

THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING  
HELD TUESDAY, OCTOBER 15, 2019**

PRESENT: Mayor V. Cumming

Councillors: A. Mund, K. Gares, K. Fehr,  
B. Quiring, S. Anderson, D. Nahal

Staff: W. Pearce, CAO  
P. Bridal, DCAO / Director, Corporate Services  
K. Flick, Director, Community Infrastructure & Development  
D. Law, Director, Finance  
B. Bandy, Manager, Real Estate\*  
S. Koenig, Director, Operations  
Chief Lind, Vernon Fire Rescue Services  
E. Stranks, Manager, Engineering Development Services\*  
K. Poole, Manager, Economic Development & Tourism\*  
C. Broderick, Manager, Current Planning\*  
D. Ross, Director, Recreation Services\*  
C. Poirier, Manager, Communications & Grants  
D. Lees, Sr. Bylaw Compliance Officer\*  
G. Gaucher, Manager, Protective Services\*  
Supt. S. Baher, RCMP, OIC Vernon Detachment\*

\*Attended as required

**CALL TO ORDER**

Mayor Victor Cumming called the meeting to order at 8:42 am.

**AGENDA ADOPTION**

Moved by Councillor Mund, seconded by Councillor Gares:

THAT the Agenda for the October 15, 2019 Committee of the Whole meeting be adopted, as presented.

**CARRIED.**

**ADOPTION OF THE  
MINUTES**

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT the minutes of the Committee of the Whole meeting of Council held September 16, 2019, be adopted, as presented.

**CARRIED.**

**BUSINESS ARISING FROM THE MINUTES**

**GENERAL MATTERS**

**PRESENTATION –  
DEVELOPMENT AND  
BUILDING PERMIT  
PROCESS  
(6410-23)**

Craig Broderick, Manager, Current Planning provided an overview of the Development and Building Permit Process.

**The following points were noted:**

- Current Planning is responsible or actively involved with processing, analyzing and managing applications for:

- Official Community Plan
- Zoning
- Land Use Contracts
- Subdivision
- Rezoning
- Development Permits
- Development Variance Permits
- Affordable housing projects/agreements
- Heritage planning
- Boundary extensions
- Board of Variance
- Cannabis
- Number and type of applications received from 2015 to current reviewed. Advised that processing times vary.
- OCP Amendment and Zoning applications Process
  - Pre-Application Meetings
  - Submit Application – Applicant
  - Planning review
  - Referral process
  - APC Meeting
  - Consideration by Council, public notice, sign & mailed notice
  - Public Hearing and further consideration by Council
- Development Variance Permits Process
  - Pre-Application Meetings
  - Submit Application – Applicant
  - Planning review
  - Referral process
  - APC Meeting
  - Consideration by Council, public notice, sign & mailed notice
  - Public Input – Permit approved and denied.
- Cannabis Application Process
  - Application received from LCRB
  - Applicant submits Cannabis License Application to CoV
  - Referral Process
  - Consideration by Council
  - LCRB sends final decision back to CoV for issuance of Cannabis Business License
- Subdivisions (Delegated to Approving Officer) Process
  - Pre-Application Meetings
  - Submit Application
  - Planning Review
  - Referral Process
  - Preliminary Layout Review
  - Substantial Completion
  - Final Approval
- Development Permit (Delegated to staff) Process

- Submit Application
- Planning review
- Referral process
- Referral Response Letter
- Revision Review
- Final Consideration
- DP Registration
- Other Applications
  - Heritage restoration grants
  - Heritage revitalization agreements
  - Boundary Extensions/Annexations
  - ALR applications
  - Board of Variance
  - Temporary Use Permits
  - Land Use Contracts
- Building Permit Process
  - Submit Application
  - Plans review
  - Fees and Conditions are determined
  - Inspections Completed During Construction
  - Final Inspection and File Closure
- Other Permits
  - Temporary Building Permit
  - Plumbing Permit
  - Sign Permit
  - Demolition Permit
  - Hoarding Permit
  - Liquor License
  - Pool Permit
  - Block Party Permit
  - House Moving Permit
  - Retaining Wall Permit
  - Secondary Suite Assessments
  - Property Information Requests
  - Tree Cutting Permits

Members of Council requested Administration consider a Checklist for development requirements, including the date of the application on the report to Council, including the applicant's name, having an online system for applicants so they can check the progress and outstanding items with their applications.

Council also requested that the presentation be placed on the website.

Moved by Councillor Anderson, seconded by Councillor Fehr:

THAT Council receives the presentation from Manager Current Planning regarding Development and Building Permit Process.  
**CARRIED.**

**BYLAW COMPLIANCE  
SEASONAL  
ENFORCEMENT  
PROGRAM  
(4000-01-02)**

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT Council receive the internal memorandum titled "Bylaw Compliance Seasonal Enforcement Program" dated October 8, 2019, from the Manager, Protective Services;

AND FURTHER, that Council approves additional funding of \$34,043, source of funds 2018 unexpended uncommitted year end balance, to extend the "Bylaw Compliance Seasonal Enforcement Program" to December 15, 2019.  
**CARRIED.**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**LEGISLATIVE MATTERS**

**COUNCIL INFORMATION UPDATES**

**G.V.A.C./R.D.N.O. REGULAR MEETINGS**

**INFORMATION ITEMS**

Mayor Cumming closed the meeting at 9:27 am.

**CLOSE**

**CERTIFIED CORRECT:**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Officer