of                      , 2022.

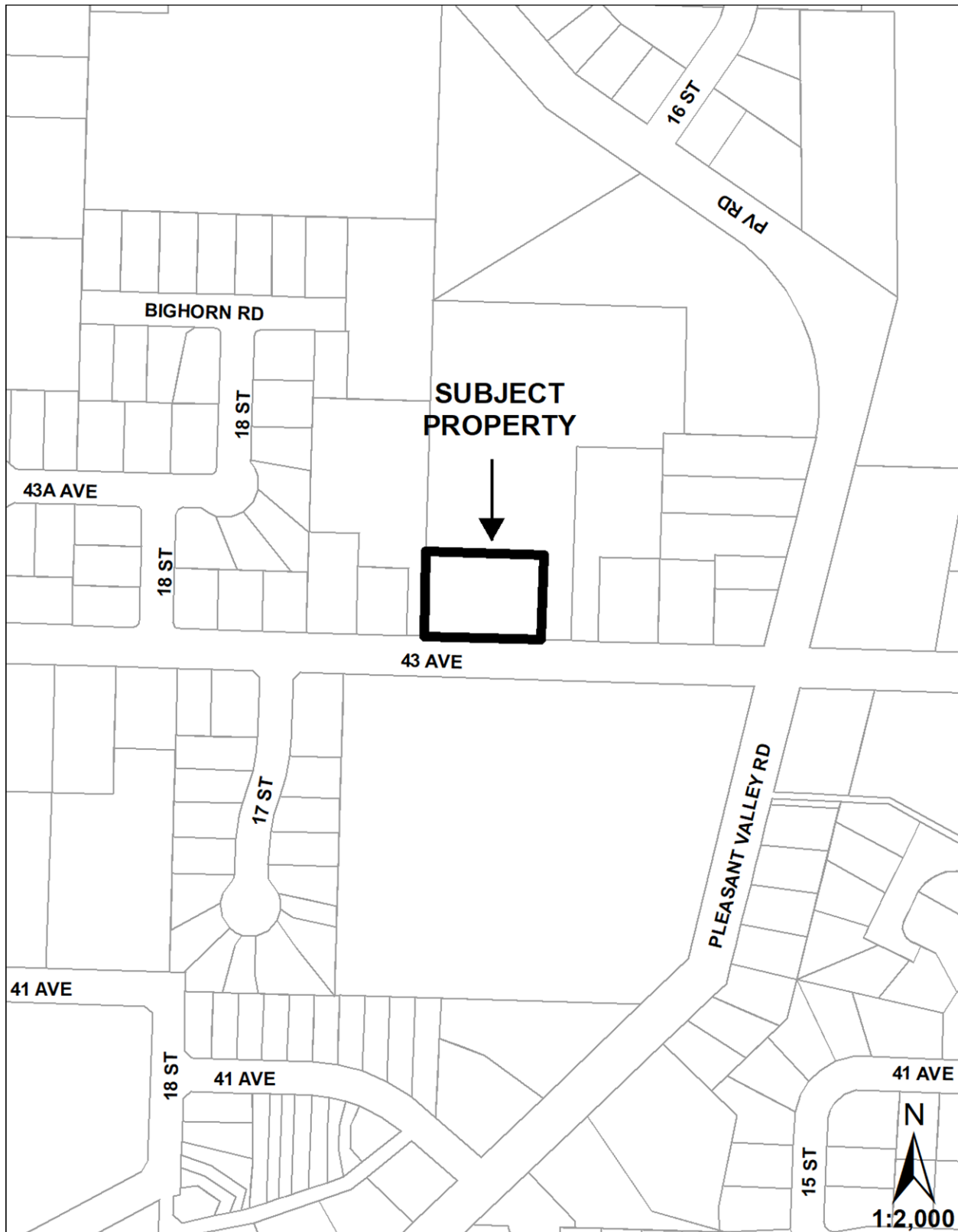
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Mayor

---

Corporate Officer

Schedule 'A'  
Attached to and forming part of Bylaw 5927  
"1609 43<sup>rd</sup> Ave Rezoning Amendment Bylaw 5927, 2022"



Oct. 31, 2022

Secretary  
British Columbia Electoral Boundaries Commission  
100-1112 Fort Street  
Victoria, BC V8V 3K8

[info@bcebc.ca](mailto:info@bcebc.ca)

**Re: Redistribution of Provincial Electoral Boundaries**

To whom it may concern;

The Greater Vernon Chamber of Commerce writes regarding the current Provincial Electoral Boundaries Redistribution and the impact on the North Okanagan in B.C.'s Interior.

Specifically, our Chamber has significant concerns about the proposal to divide the City of Vernon between two electoral districts – Vernon-Monashee and Kelowna-Lake Country. Our concerns revolve around the following factors:

- Placing Predator Ridge, Beachcomber Bay, Okanagan Landing and the Bella Vista Highlands into Kelowna-Lake Country will mean that a large portion of Vernon's population will now be separated from the rest of the community at the provincial level;
- All neighbourhoods of Vernon share common municipal services from the City of Vernon, including economic development, planning and infrastructure;
- The interests of approximately 9,000 residents of Predator Ridge, Beachcomber Bay, Okanagan Landing and the Bella Vista Highlands are more in alignment with the remainder of Vernon, District of Coldstream and Regional District of North Okanagan than Lake Country and the more urban Kelowna;
- The City of Vernon is part of the Regional District of North Okanagan and through RDNO, it accesses domestic water, trails and cultural services;
- Any transportation access to Beachcomber Bay, Okanagan Landing and the Bella Vista Highlands is through the City of Vernon;
- Vernon is a single economic and social unit, with businesses supporting consumers in all neighbourhoods, and creating employment for residents throughout the community. Neighbourhoods such as Predator Ridge and Okanagan Landing play a significant role in the local economy;
- Organizations such as the Greater Vernon Chamber of Commerce, as well as vital social service agencies, serve all residents and businesses of Vernon.

We appreciate that the Commission is responding to population growth in B.C. by redistributing boundaries, but our Chamber believes it makes sense for the City of Vernon to have a single common representative at the provincial level for the following reasons:

- A single representative will simplify the process for local government to pursue senior government support for joint projects and local services;
- Residents and Businesses Owners will better understand the roles and responsibilities of their representatives within Vernon when there is one electoral district;
- Organizations such as the Chamber can direct limited resources to a single elected representative when advocating on behalf of their membership and community;
- A single Member of the Legislative Assembly will be able to provide effective representation for Vernon.

In the Preliminary Report, the Commission indicates that “the close ties between the communities along Highway 6 (Lumby and Cherryville), Vernon and Coldstream support keeping them in the same electoral district.” We are not suggesting that Cherryville and Lumby be removed from Vernon-Monashee as there is a strong economic and social connection between Vernon and these communities, but the Commission’s argument regarding Lumby and Cherryville also applies to Predator Ridge, Okanagan Landing and the Bella Vista areas of Vernon.

If Predator Ridge, Okanagan Landing and Bella Vista are placed in Kelowna-Lake Country, we are concerned that approximately 9,000 residents of Vernon will effectively have their electoral voice muted by the larger population of Kelowna that will dominate the focus of the MLA.

On behalf of our 600-plus members, we fully support the motion adopted by City of Vernon council May 9, 2022, requesting that “the City of Vernon, District of Coldstream and Areas B and C (of RDNO) remain in the same electoral boundary.” The City of Vernon should not be divided into two separate electoral districts.

If there is any further information that we can provide, please contact us. Thank you for your attention to this important matter. We look forward to hearing from you.

Sincerely,



Robin Cardew  
President  
Greater Vernon Chamber of Commerce

Cc. Harwinder Sandhu, Vernon-Monashee MLA  
Okanagan Indian Band Chief & Council

City of Vernon Mayor & Council  
District of Coldstream Mayor & Council  
Regional District of North Okanagan Board of Directors  
Okanagan Chambers of Commerce

October 24, 2022

Mayor  
City of Vernon  
3400 - 30<sup>th</sup> Street  
Vernon, BC V1T 5E6



**Re     Annual Appointment - Okanagan Regional Library Board**

---

Annual appointments to the Library Board are made according to the *BC Library Act*. There are four regular meetings required of the Board in each year and such other meetings as the Board may decide. Regular meetings are generally held on the third Wednesday in February, May, September, and November, except in years when municipal elections are held. In election years, there is a meeting in October and no meeting in November. Meetings typically start at 9:30 AM and may constitute a full day. They are held at Library Headquarters at 1430 K.L.O. Road, Kelowna or virtually. Pursuant to Board Policy, Board members' expenses for travel, meals and hotel only are paid by the Library.

Please complete and return:

- Letter of Appointment form: Name the Library Trustee and the Alternate you wish to appoint;
- Library Trustee and Alternate Trustee Contact Information forms: Have both the representative and the alternate complete one each.

The forms can be returned by fax 250-861-8696 or e-mail [lsamson@orl.bc.ca](mailto:lsamson@orl.bc.ca). If you have any questions, please reach out.

Thank you for your continuing support of the Okanagan Regional Library.

Sincerely,

**Leah Samson**  
**Administrative Services Manager**  
**Okanagan Regional Library**

Attached:

Letter of Appointment Form  
Trustee Contact Information Form

Library Act  
Meeting Schedule

## **LIBRARY ACT, Part 3 – Regional Library Districts**

### **How the library board is appointed**

- 16** (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.
- (2) A municipal council must, by resolution,
- (a) appoint one of its members to be a member of the library board, and
  - (b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,
- (a) appoint from among the directors of the electoral participating areas a member of the library board, and
  - (b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (4) If there is only one electoral participating area in a region library district,
- (a) the director of the electoral participating area is a member of the library board, and
  - (b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

### **When members are appointed**

- 17** (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.
- (4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

### **Term of Office**

- 18** (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.
- (2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.”
- (3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.

## LETTER OF LIBRARY BOARD APPOINTMENT Municipality

This is to confirm that:

\_\_\_\_\_

has been appointed to the Okanagan Regional Library Board for 2023  
to represent the Municipality of:

\_\_\_\_\_

And further, that:

\_\_\_\_\_

has been named as Alternate to the Library Board.

By Resolution dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

## Trustee Contact Information

Name of Municipality or Regional District: \_\_\_\_\_

Name of Elected Board Trustee for 2023: \_\_\_\_\_

*This appointment will continue until a successor is appointed as provided under Section 18(3) of the Library Act unless the member is removed for cause as provided under Section 18(4) of the Library Act.*

Trustee Civic Address: \_\_\_\_\_

City, Postal Code: \_\_\_\_\_

### 1. Agenda / Meeting Materials Distribution

Please indicate how you wish to receive copies of your Board and/or Committee Agenda

Electronic Agenda \_\_\_\_\_ Electronic AND Paper Agenda at the meeting \_\_\_\_\_

### 2. Email Address

Please provide an email address which will be used to provide you with basic information, agenda notification, meeting changes etc.

Primary: \_\_\_\_\_

Other: \_\_\_\_\_

### 3. Phone / Fax

Primary: \_\_\_\_\_

Work: \_\_\_\_\_

Other: \_\_\_\_\_

Fax: \_\_\_\_\_

### 4. Birthdate

This is required by Canada Revenue Agency regarding the ORL's charitable return

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

5. Catering: do you have any dietary concerns? \_\_\_\_\_

6. Any other information: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Alternate Trustee Contact Information**

**Name of Municipality or Regional District:** \_\_\_\_\_

**Name of Elected Alternate Trustee for 2023:** \_\_\_\_\_

*This appointment will continue until a successor is appointed as provided under Section 18(3) of the Library Act unless the member is removed for cause as provided under Section 18(4) of the Library Act.*

**Alternate's Civic Address:** \_\_\_\_\_

**City, Postal Code:** \_\_\_\_\_

**1. Agenda / Meeting Materials Distribution**

Please indicate how you wish to receive copies of your Board and/or Committee Agenda

Electronic Agenda \_\_\_\_\_ Electronic AND Paper Agenda at the meeting \_\_\_\_\_

**2. Email Address**

Please provide an email address which will be used to provide you with basic information, agenda notification, meeting changes etc.

Primary: \_\_\_\_\_

Other: \_\_\_\_\_

**3. Phone / Fax**

Primary: \_\_\_\_\_

Work: \_\_\_\_\_

Other: \_\_\_\_\_

Fax: \_\_\_\_\_

**4. Birthdate**

This is required by Canada Revenue Agency regarding the ORL's charitable return

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**5. Catering: do you have any dietary concerns?** \_\_\_\_\_

**6. Any other information:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## LIBRARY BOARD MEETING SCHEDULE YEAR 2023

### BOARD POLICY & REGULATIONS

#### SECTION II: BOARD ORGANIZATION AND STRUCTURE, PART A: MEETINGS, REGULAR BOARD MEETING SCHEDULE

*"There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September, and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September, and October."*

In-Camera Meetings begin at 9:30 AM (subject to change)  
Regular Meetings begin immediately following adjournment of the In-Camera Meeting,  
generally, at 10:00 AM (subject to change)

Meetings are hybrid and held virtually  
or in the Library Administration Building Boardroom  
1430 KLO Road, Kelowna, BC

<b>Wednesday February 15</b>	Regular Meeting / AGM
<b>Wednesday May 17</b>	Regular Meeting
<b>Wednesday September 13*</b>	Regular Meeting
<b>Wednesday November 15</b>	Regular Meeting

#### Dates of Interest to Library Board Trustees:

**BC Library Association Annual Conference**  
April 12 – 14, 2023 (Richmond, Sheraton Vancouver Airport Hotel)

**SILGA AGM and Convention**  
April 25 – 28, 2023 (Vernon)

**UBCM Convention**  
September 18 – 22, 2023 (Vancouver)

**\*Noté:**

The September Board meeting has been moved from the third Wednesday in September to the second Wednesday to avoid conflict with the UBCM Convention.

**November 1, 2022**

**To:** City of Vernon  
3400, 30 Street  
Vernon, BC  
B1T 5E6

**From:** Canadian Home Builders' Association – Central Okanagan (CHBA – CO)  
216 – 1884 Spall Road  
Kelowna, BC, V1Y 4R1

**Attn:** *Kim Flick, Craig Broderick, Shawn Knuhtsen, Mayor and Council*  
**Re:** BC Energy Step Code Implementation

The Canadian Home Builders' Association – Central Okanagan (CHBA-CO) serves over 290 members in the residential construction industry, representing home builders, renovators, suppliers, and subcontractors from Peachland to Revelstoke. Combined, our members employ over 13,000 residents and contribute over \$1.9 billion dollars to our local economy in new home construction and renovation projects.

You are likely aware that a new version of the BC Building Code (BCBC) is on track for implementation in December 2022. Part of the new changes to the BCBC include the mandatory implementation of energy efficiency targets in residential buildings. Namely, the implementation of this new code will mandate 'Step 3' energy performance levels as a new minimum standard, requiring homes to be 20% more energy efficient when compared to the model reference home.

Across the Central Okanagan municipalities have taken a varied approach to the implementation of the BC Step Code. Some have already implemented Step 3 as a requirement. Others have implemented lower steps, and some have made no effort to implement these measures, preferring to wait for the building code update to do so.

Now that the time has come and Step 3 will be a consistent requirement of all municipalities, we are writing to you on behalf of the residential construction industry to understand how you will manage, support, and enforce the requirements for this newly mandated requirement.

Our questions are as follows:

- What training has been provided to municipal building officials to support the implementation of the energy targets found in the new building code?

- What enforcement measure will be taken in your municipality for builders that fail to meet these energy targets?
- What support, if any, will be provided to the residential construction community to aid in the transition to these new standards in your municipality?

We look forward to collaborating to ensure the implementation of BC Energy Step Code is a success for all. Please indicate if you would like to participate in an online meeting, or another form of correspondence. We look forward to working

Thank You,



Steve Jackson  
**Step Code Committee Chair**



Darren Witt  
**President**

November 4<sup>th</sup>, 2022

## **A CALL FOR ACTION: Homelessness, Winter Shelter, and the Need for Meaningful Change**

To Whom It May Concern,

This is an open letter to Mayors and Councils in the Interior Region, BC Housing, and the Interior Health Authority on behalf of several Shelter and Outreach Operators in Vernon, Pentiction, West Kelowna, Kelowna, Merritt, and Kamloops in response to the Homeless Crisis in B.C.

### **Temporary Winter Shelters:**

As policy and decision makers, you might be starting to plan for the people who are unsheltered and facing homelessness in many Interior communities of BC. For the past several years, the response has been to set up winter mat shelter programs. Many operators have already been asked if we can step up again to run temporary winter shelter programs. This year, many of the Operators in Vernon, Pentiction, West Kelowna, Kelowna, Merritt, and Kamloops are saying no more.

Temporary shelter programs are rife with problems for operators and the vulnerable and complex persons they serve. The cycle of bringing challenging persons in from the cold, to shelter them in the most basic of temporary shelters, to provide the barest of supports, to make limited investment in health, skills, and real housing; and then to have them exited back to the streets on the first day of spring with a tent and well wishes, has become an exercise in futility at best. While it may provide an escape from the cold, it is a sickeningly purposeless proposition to consider this a solution to the humanitarian crisis we are facing. We are tired of the futility of winter mat shelters. We are tired of seeing no meaningful outcome to the cycle of indoor cold winter shelter and outdoor summer tenting areas. We are tired of knowing that the brevity of both the investment and the stay means health will not improve, permanent housing will not materialize, and nothing will change.

We are also tired of burning out our employees with this work. Our sector attracts bright, capable, talented individuals who want to make a difference; we offer them winter shelter work that is dangerous, underpaid, and woefully under resourced. The work has become so dangerous and remains so underinvested that it is unconscionable for operators to say yes to this arrangement. It is an arrangement that we know we cannot adequately staff, cannot adequately protect the employees who work there from harm, and also cannot properly safeguard the clients who "live" there. To be clear, most of us are running our regular shelters with staffing ratios that are troublingly low.

**The Unrealized Promise of Year-Round Shelters:**

The challenge of the temporary winter shelter is exacerbated by several unaddressed issues in the regular shelter system. Here again is a system that came with a promise that our shelters were part of continuum of housing where people in the shelters would be queued into supportive housing, or alternate housing options. After several years of operating shelters, this promise remains unrealized. The Coordinated Access Table has not been able to prioritize our clients, leaving most of us with clients who are living for months and years in our shelters.

Our shelters have become a place for hospitals to discharge people who are ill and need respite and health care. Our shelters have become a place for police to drop off people with mental illness with an expectation that our support workers should be able to manage dangerous and unpredictable behaviors. Our shelters have been used to hide people out of sight from tourists and businesses. Our shelters have become a place where people languish because there has been no investment in programs, health, skills, wellness planning, and second stage housing. We have seen that people in shelters not only fail to thrive, but frequently experience further decline in health, substance misuse, and challenging behaviors as the reality of “no way out” settles over them.

Operators are running shelters in rundown buildings, in overcrowded rooms, and in temporary structures in part because some municipalities in the region have lacked the political will or courage to build permanent, purpose-built shelters and additional supportive housing.

Shelter, outreach, and supportive housing operators are at the front of the line fielding complaints for the behaviors of people on the streets. We are not responsible for the reality of homelessness, unpredictable behaviors, and the burgeoning mental health crisis; and yet, we have policy makers, politicians, businesses, and journalists holding us responsible to speak to why the people facing homelessness on the street are behaving badly and why we’re not doing more.

**Could Interior Health Please Come to the Table:**

For most people in shelter, their primary underlying issues are unmanaged addiction, health comorbidities, and mental health challenges; and yet, the Health Authority is often conspicuously absent. Interior Health is responsible for the health of citizens regardless of their housing status. Interior Health has passed much of that responsibility to shelter, outreach, and supportive housing operators. The Health Authority, by their absence, has left it to us to handle medication administration, co-morbidities, bathing and hygiene, overdose reversals in an unrelenting drug poisoning crisis, and unmedicated people with severe mental illness where poly substance use is the norm. Remarkably, Interior Health provides no funding to operators to hire mental health nurses, social workers, nurses and other health-related professionals and para-professionals to deliver health and health navigation services.

Finally, we beseech you as a Health Authority to stop discharging patients from hospital into our shelters when they are quite ill and non-ambulatory, have unresolved problematic substance use with complex health challenges, and are not connected to community health supports.

**Other Challenges:**

Work Force: It cannot be denied that there is a labour shortage in BC. There is high demand for Support Workers, whether it is for shelters, supportive housing, or in outreach settings. We have a far greater need for skilled workers than there are people who can deliver the work. Opening winter shelters adds more pressure. Every organization working in this sector that supports vulnerable persons (homelessness, seniors, disabled, addictions, women fleeing violence, etc.) are trying to recruit. Staffing shortages translate into two problems: low staffing to client ratios that put the employee and the client at risk, and unfunded unsustainable overtime that burns out employees.

Training: Shelter work is challenging. Getting our employees ready to work takes a significant up-front investment. Temporary winter shelters require an enormous training investment that makes little economic sense.

Complex Clients: Many of our clients have complex health issues including brain injury due to toxic drug supply and repeated overdoses. This means that clients require more attention, higher staffing to client ratios, and increased professional and paraprofessional service staff such as nurses, clinical counsellors, and social workers.

Coordinated Access: The Coordinated Access table in each community is intended to be a mechanism that will help shelter clients access supportive housing. However, the leap from shelter into supportive housing is often too great. The client does not receive enough supports and interventions in the shelter to make the strides they need to thrive in supportive housing programs where the staffing ratios might be as low as 2 employees per 50 clients. Time and again, our clients are passed over at the Coordinated Access table because they realistically cannot succeed in the supportive housing model without more support, they do not meet the priority criteria, or there is simply so few new vacancies.

**Recommendations:**

Nothing about this letter should be construed as resignation from shelter operators. We continue to be highly invested in solving homelessness in our communities. Indeed, as experts delivering services in the field for years, we are asking for a legitimate seat at the table and offer a way forward.

1. Coordinated Access: If Coordinated Access is planned to continue, then the way we prioritize people for supportive housing must be reconsidered. Length of stay in shelter must be an important criterion. Let's move people from the streets to shelters. Let's provide them with exceptionally robust health, mental health, and service navigation supports in the shelter. Let's stabilize them and then let's quickly move them into supportive housing where these supports are continued.

2. Municipalities and BC Housing: During this time of crisis, use hotels and motels for persons facing homelessness who have higher levels of independence. Our regular shelters would have more capacity if some clients with independent skills were moved to hotels/motels this winter.

3. “Whatever it Takes” Rent Supplements: Let’s provide rent supplements that match the gap between shelter allowance rates and the real cost of rentals in our communities. Let’s attach funding to those rent supplements, funding to have support workers available to help the client with their housing search and with working with landlords, and funding that will continue the support once housed (service and systems navigation). We must increase housing rent allowance rates from the current \$375/month. We are hopeful that the recently announced Supported Rent Supplement Program will be one of the pieces that will help alleviate these pressures.

4. Investment in Shelter Diversion Programs: We need to invest more in shelter diversion to keep people from winding up facing homelessness. Interior Health and the Ministry of Social Development and Poverty Reduction need to commit their resources towards preventing, at all costs, individuals and families falling into homelessness.

5. Staffing: If shelters are going to be a permanent part of our communities, then we must stop ghettoizing the people who work in them by undervaluing their contributions. The demand for Support Workers will likely continue for years to come. We need a pipeline of new graduates into our sector that can be realized by properly valuing through compensation the level of skill it takes to work in shelters, where chaos and unpredictability is the reality of daily work.

6. Interior Health: Provide funding to operators for health-related positions, such as Social Workers, Mental Health Nurses, and Case Management Clinicians.

7. Toxic Drug Supply: The poisoned drug crisis is wreaking havoc on communities and families, brain injury from repeated overdose is common, and escalated, unpredictable behaviors from these drugs compromise public safety. It’s a paucity of compassion that elected policy makers have allowed it to go on this long. We must mobilize all levels of government towards meaningful change.  
*Regulated. Safe. Supply. Now.*

8. Municipalities: Reduce the barriers for the creation of diverse housing options. The way out of NIMBY-ism is through courageous elected Mayors and Councils willing to change the legislation that is currently designed to keep vulnerable, impoverished people out of neighborhoods and out of housing.

9. Complex Care: The announcement of new money for Complex Care was warmly received, alongside a dismaying curiosity and disappointment that it came without any new capital infrastructure money. We need more low barrier housing stock: affordable rentals, rent geared to income rentals, supportive housing, etc.

10. Recovery Supports: Supportive Housing includes creating opportunity for recovery from addictions. We invite Interior Health, BC Housing, and local community to work with our sector to complement the shelter and current supportive housing model with access to additional treatment and supportive recovery options.

In conclusion, we ask Interior Health and the Province to work with your municipal government and local organizations to develop immediate and long-term housing and recovery solutions to address the humanitarian crisis we are facing. We are here to listen and contribute as trusted partners and members of community.

Signed:

Warren Arnoldus

Program Coordinator, **Nicola Valley Shelter & Support Society**

Patricia Bacon

Executive Director, **John Howard Society of Okanagan & Kootenay**

Bob Hughes

Chief Executive Officer, **ASK Wellness Society**

Tarra Kenney

Chief Executive Officer, **Penticton and District Society for Community Living**

Carmen Rempel

Executive Director, **Kelowna Gospel Mission**

Randene Wejr

Executive Director, **Turning Points Collaborative Society**

Media Contact

Patricia Bacon

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THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF THE  
ADVISORY PLANNING COMMITTEE MEETING  
HELD WEDNESDAY, SEPTEMBER 7, 2022 AT 4:00 PM  
COUNCIL CHAMBERS (OKANAGAN LAKE ROOM)**

**PRESENT:** Don Schuster  
Doug Neden  
Harpreet Nahal  
Joshua Lunn  
Mark Longworth  
Margaret Jarman  
Phyllis Kereliuk  
Counselor Quiring

**ABSENT:** Claire Ishoy  
Jamie Paterson  
Lisa Briggs  
Monique Hubbs-Michiel  
Mayor Cumming

**STAFF:** Craig Broderick, Manager, Current Planning/Approving Officer  
Jennifer Pounder, Committee Clerk  
Matt Faucher, Current Planner

**ORDER** The meeting was called to order at 4:00 p.m.

**LAND  
ACKNOWLEDGEMENT** *As Chair of the City of Vernon's Advisory Planning Committee, and in the spirit of this gathering, I recognize the City of Vernon is located in the traditional territory of the Syilx people of the Okanagan Nation.*

**ADOPTION OF THE  
AGENDA** Moved by **D. Schuster**, seconded by **P. Kereliuk**:

THAT the agenda of the Advisory Planning Committee meeting for September 7, 2022, be adopted:

**CARRIED**

**ADOPTION OF THE  
MINUTES**

Moved by **D. Neden**, seconded by **M. Jarman**:

THAT the minutes for the ADVISORY PLANNING COMMITTEE meeting of August 16, 2022 be adopted as amended:

**CARRIED**

*H. Nahal entered at 4:02 pm*

**NEW BUSINESS:**

**DVP00556  
7567 KLINGER ROAD**

**Matt Faucher, Current Planner**, provided an overview of the application as follows:

- The application before the Committee is to vary Section 4.5.4 of Zoning Bylaw 5000 to permit construction of a two car garage in the front yard of 7567 Klinger Road.
- They currently have a single car garage that has aged, as well as a fabric structure.
- Driveway access is by easement on neighboring property.
- The zoning bylaw states there are no secondary buildings to be built in the front yard from the property line to the front of the residence. The challenge is the front yard consumes approximately 60% of this property.
- The property is a downward slope from the roadway and the roof of the proposed structure will almost be in line with the road which provides for minimal visual impact.
- Meets all of the setback requirements.

Moved by **D. Schuster**, seconded by **M. Jarman**:

THAT Council support Development Variance Permit Application 00556 (DVP00556) to vary Zoning Bylaw 5000 on LT 4, SEC 19, TWP 9, ODYD, PLAN 18350 (7567 Klinger Road) as follows:

- a) Section 4.5.4 to permit construction of a secondary building or structure in a front yard;

AND FURTHER, that Council's support of DVP00556 is subject to the following:

- a) That the site plan, building elevations and floor plans, intended to illustrate the size and location of the proposed garage (Attachment 1) in the report titled "Development

Variance Permit Application for 7567 Klinger Road” dated August 29, 2022 and respectfully submitted by the Current Planner, be attached to and form part of DVP00556 as Schedule ‘A’.

**CARRIED****DVP00572  
1607 POTTERY ROAD**

**Matt Faucher, Current Planner**, provided an overview of the application as follows:

- The application before the Committee is to vary Section 9.3.6 of Zoning Bylaw 5000 to permit access to the subject property from Pottery Road.
- The applicant has submitted the variance proposal to permit access to the subject property from Pottery Road to support a proposed bare land strata subdivision (Application SUB00781).
- The subject property contains a single detached dwelling on the northern portion of the lot.
- Zoning Bylaw 5000 requires that when a lot has access to a lane, that the vehicular access to the lot be only permitted from said lane. As the principal building is located at the rear of the site and spans the distance between the side yard setbacks, the majority of the subject property is not accessible from the lane.
- The subject property meets the minimum lot size requirements to be subdivided, however subdivision would not be possible without the second lot having access from Pottery Road.

The following questions / comments were posed by members of the Committee:

- The Committee asked if construction currently being executed west of property is an active permit. Staff confirmed it is active.
- The Committee inquired if the lane could be upgraded to provide easier access to the property. Staff confirmed it is a requirement to have frontage on a roadway in order to subdivide. Possible issues with maintenance, snow plows, etc. having predominate lane access could be problematic.

- Staff also noted they have explored a fee-simple panhandle lot with the owners, however, the lot did not meet the R2 size requirement.
- The Committee inquired regarding emergency access to the property if the both houses have the same address. Staff confirmed the houses will have separate unit numbers. Signage will be required on Pottery Road showing how to access unit 2 via the lane.

Moved by **D. Neden**, seconded by **J. Lunn**:

THAT Council support Development Variance Permit Application 00572 (DVP00572) to vary Zoning Bylaw 5000 on LT 4, SEC 35, TWP 9, ODYD, PLAN 21248 (1607 Pottery Road) as follows:

- a) Section 9.3.6 to permit vehicular access to the subject property from Pottery Road;

AND FURTHER, that Council's support of DVP00572 is subject to the following:

- b) That the site plan (Attachment 1) in the report titled "Development Variance Permit Application for 1607 Pottery Road" dated August 31, 2022 and respectfully submitted by the Current Planner, be attached to and form part of DVP00572 as Schedule 'A'.

**CARRIED**

#### **INFORMATION ITEMS:**

Craig Broderick, Manager, Current Planning/Approving Officer, provided a brief overview regarding some of the projects discussed at Council on September 6, 2022, as follows:

- **DVP00545 (6092 OKANAGAN LANDING ROAD)**  
The application is a DVP to vary Section 7.1.2, Table 7.1, and Section 7.1.11 of Zoning Bylaw #5000 to allow for a four storey, 80 unit seniors supportive housing building to be constructed.
- **Secondary Suite Review, Proposed Updates and Inclusion in Semi-Detached Dwellings**  
Dated August 23, 2022

- **Short Term Rental Regulation Clarifying Memorandum**  
Dated August 22, 2022
- **OCP00096/ZON00388 (3903 30 STREET)**  
The application is to amend the Official Community Plan land use designation from 'Mixed Use – Medium Density', and rezone the property from 'R2 – Large Lot Residential' to 'RH1 – Low-Rise Apartment Residential' in order to develop a new multi-family housing development.

**NEXT MEETING**

The next meeting for the Advisory Planning Committee is set for **September 27, 2022, at 4:00 PM.**

**ADJOURNMENT**

The meeting of the Advisory Planning Committee was adjourned at 4:27 PM by call of the Chair.

**CERTIFIED CORRECT:**

  
Chair



## THE CORPORATION OF THE CITY OF VERNON

### **MINUTES OF THE TOURISM COMMISSION MEETING HELD WEDNESDAY, SEPTEMBER 21, 2022 COUNCIL CHAMBERS (OKANAGAN ROOM) CITY HALL**

**PRESENT:** Brett Woods, Biking  
Clara Snedden, Accommodation Provider  
Claus Larsen, Accommodation Provider (Acting Chair)  
Councillor Durning (Appointed Member)  
Dauna Kennedy, Arts & Culture  
Gale Woodhouse, Arts & Culture  
Janine Collard, Attractions  
Mayor Cumming  
Michael Van Horne, Golf  
Peter Kaz, Marketing & Events, Downtown Vernon Association  
Richard Rolke, Greater Vernon Chamber of Commerce  
Troy Hudson, Ski  
Vicki Proulx, Sports & Events

**NON-VOTING:**

Ian Jenkins, SilverStar Mountain Resort

**GUESTS:**

Cassandra Zerebeski, Director, Destination Silverstar  
Josh Welter, Executive Director, SCSNO

**ABSENT:** Kat Boloten, Accommodation Provider  
Clinton Bialas, Restaurant  
Bobby Bissessar, Accommodation Provider

**STAFF:** Hannah Lucich, Tourism Coordinator  
Jennifer Pounder, Committee Clerk  
John Perrott, Manager, Economic Development & Tourism  
Torrie Silverthorn, Manager, Tourism  
Karen Savill, Visitor Services Coordinator

**ORDER**

The meeting was called to order at 8:05 a.m.

**LAND  
ACKNOWLEDGEMENT**

*As Chair of the City of Vernon's Tourism Commission, and in the spirit of this gathering, I recognize the City of Vernon is located in the traditional territory of the Syilx people of the Okanagan Nation.*

**ADOPTION OF THE  
AGENDA**

Moved by **R. Rolke**, seconded by **Councillor Durning**:

THAT the agenda of the Wednesday, June 15, 2022 meeting for Tourism Commission be adopted:

**CARRIED**

**ADOPTION OF THE  
MINUTES**

Moved by **T. Hudson**, seconded by **M. van Horne**:

THAT the minutes for the Wednesday, July 20, 2022 meeting of Tourism Commission be adopted.

**CARRIED**

**NEW BUSINESS:****QUARTERLY  
MARKETING UPDATE**

**H. Lucich, Tourism Coordinator**, was present and gave the following market update:

- On Facebook and Instagram we are running ads in BC and AB with a focus on the lower mainland, Calgary and Edmonton. These ads are targeting our three main markets, active explorers, near retirees and sports specific.
- The ads are landing on our latest blog with top 8 reasons to visit Vernon this fall.
- With our funding from the 2022-23 DBC Co- Op Marketing program with Seekers Media, we have two campaigns in market on Facebook and YouTube with the Picture Perfect Picnic spots and a Carefree Fall Getaway.
- Seekers ran a contest to give away 2 round trip flights from Cascadia Air and while it just ended last week, the contest reached over 20,000 people. The writer Steve MacNaull, who is a well known travel writer had garnered more exposure for the article and it is in the Winnipeg Free Press, Calgary Herald and Vancouver Sun.
- We are also running the carefree fall getaway video on our YouTube channel
- Vancouver is Awesome – our hub on their site is filling up now. We also had one of the editors visit Vernon back in July and wrote an awesome article on best places to eat in Vernon and

also did a round up of summer activities at SilverStar and including a trip to Davison Orchards, Splashdown water park, and Okanagan Science Centre.

- Remy Metailler – legendary mountain biker known for his crazy POV shots came out to ride Big Ed and Kal Park trails in July with local rider, Matt MacDuff. We are super excited with how the video turned out and Remy really enjoyed riding in Vernon for the first time. The YouTube video has 98,000 views and some positive feedback and interest in the comments section. This was a partnership with mountain biking BC and a great example of reaching that sports specific target market through influencer content creators.
- In partnership with TOTA - we also had an active explorers' family from Fernie, BC come out in July and they produced the most adorable video of their little girl and her commentary while they biked the rail trail, visited Splashdown, Allan Brooks, and all the great family friendly spots in Vernon. They even discovered their favorite vegan café here in Vernon which was the Roxy Café. The two reels on Instagram have over 110,000 views – their audience is from all over BC, AB and the US – they focus on outdoor family adventures and their audience is mostly families with young children.
- From our strategic partnerships fund, Sparkling Hill worked with Tourism Vernon to create this amazing video showcasing all of the fun things to do in Vernon when staying at Sparkling Hill. This is a wonderful example of strategic partnership marketing and how we like to see our accommodation partners marketing the community.
- We continue to have seasonal Television ads running with Rogers Media and our Public Service Announcement style ads running nationwide.
- We have a fall/winter ad in the upcoming issue of NW Travel & Lifestyle which focuses on the traveller market in the Pacific Northwest of the states. We are also working with Destination Silver Star on a winter ad in Kootenay Mountain Culture magazine.

- We have been working hard on building our video and photo asset library to better align with our target audiences to produce successful marketing campaigns with specific content to resonate with that group. Also, with the return of events to our community, we have been building back up showcasing all of the fun events happening in Vernon.

**ROUND TABLE  
DISCUSSION**

Commission members were requested to provide a brief update on how the 2022 summer compared to pre-pandemic summers, and how fall is pacing for bookings:

**P. Kaz** - Summer was great. Busy downtown. There were a few stores that closed down near the end of summer and new tenants were in the space within a month. We had a lot of out of town visitors asking about available business spaces. The number of visitors from last summer to this summer was a 180 degree turn. Fall this year is looking great. There are already a lot of events planned.

**B. Woods** – We generally quite down in the hot months. Getting busier now that its cooling down. We had approximately 170 delegates from around the province at our Mountain Bike Tourism Symposium, which will now be an annual event. There were over 400 riders from 27 different countries. It was said we have the best trails in the world.

**V. Proulx** - I attended a lot of community events and parades and noticed that each one had high attendance numbers. There were a lot of people new to the area asking questions. We will be shifting our marketing to explaining what the festival is. We are starting to get busy. Deadline for events is October 31, 2022.

**M. Van Horne** - Golf continues to grow post pandemic. We are noticing more boys and girls trips since labor day. Nice to see them as we haven't seen many in the past couple of years. Bigger events are starting to take place. All golf courses right now are fairly busy.

**Mayor Cumming** - Last week was the Union of BC Municipalities (UBCM). Once a year all the politicians in the province come together for 5 days. In the last 4 or 5 years great connections were made. Fire management for the Aberdeen plateau was a hot topic. It is a high risk area and you will see in the next 3 or 4 years big fire breaks will be completed. Vernon water is the third largest water purveyor in the province.

**T. Hudson** - We had a really good season last year. We are in the middle of strategic planning process and we are looking at moving into a more year-round tourist destination. Early season bookings for super camps are over ¾ sold out already. Less smoke over the summer resulted in a lot more mountain bikers attending. 4 major events happening this year will be bringing over 4000 athletes. We have 85% staffing levels. Amazing race Canada started planning in 2018. We spent 22 hours creating video content for the 6 minute video campaign. The day of the shoot the weather was amazing. We have received an incredible amount of feedback.

**G. Woodhouse** - Vernon Performing Arts Center number are going back up to pre-pandemic numbers. The climate looks good. We have been meeting with RDNO about the economic impact, and so far the numbers are improving. The Vernon Community Arts Centre had quite the summer. Registrations have gone through the roof. Our big event is the Culture Days Event on September 23, 2022. Supported by the province, there are 25 activity tents, 40 artisan market, and a full day of performances aimed towards families. Gale noted difficulties dealing with City of Vernon staff on event planning for culture days and other community events. Compared to several other communities Gale has worked in, Vernon has been the most difficult City to work with. Planning events in public parks and city facilities is always a challenge and there are always slow or delayed responses from staff.

G. Woodhouse will meet with other organizations planning community events to gather input and information before the next Tourism Commission meeting. She will compile findings and present as a delegation at the October meeting, at the request of the Chair.

**C. Snedden** - We have had great summer at the Vernon Lodge and the Prestige Hotel. We are on par with 2019 numbers. The fall is starting to book up, including reservations for corporate events, including Christmas parties. We are still doing a lot of renovations including kitchen renovations, but we are remaining open during construction.

**D. Kennedy** - The gallery is filling up with staff again. It was a tough couple of years, but we are getting close to pre-pandemic numbers.

**J. Collard** - This summer was fantastic. We are pretty close to 2018 numbers. Great to see return of some great community events. OCC and VJH foundation events raised more money than they ever have before. We hosted the Vancouver Symphony Orchestra for a performance in July, 2022, which is bringing a lot of exposure. 250 group events were held this year. We have hosted 12 weddings this

year already. Pre pandemic numbers were around 20. Off season we are hosting a market with 50 vendors at end of November.

**R. Rolke** - Our members had an extremely busy summer. One challenge we were hearing was labor shortage, which was impacting businesses. In terms of the chamber, we had a very busy summer. We partnered with tourism on Mission Impossible and it was a great success. Fall is looking to be busy. Platinum jubilee pins and medallions were issued marking the Queen's 70 years on the throne. I was recognized for mental health advocacy, business, social and volunteer service.

**I. Jenkins** - We had the busiest summer we have ever had at SilverStar. It was driven by groups and events. Really good summer. Due to the low amount of funding from the government, we need to pound the pavement to get sponsors. Winter bookings are strong and we are Fully staffed.

**Councillor Durning** - The UBCM was an amazing first experience for me. Over lunch I was graced with the presence of five ministers. I advocated for Vernon. Culture days, your struggle is not lost on me. We see your struggle. I have tried to help to no avail.

**C. Larsen** - We have been back to 2018 numbers. Very busy this season. We have seen a little dip. There is a new subdivision on predator ridge (Field Glass). Residents will be moving in November, 2022, and rentals will be available in April 2023. New construction is starting for the 5 story Landmark Tower, which is a 2 year build. Porsche chargers were installed in June. First Porsche group arrived last night.

**Mayor Cumming** commented that the Cultural Center process will be underway this fall. Significant fundraising has been done with the Federal Government.

**MANAGER'S UPDATE**    **T. Silverthorn, Manager, Tourism**, provided the following overview:

- J. Perrott and I presented at Chamber of Commerce annual general meeting.
- She recognized the Tourism team. K, Savill has hit the ground running. H. Lucich is doing great. They take the initiative and run with it.

- MRDT renewal update: We have secured hoteliers support. Recently updated Council. Next week our application will go to cabinet. Hoping for an update sometime in October.
- We have been purchasing data and partnering with Telus to collect data. 75% of visitors from 2019, 2020 and 2021 are coming from BC. 19% from Alberta, 1.5% from Saskatchewan. 32% of visitors are in the 50-60 year age range, and 19% are in the range of 35-41 years.
- We had a meeting with URide recently. They are a ride share company possibly coming to Vernon. They are looking to secure drivers to ensure four drivers are on call at all times. Tourism needs ways for people to get here from airport, etc. The company was founded in Thunderbay, ON.


**NEXT MEETING**

The next meeting for the Tourism Commission is set for **Wednesday, October 19, 2022, at 8:00 AM.**

**ADJOURNMENT**

The meeting of the Tourism Commission was adjourned at **9:10 a.m.** by call of the chair.

**CERTIFIED CORRECT:**



Chair



## THE CORPORATION OF THE CITY OF VERNON

### **MINUTES OF THE CLIMATE ACTION ADVISORY COMMITTEE MEETING HELD WEDNESDAY, SEPTEMBER 28, 2022 GREATER VERNON MUSEUM & ARCHIVES**

**PRESENT:** VOTING:

Brian Guy (Co-Chair), Business and Commercial Services  
Councillor Brian Quiring  
Donna Bartel, Community at Large  
Ed Wilson, Community at Large  
Jen Comazzetto, SD#22 Board Rep  
Jeremy Fyke, Science and Technology  
Mary Stockdale (Co-Chair), Educator  
Mayor Cumming  
Nia Hill, Youth Member  
Stanley Eaman, Health and Social Services

NON-VOTING:

Alan Gee, Teacher Support  
Bill Darnell, Community Stewardship (*via Zoom*)

**ABSENT:** Barry Dorval  
Colleen Marchand

**STAFF:** Brendan Riome, Climate Action Implementation Coordinator  
Jack Shipton, Environmental Planning Assistant  
Jennifer Pounder, Committee Clerk  
Kim Flick, Director, Community Infrastructure and Development

**ORDER** The meeting was called to order at 4:06 p.m.

**LAND  
ACKNOWLEDGEMENT** *As Chair of the City of Vernon's Climate Action Advisory Committee, and in the spirit of this gathering, I recognize the City of Vernon is located in the traditional territory of the Syilx people of the Okanagan Nation.*

**ADOPTION OF THE  
AGENDA** Moved by **S. Eaman**, seconded by **B. Guy**:

THAT the agenda of the Climate Action Advisory Committee meeting for September 28, 2022 be adopted as amended.

**CARRIED**

*The agenda was varied***ADOPTION OF THE MINUTES**

Moved by **E. Wilson**, seconded by **J. Comazzetto**:

THAT the minutes for the Climate Action Advisory Committee meeting of August 24, 2022 be adopted.

**CARRIED****CO-CHAIRS REPORT**

**M. Stockdale, Co-Chair**, provided the following update:

As we all know we are in the middle of an election period. This will affect how committees work. We may have a new Mayor and council that might set a new direction for us and we need to be prepared. This committee needs to put together recommendations for the new Council members to implement in their new strategy. We need to think about what needs tidying and cleaning up between now and January 2023. B. Riome will discuss this at the team level. Since our last meeting, D. Bartel has joined the Fundraising and Funding and Metrics and reporting teams.

*Mayor Cumming arrived at 4:12 p.m.*

**DELEGATION PRESENTATION**

**J. Shipton, Environmental Planning Assistant**, was in attendance and provided an overview of the Sustainability Grants Program.

- This program receives an annual funding of \$3,000.00. Each grant is allocated a maximum of \$1,000.00 per project.
- Provided small grants directed at encouraging low cost, achievable sustainability actions in Vernon.
- This program was postponed in 2021 which has given us funding this year of \$6,000.00.
- Sustainable Goals are:
  - Ecosystem & Ecological Conservation
  - Energy conservation & Greenhouse Gas Emissions Reduction
  - Local food & Agriculture
  - Water Quality Protection & Conservation

- The 2022 / 2023 key dates are:
  - Fall Application Period:  
September 22 – October 24, 2022
  - Council Consideration:  
November 28, 2022
  - Award Notification:  
Letters sent by December 5, 2022
  - Fall Project Deadline:  
June 1, 2023
- We are hoping to extend the reach of this program so if you are interested, please keep us in mind.

The Committee had the following questions / comments:

- The Committee asked why the budget for this program was so low. Staff did not have an answer but they will be requesting a higher budget for next year.
- N. Hill noted that the Climate Action Youth Summit is coming up on December 1, 2022, with 4 high schools participating. They are allocated \$75.00 per project and will be looking for additional funding. J. Shipton asked that they get in contact with him. Application deadline is November 28, 2022 with notifications being sent December 5, 2022. J. Shipton will inquire as to moving the date forward for this program.
- The Committee suggested looking for corporate sponsors and recommended that staff bring this to an upcoming Council meeting with a request for more funding for this program.

***J. Shipton left at 4:32 p.m.***

## STAFF REPORT

**B. Riome, Climate Action Implementation Coordinator**, gave the following update:

- At its Regular Meeting on September 6, 2022, Council approved support funding to go to the Climate Action Youth Summit in the amount of \$12,500.00.
  - \$10,000 will initially be provided for the Youth Summit with the remaining \$2,500 will be provided on the

submission of a Funding Sustainability Report from the Fresh Outlook Foundation

- On September 17, 2022 he attended the Seniors Fair at the fire prevention booth and it was great to hear some many experiences from people

***Kim Flick arrived at 4:43 p.m.***

**Memo - Prioritization of Actions from the Climate Action Plan for the 2022-2026 Strategic Plan**

- From this memo priorities were identified. The City of Vernon has completed several tasks and are actively working on others. The Climate Action Advisory Committee is being asked to provide a list of priorities of the Climate Action Plan.

***J. Fyke arrived at 4:24 p.m.***

The Committee had the following questions / comments:

- The Committee confirmed this memo was created in 2020 and a lot of work has been completed since then and requested narrowing it down to the uncompleted tasks.
- The Committee suggested pulling together all information gathered since 2020 and having the Committee run a prioritizing workshop and bringing the results to Council. This will be further discussed at the new Co-Chairs meeting.

**DELEGATION  
PRESENTATION**

**K. Flick, Director, Community Infrastructure & Development**, was in attendance to provide an overview of Committee Best Practice & Operating Procedures. The following comments were made:

- The City of Vernon has a lot of Committees and they operate under Roberts Rules.
- A brief overview of Roberts Rules was given outlining the need to follow protocol so the minutes of the meeting are recorded correctly. Proper phrasing is required as recommendations are made to City Council based on them.

- M. Stockdale requested a tutorial on Roberts Rules and suggested it be done at the next cochair meeting.

**STAFF REPORT  
CONTINUATION****Draft for Discussion – Climate Action Plan Community  
Engagement Strategy**

- The Committee confirmed this draft was originally prepared by L. Cordell.
- The Committee would like to summarize this draft at the next Co-Chairs meeting and present it at the next Committee meeting.

**UNFINISHED  
BUSINESS****Team reports:**

- **Metrics and Reporting**

- Have not been able to find time for a meeting.
  - The Committee noted that this is important and we need goals and looked to J. Fyke for assistance.

J. Fyke noted part of the reason nothing has been completed is they do not have a plan.

- The Committee would like to discuss a possible annual report on the Climate Action Plan. This will be discussed at the upcoming prioritization workshop.

- **Community Engagement**

- Nothing to report

- **Youth Engagement**

- Nothing to report. They are having a meeting tomorrow.

- **Fundraising**

- A. Gee has committed to round 2 of the Climate Action Youth Summit. He thinks it will look different this year and is excited about funding support from RDNO and the City of Vernon and their goal is to put on something that has some quality to it.
- N. Hill noted the Climate Action Youth Summit kickoff is October 3, 2022. There will be different mentors for different projects and students are helping to reach a new goal.

- J. Comazzetto noted that the mentor packages are going ahead and people are excited about being mentors. The school trustees are excited about the launch and sad they will be in Vancouver during the Youth Summit.
- The Committee inquired if B. Riome will be at the Youth Summit to speak. B. Riome confirmed he will be attending the Summit as a mentor, not a speaker.
- J. Fyke noted that we are continuing with a Trello Board. There is a lot of money available through the Federal Government to retrofit community buildings and make them more efficient. One of the programs is the Canadian Greener Home Loans Program.
- The Committee asked that this information be sent to the group and also asked that any ideas from other members about how to get this program out to the citizens of Vernon and possibly get the City of Vernon involved be emailed to M. Stockdale, Councillor Quiring, or D. Bartel.

**NEXT MEETING**

The next meeting for the Climate Action Advisory Committee is set for Wednesday, October 26, 2022 at 4:00 PM.

**MOTION TO ADJOURN** Moved by **B. Guy**, seconded by **S. Eaman**:

THAT the meeting of the Climate Action Advisory Committee be adjourned.

**CARRIED**

**ADJOURNMENT**

The meeting of the Climate Action Advisory Committee adjourned at 5:42 p.m.

**CERTIFIED CORRECT:**

 Chair