



THE CORPORATION OF THE CITY OF VERNON

MEMORANDUM

TO: Will Pearce, Chief Administrative Officer **FILE:** 0610-04

PC: K. Poole, Director, Community Safety, Lands and Administration **DATE:** March 17, 2022
K. Satchell, Manager, Information Services

FROM: K. Austin, Manager, Legislative Services

SUBJECT: ESCRIBE IMPLEMENTATION UPDATE

The City's meeting management software, eSCRIBE, results in processing efficiencies by streamlining the creation and distribution of Council agendas and minutes. Agenda packages and meeting minutes posted to the website will be available in pdf and html formats, allow for faster downloading and navigating of the agenda packages and meeting minutes.

Administration is at the implementation stage for the preparation and distribution of Council meeting agendas and minutes using eSCRIBE. In this phase we have completed:

- ✓ Installation of the templates for meeting agendas and minutes
- ✓ Installation of the website application (location for members of the public to access the agenda packages and minutes)
- ✓ Tested publishing and successfully published the March 14, 2022 Council agenda cover pages and package

As of March 14, 2022, all open meeting agendas and adopted minutes (Regular Council, Committee of the Whole, Public Hearings) have been accessible for viewing, printing or downloading directly from the City's website. This is where Administration and public users will access open content.

For Council members and the Directors who require access to in camera material, user profiles will be set up in the online eSCRIBE web portal environment. This web-based portal will be the only place to access in camera content and will be available for downloading and saving or printing.

Administration will provide a brief workshop following the March 28, 2022 in camera meeting to demonstrate the web portal for Council and provide direction to enable user accounts.

Distributing agenda packages to M:DRIVES will be discontinued once Council members and Directors have been shown how to log-in to the eSCRIBE portal. Ideally the April 25, 2022 agendas will be accessed through the web-portal and/or City website only.

The most noticeable difference for users will be the look of the agenda cover pages and minutes created in eSCRIBE, versus those created in Microsoft Word. Attachment 1 shows a sample of the new agenda cover pages. This formatting change is essential for screen reading software used by blind or visually impaired people who wish to read online content. PDF/printed versions of agenda cover pages may also show areas of white space. The automated system creates page breaks where it determines an item needs to stay intact. The agendas are designed to be a continuous document to be read in an online environment.

As with any new software, users may experience some 'bugs' along the way. Administration encourages feedback from users and will work closely with the eSCRIBE implementation specialist to address and resolve issues.

Additional modules and features that are yet to be implemented include:

- Webcasting – livestreaming and video recording of meetings using eSCRIBE will be implemented following the installation and testing technology upgrades and hardware in Council Chambers (3 to 4 months)
- eSCRIBE Pro Licenses – will be tested and assigned to Council members with user training to coincide with the Council Orientation following the elections (November 2022). This feature provides some enhanced user tools for Council members.

RECOMMENDATION:

THAT Council receives, for information, the memorandum titled "eSCRIBE Implementation Update" dated March 17, 2022 and respectfully submitted by the Manager, Legislative Services.

Respectfully submitted:



Attachment 1 – Sample Agenda Cover Pages

THE CORPORATION OF THE CITY OF VERNON



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

AGENDA

Regular Open Meeting of Council

Monday, February 28, 2022, 1:30 p.m.

CITY HALL COUNCIL CHAMBER

3400 30 Street

Vernon B.C.

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

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;

(c) labour relations or other employee relations;

(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;

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 February 28, 2022, Regular Open Meeting of Council be adopted as circulated.

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

THAT the minutes of the Regular meeting of Council held February 14, 2022, be adopted;

AND FURTHER, that the minute of the Public Hearing held February 14, 2022, be adopted;

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held February 14, 2022, be received.

4. BUSINESS ARISING FROM THE MINUTES

5. GENERAL MATTERS

5.a. Delegation - North Okanagan Cycling Society

9

Nicole Robert, Ed Jule and members of the Youth Programs and Development Committee, North Okanagan Cycling Society, will present to Council regarding a mountain bike skills area as part of the Kin Race Track Development Plans

6. COUNCIL INQUIRIES

7. ADMINISTRATION UPDATES

160

THAT Council receive the Administration Updates dated February 28, 2022, for information.

8. UNFINISHED BUSINESS

8.a. Waste Collection Services - Organics Processing (5360-05)

162

THAT Council receive the memorandum titled "Waste Collection Services – Organics Processing", dated February 22, 2022, respectfully submitted by the Manager, Roads, Drainage and Airport for information.

8.b. 2022 Spring Sweeping - Update (5400-14)

163

THAT Council receive the memorandum titled "2022 Spring Sweeping – Update" dated February 16, 2022 respectfully submitted by the General Manager, Public Works for information.

8.c. Kin Race Track Athletic Park Test Fit Review (6520-32)

167

THAT Council confirms the inclusion of (to be cited by Council) in the Kin Race Track Athletic Park and directs Administration to proceed to develop a concept plan for public engagement to be presented to Council for its consideration at its Regular Meeting of April 25, 2022 as outlined in the memorandum titled "Kin Race Track Athletic Park Test Fit Review" dated February 17, 2022 and respectfully submitted by the Manager of Long Range Planning and Sustainability.

8.d. Retail Cannabis Buffer Amendments (4330-01)

171

Option 1 (exclude the primary and secondary BIAs from the 500m buffer regulation):

THAT Council support the proposed amendment to Zoning Bylaw 5000 to incorporate a proximity buffer prohibition on Retail Cannabis Stores and exclude the primary and secondary Business Improvement Areas from the 500m buffer regulation as contained in Attachment 1 of the memorandum titled "Retail Cannabis Buffer Amendments" dated February 17, 2022, and respectfully submitted by the Current Planner.

Option 2 (the 500m buffer regulation applies throughout the City including both the primary and secondary BIAs):

THAT Council rescind the following resolution from the January 24, 2022 Regular Meeting:

THAT Council direct Administration to bring forward the following amendment bylaws for Council's consideration at the February 14, 2022 Regular Meeting of Council as outlined in the report titled "Retail Cannabis Licensing Regulations and Sensitive Uses" dated January 11, 2022 and respectfully submitted by the Current Planner:

- a. Amend Zoning Bylaw #5000 to include a 500m proximity buffer prohibition on retail cannabis stores from other retail cannabis stores (not to apply in Business Improvement Areas 1 and 2) and a 250m proximity buffer prohibition from K to 12 schools;*
- b. Amend Delegation of Authority Bylaw #5727 to include the delegation of Council's authority to make recommendations and comments on provincial applications for a retail cannabis store licence in response to referrals provided by the Liquor and Cannabis Regulation Branch; and*
- c. Amend Business Licence Bylaw #5480 to include a lapse provision for applications that are not active for a period of twenty-four months;*

AND FURTHER Council direct Administration to bring forward the following amendment bylaws for Council's consideration as outlined in

the report titled "Retail Cannabis Licensing Regulations and Sensitive Uses" dated January 11, 2022 and respectfully submitted by the Current Planner:

- a. Amend Zoning Bylaw 5000 to prohibit retail cannabis stores from being located within 500m of another retail cannabis store location and further that retail cannabis stores be prohibited from being located within 250m of K to 12 schools;
- b. Amend Delegation of Authority Bylaw 5727 to include the delegation of Council's authority to Administration to make recommendations and comments on provincial applications for a retail cannabis store licence in response to referrals provided by the Liquor and Cannabis Regulation Branch; and
- c. Amend Business Licence Bylaw 5480 to include a lapse provision for applications that are not active for a period of 24 months;

AND FURTHER Council support the proposed amendment to Zoning Bylaw 5000 to incorporate a proximity buffer prohibition on Retail Cannabis Stores throughout the city as contained in Attachment 2 of the memorandum titled "Retail Cannabis Buffer Amendments" dated February 17, 2022, and respectfully submitted by the Current Planner.

9. MATTERS REFERRED

10. NEW BUSINESS

- 10.a. Child Care Space Creation Projects Progress - February (8215-05) 183**
THAT Council receive for information the memo titled "Child Care Space Creation Projects Progress – February", dated February 18, 2022 and respectfully submitted by the Manager, Community Recreation.
- 10.b. Protective Services 2021 Year End Report (4000-10) 186**
THAT Council receive the memorandum titled "Protective Services 2021 Year End Report", dated February 8, 2022 respectfully submitted by the Manager, Protective Services, for information.
- 10.c. Fixed, Large Volume Nozzle Project (7380-01) 215**
THAT Council authorize the additional funds from the Fire Equipment Reserve in an amount up to and not exceeding \$9,350 for the completion of the Fixed, Large Volume Nozzle Project, as outlined in the memorandum titled "Fixed, Large Volume Nozzle Project" dated February 15, 2022, and respectfully submitted by the Director, Fire Rescue Services.

- 10.d. 2021 Fourth Quarter & Year End Development & Tourism Indicators Summary (6970-20)** 216
- THAT Council receive for information the memorandum titled “2021 Fourth Quarter and Year End Development and Tourism Indicators Summary” dated February 16, 2022 and respectfully submitted by the Manager, Economic Development and Tourism.
- 10.e. 2021 Financial Impact of COVID (1830-01)** 228
- THAT Council direct Administration to not transfer \$249,733 to Recreation Services from the COVID Safe Restart Grant funds for a 2021 anticipated budget shortfall in Recreation Services;
- AND FURTHER, that Council direct Administration to return COVID Safe Restart Grant funds to the District of Coldstream (\$56,287) and the Regional District of North Okanagan Electoral Areas B & C (\$59,087);
- AND FURTHER, that Council appropriate \$96,857 for direct COVID costs in 2021, and appropriate \$1,400,248 for net revenue shortfalls related to COVID, for a total of \$1,497,105 from the Provincial Safe Restart Grant, as identified in the memorandum dated February 18, 2022 respectfully submitted by the Director, Financial Services.
- 10.f. Pay by Phone Transaction Fees (4000-02)** 230
- THAT Council approve Bylaw amendments to the “Fees and Charges Bylaw Number 3909, 1993” as presented in the memorandum titled “Pay by Phone Transaction Fees”, dated January 31, 2022 and respectfully submitted by the Manager, Protective Services.
- 10.g. Proposed Amendments to Bylaw #3909 (Fees and Charges) (3900-02-CID)** 234
- THAT Council support amendments to Bylaw #3909 (Fees and Charges) as identified on Attachment 1 in the report titled “Proposed Amendments to Bylaw #3909 (Fees and Charges)” dated February 22, 2022 and respectfully submitted by the Director, Community Infrastructure and Development.
- 10.h. Proposed Amendments to Bylaw #3909 (Fees and Charges) (3900-02-CSLA)** 239
- THAT Council support amendments to Bylaw #3909 (Fees and Charges) as identified on Attachment 1 in the report titled “Proposed Amendments to Bylaw #3909 (Fees and Charges)” dated February 23, 2022 and respectfully submitted by the Manager, Real Estate.

10.i. Rezoning Application for 8801 Tavistock Road (ZON00380/DP000940)

242

THAT Council support rezoning application 380 (ZON00380) to rezone Lot B, DL 298, Plan KAP91703, ODYD (8801 Tavistock Road) from RH1 – Low-Rise Residential to RM1 – Row Housing Residential in order to construct five semi-detached dwellings as outlined in the report titled “Rezoning Application for 8801 Tavistock Road” dated February 17, 2022 and respectfully submitted by the Manager, Current Planning;

AND FURTHER, that Council direct Administration to waive the Public Hearing as per Section 464(2) of the Local Government Act for the zoning amendment for 8801 Tavistock Road as the rezoning complies with the Official Community Plan.

10.j. Southern Interior Local Government Association 2022 Convention and Federation Canadian Municipalities (0530-10)

257

THAT the memorandum titled “Southern Interior Local Government Association 2022 Convention and Federation of Canadian Municipalities Annual Conference and Trade Show 2022 – Council Attendance” dated February 18, 2022 and respectfully submitted by the Manager, Legislative Services be received;

AND FURTHER, that Council approve (to be cited by Council) to attend the Southern Interior Local Government Association 2022 Convention, to be held in Salmon Arm, BC from April 26 to 29, 2022;

AND FURTHER, that Council approve (to be cited by Council) to attend the Federation of Canadian Municipalities Annual Conference and Trade Show 2022, to be held in Regina, SK, from June 2 to 5, 2022.

10.k. Southern Interior Local Government Association Resolution - Sustainable Funding for Public Libraries (0360-25)

THAT Council endorse the following resolution:

WHEREAS libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years;

AND WHEREAS public libraries are central to communities, providing equitable access to vital resources, including internet, computers, digital library tools, and in-person services from expert staff;

AND WHEREAS public libraries provide British Columbians with low-barrier services, that support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

THEREFORE BE IT RESOLVED that the City of Vernon urge the Government of British Columbia to provide long-term sustainable funding for public libraries in BC;

AND BE IT FURTHER RESOLVED that the Province ensure that BC Libraries will henceforth receive regular increases to Provincial Government funding in subsequent years.

11. LEGISLATIVE MATTERS

11.a. Bylaw for Adoption

11.a.1. Bylaw 5885

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THAT Bylaw 5885 "Subdivision and Development Servicing (Section 1 through 9) Amendment Bylaw 5885, 2022", a bylaw to adjust the minimum triggering threshold and maximum potential value for offsite works and servicing requirements, be adopted.

11.b. Bylaw for First, Second and Third Readings

11.b.1. Bylaw 5892

305

THAT Bylaw 5892, "Election Procedure (Randomized Ballots, Advance Voting, Nomination Documents) Amendment Bylaw 5892, 2022", a bylaw to amend the procedures and requirements of 'Election Procedure Bylaw Number 3971, 1993', be read a first, second and third time.

12. COUNCIL INFORMATION UPDATES

13. INFORMATION ITEMS

13.a. Correspondence

308

1. Letters dated January 28, 2022 from Leslie Baird, Mayor, Village of Cumberland re: A Health Based Approach to the Substance Use Act.
2. Letter dated February 1, 2022 from Rod Crowe, Mayor, Village of Chase re: BC Wildfire Petition – District of Lillooet.
3. Letter dated February 2, 2022 from Lisa Helps, Mayor, City of Victoria re: Support for the legal challenge of the Government of Quebec – Bill 21.
4. Letter dated February 17, 2022 from Linda Buchanan, Mayor, City of North Vancouver re: Transport Canada Augments Regulation for Micromobility Devices.

13.b. Minutes from the following Council Committee:

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1. Advisory Planning, December 14, 2021

14. CLOSE OF MEETING