



## THE CORPORATION OF THE CITY OF VERNON

# AGENDA

## REGULAR OPEN MEETING OF COUNCIL

COUNCIL CHAMBERS  
CITY HALL  
MONDAY  
JUNE 11, 2018  
At 1:30 p.m.

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### **Council**

Mayor A. Mund

Councillor S. Anderson  
Councillor C. Lord  
Councillor B. Quiring

Councillor J. Cunningham  
Councillor D. Nahal  
Councillor B. Spiers

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For Enquiries  
Telephone: (250) 545-1361  
[www.vernon.ca](http://www.vernon.ca)



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

# THE CORPORATION OF THE CITY OF VERNON

## A G E N D A

### REGULAR OPEN MEETING OF COUNCIL

#### CITY HALL COUNCIL CHAMBERS

MONDAY, JUNE 11, 2018

AT 1:30 PM

1. CALL REGULAR MEETING TO ORDER AND MOVE TO COMMITTEE OF THE WHOLE
2. RESOLUTION TO CLOSE MEETING
  - A. BE IT RESOLVED that the meeting be closed to the public in accordance with Section 90 of the *Community Charter* as follows:
    - (c) *labour relations or other employee relations;*
    - (d) *the security of the property of the municipality;*
    - (k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public*
3. ADJOURN TO OPEN COUNCIL AT 1:30 PM

#### AGENDA

- A. THAT the Agenda for the June 11, 2018 Regular Open Meeting of Council be adopted as circulated.

4. ADOPTION OF MINUTES AND RECEIPT OF COMMITTEE OF THE WHOLE

#### MINUTES

- A. THAT the minutes of the Regular Meeting of Council held May 28, 2018, be adopted; **(P. 9)**

AND FURTHER, that the minutes of the Special Regular Meeting of Council held on June 4, 2018, be adopted;  
**(P. 24)**

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held May 28, 2018, be received.

5. BUSINESS ARISING FROM THE MINUTES
6. GENERAL MATTERS

**PRESENTATION – NORTH  
OKANAGAN CANADA  
DAY SOCIETY**

A. Sherrilee Franks, Vice President, North Okanagan Canada Day Society re: Review of Activities Planned for July 1, 2018 Canada Day.

1. *THAT Pursuant to Council Procedure Bylaw 4840, Section 12 (c), Council considers approval of the Activities Planned for July 1, 2018 Canada Day at the June 11, 2018 Regular Council meeting. (requires 2/3 majority vote of Council)*
2. *THAT Council endorses the July 1, 2018 Canada Day activities in Polson Park as presented to Council by Ms. Sherrilee Franks, Vice President, North Okanagan Canada Day Society (NOCDS); at the June 11, 2018 meeting of Council;*

*AND FURTHER, that Council reconfirms the appointment of Councillor Scott Anderson as the Council Liaison to the Canada Day Society, and confirms that Councillor Anderson, as Council Liaison, shall provide direction and control on all plans and arrangements made by the Canada Day Society so as to be able to resolve any issues or changes in plans to ensure the City's interests are safeguarded;*

*AND FURTHER, that Council approves the provision of liability insurance through the City's carrier for the 2018 Canada Day festivities in Polson Park;*

*AND FURTHER, that Council directs Administration to ensure liability insurance policies which name both the City and the NOCDS as co-insureds are in place in relation to the dog agility, ATV demonstration and skate board competition events prior to those events proceeding;*

*AND FURTHER, that Council directs Administration to issue a business licence to the North Okanagan Canada Day Society at no cost;*

*AND FURTHER, that Council **approves** 'in kind' items requested (use of Polson Park, tables, chairs, parks key, parks employee on site, 6 porta potties, two large Canadian flags, on site traffic control, to the Canada Day Committee for **2018** Canada Day activities.*

**DEVELOPMENT  
VARIANCE PERMIT  
#00430 APPLICATION  
FOR 7012 APPALOOSA  
WAY (P. 26)**

B. THAT Council's approval, at its Regular Meeting of **June 26, 2017**, of Development Variance Application #DVP00395 to vary the following sections of Zoning Bylaw #5000 to allow for an addition to the house and a retaining wall with a fence on top on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum front yard building setback from 7.5m to 1.8m (Sec.9.2.5); and
- b) to vary the maximum combined height of a retaining wall and a fence on top of the retaining wall from 2.0m to 3.96m (Sec.5.11 and Sec.6.5.12).

AND FURTHER, that Council's support of DVP00395 is subject to the following:

- a) That the revised site, elevation, floor, retaining wall and fence plans be provided by the applicant and attached to and form part of DVP00395 as Schedule 'A'; and
- b) That the revised site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped

**be extended for one year;**

AND FURTHER, that Council support Development Variance Permit Application #DVP00430 to vary the following section of Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum west side yard building setback from 2.5m to 1.5m (Sec.9.2.5).

AND FURTHER, that Council's support of DVP00430 is subject to the following:

- a) That the site, elevation, floor, retaining wall and fence plans noted as Attachments 3 to 9 inclusive in the report titled "Development Variance Permit Application for 7012 Appaloosa Way" dated May 16, 2018 be attached to and form part of DVP00430 as Schedule 'A'; and
- b) That the site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped.

**Public Input – DVP #00430**

i. Public Input on Development Variance Permit #00430 to vary Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

**Issuance of Permit #00430**

ii. THAT the Corporate Officer be authorized to issue Development Variance Permit #00430 to vary Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way), once all conditions of Council are satisfied.

**7. COUNCIL INQUIRIES**

**8. ADMINISTRATION UPDATES**

A. THAT Council receive the Administration Updates dated June 11, 2018. (P. 45)

**9. UNFINISHED BUSINESS**

A. THAT Council direct Administration to undertake the process to determine the feasibility of a cosmetic pesticide reduction program for public lands in Vernon and a bylaw for regulating cosmetic pesticide use on residential lands, as outlined in the report titled "Proposed Cosmetic Pesticides Review Process" dated May 31, 2018 from the Director, Community Infrastructure and Development.

**PROPOSED COSMETIC PESTICIDES REVIEW PROCESS (P. 48)**

**10. MATTERS REFERRED: COMMITTEE OF THE WHOLE AND IN-CAMERA**

**11. NEW BUSINESS**

**A. Correspondence:**

**OKANAGAN LANDING SEWER EXTENSION – CLEAN WATER WASTEWATER FUND (CWWF) – FUNDING TRANSFER (P. 114)**

(i) THAT Council support the transfer of \$180,000 of infrastructure reserves and \$120,000 of gas tax reserves from the approved Willow/Dallas sewer local service project budget to the Clean Water Wastewater Fund project, to fund necessary road and drainage renewal in areas identified during construction.

**2017 ANNUAL REPORT (P. 116)**

(ii) THAT Council receive and approve the 2017 Annual Report for the City of Vernon as attached to the Internal Memorandum of the same title, dated May 31, 2018 and respectfully submitted by the Director of Financial Services;

AND FURTHER, that Council scheduled a Public Meeting to receive submissions and questions from the public concerning the 2017 Annual Report on Monday, June 25, 2018 at 5:00 pm in Council Chambers.

**2018/2019 SILGA MEMBERSHIP DUES (P. 264)**

(iii) THAT Council considers membership in the Southern Interior Local Government Association for 2018/2019, and directs administration accordingly.

**DOG CONTROL BYLAW 2466 (P. 266)**

(iv) THAT Council support the proposed amendments to Dog Control Bylaw 2466 with regard to keeping dogs on a secure leash in public places, except in a permitted dog off-leash area, as presented in the Regional District of North Okanagan letter titled "Dog Control Bylaw 2466", dated May 30, 2018, attached to the Internal Memorandum of the same title, dated June 6, 2018 respectfully submitted by the CAO.

**REGIONAL CONSERVATION FUND AND SERVICE ESTABLISHMENT BYLAW (P. 282)**

(v) THAT Council receives the letter dated April 30, 2018 from the Regional District of North Okanagan, regarding participation in a Regional Conservation Fund, and directs Administration to advise the Regional District of the North Okanagan, that the City of Vernon will not be participating in the Service Establishment Bylaw for a Regional Conservation Fund.

**BYLAW 2778 – VERNON SEARCH AND RESCUE, SERVICE ESTABLISHMENT BYLAW 2779 – VERNON SEARCH AND RESCUE, SERVICE LOAN AUTHORIZATION (P. 309)**

(vi) THAT City of Vernon Council endorses proceeding to assent of the electors through an Alternative Approval Process (AAP) for Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018, and Vernon Search and Rescue Loan Authorization Bylaw No. 2779, 2018, to establish a service and adopt a loan authorization bylaw to borrow up to \$3.5 million to facilitate the cost of buying real property and constructing a building to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan.

**B. Reports:**

**REZONING APPLICATION FOR 5770 PLEASANT VALLEY ROAD (P. 339)**

(i) THAT Council support the application (ZON00291) to rezone Lot 6, Plan 939, Section 11, Township 8, ODYD (5770 Pleasant Valley Road) from RDNO R1 (Residential Single Family) to RH1 (Low Rise Apartment Residential) and P1 (Parks and Open Space) in order to construct three 72 unit apartment buildings and an amenity building, and to

accommodate the extension of BX trail adjacent to BX Creek, subject to the following conditions:

1. a) Provision of a statutory right of way to accommodate sanitary and water mains;
  - b) Provision, design and construction of an emergency access route to connect this property to Lot A, Plan EPP56407;
  - c) Dedication and construction of a 15m wide corridor adjacent to the east side of BX Creek to allow for the extension of the BX trail;
  - d) The design and construction of all on-site and off-site works and services necessary to service the property; and
  - e) Dedication and construction of road right of way adjacent to Deleenher Road, including a cul de sac turnaround, the extension or replacement of the bridge structure in Deleenher Road adjacent to the subject property, and improvements to the extension of the BX trail through the subject property;
2. Return to Crown of lands below the high water mark of BX Creek; and
  3. Completion of environmental enhancement and mitigation as recommended in the Riparian Area Reports prepared by Sage Environmental and dated July 2017 and March 2018 respectively.

**12. LEGISLATIVE MATTERS**

Bylaws:

**ADOPTION**

• 5678

(i) THAT Bylaw #5678, “**Parks and Public Places (Prohibit Smoking) Amendment Bylaw 5678, 2018**” – a bylaw to amend City of Vernon Parks and Public Places Bylaw #5057, 2007, **be adopted. (P. 378)**

• 5679

(ii) THAT Bylaw #5679, “**Clean Indoor Air and Smoking Regulations Amendment Bylaw Number 5679, 2018**” – a bylaw to amend the Clean Indoor Air and Smoking Regulations Bylaw #5679, **be adopted. (P. 381)**

**FIRST AND SECOND  
READINGS & PUBLIC  
HEARING DATE**

- **5688**

- (iii) THAT Bylaw #5688, "**5770 Pleasant Valley Road Rezoning Amendment Bylaw Number 5688, 2018**" – a bylaw to rezone the subject property from "R1 NORD (Residential Single Family)" to "RH1 – Low rise Apartment Residential" and "P1 – Parks and Open Space", **be read a first and second time;**

AND FURTHER, that the Public Hearing for Bylaw #5688, be scheduled for **Monday, July 9, 2018**, at **5:30 pm**, in Council Chambers. **(P. 383)**

**13. COUNCIL INFORMATION UPDATES**

A. Mayor and Councillors Reports.

**14. INFORMATION ITEMS**

A. Minutes from the following Committees of Council:

- (i) Finance Committee, April 17, 2018 **(P. 386)**
- (ii) Advisory Planning, May 15, 2018 **(P. 389)**

**CLOSE**

**15. CLOSE OF MEETING**



THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF A REGULAR OPEN MEETING OF COUNCIL  
HELD MONDAY, MAY 28, 2018**

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PRESENT: Mayor A. Mund

Councillors: B. Spiers, J. Cunningham, C. Lord  
(S. Anderson, B. Quiring, D. Nahal, absent)

Staff: W. Pearce, CAO  
S. Blakely, Manager, Legislative Services  
D. Law, Director, Financial Services  
N. Nilsen, Communications Officer and Grants Coordinator  
K. Flick, Director, Community Infrastructure & Development  
G. Gaucher, Manager, Protective Services  
D. Ross, Director, Recreation Services  
S. Kozin, Manager, Water Reclamation Center\*  
S. Koenig, Director, Operations\*  
J. Rice, Manager, Operations

*\*Attended as required.*

Others: Media and Members of the Public

Mayor Mund called the Regular Open meeting to order at 8:40 am and requested a motion to move to Committee of the Whole.

Mayor Mund reconvened the Regular Open meeting and requested a motion to move to In Camera.

**RESOLUTION TO  
CLOSE MEETING**

Moved by Councillor Lord, seconded by Councillor Spiers:

BE IT RESOLVED that the meeting be closed to the public in accordance with Section 90 of the *Community Charter as follows:*

- (c) labour relations or other employee relations;*
- (d) the security of the property of the municipality;*
- (g) litigation or potential litigation affecting the municipality;*
- (h) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public*

**CARRIED.**

Mayor Mund called the Regular Open meeting back to order at 1:31 pm.

PRESENT: Mayor A. Mund

Councillors: B. Spiers, J. Cunningham, S. Anderson,  
B. Quiring, C. Lord, D. Nahal

Staff: W. Pearce, Chief Administrative Officer  
S. Blakely, Manager, Legislative Services  
J. Nicol, Legislative Committee Clerk  
D. Law, Director, Financial Services  
K. Flick, Director, Community Infrastructure & Development  
S. Koenig, Director, Operation Services  
D. Ross, Director, Recreation Services\*  
D. Lind, Interim Fire Chief\*  
K. Poole, Manager, Economic Development & Tourism\*  
B. Bandy, Manager, Real Estate\*  
G. Gaucher, Manager, Protective Services\*  
A. Watson, Manager, Transportation\*  
M. Dowhaniuk, Manager, Infrastructure Management\*  
R. Nuriel, Planner, Economic Development\*  
N. Nilsen, Communications Officer/Grants Coordinator  
E. Stranks, Manager, Engineering Development Services\*

\*Attended, as required

Others: Media and Members of the Public

ADOPTION OF THE AGENDA:

**APPROVAL OF ITEMS LISTED ON THE AGENDA**

Moved by Councillor Anderson, seconded by Councillor Quiring:

THAT the agenda for the May 28, 2018, Regular Open meeting of the Council of The Corporation of The City of Vernon be amended as follows:

1. **SEE ITEM 6.B. GENERAL MATTERS** – Development Variance Permit #00422 Application for 8853 Adventure Bay Road, Email dated May 23, 2018 from Chris & Ann Hartman, Adventure Bay Road re: Public Input for DVP#00422.
2. **SEE ITEM 11.A.(v) NEW BUSINESS – Correspondence – Statement of Financial information – Council Remuneration & Expenses** 2017 Revised.
3. **ADD ITEM 11.A.(vii) NEW BUSINESS – Correspondence –** Petition received May 25, 2018 from Little Tex Restaurant, re: Parking

**REGULAR OPEN MEETING OF COUNCIL MONDAY, MAY 28, 2018**

*‘THAT Council refers the petition received May 25, 2018 from Little Tex Restaurant regarding parking to Administration for review and reporting back to Council with recommendation.’*

AND FURTHER, that the agenda be adopted as amended.

**CARRIED.**

**ADOPTION OF MINUTES:**

**COUNCIL MEETINGS**

Moved by Councillor Cunningham, seconded by Councillor Nahal:

THAT the minutes of the Regular Meeting of Council held May 14, 2018, be adopted;

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held May 14, 2018, be received.

**CARRIED.**

**BUSINESS ARISING FROM THE MINUTES:**

**GENERAL MATTERS:**

**PRESENTATION –  
RESTORATIVE  
JUSTICE SOCIETY –  
NORTH OKANAGAN –  
2017 YEAR IN REVIEW  
(7500-20-06)**

Ms. Margaret Clark, Executive Director, Restorative Justice Society – North Okanagan, provided a 2017 Year End Review and Letter of Request for consideration of contract renewal.

**The following points were reviewed:**

- Getting the word out regarding Restorative Justice, nationally, provincially and locally
- Hosted drama events last year which demonstrated the positive outcome of restorative justice
- 18 agreements reached in 2017, 92% with full compliance, 8% partial compliance
- This is the first year with agreements covering three year span
- Time spent per agreement is on-par with previous years
- Restorative justice saves time and money over long run
- Thank you for support from Council in past.

Moved by Councillor Lord, seconded by Councillor Cunningham:

THAT Council receives the ‘Restorative Justice Society – North Okanagan “2017 Year in Review Report” as provided by Ms. Margaret Clark, Executive Director, at the May 28, 2018 Regular Council Meeting;

AND FURTHER, that Council directs Administration to review the letter dated May 22, 2018 from Stan Eaman, President, regarding the

contract for Restorative Justice Society – North Okanagan and provide a report back to Council with recommendation.

**CARRIED.**

*Councillor Nahal declared a conflict in the following matter as she is related to the applicant. Councillor Nahal left the meeting at 1:33 pm*

**DEVELOPMENT  
VARIANCE PERMIT  
#00422 APPLICATION  
FOR 8853  
ADVENTURE BAY  
ROAD  
(DVP00422)**

Moved by Councillor Lord, seconded by Councillor Spiers:

THAT Council support the development variance permit application to vary Section 4.16 of Zoning Bylaw #5000 to allow for subdivision and construction on lands with slopes in excess of 30% on Lot 2, Plan 27137, DL 298, ODYD (8853 Adventure Bay Road).

**Public Input – DVP  
#00422**

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

Email dated May 23, 2018                      Chris and Ann Hartman

Mayor Mund called a first time for representation from the public in attendance who believe their interest in property is affected by Development Variance Permit #00422 to vary Section 4.16 of Zoning Bylaw #5000 to allow for subdivision and construction on lands with slopes in excess of 30% on Lot 2, Plan 27137, DL 298, ODYD (8853 Adventure Bay Road).

**1. Steven Goss, Adventure Bay Road**

- Adventure Bay Road is not an arterial
- Concerned about access and whether it is affected by slope
- There may be parking on the road when residents have guests
- Concerned about the statute of limitations for the subdivision
- Would like to see a maximum of three lots fronting Adventure Bay Road
- Feels that the notification process was too short (only saw sign, no letter received)
- Concern that new construction will block view for others
- Would like rationale on why application should be approved.

**2. Joe Uppal, Saath Development Corporation, Applicant**

- Apologies for the lack of detail on rendering
- Is exploring the option of shared driveways, three driveways at bottom, one at top
- Trying to keep lots as fee simple rather than strata
- Although there are sections over 30%, this is non-native soil moved due to construction of home and road works
- There will be ample parking, very few vehicles travel on Adventure Bay

- Would like to keep area beautiful.

**3. Steven Goss**

- Requested clarification on parking.

Mayor Mund called a second and third time for representation from the public. There being none Mayor Mund closed the Public Input session for DVP00422.

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

**Issuance of Permit #00422**

Moved by Councillor Lord, seconded by Councillor Quiring:

THAT the Corporate Officer be authorized to issue Development Variance Permit #00422 to vary Section 4.16 of Zoning Bylaw #5000 to allow for subdivision and construction on lands with slopes in excess of 30% on Lot 2, Plan 27137, DL 298, ODYD (8853 Adventure Bay Road), once all conditions of Council are satisfied.

**CARRIED.**

*Councillor Nahal returned to the meeting at 2:31 pm*

**COUNCIL INQUIRIES**

**RIGHT TO FARM ACT (0135-01)**

Council inquired as to whether the City has any jurisdiction over agricultural land in close proximity to City subdivisions. **A. Admin:** If an address is provided, the issue can be addressed specifically.

**REMUNERATION COMMITTEE (0570-06)**

Council requested the Council Remuneration Committee information be posted on the City website.

**COUNCIL DISCRETIONARY GRANTS (1850-20)**

Council advised that the budget for Council Discretionary Grants was expended in full during the April intake and, as such, there will not be an October intake. Council requested that information be posted on the City's website.

*Councillor Quiring declared conflict of interest regarding the old Legion Building at 3301 31<sup>st</sup> Avenue as he has dealt professionally with the property owner and he owns a building one block away.  
Councillor Quiring left the meeting at 2:36 pm*

**ADMINISTRATION UPDATES**

**ADMINISTRATION UPDATES (0550-05)**

Moved by Councillor Nahal, seconded by Councillor Cunningham:

THAT Council receives the Administration Updates dated May 28, 2018.

**CARRIED.**

*Councillor Quiring returned to the meeting at 2:42 pm*

**UNFINISHED BUSINESS:**

**MOBILE VENDING  
PARKS  
(6441-20 - Mobile Food  
Vending)**

Moved by Councillor Cunningham, seconded by Councillor Spiers:

THAT Council endorse the interim approach to issue contracts to allow mobile vending in parks for 2018 as outlined in the memorandum titled "Mobile Vending Parks" dated May 18, 2018 from the Long Range Planner.

**CARRIED.**

*Councillor Quiring declared a conflict of interest in the following matter as his firm is conducting work on the Kal Tire Place project. Councillor Quiring left the meeting at 2:42 pm.*

**KAL TIRE PLACE  
ARENA EXPANSION  
PROGRESS – MAY  
(7840-06)**

Moved by Councillor Lord, seconded by Councillor Nahal:

THAT Council receive the memo titled Kal Tire Place Arena Expansion Progress – May, dated May 18, 2018 from Doug Ross, Director, Recreation Services for information purposes.

**CARRIED.**

*Councillor Quiring returned to the meeting at 2:48 pm*

*Councillor Anderson left the meeting at 2:48 pm and returned at 2:50 pm*

**MATTERS REFERRED FROM THE IN-CAMERA MEETING – May 14, 2018:**

THAT Council brings forward, as public information, the following motions **declassified** from confidential to non-confidential at the **May 14, 2018**, In Camera meeting:

**ADVISORY PLANNING  
COMMITTEE –  
APPLICATIONS FOR  
MEMBERSHIP  
(0540-20)**

*'THAT Council appoint **Sets Diana Mori** to the Advisory Planning Committee as the representative with experience with accessibility for the disabled/mobility impaired for a term to expire on January 12, 2019;*

*AND FURTHER that Council appoint **Phyllis Kereliuk** to the Advisory Planning Committee as the Community at Large representative for a term to expire on January 12, 2019.'*

**SHARED FUNDING AGREEMENT - INTEGRATED SUPPORT SERVICES VERNON NORTH OKANAGAN RCMP DETACHMENT (7400-30)**

*'THAT Council direct Administration to cease providing Integrated Support Services, effective July 1, 2018, as summarized in Schedule C of the Vernon North Okanagan RCMP Detachment Shared Funding Agreement, to those parties who choose not to execute the subject Agreement on or before June 1, 2018 as summarized within the report dated May 8, 2018 from the CAO;*

*AND FURTHER, that Council **declassifies this resolution and the report** with attachments, dated May 8, 2018 from Mr. W. Pearce, CAO.'*

**MATTERS REFERRED FROM THE IN-CAMERA MEETING – May 28, 2018:**

THAT Council brings forward, as public information, the following motions **declassified** from confidential to non-confidential at the **May 28, 2018**, In Camera meeting:

**RICHARD MCLEAN, CRUISE OKANAGAN – LICENCE AGREEMENT, PADDLEWHEEL PARK (6140-20)**

*'THAT Council direct Administration to enter into a licence agreement with Richard McLean, Cruise Okanagan, to operate out of Paddlewheel Park for a term from May 28, 2018 through December 31, 2018, for a fee of \$2 per person;*

*AND FURTHER, that Council authorize the Mayor and the Corporate Officer to sign the draft licence agreement in the same substantial form as attached to this report titled, "Richard Mclean, Cruise Okanagan – Licence Agreement, Paddlewheel Park" dated May 17, 2018, from the Real Estate Manager.'*

**NEW BUSINESS**

**CORRESPONDENCE:**

**2018 UBCM RESOLUTION SUBMISSIONS (0360-27)**

Moved by Councillor Lord , seconded by Councillor Cunningham:

THAT Council receives the memorandum dated May 23, 2018, from the Manager, Legislative Services, regarding 2018 UBCM Resolution Submissions.

**CARRIED.**

**SPRAY IRRIGATION OPTIMIZATION (5390 – Spray Irrigation Optimization)**

Moved by Councillor Cunningham, seconded by Councillor Anderson:

THAT Council direct Administration to proceed with registration of the Vernon Water Reclamation Centre under the Municipal Wastewater Regulations;

AND FURTHER, that Council direct Administration to engage Urban Systems to secure data and implement registration under the Municipal Wastewater Regulations. Funding for implementation and

registration is estimated at \$85,000. The source of funds will be the Sanitary Sewer Reserve Funds.

**CARRIED.**

**CITY OF VERNON AND OKANAGAN INDIAN BAND FIRE DISPATCH SERVICE AGREEMENT EXTENSION (7010-03)**

Moved by Councillor Cunningham, seconded by Councillor Nahal:

THAT Council approve an extension until October 15, 2018, at 12:00pm for the Fire Dispatch Service Agreement between the City of Vernon and Okanagan Indian Band.

**CARRIED.**

**VERNON FIRE RESCUE SERVICES STRATEGIC PLAN SEMI ANNUAL UPDATE (7380-01)**

Moved by Councillor Quiring, seconded by Councillor Spiers:

THAT Council receive the Vernon Fire Rescue Services Semi Annual Strategic Plan Update memo, dated May 18, 2018 and respectfully submitted by Interim Fire Chief David Lind for information.

**CARRIED.**

**STATEMENT OF FINANCIAL INFORMATION (1880-03)**

Moved by Councillor Lord, seconded by Councillor Cunningham:

THAT Council approve the 2017 Revised Statement of Financial Information as provided on the Memo dated May 16, 2018 from Terry Martens, Financial Analyst.

**CARRIED.**

**COUNCIL DISCRETIONARY GRANT APPLICATIONS – APRIL 30 INTAKE (1850-02)**

Moved by Councillor Lord, seconded by Councillor Anderson:

THAT Council approves the recommendations regarding the Council Discretionary Grants from the Finance Committee as follows:

1. THAT Council **approve**, on a one time basis, a Council Discretionary Grant to the Abbeyfield Houses of Vernon Society in the amount of \$15,000.00, to assist with the re-modelling and creation of an additional resident room.
2. THAT Council **deny** a Council Discretionary Grant to Athletics for Kids Financial Assistance, in the amount of \$5,000.00.
3. THAT Council **approve**, on a one time basis, a Council Discretionary Grant to the Caetani Cultural Centre in Society the amount of \$6,970.00 to assist with the completion of several capital projects.



4. THAT Council **deny** a Council Discretionary Grant to the Mothers Against Drunk Driving (MADD) Central Okanagan in the amount of \$5,000.00.
5. THAT Council **deny** a Council Discretionary Grant to the Mental Illness Family Support Centre in the amount of \$9,674.00.
6. THAT Council **deny** a Council Discretionary Grant to the North Okanagan Community Concert Association in the amount of \$5,000.00.
7. THAT Council **approve**, on a one time basis, a Council Discretionary Grant to North Okanagan Cycling Society in the amount of \$4,930.00 to assist with the purchase and construction of props needed for the Trail Ninjas program.
8. THAT Council **deny** a Council Discretionary Grant to the North Okanagan Hot Air Balloon Society in the amount of \$5,000.00.
9. THAT Council **approve**, on a one time basis, a Council Discretionary Grant to North Okanagan Youth and Family Services Society in the amount of \$15,000.00 to assist with the construction of an addition to their building at 3100 32<sup>nd</sup> Avenue.
10. THAT Council **approve**, on a one time basis, a Council Discretionary Grant to the Okanagan Quality Life Society in the amount of \$2,100.00 to assist with the construction of an aluminum ramp at Vernon Yacht Club dock.
11. THAT Council **deny** a Council Discretionary Grant to the Schubert Centre in the amount of \$10,000.00.
12. THAT Council **deny** a Council Discretionary Grant to Shuswap Okanagan Treatment Centre Society in the amount of \$5,000.00.
13. THAT Council **approve**, on a one time basis, a Council Discretionary Grant to Vernon & District Association for Community Living in the amount of \$2,500.00 to assist with security improvements.
14. THAT Council **deny** a Council Discretionary Grant to Vernon Community Music School in the amount of \$12,500.00.
15. THAT Council **approve**, on a one time basis, a Council Discretionary Grant to Vernon Concert Band Society in the amount of \$500.00 to purchase new music scores.
16. THAT Council **deny** a Council Discretionary Grant to Vernon Elks Lodge in the amount of \$6,614.00.

- 17. THAT Council **deny** a Council Discretionary Grant to Vernon Kokanee Swim Club in the amount of \$3,335.00.
- 18. THAT Council **approve**, on a one time basis, a Council Discretionary Grant to Vernon Native Housing in the amount of \$3,000.00 to organize and fund a community kitchen.
- 19. THAT Council **deny** a Council Discretionary Grant to Vernon Pickleball Association in the amount of \$5,000.00.
- 20. THAT Council **deny** a Council Discretionary Grant to Vernon Scottish Country Dancers in the amount of \$500.00.

**CARRIED.**

**LITTLE TEX –  
PARKING PETITION  
8300-09-04 (29 ST/33  
AVE)**

Moved by Councillor Lord, seconded by Councillor Nahal:

THAT Council refers the petition received May 25, 2018 from Little Tex Restaurant regarding parking to Administration for review and reporting back to Council with recommendation.

**CARRIED.**

**REPORTS:**

**HILLVIEW GOLF  
COURSE –  
APPLICATION FOR A  
PERMANENT CHANGE  
TO A LIQUOR  
LICENCE  
(4320-20 LL000044),  
06494.408**

Moved by Councillor Cunningham, seconded by Councillor Quiring:

THAT Council advise the Liquor Control and Licensing Branch that Council supports the application for a Permanent Change to Liquor Licence Number 118230 submitted by J. D. Atmore to extend the hours of liquor sale from 9 a.m. - 11 p.m. for Monday through Wednesday and from 10 a.m. - 12 a.m. (midnight) for Thursday through Sunday to 9 a.m. - 12 a.m. (midnight) seven days a week for the licence held by Hillview Golf Inc., located at 1101 14<sup>th</sup> Avenue (Lot 1, Plan 37131, Sec 26, Twp 9, ODYD), based on the following reasons:

- The subject property is within the P1 – Parks and Open Space zoning district and is located on 14<sup>th</sup> Avenue at the eastern boundary of the City of Vernon. The zoning district permits the existing restaurant use forming part of the golf course.
- The subject property abuts Regional District of North Okanagan (RDNO) land to the east, and multi-family developments, Hillview Estates and Ironwood, and North Okanagan Health Unit to the west. The existing restaurant use and proposed change to liquor sale hours allows for the business to better serve their customers in this location.

- The subject property is adequately served with on-site parking. Traffic in the area is not expected to be impacted by the proposed change in hours of liquor sales. Similarly, noise in the area is not expected to change due to the proposed change in liquor sale hours.
- The subject property is designated Park in the Official Community Plan with the surrounding lots designated Residential Low Density, Public Institutional, and RDNO. Hence, the subject property is compatible with existing and potential surrounding uses for the area.
- The RCMP have indicated that Hillview Golf Course restaurant operation and the proposed change in hours of sale of liquor do not represent any particular policing concerns for the detachment.
- The subject property has been used as a licenced restaurant since it opened in 1986. A change to hours of liquor service to Monday through Sunday from 9 a.m. - 12 a.m. (midnight) seven days per week is not expected to impact the community.
- All owners and occupiers of lands and businesses operating within a 60m radius of the subject property were notified of the application, and were provided the opportunity to provide comments to the City. A total of 153 property owners and occupiers, including businesses, were contacted. Advertisements requesting public input were published in the Friday, May 4, 2018 and Sunday, May 6, 2018 editions of the Morning Star newspaper. A total of thirteen emails were received. Eleven emails from citizens were received by the May 11, 2018 response deadline. Ten were in support of the application and one was opposed.

AND FURTHER, that the Liquor Control and Licensing Branch be advised that Council is in support of the subject liquor licence application as it addresses the Liquor Control and Licensing Branch criteria in the following manner:

- Noise in the area is not expected to change due to the proposed change in hours of liquor sales.
- The subject property has been used as a licenced restaurant since 1986. A change to extend hours of liquor sales from Monday through Wednesday from 9 a.m. - 11 p.m. and Thursday through Sunday from 10 a.m. - 12 a.m. (midnight) to Monday through Sunday from 9 a.m. - 12 a.m. (midnight), seven days per week is not expected to impact the community.

It is not anticipated that a proposed change of liquor sales from 9 a.m. to 12 a.m. (midnight), seven days per week, would result in the Hillview Golf Course Restaurant, located at 1101 14<sup>th</sup> Avenue (Lot 1, Plan 37131, SEC 26, TWP 9, ODYD) being operated in a manner that is contrary to its primary purpose of a full service restaurant.

**CARRIED.**

**REZONING  
APPLICATION FOR  
7818 OKANAGAN  
LANDING BENCH  
ROAD  
(ZON00293)**

Moved by Councillor Cunningham, seconded by Councillor Quiring:

THAT Council support the application to rezone Lot 2, DL 6, ODYD Plan 26285 (7818 Okanagan Landing Bench Road) from A3 – Rural Small Holdings to R1 – Estate Lot Residential, in order to allow the boundary adjustments of four contiguous lots, subject to the following:

- a) The installation of a Level 5 buffer along the southern boundary of the subject property adjacent to ALR lands pursuant to the requirements of Zoning Bylaw #5000 Section 6.6.2., and the Ministry of Agriculture's *Guide to Edge Planning*.

**CARRIED.**

**LAND USE  
CONTRACT  
DISCHARGE AND  
DEVELOPMENT  
VARIANCE PERMIT  
APPLICATION FOR  
9238 CHINOOK ROAD  
(LUC00013/DVP00421)**

Moved by Councillor Quiring, seconded by Councillor Spiers:

THAT Council support the application to discharge Bylaws #291 and #292 respecting Land Use Contract (LTO #P2461) from the title of Lot 17, Sec 11, Twp 13, ODYD, Plan 31060 (9238 Chinook Road) and allow the property to be governed by Zoning Bylaw #5000;

AND FURTHER, that Council support the Development Variance application (DVP00421) for Lot 17, Sec 11, Twp 13, ODYD, Plan 31060 (9238 Chinook Road) to vary:

- a) Section 4.5.4 to allow the location of a secondary building in the front yard;
- b) Sections 4.5.6 and 9.2.5 to allow a secondary building to exceed the lesser of 4.5m or one storey in height, to a maximum of 7.6m and one and a half storeys in height; and
- c) Section 9.2.5 to reduce the minimum front yard setback from 7.5m to 4.5m.

subject to the following:

- a) That the site plan and building elevation plans generally shown as Attachment 1 in the report titled "Land Use Contract Discharge and Development Variance Permit Application for 9238 Chinook Road" dated May 16, 2018 by the Manager, Current Planning, be

attached to and form part of Development Variance Permit DVP00421 as Schedule 'A'; and

That a Section 219 Covenant (Wildfire) in favour of the City of Vernon be registered on the title of the subject lands.

**CARRIED.**

LEGISLATIVE MATTERS:

**ADOPTION**

- 5682

Moved by Councillor Cunningham, seconded by Councillor Quiring:

THAT Bylaw #5682 "**Recreation Services Fees and Charges (2018) Amendment Bylaw Number 5682, 2018**" – a bylaw to Amend Recreation Services Fees and Charges Bylaw Number 5472, **be adopted.**

**CARRIED.**

**FIRST, SECOND & THIRD READINGS**

- 5633

Moved by Councillor Quiring, seconded by Councillor Cunningham:

THAT Bylaw #5633, "**Lane between 27<sup>th</sup> and 25<sup>th</sup> Streets, and 44<sup>th</sup> and 45<sup>th</sup> Avenues Road Closure Bylaw Number 5633, 2018**" – a bylaw to authorize closure and removal of the dedication as highway of a lane located between 27<sup>th</sup> and 25<sup>th</sup> Streets, **be read a first, second and third time.**

**CARRIED.**

- 5678

Moved by Councillor Quiring, seconded by Councillor Spiers:

THAT Bylaw #5678, "**Parks and Public Places (Prohibit Smoking) Amendment Bylaw 5678, 2018**" – a bylaw to amend City of Vernon Parks and Public Places Bylaw #5057, 2007, **be read a first, second and third time.**

**CARRIED.**

- 5679

Moved by Councillor Anderson, seconded by Councillor Nahal:

THAT Bylaw #5679, "**Clean Indoor Air and Smoking Regulations Amendment Bylaw Number 5679, 2018**" – a bylaw to amend the Clean Indoor Air and Smoking Regulations Bylaw #5679, **be read a first, second and third time.**

**CARRIED.**

**FIRST AND  
SECOND  
READINGS &  
PUBLIC HEARING  
DATE**

- 5691

Moved by Councillor Quiring, seconded by Councillor Spiers:

THAT Bylaw #5691, “**7818 Okanagan Landing Bench Road Rezoning Amendment Bylaw Number 5691, 2018**” – a bylaw to rezone the subject property from ‘A3 – Rural Small Holdings’ to ‘R1 – Estate Lot Residential’, **be read a first and second time;**

AND FURTHER, that the Public Hearing for Bylaw #5691, be scheduled for **Monday, June 25, 2018, at 5:30 pm**, in Council Chambers.

**CARRIED.**

- 5689

Moved by Councillor Cunningham, seconded by Councillor Quiring:

THAT Bylaw #5689, “**9238 Chinook Road Land Use Contract Number 291, 1978 (P2461) Discharge Bylaw Number 5689, 2018**” - a bylaw to authorize the discharge of Land Use Contract Bylaw Number 291, 1978 (P2461), **be read a first and second time;**

AND FURTHER, that the Public Hearing for Bylaw #5689 together with Public Input for Development Variance Permit #00421, be scheduled for **Monday, June 25, 2018, at 5:30 pm**, in Council Chambers.

**CARRIED.**

**RESCIND  
READINGS**

- 5586

Moved by Councillor Quiring, seconded by Councillor Spiers:

THAT Council **rescinds** first, second and third readings for Bylaw #5586, “**5862 Bella Vista Road Rezoning Amendment Bylaw Number 5586, 2016**” as confirmed by the Applicant.

**CARRIED.**

**COUNCIL INFORMATION UPDATES:**

**COUNCILLOR CATHERINE LORD**

Councillor Lord provided a verbal report on the following matters:

- Advised of a press release from the Okanagan Regional Library Board – the new CEO of Okanagan Regional Library is Don Nettleton, previous CFO.

**COUNCILLOR JULIETTE CUNNINGHAM**

Councillor Cunningham provided a verbal report on the following matters:

**MEETING/EVENT  
ATTENDANCE**

**MEETING/EVENT  
ATTENDANCE**

**Attended:**

- Performing Arts announcement for Spotlight Series
- Bike to Work and School Week kick-off event!

**COUNCILLOR BRIAN QUIRING**

Councillor Quiring provided a verbal report on the following matters:

**Attended:**

- Okanagan Film presentation
- Okanagan College Golf Tournament.

**MAYOR AKBAL MUND**

Mayor Mund provided a verbal report on the following matters:

**Attended:**

- The 'Era of Mega Fires' film at Schubert
- Royal Sea Cadets 65th Anniversary Review
- Vernon Christian School Talk – discussion and actions on helping your community
- SQM Conference
- Prayer breakfast

**INFORMATION ITEMS:**

Council received the following information items:

- A. Minutes from the following Committees of Council:
  - (i) Advisory Planning, February 14, 2018

**CLOSE OF REGULAR  
OPEN MEETING**

Mayor Mund closed the Regular Meeting at 3:22 pm.

**CERTIFIED CORRECT:**

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Akbal Mund  
Mayor

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Susan Blakely  
Deputy Corporate Officer

THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF A SPECIAL REGULAR OPEN MEETING OF COUNCIL  
HELD Monday, June 4, 2018  
Lakers Club House  
7000 Cummins Road**

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PRESENT: Acting Mayor Cunningham

Councillors: B. Spiers, C. Lord, D. Nahal, S. Anderson  
(Mayor Mund and B. Quiring, absent)

Staff: W. Pearce, Chief Administrative Officer  
P. Bridal, DCAO/Director, Corporate Services  
D. Ross, Director, Recreation Services  
L. Walker, Office Coordinator, Recreation  
G. Lefebvre, Aquatic Coordinator  
S. Wright, Recreation Coordinator  
S. Mitchell, Manager, Arenas  
C. Corbett, Long Range Planner  
K. Kryzak, Parks Planner

**District of Coldstream** Mayor J. Garlick,

Councillors P. Cochrane, G. Kiss, P. McClean  
(D. Dirk, R. Enns, G. Taylor, absent)

Staff T. Seibel, Chief Administrative Officer  
K. Austin, Director of Corporate Administration

**Regional District of  
North Okanagan -  
Electoral Area Directors** B. Fleming, Electoral Area B  
(M. McNabb, Electoral Area C – absent)

Staff L. Mellot, General Manager, Electoral Area Admin.

**CALL TO ORDER**

Acting Mayor Cunningham called the Regular Open meeting to order at 4:34 pm.

**RESOLUTION TO  
CLOSE MEETING**

Moved by Councillor Lord, seconded by Councillor Nahal:

BE IT RESOLVED that the meeting be closed to the public in accordance with Section 90 of the *Community Charter* as follows:

*k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council,*



*could reasonably be expected to harm the interests of the municipality if they were held in public*

**CARRIED.**

**ADJOURN**

Acting Mayor Cunningham closed the Special Regular open meeting at 6:41 pm

CERTIFIED CORRECT:

\_\_\_\_\_  
Acting Mayor

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



# THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

ORIGINAL

**SUBMITTED BY:** Craig Broderick, Manager,  
Current Planning  
Hazel Christy, Planner

**COUNCIL MEETING:** REG  COW  I/C   
**COUNCIL MEETING DATE:** June 11, 2018  
**REPORT DATE:** May 16, 2018  
**FILE:** DVP00430/DVP00395

**SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION FOR 7012 APPALOOSA WAY**

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**PURPOSE:**

To review the request to extend previously approved Development Variance Application #DVP00395 for one year, and review the development variance permit application to vary the minimum west side yard building setback to allow for an addition to the house and the levelling of a side yard area at 7012 Appaloosa Way.

**RECOMMENDATION:**

THAT Council's approval, at its Regular Meeting of June 26, 2017, of Development Variance Application #DVP00395 to vary the following sections of Zoning Bylaw #5000 to allow for an addition to the house and a retaining wall with a fence on top on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum front yard building setback from 7.5m to 1.8m (Sec.9.2.5); and
- b) to vary the maximum combined height of a retaining wall and a fence on top of the retaining wall from 2.0m to 3.96m (Sec.5.11 and Sec.6.5.12).

AND FURTHER, that Council's support of DVP00395 is subject to the following:

- a) That the revised site, elevation, floor, retaining wall and fence plans be provided by the applicant and attached to and form part of DVP00395 as Schedule 'A'; and
- b) That the revised site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped

be extended for one year.

AND FURTHER, that Council support Development Variance Permit Application #DVP00430 to vary the following section of Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum west side yard building setback from 2.5m to 1.5m (Sec.9.2.5).

AND FURTHER, that Council's support of DVP00430 is subject to the following:

- a) That the site, elevation, floor, retaining wall and fence plans noted as Attachments 3 to 9 inclusive in the report titled "Development Variance Permit Application for 7012 Appaloosa Way" dated May 16, 2018 be attached to and form part of DVP00430 as Schedule 'A'; and

AND FURTHER, that Council's support of DVP00395 is subject to the following:

- a) That the revised site, elevation, floor, retaining wall and fence plans be provided by the Applicant and attached to and form part of DVP00395 as Schedule 'A'; and
- b) That the revised site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped

be extended for one year.

AND FURTHER, that Council NOT support Development Variance Permit Application #DVP00430 to vary the following section of Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum west side yard building setback from 2.5m to 1.5m (Sec.9.2.5).

*Note: This alternative would extend the previous Council approval of DVP00395 for one year, but does not support the variance currently being requested. The size of the addition would have to be reduced.*

3. THAT Council's approval, at its Regular Meeting of June 26, 2017, of Development Variance Application #DVP00395 to vary sections of Zoning Bylaw #5000 to allow for an addition to the house and a retaining wall with a fence on top on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way) not be extended;

AND FURTHER, that Council NOT support Development Variance Permit Application #DVP00430 to vary the following section of Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum west side yard building setback from 2.5m to 1.5m (Sec.9.2.5).

*Note: This alternative would not extend the previous Council approval of DVP00395 for one year, and does not support the variance currently being requested. The size of the addition would have to be reduced.*

## **ANALYSIS:**

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

At its meeting of May 15, 2018, the Advisory Planning Committee passed the following resolution:

"THAT the Advisory Planning Committee support Council's approval, at its Regular Meeting of June 26, 2017, of Development Variance Application #DVP00395 to vary the following sections of Zoning Bylaw #5000 to allow for an addition to the house and a retaining wall with a fence on top on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum front yard building setback from 7.5m to 1.8m (Sec.9.2.5); and
- b) to vary the maximum combined height of a retaining wall and a fence on top of the retaining wall from 2.0m to 3.96m (Sec.5.11 and Sec.6.5.12).

AND FURTHER, that Council's support of DVP00395 is subject to the following:

- a) That the revised site, elevation, floor, retaining wall and fence plans be provided by the applicant and attached to and form part of DVP00395 as Schedule 'A'; and

- b) That the site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped.

**ALTERNATIVES & IMPLICATIONS:**

1. THAT Council's approval, at its Regular Meeting of June 26, 2017, of Development Variance Application #DVP00395 to vary the following sections of Zoning Bylaw #5000 to allow for an addition to the house and a retaining wall with a fence on top on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):
  - a) to vary the minimum front yard building setback from 7.5m to 1.8m (Sec.9.2.5); and
  - b) to vary the maximum combined height of a retaining wall and a fence on top of the retaining wall from 2.0m to 3.96m (Sec.5.11 and Sec.6.5.12).

AND FURTHER, that Council's support of DVP00395 is subject to the following:

- a) That the revised site, elevation, floor, retaining wall and fence plans be provided by the applicant and attached to and form part of DVP00395 as Schedule 'A'; and
- b) That the revised site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped

be extended for one year.

AND FURTHER, that Council support Development Variance Permit Application #DVP00430 to vary the following section of Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum west side yard building setback from 2.5m to 1.5m (Sec.9.2.5).

AND FURTHER, that Council's support of DVP00430 is subject to the following:

- a) That the site, elevation, floor, retaining wall and fence plans noted as Attachments 3 to 9 inclusive in the report titled "Development Variance Permit Application for 7012 Appaloosa Way" dated May 16, 2018 be attached to and form part of DVP00430 as Schedule 'A';
- b) That the site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped; and
- c) *(to be cited by Council).*

*Note: This alternative supports the development variance permit application subject to the conditions recommended by Administration, as well as additional conditions cited by Council.*

2. THAT Council's approval, at its Regular Meeting of June 26, 2017, of Development Variance Application #DVP00395 to vary the following sections of Zoning Bylaw #5000 to allow for an addition to the house and a retaining wall with a fence on top on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):
  - a) to vary the minimum front yard building setback from 7.5m to 1.8m (Sec.9.2.5); and
  - b) to vary the maximum combined height of a retaining wall and a fence on top of the retaining wall from 2.0m to 3.96m (Sec.5.11 and Sec.6.5.12).

- b) That the revised site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped

be extended for one year.

THAT the Advisory Planning Committee recommends Council support Development Variance Permit Application #DVP00430 to vary the following section of Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

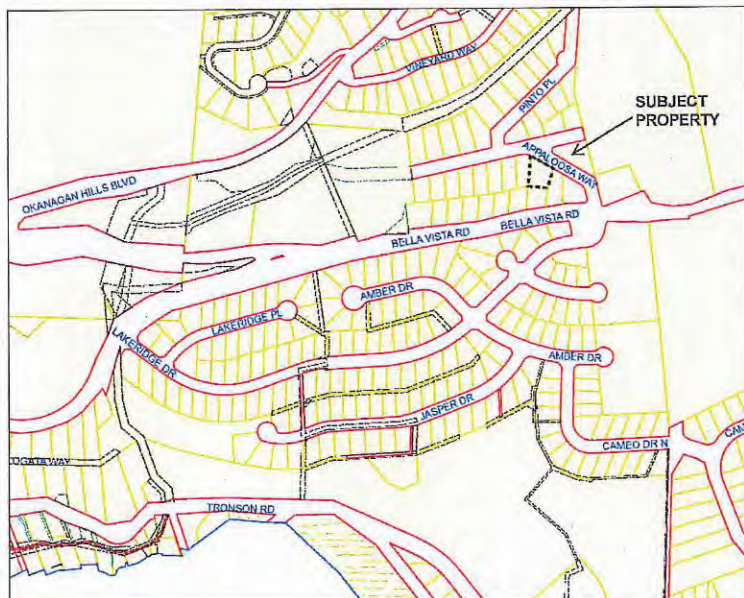
- a) to vary the minimum west side yard building setback from 2.5m to 1.5m (Sec.9.2.5).

AND FURTHER, that Council's support of DVP00430 is subject to the following:

- a) That the site, elevation, floor, retaining wall and fence plans noted as Attachments 3 to 9 inclusive in the report titled "Development Variance Permit Application for 7012 Appaloosa Way" dated May 7, 2018 be attached to and form part of DVP00430 as Schedule 'A'; and
- b) That the site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped."

**B. Rationale:**

1. The subject property (Figures 1 and 2) is designated Residential – Low Density in the Official Community Plan (OCP). The property is zoned R1 – Estate Lot Residential as per Zoning Bylaw #5000.



**Figure 1 - Property Location Map**



**Figure 2 – Aerial Photo of Property**

2. Development Variance Permit application DVP00395 to vary the following sections of Zoning Bylaw #5000 in order to construct an addition onto the northwest portion of the existing house and to construct a retaining wall with a fence on top in the northeast portion of the property received Council consideration at its Regular Meeting of June 26, 2017:

- a) to vary the minimum front yard building setback from 7.5m to 1.8m (Sec.9.2.5);

- b) to vary the minimum west side yard building setback from 2.5m to 1.5m (Sec.9.2.5); and
- c) to vary the maximum combined height of a retaining wall and a fence on top of the retaining wall from 2.0m to 3.96m (Sec.5.11 and Sec.6.5.12).

3. Council did not support the variance to the side yard building setback and passed the following amended motion:

“THAT Council support Development Variance Permit Application #DVP00395 to vary the following sections of Zoning Bylaw #5000 to allow for an addition to the house and a retaining wall with a fence on top on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum front yard building setback from 7.5m to 1.8m (Sec.9.2.5); and
- b) to vary the maximum combined height of a retaining wall and a fence on top of the retaining wall from 2.0m to 3.96m (Sec.5.11 and Sec.6.5.12).

AND FURTHER, that Council’s support of DVP00395 is subject to the following:

- a) That the revised site, elevation, floor, retaining wall and fence plans be provided by the Applicant and attached to and form part of DVP00395 as Schedule ‘A’; and
- b) That the revised site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped.”

4. The applicant did not proceed with Development Variance Permit Application #DVP00395, and has made a new application to vary the west side yard setback. In support of the new application, DVP00430, the applicant has submitted a letter from the neighbour located at 7024 Appaloosa Way, the property to the west, adjacent to the subject property (Attachment 2).
5. The plans submitted with Development Variance Permit Application #DVP00430 are identical to those submitted in support of Development Variance Permit Application #DVP00395. The layout of the proposed addition is shown on the site plan which also illustrates the location of the proposed new retaining wall and the existing retaining wall to be removed (Attachment 3). The proposed two storey addition is for a two bay garage, family room and deck on the main floor and a bedroom, washroom and storage room on the second floor (Attachments 4 and 5). The north, east and west elevation plans illustrate the proposed new addition construction in relation to the existing house (Attachments 6-8). Parts of the existing house are to be removed and modified to accommodate the addition.
6. The minimum side yard setback is 2.5m (Attachment 11). As in the previous Development Variance Permit application, the proposal is to construct a large two bay garage along with additional living space. The rear yard area contains the septic system which limits the area where a building addition and garage can be located. Also, due to the steep sloping topography of the property, access to the rear yard is limited. Currently, there are two driveway accesses to the property in the form of a circular driveway (Attachment 3). As per the previously approved variance, if the setback variance for the addition is to be approved, then the western driveway access should be closed and the closed driveway area landscaped similar to the existing boulevard area. This western access is close to the intersection of two public roads and closure of this access area to vehicle use would improve the function of the public roads. Closure of the west access to Appaloosa Way would also result in vehicles having to turn around on-site. Part of the vehicle turn around area would be in the side yard area to be supported by the proposed 2.44m high retaining wall. For safety purposes, there is a 1.52m high fence proposed on top of the retaining wall.

7. Attachment 7 illustrates the east elevation plan for the proposed addition. It is this wall that would be along the west side yard setback which is proposed to be varied from a width of 2.5m to 1.5m. There are no windows proposed along the west wall that, if present, would allow for views into the side and rear yard of the neighbouring property (Attachment 8). The property is within the 10 minute fire department response area and as such has no additional requirements related to unprotected openings (i.e. doors/windows).
8. Administration supports the requested variance as the proposed reduction in the west side yard setback from 2.5m to 1.5m should not impact the neighbouring property as the side wall of the building addition is not proposed to have windows, which would allow for viewing into the neighbouring property.

**C. Attachments:**

Attachment 1 – letter dated March 12, 2018 from Hal Muxlow  
Attachment 2 – letter from Chris Fairly, 7024 Appaloosa Way  
Attachment 3 – site plan  
Attachment 4 – ground floor plan of addition  
Attachment 5 – second floor plan of addition  
Attachment 6 – north elevation plan  
Attachment 7 – east elevation plan  
Attachment 8 – west elevation plan  
Attachment 9 – retaining wall – east and south elevations  
Attachment 10 – surveyors certificate (November 10, 2016)  
Attachment 11 – R1: Estate Lot Residential zoning district

**D. Council's Strategic Plan 2015 – 2018 Goals/Deliverables:**

The subject development variance permit application involves the following objective in Council's Strategic Plan 2015 – 2018:

- Support sustainable neighbourhoods by implementing the OCP

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

1. The subject property is designated Residential – Low Density in the OCP. The property is zoned R1 – Estate Lot Residential (Attachment 10).
2. The Local Government Act provides Council with the authority to vary local bylaws based on site specific considerations. The granting of such variances does not set precedence within the community for future variances to be based upon, as each variance application must be evaluated on its own merit and potential implications to the whole community and the specific neighbourhood.

**BUDGET/RESOURCE IMPLICATIONS:**

N/A

Prepared by:



Kim Flick  
May 31 2018 11:49 AM DocuSign


Craig Broderick  
Manager, Current Planning



Kim Flick  
May 31 2018 11:49 AM DocuSign

Kim Flick  
Director, Community Infrastructure and Development

Approved for submission to Council:

  
\_\_\_\_\_  
Will Pearce, CAO  
Date: 04.06.2018

**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 (May 15, 2018) |   |   |
| <input type="checkbox"/> OTHER:                                   |   |   |



City of Vernon  
Building Department

March 12, 2018

RE: Variance Application – 7012 Appaloosa Way

Please accept this setback variance application for your review and consideration. It is my plan to construct a new addition to my residence which will consist of a double garage and family/entertainment room. The original residence was constructed in 1969 with a small single bay garage.

This residential property which is located on an irregular shaped lot. Due to the current design and topography of this hillside property, I am limited in my ability to construct an adequate garage area within the standard zoning requirements. I am also experiencing drainage issues as the water runoff from the road is channeled down the west driveway access to my front entrance. This is causing unnecessary settling and potential water damage to my residence.

I have approval, of 1.895 meters on the north side and now (**reapplying 1.25 meters on the west side**), I plan to reconfigure the driveway with just one entrance on the east side of my frontage and have been approved to build a proper retaining structure along the north-west frontage to alleviate the drainage concerns.

With an approved variance, I believe the proposed construction will be both visually appealing and structurally practical, benefitting myself and neighbouring properties.

Thank you for your consideration,

Hal Muxlow  
7012 Appaloosa Way  
Vernon, B.C.  
V1H 1B9  
604-991-3344

DVP 430

2018 MAR 13 10:03 AM  
CITY OF VERNON

7012 Appaloosa Way

Chris Fairley

January 29, 2018  
7024 Appaloosa Way  
Vernon, BC V1H 1B9

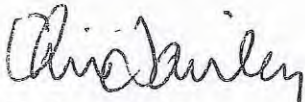
City of Vernon - Planning

Re: Proposed addition at 7012 Appaloosa way

Greetings,

I purchased and moved to 7024 Appaloosa way in September 2017 from 7011 Bella Vista Rd. After reviewing circulated documents and attending the meeting last June I supported the proposed improvements. My recent move has not changed that position. You can reach me at cfair55@hotmail.com if you have any questions.

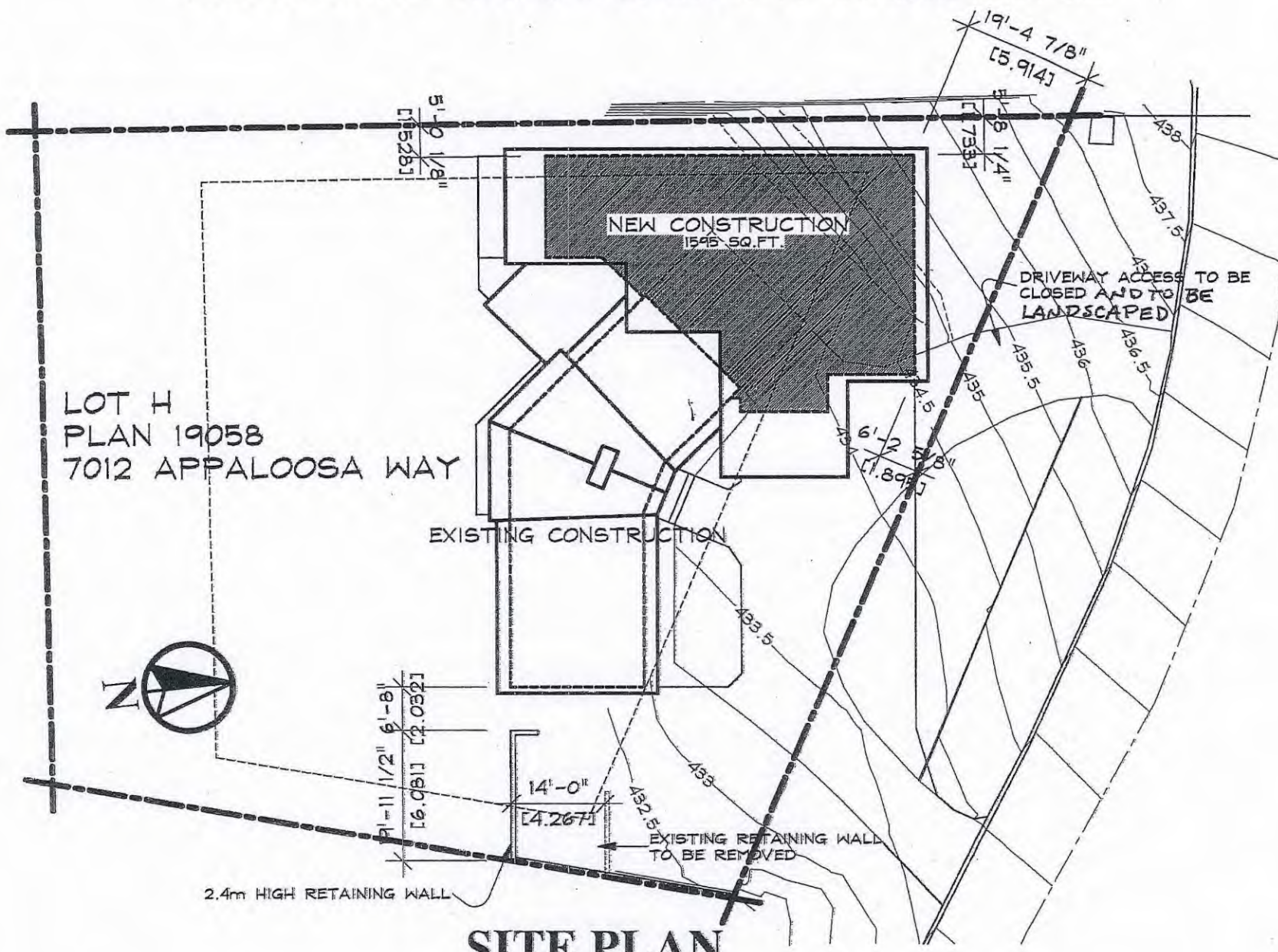
Sincerely,



Chris Fairley

DVP430

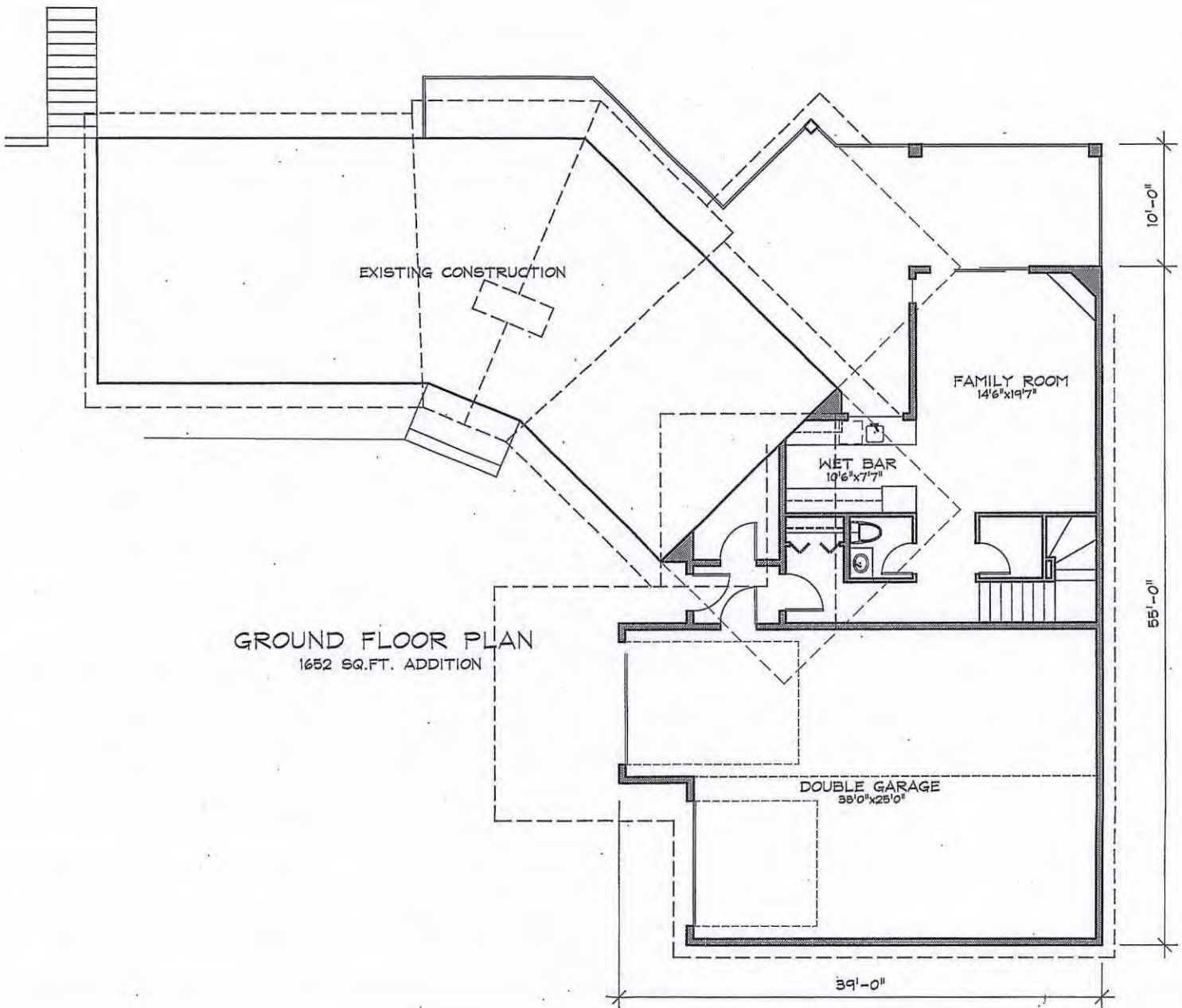
# ADDITION to the MUXLOW RESIDENCE



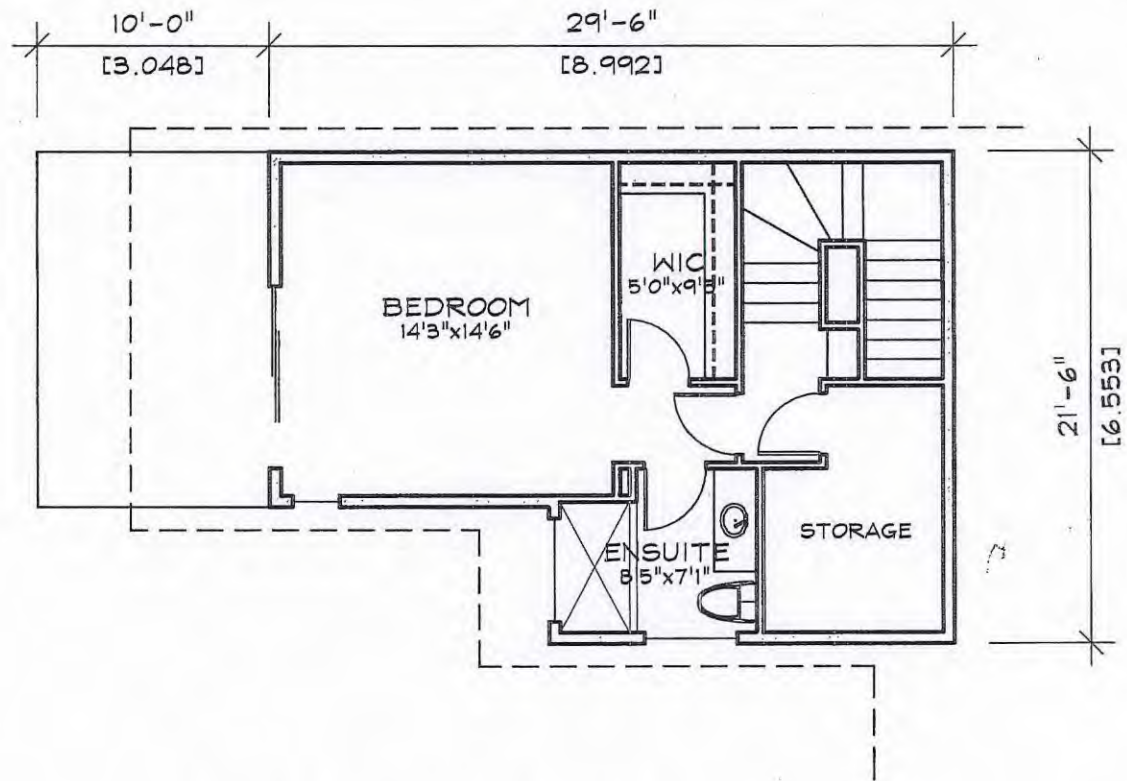
## SITE PLAN

SCALE 1"=20'-0"

DVP430



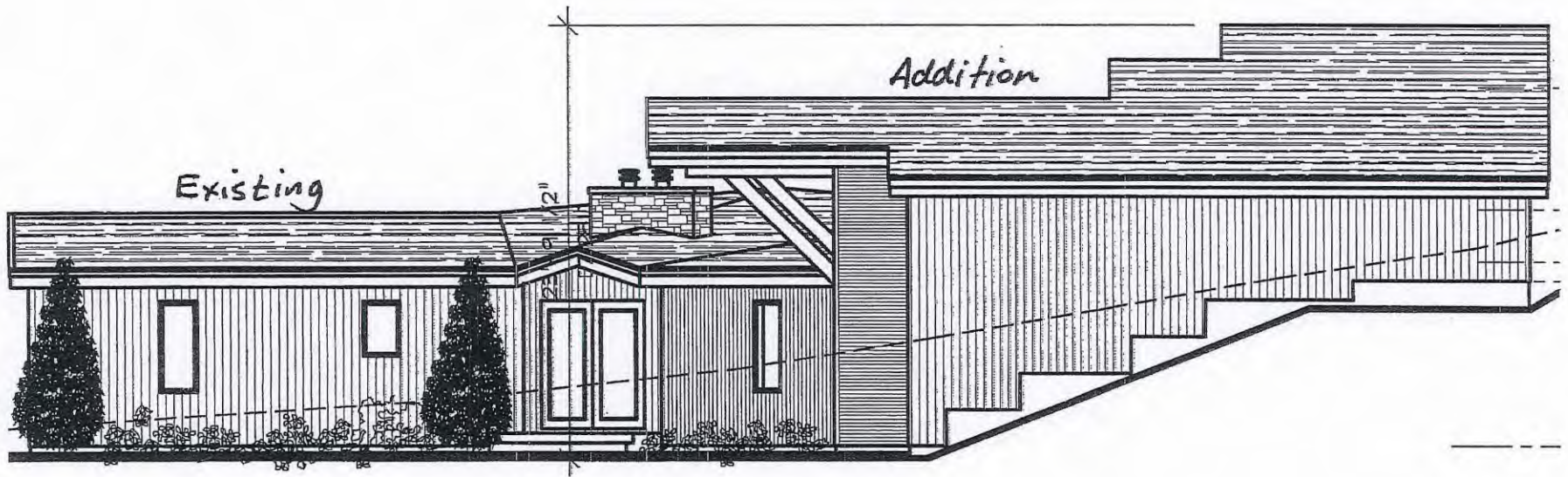
# ADDITION to the MUXLOW RESIDENCE



## SECOND FLOOR PLAN

SCALE 1/8"=1'-0"

# ADDITION to the MUXLOW RESIDENCE



## NORTH ELEVATION

SCALE 1/8" = 1'-0"

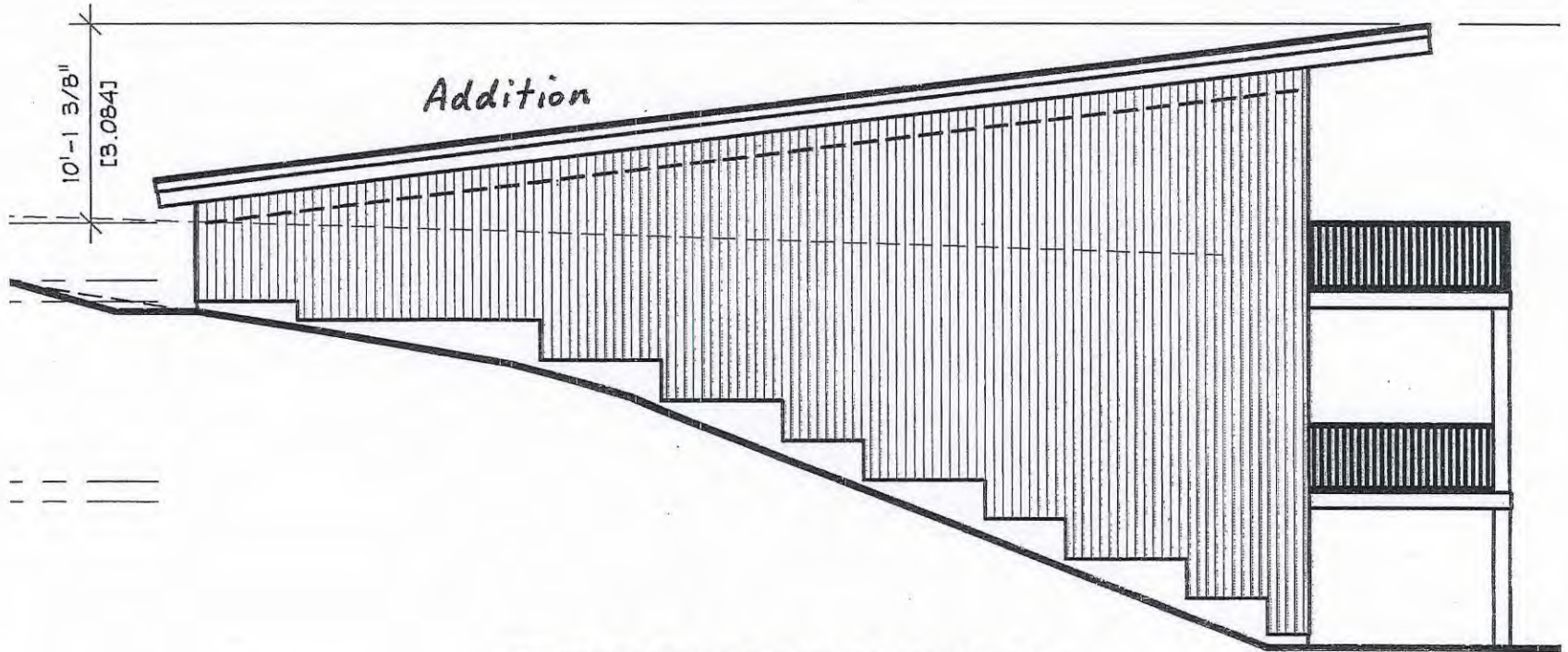
# ADDITION to the MUXLOW RESIDENCE



## EAST ELEVATION

SCALE 1/8"=1'-0"

# ADDITION to the MUXLOW RESIDENCE

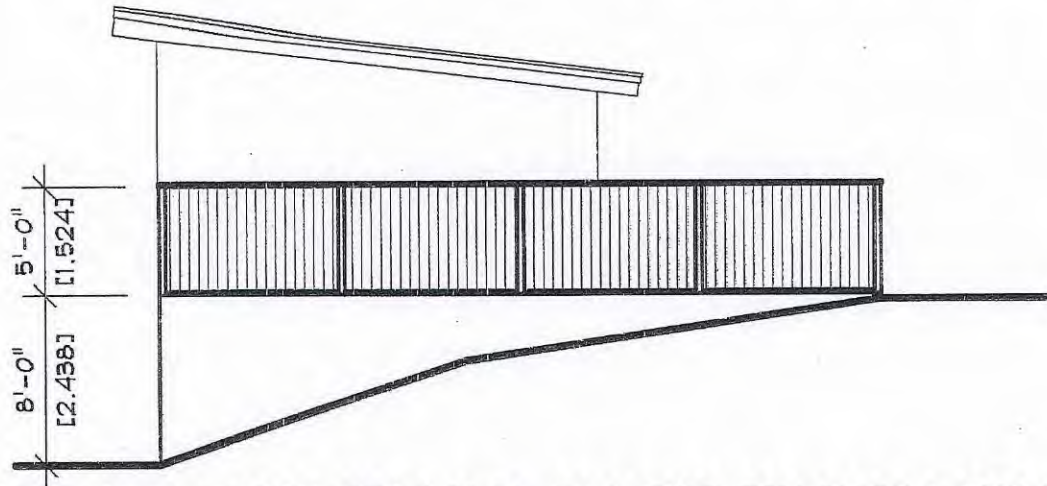


## WEST ELEVATION

SCALE 1/8"=1'-0"

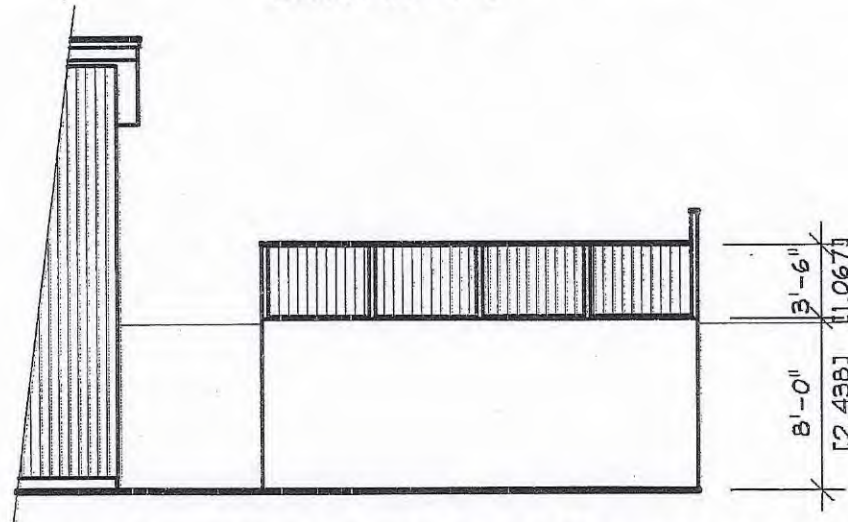


# ADDITION to the MUXLOW RESIDENCE



## RETAINING WALL EAST ELEVATION

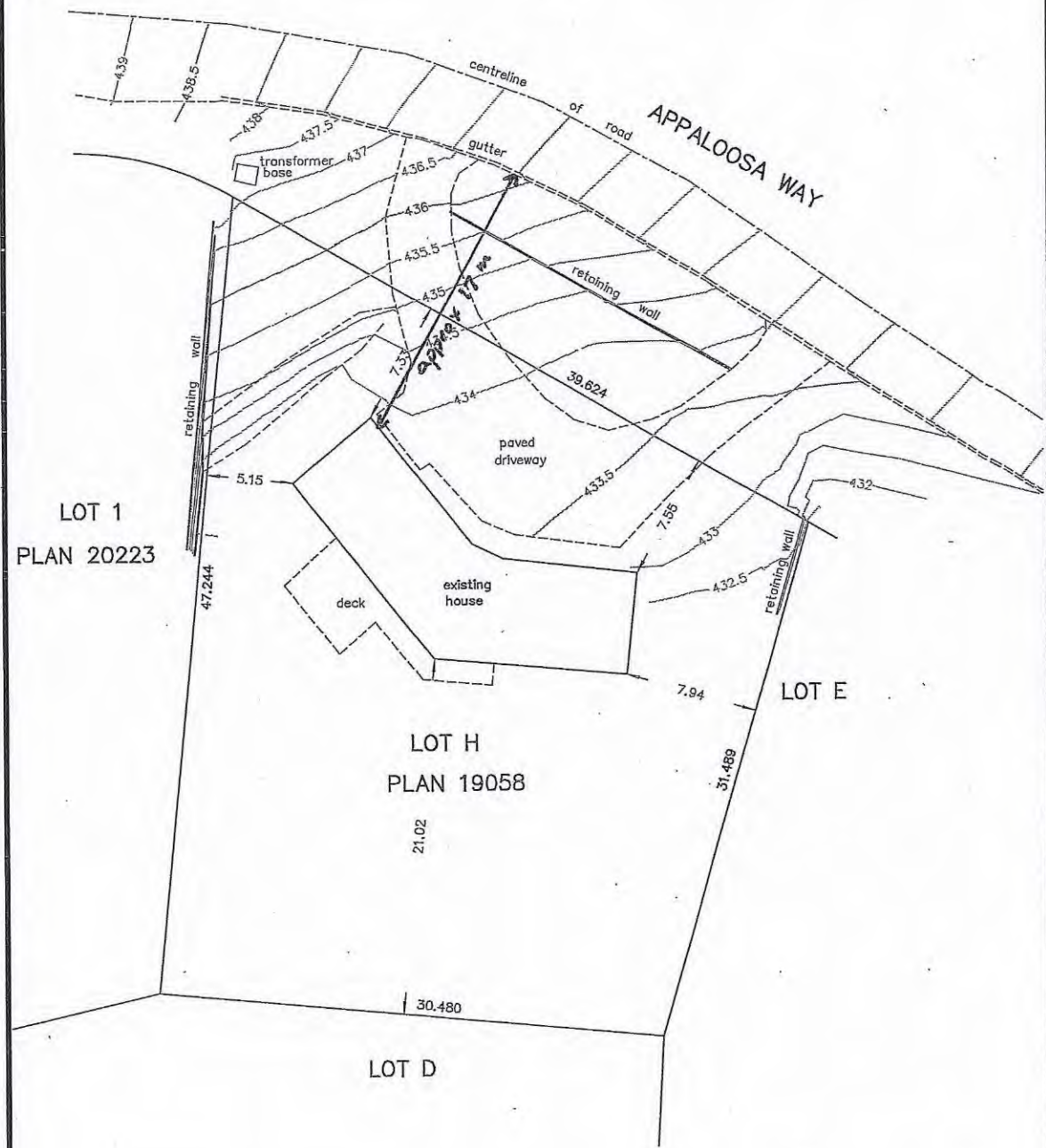
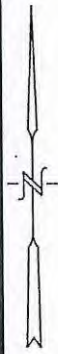
SCALE 1/8" = 1'-0"



## RETAINING WALL SOUTH ELEVATION

SCALE 1/8" = 1'-0"

SITE PLAN OF  
LOT H, SEC 31, TP 9, ODYD, PLAN 19058  
SCALE 1:250 ( ALL DISTANCES IN METRES )  
CONTOUR INTERVAL 0.5m  
BASED ON GEODETIC DATUM



LOT 1  
PLAN 20223

LOT H  
PLAN 19058

LOT E

LOT D

© JASON R. SHORTT, B.C.L.S., 2016.

**russell shortt**  
land SURVEYORS  
2801-32nd STREET, VERNON, B.C. Phone 545-0511

FAX: 545-2741  
FILE: 28430site  
F.B. 1276 Pg. 28

NOVEMBER 10, 2016

THIS PLAN IS PREPARED FOR THE USE OF:  
MUXLOW

SCANNED P.42



## 9.2 R1 : Estate Lot Residential

### 9.2.1 Purpose

The purpose is to provide a **zone** for **single detached housing**, and compatible uses, on larger urban serviced **lots**. The R1c sub-zoning district allows for **care centre, major** as an additional use. The R1h sub-zoning district allows for **home based business, major** as an additional use. (*Bylaw 5467*)

### 9.2.2 Primary Uses

- **care centre, major** (*use is only permitted with the R1c sub-zoning district*)
- **single detached housing**

### 9.2.3 Secondary Uses

- **boarding rooms**
- **bed and breakfast homes** (in single detached housing only) (*Bylaw 5498*)
- **care centres, minor**
- **group home, minor**
- **home based businesses, minor**
- **home based businesses, major** (*use is only permitted with the R1h sub-zoning district*)
- **secondary suites**
- **seniors supportive housing**

### 9.2.4 Subdivision Regulations

- Minimum **lot width** is 24.0m.
- Minimum **lot area** is 740m<sup>2</sup>, or 10,000m<sup>2</sup> if not serviced by a **community sewer system**.
- Maximum **density** is 30.0 units per gross hectare (12.0 units/gross acre).

### 9.2.5 Development Regulations

- Maximum **site coverage** is 40% and together with driveways, parking areas and **impermeable surfaces** shall not exceed 50%.
- 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 7.5m.
- Minimum **side yard** is 2.5m, except it is 7.5m from a **flanking street**. 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.
- Minimum **rear yard** is 7.5m, except it is 1.0m for **secondary buildings**. Where the **lot width** exceeds the **lot depth**, the minimum **rear yard** is 4.5m provided that one **side yard** shall have a minimum width of 4.5m.
- 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 1.5 **storeys**, above which the **building** must be **set back** at least 1.2m.

### 9.2.6 Other Regulations

- There shall be no more than one **single detached house** per **lot**.
- Where **development** has access to a rear **lane**, vehicular access to the **development** is only permitted from the rear **lane**.

- For **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.
- **Seniors supportive housing** shall be for no more than four residents. *(Bylaw 5467)*
- 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)*

**ADMINISTRATION UPDATES**  
**June 11, 2018 REGULAR COUNCIL MEETING**

File: 0550-05

**COMMUNITY INFRASTRUCTURE AND DEVELOPMENT SERVICES**

**30<sup>th</sup> Street and 35<sup>th</sup> Avenue (34<sup>th</sup> Avenue to 37<sup>th</sup> Avenue and 27<sup>th</sup> Street to 30<sup>th</sup> Street) Project**

The intersection of 30<sup>th</sup> Street and 35<sup>th</sup> Avenue has closed following the opening of the 30<sup>th</sup> Street and 32<sup>nd</sup> Avenue intersection. Work is planned to be complete in the intersection in mid-July. Work will continue on 35<sup>th</sup> Avenue up to 27<sup>th</sup> Street following the intersection work. The project is on schedule and within budget.

**29<sup>th</sup> Avenue (30<sup>th</sup> Street to Highway 97) Project**

The road is open and project is complete. The project was on schedule and within budget.

**Trail Maps**

Administration has provided our GIS layers of trail maps in Vernon to the Regional District of North Okanagan (RDNO). Staff at the RDNO are currently reviewing the information received from Coldstream and Vernon and will be following up with a graphic designer to design a trails map for Greater Vernon. Once the draft is complete, Administration will have an opportunity to review prior to the RDNO printing.

**Gateway Signage Base Improvement**

Arising from Council Enquiries at the Regular Meeting of May 14, 2018, staff are preparing to install coloured durable sheets on the finished concrete base of the Hwy 97 (Swan Lake) and Hwy 6 gateway signs to reflect the approved design as shown on Figures 1 and 2, below.

Figure 1: Front of Hwy 97 South (Swan Lake)



Figure 2: Back of Hwy 97 South (Swan Lake)



### **Cannabis Shops Update**

Administration has been working with the various dispensaries and their landlords throughout the community. Four cannabis shops were advised by Administration that as they had not registered the required Section 219 covenant, they are required to close their shops on or before June 15, 2018. One has advised in writing that they will do so. Two were subject to enforcement proceedings as of June 2. The third has been given to June 8 to confirm its closure by June 15 or enforcement proceedings will begin.

### **Climate Action Revenue Incentive Program – 2017 Report**

Administration submitted the 2017 Climate Action Revenue Incentive Program (CARIP) Public Report by June 1, 2018 as required by the Province of British Columbia. CARIP reporting provides Vernon the eligibility to receive grant funding to further the City's efforts to reduce GHG emissions and achieve Climate Action Charter goals. The report summarizes actions taken in 2017 and proposed for 2018 to reduce corporate and community-wide energy consumption and greenhouse gas (GHG) emissions. It is expected that the City will receive notification of its CARIP grant reporting status during fall 2018 and an update will be provided to Council accordingly.

### **Bike to Work and School Week**

Bike to Work and School Week ran from May 28 to June 3, 2018. As of June 4, 2018, 1209 riders had registered for Bike to Work and School Week and reported a total 16,754 kilometres saving 3632 kilograms of greenhouse gas emissions. The final numbers are expected to change as participants can report their trips made during Bike to Work and School Week until June 11, 2018, and several schools have not yet reported their numbers.

Nine events were organized during Bike to Work and School Week:

Event Name	Attendees
"Love Our Lanes" Group Ride	52
Monday Celebration Station	59
Beirsto Elementary Celebration Station	110
Harwood Elementary Celebration Station	149
Wednesday Celebration Station	42
BrainTrust BBQ	110
W.L. Seaton Secondary School BBQ	96
North Okanagan Cycling Society Toonie Ride	70
Bike Maintenance Cafe	43

**OPERATIONS**

**29th Street Boulevard Weeds**

A complaint was received recently regarding weed control on the 29<sup>th</sup> Street Boulevard north of 43<sup>rd</sup> Avenue. City staff advised the contractor responsible for this service and the weeds were removed the week of May 25. This will be monitored by City staff on an ongoing basis.



# THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

ORIGINAL

**SUBMITTED BY:** Kim Flick, Director, Community  
Infrastructure and Development

**COUNCIL MEETING:** REG  COW  I/C   
**COUNCIL MEETING DATE:** June 11, 2018  
**REPORT DATE:** May 31, 2018  
**FILE:** 5280-03-Pesticides

**SUBJECT: PROPOSED COSMETIC PESTICIDES REVIEW PROCESS**

---

## PURPOSE:

To propose a process to determine the feasibility of a cosmetic pesticide reduction program for public lands in Vernon and a bylaw for regulating cosmetic pesticide use on residential lands.

## RECOMMENDATION:

THAT Council direct Administration to undertake the process to determine the feasibility of a cosmetic pesticide reduction program for public lands in Vernon and a bylaw for regulating cosmetic pesticide use on residential lands, as outlined in the report titled "Proposed Cosmetic Pesticides Review Process" dated May 31, 2018 from the Director, Community Infrastructure and Development.

## ALTERNATIVES & IMPLICATIONS:

1. THAT Council direct Administration to undertake the process to determine the feasibility of a cosmetic pesticide reduction program for public lands in Vernon and a bylaw for regulating cosmetic pesticide use on residential lands, as outlined in the report titled "Proposed Cosmetic Pesticides Review Process" dated May 31, 2018 from the Director, Community Infrastructure and Development with the following changes: *(to be determined by Council)*.

*Note: The implications of this alternative would depend on the amendments identified by Council.*

2. THAT Council receive the report titled "Proposed Cosmetic Pesticides Review Process" dated May 31, 2018 from the Director, Community Infrastructure and Development, for information.

*Note: Should Council chose this alternative, Administration would not undertake a process to reduce cosmetic pesticides in Vernon at this time.*

3. THAT Council direct Administration to undertake the process to determine the feasibility of a cosmetic pesticide reduction program for public lands in Vernon as outlined in the report titled "Proposed Cosmetic Pesticides Review Process" dated May 31, 2018 from the Director, Community Infrastructure and Development.

*Note: This alternative would direct Administration to develop recommendations for cosmetic pesticide use on public lands only. No bylaw for pesticide use on private residential lands would be explored.*

4. THAT Council direct Administration to undertake the process to develop a bylaw for regulating cosmetic pesticide use on residential lands, as outlined in the report titled "Proposed Cosmetic Pesticides Review Process" dated May 31, 2018 from the Director, Community Infrastructure and Development.

*Note: This alternative would direct Administration to develop recommendations for a bylaw to guide pesticide use on private residential lands only. No program for a reduction in pesticide use on public lands would be explored.*



**ANALYSIS:**

**A. Committee Recommendations:**

N/A

**B. Rationale:**

**1. Background**

By Corporate Policy (Attachment 1), the City endeavors to reduce or eliminate the non-essential use of chemical pesticides on City owned lands. As part of the crack and crevice program, two spray applications are completed annually to stop unwanted vegetation from establishing in curbs and sidewalks. This prevents trip and fall risks and prolongs the life of the assets. Pesticides are also applied in City boulevards, parks, sports fields and trees only when weed/pest densities reach a certain threshold. Applications are applied to impacted areas only and the work is completed by licensed contractors who are required by regulation to follow Integrated Pest Management (IPM) practices. Spraying does not occur near creeks, playgrounds or picnic areas.

At its Regular Meeting of November 27, 2017, Council heard a delegation from the Sustainable Environment Network Society (SENS) requesting that Council explore the development of a bylaw to restrict the use of cosmetic pesticides on public and private lands in Vernon. The presentation was followed by a petition indicating support for such an initiative (Attachment 2).

At its Regular Meeting of February 26, 2018, Council heard a delegation from Mr. Joel Campbell, President of Green Velvet Lawn Care and Mr. Henry van der Molen, President of Supergreen Lawn and Tree Care, who opposed restrictions on cosmetic pesticides. Mr. van der Molen provided a letter to Council during the presentation outlining the concerns (Attachment 3).

Council previously considered restricting cosmetic pesticides on both public and private lands. At its Regular Meetings of January 11, 2010 and January 25, 2010, Council considered a cosmetic pesticide reduction program on public lands, a draft cosmetic pesticide bylaw for regulating use on private residential lands and a cosmetic pesticide public education program (Attachment 4). Both the reduction program and the bylaw were designed to be phased in over a period of time, as follows:

- Public lands reduction program: The first phase included the expansion of cosmetic pesticide free zones to include dedicated picnic areas and playgrounds in parks and a single playing field at Marshall Field at an estimated cost of approximately \$21,000 per year (2009 dollars). The second phase proposed to expand the pesticide free zones into playing fields at an estimated additional cost of approximately \$210,000 per year (2009 dollars). A third phase would expand the pesticide free areas to include baseball fields, Ranger Park and the DND lands, with the estimated cost to be determined.
- Residential lands bylaw: The draft Residential Cosmetic Pesticide Bylaw required that all pesticide applicators were to be certified under the Plant Health BC certification process, which followed the provincial Integrated Pest Management Regulations at the time. The report recommended that the bylaw be brought into effect in two years, to give adequate time for public outreach and education.

At that time, Council endorsed the cosmetic pesticide reduction program for public lands but not the draft Residential Cosmetic Pesticide Bylaw. A cosmetic pesticide education program was also endorsed and subsequently implemented. Cosmetic free zones were established around picnic areas and playgrounds and a single field at Marshall was then removed from any pesticide application the following year in combination with an enhanced level of maintenance as a pilot project. The result was a noticeable increase in weed infestation and a reduction in the quality of the turf. Until recently, City parks were

under the auspices of RDNO, who ultimately determined services levels and set the Parks budget. At this time, Phase two of the program at \$210,000 per year (2009 dollars) has not been implemented. It is important to note that even with significant investment in a non-cosmetic pesticide turf management program, broad leaf weeds in playing fields will increase.

## **2. Proposed Process**

Following the two delegations, Administration has developed a proposed process to explore changes in the way that cosmetic pesticides are used in Vernon. The proposed process is intended to build on the work that was undertaken to develop the program for cosmetic pesticide management considered by Council in 2010. The work to be undertaken would consist of a review of current best practices of other local governments, resource implications of any reduction approach, and public participation.

This process is not identified in Council's 2015-2018 Strategic Plan, nor is it identified in the Community Infrastructure and Development Division 2018 Deliverables beyond providing a response to the delegations and the development of a proposed process to address the concern. As such, the process outlined would begin in October 2018 following the completion of projects as identified in those two documents, with a targeted completion date of April 2019.

The proposed process is as follows:

### *Case Study Review and Cost Analysis – October – December 2018*

Administration would review current best practices with regard to cosmetic pesticides in other municipalities in British Columbia to inform possible approaches for consideration in Vernon. At the same time, Administration would evaluate the resource implications (including budget implications) of various approaches to managing cosmetic pesticide use.

### *Draft Approach – January 2019*

Following the review, Administration would develop a proposed approach for managing cosmetic pesticides in the community. This approach may be a modified version of the approach considered by Council in 2010, a new approach in its entirety or, depending on the outcomes of the research, no changes may be recommended at all. Council would be asked at that time to endorse a draft approach for the purposes of public participation.

### *Public Participation – February 2019*

Administration would provide opportunity for the public to provide comment on the proposed approach to cosmetic pesticide management via an online survey on Engage Vernon ([www.engagevernon.ca](http://www.engagevernon.ca)).

### *Revise Approach – April 2019*

Following the public participation process, Administration would revise the draft approach, as needed, and provide Council with the revised proposal for its consideration.

## **C. Attachments:**

Attachment 1: Corporate Policy: Pesticide Use on City Owned Land

Attachment 2: Petition in Support of Cosmetic Pesticide Restrictions

Attachment 3: Letter dated February 26, 2018 from Mr. Henry van der Molen re: Cosmetic Pesticides

Attachment 4: Report/Recommendation to Council: Draft Cosmetic Pesticide Policy and Bylaw, December 18, 2009

## **D. Council's Strategic Plan 2015 – 2018 Goals/Deliverables:**

The subject involves the following deliverable in Council's Strategic Plan 2015 – 2018:

➤ N/A

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

At its Regular Meeting of January 25, 2010, Council passed the following resolution:

THAT Council endorse the proposed Public Lands Cosmetic Pesticide Reduction Procedure for those public lands either City owned and operated or contracted to the City to maintain within Vernon boundaries;

AND FURTHER, that Council support the development of a cosmetic pesticide education program by staff;

AND FURTHER that the Ministry of Environment, be encouraged to come forward with 'province wide' regulations pertaining to cosmetic pesticide use as soon as possible.

**BUDGET/RESOURCE IMPLICATIONS:**

The budget implications would be provided in a report based on the outcomes of the proposed process.

Prepared by:

Approved for submission to Council:

Kim Flick  
Jun 1 2018 11:36 AM DocuSign

  
\_\_\_\_\_  
Will Pearce, CAO

Date: 04.06.2018

Kim Flick,  
Director, Community Infrastructure and  
Development

REVIEWED WITH		
<input type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Operations	<input type="checkbox"/> Current Planning
<input type="checkbox"/> Bylaw Compliance	<input type="checkbox"/> Public Works/Airport	<input checked="" 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 checked="" 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:		



**THE CORPORATION OF THE CITY OF VERNON**

3400 – 30<sup>th</sup> Street, Vernon, B.C. V1T 5E6

Telephone: (250) 545-1361

FAX: (250) 545-4048

website: www.vernon.ca

**Corporate Policy Manual**

Section:		
Sub-Section:		
Title:	Pesticide Use on City Owned Land	

**RELATED POLICIES**

Number	Title

**APPROVALS**

POLICY APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: <i>"David O'Keefe"</i> Acting Mayor	Amendment Approved by:	
Date: July 25, 2005	Date:	

## POLICY

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The City in its continued efforts to protect the environment will endeavor to reduce or eliminate the non-essential use of chemical pesticides on City of Vernon owned lands.

The City of Vernon will attempt to manage city owned lands using Integrated Pest Management (IPM) principles and practices that:

1. minimize the risk to human health and the environment;
2. utilize site specific information to determine appropriate pest management decisions;
3. maximize the use of natural controls and alternatives to the use of pesticides, and emphasize prevention;
4. minimize the reliance upon chemical controls and eliminates the non-essential use of chemical pesticides;
5. consider community values in establishing standards of maintenance of public land.

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## DEFINITIONS

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<b>Chemical Control</b>	The use of a synthetic chemical pesticide to suppress or control a pest.
<b>Chemical Pesticide</b>	A micro-organism or material that is represented, sold, used or intended to be used to prevent, destroy, repel or mitigate a pest.
<b>Cultural Practices</b>	Management practices that focus on the prevention of pests by maintaining healthy hosts through proper planting, pruning, mulching, irrigation, nutrient requirements and sanitation practices.
<b>Ecology</b>	The study of relationships between living things, with each other and their environment.
<b>Ecosystem</b>	A community of organisms and their physical environment.

<b>Integrated Pest Management</b>	An approach that uses a combination of techniques in an organized program to suppress populations (i.e., weeds, insects, diseases, etc.) in which all necessary techniques are consolidated in a unified program so that pests are kept at acceptable levels in an effective, economical and environmentally sound manner.
<b>Native</b>	Species of animals or plants that have not been introduced by people or their direct activities.
<b>Natural Area</b>	Open space containing unusual or representative biological, physical or historical components. It either retains or has had re-established a natural character, although it need not be completely undisturbed.
<b>Natural Control</b>	The use of living organisms (parasites, predators, pathogens) that have been approved by the Pest Management Regulator Agency (PMRA) or Health Canada to manage pests.
<b>Non-essential Pesticide Use</b>	The use of a pest control product without first giving preference to available non-pesticide alternatives or without following the principles of Integrated Pest Management defined in the policy.
<b>Pest</b>	Any organism, including weeds, insects, diseases, rodents, etc., which by the location or size of its population, adversely interferes with the health, environmental, functional or economic goals of humans.
<b>Precautionary Principle</b>	The principle that environmental and human health measures must anticipate, prevent and attack the causes of environmental degradation and impairment of human health, and where there are threats of serious or irreversible damage to the environment or human health. Lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation and the impairment of human health.
<b>Preventative Measures</b>	Management practices that are directed towards preventing the establishment of pests (i.e. site design, optimal site selection for plant material, proper planting and cultural practices, etc.).

## **PROCEDURES**

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This policy shall apply to all municipal land owned by the City of Vernon or under the control of the City of Vernon except lands leased to other parties, where it is not practical.

Section 1 and Section 2 of this policy do not apply to areas of City of Vernon property immediately adjacent to private lands where the private property owner maintains city property (i.e. boulevard areas not maintained by the City of Vernon). Section 3 and Section 4 only, of this policy apply to areas of City of Vernon property immediately adjacent to private lands where the private property owner maintains city property.

The City shall enact a preventative measures approach to pest management.

### **1. INJURY LEVEL THRESHOLD**

The City shall determine the point at which a pest population at any specific site has reached the level (action level) at which action must be taken to prevent the pest population from reaching a level (injury level) where it will cause an unacceptable impact on: Public safety, recreation or health; natural and/or manageable ecosystems; economic injury to desirable plants; or the integrity, function or service life of facilities.

Should a pest population reach the injury level, a strategy to address the pest population will be selected based on the following considerations:

- a. is least disruptive of natural controls;
- b. is least hazardous to human health;
- c. minimizes negative impacts to non-target organisms;
- d. is least damaging to the general environment;
- e. best preserves natural or managed ecosystems;
- f. is most likely to produce long-term reductions in pest control requirements;
- g. can be effectively implemented and is operationally feasible;
- h. utilizes a combination of cultural, physical, mechanical, biological, and (where appropriate) chemical treatments;
- i. is cost efficient in the short and long term;
- j. gives non chemical methods of pest control priority.

### **2. EVALUATION OF PEST MANAGEMENT STRATEGIES**

In order to maximize and evaluate the effectiveness of the pest management strategies employed by the City of Vernon, the following will

also be considered:

a. **Timing**

Applying a treatment during the most vulnerable time in the life cycle of the vegetation or pest with the least impact on natural predators and/or other non-target organisms.

b. **Monitoring**

Carrying out a regular survey of sites to identify the location and extent of potential pest management problems.

c. **Record Keeping**

Maintaining records of specific pest management factors observed during monitoring, information on labour and materials used in implementation of the IPM program, results of pest management ecosystems; aesthetic values; economic injury to desirable plants; or the integrity, function, or service life of facilities.

d. **Evaluation**

Ongoing evaluation of treatment strategies to determine the overall effectiveness of the control program. These records are helpful in developing future management strategies.

**3. NOTIFICATION OF APPLICATION**

Should a pest population reach the injury level, and it is determined that the use of chemical pesticides is required, the following Ministry of Water, Land and Air Protection notification requirements must be followed:

a. Notices should be constructed in the following manner:

- i. rectangular in shape;
- ii. at least 25 cm by 35 cm when posted in external areas and at least 12 cm by 15 cm when posted in internal;
- iii. rain resistant where applicable;
- iv. with type of letter of sufficient size and clarity to be easily read, together with a symbol of a cautionary raised hand inside a symbol of a stop sign (the stop sign applies to out signs only) or another suitable.



- b. Notices should contain the following information:
  - i. date of application and recommended unprotected re-entry time (if applicable);
  - ii. description of area treated, name of pest and common name of pesticide;
  - iii. other advice or precautions as appropriate;
  - iv. name and telephone number of responsible individual.
- c. Interval of Pesticide Notice Posting:
  - i. where treatment area is greater than 0.8 hectares in size and the access is controlled by a fence or a gate, notices shall be posted on all major public entry points;
  - ii. where access is not controlled by a fence or gate, notices shall be posted at intervals of no more than 15 m;
  - iii. where treatment is less than 0.8 hectares in size, notices should be posted around the perimeter of the treatment area with at least one sign on each side of the perimeter.
- d. Notification Timing
  - i. notices must be placed 24 hours prior to treatment; and
  - ii. notices should remain not less than 48 hours after treatment.

#### **4. APPLICATION OF PESTICIDES**

- a. Application of pesticides will be in accordance with IPM principles.
- b. All persons applying pesticides on City lands will be trained and equipped to safely and effectively apply pesticides.
- c. Pesticides will be applied during periods of lowest public activity whenever possible.
- d. Pesticides will not be applied when children are present at the location being treated.
- e. Public areas will be posted with notices stating where and when pesticide treatments are planned, as outlined herein.
- f. Public areas will be posted with notices after pesticide treatments have occurred providing details on timing and product used, as outlined herein.
- g. All pesticide applications will be made in strict compliance with label instructions.

**Petition for a  
Pesticide By-Law  
2016**

Distributed  
@ Council  
Public Meeting  
Delegation  
NOV 27 / 2017

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**Petition**

To: The Mayor and Council of the City of Vernon

5280-03-  
Pesticides-  
2017 Petition

WHEREAS: chemical pesticides are harmful to human health and the environment;

WHEREAS: many organizations concerned with health and the environment advise avoiding pesticide use;

WHEREAS: chemical pesticides are unnecessary because sustainable, effective and less toxic alternatives are available;

WHEREAS: research indicates that education alone does not result in significant reduction of pesticide use;

WE, the undersigned, petition the City of Vernon to enact, through Council, a bylaw restricting the cosmetic, or non-essential, use of pesticides on private and public lands.

NAME (please print)	ADDRESS (your full home address - please print)	SIGNATURE
Terry Dyck	1902-39 Ave., VERNON	<i>Terry Dyck</i>
Kathryn Macdonald	3616 Centennial Dr. Vern. V1T 2T7	<i>Kathryn Macdonald</i>
JANE & R. CHE	37-4100 BENAUISTA RD VERNON	<i>Jane &amp; R. Che</i>
Susan Brandoli	7299 Longacre Dr. Vernon	<i>S Brandoli</i>
Yong Richard	206 3609 3028 Ave Vernon	<i>Yong Richard</i>
Pippa Groom	11-32305-23 <sup>RD</sup> ST VERNON	<i>Pippa Groom</i>
Jane Weixl	3925-15 <sup>th</sup> Ave. Vernon	<i>Jane Weixl</i>
Neva Low	8526 Silver Star Rd. Vernon	<i>Neva Low</i>
<del>Connie Hutt</del>	<del>11410 Hiltz Ave, Col.</del>	
Brian Schneider	4412-29 <sup>th</sup> VERNON	<i>Brian Schneider</i>
Espa Tekdal	4412 - 29 St. Vernon	<i>Espa Tekdal</i>
<del>John Bering</del>	<del>584, Mt. Roberts Place, Cold</del>	<del>John Bering</del>
Jane's Haywood	Enderley Mabel Park	<i>Jane's Haywood</i>
Larry T. Peters	8304 Telfer Dr C. Street	<i>Larry Peters</i>
SHIRLEY DEBERRY	105 3522 30 <sup>th</sup> AVE VERNON	<i>Shirley DeBerry</i>



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NAME (please print)	ADDRESS (your full home address - please print)	SIGNATURE
ALLAN MCRAE	4109 28TH AVE VERNON BC	ALLAN MCRAE
Bill Darnell	3908-24th Ave Vernon	Bill Darnell
Bruce Cummings	8526 Silver Star Rd Vernon	Bruce Cummings
Judy Stackdalo	3405 22nd ST VERNON	Judy Stackdalo
Larry Peters	8304 TEBB DR. Coldstream	LARRY PETERS
Peter Blokher	5777 McCURE Verno.	Peter Blokher
Lizette Swiel	7191 Brunner Rd. Coldstream	Lizette Swiel
DL	5183 Kuzar Rd. Vernon	DL
Barb VanSickle	1422 Phoenix Ridge Lane Vernon	Barb VanSickle
Alan Stones	744 Francis Ave Kelowna V1Y5G5	Alan Stones
MARGARET HUDSON	115-3506 38 AVE, VERNON V1T9J7	Margaret Hudson
Robert Marchand	Westside Rd	Robert Marchand
Fred Bialle	6836 Camo Ave N Vernon	Fred Bialle
Hartmut Schmitt	279 Ribers Rd Louisa	Hartmut Schmitt

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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Trista Bassett	#4136 #7 3305 22 ST VERNON	<i>[Signature]</i>
R. Bouvier	360 Dukismun Ln	<i>[Signature]</i>
Steph Koenig	6212 Okanagan Ave Vernon	<i>[Signature]</i>
Chris Morton	300 30th Ave Vernon	<i>[Signature]</i>
Norbert Maentens	Hwy 6 - #5386 Vernon	<i>[Signature]</i>
Jaret Field	0557 Willow Park Rd, Vernon	<i>[Signature]</i>
Car Claude	2305-20 St	<i>[Signature]</i>
Charlene O'Brien	6753 Apollo Rd	<i>[Signature]</i>
Desiree Marie	234-304 30th Ave Vernon	<i>[Signature]</i>
Steven VanderMeulen	6389 Blue Jay Rd Vernon	<i>[Signature]</i>
Genevieve Diakow	6389 Blue Jay Rd Vernon	<i>[Signature]</i>
Adriana Bot	8007 Kirkland Dr. Vernon	<i>[Signature]</i>
Gregory Engel	2600 42 AVE	<i>[Signature]</i>

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NAME (please print)	ADDRESS (your full home address - please print)	SIGNATURE
Guida Atkinson	9906 Venables Dr. Coldstream, BC	<i>[Signature]</i>
Stewart Babin	109-633 Legume Rd Kelowna BC	<i>[Signature]</i>
Hermann Bruns	205 Rosewood Blvd Man BC	<i>[Signature]</i>
Larry Peters.	8304 Telus Dr. V1B 1V3.	<i>[Signature]</i>
HUGUETTE ALLEN	130. Shuswap River Drive V0E 2G6	<i>[Signature]</i>
CARA NUNN	483A Cedar Hill Rd Falkland BC	<i>[Signature]</i>
Sara Nunn	4834 Cedar Hill Rd Falkland B.C.	<i>[Signature]</i>
Korvy Zepik	222-3505 38st Vernon	<i>[Signature]</i>
Angela Broadbent	2000 24 Ave Vernon	<i>[Signature]</i>
Barbara Hartley	3101-23 St, Vernon, BC	<i>[Signature]</i>
Paula Jenkin	#310 3608 Vernon	<i>[Signature]</i>
PAMELA JENKIN ROSS FEDY	2601 36th Ave Vernon BC	<i>[Signature]</i>
Larry Peters.	8304 Telus Dr. V1B 1V3	<i>[Signature]</i>
Bryan Wilson	4311 25th St. Vernon BC	<i>[Signature]</i>

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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Jerry Ward	3923 21A AVE VERNON, BC	<i>[Signature]</i>
Katy Sopsford	3923 21A Ave Vernon	<i>[Signature]</i>
Lindsay MacPhee	Cherryville BC.	<i>[Signature]</i>
Elizabeth Callender	Silver Star	<i>[Signature]</i>
Trudy Wall	166 Horner Rd. Lumby	<i>[Signature]</i>
Victoria Regan	2171 Grandview ave Lumby BC	<i>[Signature]</i>
Rory Lalonde	7932 Silverstar road	<i>[Signature]</i>
DAREN KITCHERSON	<del>370</del> 4201 26 <sup>th</sup> ST VERNON	<i>[Signature]</i>
Lorriane Toft	1014 32 Ave Vernon BC	<i>[Signature]</i>
Craig Toft	1014 32 Ave Vernon BC	<i>[Signature]</i>
Debbie Wetstein	3702-22 ST VERNON	<i>[Signature]</i>
Naomi Sturridge	3033 Sandon Drive Vernon	<i>[Signature]</i>
Andrew Nardone	9522 Greenaway Rd	<i>[Signature]</i>
JOHN FRISER	22ND ST. VERNON	<i>[Signature]</i>

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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Deb Klein	Vernon	<i>[Signature]</i>
Colleen Ziegler	Coldstream	<i>[Signature]</i>
Bob Bornip	3204 22nd Street Vernon	<i>[Signature]</i>
Hazel Packham	1802-44th St Vernon BC V1T 7	<i>[Signature]</i>
Linda Morris	#2-3712-25th AVE Vernon BC V1T 1P3	<i>[Signature]</i>
Ian Hills	3205 20th ST VERNON V1T 4C6	<i>[Signature]</i>
SARAH MACLEOD	0450 PAISLEY DRIVE VERNON V1B2M1	<i>[Signature]</i>
Richard Pearce	3209 17 St. Vernon	<i>[Signature]</i>
SUSAN YOUNG	3209 17 ST VERNON	<i>[Signature]</i>
Christa Nicholson	6451 Holbrook Rd Vernon	<i>[Signature]</i>
Kathleen Elliman	Box 1137 @ Lumby	<i>[Signature]</i>
Yvonne Gregersen	525 Bluenose Rd Vernon	<i>[Signature]</i>
Mathia Van Lancomt	3609 24 Ave Vernon V1T 1L7	<i>[Signature]</i>
Charley Mowatt	694 Pottery Rd Vernon BC	<i>[Signature]</i>

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Lance Sweeney	1700 30 Ave Vernon	<i>Lance Sweeney</i>
LISSA BOONE	3204 22nd Street, V1V4H8	<i>Lissa Boone</i>
DIANNE LOCKTON	ARMSTRONG	<i>D Lockton</i>
Sylvia Hubbard	4318 Schubert Rd Armstrong	<i>Sylvia Hubbard</i>
Trudie Renz	3205 34th Vernon	<i>TR Renz</i>
SHIRLEY LOUGHEE	3502 3D AVE VERNON	<i>S Lougee</i>
Doreen Reid	6568 Gossick Rd.	<i>D Reid</i>
CECILIA	7063 Fraser Dr	<i>Cecilia</i>
BRUCE SIMPSON	2903-17 ST	<i>B Simpson</i>
BRIAN MONTGOMERY	2721 Howser Pl	<i>Brian</i>
SARAH MORRISON	3105 38TH AVE	<i>Sarah Morrison</i>
Beatrice Pelletier	9710 Coldstream Creek Rd.	<i>B. Pelletier</i>
Rob McMillan	7070 Pansamak	<i>Rob McMillan</i>
<del>MISSISSIPPI</del>		



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Marilyn Fletcher	6310 Freeman Dr. Coldstream	<i>[Signature]</i>
Dusan Bru	2537 Willow Park Rd. Vernon	<i>[Signature]</i>
DAVID HARDING	12205 ORMSBY DR.	<i>[Signature]</i>
Kelsey Bench	5112 Heritage dr Vernon	<i>[Signature]</i>
Kelsey Bench	5995 River Rd. Vernon	<i>[Signature]</i>
Dana Dew	9238 Ch. rock Rd	<i>[Signature]</i>
Nathan Pelletier	9710 CLR	<i>[Signature]</i>
Megan McMillan	3070 Dunsmuir Rd. Vernon BC	<i>[Signature]</i>
Anne MacDonnell	4443 - 17th St. Vernon	<i>[Signature]</i>
Betty Holtzko	<del>7227 Mattford Vernon</del> #3 4405 - 20th St	<i>[Signature]</i>
Christine Schmidt	Box 23013 Vernon V1T 9L8	<i>[Signature]</i>
Lori Dagenais	Box 94 Falkland	<i>[Signature]</i>
Angie Meissner	1617 Eagle Rock Rd Armstrong	<i>[Signature]</i>
Danielle Zierler	3403A 26 St. Vernon	<i>[Signature]</i>

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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Wanda Vanderveen	132 Savsons Rd. Vernon V1B 2M5	<i>[Signature]</i>
VALERIE SAUNDERS	978 Galeano, Vernon	<i>[Signature]</i>
Ericilia Alberto		<i>[Signature]</i>
Erin Fowlie	3913 27th Av. Vernon V1T 1S8	<i>[Signature]</i>
Angela Bassett	3802 32nd Avenue V1T 2N3	<i>[Signature]</i>
Nicole Pitt	3802 32nd Ave V1T 2N3	<i>[Signature]</i>
Verda Simpson	1013 33 AVE V1T 6R6	<i>[Signature]</i>
<del>Wanda Vanderveen</del>	531 Guildford Ct.	
<del>Wanda Vanderveen</del>	6851 Carman Rd.	<i>[Signature]</i>
WENDY ELIOTT	2304 - 39th AVE	<i>[Signature]</i>
Brenda Fulbrook	9627 White pt Vernon	<i>[Signature]</i>
K.L. Ware	2108 33 St. Vernon	<i>[Signature]</i>
Bailey Revak	3306 26 St Vernon	<i>[Signature]</i>
Holly Read	3503 23rd St Vernon	<i>[Signature]</i>

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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Lisa McCloy	575 Upper Crestview, Cobden V1B2K7	Lisa McCloy
Hyda Manktel	14-3030-210 ST V.	Hyda Manktel
Sue Lighthall	3005 24th V1T4N3	Sue Lighthall
PAT BLAESER	6030 OK Landing V1T1M3	Pat Blaeser
TS FLYNN	1402 19th Ave Vernon V1T1K6	TS Flynn
WZA McHELL	32-4701 P V RD	WZA McHELL
Linda Hordebo	4002-27AVE Vernon V1T1K6	Linda Hordebo
JOHN EATON	1171 OTTER LK RD, ARMSTRONG V1E1B5	John Eaton
Kathy Lane	2486 Hwy 6 Hwy Rd	Kathy Lane
Sally Dow	#1209 7343 OK Land Rd	Sally Dow
Doug Miller	4491 East Vernon Rd Vernon	Doug Miller
Judy Fors	3713 Commonage Crescent Vernon	Judy Fors
Gary Frost	1501 37th St Vernon BC	Gary Frost
B. Tanasevic	#8, 401 Browne Rd Vernon V1T7M2	B. Tanasevic

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Marian Edelman	10780 Whitemans Creek Rd. Vernon B.C. V1T 2S7	M. Edelman
Kim Slizak	1500 40 Str. V1T 8J6	Kim Slizak
Marg Slizak	✓	M. Slizak
SHANNON McAFFER	8510 17th St	Shannon McAffery
Ivan Hura	388 Lakewood Vern	Ivan Hura
Carrie Sladen	1814 43 A Ave Vernon V1T 7X3	Carrie Sladen
MIKE & ZORA GEROVAC	6770 HERRY Rd. VERNON V1B 3T4	Mike & Zora Gerovac
Carole Gerson	3903-14 St Verna	Carole Gerson
Patrice Daley	8940 Brewer Rd	Patrice Daley
Betty Martin	4701 P.V. Rd	Betty Martin
B. Lee	2100-32 AVE	B. Lee
Bob Meyer	1803 29th Street	Bob Meyer
Anne Monteith	2721 Howser Pl. Vernon	Anne Monteith
Kim Dow	9238 Chinook Rd.	Kim Dow

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Peter Brydajewski	3307 17th St. Vernon, BC V1T3Y8	
Cecelia White	3307 - 17th Street Vernon V1T3K8	
Chris Olivier	5186 East Vernon Road Vernon	
<del>Matt Parks</del>	<del>8613 FITZMAURICE DR. V1B3J6</del>	
MATT PARKS	8613 FITZMAURICE DR, COLDSTREAM	
SCOTT UNGER	799 POTTERY RD VERNON	
Leila Ward	6607 Cameo Drive V1T1N6	
Louise Baker	<del>55</del> 5697 Pleasant Valley Rd	V1B3L6 Louise Baker
Sheila Campbell	3303 26th St Vernon	
Leo Joy	411-3807 32nd Ave Ver. V1T4V2	
KINSEY BELKY	3033 SANDON DR VERNON, V1H1A3	
Marie-Anick Duchesne	3600, 24th ave, Vernon, V1T1L9	Marie-Anick Duchesne
MILDRED SHUTTY	309-3502 30 Ave VERNON	
Anastasia GATES	2102-13ST. VERNON, BC V1T3T2	Anastasia Gates

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Catny Hooper	5826 Bartlett Rd Vernon	C Hooper
Laurie Moore	579 Middleton Way Coldstream	L Moore
Anessa Lang	3800 40 Ave Vernon	A Lang
Michelle Muff	5154 Maddock Rd	M Muff
Chris Pisesky	4128 Lakeshore Rd Kelowna	C Pisesky
Tana Petersen	7015 Pinto Pl. Vernon	T Petersen
Lehae Webster	468 Irish Crk. Rd.	L Webster
Jill Pittman	3033 SANDON DRIVE.	J. Pittman
Alanna Dean	2000 20 Ave Vernon	A Dean
Georg Duff	" " " "	G Duff
ANNIE MACDONALD	4143-17th Street UERNON	A Macdonald
Christina Schmidt	4220 Bellavista Rd Vernon	C Schmidt
Sarah Marshall	7306 Kidston Rd. Coldstream	S Marshall
Rowena Dunlop	9400 Bel Air Drive Coldstream	R Dunlop

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To: The Mayor and Council of the City of Vernon

WHEREAS: chemical pesticides are harmful to human health and the environment;

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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Kevin McCarthy	1801 20th St V1T 9B6	<i>[Signature]</i>
Darlene Prokter	7119 Grey Lynn Rd Vernon V1B 3S8	<i>[Signature]</i>
Debbie Vogels	1-4201 28 Ave. V1T 1X7	<i>[Signature]</i>
Teresa Titterington	3181-8 Ave SE Salmon Arm	<i>[Signature]</i>
Jean Kempfer	4313 22 St	<i>[Signature]</i>
Chris Corbett	3503 23 St V1T 4K2	<i>[Signature]</i>
Catherine Hansen	4017-25 St Vernon	<i>[Signature]</i>
HUGUETTE ALLEN	130 River Road V0E 2G6	<i>[Signature]</i>
Jon Alcock	2225 Saucier Rd V1W 4B8	<i>[Signature]</i>
Russell Alcock	2096 Diamond Rd V1W 4B9	<i>[Signature]</i>
Branka Farrell	2654 Schar Rd, Westbank V1T 1M1	<i>[Signature]</i>
Sue Cairnie	2450 Powerhouse Rd Armstrong V0E 1K8	<i>[Signature]</i>
JASON ELLINSON	4011 + 34 St Vernon BC	<i>[Signature]</i>
JANE COUARD	10718 Fair Rd Lumby	<i>[Signature]</i>

Petition for a  
**Pesticide By-Law**  
 2016

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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Chris Turner	6750 L+A Rd Vernon	<i>Chris Turner</i>
Victoria Mittal	1903-37th Ave Vernon BC	<i>V. Mittal</i>
RUTH McALLISTER	#30 - 5484 - 25 <sup>th</sup> Ave.	<i>Ruth McAllister</i>
Jackie Lowrie	6641 Scott Rd. Vernon.	<i>Jackie Lowrie</i>
DAWN LIEFKE	4601 BOLDUC VERNON	<i>Dawn Liefke</i>
ROSE HARMAN	#405 3705 - 30 AVE VERNON	<i>Rose Harman</i>
RACHEL PETERS	890 CALDWAY RD VERNON	<i>Rachel Peters</i>
Patricia Lorahue	13-4102 24 <sup>th</sup> Ave. VIT 1M2	<i>Patricia Lorahue</i>
Jan Ann	305-1617-43 Ave VIT 9R9	<i>Jan Ann</i>
Alma Allen.	2600 East Vernon Rd V1B3H5	<i>Alma Allen</i>
Ardel Weens	5630 S. Vernon Bay V1T8N2	<i>Ardel Weens</i>
DIANA MURRAY	#64 Locust Estates Rd	<i>Diana Murray</i>
Carlos O'Brien	6753 Apollo Rd Vernon	<i>Carlos O'Brien</i>
Brenda Wiseman	Copper Mt Cr.	<i>Brenda Wiseman</i>



# Petition for a Pesticide By-Law 2016

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NAME (please print)	ADDRESS (your full home address - please print)	SIGNATURE
MARG YAMADA.	3412-16 AVE VERNON.	Marg Yamada
Scarlet Poworoznik	2705-18 <sup>th</sup> AVE. VERNON	S. Poworoznik
SHELLEY FRIEDEL	930 Mt. Bulman Dr. Vernon	S. Friedel
Veronica Hoffman	3016 11 St, Vernon	Veronica Hoffman
Mike Elliott	94 Scott St, Falkland	Mike Elliott
Kathleen Haak	2105 24 Ave Vernon	Kathleen Haak
Linda Jenkins	9401 Orchard Ridge Dr.	Linda Jenkins
Ann Tector		Ann Tector
Buffy Thom	9265 Kokanee Rd. Vernon V1H 1K4	Buffy Thom
D.A. Miller	3911 15 cresc	D.A. Miller
M. Orser	56 Louis Estates R-Vernon	M. Orser
Made Zinkel	1309-25 AVE VERNON	Made Zinkel
ROBIN RITCHIE	7374 L.A. Ave	Robin Ritchie
Romay Konrad	4726 Mcleery Rd Armstrong	Romay Konrad

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NAME (please print)	ADDRESS (your full home address - please print)	SIGNATURE
Terry Dyck	1902-39 Ave, VERNON	<i>[Signature]</i>
HEATHER MUEER	799 POTTERY RD VERNON	<i>[Signature]</i>
Steven Wiebe	1907 21 ave Vernon	<i>[Signature]</i>
Kristy Hennings	2603 17th St. Vernon	<i>[Signature]</i>
Wendy Gosselin	978 Mt. Bulman Dr. Vernon	<i>[Signature]</i>
Dorothy Eller	3301 20th St Vernon	<i>[Signature]</i>
Harvey Eller	" " "	<i>[Signature]</i>
CAROL FRENCH	320-3901-32 AVE VERNON	<i>[Signature]</i>
Tanis Hogarth	8080 Beachcomber Bay Vernon	<i>[Signature]</i>
Sarah Clark	740 Franklyn Road, Lumby BC	<i>[Signature]</i>
Jack Elliman	1832 Skynew Cres Lumby BC	<i>[Signature]</i>
Doug Miller	4491 East Vernon Rd, Vernon BC	<i>[Signature]</i>
Caren Miller	4491 EV Rd Vernon V1B 3H9	<i>[Signature]</i>
Shauna McGowan	7989 Kedleston rd. Vernon V1B 3M4	<i>[Signature]</i>

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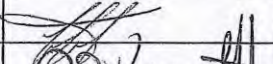
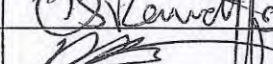
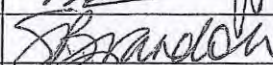
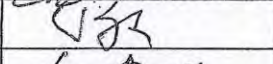

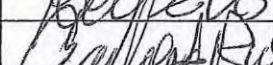


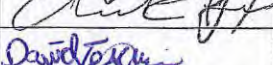
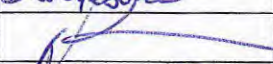




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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
DENNIS	513-CLIFF ST ENDEBY BC	
C. Rawcliffe	391 Whiteroad Rd. Lumby BC	
M. Berkholz	11405 Cobblestream Creek Rd	
Susan Brandoli	7299 Longacre Dr.	
Paul Richard	206-3609-30th Ave	
Larry Peters	8304 Telus Dr. C-Stream	
Jesse Reypens	581 Grouse Rd Vernon	
Callan Ruth	3104 PV Rd #3 Vernon	
John Rutherford	1953 Wate St Kelowna	
George Dutty	2000-20 Ave Vernon	
Chen Eltan	3203 25th Street Vernon	
David Tescu	2804 24th street Vernon BC	
JANNA PAYNE	2302 22nd St. Vernon BC	
Josie Erickson	964 Pottery Rd Vernon B	

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JOBOTH HARVEY Eller	3301 20th STREET	J. Eller
Leila Ward	6607 Cameo Drive	Leila Ward
Christine Schmidt	4220 Bella Vista Rd.	Christine Schmidt
Lee Reynolds	9212 Orchard Ridge Dr. Vernon	L. Reynolds
Brigitte Wollkopf	8-9196 Ironsow Rd. Vernon	Wollkopf
John Petersen	1900 Wittgang Rd ARMOSTRONG	John Petersen
Anton Callaway	2395 Hwy 6, Lumby, BC	Anton Callaway
JUDY STOCKDALE	3405 22nd St Vernon BC.	Judy Stockdale
Harvey Eller	3301 20th St Vernon	Harvey Eller
Dorothy Eller	" " "	Dorothy Eller
Pamela Jenkins	#310 3608 27 <sup>th</sup> Ave Vernon V1T 1S4	Pamela G. Jenkins
SUE KELSEY	1315 HWY 6 CHERRYVILLE	S. Kelsey
Susan Brandoli	7299 Longacre Dr.	S. Brandoli
Paul Richard	206-3609-30th Ave	P. Richard

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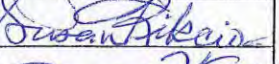
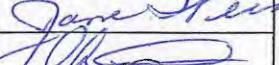
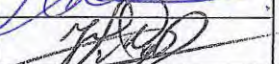



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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Karine Stephens	6602 Capri Rd Enderby	
STAN WEBSTER	8041 St Hubert Rd S.A.	
Mike Balfour	2601 A 24 ave Vernon	
O. HANSEN	4017-25 ST VERNON	
Michael Visser	5193 Haynes rd Vernon	
Opal Cooper	322 Eastside Rd OKFALLS	
SARA O	1254100 24th Ave Vernon	
In Renaud	4101- 28 Ave Vernon	
Megan Sempow	3605 19th St Vernon	
Wendy Mirkowoski	6220 Postill Lake Rd Kelowna	
SUSAN KIKCIO	388 Sarsons Rd, Coldstream	
Jane Weixl	3925-15th Ave Vernon BC	
CAROL LUSITA	1300 - 40th AVE VERNON	
Jack VanDyk	467 Pottery Rd. Vernon	

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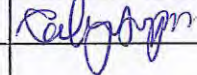
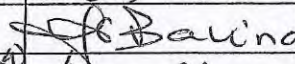
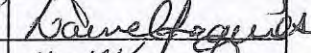
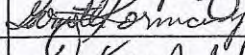
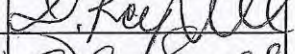
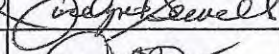
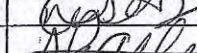


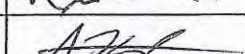
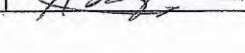
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NAME (please print)	ADDRESS (your full home address -- please print)	SIGNATURE
SHAUNA WARE	9102 Cherry Lane VIBIUG	
Conley Simpson	Kael Lake rd	
Martin & Cordsen	Kael Lake rd	
Charlene O'Brien	6753 Apollo Rd Vernon	CoBri
JOHN BARLING	584, MT. MOBERLY PLACE (COLDSTREAM)	
Laurel Jaques	3101 Pleasant Valley Rd Vernon BC	
GARNETTE KORMANY	3004-39 ST VERNON	
Debby Kenyok	2503-24th St Vernon.	
Jocelyne Sewell	6576 ORCHARD HILL VERNON	
Debra Wetzstein	3702-22 St. Vernon	
Alvaannah Atley.	15074 Highland Rd.	
Karin Preece	303-3800 32nd	
Risa Lederer	303-3800 32nd ave.	
ADRIAN PREECE	303-3800 32nd AVE	

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BIERE PASCHEN	7589 Klinger Rd, Vernon	<i>[Signature]</i>
ANDREW HEINRICHS	Box 270 Parker Cove	<i>[Signature]</i>
Pat Douglas	1502 28th Ave. Vernon	<i>[Signature]</i>
Gord Hiebert	621 Pottery Rd, Vernon	<i>[Signature]</i>
C. L'Heureux	1900 18th St Vernon	<i>[Signature]</i>
Kerry VanSickle	7179 APEX DRIVE, VERNON	<i>[Signature]</i>
Danielle Zierler	3403 A 26th VERNON BC	<i>[Signature]</i>
Marilyn Farrad	1505B - 32nd Ave Vernon BC	<i>[Signature]</i>
Ann May	25-1000 Snowberry Rd Vernon	<i>[Signature]</i>
Marianne Butler	2115 Park Ave	<i>[Signature]</i>
MARK NISHIKAWA	3303-26 ST VERNON BC	<i>[Signature]</i>
LEO M CAMPEAU	VERNON B.C.	<i>[Signature]</i>
PATRICIA LAWTON	Vernon, B.C.	<i>[Signature]</i>
Christine Schmidt	Vernon BC	<i>[Signature]</i>

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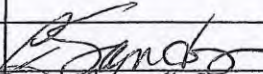
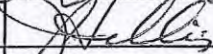
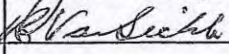
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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
CHRIS SAUTOS	3789 38 ST VERNON BC	
JAN HILLIS	3205 20 <sup>TH</sup> ST VERNON, BC	
Barb Van Sickle	1422 Phoenix Ridge Lane	



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NAME (please print)	ADDRESS (your full home address – please print)	SIGNATURE
Madeline Vermeulen	9001 Mackie Drive	[Signature]
Jayne Brisdon	6984 Hwy 6	[Signature]
Mel Dela Cruz	6284 Hwy 6	[Signature]
Judy Hughes	8315 STONERIDGE DR. COLDSTREAM	[Signature]
Beate Dringer	11518 Briar Drive Coldstream	[Signature]
Barb Newton	11517 Tassie Dr. Coldstream	[Signature]
GRANT TURNER	COSMOS BAY -	[Signature]
Susan Kikcio	368 Sarsons Rd Coldstream	[Signature]
BERT GREENSEN	6550 APOLLO RD	[Signature]
Susan Peters	1015 BX Rd	[Signature]
Aaron Deans	12408 Coldstream Ctr Rd	[Signature]
Shirelle Claxton	511 Mt. Tanner Place	[Signature]
[Signature]	531 Wildflower Ct	[Signature]
Yvonne M. Connell	7910 McCounie Road	[Signature]

Coldstream

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FAITH PEINER	538 Terrace Dr.	<i>[Signature]</i>
Marianne Wolters	575 Middleton Way	<i>[Signature]</i>
Ester Walker	19 Kerby Rd, Lumby, B.C.	<i>[Signature]</i>
Sue Shattler	3920 Ponderosa Way	<i>[Signature]</i>
Flo Ryan	8510 KALAVISTA DR.	<i>[Signature]</i>
Cheryl Dowler	9409 Shamanski Drive	<i>[Signature]</i>
Keli Westgate	8305 Clarke Rd Coldstream	<i>[Signature]</i>
Connie Hill	11410 Hillside Ave, Coldstream	<i>[Signature]</i>
JOHN BARLING	584, MEMORABLE PLACE Cold:	<i>[Signature]</i>
Chia Elton	5335 Pearson Rd Vernon	<i>[Signature]</i>
Linda Elmose	305-1801 32nd street, Vernon	<i>[Signature]</i>
Janice Nicol	11704 Briar Dr.	<i>[Signature]</i>
Brian Nicol	"	<i>[Signature]</i>
Greg Crockett	11410 Hillside Drive.	<i>[Signature]</i>

Good afternoon Mr. Mayor and Council members.

My name is Henry van der Molen, I am the President of Supergreen Lawn and Tree Care, a company which operates in Vernon and surrounding areas.

In a way I'm not really sure why I'm here, I operate a business which is highly regulated, and which uses products which are regulated and approved by the Pest Management Regulatory Agency, a branch of Health Canada. I am also regulated and inspected by the British Columbia Ministry of the Environment, who legislates and oversees the methods of application and to whom I must report yearly on the quantity of each herbicide, insecticide, fungicide, ovicide, rodenticide, molluscicides, insect growth regulators, and the list of "cides" goes on. Every Kg and milliliter used has to be reported.

Am I pro pesticide? That's like asking someone if they're pro tools, a pesticide is a tool used to acquire a desired result. Some tools require a form of safety gear and might require some access restrictions to create awareness to the public, others may require less gear and notice. The requirements for the tools we use are already in place, sites where posting is required are mandated and regulated by the BC Ministry of the Environment. If and when a better tool to do the same job becomes available? I'll be there to put it into my tool kit and retire the old one.

I suspect that the problem is any word ending with "cide", conveniently grouped under one word, and that word being Pesticide.

I started working with pesticides when I got a job with my brother who owned BC Pest Control in Vancouver, over 40 years ago. I'd like to take you through a bit of chemical history from the time I started, a history that isn't stagnating because it is killing the things that need to be killed so why change it.

DDT, which had been the material of choice was banned shortly before I started, it had been the go to material for malaria, typhus, and lice during the Second World War. Members of my family remember the material dusted onto their heads during this period of their life. After the war it was used extensively in agriculture. With scientific advances it was determined to have detrimental effects that outweighed the beneficial and production was ended in 1970 in Canada. The banning of this material and the science behind the ban is still in dispute. I'm not a scientist and don't know if the ban was a good thing or not, *but the result of banning DDT brought the science of controlling pests to another level. Not a perfect level, but one which generated a greater awareness to what we were doing.*

I started my career with chemicals like chlordane, baygon, diazinon, dursban, dimethoate (Cygon, Laygon), and a bunch more. Most of these are no longer in production, at least not for purposes in a back yard or home setting. Some of these have been banned for our use, but are still being used in other sectors. The banning or removal of these products from home or garden use was again due to an increased level of knowledge of what continued use of these products could potentially do, not because of the damage they had done, and brought us to a better understanding of the direction products needed to go.

Rec'd 2:04pm  
from presenter  
Feb 26/18

Remember that it's the PMRA branch of Health Canada that has overseen these materials and deemed them to be of enough concern that they were removed altogether, or from use at the home and garden level. Their removal did not mean that there was nothing to be done to prevent the intended target from doing greater damage; it meant that scientists were pushed to find a better and specific means to control the target pest.

The science has NOT remained stagnant and static, we have moved from a materials like DDT, chlordane, and the others that I mentioned, all of which were not very discriminatory in their intent to kill, to materials today which are species specific. Many of the products we use today will only kill a specific target insect. How does it do that? An example might be a product that will kill its target solely on the way it digests its food, it will kill the target insect and do nothing to the lady bug dining on an aphid three leaves over.

We hear the word chemical and become fearful, but should we? We've all probably used formaldehyde in biology class and remember its smell well. Would any of us deliberately ingest formaldehyde? We get a little worried when we hear about toxins. Would any of us deliberately expose ourselves to botulinum, a teaspoon of which could kill a quarter of the world's population? I suspect you'd probably say no to both, unless . . . . . unless you know that when you eat a pear you are ingesting 0.06g/kg of formaldehyde, or have had botox injections to eradicate some of those pesky wrinkles.

Now I don't know how many pears you'd have to eat before the formaldehyde would become of any concern, or how much botox would be too much, but that's another facet of my job, I have to read the label that tells me the concentration I should use to effectively eradicate my target. Not a steamroller, but maybe just a swat. Toxicity is dose specific; warfarin at a low dose seems to be of great help for maintaining thin blood in a human, but at a higher dose works great at killing certain rodents. In the case of the warfarin use for blood thinning in humans Health Canada would be the regulator of dosage, for rats and mice the amount required for a lethal dose would be prescribed by the Pest Management Regulators. This dose is likely based on the rodent's weight and its ability to metabolize the material.

(Salt and someone with high blood pressure, sugar and a diabetic.)

We are regulated, believe me, we are regulated, and rightly so, we carry a great responsibility and I am happy that someone is looking after me to ensure I'm not causing harm to those people who in turn trust I'm not going to harm them. Last year the BC Ministry of Environment went a step further and now requires homeowners who want to apply materials to their home and property to take a test and have some material knowledge before they can purchase a "pesticide". There are always updates and forages into doing things more safely, products aren't static, changes happen every year. Every year I read the label of the product I'm going to be using, to see if it has changed, almost every year at least one label changes.

Citizens should be able to enjoy a weed free lawn which they feel contributes to the beauty of the community they live in. They shouldn't have to worry that this might become unattainable due to the un-mowed seed bed next door.



THE CORPORATION OF THE CITY OF VERNON

ORIGINAL

## REPORT/RECOMMENDATION TO COUNCIL

**SUBMITTED BY:** Brooke Marshall, Environmental Planner      **DATE:** December 18, 2009  
**FILE:** 5280-05  
 3900-02

**SUBJECT:** DRAFT COSMETIC PESTICIDE POLICY AND BYLAW

### PURPOSE:

To present a draft cosmetic pesticide reduction program for implementation on public lands in Vernon in 2010 and a draft cosmetic pesticide bylaw for residential lands for implementation in 2012.

### RECOMMENDATION:

THAT Council endorse the proposed public lands cosmetic pesticide reduction procedure for those public lands either City owned and operated or contracted to the City to maintain within Vernon boundaries;

AND FURTHER, that Council endorse the proposed residential Cosmetic Pesticide Control Bylaw to be enacted in 2012;

AND FURTHER, that Council support the development of a cosmetic pesticide education program by staff.

### ALTERNATIVES & IMPLICATIONS:

Council may choose to not support the proposed pesticide elimination plan and may direct staff to consider alternatives to the proposed plan.

### ANALYSIS:

#### A. Committee/Board Recommendations:

The Environmental Advisory Committee, at its January 20, 2009 meeting, completed a discussion on the issue of cosmetic pesticide use and adopted the following resolution:

"THAT the Environmental Advisory Committee recommends Council direct staff to create a bylaw that would enact the banning of cosmetic pesticide use on public lands, starting the growing season of 2010 through the growing season of 2012, in conjunction with a strong educational component that is funded by the City;

AND FURTHER that Council phase in a ban of cosmetic pesticide use on private lands starting the growing season of 2012;

AND FURTHER that Council encourages other public agencies within City of Vernon boundaries to follow suit."

**B. Rationale:**

1. Further to the recommendations of the Environmental Advisory Committee (EAC) and Council's endorsement of those recommendations at its Regular Meeting of May 25, 2009, this report outlines a proposed procedure to implement a phased in reduction of cosmetic pesticides on public lands in the City of Vernon. Further, a draft bylaw restricting cosmetic pesticide use on private residential property is provided.

While it is intended that the bylaw affecting private residential property be implemented in 2012, it is recommended that the bylaw be adopted at this time for two reasons. First, it will provide certainty for both property owners and professional pesticide applicators, who will need adequate time to adjust to the restriction of cosmetic pesticide use. Industry representatives have requested certainty about the restriction, the timing of implementation and the opportunities for applicators to adjust their procedures to respond to and comply with the endorsed bylaw when it comes into effect. Second, it provides the structure and timeline to launch a public education and awareness campaign to ensure residents are aware of the change and the alternatives available to them.

2. Cosmetic pesticides are those substances which are intended to control weeds which do not pose any physical threat to health or infrastructure, but which are to be removed for aesthetic purposes only.

Cosmetic pesticides are **not** those used for agricultural purposes, for infrastructure maintenance, to protect homes, for the elimination of noxious and invasive weeds, or to ensure the health of the community.

Proposed Changes to City Operational Procedures

3. Integrated Pest Management (IPM) is "a knowledge-based pest management approach requiring an understanding of the landscape ecosystem including, most notably, the relationships and interactions of organisms, especially pests and their natural enemies. It is a flexible, adaptive approach that seeks not to eliminate pests but to manage their populations in environmentally sound ways, economically, and at acceptable levels in landscapes and public use lands. IPM uses the full range of pest management tools and tactics including cultural, physical, mechanical, biological, behavioral and chemical. Chemical tools are used only as appropriate, sparingly and as a last resort. Management of pests is the goal, not control" (Plant Health BC, Program Guide for use by Pest Management Service Providers August 16, 2007).

4. Currently, summaries of pesticide application practices on public lands do not clearly differentiate between those pesticides used for noxious or invasive species control and those used for aesthetic purposes. As cosmetic pesticide reduction is implemented on those public lands under City management or policy recommendation control, the control of noxious and invasive weeds will need to continue.

To address the concerns expressed by the community in the cosmetic pesticide public consultation, the following table (Table 1) identifies the current cosmetic pesticide application practices in use in parks in Vernon. Those parks which have playgrounds, picnic tables or picnic shelters as one of their significant uses have been identified. These areas, where park amenities create areas for specific use for on ground play or eating, are the preliminary focus of the proposed phased alteration of cosmetic pesticide use.

Table 1 – Current Cosmetic Pesticide Application Program

Playground	Picnic Tables	Picnic Shelter	Park Name	Current Service or Maintenance Level	Cost of Current of Practices Turf Weed Control (2008)
<b>No-Spray Parks</b>					
x			11th Street Tot Lot	B	\$ 0
x			19th Avenue Tot Lot	B	\$ 0
x			43rd Street Tot Lot	B	\$ 0
x			Girouard Park	B	\$ 0
x			Heron Glen Tot Lot	B	\$ 0
x			Hudac Tot Lot	B	\$ 0
x			Kimura Park	B	\$ 0
x	x		Klwanis Tot Lot	B	\$ 0
x			Sterling Estates Tot Lot	B	\$ 0
				<b>TOTAL</b>	<b>\$ 0</b>
<b>Current Spot-Spray Only Parks - No spraying within 30m of playgrounds, creeks, ponds or lakes</b>					
x			Alexis Park	B	\$ 200.00
x			Armory Park	B	\$ 50.00
	x		Cenotaph Park	B	\$ 50.00
	x	x	DND Army Camp	A	\$ 250.00
x			Foothills Park	B	\$ 50.00
x			Heritage Park	B	\$ 100.00
x	x	x	Kin Beach	B	\$ 250.00
x	x		Lakeview Park	B	\$ 150.00
	x		Marshall Fields	A	\$ 150.00
x			Mission Hill Park	B	\$ 150.00
			Municipal Complex	A	\$ 50.00
x	x		Paddlewheel Park	B	\$ 150.00
x	x	x	Polson Park	A	\$ 1,550.00
x			Sawicki Millenium Park	B	\$ 200.00
				<b>TOTAL</b>	<b>\$ 3,350.00</b>

5. The introduction of a cosmetic pesticide reduction program requires changes in park, playing field and playground aesthetic service levels. Where currently, cosmetic pesticides are used to keep open grass areas weed free, the reduction in cosmetic pesticides will, in many situations, require acceptance of dandelions and other non-noxious or invasive weeds to be visible in public parks.

Parkland in Vernon is under the management control and budgetary discretion of RDNO Parks, excluding the Civic Complex and lake access points. City Operations staff undertake maintenance of these public areas under contract.

Cosmetic pesticides are currently applied through spot treatments, and application is limited to areas which are not immediately adjacent to play grounds, creeks, streams, ponds and lakes. In the first phase, reduction in cosmetic pesticide use is proposed to be extended to include dedicated picnic areas.

Cosmetic pesticide reduction on public lands would not include paved areas intended for walking, driving or parking. Hard surfaces, such as sidewalks, curbs and parking areas can be exempt from cosmetic pesticide reduction bylaws and can be addressed as is deemed necessary as budget and staff capacity permit.

Noxious and invasive species, regardless of location in our parks, require effective and efficient treatment to ensure that their spread is controlled. This will not be affected by the reduction and removal of cosmetic pesticides in parks and open spaces.

6. Alteration of parks management requires the introduction of new maintenance practices, acceptance of a change in parks appearance in some areas and the need to adopt playing field and ball diamond maintenance programs which do not rely on pesticides. This will require time to adapt budgets and maintenance programs for Vernon parks. As a result, a phased program of cosmetic pesticide reduction for Vernon parks and public lands is proposed.

In the development of a public lands cosmetic pesticide reduction program, the proposed changes to the current management practices of public lands are:

- a. Maintain playgrounds without pesticides and extend the elimination of cosmetic pesticides to include dedicated picnic areas, where ground level recreation is intended for children, pets and families;
- b. Increase the size and prominence of onsite pesticide notification signs in public areas where pesticides are applied;
- c. Increase the requirement for pesticide applicators contracted to apply pesticides on public lands to include Plant Health BC Pest Management Accreditation; and
- d. Move towards a turf management program which introduces regular turf management into the City parks maintenance plan. Currently,



playing fields and ball diamonds are managed and kept green and weed free through the use of pesticides. Aeration, top dressing and over seeding occur infrequently and inconsistently due to budgetary constraints.

The cosmetic pesticide reduction program is proposed to be undertaken through three phases of park management modifications. The first phase will include the expansion of cosmetic pesticide free zones to include dedicated picnic areas in Vernon parks and one playing field at Marshall Fields.

The second phase is proposed to expand the elimination of cosmetic pesticides to include the remaining playing fields in Vernon. The third phase is proposed to address cosmetic pesticide use on ball diamonds, along fence lines and warning tracks. Proposed program details are outlined in Table 2, below.

Table 2 – Proposed Phased Cosmetic Pesticide Application Reduction Program

PROPOSED PHASE ONE						
New No-Spray Parks/Areas						
Playground	Picnic Tables	Picnic Shelter	Park Name	Current Service or Maintenance Level	Cost of Current Practices Turf Weed Control (2008)	Cost of Proposed Turf Weed Control
	x		Cenotaph Park	A	\$ 50.00	\$ 1,250.00
			Municipal Complex	A	\$ 350.00	\$ 1,200.00
			Marshall Soccer #1	A	\$ 50.00	\$ 19,000.00
				<b>TOTAL</b>	<b>\$ 450.00</b>	<b>\$ 21,450.00</b>
Phase 1: Spot-Spray Only Parks - No spraying within 30m of designated picnic areas, playgrounds, creeks, ponds or lakes						
	x	x	DND Army Camp	A	\$ 50.00	\$ 0
x	x	x	Kin Beach	B	\$ 50.00	\$ 0
x	x		Lakeview Park	B	\$ 50.00	\$ 0
	x		Marshall Fields	A	\$ 50.00	\$ 0
x	x		Paddlewheel Park	B	\$ 50.00	\$ 0
x	x	x	Polson Park	A	\$ 100.00	\$ 0
				<b>TOTAL</b>	<b>\$ 350.00</b>	<b>\$ 0</b>
PROPOSED PHASE TWO						
Phase 2: No-Spray Areas (soccer, baseball, football fields)						
			Alexis Park	B	\$ 50.00	\$ 5,750.00
			MacDonald	A	\$ 50.00	\$ 41,850.00
			Marshall Fields (rest)	A	\$ 50.00	\$ 133,550.00
			Lakeview	B	\$ 50.00	\$ 9,150.00
			Polson Oval	A	\$ 600.00	\$ 19,900.00
				<b>TOTAL</b>	<b>\$ 800.00</b>	<b>\$ 210,200.00</b>

PROPOSED PHASE THREE				
Phase 3: Proposed Ball Diamond, Fence lines and Warning Tracks				
			Ball diamond fence/warning tracks	As determined to be appropriate.
			DND - between fields	
			Ranger	

- To move away from turf management which is dependent upon pesticide application, a turf management program will need to be implemented. This is not to say that turf management will not be necessary on Vernon playing fields should the use of cosmetic pesticides be continued.

Turf management best practices require the regular aeration, top dressing and overseeding of fields. These practices are currently not undertaken consistently or on a scheduled basis on Vernon's playing fields. Playing fields which are not maintained regularly require replacement after a shorter period of use than those which are maintained regularly.

The capital costs of the purchase of a deep tyne aerator and an overseeder will need to be considered as part of a regular parks maintenance program, regardless of the ongoing use of cosmetic pesticides on playing fields. Maintenance of these fields will need to be undertaken on a more regular basis to ensure the ongoing viability of these fields.

Approaches of other Jurisdictions and Agencies

- City staff consulted with School District 22 staff and representatives of Interior Health to discuss each agency's current policies on cosmetic pesticide use on public lands under their management.

At a joint meeting of staff representing the City of Vernon, Village of Lumby, Municipality of Coldstream, RDNO Parks and Planning and School District 22 (SD22), pesticide use on public lands and rights of way, as well as cosmetic pesticide use in each jurisdiction were discussed. The discussion focused on playing field management and pesticide use, as this is a common weed management issue across jurisdictions.

SD22 staff provided information outlining the current pesticide reduction program, including application volumes, areas of pesticide use and costs associated with the reduction of pesticide use on SD lands. SD22 initiated a gradual pesticide reduction program in 2002. At the time no specific pesticide use reduction goal was set, instead, pesticide reduction was introduced in combination with the gradual introduction of practices of turf management and experimental use of alternatives, such as industrial vinegar.

The Village of Lumby indicated that their turf management practices are currently "organic", including aeration, topdressing and fertilizer application in lieu of pesticide use.

Municipality of Coldstream staff indicated that as of July 2009, the only pesticide practices in use in their municipality are the Sterile Insect Release program and noxious weed management. All other applications of pesticides have ceased on their public lands.

RDNO Parks indicated that staff will respect the decisions of each of the member municipalities and that pesticide management decisions are the responsibility of each local government.

While commitment to the reduction and elimination of cosmetic pesticide use on public lands is in the experimental stage in the North Okanagan. This is not the case in other BC municipalities and regional districts. Many municipalities, including the City of North Vancouver, City of Burnaby and the City of Courtenay, have introduced cosmetic pesticide reduction programs for public parks and bylaws addressing cosmetic pesticide use on residential property.

9. Interior Health Authority initiated a Chemical Pesticide/Herbicide Free Groundskeeping policy in February 2007. The purpose of this policy is to reduce exposure of staff, patients and the public to chemical pesticides and herbicides on IHA lands.

In October 2008, a Medical Health Officer Statement on Cosmetic Pesticide Reduction Efforts was released by Dr. Rob Parker, Medical Health Officer for the North Okanagan. In his statement, Dr. Parker supports the application of the precautionary principle to community well being in situations in which uncertainty about the long term health impacts of substances exists. As a result, IHA has chosen to eliminate the use of cosmetic pesticides on their properties.

#### Draft Residential Cosmetic Pesticide Bylaw

10. A draft residential cosmetic pesticide bylaw has been created for review. This bylaw addresses the use of cosmetic pesticides on residential properties, but does not address those pesticides required for the control of pests which pose potential threat to residential structures, human health, noxious or invasive weeds or application to eliminate agriculturally hazardous pests. The bylaw is not intended to apply to commercial properties.
11. As part of the Cosmetic Pesticide Bylaw, it is proposed that all applicators are to be certified under the Plant Health BC certification process, which follows the provincial Integrated Pest Management Regulation, BC Reg. No. 604/2004.

This certification will ensure that all pesticide applicators are trained and certified in the same way and that all applicators providing services in Vernon will meet the same professional standard and will provide certainty to all community members hiring pesticide applicators. This certification was included as a recommendation by the pesticide applicator delegation which appeared in front of Council on October 13, 2009.

12. As per the EAC recommendation, it is recommended that the bylaw come into effect in 2012. This will provide adequate time for a public outreach and education program to be implemented and will provide sufficient time for professional pesticide applicators to modify their practices, as necessary, to provide service in compliance with the bylaw. Implementation of a cosmetic pesticide ban on private property must also be phased in through education programs, providing access to alternatives, creating collaboration with pesticide applicators and awareness raising about all of the issues and considerations when it comes to the use of cosmetic pesticides.

Staff propose to develop a public awareness program to introduce alternatives to cosmetic pesticides over the next year to ensure that information is available to the community well in advance of the introduction of the cosmetic pesticide bylaw. As has been undertaken in communities with cosmetic pesticide bylaws, education programs need to extend for several years to raise awareness of the issues and alternatives available for the management of cosmetic weeds. Staff will provide public education and outreach materials to Vernon residents up to and beyond the date of bylaw implementation.

A registry of those residents which wish to be notified prior to pesticide application along their boulevards is currently in use, managed by the Operations Department. This registry could be expanded to include those residents who wish to be notified of a spraying permit.

**C. Attachments:**

1. Proposed Vernon Cosmetic Pesticide Elimination Bylaw
2. School District 22 Pesticide Use Reduction Summary
3. Interior Health Authority Policy
4. IHA Medical Health Officer Statement on Cosmetic Pesticide Reduction Efforts
5. IHA Press Release
6. Plant Health BC Program Summary

**D. Strategic Plan Objectives:**

The pesticide reduction program and proposed bylaw involves the following objectives in Council's Strategic Plan:

- *Implement OCP Projects*
- *Resolving Regional Governance*

**E. Policy (Existing/Relevance/None):**

1. The City currently has a Corporate Policy addressing the use of pesticides on City owned lands. This policy recommends the use of Integrated Pest Management (IPM) techniques to be used on City owned lands up to the point at which injury to public safety, recreation or health is risked to a structure or site from a pest

species. The City does not currently have an adopted bylaw addressing the use of cosmetic pesticides.

2. Local governments do not have the jurisdiction to limit the purchase or sale of any pesticide substances, but can address the use of these substances on public and private lands. The recommendation to Council from the Environmental Advisory Committee addressed the introduction of a restriction on the use of cosmetic pesticide on public lands in 2010, and on private lands in 2012. Community members who choose to continue to use cosmetic pesticides on their residential properties will not be impacted until 2012.
3. A draft Public Lands Pesticide Reduction Procedure is attached. This procedure has been drafted in coordination with the City Gardener, Isabel Prystawik, Manager of Public Works, James Rice, and Manger of Operations Services, Shirley Koenig.
4. A draft Cosmetic Pesticide Restriction Bylaw is attached to this report. This bylaw is based on the City of Kamloops Pesticide Regulation Bylaw No. 26-2, and has been developed in coordination with Manager of Bylaw Enforcement, Clint Kanester.

**F. Relevant History:**

N/A

**G. Applicant's Response:**

N/A

**H. Reasons for Bylaw:**

Community concern over the potential for unnecessary exposure to cosmetic pesticides on public lands was raised by several private citizens, and was supported by the Environmental Advisory Committee, as well as through input received from the community as a result of the preliminary public input process.

**I. Resources:**

N/A

**BUDGET IMPLICATIONS:**

N/A

Prepared by:

Approved for submission to Council:

Brooke Marshall  
Brooke Marshall, Environmental Planner

Leon Gous  
Leon Gous, CAO

Date: 5 Jan 2010

APPROVALS	DATE	COUNCIL AGENDA INFORMATION:			
Supervisor _____	_____	<input checked="" type="checkbox"/> Regular	Date: <u>January 11, 2010</u>	Item # _____	
Division Manager <u>KSF</u>	<u>Jan 5/10</u>	<input type="checkbox"/> In-Camera/COW	Date: _____	Item # _____	
		<input type="checkbox"/> Information Item	Date: _____	Item # _____	
		<input type="checkbox"/> Agenda Addenda	Date: _____	Item # _____	

REVIEWED WITH	REVIEWED WITH	REVIEWED WITH	REVIEWED WITH Committees
<input checked="" type="checkbox"/> Bylaw & Licences	<input checked="" type="checkbox"/> Environment	<input checked="" type="checkbox"/> Public Works	<input type="checkbox"/> _____
<input type="checkbox"/> Clerk	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> _____
<input type="checkbox"/> Economic Dev.	<input type="checkbox"/> Finance	<input type="checkbox"/> Engineering	<input type="checkbox"/> _____
<input type="checkbox"/> RCMP	<input type="checkbox"/> Fire	<input type="checkbox"/> Transit	<input type="checkbox"/> _____
<input type="checkbox"/> Building & Bylaws	<input type="checkbox"/> GVS - Parks	<input type="checkbox"/> GVS - Water	
<input type="checkbox"/> Human Relations	<input type="checkbox"/> Utilities	<input type="checkbox"/> Other _____	

**NOTE:** City Administrator's comments will be provided if required as an addendum to the report

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CITY OF VERNON  
DRAFT BYLAW NO. XX

A BYLAW TO REGULATE THE USE OF COSMETIC PESTICIDES  
WITHIN THE CITY OF VERNON

WHEREAS environmental protection has emerged as a important value of the citizens of Vernon;  
AND WHEREAS the Municipal Council of the City of Vernon wishes to regulate the use of pesticides for non-essential purposes within Vernon;

The Municipal Council of the City of Vernon, in open meeting assembled, enacts as follows:

**Title**

1. This by-law may be cited as the "City of Vernon Pesticide Use Control By-law No. XXX, 2012".

**Effective Date**

2. This by-law shall apply to:  
a) Lands vested in the City of Vernon, as at the date of adoption; and  
b) Residential Lands, as at Month, Day 2012.

**Contents**

3. This by-law is divided into the following divisions:  
Section 1 - Definitions and Interpretation  
Section 2 - Regulations  
Section 3 - Exemptions  
Section 4 - Notification  
Section 5 - Offences and Penalties  
Section 6 - Schedules

**Section 1 - DEFINITIONS AND INTERPRETATION**

**1.1 Definitions**

In this by-law:

"Approved Applicator" means a Person who has been exempted pursuant to Section 3.1 of this by-law.

"Excluded Pesticide" means a pesticide listed in Schedule 2 of the *Integrated Pest Management Regulation, BC Reg. No. 604/2004*, as amended from time to time.

"Farm" means land classified as farm land under the *Assessment Act* (British Columbia), as amended from time to time.

"Permit Coordinator" means the person appointed from time to time as the City of Vernon Permit Coordinator, and any person delegated to assist in carrying out his/her duties under this by-law.

"Land Used for Agriculture" means land designated as agricultural land under the *Agricultural Land Commission Act* (British Columbia), as amended from time to time, or any predecessor legislation to that Act.

"Person" means any individual, firm, partnership, association, society, corporation or group.

"Pest" means an injurious, noxious, or troublesome living organism, but does not include a virus, bacteria, fungus, or internal parasite that exists on or in humans or animals.

"Cosmetic Pesticide" means a micro-organism or material that is represented, sold, used, or intended to be used to prevent, destroy, repel, or mitigate a Pest and includes:

- a) A pest control product as defined in the *Pest Control Products Act* (Canada), as amended from time to time; and
- b) A substance that is classified as a pesticide under the *Integrated Pest Management Act* (British Columbia), as amended from time to time.

"Residential Lands" means a parcel or part of a parcel used for residential purposes.

### **Severability**

1.2. If any portion of this by-law is held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision shall not affect the validity of the remaining portions of this by-law.

## **Section 2 - REGULATIONS**

### **Prohibition**

2.1. Except as permitted in this by-law, no Person may use or apply Pesticides or grant permission or authority to use or apply Pesticides on Residential Lands, for the purpose of maintaining outdoor trees, shrubs, flowers, other ornamental plants or turf. In this section, "maintaining" includes controlling, suppressing or eradicating a Pest or plant growth.

### **Exceptions**

2.2. Section 2.1 does not apply to a Pesticide that is:

- a) An Excluded Pesticide;
- b) Applied for the management of Pests that transmit human diseases or constitute a danger to people;
- c) Applied for the management of Pests that impact agriculture or forestry;
- d) Applied to a building or greenhouse, or inside a building or greenhouse, or to a residential area of a Farm;
- e) Applied to fruit or vegetable gardens, or fruit trees;
- f) Applied on Land Used for Agriculture, or a Farm, or land used for forestry, transportation, public utility corridors or pipelines, unless the public utility or pipeline is vested in the City of Vernon;
- g) Applied to a public or private swimming pool;
- h) Applied for the control of weeds or plants that are:
- i) designated as a noxious weed under the *Weed Control Act* (British Columbia), as amended from time to time; or
- ii) designated from time to time as an invasive weed or plant by the Southern Interior Weed Management Committee;



- i) Applied to control noxious and/or invasive insects, as designated from time to time by Her Majesty the Queen in Right of the Province of British Columbia or any governmental entity agent thereof; or
- j) Applied on lands vested in Her Majesty the Queen in Right of Canada, Her Majesty the Queen in Right of the Province of British Columbia, or any other governmental entity or an agent of the foregoing.

### **Section 3 - EXEMPTIONS**

#### **Application for Exemption**

3.1. A Person may apply to the City of Vernon Permit Coordinator for an exemption from Section 2.1 of this by-law, in the form prescribed for that purpose by the Permit Coordinator. The Permit Coordinator shall grant such an exemption and designate the applicant as an Approved Applicator, so long as the applicant provides all of the information required in the exemption application form and satisfies the Permit Coordinator that the applicant:

- a) Maintains a valid and current Pest Management Accreditation with PlantHealthBC; and
- b) Maintains a valid Pesticide Applicator Certificate issued pursuant to the *Integrated Pest Management Act* (British Columbia) and the *Integrated Pest Management Regulation, BC Regulation No. 604/2004*, as amended from time to time.

### **Section 4 - NOTIFICATION**

4.1. Where an Approved Applicator applies a Pesticide on land which is subject to this by-law, the Approved Applicator must post a notice on that land and the notice must comply with the following requirements:

#### **Timing of Notice**

- a) The notice must be posted at least twenty-four (24) hours prior to the proposed application of any Pesticide, and must remain in place for at least forty-eight (48) hours after the application of any Pesticide;

#### **Contents of Notice**

b) The notice must contain, at minimum, the following which is set forth in Schedule "A" attached to and forming part of this by-law:

- i) a description of the Pesticide treatment area;
- ii) the name of the targeted Pest;
- iii) the registration number under the *Pest Control Products Act* (British Columbia) of the Pesticide to be used, as well as the Pesticide's active ingredient;
- iv) the proposed date and start time of the pesticide use which shall remain in effect for a maximum of 96 hours (4 days);
- v) precautions, including a statement that indicates the period of time following Pesticide treatment during which people should not enter the treated area and any additional precautions needed to minimize exposure to Pesticides or residues;
- vi) the name of the Approved Applicator and the Approved Applicator's license number; and
- vii) a phone number at which the Approved Applicator or an employee of the Approved Applicator can be reached for more information about the Pesticide use.

c) The notice must have the following characteristics:

- i) be at least 550 cm<sup>2</sup> in size;
- ii) be constructed of water resistant material;
- iii) use type or letters that are clearly legible to a person approaching the Pesticide treatment area;

- iv) contain a cautionary symbol, such as a stop sign or a raised hand, that will draw the attention of a person approaching the Pesticide treatment area; and
- v) display, in bold, block letters, the words "NOTICE OF PESTICIDE USE".

#### **Location of Notice**

##### d) Notices must be posted

- i) At a conspicuous point in the front of the land on which the pesticide is being applied and at intervals around or along the Pesticide treatment area so as to ensure that a notice is clearly visible and will provide notice of the Pesticide use to any person approaching the Pesticide treatment area;
- ii) Perpendicular to the roadway; and
- iii) 1.5 meters from the back of the sidewalk, curb, or edge of roadway (whichever is closest to the property).

#### **Section 5 - OFFENCES AND PENALTIES**

5.1. Every Person who contravenes, violates or fails to comply with any provision of this by-law, or who suffers or permits any act or thing to be done in contravention or violation of this by-law, or who fails to do anything required by this by-law, commits an offence and shall be liable, upon conviction, to a fine of not more than 10,000 and not less than 250, the costs of the prosecution, and any other order imposed pursuant to the *Community Charter* (British Columbia) or the *Offence Act* (British Columbia), as amended from time to time.

5.2. Each day that an offence against this by-law continues or exists shall be deemed a separate and distinct offence.

5.3. Any penalty imposed pursuant to this by-law shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law, or legislation.

#### **Section 6 - SCHEDULE**

6.1. The following Schedule is attached to and forms part of this by-law and is enforceable in the same manner as this by-law:

- a) Schedule "A" - Notice of Pesticide Use Sign (minimum requirements).

School District No. 22 (Vernon)  
From: John Tompson,  
Supervisor-  
Maintenance Services

## **MEMORANDUM**

To: The Board of Education  
Subject: Pesticide Use  
Date: June 1, 2009

### **Introduction**

The purpose of this presentation is to provide the Board with some background on our Integrated Pest Management Program (IPM).

### **Attachments:**

- Integrated Pest Management Procedure 8.7.0
- Public notice advertisement
- Executive report summary from Crop Health Advising and Research dated December 2002.
- Pesticide application information 1996-2008 (turf areas)
- Information available from the Pest Management Regulatory Agency( Health Canada)
- District water costs
- Field top dressing costs

### **Report Recommendations (Implement cultural practices)**

- Irrigation (water management )
- Fertilization

- Aeration
- Over seeding
- Top dressing( capital costs... equipment)
- Mulch
- Resilient surface(playground equipment)(no spray zone)
- Hard surfaces ( picnic table areas)

### **Pesticide use - school playfields:**

Sites are surveyed annually to determine weed population. Our current pest management plan sets the weed tolerance threshold at 12%. Typically this survey is conducted in August.

If required, herbicide application on playfields is scheduled for mid August.

The product used is Trikill ( contains 2,4D, Mecoprop, Dicamba).

Average cost per year for pesticide application if required is between \$8,000 and \$10,000(contracting service).

### **Non turf areas:**

Crack and crevice work is typically schedule for July. The primary product used is Glyphosate (Round up).

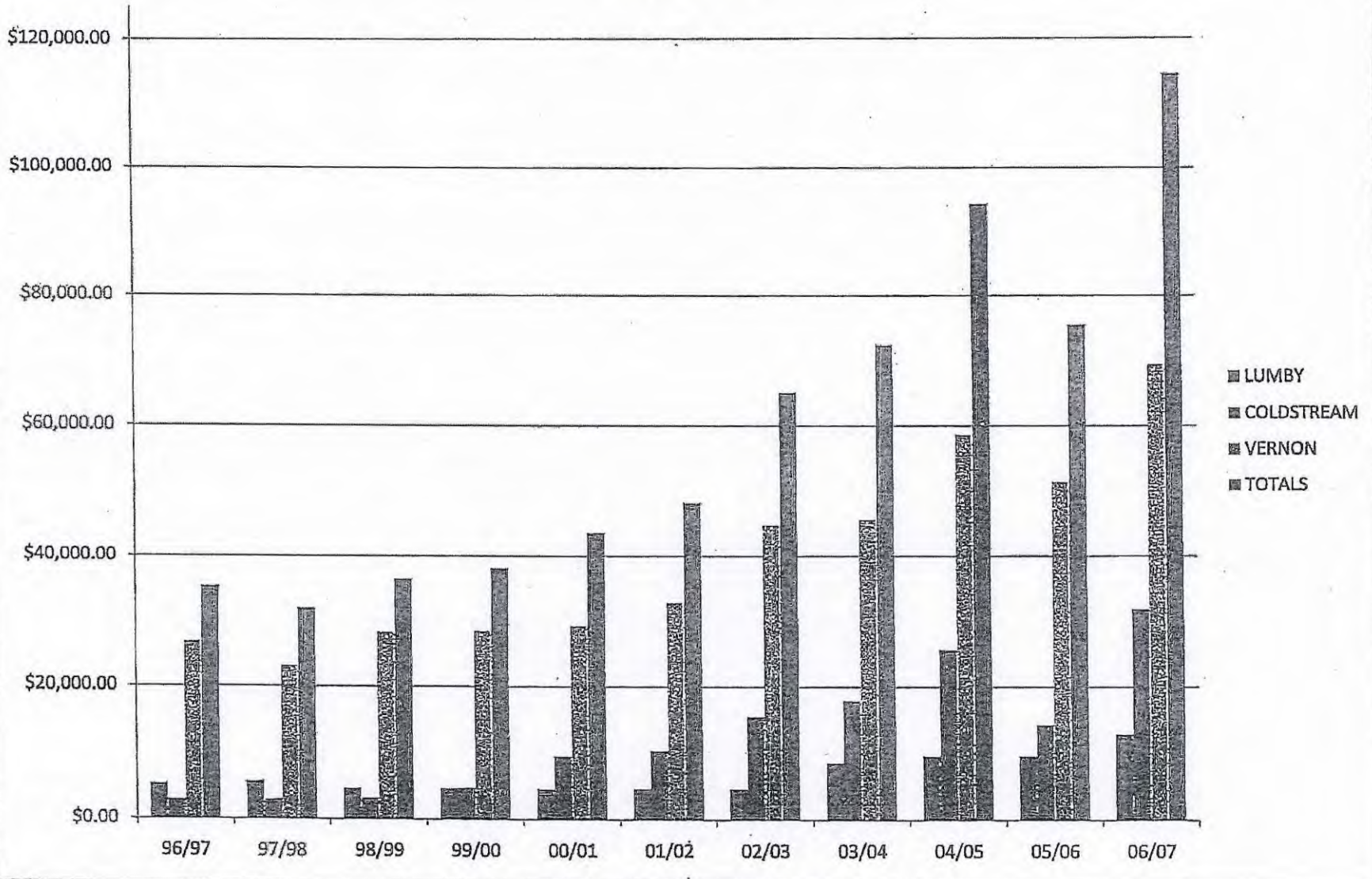
### **Options and Recommendations**

Continue to peruse alternate methods of weed control within budget realities.

Maintain our current program to provide safe play fields and ensure our fields receive a basic maintenance program.

Our current program does provide a standard of safety to the users of our fields and our weed control process if required is done outside of school time and appropriate notice is provided.

### WATER CONSUMPTION COSTS 1996 TO 2007



**UNIT COSTS PER ACRE TO TOP DRESSING WITH SAND**

\$1,100

**COST PER SCHOOL PER APPLICATION TO TOP DRESS WITH SAND**

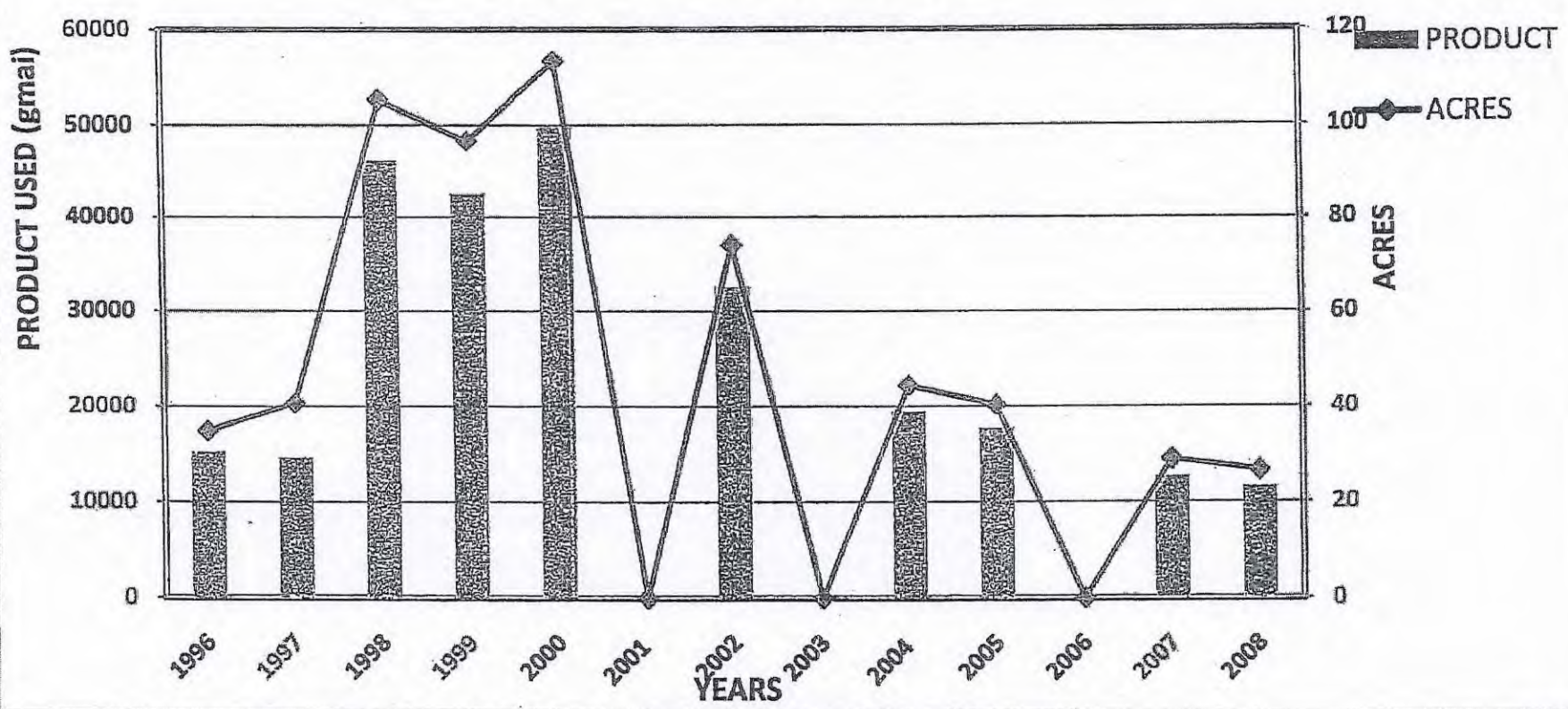
<b>SCHOOL</b>	<b>ESTIMATED TURF PLAY AREA (ACRES)</b>	<b>UNIT COST</b>	<b>COST PER APPLICATION</b>
ALEXIS PARK	2.30	\$1,100	\$ 2,530
BEAIRSTO	1.72	\$1,100	\$ 1,892
BLOOM	0.00	\$1,100	\$ -
BX	2.50	\$1,100	\$ 2,750
CHERRYVILLE	1.29	\$1,100	\$ 1,419
COLDSTREAM	1.63	\$1,100	\$ 1,793
ELLISON	3.08	\$1,100	\$ 3,388
FULTON	9.67	\$1,100	\$ 10,637
HARWOOD	2.60	\$1,100	\$ 2,860
HILLVIEW	3.50	\$1,100	\$ 3,850
INGLIS	4.78	\$1,100	\$ 5,258
KAL	3.50	\$1,100	\$ 3,850
KIDSTON	3.50	\$1,100	\$ 3,850
LAVINGTON	1.72	\$1,100	\$ 1,892
MISSION HILL	2.17	\$1,100	\$ 2,387
OK LANDING	1.46	\$1,100	\$ 1,606
SEATON	0.26	\$1,100	\$ 286
SILVER STAR	2.44	\$1,100	\$ 2,684
VSS	7.50	\$1,100	\$ 8,250
WEST VERNON	1.79	\$1,100	\$ 1,969
WHITEVALE	2.15	\$1,100	\$ 2,365

**DISTRICT TOP DRESSING SAND**

59.56

\$ 65,516

# PESTICIDE APPLICATIONS SCHOOL PLAYFIELDS 1996 - 2008

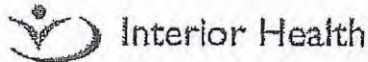


Chemical Used: Trikill

PESTICIDE APPLICATION 1996 - 2005

SCHOOL	1996		1997		1998		1999		2000		2001		2002		2003		2004		2005		2006		2007		2008		
	gmal Used	Area (Ac)	gmal Used	Area (Ac)	gmal Used	Area (Ac)	gmal Used	Area (Ac)	gmal Used	Area (Ac)	gmal Used	Area (Ac)	gmal Used	Area (Ac)	gmal Used	Area (Ac)	gmal Used	Area (Ac)	gmal Used	Area (Ac)			gmal Used	Area (Ac)	gmal Used	Acres (Ac)	
Alexis Park							2420	5.5	1780	4.0			2200	5.0					1892	4.3			572	1.30	264	0.60	
Bloom					2200	5.0			1100	2.5															660	1.50	
Beairsto					264	0.6			1320	3.0							704	1.6	1056	2.4					1540	3.50	
BX							1892	4.3	1188	2.7							704	1.6							1232	2.80	
Coldstream	924	2.1	704	1.6			1276	2.9	858	1.9																	
Ellison							2904	6.6	1804	4.1			2772	6.3			1276	2.9	2178	4.95			2640	6.00	704	1.60	
Fulton					8976	20.4	10032	22.8	8096	18.4			10120	23.0			5192	11.8					1760	4.00	440	1.00	
Harwood	1980	4.5	880	2.0	2376	5.4	2464	5.6	1672	3.8							1100	2.5							550	1.25	
Hillview					2200	5.0			2992	6.8			3344	7.6			1672	3.8	2288	5.2			594	1.35	838	1.45	
Inglis	4268	9.7	4576	17.7	8052	18.3	4752	10.8	4444	10.1																	
Kal									2420	5.5			2728	6.2					2024	4.6			1188	2.70	660	1.50	
Kidston					6688	15.2	3960	9.0	3740	8.5			3828	8.7			1540	3.5					1628	3.70	2508	5.70	
Lavington					308	0.7	1848	4.2	1232	2.8													176	0.40	1760	4.00	
Mission Hill					3368	7.7			3212	7.3							1276	2.9	2310	5.25			1100	2.50	440	1.00	
OK Landing					1232	2.8			1320	3.0			1188	2.7			572	1.3					330	0.75	176	0.40	
Silver Star					2970	6.8			2684	6.1													880	2.00			
VSS	6116	13.9	6116	13.9	6116	13.9	6820	15.5	8512	14.8			6424	14.6			3080	7.0	5104	11.6			1760	4.00			
West Vernon					1452	3.3	1540	3.5	1056	2.4							880	2.0	924	2.1							
Whitevale	2068	4.7	2420	5.5			2640	6.0	2420	5.5							1540	3.5									
WL Seaton																							132	0.30	176	0.40	
TOTALS	15356	34.9	14696	40.7	46222	105.1	42548	96.7	49830	113.2	0	0	32804	74.1	0	0	19536	44.4	17776	40.4	0	0	12760	29.00	11748	26.70	
CHEMICAL USED: TRIKILL (CONTAINES 2,4-D, Mecoprop, Dicamba)																											
(440 gmal/acre)																											





A PRINTED copy of this policy may not be the most recent version. The OFFICIAL version is located on InsideNet at the Policies & Procedures Home Page

## PLANT OPERATIONS AND MAINTENANCE

### PSPR0600 - CHEMICAL PESTICIDE/HERBICIDE FREE GROUNDSKEEPING February 2007

#### 1.0 PURPOSE

To provide chemical pesticide/herbicide free guidelines for groundskeeping on Interior Health property as a measure to reduce exposure to staff, patients and the public.

#### 2.0 DEFINITIONS

- Cosmetic Use:** the non-essential use of chemical pesticides and herbicides, where the application is purely for aesthetic purposes.
- Herbicide:** a substance used to kill unwanted plants. Selective herbicides kill certain targets while leaving the desired crop relatively unharmed. Some of these act by interfering with the growth of the unwanted plant and are often based on plant hormones. Herbicides used to clear waste ground are generally nonselective and kill every plant with which they come into contact.
- Pesticide:** is a substance to control, repel, attract, or kill pests which are organisms, including insects, plants, birds, mammals, fish and microbes that compete with humans for food, destroy property, spread disease or are otherwise considered a nuisance. Pesticides are usually, but not always, poisons.

#### 3.0 POLICY

- Interior Health is committed to the "Green Buildings" concept, which includes the total elimination of the use of chemical pesticides/herbicides for cosmetic purposes.
- Interior Health will maximize the use of native species and eliminate the use of chemical pesticides and herbicides, as listed in the B.C. Pesticide Control Act & Regulations, on all grounds under the control of the Plant Services department.
- If Pesticide or Herbicide use is required due to the requirements of either a Municipal, Provincial or Federal authority having jurisdiction, its application must comply with the Integrated Pest Management provisions of the B.C. Pesticide Control Act & Regulations.
- It is understood that the elimination of chemical pesticides/herbicides may adversely affect the grounds condition & appearance. Alternative methods of maintenance are to be used, such as improved fertilizing practices, increased weeding by hand, xeriscape planting and alternative organic solution/treatment applications. Should grounds condition deteriorate and/or not respond to alternate green treatments, Plant Services Managers are to provide a report to their Director of Plant Services for review. It is recognized that additional staffing in the facility maintenance areas may be required to get started.

A PRINTED copy of this policy may not be the most recent version. The OFFICIAL version is located on InsideNet at the Policies & Procedures Home Page

#### 4.0 PROCEDURES

##### Plant Services Managers and Groundskeepers

- seek information related to pesticide-free grounds maintenance, and
- provide this information to the other PlantS services Managers and staff involved in the care and maintenance of grounds under Interior Health responsibility.

#### 5.0 REFERENCES

BC Pesticide Control Act & Regulations

October 19, 2008  
Dr. Rob Parker Medical Health Officer North Okanagan

**MHO Statement on Cosmetic Pesticide Reduction Efforts.**

Recently, medical health officers have been asked to comment on the potential to reduce the cosmetic use of pesticides.

**In the absence of good information on the interaction between chemicals, reduction of exposures to chemicals is supportable**

- Research has been done to look at individual chemicals and their effects on animals/humans but little to no research has been done to examine how chemicals interact.
- Until this research is undertaken, it remains unclear whether multiple chemicals would have additive (or even synergistic) effects in influencing health outcomes.

Given this information, we support a reduction in exposure to chemicals.

**The precautionary principle should be applied in instances of conflicting evidence.**

- Carcinogenicity, mutagenicity, teratogenicity and growth changes, modified reproductive functions, neurotoxicity, contact reactions (skin, eyes), allergic reactions, and hypersensitivity are possible health outcomes of pesticides in humans
- Evidence on human health impacts of cosmetic pesticide use is minimal but limited investigation has been done especially in regards to infants and pregnant women
- Dose, exposure, age at exposure and the health of the exposed play a significant role in the interface between health outcomes and pesticides.
- Experts in the field are in disagreement regarding safe levels of exposure and outcomes of exposure.

Given this information, and adopting the precautionary principle, we support that use of pesticides be controlled in such a way to reduce the potential of negative health outcomes in our population.

**The substitution principle should be considered where competing options exist and one is potentially less hazardous.**

- This principle was adopted by Sweden (1973) and the EU (1998)
- It involves the replacement (or reduction) of hazardous substances in products and processes with less hazardous (or non-hazardous) substances or processes
- Substitutes should achieve an equivalent functionality.

Given this information, and comparable outcomes using non-pesticide integrated pest management, we support the application of the substitution principle to reduce cosmetic use of pesticides.

**In keeping with a need to balance individual rights and interests with that of the community as a whole ("communitarian ethic"), support should be given where the majority of the public have expressed desires to reduce risk for health.**

- The majority of Canadians are concerned about health effects of pesticides
- The majority of Canadians believe lawns should look good
- More Canadians support restrictions on utilization of pesticides than oppose them.
- Communities using bylaws, education and outreach to decrease their pesticide use were more successful (51-90% reduction) than communities who used education and outreach alone (10-24% reduction).

Given this information, and following communitarian ethic, we support initiatives, legislations and/or bylaws that address the concerns Canadians have regarding their health and the use of pesticides.

April 24<sup>th</sup>, 2009

**Non-profit groups recognize Interior Health for its proactive pesticide policy**



A coalition of environmental/health groups has presented Interior Health with a leadership certificate for regulating cosmetic pesticides because of their harmful effects on the environment and people's health. The presentation took place on Friday, April 24<sup>th</sup>, 2009 at Interior Health's Cottonwoods Extended Care Centre in Kelowna.

Photo Caption: (L to R) Dr. Warren Bell – Canadian Association of Physicians for the Environment, Aman Hundal – Manager Environmental Sustainability, Interior Health, Barbara Kaminsky, CEO of the British Columbia and Yukon Division of the Canadian Cancer Society.

In March 2007, Interior Health set policy specifying total elimination of the use of chemical pesticides/herbicides for cosmetic use on their property. "The Canadian Cancer Society applauds the leadership of the Interior Health in working to implement their new groundskeeping policy," says Leonard Schein, Chair of the Canadian Cancer Society (CCS), BC & Yukon Division. "This policy will ensure the protection of staff, patients and public from exposure to non-essential pesticides and puts us a step closer to reducing the incidence of cancer."

According to Dr. Warren Bell from the Canadian Association of Physicians for the Environment (CAPE), "Pesticides are linked to cancer, neuro-developmental injury and hormone disruption. They crudely disrupt the delicate balance of natural ecosystems as well, polluting water, soil and food. By eliminating them from its properties, the Interior Health has taken an important and positive step; I hope all the other Health Authorities, Health Regions and the Local Health Networks follow this lead."

Mae Burrows, Executive Director of Toxic Free Canada commends Interior Health for its leading policy and guidelines. "The Interior Health's progressive policy on banning the use of cosmetic pesticides shows great leadership in fulfilling their mandate to increase the health and wellbeing of their residents. We need to take protecting our children from exposure to the harmful chemicals in pesticide to the health authorities level. Thank-you to the Interior Health for starting what will be an important trend in making our communities healthier."

Paul Hasselback, Interior Health's Medical Health Officer agrees that reducing cosmetic pesticides can protect human health. "Interior Health is dedicated to improving quality of life and supports ways to reduce the potential of negative health outcomes in our population. Reducing the use of cosmetic pesticides is just one way we continue to demonstrate health leadership and meet our health goals".

Because the cosmetic use of pesticides is non-essential and has the potential to cause harm, the CCS, CAPE and Toxic Free Canada rely on the precautionary principle and call for the elimination of cosmetic pesticide use.



## Program Summary

### Program Objectives:

1. To encourage widespread responsible pest management in British Columbia by holding lawn care, arboriculture and landscape maintenance companies, golf courses and parks accountable to a high standard of practices for weed, disease and insect control and by facilitating industry access to IPM/ Plant Health training.
2. To create a program which is open and transparent, self-sustaining and built on strong partnerships with key stakeholder groups.
3. To provide the public with a simple, reliable method for identifying companies and organizations that use responsible pest management practices.

### British Columbia's Program Development:

British Columbia's program is being built on the foundation of programs developed in Ontario and currently in use in Ontario, the Maritimes and Alberta. Other programs such as the Society of Organic Urban Land Care (based in B.C.) are being consulted. The final, post-pilot program will meet B.C.'s unique needs, and will include the following characteristics:

1. It will accommodate and hold to the same high standards of pest management the full scope of pest management service providers, including:
  - o Companies, organizations and individuals routinely using pesticides. These entities, in addition to all accreditation program best management standards, will be required to comply with the mandatory requirements of the provincial *Integrated Pest Management Act & Regulation*.
  - o Companies, organizations and individuals routinely following IPM practices and substituting non-pesticide alternatives for conventional pesticides, but potentially using or contracting out pesticide applications if they are dealing with a difficult pest infestation.
  - o Companies, organizations and individuals who carry out pest management activities following a rigorous organic practice including the use of organic approved pesticides.
2. It will be developed through an open and transparent process which includes strong partnerships between key stakeholders consisting of:
  - Lawn Care, Landscape Maintenance and Arboriculture companies
  - Golf Courses & Turf Grass Management
  - Retail Garden Centers and Nurseries
  - Industry Associations
  - B.C. Ministries of Environment; Agriculture and Lands
  - Pest Management Regulatory Agency

- Municipalities and Regional Districts
  - Regional Health Authorities
  - Horticulture & IPM Educators
  - Botanical Gardens and Master Gardeners
  - Community Environmental and Health Organizations
3. A Steering Committee has been formed to represent the key stakeholders and provide input into program implementation and ongoing operational oversight. Each category has one representative, using a selection process recommended by the specific category. There is an independent chair. The following sectors are represented on the Steering Committee.
- Provincial Government
  - Federal: Pest Management Regulatory Agency
  - Municipal parks
  - Arborists
  - Lawn Care
  - Landscape Maintenance
  - Golf Courses
  - Horticulture/ IPM educators
  - Public Educators
  - Community Health and Environmental Organizations
  - Regional Health Authorities
  - First Nations
4. The program's success in achieving responsible pest management depends upon key stakeholders playing their critical parts and carrying out their responsibilities including:
- Provincial government: providing a leadership role by endorsing the program, and establishing ongoing communication/branding support.
  - Municipalities: promoting the program to residents via established channels and through ongoing communication/branding support and requiring contractors operating within their area to be accredited.
  - Industry playing a lead role in bringing stakeholders together for program draft development, ongoing endorsement within the industry and distribution of promotional materials through lawn care companies, landscape maintenance companies and garden & retail centers
  - Public and industry educators incorporating IPM training into their existing curriculums and programs and developing new training programs to support this province wide initiative.
  - Community groups supporting and promoting pest management accreditation through their outreach and communication programs
5. Program components for practitioners and companies participating in the program include:
- IPM coordinator training and examination (emphasizing practical application, amalgamated with existing Certified Horticultural Technician program)

> Kwantlen Polytechnic University > PlantHealthBC Pest Management Accreditation > Program Information > Expectations / Requirements

### **Expectations / Requirements**

Specific requirements for accreditation - To earn accredited status organizations must satisfy the following program requirements, which are verified by audit.

#### **Adherence to basic Code of Ethics and Standards of Practice**

These constitute the basis for Pest Management Accreditation Program criteria and operation of all accredited entities. The Code of Ethics and Standards of Practice, in general terms, describe and the mode of operation, and pest management approach expected of accredited entities.

#### **Integrated Pest Management training and examination**

Every accredited business will have an IPM Coordinator. Specialists must:

- Successfully complete a prescribed training that encompasses theoretical and applied aspects of integrated pest management in landscapes.
- Pass a competency exam at a minimum 80% score.

Other credentials may satisfy the training requirement and will be determined by the accreditation agency on a case-by-case basis. Regardless, one must pass the Pest Management exam to be designated the IPM Coordinator for accreditation.

In most instances it is anticipated that a company will have a single designated IPM Coordinator. Generally this would be the company owner, lead supervisor of employees or otherwise the individual making pest assessments, management recommendations and treatment decisions. Some organizations may elect to have more than one staff member take the training and exam, and be designated an IPM Coordinator simply for the added benefit.

#### **Maintenance of IPM records**

Monitoring of pest populations as well as their natural enemies, keeping record of population data and management treatments and results is fundamental to integrated pest management practice. In most instances one cannot manage pests in a sound way without this basic information. Additionally, it is required, by law, that pesticide user licensees maintain prescribed record of pesticide usage. Therefore it is required that accredited companies keep and have available for review, the following records and materials as appropriate:

- pesticide use record and annual report as required by provincial authorities for User License requirements; copies will suffice

- record of monitoring, treatment(s), effects/outcomes and histories per site and pest. Companies will customize their own monitoring, recommendation, treatment, outcome record, history reporting formats. Templates are available from the Ministry of Environment at [www.env.gov.bc.ca/epd/epdpa/ipmp/index.html](http://www.env.gov.bc.ca/epd/epdpa/ipmp/index.html)
- record of consideration of special conditions and requirements for pest management treatment (per IPM Act and Regulations) if applicable.

### **Continuing education program**

Accredited organizations must engage in an ongoing professional development effort for all applicable staff. Staff participation in classes, workshops, conferences and other forms of continuing education, including in-house training, will satisfy this requirement.

All persons having the IPM Coordinator designation are required to earn six accreditation agency-approved continuing education credits per year. Generally a one-hour formal education session equates to one continuing education credit. The accreditation agency will coordinate and inform accredited organizations of available continuing education offerings.

Record of the satisfaction of this accreditation standard is required.

### **Maintenance and calibration of equipment**

All pesticide application equipment must be maintained in good working order. Equipment must be calibrated no fewer than three times during the growing season or each time a new material/rate per unit area is used. Record of maintenance and calibration is required.

### **Improvement Plan**

Each accredited organization is required to annually develop an Improvement Plan. The plan should be based primarily on audit findings and recommendations. Assessment of improvement plan adequacy is a component of audits.

Audit findings and recommendations lead to the development of an Improvement Plan that in turn leads to improvement of best pest management practice, reflected in subsequent audit findings. This positive feedback mechanism, designed to advance understanding and utilization of best pest management practices by accredited companies, is an important feature of the Pest Management Accreditation Program.

The Accreditation Agency is prepared to assist organizations with the development of their Improvement Plan.

### **User License and Pesticide Applicator Certification**

All accredited organizations using restricted pesticides will be required to hold, per provincial regulation, a Pesticide User License and all employees, engaged in pesticide application must hold valid Pesticide Applicator Certificates.

### **Consumer Education Program**

All accredited organizations are required to engage in regular consumer awareness/education initiatives regarding IPM and the desirability of using alternate, environmentally-sound pest management (IPM) practices preferentially. This could consist of such things as distribution of flyers in promotional materials, newsletters, advertisements and direct business/client



information exchange.



THE CORPORATION OF THE CITY OF VERNON

INTERNAL MEMORANDUM

**TO:** Will Pearce, CAO **FILE:** 5340-09

**PC:** Kim Flick, Director, Community Infrastructure and Development Services **DATE:** May 31, 2018

**FROM:** Greg Thompson, Municipal Technician III, Infrastructure Management

**SUBJECT:** OKANAGAN LANDING SEWER EXTENSION - CLEAN WATER WASTEWATER FUND (CWWF) - FUNDING TRANSFER

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The City is nearing the end of construction for the Okanagan Landing Sewer Extension CWWF sewer servicing project, and Administration is requesting transfer of 2018 approved City funding to allow for reconstruction of failed sections of road and drainage works in conjunction with the sewer works. Funding was previously approved for the same purpose for the Willow/Dallas sewer local area service project, however that project is no longer proceeding. The opportunity now exists to use approved capital budget from the Willow/Dallas project to fund similar road and drainage renewal on the CWWF project, at considerable cost savings. If the transfer request is not approved, failed sections of road encountered during construction would be left in the current condition, and renewal completed in the future as part of the regular capital budget approval process.

**RECOMMENDATION:**

THAT Council support the transfer of \$180,000 of infrastructure reserves and \$120,000 of gas tax reserves from the approved Willow/Dallas sewer local service project budget to the Clean Water Wastewater Fund project, to fund necessary road and drainage renewal in areas identified during construction.


Respectfully submitted:

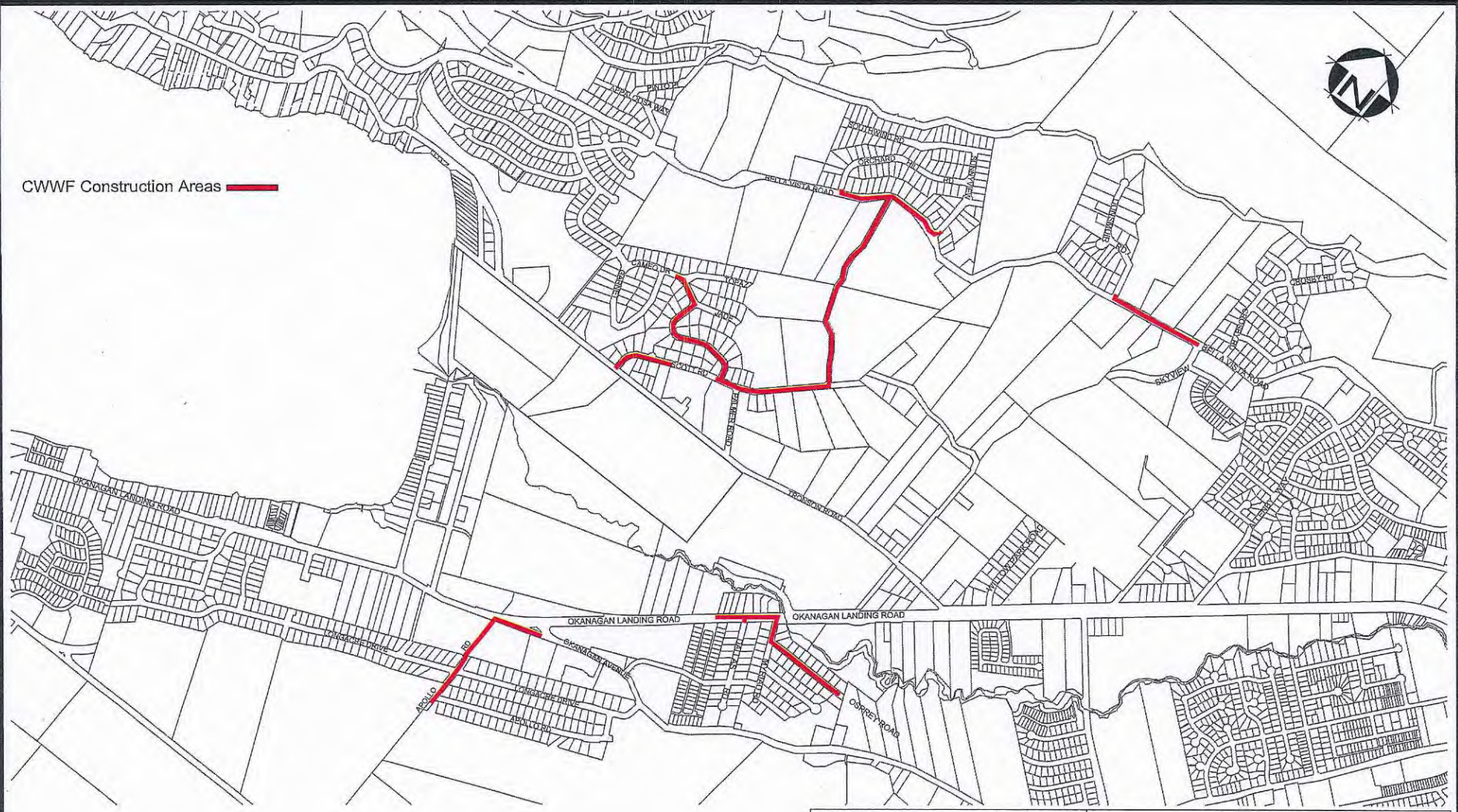
  
Greg Thompson


May 31 2018 1:42 PM   
Greg Thompson  
Municipal Technician III, Infrastructure Management

Attachments: Project Location Map



CWWF Construction Areas 



 <p>the CORPORATION of the CITY of VERNON PLANNING, DEVELOPMENT AND ENGINEERING SERVICES</p>	<p>TITLE      LOCATION MAP: OKANAGAN LANDING SEWER CWWF CONSTRUCTION AREAS</p>		
	<p>DRAWN      DATE      SCALE      DWG. No.</p> <p>GT      May 31/18      NTS      1 OF 1</p>		



THE CORPORATION OF THE CITY OF VERNON

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

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

**FILE:** 1880-03

**DATE:** May 31, 2018

**FROM:** Debra Law, Director of Financial Services

**SUBJECT:** *2017 Annual Report*

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Background:

The 2017 Annual Report is prepared by Administration in accordance with Sections 98 and 167 of the *Community Charter*, and Section 2 of the *Financial Administration Act*.

The 2017 Audited Financial Statements included in the report were presented to Council by KPMG LLP on Monday, May 14, 2018. The Statements of Financial Information (SOFI) included in the report were presented to Council on Monday, May 28, 2018.

Management is responsible for all supplemental information and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the audited financial statements.

The City of Vernon draft 2017 Annual Report is posted on the City's website as of Friday, June 8, 2018. The final version will be posted on the City's website upon Council's approval.

**RECOMMENDATION:**

THAT Council approve the "2017 Annual Report" for the City of Vernon as attached to the Internal Memorandum of the same title, dated May 31, 2018 and respectfully submitted by the Director of Financial Services;

AND FURTHER, that Council schedule a Public Meeting to receive submissions and questions from the public concerning the 2017 Annual Report on Monday, June 25, 2018, at 5:00 pm in Council Chambers.

Draft



CITY OF  
Vernon

# 2017 Annual Report

## City of Vernon, BC



Fiscal Year Ended December 31, 2017

Photo Credit: Robb Thompson

# 2017 Annual Report

For the Fiscal Year Ending December 31, 2017 | **Vernon, British Columbia**

*Prepared and submitted by: Financial Services | City of Vernon*

CITY HALL | 3400 30 AVE | VERNON BC, V1T 5E6 | TEL 250 545 1361 | FAX 250 545 7876 | [www.vernon.ca](http://www.vernon.ca)

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# INTRODUCTORY SECTION



Photo Credit: Steve Austin



# Vernon City Council



(Back, L-R) Councillor Dalvir Nahal, Councillor Catherine Lord, Councillor Scott Anderson, Councillor Juliette Cunningham  
 (Front, L-R) Councillor Bob Spiers, Mayor Akbal Mund, Councillor Brian Quiring

## VERNON CITY COUNCIL CONTACTS

Akbal Mund	Mayor	mayor@vernon.ca
Juliette Cunningham	Councillor	jcunningham@vernon.ca
Catherine Lord	Councillor	clord@vernon.ca
Dalvir Nahal	Councillor	dnahal@vernon.ca
Scott Anderson	Councillor	sanderson@vernon.ca
Brian Quiring	Councillor	bquiring@vernon.ca
Bob Spiers	Councillor	bspiers@vernon.ca

## SENIOR MANAGEMENT TEAM CONTACTS

Will Pearce	Chief Administrative Office	wpearce@vernon.ca
Debra Law	Director of Financial Services	dlaw@vernon.ca
Patti Bridal	Director of Corporate Services	pbridal@vernon.ca
Jim McNamara	RCMP, Officer In Charge	jim.mcnamara@rcmp-grc.gc.ca
Raeleen Manjak	Director of Human Resources	rmanjak@vernon.ca
Kim Flick	Director of Community Infrastructure & Development Services	kflick@vernon.ca
David Lind	Interim Fire Chief, Fire Rescue Services	dlind@vernon.ca
Shirley Koenig	Director of Operation Services	skoenig@vernon.ca
Doug Ross	Director of Recreation Services	dross@vernon.ca

## OUR MISSION STATEMENT

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

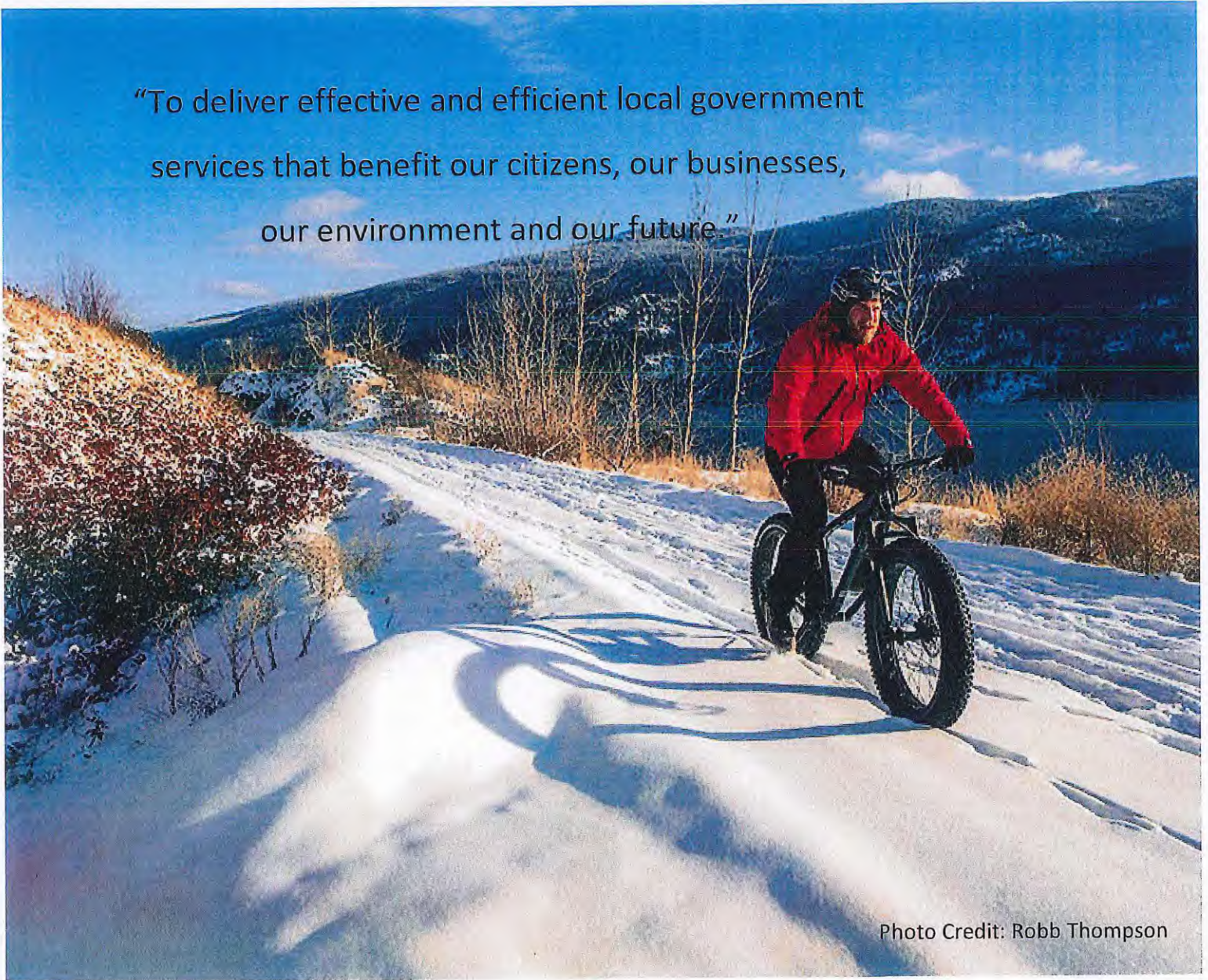


Photo Credit: Robb Thompson



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CITY OF  
Vernon



Photo Credit: Robb Thompson



Government Finance Officers Association

## **Canadian Award for Financial Reporting**

Presented to

**City of Vernon  
British Columbia**

For its Annual  
Financial Report  
for the Year Ended

**December 31, 2016**

*Christopher P. Morill*

Executive Director/CEO

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the City of Vernon for its annual financial report for the fiscal year ended December 31, 2016. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we are submitting it to GFOA.

# Message from the Mayor

May 23, 2018



On behalf of Council, it is my pleasure to present to you the 2017 Annual Report. The end of 2017 is the third year for this Council's term. We have accomplished a lot in these past three years with many more achievements to accomplish for you, the citizens of Vernon.

You will see in the following pages many exciting trends and accomplishments realized during the year. City of Vernon celebrated its 125<sup>th</sup> birthday. A free community barbecue was held to honour this milestone, City councilors were found working the grill and handing out birthday cake at the Civic Plaza. It was a wonderful way to recognize the history of this beautiful place.

With great pride the City and community partners hosted the 55+ BC games in September with approximately 3,500 to 4,000 athletes and supporters from around the province taking part in the Games. An estimated \$3.3 million economic impact for host communities was generated proving to be a beneficial and successful event. 30 years ago Vernon hosted the first ever B.C. Senior's Games (now called the 55+ BC Games) with 650 participants.

Through the efforts of all City staff, we were able to continue our success in achieving the Certificate of Recognition through WorkSafe BC and the BC Municipal Safety Association. The monies realized from this program are utilized to encourage safety in the workplace and provide additional health and safety tools for the workplace.

Rogers Hometown Hockey brought Ron MacLean and co-host Tara Slone to Vernon for a special live pre-game show that aired on Sportsnet prior to the January 22, 2017 game between Vancouver Canucks and Chicago Blackhawks. This was an exciting two-day celebration opportunity for the community.

The City continues to increase its investment in its existing capital infrastructure. Some projects that were completed this year include: Kal Lake Road rehabilitation including a new multi-use path, 30<sup>th</sup> Street road reconstruction, 35<sup>th</sup> Avenue road rehabilitation and 30<sup>th</sup> Street bike lanes.

In our community, construction activity continues to surpass previous years. \$130 million in building permits and 382 new residential units were created in 2017. Major projects include the Regency Parkwood Retirement Resort, Multi-use Facility Expansion at Kal Tire Place, Sparkling Hill Resort Employee Housing and Walmart renovation. The Municipal Regional District Tax (MRDT) has provided marketing funds to expose our City to more international visitors and businesses and in 2017 reached an 8.3% growth over 2016.

Our recreation facilities are heavily utilized and are expanding. The new Kal Tire Place North facility will have a regulation-size 200' x 85' sheet of ice, seating for 400 spectators, a lobby, change rooms, washrooms and mechanical rooms. In addition, the facility will also feature a dryland training facility, multi-purpose room, additional office space and a new parking area adjacent to 43<sup>rd</sup> Avenue. This facility is scheduled to open in the fall of 2018.

For the upcoming year, Council will move forward with its 2015-2018 Strategic Plan, while still remaining responsive to its citizens, businesses and community leaders. I congratulate administration on another great year of hard work, dedication and commitment to our community.

A handwritten signature in black ink, appearing to be the initials 'A.C.' followed by a flourish.

# Message from the Chief Administrative Officer

May 23, 2018



The Mayor and Council have guided the City through almost 4 years of substantial change. The City is in a solid financial position. Conservative but solid. Not over committed beyond the City's means. Reserves are modest, but able to accommodate needs of the municipal infrastructure or unforeseen emergencies. Council has held operating cost increases over their four years to well below 1.5% per year. This includes the day-to-day provision of core services such as policing, fire services, roads and buildings maintenance, snow clearing and parks maintenance.

The City is growing and investment confidence is evident by the pace of development and business activity. Employment opportunities are strong for qualified individuals and those with an entrepreneurial spirit.

Council has carried on with the incremental municipal tax commitment of 1.9% per year directly and immediately invested into major maintenance and life cycle replacement of key City infrastructure. A quick drive around the City will see numerous road projects, sidewalk repair and replacement and storm water management improvements. Council's direction has focused on public engagement and transparency. Numerous times through 2017 and into 2018, Council has invited public input into parks projects, lake access development, road projects, recreation programs, community and neighbourhood development, and housing initiatives.

2017 was a year of flood preparation and emergency response followed immediately by activation of evacuation centres and emergency services outreach to accommodate 1,000 evacuees from wildfire threatened communities. Council mobilized fire services personnel to activate Fire Station 2 (Okanagan Landing) and Fire Station 3 (Predator Ridge) during a time of extreme wild fire risk to the City.

Council has reached out to BC Housing, Interior Health, Provincial Ministries and numerous service providers to assist in the housing crisis for homeless persons and opioid abuse; common in urban municipalities across British Columbia. The City has struck key, progressive partnerships to deal with complex social issues.

The City is strong, focused, growing, progressive and caring. All driven by the policy direction of Council.

A handwritten signature in black ink, appearing to be 'Will Pearce'. The signature is stylized and written in a cursive-like font.

Will Pearce  
CAO

# Message from the Chief Financial Officer

May 23, 2018



I am pleased to present the City of Vernon's Municipal Annual Report for the year ended December 31, 2017. This report contains the 2017 consolidated financial statements pursuant to Section 167 and 168 of the Community Charter including the financial results for its two wholly-owned subsidiaries.

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards. Our external auditors, KPMG LLP, have conducted an independent examination and have expressed the opinion that the consolidated financial statements present fairly, in all material respects, the consolidated financial position and financial results of the City for 2017.

The City was recognized with the Canadian Award for Financial Reporting by the Government Finance Officers Association for the eighth year in a row for the 2016 Annual Report. The 2017 Annual Report will also be submitted for this award to provide Council and the public with assurance that we continue to meet internationally recognized standards for financial reporting.

The City continued to strengthen its financial position in 2017. The City's net financial assets reached \$41.8M (2016 - \$33.2M) and cash and investments increased to \$86.0M (2016 - \$72.1M). The City's made a net investment of \$10.4M in tangible capital assets realizing a net book value increase to \$570.7M (2016 - \$570.6M). The City's net investment in capital assets was almost the same amount as the cost of amortization (\$11.0M, 2016 - \$11.8M) resulting in a very small change in total tangible capital assets.

Reserves, which represent funds available for future investments in tangible capital assets, unanticipated expenditures due to unforeseen events, or unexpected opportunities, increased overall to \$57.5M (2016 - \$54.4M). Of this balance, \$17.1M is committed to fund projects planned in 2018.

Revenues for 2017 totalled \$90.2M (2016 - \$77.6M) and expenses were \$81.9M (2016 - \$69.0M). The revenue increase was due to various factors including; Regional District funding for the building of the Kal Tire Place expansion, increased developer contributions of assets, increased taxation for the capital program and zero net gains on the sale of assets. Expenses increased from the prior year mostly due to the City's contract to build the Kal Tire Place expansion and increased policing costs.

The Statistical section of the Annual Report shows a five year comparison of several key measurements utilized by the City to determine its financial health, plus additional information such as Taxes Levied for Other Agencies, Number of Employees, Debt Capacity, Taxable Property Assessments and Principal Corporate Taxpayers. The graphical presentations provide a pictorial display of the information provided in each table. I encourage Council and the public to peruse this section for a better understanding of the financial trends and other information about the City from 2013 to 2017.

A handwritten signature in cursive script that reads "Debra Law".

Debra Law, CPA, CMA  
Director of Financial Services  
Chief Financial Officer

# Community Profile

## Golf Vernon

### The Golf Club at The Rise

A traditional links and coastal mountain golf experience in the orchard-lined mountains of Vernon. The Rise is designed by Freddy (Boom Boom) Couples and is one of the most scenic courses in British Columbia.

[www.therise.ca](http://www.therise.ca)

### Hillview Golf Course

Fast. Short. Challenging. However you define golfing one thing is certain, this 18-hole course has eight lakes and even more sand traps make this a target golf course unlike any other.

[www.hillviewgolf.ca](http://www.hillviewgolf.ca)

### Predator Ridge Resort

Predator Ridge is a veritable paradise with 36 Championship holes of golf waiting to be played. Life here includes a state-of-the-art fitness centre, indoor & outdoors pools and gourmet dining featuring fresh local ingredients.

[www.predatorridge.com](http://www.predatorridge.com)

### Vernon Golf & Country Club

Challenging golfers for more than 100 years, playing the Vernon Golf & Country Club is a time-honored summer tradition.

[www.vernongolf.com](http://www.vernongolf.com)



## Vernon's Best Beaches

### Ellison Point Beach – Okanagan Lake

Sand beaches gently bank down to western Canada's only freshwater dive park in Otter Bay. Explore submerged relics, sunken artifacts, and vibrant underwater plant life.

### Kin Beach – Okanagan Lake

Pack up the family for a day at the beach. A grassy park, complete with jungle gym for the kiddoes, slopes to a warm beach and shallow swimming area.

### Kaloya Regional Park- Kalamalka Lake

Spend the day making sandcastles, playing with your kids at the playground or launch your boat for a day on the water.

### Sandy Beach – Okanagan Lake

Tucked into a quiet cove in Ellison Provincial Park, it's where man's best friend can frolic in the sand and water.

# Community Profile

## Hiking Trails

**BX Creek and Falls Trail:** an easy 3 kilometre walk. Visit waterfalls in summer, strap on the snowshoes in winter

**Rattlesnake Point:** an easy walk with magnificent vistas of both ends of Kalamalka Lake. Plenty of beaches along the way to stop and savour the view.

**Swan Lake Nature Reserve Trail:** wander through waving grasslands, surrounded by forested mountains and wide open sky.

**Coldstream Valley Trails:** hike any of the Grey Canal trails on their own, or combine all three for postcard-worthy views of the Coldstream and North Okanagan Valleys.

**Turtle Mountain Trail:** check out the views of Middleton Mountain, Swan Lake and Silver Star while watching raptors soar above



## Family Day Activities

**Family Field Trips:** Embark on a family field trip, and whether you point your compass toward O'Keefe Ranch, Davison Orchards or the Okanagan Science Centre, there are plenty of opportunities to disconnect from your everyday and reconnect with each other...roaming Davison Orchards on a vintage apple train, uncovering the mysteries of the universe at Okanagan Science Centre's hands-on exhibits, or pretending you're a pioneer for the day at O'Keefe Ranch's summer day camps.

**A Family Time Out:** Surrounded by water, it's easy to enjoy a day at the beach in and around Vernon. And no matter whether you're seeking a quiet fishing hole, a hidden cove for a family picnic or a beachside playground, Vernon is overflowing with options for a well-deserved family time out or you can avoid the sand and spend an exciting day at Atlantis Waterslides. Spread your beach blanket at Kin Beach, Paddlewheel Park or Ellison Provincial Park, three local favourites for families. You'll find both beaches on Okanagan Lake, within a few minutes drive of Vernon's downtown. Broad, sandy beaches gently sloping into the water, and a fully outfitted playground make Kin Beach a favourite for young families, while Ellison's pebbled shoreline and underwater dive park (the only one in the Okanagan) draws kids of all ages to its tree-lined shores.

**Family Fun in the Snow:** Family fun isn't just a summer pursuit in and around Vernon – winter presents even more options to unwind and relax with the whole clan. Chill out at Silver Star Mountain Resort and discover just how much fun playing in the snow can be. Ski or snowboard snow-ghost lined glades, gather the kids for a family pick-up game of hockey, ski or snowshoe Sovereign Lake Nordic Centre, or experience our annual celebration in February, the Vernon Winter Carnival...it's all warm family fun.



# Organizational Structure



## Services Provided to Our Residents

- Collection authority for other taxing jurisdictions
- Airport operation
- Policing
- Building approval and inspection
- Bylaw enforcement
- Cemetery operation
- Drainage system maintenance
- Economic development
- Emergency preparedness planning and co-ordination
- Engineering services
- Environmental protection services
- Fire/Rescue protection
- Garbage and yard recycling services
- Legislative (adoption of bylaws; approval of development permits; adoption of corporate policies and procedures)
- Parking control and parkade operation
- Parks maintenance and operation
- Planning services
- Boulevard and landscape maintenance
- Public transit, including HandiDart operation
- Recreation programs and facilities operation and maintenance
- Safeguarding of assets
- Sanitary sewer collection system operation, maintenance and construction
- Street lighting
- Street, sidewalk, and lane maintenance, construction and reconstruction
- Tourism
- Traffic signal operation
- Water systems operation on behalf of the Regional District of North Okanagan

Photo Credit: Steve Austin

## Revenue Policy Targets and Results 2017

The following revenue targets were adopted under the 2017-2021 Financial Plan and are shown with their actual results:

Measure	2017 Target	2017 Actual
Business to Residential Property Tax Rate Ratio	3.20 to 1	2.73 to 1
Taxation Levy Increase for Infrastructure Projects	1.9%	1.9%
Taxation as a Proportion of Total Revenue	47.7%	41.4%
Service Fees as a Proportion of Total Revenue	34.3%	27.8%
Other Revenue as a Proportion of Total Revenue	18.0%	30.8%
Specified Area Parcel Taxes as a Proportion of Total Revenue	Less than 1%	Less than 1%

## Capital Asset Deficit 2017

(in \$1,000's)

Asset Category	Annual Amortization	Capital Investment	Capital Asset Deficit/ (Surplus)	Net Book Value of Disposals	Decrease in Depreciable Assets
BUILDINGS	\$ 1,684	\$ (306)	\$ 1,990	\$ 661	\$ 2,651
VEHICLES	635	930	(295)	28	(267)
MISCELLANEOUS EQUIPMENT	96	470	(374)	-	(374)
INFORMATION TECHNOLOGY	184	379	(195)	64	(131)
TRANSPORTATION INFRASTRUCTURE	5,269	7,626	(2,357)	11	(2,346)
STORM SEWER INFRASTRUCTURE	1,035	(460)	1,495	-	1,495
SANITARY SEWER INFRASTRUCTURE	1,242	2,165	(923)	23	(900)
IRRIGATION WATER INFRASTRUCTURE	106	-	106	-	106
NATURAL GAS SYSTEM LEASE	723	-	723	-	723
	\$ 10,974	\$ 10,804	\$ 170	\$ 787	\$ 957



**Council's Strategic Plan and Progress Report  
2015 – 2018**

## Council's Vision Summer 2018



*At its strategic planning session on February 2, 2015, Council identified the following vision for the City of Vernon, as envisioned for the summer of 2018.*

The City has taken a leadership role in economic development. Investment is happening in the Waterfront, with a new park and private development. Investment is happening in the Downtown: there are fewer vacant storefronts and a new office building is opening. There are new apartments under construction, and redevelopment in the surrounding neighbourhoods provides new family homes. More jobs in the technology sector, tourism and health care are providing more opportunities for young professionals and their families to move to Vernon.

Investments in parks and recreation provide supporting reasons for young families to move to Vernon. The new ice sheet at Kal Tire Place just opened, and a new multi use park is being planned for the adjacent Kin Race Track lands. The Rec Centre and Polson Park are both being revitalized, and the Civic Arena block is being transformed into a park. More biking and walking options include the newly opened portions of the Rail Trail from Lumby Junction to Kelowna.

The City has a strong and productive relationship with the Regional District of North Okanagan (RDNO) where issues of mutual concern are addressed to the benefit of all residents. This includes resolution of the Master Water Plan, including funding and equitable rates that are supported by the public. The future of both the Art Gallery and the Museum are determined, including locations and funding. Should Coldstream, Electoral Area B or C come forward and wish to explore the benefits and costs of amalgamation, the City of Vernon would agree to support a provincially funded study.

The City focuses on efficient, front line service delivery. Tax rates have been kept at or below inflation, as have municipal operating expenses. The City actively engages and consults with the community on new initiatives, and conducts business in a transparent manner.

## Council's Goals 2015-2018 February 2018 Progress Reports



*Council has identified the following goals in order to achieve the vision. All of the following goals are equally important to Council.*

Facilitate Regional Collaboration	Target Date	Status	Lead	Notes
Referendum to twin Kal Tire Place	November 2015	Complete	Recreation Services	Successful referendum was held on November 28, 2015 with approval for borrowing to twin arena
Resolve specific funding and cost sharing arrangements with RDNO (including the Library, Transit, Fire Services and gateway signage)	December 2015	Complete	As required	<p>Discussions regarding joint fire service purchasing occurs on an on-going basis through the North Okanagan Emergency Services Advisory Group and the Fire Training Centre (FTC) operations. In May 2016, the FTC acquired a retired apparatus from West Kelowna Fire, which will be utilized by all regional firefighters. Fire Training Centre 5-Year Extension has been finalized and implemented as of January 1, 2018.</p> <p>A full review of the Emergency Program occurred at the end of 2015, specifically to ensure the funding model protected Vernon's rate payers. 2016 was a transition year for the program. Emergency Services Agreement/Bylaw terminated December 2016.</p> <p>As of January 1, 2017 the COV has operated a stand-alone emergency program. In 2017, the Emergency Operations Center was activated several times to address flooding in the CoV and to support Emergency Social Services in the management of reception centers and group lodging facilities for evacuee's from other communities.</p> <p>A mutual aid agreement for fire department emergency resources with the RDNO, Armstrong, Enderby, Coldstream, Spallumcheen and Vernon has been renewed. This agreement helps to leverage emergency resources available in the region for large or multiple events.</p> <p>A fee for service agreement has been renewed with the Town of Lumby for fire inspection and investigation.</p> <p>Fee for service agreements are in place with Armstrong, Enderby to provide response to ammonia/chlorine/sulphur dioxide at identified facilities.</p>
Establish a working group with the Okanagan Indian Band to develop a servicing plan for IR#6 (with grant funding)	June 2016	Underway	As Required	<p>Joint application for Community Economic Development Initiative (CEDI) federal program to explore mutually agreed upon projects was submitted in May, 2016. Received letter on April 28, 2017 notifying that OKIB and Vernon have been tentatively selected for the program. Joint CEDI workshop #1 with Okanagan Indian Band was held December 20, 2017.</p>

				<p>On February 26, 2018 Council declassified their January 22, 2018 In Camera resolution agreeing to participate in the CEDI program to March 31, 2020.</p> <p>CEDI workshop #2 with Okanagan Indian Band was held April 12 and 13, 2018. Several priorities, including a collaborative approach to waterfront planning, have emerged from the partnership.</p>
Develop a boundary extension and servicing plan for the Swan Lake Corridor to facilitate development and redevelopment	2016		As Required	This goal was driven by a desire to provide sewer services to support more intensive development leading to additional employment along the Swan Lake Corridor as per the Regional Growth Strategy. Currently RDNO is exploring servicing Swan Lake in partnership with Spallumcheen and OKIB; this was an identified item in the Employment Lands Action Plan but there is no anticipated action by the City at this time.
Determine future locations of the Art Gallery and Museum, with consideration of a combined facility	2017	Underway	Administration	The Greater Vernon Cultural Implementation Advisory Team (IAT) is reviewing the new facility development plan for the Vernon Public Art Gallery and the Greater Vernon Museum and Archives and is likely to explore various options. The City identified the site at 3007/3009 31 Avenue as a possible location which will be considered within the IAT review.
Review the Master Water Plan and associated DCC Bylaw, with due consideration for equitable rates for agricultural, residential and commercial users	2017	Underway	As Required	<p>The Stakeholder Advisory Committee prepared its final report in May 2016 for GVAC's consideration with the following key recommendations:</p> <ul style="list-style-type: none"> <li>• Option 1 - the option with the lowest financial impact to water users based on the lowest Net Present Value (NPV) with no further separation;</li> <li>• Option 2 - the option with the highest benefit to cost ratio (NPV) with partial separation; and</li> <li>• Option 3 - the option with the highest benefit to cost ratio (NPV) that supports full separation.</li> </ul> <p>• That the SAC select Option 2 being the option with the highest benefit to cost ratio (Net Present Value) with partial separation as their first choice moving forward with the 2012 Master Water Plan.</p> <p>• That the SAC select Option 1 being the option with the lowest financial impact to water users based on the lowest Net Present Value (NPV) with no further separation as their second choice moving forward with the 2012 Master Water Plan.</p> <p>• That the Stakeholder Advisory Committee be reassembled after the Board of Directors has adopted a revised Master Water Plan, including a revised financial plan, to work with RDNO staff in preparation of a Communications Plan.</p> <p>GVAC/RDNO Board direction on the Master Water Plan is the next step before a comprehensive DCC bylaw update can be undertaken.</p>
Resolve specific funding and cost sharing arrangements with RDNO (including the Library, Transit, Fire Services and gateway signage)	December 2015	Complete	As Required	<p>Gateway signage resolved.</p> <p>The issues associated with the historical funding arrangements for Transit have been resolved. Two Memorandums of Understanding have been signed by all the transit funding partners regarding Revenue sharing and Custom Transit Cost Allocation.</p>

				<p>Sub-Regional Parks responsibility and funding agreement completed through GVAC in May 2017.</p> <p>The new Transit fare structure developed in partnership with Coldstream and RDNO Was implemented on April 1, 2018.</p>
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Be a Leader in Economic Development	Target Date	Status	Lead	Notes
Bring forward a resolution to increase the business tax exemption from \$10,000 to \$50,000 to SILGA/UBCM	March 2015	Complete	Community Infrastructure & Development	Resolution endorsed by SILGA on April 30, 2015; forwarded to UBCM for consideration at its 2015 convention, where it was not endorsed.
Develop and promote inventories of vacant commercial properties to reduce the downtown vacancy rate to 10% or less	December 2015	Complete	Community Infrastructure & Development	November 2015 vacancy rate in the downtown was 7.9%. Staff to work with Downtown Vernon Association to update vacancy rate in Fall 2018. Vacancies over 5,000 sq ft are being promoted on City of Vernon website.
Engage realtors in the promotion of economic opportunities	December 2015	Complete	Community Infrastructure & Development	Attend annual ICSC Tradeshow in Whistler in January for realtors and developers.  Information sessions held with local real estate offices in 2016 (Century 21, Sutton Realty and Royal LePage). Offered has been made to all local real estate firms  Annual presentation to Okanagan Mainline Real Estate Board (2016 & 2017)  Sponsored UDI luncheon in Kelowna on October 26, 2017.
Endorse and implement the Industrial Lands Action Plan	June 2016	Complete	Community Infrastructure & Development	Regional Employment Lands Action Plan adopted by Regional District on May 18, 2016. A regional workshop was held on October 12, 2016 to discuss next steps. Focus has been on the potential creation of a Rural Economic Development function that would be complementary to the City of Vernon. Subsequent regional session was held on October 12, 2017 and a funding application was submitted by the staff and the Regional District of North Okanagan to the Rural Dividend Fund. Funding application was unsuccessful. Rural communities and electoral areas are exploring options and next steps.
Support sustainable urban development by reducing off site costs and reviewing parking requirements for infill development and undergrounding of overhead utilities in the City Centre to increase development potential	Annually	Underway	Community Infrastructure & Development	Report regarding parking in-lieu endorsed by Council in 2015 and follow up investigation continues. Council supported undergrounding of overhead utilities as part of 30 <sup>th</sup> Street capital project and Bennet lot redevelopment. Council, in April 2018 supported in principle amendments to the SDSB #3843 Sched A to enable overhead servicing for RSL infill re-development.  BC Hydro beautification received undergrounding of services on the Vernon Block in conjunction with capital projects in the area; at its Regular Meeting of February 27, 2017, Council adopted bylaw amendments to facilitate overhead wiring retention in small scale residential infill  Council has supported numerous parking variances to facilitate redevelopment in the City Centre.



Prioritize implementation of the Airport Master Plan once complete in 2016, including necessary capital improvements or upgrades	January 2017	Underway	Community Infrastructure & Development	The Airport Master Plan has been adopted. Staff will explore designating lands to the north for Light Industrial/Service Commercial uses and the redesignation of adjacent properties no longer identified for acquisition from Airport Industrial to Light Industrial / Service Commercial. BCAAP grant funding utilized for runway overlay, construction of turning D on Runway 23 and visual indicator relocation.
Be a technology friendly and supportive community, and undertake initiatives to promote and support the technology sector	Annually	Complete	As Identified	Attended BC Tech Show in Vancouver (January 2016); working with Co-Work Vernon, Start-up Vernon, Okanagan Innovation Institute and other partners to further promote and foster growth in the technology sector. Information Services has worked with local telecommunication carriers to facilitate significant upgrades in the area. The TELUS Optik project has seen 100% Vernon buildout completed (except West Side road expansion). 29% of Vernon homes have signed on where Purefibre is offered 36% of businesses have signed on where Purefibre is offered. Currently TELUS is not developing the Small Cell project within Vernon.
Cut red tape by ensuring we have a competitive development review process	Annually	Underway	Community Infrastructure & Development	Continue to improve application process, internal procedures and access to information where feasible and as opportunities arise. A joint Development Forum was held with Big Red in the fall of 2016 to discuss potential improvements in the development approval process. Administration will provide follow up in late 2017.
Support sustainable neighbourhoods by implementing neighbourhood plans and the OCP	Annually	Complete	As Identified	Since 2015, the following has been undertaken: <ul style="list-style-type: none"> <li>• Predator Ridge Neighbourhood Plan Update</li> <li>• OCP Update – Transportation Master Plan, Parks Master Plan, Community Wildfire Protection Plan</li> <li>• Airport Master Plan completed</li> <li>• Parks Master Plan completed</li> <li>• City Centre Neighbourhood Plan implementation: <ul style="list-style-type: none"> <li>- Capital projects prioritization</li> <li>- Wayfinding signage</li> <li>- Public art projects</li> <li>- Mobile vendor policy review initiated</li> <li>- Cash-in-lieu program development initiated</li> </ul> </li> <li>• Rezoning of Commonage Properties to conform to OCP land use designations completed.</li> <li>• Waterfront Neighbourhood Centre Plan implementation to be undertaken. This will focus on the following: <ul style="list-style-type: none"> <li>- Refining the proposed road network</li> <li>- Initiating Local Area Service (LAS)</li> <li>- Exploring new zoning options</li> <li>- Lakeshore Park design</li> </ul> </li> <li>• The North Vernon Neighbourhood Plan is being investigated to expand servicing concepts necessary to address development and the recent Boundary extension in that area</li> </ul>
Prioritize capital projects in the Downtown	Annually	Complete	As Identified	Rolling 4 Year Capital Plan has been presented to Council in both 2015 and 2016 focusing on capital improvements in the Downtown including projects that focus on the continuation of the transportation and utility improvements on 30th Street from Polson Park to the Civic Area, 35th Avenue from Pleasant Valley Road to

				34th Street, and 32nd Avenue from 31st street to 35th Avenue as well as road and utility reconstruction on 28th Avenue, 29th Avenue, and 31st Avenue. The plan will be updated annually to add an additional year to the plan. The next update will be presented to Council in December 2017 for its consideration.
Work with community partners and the Affordable Housing Advisory Committee to create more affordable housing	Annually	Underway	As Identified	<ul style="list-style-type: none"> <li>• Journey Inn conversion to assisted units complete.</li> <li>• Rental Housing Incentive Grant Program policy was adopted by Council on May 25, 2015.</li> <li>• City assisted with the Housing Forum in 2016.</li> <li>• A grant of \$31,346.79 in lieu of City DCCs was approved for a nine unit non-profit rental housing complex at 3304 Alexis Park Drive.</li> <li>• A grant of \$15,244.00 in lieu of City DCCs was approved for three rental units in a 47 unit apartment complex at 3010 – 35th Street. The three rental units are owned by a non-profit housing society and the other 44 units are life lease ownership.</li> <li>• A grant of \$129,000 was approved for a private sector 86 unit rental apartment and commercial unit complex at 2501 – 48th Avenue.</li> <li>• A grant of \$63,000 was approved for a private sector 42 unit rental apartment complex at 3802A – 27th Avenue.</li> <li>• Rezoning bylaw and development variance permit approval granted to allow for a single private sector single family dwelling at 3214 – 35th Street to be converted into a rooming house with eight rental sleeping units.</li> <li>• Rezoning bylaw and development variance permit approval granted to allow for a private sector single family dwelling at 3503 – 27th Street to be converted into five rental dwelling units and a commercial area.</li> <li>• Rezoning bylaw and development variance permit approval granted to allow for a private sector single family dwelling at 3911 – 29th Avenue to be converted into five rental dwelling units.</li> <li>• Rezoning bylaw approval granted to allow for 218 dwelling units at 6468 Okanagan Landing Road with 82 units governed by an attainable ownership housing agreement covenant.</li> <li>• OCP amendment bylaw and rezoning bylaw approvals granted for a strata titled apartment to be constructed at 3900 – 30th Avenue. The approvals required a tenant displacement compensation covenant be registered on the title. The associated tenant compensation agreement would be implemented prior to apartment construction commencing.</li> <li>• Social Planning Council is applying for grant funding to undertake a review of the Affordable Housing Strategy and the Homelessness Strategy.</li> <li>• Administration currently working with local service providers and BC Housing on a number of shelter units/beds and affordable housing options.</li> </ul>

Create a Vibrant Parks and Recreation System	Target Date	Status	Lead	Notes
Find resolution to Kin Race Track issues	December 2015	Underway	CAO	Preparation for court complete. Trial Judge postponed on March 14 to July 24 – August 4, 2017
Update lake access plan, including implementation schedule and budget	August 2016	Underway	Community Infrastructure & Development	A draft Lake Access Plan was presented to Council in late 2016 and the P2 process was completed in February 2017. Following Council direction in January 2018, Administration will be bringing a revised plan to Council for its consideration in September 2018. Council resolved to have ten lake accesses constructed in 2017 and 2018. This has since been reduced by four, and preparation for construction is underway.
Host 2017 BC Seniors Games (if awarded to Vernon)	September 2017	Complete	Recreation Services	Successfully hosted over 3500 athletes for the 30 <sup>th</sup> Anniversary Vernon & Area 55+ BC Games September 12-16, 2017. 27 sports and activities were hosted in 35 venues and supported by 1365 volunteers. The games created over \$66,000 in legacy for local organizations and generated an economic impact of 3.3M to the local economy.
Develop plan for Kin Park	Unknown		Community Infrastructure & Development	Legal issues have yet to be resolved. Therefore, no work has been undertaken to date to develop a plan for this park.
Develop plan for Civic Arena Block Park once ice surface is removed (consider repurposing the Arena building)	June 2018	Underway	Community Infrastructure & Development	Council has resolved to undertake demolition of the Civic Arena and have directed Administration to provide a process for determining future use of the site to Council in November 2018.
Renegotiate Recreation Agreement	May 2018	Underway	Recreation Services	The current agreement expires on December 31, 2018. Partners to the agreement had until December 31, 2017 to supply written notice that they wish to renegotiate the agreement. The City of Vernon notified the community partners that they wished to negotiate two clauses in the agreement. A first meeting took place in mid-March. A second meeting will be scheduled for late May. The agreement must be negotiated by June 30, 2018.
Update draft Polson Park Plan and undertake improvements	2018	Underway	Community Infrastructure & Development	The process for the development of the Polson Park Master Plan was endorsed by Council in 2016, with the first P2 sessions held that year. However, given the increased concerns regarding homelessness, drug activity and safety in the park, Administration will be exploring new approaches to undertaking this project to address those concerns. A proposed process will be presented to Council in Fall 2018.
Develop plan for Lakeshore Park and undertake improvements	2018	Underway	Community Infrastructure & Development	Construction of the park is underway.
New Aquatic Centre planning	Begin in 2018	Underway	Recreation Services	The Greater Vernon Recreation Master Plan process is underway. Public consultation including open houses, surveys and stakeholder meetings have taken place. A workshop for elected officials to review initial results is scheduled for June 4, 2018. The topic of a new aquatic centre was included in the Master Plan surveys and several stakeholder groups including the Kokanee Swim Club and Master's Swim Club were interviewed.

New Seniors Centre planning	Begin in 2018	Underway	Recreation Services	The Greater Vernon Recreation Master Plan process is underway. Public consultation including open houses, surveys and stakeholder meetings have taken place. A workshop for elected officials to review initial results is scheduled for June 4, 2018. The topic of a new 55+ Activity Centre was included in the Master Plan surveys and several stakeholder groups including the Halina Centre and Schubert Centre were interviewed.
Purchase lakeshore properties for future park	As available	Underway	Corporate Services	2602 Lakeshore Road purchased June 2015. Contacted three remaining property owners (not ready to sell). By Council resolution, encouraged RDNO to purchase property north of Kin Beach (sub-regional).
Remove existing encroachments in lake accesses	As identified	Underway	Corporate Services	Have resolved encroachments at Lake Access #39 (Delcliffe) and #6 (between 8392 – 8402 Tronson Rd). Working with legal counsel to develop a strategy regarding encroachments in lake access sites, including license agreements, where appropriate.

Provide Effective Protective Services	Target Date	Status	Lead	Notes
VFRS 125 Anniversary celebration and bell tower restoration project unveiling	May 2016	Complete	Fire & Rescue Services	The Bell Restoration Project was completed and unveiled May 7, 2016 and the old fire bell rang for the first time in more than 50 years. The project was completed with donated and in kind sponsorship by community supporters and approved 2016 divisional budget funds.
Explore expansion of VFRS fee for service agreements	May 2016	Complete	Fire & Rescue Services	The fee for service agreement with IR#6 was renegotiated to bring the fee in line with the rate paid by CoV rate payers. The new Agreement resulted in increased revenue for VFRS for the five year term and provides a fuller scope of services to IR#6, including First Medical Responder.
Facility improvements at Station #2	December 2016	Underway	Fire & Rescue Services	A multi-purpose office and dorm space has been constructed to provide flexibility in staffing and deployment models. Fire Code and safety elements of the facility have been addressed as part of the scope of the renovation. This component of the facility improvement has been completed.  A multipurpose ESS reception center and CoV meeting/training facility is being developed utilizing the garage/shop behind Fire Station 2. The RFQ process has been completed and work is scheduled to commence in June 2018.
Plan and finance new RCMP building (forecast, plan, funding, grants)			As Required	This initiative has been deferred

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Status	Lead	Notes
Develop public engagement protocols to increase public (and youth) engagement (webtools, surveys, social media, resident feedback, etc.)	December 2015	Complete	Corporate Services	<ul style="list-style-type: none"> <li>Public Participation (P2) Strategy completed with adoption by Council in July 2016.</li> <li>Training for Council, staff and external consultants and contractors on P2 practices and techniques. Completed in February 2017. 2017 projects assessed for appropriate P2 engagement.</li> </ul>

				<ul style="list-style-type: none"> <li>RFP for public engagement webtools completed with contract awarded to Bang the Table in April 2017.</li> <li>City of Vernon engagement site (<a href="http://www.engagevernon.ca">www.engagevernon.ca</a>) launched May 1, 2017.</li> <li>Second participatory budget for City open May 1 – 31, 2017.</li> </ul>
Develop a plan to expand sewer services in Okanagan Landing through the investment of \$2 million per year for the next ten years	June 2017	Completed	Community Infrastructure & Development	Council endorsed the Okanagan Landing Sewer extension strategy at the May 8, 2017 Regular Council Meeting. Properties adjacent to the CWWF project being completed in the 2017 and 2018 will have option to connect via the municipal fee process. The remaining unserviced neighbourhoods in the Okanagan Landing will go through the Local Area Service process (Council Initiated subject to counter petition). If the LAS process is successful (less than 50% of residents and property value petition against the project) then the participation and payment is mandatory, although actual connection is not. The LAS areas and amount will be brought forward in a future reports. The estimated cost per property just over \$20,000 for the remaining properties.
Develop a strategy for use of legacy funds from the BC Gas/LILO Agreement	2017		Financial Services	To commence Fall 2017
Celebrate 125 Anniversary	2017	Complete	As Required	Various community groups developed plans for the 125 anniversary celebrations (Allan Brooks Nature Centre; Canada Day Society – enhanced celebration). Vernon 125 logo developed and in use on various City of Vernon communication materials, including website, banners and letterhead. Manager of Facilities created decals that were applied to all facility entrances. A Community BBQ led by Mayor and Council was held August 10 in conjunction with DVA “Music In the Park” event and was very successful. Vernon 125 plans to have Mayor, Council and Admin dress in period costume at December 2017 Council meeting.

Create a Safe, Efficient and Sustainable Transportation Network	Target Date	Status	Lead	Notes
Update Master Transportation Plan including a review of truck and hazardous materials routes and a time frame to consider the option of a highway bypass	April 2015	Complete	Community Infrastructure & Development	MTP update completed and endorsed by Council at its Regular Meeting of August 10, 2015. A Transport of Dangerous Goods Bylaw is being drafted and after consultation will be sent to the Ministry of Transportation & Infrastructure for approval.
Implement new strategy for bus stops and shelter maintenance	July 2015	Complete	Financial Services	Bus bench advertising contracts are in place; Venture Training has been engaged to update all existing bus benches and offer repair and maintenance services on an ongoing basis
Amend bylaws to implement the Integrated Transportation Framework (ITF)	December 2016	Underway	Community Infrastructure & Development	Project teams working on Subdivision and Servicing Bylaw Schedules A, B, F and O and Zoning Bylaw Schedule B. The updated Traffic Bylaw was approved in principle by Council on February 26, 2018 and was reviewed by the Transportation Advisory Committee on April 5, 2018. The final bylaw will be presented to Council for adoption in July 2018. Amendments to SDSB#3843 Sched F supported in principle by Council on Feb 26 2018. Report to Council

				in spring 2018 with amendments to SDSB #3842 Sched A, B and O.
Support transit oriented and mixed use development	As identified	Underway	As Identified	Recent redevelopment in key areas of the city that support transit oriented and/or mixed use development include: <ul style="list-style-type: none"> <li>• five storey 119 unit seniors assisted housing facility with some commercial ground floor space at 5500 – 24th Street (on hold)</li> <li>• five storey 57 unit strata title apartment with strata title commercial ground floor space at 3407 – 28th Avenue (under construction)</li> <li>• four storey 86 unit rental apartment with some commercial ground floor space at 2455 – 48th Avenue (under construction)</li> <li>• four storey 56 unit apartment at 3010 – 35th Street (completed)</li> <li>• two storey 9 unit non-profit rental townhouse project at 3304 Alexis Park Drive (completed)</li> <li>• The Hamlets mixed use supportive care project on 29 Avenue in City Centre (completed)</li> <li>• Continued implementation of the Revitalization Tax Exemption Program in the City Centre and Waterfront Neighbourhood Centre.</li> <li>• Development of new ground oriented multifamily infill development along the future 29th/30th Street transit corridor and throughout the core area.</li> <li>• 60 rental apartments located at 3400 Centennial Drive (under construction)</li> </ul>

Foster Community Development through Social Planning	Target Date	Status	Lead	Notes
Work with agencies and senior governments to develop and maintain comprehensive, accessible and affordable childcare	September 2016	Underway	As Identified	Resolution in support of comprehensive affordable, accessible childcare endorsed at the 2016 UBCM Convention.
Continue to support the Social Planning Council in the provision of social planning services to the City, including programs and initiatives to address homelessness, childcare, attainable housing, food security and neighbourhood safety	Annually			The Social Planning Council and Partners in Action have been involved in many projects, including, but not limited to: <ul style="list-style-type: none"> <li>• Homelessness and Housing <ul style="list-style-type: none"> <li>- Green Valley Motel closure and subsequent BC Housing acquisition of the Journey Inn property.</li> <li>- COOL Team, working with homeless campers to monitor safety, health and connect them to services</li> <li>- Organized Housing Forum in 2016.</li> <li>- Social Planning Council is working closely with the City and other key stakeholders in addressing the challenges of homeless camps in the city, including implementation of the City's new bylaw regulating sheltering in parks. Social Planning Council is applying for grant funding to undertake a review of the Affordable Housing Strategy and the Homelessness Strategy in 2018 and 2019.</li> </ul> </li> <li>• Harm Reduction <ul style="list-style-type: none"> <li>- Sharps Action Team working to prevent the spread of disease and to prevent sharps from ending up in public spaces. Community clean ups organized to collect used needles.</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>- Public Spaces Action Team developing strategies for working with street population to provide information and resources to assist with challenging behaviors. <ul style="list-style-type: none"> <li>• Accessibility, Inclusiveness and Multiculturalism</li> </ul> </li> <li>- RespectFest successfully implemented in September 2017.</li> <li>- Continuing the Understanding Reconciliation Journey Team to learn more about First Nations history and culture.</li> <li>- Facilitated the Respect Lives Here program.</li> <li>- In partnership with the Local Immigration Partnerships Council, developed an Immigration and Settlement Strategy for Vernon.</li> <li>- Developing a communication plan in partnership with the City following a high profile incident of racism or hate. <ul style="list-style-type: none"> <li>• Poverty and Food Security</li> </ul> </li> <li>- Working with Upper Room Mission to develop a program to distribute food to housebound clients. At its Regular Meeting of April 9, 2018, Council resolved to extend the contract with the Social Planning Council for five years.</li> </ul>
Work with community groups and agencies to support youth and senior oriented initiatives	Annually	Complete	As Identified	Assisted in the successful delivery of the Cities Fit for Children conference. RespectFest undertaken in 2017.
Actively engage youth in stewardship opportunities	Annually	Underway	As Identified	The City's Sustainability and TDM Events include many youth oriented events and award recognition. Examples include hosting events at schools as part of Bike to Work / School Week and the Youth Award as part of the Sustainability Awards program.
Identify opportunities to include youth in consultation processes	As needed	Underway	As Identified	<ul style="list-style-type: none"> <li>• Youth were specifically included in numerous consultation events in the development of the Parks Master Plan</li> <li>• Youth provided input in the design process for playground replacements at Mission Hill, Heritage and Alexis Park. Youth will also be engaged in upcoming design processes for Becker Bike Skills Park and Lakeshore Park.</li> <li>• Youth were meaningfully engaged in the planning and coordination of the Cities Fit for Children (CF4C) Summit hosted in Vernon in 2015, including setting the Summit agenda and speaker topics.</li> <li>• Youth helped create a number of the "I AM" art boards project installed downtown. The Respectfest Public Art project includes specific engagement sessions where youth will help design the art piece.</li> <li>• A PlanH Healthy Communities Capacity Building Fund application has been submitted to support the work of the Child, Youth and Family Friendly Vernon working committee. Council also supported this committee with a \$5,000 Discretionary Grant. The committee intends to engage children and youth in furthering these efforts.</li> <li>• Youth were involved in the development of the Youthful Vernon Strategy, which outlines proposed policies and plans to make Vernon a more youth friendly city.</li> </ul>

## Council Deliverables 2015-2018 February 2018 Progress Reports



*The following deliverables have been identified to meet Council's goals. The deliverables will be reviewed annually by Council.*

Facilitate Regional Collaboration	Target Date	Status	Lead	Notes
Establish a working group with the Okanagan Indian Band to develop a servicing plan for IR#6 (with grant funding)	June 2016	Underway	As Required	Joint application for Community Economic Development Initiative (CEDI) federal program to explore mutually agreed upon projects was submitted in May, 2016. Received letter on April 28, 2017 notifying that OKIB and Vernon have been tentatively selected for the program. Joint CEDI workshop #1 with Okanagan Indian Band was held December 20, 2017. On February 26, 2018 Council declassified their January 22, 2018 In Camera resolution agreeing to participate in the CEDI program to March 31, 2020.
Participate in the review of Master Water Plan options with regional partners	2017	Complete	Community Infrastructure & Development	The Stakeholder Advisory Committee prepared its final report in May 2016 for GVAC's consideration with the following key recommendations: <ul style="list-style-type: none"> <li>• Option 1 - the option with the lowest financial impact to water users based on the lowest Net Present Value (NPV) with no further separation;</li> <li>• Option 2 - the option with the highest benefit to cost ratio (NPV) with partial separation; and</li> <li>• Option 3 - the option with the highest benefit to cost ratio (NPV) that supports full separation.</li> </ul> <ul style="list-style-type: none"> <li>• That the SAC select Option 2 being the option with the highest benefit to cost ratio (Net Present Value) with partial separation as their first choice moving forward with the 2012 Master Water Plan.</li> <li>• That the SAC select Option 1 being the option with the lowest financial impact to water users based on the lowest Net Present Value (NPV) with no further separation as their second choice moving forward with the 2012 Master Water Plan.</li> <li>• That the Stakeholder Advisory Committee be reassembled after the Board of Directors has adopted a revised Master Water Plan, including a revised financial plan, to work with RDNO staff in preparation of a Communications Plan.</li> </ul>
Develop a boundary extension and servicing plan for the Swan Lake Corridor with regional partners to facilitate development	2019	Underway	As Required	This goal was driven by a desire to provide sewer services to support more intensive development leading to additional employment along the Swan Lake Corridor as per the Regional Growth Strategy. Currently RDNO is exploring servicing Swan Lake in partnership with Spallumcheen and OKIB; this was an identified item in the Employment Lands Action Plan but there is no anticipated action by the City at this time. RDNO has initiated a planning process for the Swan Lake Corridor that includes a sewer servicing strategy separate from the Vernon system. This process is expected to be concluded in Fall 2018.



Commence GVW contract renegotiation January 31, 2016 as per the terms of the contract (contract expires January 31, 2018)	January 2018	Underway	Operation Services	Internal meetings have occurred to identify potential issues; negotiations planned for completion in Fall 2017. Contract and Protocols reviewed by internal team in spring and summer of 2017. Meetings with Coldstream/RDNO occurred throughout the summer with final documents anticipated to go to GVAC in October 2017. GVAC had set target completion for September 2017 with provisions for one year extension if necessary.
Initiate Biosolids Management Plan in 2015 and recommend long term treatment of biosolids from Vernon and Kelowna as per the partnership agreement, to be negotiated prior to expiration of current agreement in 2018	2018	Underway	Operation Services	Draft report submitted by consultants. Final report due prior to end of 2017.
Explore additional regional partnerships in information technology	As required	Underway	Corporate Services	<ul style="list-style-type: none"> <li>• Discussion on shared phone service with City of Enderby: Enderby has not responded further; we are assuming they are considering other options.</li> <li>• Internet replacement (TELUS/Shaw), partnership for redundancy with RDNO: Both jurisdictions have moved to separate internet services. Redundancy in case of failure should be possible, and will be reviewed further this winter.</li> <li>• North Okanagan Map: this sharing of data sets from each of the host municipalities has reduced duplication of information and improved the quality of data available to the public.</li> <li>• Cityworks: Upon further review, Administration did not pursue any further sharing of the City's Cityworks product, as it would result in a decrease of service levels to the City of Vernon and an initial capital cost with increased ongoing costs. Benefits would have been access to more licensing, however those licenses are not required at this time.</li> <li>• Research into a Joint RDNO/COV WAN replacement: LOU for the use of Silver Star Foothills for the City's last mile wireless test is signed and in place. Infrastructure has been purchased and installed and is being tested.</li> <li>• City phone system: City invited RDNO to continue to partner on the Cisco IP Phone solution. RDNO declined deciding to move in another direction. COV Cisco phone solution has been upgraded, and RDNO is now on a separate product.</li> <li>• Reached an agreement with RDNO on the upgrade of our Fractional PRI system; upgrade will provide both parties with 100% increase in capacity, and reduce costs by 5.6%.</li> <li>• Working with RDNO on the development of an App, that will provide subscribers access to notifications based on their preferences.</li> </ul>
Begin contract negotiations prior to June 30, 2016 for sub regional parks and trails service agreement (contract expires Dec 31, 2016)	June 2016	Underway	Operation Services	One year contract extension in place (until the end of 2017). Terms for a five year agreement effective January 1, 2018 have been completed.

Be a Leader in Economic Development	Target Date	Status	Lead	Notes
Pursue renewal of industrial Lands MOU	February 2015	Complete	Community Infrastructure & Development	Endorsed by Council at its Regular Meeting of January 26, 2015  RDNO currently exploring Rural Economic Development Function to be complementary to current City of Vernon service. Should a function be endorsed, staff recommend a MOU between the City of Vernon and the Region be created to ensure service is complementary to that of City of Vernon
Develop and implement Wayfinding strategy phase one for the City Centre (parking directional signage)	April 2015	Complete	Community Infrastructure & Development	Phase one of the Wayfinding Strategy, which included parking directional signage that reflects the City's colours and logo, was completed in Spring 2015.
Develop marketing materials for the City Centre (printed brochure and online distribution)	October 2016	Complete	Community Infrastructure & Development	New community branding endorsed by Council at its Regular Meeting of June 22, 2015
Report to Council with proposed approach to community branding	June 2015	Complete	Community Infrastructure & Development	Rolling 4 Year Capital Plan has been presented to Council in both 2015 and 2016 focusing on capital improvements in the Downtown including projects that focus on the continuation of the transportation and utility improvements on 30 <sup>th</sup> Street from Polson Park to the Civic Area, 35 <sup>th</sup> Avenue from Pleasant Valley Road to 34 <sup>th</sup> Street, and 32 <sup>nd</sup> Avenue from 31 <sup>st</sup> street to 35 <sup>th</sup> Avenue as well as road and utility reconstruction on 28 <sup>th</sup> Avenue, 29 <sup>th</sup> Avenue, and 31 <sup>st</sup> Avenue. The plan will be updated annually to add an additional year to the plan. The next update will be presented to Council in December 2017 for its consideration.
Report to Council identifying the proposed four year capital project list	Annually	Complete	Community Infrastructure & Development	Endorsed by Council at its Regular Meeting of December 14, 2015. Vacant space over 5,000 sq ft complete and currently being promoted on City of Vernon website
In conjunction with the Downtown Vernon Association, create an inventory of available space in the downtown	September 2015	Complete	Community Infrastructure & Development	To be done annually in June in conjunction with Employment Lands Inventory Update
In conjunction with property owners, identify lands available for redevelopment in the downtown	Annually	Complete	Community Infrastructure & Development	Complete and uploaded to website in 2016 including seven company profiles
Undertake an inventory of technology companies and related resources in Vernon to be featured on the InvestVernon website	September 2015	Complete	Community Infrastructure & Development	Phase Two of the Wayfinding Strategy, which included directional signs for the amenities and key destinations, was completed in late June/early July 2015
Implement Wayfinding strategy phase two for the City Centre (amenities and key destinations)	September 2015	Complete	Community Infrastructure & Development	Received by Council at its Regular Meeting of May 25, 2015. Back space was utilized by the 55+ Games Committee and is currently used for storage. Staff to report back to Council with additional options for long term use of back space once Council endorses plan for Civic Arena site.
Report to Council with results of the Expression of Interest process for the rear portion of the Visitor Information Centre	September 2015	Complete	Community Infrastructure & Development	Council endorsed the final Airport Master Plan at its Regular Meeting of November 14, 2016.

Consultation, technical review and development of draft Airport Master Plan	September 2015	Complete	Community Infrastructure & Development	Administration has completed the vacant lands inventory as part of the Employment Lands Inventory and updates this on an annual basis (June). Administration is currently reviewing underutilized industrial and commercial lands that may be available for redevelopment. The inventory is anticipated to be completed in June 2018.
Undertake an inventory of underutilized industrial and commercial lands within the City of Vernon (vacant lands inventory has been completed)	Annually	Complete	Community Infrastructure & Development	Administration has completed the vacant lands inventory as part of the Employment Lands Inventory and updates this on an annual basis (June). Administration is currently reviewing underutilized industrial and commercial lands that may be available for redevelopment. The inventory is anticipated to be completed in June 2018.
Create an inventory of available building space in the City of Vernon for large industrial or commercial clients	November 2015	Complete	Community Infrastructure & Development	Completed in May 2017 and promoted through City of Vernon website.
Create business profiles of five technology companies to be featured on InvestVernon website	November 2015	Complete	Community Infrastructure & Development	Seven Profiles Completed (AVS, Beacon Studios, Epicor, Flex Dealer, Meyer Sound, Protocol Technologies and Sproing Creative)
Report to Council with proposed parking in lieu strategy and Zoning Bylaw amendments	December 2015	Complete	Community Infrastructure & Development	Report endorsed by Council at its Committee of the Whole Meeting of December 14, 2015; implementation of identified initiatives to take place in 2017/2018
Project design, tendering and administration of 2015 Capital program	December 2015	Complete	Community Infrastructure & Development	Regular updates have been provided to Council throughout 2016 and 2017 through Administration Updates on the Regular Meeting agendas. The capital budget also now includes both parks, airport and civic building projects that include increased maintenance, renewal and improvements.
Design capital projects for 2016	December 2015	Complete	Community Infrastructure & Development	Projects are typically designed in the year prior to construction in an effort to tender projects as early as possible. This strategy has successfully attracted competitive tender pricing.
In conjunction with the Downtown Vernon Association, create an online map of the downtown highlighting recent developments, capital projects and redevelopment opportunities	March 2016	Underway	Community Infrastructure & Development	Draft complete. Launch Summer 2018.
Actively promote City owned properties to the development community	2015-2016	Complete	Community Infrastructure & Development	Bennet Lot – Sold for development on January 7, 2016
Explore possible LAS for the Waterfront (report to Council on results of preliminary consultation with property owners)	2018	Underway	Community Infrastructure & Development	Engineering update of 2013 servicing and road preplan design complete. Options to reduce costs and encourage development will be explored as time permits.
Develop and adopt the 2016 – 2020 Tourism Strategy	February 2016	Complete	Community Infrastructure & Development	Completed. Strategy endorsed by Council at its Committee of the Whole Meeting of June 27, 2016. Document identifies 23 strategies for Tourism Vernon. Priority has been implementing a 3% hotel tax for the City of Vernon, which was approved by Cabinet on September 29, 2017 and began on January 1, 2018.

Report to Council to review parking requirements in the City Centre	December 2018	Underway	Community Infrastructure & Development	Target date pushed back from original goal of March 2016. Council endorsed proposed approach to parking requirements in December 2015.
Report to Council to amend the Sign Bylaw to conform with City Centre Neighbourhood Plan (Rewrite the Sign Bylaw to update the implementation of modern sign standards, specifications, design and regulations. Also to strengthen the Bylaw to be consistent with the OCP and specifically the City Centre Neighbourhood Plan)	2017	Underway	Community Infrastructure & Development	The Sign Bylaw was amended August 14, 2017 to permit the installation of Low Profile Freestanding Signs.
Promote land and building inventory on the Invest Vernon website	June 2016	Complete	Community Infrastructure & Development	Vacant building space complete in May 2017 and promoted through City of Vernon website. Land inventory updated and added in June 2017.
Working with industry, government agencies, industry associations and service providers, explore opportunities for a technology incubator in Vernon	June 2016	Underway	Community Infrastructure & Development	Working with Start-Up Vernon, Co-work Vernon, Okanagan Innovation Institute and Community Futures on a variety of opportunities.
Adoption of rezoning amendments by Council to bring non conforming Commonage properties into compliance with the Official Community Plan	June 2017	Complete	Community Infrastructure & Development	Rezoning bylaw adopted at Council's Regular Meeting of September 5, 2017.
Adoption of Airport Master Plan	August 2016	Complete	Community Infrastructure & Development	The Airport Master Plan has been adopted. Staff will explore designating lands to the north for Light Industrial / Service Commercial uses and the redesignation of adjacent properties no longer identified for acquisition from Airport Industrial to Light Industrial / Service Commercial.
Adoption of an Integrated Community Sustainability Plan	De2018	Underway	Community Infrastructure & Development	An ISCP is not required as part of the renewed Gas Tax Agreement. Efforts would be placed in the development of specific, targeted policies and programs and/or new policies as part of next OCP Review. At its Regular Meeting of May 23, 2017, Council endorsed developing a process to update the City's GHG emission reduction targets – a part of this process.
Explore additional incentives to increase redevelopment in the City Centre	Annually	Underway	Community Infrastructure & Development	The Rolling 4 Year Capital Plan has many of the projects focused on downtown, thus reducing off site costs in key redevelopment areas. The Revitalization Tax Exemption remains in effect. Additional incentives to be explored.
Report on results of customer satisfaction survey for building and development	Annually	Complete	Community Infrastructure & Development	Next update to Council in February 2018
Through the Economic Development Advisory Committee's task force on Technology, continue to promote, facilitate and enhance Vernon's growing technology sector	Annually	Complete	Community Infrastructure & Development	Administration works with Co-Work Vernon, Start-up Vernon, the Okanagan Innovation Institute and other partners to further promote and foster growth in the technology sector. Seven company profiles have been completed and uploaded to the website along with an overview of the technology sector in Vernon.

Meet with a minimum of four major or emerging employers each year to discuss locating or expanding in the downtown	Annually	Complete	Community Infrastructure & Development	Several successes to date including the relocation of SQM Group to the Silver Rock Professional Building downtown in April 2017, the Cap-it store at 220-2801 35 Ave, Okanagan Innovation Institute at 101-3306 32 Ave and Enterprize Challenge Winner, Jolly Good Spuds opening at 2908 31 Ave.
Target specific companies that may be interested in locating in Vernon	Annually	Complete	Community Infrastructure & Development	Staff are constantly working with a variety of companies that are exploring Vernon and researching our current economic conditions. These become public at issuance of a business licence.
In conjunction with industry, identify and attend technology related trade shows and events	Annually	Complete	Community Infrastructure & Development	2016 BC Technology Summit. Staff were unable to attend 2017 and 2018 BC Technology Summit due to other commitments.

Create a Vibrant Parks and Recreation System	Target Date	Status	Lead	Notes
Complete public consultation and revise draft parks plan, as appropriate	May 2015	Complete	Community Infrastructure & Development	Parks Master Plan endorsed by Council at its Regular Meeting of September 14, 2015. The Parks Master Plan is to be revised following the completion of the subregional parks agreement transferring the responsibility of selected fields and beaches to City.
Complete administrative transition of Recreation Services from RDNO to the City of Vernon	June 2015	Complete	Recreation Services	The City of Vernon assumed responsibility for Recreation in January of 2014. By June of 2015, Recreation Services was fully transitioned to the City of Vernon.
Submit bid for hosting 2017 BC Seniors Games	June 2015	Complete	Recreation Services	Bid submitted June 2015 Awarded Games in September 2015
Upgrade the Recreation Centre kitchen exhaust system and lighting, and replace the Aquatic Centre flooring and boards in the PV Arena	December 2015	Complete	Recreation Services	All work was completed by April 2016 greatly improving the appearance and usability of the facilities
Complete parks project list for the creation of the Parks DCC Bylaw	April 2016	Complete	Community Infrastructure & Development	Parks project list being reviewed to reflect subregional parks agreement and the development of a subregional parks plan and associated project list. Bylaw endorsed by Council.
Begin contract negotiations prior to June 30, 2016 for sub regional parks and trails service agreement (contract expires December 31, 2016)	June 2016	Complete	Operation Services	New Agreement signed by RDNO and COV to be in effect January 2018.
Update lake access plan, including implementation schedule and associated budget	July 2018	Underway	Community Infrastructure & Development	A draft Lake Access Plan was presented to Council in late 2016 and the P2 process was completed in February 2017. Following Council direction in January 2018, Administration will be bringing a revised plan to Council for its consideration in September 2018. Council resolved to have ten lake accesses constructed in 2017 and 2018. This has since been reduced by four, and preparation for construction is underway.
Renovate Recreation Centre bridge, entrances and lobby	September 2016	Complete	Recreation Services	The Recreation Centre has been significantly upgraded with improvements to many of the buildings major mechanical systems and revitalized with a new front façade, expanded lobby, café area, front desk, disabled accessible entryways and outdoor patio area creating a welcoming environment and allowing the building to accommodate a growing population.

Develop a Recreation Services Master Plan for facilities and programming	September 2016	Underway	Recreation Services	The Greater Vernon Recreation Master Plan process is underway. Public consultation including open houses, surveys and stakeholder meetings have taken place. Over 60 stakeholder groups were interviewed along with open house type interactive displays for youth at Okanagan College, Fulton, Kalamalka, Seaton and Vernon Secondary Schools. Open houses were also held at the Recreation Centre, Kal Tire Place, Coldstream Elementary, BX Elementary and the Village Green Centre. A workshop for elected officials to review initial results is scheduled for June 4, 2018. The final plan is anticipated to be complete in the Summer of 2018.
Develop plan for Civic Arena Block Park once ice surface is removed (consider repurposing the Arena building)	December 2017	Underway	Community Infrastructure & Development	Council has resolved to undertake demolition of the Civic Arena and have directed Administration to provide a process for determining future use of the site to Council in November 2018.
Update and adopt the Polson Park Master Plan	December 2018	Underway	Community Infrastructure & Development	The process for the development of the Polson Park Master Plan was endorsed by Council in 2016, with the first P2 sessions held that year. However, given the increased concerns regarding homelessness, drug activity and safety in the park, Administration will be exploring new approaches to undertaking this project to address those concerns. A proposed process will be presented to Council in Fall 2018.
Develop plan for Kin Park (on the Kin Race Track lands)	2018		Community Infrastructure & Development	On hold pending resolution of legal issues.
Develop a plan for Lakeshore Park	2018	Underway	Community Infrastructure & Development	Construction of the park is underway.
Purchase lakeshore properties for future park	As available	Underway	Corporate Services	2602 Lakeshore Rd purchased June 2015. Contacted three remaining property owners on Lakeshore (not ready to sell). Will pursue as available and identified in the Parks Master Plan. By Council resolution, encouraged RDNO to purchase property north of Kin Beach (sub-regional).
Remove existing encroachments in lake accesses	As identified	Underway	Corporate Services	Have resolved encroachments at Lake Access #39 (Delcliffe) and #6 (between 8392 – 8402 Tronson Rd). Working with legal counsel to develop a strategy regarding encroachments in lake access sites, including license agreements, where appropriate.

Provide Effective Protective Services	Target Date	Status	Lead	Notes
Commission Station #3 (Predator Ridge) and begin operations	March 2015	Underway	Fire & Rescue Services	Station #3 construction was completed in January 2015. A new fire engine is required to meet Fire Underwriters Survey requirements for fire services (approximately \$700,000). The purchase will be completed by year end 2018.
Complete overall Fire response policy once Station #3 is operational	April 2015	Underway	Fire & Rescue Services	A sustainable staffing model is required to provide consistent fire service from station #3. The last recruitment of VVFA members in early 2018 did not yield enough new candidates to address this challenge. Efforts to address the challenge are ongoing and it is reasonable to expect it will be several years until a contemporary fire

				fighting force can be established in the Station #3 service area.
Review VFRS Fleet replacement and reserve planning and order water tender	April 2015	Underway	Fire & Rescue Services	Water tender in service May 2016 Initial fleet assessment identifies the immediate need for replacement of a ladder truck (\$1.4 million) and a replacement engine (\$700,000). A detailed fleet replacement plan was completed in 2017. The fleet plan requires revision for 2019 as Council did not approve ongoing contributions to an apparatus reserve in 2018 and did provide \$1.4 million from the gas reserve for a new ladder truck and \$700,000 for an engine from the fire services apparatus reserve. In 2019 Fire Services will request a change request for ongoing contribution to the apparatus reserve in.
Update Emergency Plan operations, deployment and service delivery to align with new inter-municipal agreement	June 2015	Ongoing	Fire & Rescue Services	As of January 1, 2017 CoV has a stand-alone emergency program. The CoV emergency plan is in final draft. 2017 EOC training program has been completed, and ongoing training is being provided to the EOC team. In 2017, the EOC has had several activations in response to flooding. In 2017 Emergency Social Services has had several Level 1 and Level 3 activations. A full scale emergency exercise was completed in April 2017 to meet requirements of Transport Canada. COV, RCMP, VFRS and BCAS participated in the exercise at Vernon Airport. Lessons learned have been shared with all stakeholders. In 2018, to date, the EOC has been activated to Level 1 in support of anticipated flooding and ESS continues to provide support to community members who experience emergencies such as home fires, flooding, and evacuation. An Emergency Program Coordinator was contracted in July of 2017. An Emergency Management Secretary (0.5 FTE) position has been filled.
Complete public consultation on the Community Wildfire Protection Plan (CWPP) and prepare amendments for the OCP, Rezoning and Fire Prevention Bylaws	June 2015	Complete	Community Infrastructure & Development	OCP Amended on November 14, 2016 to incorporate direction of the CWPP.
Inter-agency cooperative fuel modification projects with MOF and in alignment with CWPP recommendations	August 2015	Ongoing	Fire & Rescue Services	Ministry of Forests crews and resources have helped complete fuel load reduction in Deer Park.  FireSmart Community grant received for Predator Ridge in 2016 and 2017. Predator Ridge received a Fire Smart award from Fire Smart Canada in May of 2017 and has more work approved for 2018  A Fire Ecologist has been contracted to lead efforts to secure Provincial and Federal funding for significant fuel load reduction projects within the CoV.  VFRS fire fighters continue to maintain wildland fire qualifications and conduct prescribed burns to maintain skills and manage some fine fuel loads on City owned properties.





				<p>Community Policing and Safe Communities reporting to Manager, Bylaw Compliance</p> <p>RCMP Volunteers (Citizens On Patrol) working cooperatively with Bylaw Compliance Officers to patrol areas of concern and respond to special event requests such as Funtastic, Winter Carnival (Parade) and Canada Day celebrations.</p> <p>Bylaw/Combined Events radio channel developed with Fire - Emergency Services, RCMP Volunteers, Safety Ambassadors and Bylaw Compliance Officers to allow improved communication between these groups. MOU with RCMP has been completed. RCMP radio techs have added this channel to RCMP vehicle and portable radios which allows better communication and safety.</p> <p>Rebranding of Community Policing to Community Safety will take place with the move and grand opening at the Toppers site by the Community Policing Office. It is estimated that this will occur in October 2017.</p>
Increase community safety and awareness programs through new Protective Services Department	2015 – Ongoing	Complete	Corporate Services	<p>Develop an ongoing stronger education presence in the media related to Community Safety initiatives and bylaw regulations</p> <p>Continue to seek grant funding to allow new and improved programs such as the graffiti prevention program. Grant obtained for 2015/2016 program. Several grant opportunities reviewed as they become available. CPTED training done for 5 staff through RCMP grant obtained in a similar manner.</p> <p>Increased presence in schools and other community organizations by Community Safety and Crime Prevention components have increased Bylaw Compliance Officer participation. Bylaw Officers assist Community Policing in provision of bicycle and scooter safety programs. Officers also assist with Crime Free Multi Housing Tenant sessions, Block Watch Captain sessions and training of new RCMP Volunteers. In addition, the WITS (Walk away, Ignore, Talk it out, Seek help) program has been rolled out at Beairsto Elementary and involves Protective Services staff (both Community Safety and Bylaw Compliance).</p> <p>The Community Safety Coordinator, with participation from Bylaw Compliance Officers, are providing a graffiti education and prevention program in schools as part of a grant program. Completed and very successful. May be looked at as an ongoing curriculum item by the schools without grant funding.</p> <p>Panhandling Strategy and Kindness meters developed and rolled out in 2016. Continued education of public and media regarding use. PayByPhone implementation has been successful as a donation method.</p> <p>Seasonal Enforcement programs have provided an increased Officer presence in public areas and increased</p>

				<p>opportunities for public education and awareness around homelessness.</p> <p>Collaboration with service providers like John Howard Society and the Upper Room Mission is ongoing to determine the availability of shelter beds to move some of the homeless out of temporary shelters.</p> <p>Ongoing involvement with the Sharps Action Team and the COOL Team as well as the Social Planning Council of the North Okanagan to address homelessness</p> <p>The development of relationships with main media personalities have allowed increased opportunities for educational opportunities. An example would be Castanet and a noxious weed public service announcement that they conducted on our behalf last year.</p>
Explore opportunities with the Justice Institute of BC for local educational partnerships, mentoring and internships	2016	Complete	Fire & Rescue Services	Completed and embedded in program practices.
Deliver specific programs for fire and fall safety to seniors at risk	Annually	Complete	Fire & Rescue Services	Grit box program complete.
Prepare for and complete bargaining of IAFF Collective Agreement	As required	Complete	Human Resources	MOU to the end of 2015 endorsed. Bargaining of the new collective agreement has been initiated. New bargaining dates to be established.

<b>Deliver Efficient, Effective and Proactive Municipal Services</b>	<b>Target Date</b>	<b>Status</b>	<b>Lead</b>	<b>Notes</b>
Review and develop a new employee financial orientation training program	March 2015	Complete	Financial Services	Introduction to Financial Services for Employee developed and launched. Other Finance Training developed and launched – General Ledger training, Accounts Payable Training, Accounts Receivable Training, Purchase Order Training. Training is offered a minimum of two times per year.
Complete feasibility analysis, initial project costs and preliminary design for OSB pre treatment facility, and tender for design build construction	April 2015	Complete	Operation Services	High Strength Waste Study completed and options assessed. Implementation strategy due in 2018.
Submit 2015 Financial Plan final version to GFOA International, Distinguished Budget Presentation Award program(consider annually, subject to Council direction during the budget process)	June 2015	Complete	Financial Services	The Financial Plan has been submitted to GFOA International each year since with Council approval, each year we have been successful in achieving this award
Construction of canopy for vehicles in Operations' Yard	June 2015	Complete	Operation Services	Existing shed has been converted to vehicle garage and is presently able to provide parking/storage for 8 tandem axle trucks
Develop preventative maintenance program for lift stations	July 2015	Complete	Operation Services	Staff presently using preventative maintenance program to determine priority repairs/maintenance in sanitary lift stations

Initiate/tender inflow and infiltration program study (Liquid Waste Master Plan)	June 2018		Community Infrastructure & Development	RFP is in draft state but this project is on hold until other strategic priorities are complete.
Restructure Utilities to improve efficiencies and better align duties and responsibilities	July 2015	Complete	Operation Services	Phase I and II of re-structuring complete.
Implement a new model for bus stop/shelter maintenance and advertising	July 2015	Complete	Financial Services	The Financial Plan has been submitted to GFOA International each year since with Council approval, each year we have been successful in achieving this award
Implement Tempest Prospero for accounts receivable	July 2015	Complete	Financial Services	The Financial Plan has been submitted to GFOA International each year since with Council approval, each year we have been successful in achieving this award
Refine the budget development and review process	August 2015	Complete	Financial Services	The Financial Plan has been submitted to GFOA International each year since with Council approval, each year we have been successful in achieving this award
Prioritize high risk onsite septic areas and work with residents to initiate LAS projects (Liquid Waste Master Plan)	Fall 2017	Underway	Community Infrastructure & Development	Council endorsed the Okanagan Landing Sewer extension strategy at the May 8, 2017 Regular Council Meeting. The remaining unserved neighbourhoods in the Okanagan Landing will go through the Local Area Service process (Council Initiated subject to counter petition). Properties to the east of Okanagan Lake (referred to as Area 1 in the Council Report) have been given priority for the Council Initiated LAS process. Administration is working with Interior Health to further prioritize the communities within Area 1 will bring the first proposed LAS area to Council in Fall 2017.
Report to Council with proposed policy extending City sanitary sewer system into the unserved areas of the City (Liquid Waste Master Plan)	June 2017	Complete	Community Infrastructure & Development	Council endorsed the Okanagan Landing Sewer extension strategy at the May 8, 2017 Regular Council Meeting. Properties adjacent to the CWWF project being completed in the 2017 and 2018 will have option to connect via the municipal fee process. The remaining unserved neighbourhoods in the Okanagan Landing will go through the Local Area Service process (Council Initiated subject to counter petition). If the LAS process is successful (less than 50% of residents and property value petition against the project) then the participation and payment is mandatory, although actual connection is not. The LAS areas and amount will be brought forward in a future reports. The estimated cost per property just over \$20,000 for the remaining properties.
Submit 2014 Annual Report to the GFOA International report review program(consider annually, subject to Council direction during the budget process)	August 2015	Complete	Financial Services	Submitted annually as per Council direction provided each year and received award each time.
Design, deliver and conclude a strategic capacity development program	September 2015	Complete	Human Resources	The Human Resource Division can report on the successful completion of strategic, capacity building within the management group. Supplementary training occurred in 2016 and will also take place as a refresher in the Fall of 2017.
Report to Council with proposed amendments for the Soil Removal and Deposition Bylaw	November 2017	Underway	Community Infrastructure & Development	Update underway, will integrate with other bylaws to provide overlap and include blasting control not regulated by Worksafe BC. Final internal reviews in process and anticipated to present to Council Fall 2017. Amendments adopted by Council on Feb 26, 2018.

Develop a strategic infrastructure plan for buildings, including lifecycle replacement strategy and budget implications	October 2015	Underway	Operation Services	Building Condition Asset Management Plan completed in March 2017 will form basis for future civic building rehabilitation works.
Initiate/tender DCC stormwater cost share analysis (Liquid Waste Master Plan)	Spring 2018	Underway	Community Infrastructure & Development	This project is on hold until other strategic priorities are complete. It will be completed as part of the DCC Bylaw update. Amendments to DCC Bylaw projects currently being reviewed by Administration.
Sani dump reconstruction and relocation on the Civic Arena block	November 2015	Complete	Operation Services	Project, including landscaping, is complete
Report to Council with proposed amendments for the Erosion and Sediment Control Bylaw	November 2017	Underway	Community Infrastructure & Development	Proposed to be included as part of Schedule F (drainage) in SDSB #3843. Internal review to start in October followed by external review and presentation to Council. Amendments to SDSB#3843 Sched F supported in principle by Council on Feb 26 2018.
Report to Council with proposed amendments for the Subdivision and Development Servicing Bylaw	December 2017	Underway	Community Infrastructure & Development	Transportation Master Plan adopted in November 14 2016. Now proceeding in conjunction with Zoning Bylaw Schedule B updates. Amendments to Schedules A, B, F and O of the SDSB #3843 in progress. Zoning Bylaw Schedule B update to follow once SDSB #3843 Schedule A and B adopted. Update of Schedule G street lighting was presented to Council in Fall 2017 and adopted on November 14, 2017. The updated Traffic Bylaw was approved in principle by Council on February 26, 2018 and was reviewed by the Transportation Advisory Committee on April 5, 2018. The final bylaw will be presented to Council for adoption in July 2018. Amendments to SDSB#3843 Sched F supported in principle by Council on Feb 26 2018. Report to Council in spring 2018 with amendments to SDSB #3842 Sched A, B and O.
Expand electronic payment capability to vendors	December 2015	Underway	Financial Services	512 Vendors enrolled as of September 30, 2017.
Develop public engagement protocols, including identification of new resources	December 2015	Complete	Corporate Services	<ul style="list-style-type: none"> <li>Public Participation (P2) Strategy completed with adoption by Council in July 2016.</li> <li>Training for staff and external consultants and contractors on P2 practices and techniques completed in February 2017.</li> <li>Engage Vernon webpage (<a href="http://www.engagevernon.ca">www.engagevernon.ca</a>) launched May 1, 2017.</li> </ul>
Update City of Vernon Mission Statement	December 2015	Complete	Corporate Services	Mission Statement adopted by Council at its Regular meeting of November 23, 2015. Education, awareness and signage are ongoing. Mission statement signs installed in City meeting rooms.
Continue to research and implement energy reduction initiatives	December 2015	Underway	Operation Services	Staff working on strategy to identify projects from carbon reserve fund. Review to be presented to Council in November 2017.
Develop an employee fall protection program	December 2015	Complete	Human Resources	<p>The Human Resource Division has augmented the current Program with roof top assessments. Training commenced in June of 2016 as part of the City of Vernon's standardized training program.</p> <p>Training will now continue on a revolving basis as part of the City of Vernon's standardized training programs specific to Health and Safety.</p>

Review financial system software for future reporting and functionality	December 2017	Underway	Financial Services	The review of financial system software has been delayed. Administration is in the process of creating a plan to proceed with this project.												
Continue development of financial variance reporting for division directors	December 2015	Complete	Financial Services	Reporting tools in place; user training completed												
Resolve issues impeding full implementation of electronic billing of utility bills	December 2015	Complete	Financial Services	Major issues are resolved. Software updates have streamlined the handling of rejected ebills. There are 2573 customers signed up as of September 30, 2017.												
Complete the Internal Certificate of Recognition or COR Audit to maintain our standing and access to annual rebates	December 2015	Complete	Human Resources	<p>The Human Resource Division can report successful Audits have been completed for both the 2015 and 2016 year. The 2017 Audit will not be complete until year end. Audit success has resulted in the following COR Rebate cheques received by the City to support and augment Health and Safety initiatives.</p> <table border="1"> <thead> <tr> <th>Year Certified</th> <th>Cheque received</th> <th>Cheque Amount</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>2015</td> <td>\$49,370.84</td> </tr> <tr> <td>2015</td> <td>2016</td> <td>\$61,052.80</td> </tr> <tr> <td>2016</td> <td>2017</td> <td>\$65,000.00</td> </tr> </tbody> </table> <p>The City of Vernon is one of only 19 districts or municipalities that have maintained standing and are currently certified.</p>	Year Certified	Cheque received	Cheque Amount	2014	2015	\$49,370.84	2015	2016	\$61,052.80	2016	2017	\$65,000.00
Year Certified	Cheque received	Cheque Amount														
2014	2015	\$49,370.84														
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2016	2017	\$65,000.00														
Redesign City of Vernon website	2015 – 2016	Complete	Corporate Services	New website went live December 22, 2015												
Electronic Records Management System conversion of all City records	2015 – Ongoing	Underway	Corporate Services	<ul style="list-style-type: none"> <li>Finance Division launch is complete. New repository is open for Finance Division Use.</li> <li>Community Infrastructure and Development Division repository and templates are built. A new product called a 'Connector' is now available that will link documents saved in Laserfiche to Tempest/Prospero. The Connector has recently been ordered. This will significantly increase efficient use by CIDS staff as historic documents will be available through one program instead of two. Once the connector is received, installed and tested, CIDS launch will proceed. The connector may also prove helpful in other Divisions such as Finance.</li> <li>Corporate Services repository and templates are now built. A small group of Corporate Services Staff are currently testing and using the repository. Full launch will occur simultaneously with CIDS launch for smoother overall transition.</li> <li>Recreation Services 'Discovery' is complete and will be included in the 'Statement of Work' to build Operations repository and templates</li> <li>Operations Laserfiche 'discovery' will be complete by end of May 2018. A 'Statement of Work' to build templates and repository will follow shortly thereafter.</li> </ul>												

				<ul style="list-style-type: none"> <li>• Fire Services has made significant progress in organizing records into approved Records Management Filing System. Laserfiche 'discovery' for the Fire Department will proceed during summer 2018.</li> <li>• Human Resources will be the last division to launch. Due to the confidential nature of HR records and the availability of Laserfiche workflow products that may be able to streamline their processes, the discovery for HR will be more complex and require more involvement from the service provider. We project completion in 2019.</li> </ul>
Increase resources to grants program to increase City's access to grants	2015 – 2016	Underway	Corporate Services	City grants process refined to improve application process. All staff receive regular updates on potential grants as identified COV may qualify for.
Identify corporate goals and initiatives regarding economic, environmental and social responsibility and prepare Corporate Sustainability Plan	2019	Underway	Community Infrastructure & Development	Target date pushed back from original goal of June 2016
Update internal and external communications plan	2015 – Ongoing	Complete	Corporate Services	Council adopted the updated 2016-2018 Strategic Communications Plan on October 10, 2016; Strategic Communication Plan to be updated as required. Continuing to work with City managers for consistent branding and messaging. Internal Communication Plan updated in 2016
Consult, design and implement an exempt performance management program	December 2016	Underway	Human Resources	<p>The Human Resource Division launched The City of Vernon Performance Planning (Exempt) process January 1, 2017. 2017 was a year of "testing and assessing" the enhanced process to nurture and support a high achieving, contemporary, and disciplined learning organization.</p> <p>The City has now an exempt performance management program tht assists in the alignment and maximizes performance with the goals of the organization, as well as Council's Strategic Plan.</p>
Implement a bargained environment performance management program	December 2017	Underway	Human Resources	The Human Resource Division has initiated the process to establish a new Performance Planning process for the bargained environment. The Process has been drafted and is in internal review. Once the Performance Planning process has concluded internal review, training will be undertaken regarding the new process and a year of "testing and assessing" will take place over 2018.
Prepare for and complete bargaining prior to expiration of current Collective Agreement in December 2018	December 2018	Underway	Human Resources	The Human Resource Division has started preparation actions for bargaining and anticipates that a new collective agreement will be negotiated prior to the expiry at year end 2018.
Consult, design and implement a succession plan	December 2018	Underway	Human Resources	<p>The Human Resource Division is is completing the first round of data analysis provided through the Performance Planning (Exempt) process. This analysis is being used to identify trends specific to gap areas, learning and development requirements, and employee development.</p> <p>The data, has assisted in developing a framework (living document), which will be used to further human</p>

				resource planning within the City of Vernon. This framework is currently in draft form and will be presented to the Senior Management Team for input prior to actioning the next steps outlined in the document.
Gain Employer of Choice designation	2018	Underway	Human Resources	The City of Vernon continues to invest in our employees and working toward building a high achieving, contemporary, and disciplined learning organizational culture that embraces and develops the capacity of our entire corporation. We continue to work toward the goal of making application for this designation.
Continue with detailed infrastructure assessment and develop replacement priority criteria based on ancillary benefit, risk assessment and risk management	Annually	Underway	Community Infrastructure & Development	In 2016 a Pipe Video Inspection system was purchased to provide internal City capacity for assessing underground sanitary and storm infrastructure. The road condition assessments were also updated in 2016 for Arterial and Collector Roads. Prioritization of sanitary collection infrastructure projects was completed in 2016. A proposed Asset Management Policy will be brought to Council in Fall 2017.

Create a Safe, Efficient and Sustainable Transportation Network	Target Date	Status	Lead	Notes
Report to Council with updated Master Transportation Plan and related OCP amendments	April 2015	Complete	Community Infrastructure & Development	Plan endorsed by Council at its Regular Meeting of August 10, 2015; OCP amendments adopted by Council in 2016
Report to Council with proposed amendments to the Traffic Bylaw	November 2017	Underway	Community Infrastructure & Development	The updated Traffic Bylaw was approved in principle by Council on February 26, 2018 and was reviewed by the Transportation Advisory Committee on April 5, 2018. The final bylaw will be presented to Council for adoption in July 2018. Access requirements being relocated to SDSB #3843.
Information report to Council about the staff travel plan	November 2017	Underway	Community Infrastructure & Development	Staff travel surveys will be undertaken to be used in the development of the Staff (workplace) Travel Plan options. Report to Council in late 2017.
Complete DCC Bylaw review of transportation projects	December 2018	Underway	Community Infrastructure & Development	With the adoption of the Master Transportation Plan on November 14, 2016, a review of transportation DCC projects was able to proceed. Lack of available resources has pushed the timeline back on completion. Review of projects underway. Anticipated to report to Council in spring or early summer 2018 with proposed amendments to bylaw.
Amend bylaws to implement the Integrated Transportation Framework (ITF)	December 2017	Underway	Community Infrastructure & Development	Transportation Master Plan adopted in November 14, 2016. Now proceeding with SDSB #3843 Schedules A, B and O and Zoning Bylaw Schedule B updates to reflect ITF standards in a clear, user friendly format. The updated Traffic Bylaw was approved in principle by Council on February 26, 2018 and was reviewed by the Transportation Advisory Committee on April 5, 2018. The final bylaw will be presented to Council for adoption in July 2018. Report to Council in spring 2018 with amendments to SDSB #3842 Sched A, B and O.

Foster Community Development through Social Planning	Target Date	Status	Lead	Notes
Submit resolution to SILGA and UBCM regarding the need to develop and maintain comprehensive, accessible and affordable childcare	September 2016	Complete	Community Infrastructure & Development	Resolution in support of comprehensive affordable, accessible childcare endorsed at the 2016 UBCM Convention.
Where possible, support community groups and agencies in the provision of youth and senior oriented initiatives	Annually	Complete	Community Infrastructure & Development	<ul style="list-style-type: none"> <li>Assisted in the successful delivery of the Cities Fit for Children Conference.</li> <li>Recreation Services took a leadership role in assisting the Halina Senior Citizens Society in the operation of the Halina Centre, the updating and development of policies, procedures, bylaws and their constitution as well as assisting them with Board development and elections.</li> <li>Collaborated with RDNO to obtain a \$19,400 age friendly grant to improve accessibility to the Vernon Community Garden and develop new programming to engage seniors and encourage them to use the space. Grant was announced on March 12, 2017.</li> <li>Staff have regular involvement in the North Okanagan Early Years Council and the Child, Youth and Family Friendly Vernon working committee.</li> <li>The Seniors Action Network and North Okanagan Childcare Society were specifically consulted in the development of the Park Master Plan.</li> <li>Youth were involved in the development of the Youthful Vernon Strategy, which outlines proposed policies and plans to make Vernon a more youth friendly city.</li> </ul>
Ensure City events, such as sustainability and TDM events, actively engage youth	Annually	Complete	Community Infrastructure & Development	Sustainability and Active Transportation programs continue to actively engage youth through a diversity of communications and programs. For example, the City has expanded digital media engagement to better reach youth, and sponsored sustainability related materials through the Planet Protectors education program directly within local schools.
Consider the needs of youth and seniors when prioritizing sidewalk and multi use trail connections	Annually	Complete	Community Infrastructure & Development	The adoption of the Master Transportation Plan on November 14, 2016 lead to the start of the curb let down program in 2017. This will upgrade existing let down ramps to improve accessibility of the sidewalks.
Specifically identify opportunities to include youth in consultation processes	As needed	Complete	As needed	<ul style="list-style-type: none"> <li>Human Resources: hosted three practicum students from Okanagan College in June 2015; presentations to various organizations, as requested</li> <li>Community Infrastructure &amp; Development: ongoing implementation of School Travel Plans</li> <li>Community Infrastructure &amp; Development: youth were specifically included in the Parks Master Plan consultation process, and included in the Sustainability Awards Review consultation process</li> </ul>
Support the Social Planning Council in the provision of social planning services to the City, including programs and initiatives to address homelessness, childcare, attainable housing, food security and neighbourhood safety	As Needed	Underway	Community Infrastructure & Development	<p>The Social Planning Council and Partners in Action have been involved in many projects, including, but not limited to:</p> <ul style="list-style-type: none"> <li>Homelessness and Housing <ul style="list-style-type: none"> <li>Green Valley Motel closure and subsequent BC Housing acquisition of the Journey Inn property.</li> </ul> </li> </ul>



				<ul style="list-style-type: none"> <li>○ COOL Team, working with homeless campers to monitor safety, health and connect them to services</li> <li>○ Organized Housing Forum in 2016.</li> <li>○ Social Planning Council is working closely with the City and other key stakeholders in addressing the challenges of homeless camps in the city, including implementation of the City's new bylaw regulating sheltering in parks. Social Planning Council is applying for grant funding to undertake a review of the Affordable Housing Strategy and the Homelessness Strategy in 2018 and 2019.</li> <li>● Harm Reduction <ul style="list-style-type: none"> <li>○ Sharps Action Team working to prevent the spread of disease and to prevent sharps from ending up in public spaces. Community clean ups organized to collect used needles.</li> <li>○ Public Spaces Action Team developing strategies for working with street population to provide information and resources to assist with challenging behaviors.</li> </ul> </li> <li>● Accessibility, Inclusiveness and Multiculturalism <ul style="list-style-type: none"> <li>○ RespectFest successfully implemented in September 2017.</li> <li>○ Continuing the Understanding Reconciliation Journey Team to learn more about First Nations history and culture.</li> <li>○ Facilitated the Respect Lives Here program.</li> <li>○ In partnership with the Local Immigration Partnerships Council, developed an Immigration and Settlement Strategy for Vernon.</li> <li>○ Developing a communication plan in partnership with the City following a high profile incident of racism or hate.</li> </ul> </li> <li>● Poverty and Food Security <ul style="list-style-type: none"> <li>○ Working with Upper Room Mission to develop a program to distribute food to housebound clients.</li> </ul> </li> </ul> <p>At its Regular Meeting of April 9, 2018, Council resolved to extend the contract with the Social Planning Council for five years.</p>
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## Awards and Recognition



### 2017 Best of Public Procurement

City of Vernon has been recognized by the British Columbia Construction Association (BCCA) for excellence in procurement this year. Procuring construction services in the public sector is a highly specialized practice requiring unique experience, knowledge and skill. With contractors in demand, resources at a premium and timelines tight—now more than ever procurement professionals hold the master key to a successful project delivery. Chris Sheel, Manager of Procurement Services has received this honour for the Vernon Multi-Use Facility Expansion procurement.

### Patti Bridal – President of Local Government Management Association (LGMA) of BC

Patti has been employed in local government for 21 years, and has been with the City of Vernon since 2003, starting as the Deputy Clerk, Corporate Officer, advancing further to the Director of Corporate Services responsible for Legislative Services, Real Estate, Communications, Protective Services - Bylaws, RCMP Municipal Employees and Information Services. Patti sat on the Corporate Officers Forum Committee with LGMA for 7 years, and was an active member of the Thompson Okanagan Chapter of LGMA for another 7 years. This position provides Patti with another venue in which to 'give back' to local government educational providers and the community.



### 2017 Distinguished Budget Presentation & 2016 Canadian Financial Reporting Award

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the City of Vernon the GFOA's Distinguished Budget Presentation Award for its 2017 budget and the 2016 Canadian Award for Financial Reporting (CanFR). The award represents a significant achievement by the City. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting and reporting.

### Level 3 Achievement – Climate Action Recognition Program

As the City has demonstrated significant corporate and community-wide climate actions to reduce greenhouse gas (GHG) emissions for the 2016 reporting year, it has been awarded with Level 3 (Accelerating Progress on Charter Commitments) recognition as part of the Provincial-Union of British Columbia Municipalities Green Communities Committee (GCC) Climate Action Recognition Program for BC local governments.



# Committees and Boards 2017

## **Advisory Planning Committee**

Council Representative: Juliette Cunningham  
Alternate: Bob Spiers

## **Affordable Housing Advisory Committee**

Council Representative: Juliette Cunningham  
Council Representative Brian Quiring  
Alternate: Scott Anderson

## **Audit Committee**

Council Representative: Catherine Lord  
Council Representative: Bob Spiers  
Council Representative: Juliette Cunningham  
Alternate: All other members of Council

## **Biosolids Advisory Committee**

Council Representative: Scott Anderson  
Council Representative: Mayor Mund  
Alternate: Dalvir Nahal

## **Economic Development**

Council Representative: Catherine Lord  
Alternate: Brian Quiring

## **Emergency Measures Policy/Planning**

Council Representative: Mayor Mund

## **Finance Committee**

Council Representative: Mayor Mund  
Council Representative: Catherine Lord  
Council Representative: Bob Spiers  
Alternates: All other members of Council

## **Greater Vernon Advisory Committee**

Director: Mayor Mund  
Director: Bob Spiers  
Director: Juliette Cunningham  
Alternate: Catherine Lord  
Alternate: Scott Anderson

## **North Okanagan Regional District**

Director: Mayor Mund  
Director: Catherine Lord  
Director: Juliette Cunningham  
Director: Brian Quiring  
Alternate: All other members of Council

## **Okanagan Basin Water Board**

*Appointments to this Committee are by recommendation – Board Chair will make appointment from the members on the Board.*  
Council Representative: Juliette Cunningham  
Alternate: Scott Anderson

## **Tourism Advisory Committee**

Council Representative: Mayor Mund  
Alternate: Catherine Lord

## **Transportation Advisory Committee**

Council Representative: Brian Quiring  
Alternate: Scott Anderson

## **External Council Appointments:**

**Arts Council of North Okanagan**  
Brian Quiring  
Alternate: Catherine Lord

## **Canada Day Committee**

Scott Anderson

## **Chamber of Commerce Liaison**

Catherine Lord  
Alternate: Brian Quiring

## **Downtown Vernon Association**

Brian Quiring

## **Drought Response Team**

Catherine Lord  
Alternate: Juliette Cunningham

## **Funtastic Sports Society Liaison**

Mayor Mund

## **Kelowna Airport Advisory Committee**

Mayor Mund

## **Library – North Okanagan Regional Library**

Catherine Lord  
Alternate: Juliette Cunningham

## **Liquid Waste Management Plan Public Advisory Committee**

Scott Anderson  
Alternate: Juliette Cunningham

## **Municipal Insurance Association**

Scott Anderson  
Alternate: Juliette Cunningham

## **North Okanagan Early Years Council**

Juliette Cunningham

## **North Okanagan Regional Advisory Committee (OK College)**

Brian Quiring  
Alternate: Juliette Cunningham

## **O'Keefe Ranch and Historical Society**

Scott Anderson

## **OKIB/First Nations Liaison**

Mayor Mund

## **Regional Growth Management Committee**

Juliette Cunningham  
Alternate: Catherine Lord

## **Regional Agricultural Advisory Committee**

Juliette Cunningham

## **Ribbons of Green Trail Committee**

Catherine Lord

## **Vernon Winter Carnival Liaison**

Mayor Mund

# Permissive Tax Exemptions

DBA Name	Folio	Civic Address	Total Exemption
<b>Churches and Houses of Worship</b>			
ALEXIS PARK CHURCH	05560.000	3906 35A ST	\$ 1,395
ALL SAINTS ANGLICAN	00093.000	3205 27 ST	3,540
CHRISTIAN REFORMED CHURCH OF VERNON	05480.000	3605 12 ST	1,146
CHURCH OF GOD OF PROPHECY	06464.000	4300 BELLA VISTA RD	319
EMMANUEL FELLOWSHIP BAPTIST	05287.003	3412 15 AVE	2,407
FAITH BAPTIST CHURCH	01975.000	3910 27A ST	5,313
FAITH BAPTIST CHURCH	02007.000	3909 28 ST	721
FIRST BAPTIST CHURCH	02997.000	1406 32 AVE	1,577
GERMAN CHURCH OF GOD	02264.007	4312 25 ST	1,032
JESUS CHRIST OF LATTER DAY SAINTS	03709.001	1506 35 ST	1,122
KNOX PRESBYTERIAN CHURCH	00866.000	3701 32 AVE	1,275
LIVING WORD LUTHERAN CHURCH	07357.550	6525 OKANAGAN LANDING RD	1,314
NEW APOLSTOLIC CHURCH	02565.020	4203 PLEASANT VALLEY RD	687
N.O. SIKH CULTURAL SOCIETY	03714.025	3800 COMMONAGE CRES	301
OKAN ASSEMBLY CTR FOR JEHOVAH	05287.002	1424 MISSION RD	6,391
OUR LADY OF PEACE	04092.000	3016 37 ST	745
PEACE LUTHERAN CONGREGATION	06029.001	1204 30 AVE	1,896
SALVATION ARMY COMMUNITY CHURCH	00844.005	3303 32 AVE	5,272
SLAVIC CHRISTIANS OF EVANGELIC	01913.110	2306 40 AVE	714
ST JAMES ROMAN CATHOLIC CHURCH	00517.000	2607 27 ST	2,393
ST JOSAPHATS UKRAINIAN CATHOLIC	02546.000	2210 40 AVE	1,052
TRINITY UNITED CHURCH	04158.100	3300 ALEXIS PARK DR	5,437
UKRAINIAN GREEK OTHODOX CHURCH	01920.010	4105 27 ST	1,903
VERNON ALLIANCE CHURCH	02245.005	4301 27 ST	2,016
VERNON ALLIANCE CHURCH	02249.000	4305 27 ST	910
VERNON ALLIANCE CHURCH	02253.000	2601 43 AVE	2,682
VERNON CHRISTADELPHIAN	06099.020	19-2200 40 ST	1,336
VERNON CHRISTIAN FELLOWSHIP	02402.000	4507 29 ST	1,888
VERNON CHRISTIAN FELLOWSHIP	04451.002	4506 29 ST	1,453
VERNON CHURCH OF CHRIST	02534.007	4107 PLEASANT VALLEY RD	382
VERNON FAMILY CHURCH	03820.005	3508 25 AVE	6,380
VERNON FULL GOSPEL TABERNACLE	07401.340	5871 OKANAGAN LANDING RD	1,497
VERNON GOSPEL CHAPEL	02563.015	4106 PLEASANT VALLEY RD	1,160
VERNON JAPANESE CULTURAL SOCIETY	07433.200	4895 BELLA VISTA RD	921
VERNON MUSLIM ASSOC	03725.000	3414 17 AVE	747
<b>Educational Institution</b>			
PV CHRISTIAN ACADEMY	02590.001	1802A-1802 45 AVE	7,595
PV CHRISTIAN ACADEMY	02590.001	1802A-1802 45 AVE	1,869
ST JAMES SCHOOL	00502.000	2700 28 AVE	8,034
<b>Recreational</b>			
OK LANDING COMMUNITY ASSOC	07815.000	7813-7811 OKANAGAN LANDING RD	2,336

Permissive Tax Exemptions | Continued

DBA Name	Folio	Civic Address	Total Exemption
<b>Social Services</b>			
ABBEYFIELD HOUSE	03907.001	3511 27 AVE	\$ 3,433
CANADIAN MENTAL HEALTH ASSOC	00090.000	3305 27 ST	1,423
CANADIAN MENTAL HEALTH ASSOC	01445.000	3100 28 AVE	16,769
CANADIAN MENTAL HEALTH ASSOC	03384.000	3405 OKANAGAN AVE	1,358
CANADIAN MENTAL HEALTH ASSOC	03821.006	3605 24 AVE	2,067
CANADIAN MENTAL HEALTH ASSOC	04230.001	4206 ALEXIS PARK DR	7,517
CANADIAN MENTAL HEALTH ASSOC	04487.034	2201 53 AVE	7,845
FIRST NATIONS FRIENDSHIP CTR	01353.000	2902 29 AVE	3,360
FIRST NATIONS FRIENDSHIP CTR	01355.000	2904 29 AVE	3,391
GOOD SAMARITAN CANADA	04484.005	4904 20 ST	26,761
GOOD SAMARITAN CANADA	04484.010	4900 20 ST	15,919
JOHN HOWARD SOCIETY	03840.100	2307 43 ST	5,422
KINDALE - SEATON CTR	06133.020	1340 POLSON DR	5,520
KINDALE DEVELOPMENTAL ASSOC	03831.101	1-4100 25 AVE	470
KINDALE DEVELOPMENTAL ASSOC	03831.102	2-4100 25 AVE	909
KINDALE DEVELOPMENTAL ASSOC	03831.106	6-4100 25 AVE	470
VERNON WOMEN'S TRANSITION HOUSE	02357.005	2400 46 AVE	9,367
N.O. COMMUNITY LIFE SOCIETY	07090.036	5813 RICHFIELD PL	1,658
N.O. COMMUNITY LIFE SOCIETY	02534.071	1307 40 AVE	1,094
N.O. COMMUNITY LIFE SOCIETY	02563.010	4102 PLEASANT VALLEY RD	1,481
N.O. NEUROLOGICAL ASSOC	01205.000	2802 34 ST	33,483
N.O. YOUTH & FAMILY SERVICES	00963.000	3100 32 AVE	6,979
N.O. YOUTH & FAMILY SERVICES	01921.000	4107 27 ST	1,174
N.O. YOUTH & FAMILY SERVICES	01922.000	4109 27 ST	1,423
OK COMM - COLUMBUS COURT	04048.018	3003 GATEBY PL	9,949
PEOPLE PLACE	01552.105	3402 27 AVE	26,322
PEOPLE PLACE	01552.110	3400 27 AVE	7,186
SALVATION ARMY - NORTH THRIFT	04490.010	1-5400 24 ST	18,671
SALVATION ARMY D/TOWN THRIFT	01382.000	3102 29 AVE	5,066
SCHUBERT CENTRE SOCIETY	04048.040	3505 30 AVE	15,732
UPPER ROOM MISSION	01538.000	3405 27 AVE	2,768
UPPER ROOM MISSION	01539.000	3403 27 AVE	7,912
V&D HOSPICE SOCIETY	03856.001	3506 27 AVE	4,808
V&D COMMUNITY LAND TRUST SOCIETY	03859.000	3502 27 AVE	16,580
VDA CL - 26 ST GROUP HOME	00060.000	3307 26 ST	1,835
VDA CL - 3601 36A ST GROUP HOME	04159.021	3601 36A ST	1,300
VDA CL - 39 ST GROUP HOME	03959.000	2803 39 ST	1,514
VDA CL - 4240 ALEXIS PARK DR	03925.000	3601 27 AVE	3,515
VERNON NATIVE HOUSING PROJECT	03805.008	4305 19 AVE	6,368
VERNON RESTHOME	03917.000	2808 35 ST	7,947
WOMEN'S TRANSITION HOUSE	00570.001	2603 26 ST	4,584
WOMEN'S TRANSITION HOUSE	02464.000	3502 19 ST	2,941
<b>Cultural</b>			
POWERHOUSE THEATRICAL SOCIETY	01826.010	2901 35 AVE	5,050
VERNON MUSIC SCHOOL	02869.000	1705 32 AVE	3,202
VERNON MUSIC SCHOOL - COACH	02868.000	1705 32 AVE	2,684

Permissive Tax Exemptions | Continued

DBA Name	Folio	Civic Address	Total Exemption
<b>Educational</b>			
ALLAN BROOKS NATURE CTR	05289.004	250 ALLAN BROOKS WAY	\$ 1,863
ALLAN BROOKS NATURE CTR	05289.004	250 ALLAN BROOKS WAY	1,287
OKANAGAN SCIENCE CENTRE	00635.000	2704 HWY 6	6,513
OKANAGAN SCIENCE CENTRE	00635.000	2704 HWY 6	23,987
<b>Mixed and Unique</b>			
ARMY NAVY & AIRFORCE VETERANS	02366.003	2500 46 AVE	2,218
B&G, CURLING & HALINA CLUBS	04135.010	3310 37 AVE	57,940
B&G, CURLING & HALINA CLUBS	04135.010	3310 37 AVE	23,435
PADDLEWHEEL PARK FORESHORE	07871.000	7815 OKANAGAN LANDING RD	634
HERONRY PROTECTION COVENANT	04486.000	5104 20 ST	700
HERONRY PROTECTION COVENANT	04486.000	5104 20 ST	767
NORD HERONRY	04487.047	107-2200 53 AVE	125
NORD HERONRY	04487.048	108-2200 53 AVE	125
NORD HERONRY	04487.049	109-2200 53 AVE	125
ST JOHNS AMBULANCE	02676.002	1905-1901 47 AVE	3,866
SUNNYVALE RESTHOME SOCIETY	02255.007	4306 25 ST	149
SUNNYVALE RESTHOME SOCIETY	02255.009	4308 25 ST	85
SUNNYVALE RESTHOME SOCIETY	02255.015	4304 25 ST	606
VERNON & AREA PRO LIFE SOCIETY	01067.000	3102 31 AVE	1,783
VERNON PENSIONERS - MCCOLLOUGH	01196.001	3400 COLDSTREAM AVE	401
VERNON PENSIONERS - MCCOLLOUGH	01196.001	3400 COLDSTREAM AVE	1,503
VDACL - 23RD ST VENTURE TRAINING	02672.002	4607 23 ST	3,331
<b>New 2016</b>			
JOHN HOWARD SOCIETY	01578.001	3301 24 AVE	3,606
KINDALE DEVELOPMENTAL ASSOC	05482.010	902 35 AVE	1,478
<b>New 2017</b>			
VDACL HAWTHORN HOUSE	03787.012	4217 16 AVE	281
VDACL WILLOW HOUSE	06011.000	1812 22 ST	299
			\$ 551,168



Photo Credit: Silver Star Mountain Resort P166

DBA Name	Folio	Civic Address	Total Exemption
<b>Revitalization Tax Exemption</b>			
0821153 BC LTD	01072.011	1 - 3126 31 AVE	\$ 2,807
0821153 BC LTD	01072.012	2 - 3126 31 AVE	3,331
0821153 BC LTD	01072.013	3 - 3126 31 AVE	699
0821153 BC LTD	01072.014	4 - 3126 31 AVE	5,897
0821153 BC LTD	01072.015	5 - 3126 31 AVE	5,690
0821153 BC LTD	01072.016	6 - 3126 31 AVE	5,769
0821153 BC LTD	01072.017	7 - 3126 31 AVE	5,680
			<u>29,874</u>
ORTHO TERRA HOLDINGS	002036.011	1 - 4010 27 ST	4,063
ORTHO TERRA HOLDINGS	02036.012	2 - 4010 27 ST	1,538
ORTHO TERRA HOLDINGS	02036.013	3 - 4010 27 ST	4,063
			<u>9,664</u>
CORVELAY INC	01408.000	2801 32 ST	221
0944125 BC LTD	02207.000	4101 32 ST	10,108
0976816 BC LTD	02038.005	4012 27 ST	2,170
			<u>12,499</u>
SILVER CITY HOLDINGS INC	01189.010	3412 COLDSTREAM AVE	10,108
SCHNEIDER,ROBIN & KATIE	02028.012	4077 28 ST	596
0776928 BC LTD	02028.002	2720 41 AVE	741
LARSEN, SHERYL & RICHARD	02096.010	101 - 4107 29 ST	334
LARSEN, SHERYL & RICHARD	02096.020	102 - 4107 29 ST	334
LARSEN, SHERYL & RICHARD	02096.030	201 - 4107 29 ST	337
LARSEN, SHERYL & RICHARD	02096.040	202 - 4107 29 ST	337
1058570 BC LTD	01380.000	3100 29 AVE	90
1058570 BC LTD	01381.000	3100 A 29 AVE	99
			<u>\$ 65,013</u>



## Council Remuneration and Expenses

NAME	OFFICE	2017 REMUNERATION	EXPENSES (NET OF TAX)	TOTAL
Mund, Akbal	Mayor	\$ 72,288	4,150	\$ 76,438
Anderson, Scott	Councillor	24,598	4,231	28,829
Cunningham, Juliette	Councillor	27,135	8,646	35,781
Lord, Catherine	Councillor	23,214	5,048	28,262
Nahal, Dalvir	Councillor	22,798	5,550	28,348
Quiring, Brian*	Councillor	24,598	43	24,641
Spiers, Robert	Councillor	24,466	0	24,466
<b>Total</b>		<b>\$ 219,097</b>	<b>27,668</b>	<b>246,765</b>

\*MQN Architects

307,479	Vernon Multi-Use facility expansion
1,239	Recreation Centre garbage enclosure
7,001	Centennial Arena dashboard system
<b>\$ 315,719</b>	



## Employee Remuneration and Expenses

EMPLOYEE NAME	DIVISION	GROSS EARNINGS	EXPENSES (NET OF TAX)	TOTAL
Adkins, Ian J	Operation Services	\$ 94,895	\$ 3,888	\$ 98,783
Andruik, Christopher	Community Infrastructure & Development	76,947	1,952	78,899
Bandy, Brett	Corporate Services	100,103	120	100,222
Banning, Neil D	Operation Services	78,509	386	78,895
Barker, Cindy	Financial Services	96,643	451	97,094
Beauregard, Mike	Operation Services	87,957	143	88,100
Bedard, Richard R	Community Infrastructure & Development	81,153	1,700	82,853
Bertles, Kevin	Financial Services	144,804	461	145,265
Blakely, Susan E	Corporate Services	87,343	3,375	90,718
Bond, Brent	Fire Rescue Services	131,401	6,018	137,419
Bouchard, Martin	Operation Services	84,932	250	85,182
Bradley, Jodie D	Fire Rescue Services	100,969	785	101,753
Bridal, Patricia	Corporate Services	145,974	8,467	154,441
Bridge, Sheila K	Community Infrastructure & Development	79,353	345	79,698
Broderick, Craig	Community Infrastructure & Development	93,573	6,575	100,147
Cecchini, Darren	Fire Rescue Services	134,133	727	134,860
Chew, Angeline S	Community Infrastructure & Development	86,926	31,570	118,496
Chirkoff, Paul	Operation Services	85,646	2,208	87,854
Clarke, Colin A	Fire Rescue Services	122,869	28	122,897
Clary, Joanie	Human Resources Services	82,550	2,523	85,073
Cleverley, Curtis	Operation Services	77,552	339	77,891
Connor, Bryce P	Operation Services	113,689	2,231	115,920
Cooper, Lorne F	Operation Services	75,505	100	75,605
Corbett, Cleopatra	Community Infrastructure & Development	95,709	2,431	98,141
Cover, Dave	Operation Services	104,595	95	104,690
Crawford, Bradley	Fire Rescue Services	103,187	926	104,114
Cucheron, Robert	Fire Rescue Services	126,209	215	126,424
Dobbins, Craig	Operation Services	79,921	0	79,921
Donker, Barend	Corporate Services	86,407	5,956	92,363
Doorman, John W	Fire Rescue Services	98,225	101	98,326
Dowhaniuk, Mark	Community Infrastructure & Development	110,105	2,641	112,746
Enns, Lyle	Operation Services	85,295	889	86,184
Erickson, James P	Operation Services	75,426	244	75,670
Flick, Kimberly S	Community Infrastructure & Development	145,666	8,559	154,225
Foster, Anne Marie	Corporate Services	103,114	2,761	105,875
Fredin, Clayton C	Human Resources Services	96,606	1,414	98,019
Fugel, Tom G	Operation Services	75,021	1,001	76,022
Fuhr, Daniel R	Operation Services	79,742	220	79,962
Gaucher, Geoffrey	Corporate Services	80,345	418	80,763

## Employee Remuneration and Expenses | Continued

EMPLOYEE NAME	DIVISION	GROSS EARNINGS	EXPENSES (NET OF TAX)	TOTAL
Gaythorpe, Glen	Operation Services	\$ 78,073	\$ 316	\$ 78,389
Gilroy, Chad	Fire Rescue Services	105,731	676	106,407
Gobbett, Carl	Operation Services	89,756	692	90,448
Grant, James A	Corporate Services	96,553	197	96,750
Hawthorne, Mark	Operation Services	86,490	352	86,842
Holman, Kevin J	Operation Services	79,614	1,052	80,666
Ikesaka, Wayne	Corporate Services	117,986	3,749	121,736
Imrich, Douglas R	Fire Rescue Services	122,737	101	122,838
Irwin, Sean A	Operation Services	94,515	477	94,992
Jacobson, Kathryn	Corporate Services	82,972	157	83,129
Juniper, Ken L	Community Infrastructure & Development	81,201	0	81,201
Keenan, Trevor J	Fire Rescue Services	107,236	158	107,394
Klymchyk, Michael	Community Infrastructure & Development	80,253	345	80,598
Knuhtsen, Shawn	Community Infrastructure & Development	95,908	2,188	98,096
Koenig, Shirley A	Operation Services	144,703	481	145,183
Kozin, Serge	Operation Services	89,155	2,263	91,419
Kruysifix, Derek	Fire Rescue Services	100,234	187	100,420
Kryszak, Kendra S	Community Infrastructure & Development	90,558	7,722	98,280
Kulak, Chris	Fire Rescue Services	116,149	2,307	118,456
Law, Debra L	Financial Services	113,848	3,653	117,501
Lefebvre, Gary P	Recreation Services	79,905	2,724	82,630
Lind, David	Fire Rescue Services	132,127	14,559	146,686
Low, Richard B	Operation Services	76,453	95	76,548
Manahan, Cara-Leigh	Fire Rescue Services	77,041	0	77,041
Manjak, Raeleen M	Human Resources Services	145,471	8,822	154,293
Mann, Reinhard	Fire Rescue Services	129,544	73	129,616
Markel, Marvin A	Operation Services	100,886	3,656	104,542
McGiverin, Ryan E	Fire Rescue Services	100,976	583	101,559
McLuckie, Paula M	Human Resources Services	100,054	3,766	103,820
Miles, Robert	Community Infrastructure & Development	95,238	3,775	99,012
Mitchell, Stanley	Recreation Services	87,007	2,518	89,525
Moore, Janet L	Corporate Services	82,609	5,389	87,998
Morrison, Nicholas	Operation Services	77,585	2,918	80,503
Nadeau, Daniel D	Fire Rescue Services	101,664	259	101,923
Olson, Greg W	Operation Services	83,647	195	83,842
Olson, Matthew B	Fire Rescue Services	99,696	0	99,696
Ovens, Chris C	Operation Services	81,671	2,237	83,907
Parker, Ryan	Operation Services	75,587	747	76,334
Parsons, Brian G	Fire Rescue Services	108,282	1,346	109,628
Pearce, William	City Administration	206,889	6,221	213,109
Pearson, Joel M	Fire Rescue Services	104,970	480	105,450
Poole, Kevin W	Community Infrastructure & Development	110,705	6,837	117,542

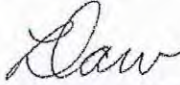
Employee Remuneration and Expenses | Continued

EMPLOYEE NAME	DIVISION	GROSS EARNINGS	EXPENSES (NET OF TAX)	TOTAL
Pshyk, Scott J	Fire Rescue Services	\$ 98,491	\$ 73	\$ 98,564
Reich, Allyson	Fire Rescue Services	101,106	1,036	102,142
Reichlin, Guido	Fire Rescue Services	103,279	101	103,380
Rice, James D	Operation Services	118,220	2,505	120,725
Rintoul, Dale M	Community Infrastructure & Development	78,155	120	78,275
Robinson, Chris	Fire Rescue Services	106,962	654	107,617
Roesler, Darren	Operation Services	87,075	127	87,202
Ross, Doug	Recreation Services	131,079	916	131,995
Satchell, Kris D	Corporate Services	87,370	4,031	91,401
Sengotta, Ray G	Operation Services	79,106	276	79,382
Sheel, Christopher	Financial Services	81,227	6,519	87,745
Sibilleau, Dale R	Fire Rescue Services	100,313	569	100,882
Sissons, Douglas	Operation Services	80,376	430	80,806
Skolrood, Lawrie	Fire Rescue Services	81,446	0	81,446
Stoll, Michael	Fire Rescue Services	106,544	1,835	108,379
Stowards, Blaine	Operation Services	75,352	250	75,602
Stranks, Ed J	Community Infrastructure & Development	109,039	730	109,769
Strobel, Richard	Operation Services	100,711	1,848	102,559
Stuart, Aaron C	Financial Services	90,783	3,250	94,033
Taylor, Dennis	Operation Services	88,067	540	88,607
Thomas, Jamie	Operation Services	92,956	770	93,726
Thompson, Greg	Community Infrastructure & Development	81,353	5,836	87,189
Toopitsin, Henry	Operation Services	81,617	4,096	85,713
Tucker, Cole	Operation Services	83,497	0	83,497
Van Dyke, William	Operation Services	84,835	0	84,835
Wakefield, Dean	Fire Rescue Services	114,786	73	114,858
Walker, Dan	Fire Rescue Services	131,750	857	132,607
Watson, Amanda	Community Infrastructure & Development	101,554	7,488	109,041
Wright, Shayne J	Recreation Services	83,035	1,246	84,281
Wycott, Curtis C	Operation Services	80,256		80,256
		<u>\$ 10,881,017</u>	<u>\$ 242,964</u>	<u>\$ 11,123,980</u>
	All Other Employees	<u>\$ 12,678,918</u>	<u>\$ 135,454</u>	<u>\$ 12,814,372</u>
	<b>Grand Total</b>	<u><b>\$ 23,559,935</b></u>	<u><b>\$ 378,418</b></u>	<u><b>\$ 23,938,353</b></u>

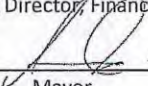
## Statement of Severance Agreements

In accordance with the requirements of the *Financial Information Act* below is a schedule of Severance Agreements and equivalent's month range of compensation for the year 2017 for which severance payments commenced in 2017.

Number of Severance Agreements: One  
Range of equivalent's months pay: 1 month

Approved by:   
Acting Director, Financial Services


Dated: May 28, 2018

Approved by Council:   
Mayor

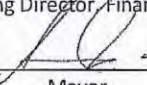
Dated: May 28, 2018

## Statement of Guarantees

In accordance with the requirements of the *Financial Information Act* below is a summary of Guarantees in effect for the year 2017. The City of Vernon has issued an irrevocable letter of credit in favour of the Agricultural Land Commission (ALC) as a guarantee to fund works required by the ALC as a condition of a property being removed from the Agricultural Land Reserve. The property is being developed by the City. The amount of the guarantee is \$716,000. As of December 31, 2017 no drawing on the letter of credit has occurred.

Approved by:   
Acting Director, Financial Services

Dated: May 28, 2018

Approved by Council:   
Mayor

Dated: May 28, 2018

## Grants to Organizations

PAYEE	2017	2016	GRANT TYPE
Age Action Society of BC	2,000	-	Council Discretionary Grant
All Saint's Anglican Church	-	851	Council Discretionary Grant - Food for Fines
Barton Rebecca	165	500	Heritage Restoration Grant
Brenner, Manfred and Edith	-	102	Heritage Restoration Grant
Chippendale, Sean	500	3,393	Heritage Retention Incentive Grant
Community Futures Development Corp of N Okanagan	-	1,400	Council Discretionary Grant
Downtown Vernon Association	6,547	-	Council Discretionary Grant - Mural Maintenance
Downtown Vernon Association	37,000	37,000	Downtown Landscaping Maintenance
Downtown Vernon Association	8,000	8,000	Civic Sounds Grant
Entner, Ryan and Shelby	500	192	Heritage Retention Incentive Grant
Family Resource Center Society for N Okanagan	3,500	-	Council Discretionary Grant
Greater Vernon Museum-Archives Society	3,500	-	Council Discretionary Grant
Helping Out People Exploited (HOPE) Outreach	1,000	-	Council Discretionary Grant
Kidney Foundation Of Canada	-	144	Council Discretionary Grant
McGinn, Shelagh A	5,100	-	Heritage Retention Incentive Program
Nexus BC Community Resource Center	10,000	-	Council Discretionary Grant
Nobrega, Darren	500	-	Heritage Retention Incentive Program
North Okanagan Artists Alternative	-	5,000	Council Discretionary Grant
North Okanagan Neurological Association (NONA)	-	10,000	Council Discretionary Grant
North Okanagan Canada Day Society	10,000	10,000	Canada Day Grants In Aid
North Okanagan Canada Day Society	2,000	2,000	Canada Week Grant
North Okanagan Canada Day Society	5,000	2,500	Canada Day Grants In Aid
Okanagan Military Tattoo Society	-	4,000	Council Discretionary Grant
O'Keefe Ranch Heritage Society	176,447	150,000	Operating and Capital Grants
Okanagan Military Tattoo Society	-	4,000	Council Discretionary Grant
Okanagan Regional Library	21,848	21,420	Sunday Library Opening Grant
Power House Theatrical Society	-	2,500	Council Discretionary Grant
Roze Des Ordon, Jenna	5,000	-	Heritage Retention Incentive Program
Schubert Center Society	15,244	-	Catherine Gardens Affordable Housing Grant
Schubert Center Society	4,300	-	Council Discretionary Grant
Spec-Team Assessment Society	10,000	-	Council Discretionary Grant
Spiers, Bob	5,000	-	Heritage Retention Incentive Program
Theater BC	2,500	-	Council Discretionary Grant
United Way North Okanagan Columbia Shuswap	5,000	5,224	Council Discretionary Grant
Upper Room Mission	-	9,000	Council Discretionary Grant
Upper Room Mission	-	3,402	Food for Fines Program
Van Zwaajj, R and M	-	500	Heritage Retention Incentive Grant
Vernon Concert Band Society	-	1,360	Council Discretionary Grant
Vernon Elks Lodge # 45	2,500	-	Council Discretionary Grant
Vernon Live Well Clinic	500	-	Council Discretionary Grant
Vernon Native Housing Society	-	31,347	Affordable Housing Grant
Vernon Women's Transition House Society	7,500	-	Council Discretionary Grant
Vernon Winter Carnival Society	-	5,000	Council Discretionary Grant
Vernon Winter Carnival Society	10,000	10,000	Winter Carnival Grant
<b>Total Grants</b>	<b>\$361,151</b>	<b>\$328,834</b>	

## Payments to Vendors in Excess of \$25,000

VENDOR NAME	2017	2016*	PURPOSE
0934088 BC Ltd	-	26,482	Refund DP000561 cash security and off-site works
0942304 BC Ltd	87,703	-	Refund Cash Security ZON00244
1 & 2 Electric Ltd	75,555	170,513	Contractor for electrical various buildings
1018545 BC Ltd	46,839	-	Refund Cash Security ZON00242
557969 BC Ltd DbA Superior Excavating	-	228,416	Contractor for Smith Road sewer local area service
610771 BC LTD dba Aquanot 03	68,705	-	Plantinum Series Generator for emergency procurement Contractor for janitorial services for downtown washroom facilities
6-4 Building Maintenance Ltd	26,182	-	
A & D Asphalt Solutions Ltd	424,824	405,748	Contractor for paving
A & G Supply Ltd	73,640	51,310	Contractor for commercial cleaning products
Advanced Powerlines Ltd	-	83,202	Transformer installation
Acklands Grainger	30,342	-	Purchase of Inventory and operational supplies
Advantage Asset Tracking Inc	64,043	66,063	GPS units for fleet and monitoring for the year
Aecom Canada Ltd	105,419	-	Consultant for High Water Strength study
AJH Developments	165,342	-	Refund Cash Security SUB00635, SUB00599
Allied Universal Security Services of Canada Co	41,009	-	Security Patrol at various civic properties
Allpro Tree & Landscape Services Inc	68,230	63,690	Contractor for tree maintenance Refund Cash Securities SUB00671, SUB00669, SUB0066, SUB00647
Anderson Subdivision Holdings Ltd	120,933	-	
Andrew Sheret Ltd	113,518	139,125	Purchase supplies for building maintenance
Associated Environmental Consultants Inc	103,150	73,667	Environmental services and projects
Associated Fire & Safety	63,566	27,220	Firefighter turnout gear
ATS Electric & Technical Service Ltd	102,168	69,617	Contractor for electrical and lighting for recreation centres
Avalon Event Rentals Inc	26,436	-	Rental of emergency tents and signage Refund Demolition Agreement , property tax payment for park right away
Avanti Investments Ltd	30,219	-	
Barricade Environmental Inc	26,504	-	Services at the Airport
BC Assessment Authority - Taxation	469,056	527,698	Transfer BC assessment taxes collected
BC Hydro & Power Authority	2,367,297	2,735,122	Electric utility, pole relocates and contributions in aid
BC Ltd 580245 DbA Valleyview Contracting	58,511	54,396	Lawn mowing
BC Transit	2,585,998	1,707,049	Contractor for transit services
BES-Building Energy Solutions Ltd	-	25,232	Energy study for recreational centres
Biomaxx Wastewater Solutions Inc	87,702	66,462	Purchase supplies for sanitary sewer operation
Black Press Group Ltd	105,091	129,359	Local newspaper advertising
Brenntag Canada Inc	62,416	131,369	Purchase chlorine products
Bry-Mac Mechanical Ltd	-	26,767	Mechanical contractor for HVAC repair and maintenance
Busy Bee Pest Control	38,929	36,750	Contract for weed control
Cabin Forestry Services Ltd	53,351	-	Design for Becker Park Purchase solar powered parking meters and monthly fees for reporting
Cale Systems Inc	33,981	-	
Canada Post Corporation	72,014	60,548	Postage
Canada Safety Equipment Ltd	50,046	76,464	Purchase safety equipment
Canadian Mental Health Association Vernon	-	37,141	Property supplemental reassessment and recycling
Canadian National Railway Co	33,811	27,022	Rail crossing maintenance
Canadian Professional Management Services Inc	182,714	103,308	Management consulting fees
Canadian Restaurant Supply	-	25,343	Kitchen equipment for recreation centre
Capri Insurance	411,094	361,767	City facility and fleet insurance
Carlisle Developments Inc	-	266,961	Refund cash security SUB00591
Caro Analytical Services	49,491	43,331	Contractor for analytical testing
Carter Dodge Chrysler Ltd	27,176	-	Purchase 2017 dodge Caravan
CDW Canada Inc	95,524	65,003	City network and hardware upgrades
CGL Contracting Ltd	1,955,483	900,963	Contractor for 30th Street upgrade
Chances Bulk Unloading	34,409	32,298	Purchase road de-icing salt

Payments to Vendors in Excess of \$25,000 | Continued

VENDOR NAME	2017	2016*	PURPOSE
Charter Telecom Inc	105,239	-	Cisco System Upgrade
CIMA Canada Inc	45,024	-	Design & Construction of 35 ST Rd Utility
City Furniture	-	25,325	Employee purchase plan (EPP) employees pay 100% for EPP
City of Kelowna	630,412	693,837	Cost sharing regional bio-solids facility and wastewater contributions
CivicInfo BC	38,991	-	Memberships and Job Postings
Clearview Demolition Ltd	566,142	-	Demolition New Delhi, Open Door & VIP Warehouse
Coldstream Construction	-	28,430	VWRC lunchroom renovation and operation storage sheds
Commercial Aquatic Supplies	28,294	-	Recreation centre parts and supplies
Commercial Truck Equipment Co	41,668	-	MCV Spreader and supplies for fleet
Complete Climate Control Inc	48,414	45,692	Arena compressor servicing
Corix Utilities Inc	64,390	68,846	Water meter reads
Corix Water Products Limited Partnership	156,635	203,845	Purchase supplies and materials for water system
Corporate Express	43,803	50,783	Purchase office supplies
CP REIT BC Properties Ltd	126,498	-	Property tax supplementary adjustment refund and interest for 2015-2017
CSL Masonry	25,442	-	Lakers Clubhouse Stucco
CTV a Division of Bell Media	122,178	31,452	Tourism campaign
D Webb Contracting Ltd	393,214	-	Contractor for Curling Rink Parking Lot
Darin's Plumbing Ltd	-	48,514	Contract for plumbing repair and maintenance
Davidson Lawyers LLP / Davidson Pringle LLP	96,788	353,219	Legal fees and land purchase
Decor8 Painting (1990) Ltd	-	53,944	Parkade painting
Destination Think Professional Services Inc	201,839	160,196	Tourism marketing
Direct Energy Marketing Ltd	80,140	64,070	Natural gas utility
District of Coldstream	43,439	55,161	Monthly transit service
Down Under Pipe Inspection	-	35,845	Contractor for storm and sanitary main inspections
Downtown Vernon Association (DVA) Drive Products Inc	328,077	411,154	Transfer business improvement area taxes and other
Durning Directions & Services Ltd Dynamic	173,705	167,948	Central hydraulic systems for fleet
Asphalt Services Inc	-	94,892	Contractor for tourism office operation
E/E Electrical Enterprise Ltd	41,426	-	Contractor for crack sealing
EB Horsman & Son Ltd	133,571	147,125	Contractor for Electrical services
Econolite Canada Inc	105,465	39,344	Purchase inventoried parts and supplies
Eddie's Blacktop Maintenance	-	64,595	Purchase supplies for traffic control and street lights
Ecol Electric Inc	-	50,817	Paving and various asphalt works
Electromega Ltd	-	104,758	3 phase distribution transformer
EMA Consulting Ltd	38,258	-	Traffic control equipment
EMCO Corporation	30,825	59,225	Contractor for Curling Rink Parking Lot
EMPS Electric Motor & Pump Service Ltd	80,945	47,399	Purchase supplies for various water related products
Eolutions Group Limited	-	62,232	Contractor for pump supply and service
Esporta Wash Systems Inc	57,275	-	Web hosting and licensing
ESRI Canada Limited	177,111	77,221	Purchase Washer/Extractor for Firehall
Evergreen Building Maintenance Inc	170,339	181,008	Contractor for software maintenance
Executive Flight Centre Fuel Services Ltd	220,706	353,799	Contractor for tree maintenance
Extreme Excavating Ltd	-	492,371	Purchase jet and aviation fuel for resale at airport
Falcon Equipment Ltd	59,688	-	32nd Street (Hwy 97) 25th Avenue to Vernon Creek Storm Rehabilitation
FDM Software Ltd	-	46,099	Rehabilitation
Filterpro Services Canada Ltd	-	68,138	Purchase snow plow and other equipment for fleet
Finning (Canada) a Div of Finning International Inc	-	219,331	Software support and maintenance
Fireworks Consulting Inc	113,258	-	Carbon for VWRC odour scrubbers
First Truck Center Vancouver	-	166,112	Caterpillar Front End Loader
Fletcher Paine Associates Engineering Ltd	171,634	112,267	Emergency Incident Management Training
Flynn Canada Ltd	339,812	-	Fort Garry Tanker Pumper - fire rescue
Foothills Developments Ltd	109,890	41,158	Engineering services - various projects
Forma Construction Ltd	57,702	-	Contractor for roofing services RCMP building
Fortis BC	352,460	339,221	Refund cash security
			Contractor for Arena Dashboards
			Natural gas utility

Payments to Vendors in Excess of \$25,000 | Continued

VENDOR NAME	2017	2016*	PURPOSE
FP Teleset	-	35,000	Postage payment postage meter
Franz, Maria Anna	-	102,542	Tax sale redemption
Frontline Traffic Control Services Inc	91,995	115,902	Traffic control at various projects
Gilbert Parts Depot	66,848	62,279	Purchase supplies for City fleet
Grizzly Curb & Concrete Ltd	71,200	195,309	Contractor for curb, gutter and sidewalk projects
Grounds Guys Landscape Management	421,389	499,097	Contractor for cemetery and parks maintenance
Guillevin International Co	75,268	98,070	Purchase inventoried parts and supplies
Habitat Systems Inc	63,985	117,221	Purchase playground equipment
Hach Sales & Service Canada Ltd	48,188	79,993	Purchase supplies for water reclamation plant
Handy Guys Home Renovation	37,070	76,961	Various repair and renovation projects
Henderson Recreation Equipment Limited	-	37,817	Purchase playground equipment for Heritage Park
Hi-Pro Sporting Goods Ltd	-	184,921	Purchase and installation rubber flooring at Kal Tire Place
Home Depot	31,938	53,837	Purchase supplies
Home Depot Holdings Inc	147,676	-	Property tax supplementary adjustment refund plus interest for 2015-2017
Houle Electric Limited	84,267	-	Contractor for Recreation Center
Howard Industries (2010) Ltd	36,985	48,100	Contractor for meals to RCMP detachment
Husky Oil Marketing Company	58,760	40,805	Purchase supplies for City fleet
Inprotect Systems Inc	-	29,770	Vehicle detection warning signs and MacKay meter parts
Insurance Corporation of British Columbia (ICBC)	82,446	80,973	City fleet insurance
Inter-Mtn Enterprises Inc	-	25,596	Signs, installation and mounting supplies
IRL International Truck Center Ltd	54,319	73,135	Purchase supplies for traffic signals
Ironman Directional Drilling Ltd	288,154	-	Contractor for Okanagan Ave Drainage
Irvine, Sharon	79,300	-	Refund DCC and Works Contribution SUB00580
JSF Foster Corporation	27,759	-	Purchase Solar Crosswalk Kal Lake Rd, Curling Rink
Kal Tire Ltd	47,461	32,646	Purchase tires for City fleet
Kalamalka Security & Investigations Inc	63,126	30,394	Security Patrol at various civic properties
Kelpin, Charles	203,552	332,219	Tax sale redemption
Kendrick Equipment Ltd	397,423	-	Purchase 2017 Vac/Flush truck
Kerr Wood Leidal Associates Ltd	91,792	288,103	Engineering services - various projects
Ki Communications	38,198	29,436	Professional media relations services
Knight's Vacuum Services Ltd	82,957	62,920	Bio solids disposal
Kon Kast Products (2005) Ltd	53,849	-	Purchase HWY Barriers various locations
KPMG LLP T4348	25,804	59,955	Financial statement audit
KTI Limited	47,734	-	Purchase Meters
Lake Country Compost Distributors Ltd	-	29,099	Top soil
Landmark Solutions Ltd	274,703	-	Contractor Okanagan Ave Drainage
Larson, Richard	-	35,203	Refund cash security
LB Chapman Construction Ltd	1,732,578	-	Contractor Kal Lake rd Improvements
Leko Pre Cast Ltd	26,645	-	Purchase inventoried parts and supplies
Lidstone & Company	141,157	79,167	Legal fees
Line West Ltd	180,481	198,205	Line painting
Links Lawn & Yard Services	116,195	109,765	Contractor for landscaping and snow removal at various locations
London Drugs	76,040	40,814	Information services supplies
Maddocks Construction Ltd	-	872,514	Recreation centre front entrance renovation
Manulife Financial	1,345,578	1,228,451	Employee benefits includes employee paid long term disability
Mar-Tech Underground Services	-	209,758	Trenchless utility rehabilitation
Maxim Constructors Inc	127,370	-	Contractor for CPO upgrade
McColman & Sons Demolition Ltd	108,857	-	Contractor demolition of The Flower Shop
Mearl's Machine Works Ltd	25,207	-	Purchase equipment and service for VWRC
Medical Services Plan of BC	417,780	440,661	Employee benefits
Metro Motors Ltd	141,708	-	Vehicle purchases
Michelin North America (Canada) Inc	28,022	-	Purchase tires for City fleet
Microserve	51,091	-	Purchase hardware and service Veeam Essentials
Minister of Finance	11,030,410	10,238,602	Transfer of school taxes collected
Mitchell Press	28,882	-	Purchase 2017 Visitor guides



Payments to Vendors in Excess of \$25,000 | Continued

VENDOR NAME	2017	2016*	PURPOSE
Monaghan Engineering & Consulting Ltd	521,699	301,711	Engineering services - various projects
Mountain Rock Stabilization Inc	114,306	-	Contractor Rock stabilization lakeshore Rd
MCN Architects	315,719	529,308	Consulting and architectural fees for recreation facilities
Municipal Insurance Assoc of BC	87,353	270,703	Liability insurance - premiums and deductibles
Municipal Pension Plan	4,092,189	3,842,562	Remittance employer and employee portions of pension contributions
Murdy & Mcallister Barristers & Solicitors	122,617	26,007	Legal fees
N & T Properties Ltd	321,584	-	Refund cash security
N O Columbia-Shuswap Regional Hospital	2,644,933	2,531,993	Transfer regional hospital taxes collected
Nielsen Roofing & Sheet Metal Ltd	254,524	-	Contractor roofing for Firehall 1 & 2
Nor-Val Rentals Ltd	64,675	28,044	Machine and tool rental
Okanagan Aggregates Ltd	152,523	35,810	Purchase aggregate
Okanagan College	-	54,460	Training courses
Okanagan Regional Library	1,781,132	1,722,305	Transfer regional library taxes collected
Okanagan Traffic Control Professionals Inc	51,664	52,631	Contractor for traffic control services
O'Keefe Ranch & Historical Society	179,165	153,477	Grant in aid
Omega Communications Ltd	28,295	-	Contractor for communication supplies and services
Pacificsport Okanagan	-	25,081	Sport education and programs
Perfectmind Inc	69,715	-	Purchase new management software
Peters Tirecraft	-	27,334	Tire products and services and employee purchase program (EPP)
Petrovalue Products Canada Inc	273,341	288,187	Purchase aviation fuel
Petrusich, Joseph Richard	325,952	110,531	Tax sale redemption
Pointe of View Properties (BC) Inc	-	374,738	Refund cash security
Postill Nixon Earthworks	278,107	180,417	Contractor for heavy duty equipment services
Predator Ridge Golf Club Ltd	33,924	-	Supplemental Cycle payments
Predator Ridge Limited Partnership	43,560	123,731	Snow removal, street sweeping, and refund DCC overpayments
Premium Truck & Trailer Inc	-	163,421	Freightliner tandem axle cab and chassis
Pro Ex Services Ltd	-	29,619	Building demolition
Project Management Center of Excellence Consulting	30,660	-	Project management training courses
Prospera Credit Union	61,085	-	RRSP contributions on behalf of employees
Pure Technologies Ltd	54,886	-	Purchase pipe for Mackay reservoir
Pyramid Excavation Corporation	-	422,454	32nd Avenue road and utilities rehabilitation - 27th Street to 29 Street
R E Postill & Sons Ltd	329,655	384,148	Purchase aggregate, winter sand, and snow removal
R L Walker Contracting Ltd	111,016	-	Contractor for snow hauling
R355 Enterprises Ltd	558,313	1,030,762	Contractor for various road improvement projects
Receiver General for Canada	15,057,070	13,498,417	Employee source deductions, municipal policing, and lease payments
Redpoint Media Group	45,528	44,285	Advertising and promotion
Regional District of North Okanagan	25,730,659	25,924,783	Debt payments, annual regional tax requisition, and transfer of water revenue
Restorative Justice Society of North Okanagan	44,858	44,858	Contractor for restorative justice services
Ricoh Canada Inc	102,541	129,340	Purchase office equipment
Robert Steffen DBA Robin Hood Security	31,711	-	Provide security Polson Park
Rudnisky, Kenneth M	-	190,325	Tax sale redemption
Schell Motel (Vernon Ltd)	155,501	-	Refund culvert deposit less expenses
Schubert Center Society	26,227	-	Rental of facility for various meetings and training
Seal Tec Industries Ltd	207,487	185,792	Contractor for crack sealing airport
Sel Surveys/Douglas R Jacobi	144,547	103,629	Surveying
Sierra Landscaping Ltd	224,462	121,995	Contractor for landscaping projects and boulevards
Silver Pine Estates	109,321	-	Contractor Silver Star Rd storm sewer
Silverrock Land Corp	-	30,781	Works contribution agreement and refund various cash securities
Sisett, Nolan	-	90,350	Tax sale redemption

Payments to Vendors in Excess of \$25,000 | Continued

VENDOR NAME	2017	2016*	PURPOSE
Siteone Landscape Supply LLC	25,945	-	Contractor for landscape services
Social Planning Council for the North Okanagan	66,432	63,903	Contractor for crime prevention and responsible gaming initiative
Softchoice LP	-	26,199	Purchase of computer software
Special T Cleaning (2012) Ltd	101,369	-	Contractor for Sanitary and Sewer inspections various locations
Speedpro Signs	32,109	-	Purchase signs and decals
Sproing Creative	29,539	-	Purchase web and tech support various locations
Stantec Consulting Ltd	-	295,243	Consulting for waterfront flood protection
Stephanie Tambellini Design Studio Inc	43,817	47,162	Contractor for tourism promotion and advertising
Summit Valve And Controls (BC) Inc	-	64,117	Parts and equipment for water reclamation centre
Suncor Energy Products Partnership	407,507	370,358	Purchase fuel for City fleet
Sunset West Mechanical Ltd	75,311	55,775	Contractor for HVAC at various locations
Super Save Disposal Inc	25,397	-	Contractor for garbage removal at City facilities
Sysco Food Services of Kelowna Ltd	42,406	28,296	Kal Tire & Recreation Center concession food supplies
TD Waterhouse	123,536	-	RRSP Contributions on behalf of Employee
Telus Communications Inc	127,323	153,873	Telephone utility
Telus Mobility Cellular Inc	97,238	94,597	Telephone utility
Telus Services Inc	83,225	99,275	Telephone utility
Tempest Development Group	-	75,793	Contractor for tempest computer software
Tetra Tech Canada Inc (EBA Inc)	196,883	51,884	Engineering services for pre-treatment facility and airport runway
The Get Go Inc	31,023	31,999	Video vehicle detection systems
The Web Advisors	26,782	30,669	Tourism website maintenance and updates
Thompson Okanagan Tourism	55,543	-	Tourism advertising
TKI Construction Ltd	-	28,008	Highway 97 cantilevered sidewalk replacement
Tony Sammartino Construction Ltd	-	55,276	Refund various cash securities
True Consulting (Kelowna) Ltd	295,259	-	Contractor for OK Landing Sewer and OK Ave drainage
Union of BC Municipalities (UBCM)	-	28,853	Annual dues and remittance of license decal fees
Urban Systems Ltd	52,005	140,920	Consultant for asset management, and various analysis and studies
Vadim Computer Management Group Ltd	-	36,809	Contractor for Vadim software support
Vernon & Area 2017 BC Games Society	37,565	-	Financial Contribution for 2017 games
Vernon & District Association for Community Living	69,783	54,140	Contractor for landscaping at various areas
Vernon Civic Employees Union - Local 626	245,839	243,117	Remittance of employee union dues
Vernon Firefighters Association Local 1517	63,169	70,075	Remittance of firefighter union dues
Vernon Line Painting Ltd	54,742	28,888	Contractor for various line painting
Vernon Native Housing Society	-	51,237	Rental housing grant and refund on parks DCC
Vernon On Site Fencing Ltd	142,460	73,819	Contract for snow removal and fencing
Vernon Paving Ltd	1,109,223	611,640	Contractor for paving
Village Green Mall	-	39,741	Employee purchase plan (EPP) employees pay 100% for EPP
Vimar Equipment Ltd	306,957	39,520	Purchase of equipment parts and materials
Vision Overhead Doors	-	32,499	Overhead doors for yards and other locations
VVI Construction Ltd	4,833,732	-	Contractor for Multi-Use Facility expansion construction
Waste Connections of Canada Inc	1,704,316	1,620,562	Contractor residential garbage collection and recycling
Waterhouse Environmental Services Corporation	96,566	107,016	Purchase supplies for water reclamation plant and Duteau Creek plant
Watkin Motors	77,905	-	Purchase parts and materials for fleet
Wayside Press Ltd	-	33,629	Various printed material, maps, and signage
Wesclean Equipment & Cleaning Supplies	32,497	52,321	Purchase equipment and cleaning supplies
Western Water Associates Ltd	46,252	31,407	Vernon Creek baseline study
Westridge Quarries	26,418	-	Purchase stone for various areas
Wholesale Grafix Distribution & Signage	39,362	44,800	Supply and install signs
Wilson, Gordon	150,958	-	Tax sale redemption
Wise Wildlife Control Service	52,446	52,657	Contractor for wildlife control at airport
Wishbone Industries Ltd	40,121	57,137	Purchase of benches and picnic tables for various parks
Wisner & Rawlings Electric Ltd	34,162	30,146	Supply and install relays for pump McKay Reservoir

Payments to Vendors in Excess of \$25,000 | Continued

VENDOR NAME	2017	2016*	PURPOSE
Wolseley Waterworks Group	130,299	83,867	Purchase supplies for water reclamation plant
Woodland Equipment Ltd	50,862	-	Emergency excavator rental
Workers Compensation Board	414,833	311,622	Remittance of employee WCB benefits
WSP Canada Inc	426,296	182,471	Engineering services and consulting - various projects
Yellowridge Construction Ltd 33517	-	111,384	DCC refund for parks and open spaces
Young Anderson Barristers & Solicitors	38,612	27,588	Legal fees
<b>Total</b>	<b>101,877,791</b>	<b>89,257,997</b>	
All Others Under \$25,000	4,789,283	4,464,836	
<b>Grand Total Payments To Vendors</b>	<b>106,667,074</b>	<b>92,722,833</b>	

\*2016 Amounts are only those amounts appearing in the 2016 Vendor Payment Report. Vendors showing 2016 amounts as zero may have received payments from the City in 2016 but were below the threshold of \$25,000.





Photo Credit: Steve Austin

# DIVISIONAL SUMMARIES

# ADMINISTRATIVE SERVICES

Will Pearce  
Chief Administrative Officer  
Wpearce@vernon.ca



## City Administration

### Purpose

The Chief Administrative Officer (CAO) directs and coordinates the general management of business affairs of the corporation, in accordance with the bylaws, policies and plans approved by Council; to ensure the delivery of high quality services and facilities which preserve or enhance the social, economic and physical well being of the community. The CAO is responsible to ensure that innovative programs and services are developed and implemented to meet the ever changing needs of the community, while ensuring fiscal responsibility.

### Highlights

Administration remains focused on completing deliverables in Council's 2015-2018 Strategic Plan. Achievements through 2015, 2016 and 2017 have been reported in open public meetings of Council approximately every six months with the final report card to be released September 2018. Key deliverables in 2017 include: initiate construction of arena, hosted Vernon & Area 55+ Games, secured grant funding and initiated extension of sewer services to numerous Okanagan Landing neighbourhoods, achieved GFOA International Awards for 2016 Annual Report and 2017 Financial Plan, activated Mental Health learning series in partnership with Canadian Mental Health Association, continue aggressive recapitalization program to protect integrity of municipal infrastructure (roads, storm and sewer systems, buildings, fleet), prioritized capital projects in downtown, position the City to attract investment and desirable development, fastest growing accommodation room revenue in the Thompson Okanagan for five years running, secured 3% MRDT and continue implementation of key elements in the Tourism Vernon – Business Strategic Plan, complete and initiate implementation of Vernon Fire Rescue Services Eight Year Strategic Plan, capacity building within the Administration through learning and development including Diversity and Inclusion, Project Management, Intentional Leadership.

### Outlook

The immediate focus of the 2018 Budget remains operating costs restraint and reinvestment into public municipal infrastructure in accordance with the Council endorsed Strategic Infrastructure Investment Plan. The Corporation continues to focus on investment attraction, supporting growth of existing businesses, continual improvement of the business environment and facilitating Council endorsed development. Administration operates under Council's policy direction through Council's four year Strategic Plan for the term 2015-2018 inclusive. The Strategic Plan cites Council's priority deliverables. Council thoroughly reviewed progress on the Strategic Plan in June 2017.

## Council

### Purpose

City Council consists of six Councillors and one Mayor elected for a term of four years. The organizational purpose of an elected Councillor is to provide leadership through policy and bylaws for delivery of City services.

### Highlights

Council focused on fiscal restraint while protecting the scope and levels of municipal services historically enjoyed by residents and visitors to the community. Council pushed towards completion of its 2015-2018 Strategic Plan.

### Outlook

The community will look to Council for overall budget policy direction and strategic deliverables for the 2015-2018 term.

# CORPORATE SERVICES

Deputy Chief Administrative Officer, Director  
pbridal@vernon.ca

Patti Bridal



## Corporate Services - General

### Purpose

Corporate Services provides the communication link between Council, City Divisions and the general public. Responsible for Legislative Services, Communications and Grants, Real Estate & Land, Information Services, RCMP Municipal Staff, Detention Facility, and the Protective Services Department (Bylaw Compliance, Crime Prevention and Community Safety).

### Highlights

As provided in the highlights of each department within Corporate Services. Continued support to Chief Administrative Officer in role as Deputy.

### Outlook

Electronic Records Management (ERMS) implementation continues with anticipated completion 2019/2020. The focus on providing each Department within the Division guidance and support as we continue to review services and structure to gain efficiency in our delivery of service to staff and the citizens of our community. The goals outlined within Council's Strategic Priorities workshop will be implemented over the 2016-2018 term. Protective Services Department will review staffing levels and responsibilities.

## Information Services

### Purpose

Information Services (IS) provides strategic planning, management, technical and administrative support for the City of Vernon's network infrastructure and websites. The City's IS Department supports 48 Servers, 29 Enterprise software products, 410 work stations, 230 mobile devices, Cisco IP based telephony solution with 292 sets, 2 PBX systems, 49 switches, and manages 44 contracts with a value of over \$385,000 annually.

### Highlights

Implementation and management of the Evergreen funding process for all divisions. This Divisional operational fund provides the City of Vernon with appropriate funding levels in the Information Services reserve to maintain its growing infrastructure.

- TELUS upgrades in the North Okanagan is nearing final stages of completion
- Cooperative last mile fibre options working with RDNO is under way.
- Support for Electronic Records Management Systems (ERMS) and Legislative services by implementing a email retention program.

### Outlook

Information Services will continue to explore cost saving initiatives with infrastructure changes, partnerships and licensing reviews, while ensuring the digital infrastructure continues to be redundant and secure. An example would be the newly negotiated and awarded cellular contract, where the City is on track to reduce cellular costs by approximately 26% over the next 5 years with existing service levels.

2018 will be a continuation of supporting the existing infrastructure with strategically planned funding of infrastructure upgrades, along with initiatives to further reduce costs, such as the possible replacement of the TELUS leased fibre solution.

## Land Services – Property Rentals

### Purpose

A reserve has been set up to receive net income from park lands where there currently is a residential or commercial tenant. The reserves will help fund demolition of the houses, or buildings, at a future date, as directed by Council.

### Highlights

Land Services facilitated the improvements at 3010 31st Ave. In preparation of the new Community Safety Office, as per the direction of Council.

### Outlook

Land Services will manage the following parks properties that currently have residential tenants, with the assistance of a property management contractor; 2807 39 St, 2901 39 St, 2903 39 St; and Land Services will manage the commercial building and tenant at 3005 31 St. The house at 2606 Lakeshore Rd. will be demolished in early 2018, for the first phase of Lakeshore Park.

## Land Services

### Purpose

Land Services provides management of City owned lands, including: commercial leases, residential properties, leases of spray irrigation lands, crown leases, airport land leases and tie-downs, and responsibility for negotiating the acquisition and sale of property on behalf of the City. Land Services assists Planning and Engineering in securing Statutory Right of Ways and Road Dedications. Land Services assists numerous City Departments with encroachments on City lands and roads. In addition, Land Services provides recommendations for Council and other City Departments, regarding legal ramifications involving real estate.

### Highlights

In 2017, Land Services provided revenue to the City through management of City owned lands and buildings including: commercial lands and buildings, the airport – commercial, infield, and tie-down lands, undeveloped park lands, and spray irrigation lands. Land Services facilitated the demolition of the buildings at 2901 and 2905 29th Street and installation of a new Public parking lot; and the demolition of the buildings at 3011 31st Ave. (Flower Shop) and 2900 32nd Ave. (Old CSB Bldg.) and interim public parking to be installed. Land Services managed the capital improvements at 3010 31st Ave. (was Toppers Cleaners) in preparation of the new Community Safety Office. Cash-in-lieu payments for parkland were facilitated. Land Services provided assistance to Engineering, Planning, Operations, Facilities, Economic Development, and Administration - providing valuations, acquiring land for roads and sidewalks, and negotiating Statutory Right of Ways to protect infrastructure. Encroachments on City Lake Access Sites have been removed in conjunction with capital improvements.

### Outlook

Land Services will continue to provide revenue to the City through the management of City owned lands, including: commercial land and building leases, parks and facilities properties that currently have residential or commercial tenants, airport land and hangar leases and tie-down rentals, leases of spray irrigation lands, new parking lot installations and license fees for use of City lands. Land Services will continue responsibility for negotiating the acquisition and sale of property on behalf of the City. Land Services will continue to evaluate encroachments on City lands - including lake access sites scheduled for capital improvements and facilitate removal and remediation. In addition, recommendations will be provided and negotiations facilitated at the request of Council, and on an on-going basis for: Operations, Engineering, Planning, Facilities, Parks, Economic Development, and Administration. Targeted projects for Land Services in 2018 include: recommendations to Council regarding the development potential and interim use of City owned, Downtown properties, the McMechan Reservoir Lands and the Hesperia Lands. Revenues and expenses generated relating to Surface Parking Lots have been reallocated to Operations. Future direct costs for land services relating to capital projects will be reflected in the capital budgets.

## Legislative Services

### Purpose

The Legislative Services Department is responsible for the statutory duties of the Corporate Officer (Director of Corporate Services) including the preparation and preservation of all minute books and records of Council business, custody of City bylaws, administrative support to Council and its Committees, preparation of Council and Committee agendas, management of the City's Records Management Systems, including the Electronic Records Management System, Management of Freedom of Information (FOI) requests, and conducting local government elections or referendums. The primary function of the Legislative Services Department is supporting the legislative matters and decisions of Council, retention of agreements, Land Title documents, records management, FOI management, and items requiring secure storage in the vault.

The Legislative Services Department is the communications link between Council, other City Departments and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions.

Legislative Services consists of the Deputy Corporate Officer, Legislative Committee Clerk, Records Coordinator, Receptionist and Secretary/Receptionist.

### Highlights

Discovery process, template build, and launch of Electronic Records Management System (ERMS) completed in Finance and Community Infrastructure and Development Divisions. Discoveries for Corporate Services and Recreation Services also complete. Review of Sign Bylaw with regard to election signage. Significant reduction in paper storage after review of items stored in comparison with approved retention periods. Continual review of processes to move to electronic communications in order to reduce postage costs and save staff time is ongoing. Much time and effort has been directed toward working closely with all Divisions to organize existing electronic records into approved records management filing system and to apply approved retention schedules. Continual effort directed at training and educating all staff in the importance of records keeping and freedom of information / protection of privacy issues. Several large FOI requests impacting staff time to process. FOI requests increase year over year requiring staff resources to meet legislative requirements.

### Outlook

A major focus for Legislative Services in 2018 will be preparation for and execution of the 2018 Local Government and School Trustee Election. Continued support of Director of Corporate Services in the legislative requirements as outlined in the Community Charter and implementing updated efficient processes as they arise. Continuing with the implementation of the Electronic Records Management System (ERMS) with Divisions. Management of an increasing number of FOI Requests, an increasing number of Privacy Impact Assessments and maintaining the Personal Information Bank as required by Provincial legislation.

## Protective Services

### Bylaw and Parking

#### Purpose

This Department oversees the administration and compliance for approximately 40 Regulatory Bylaws, Council directives and policies within the City of Vernon. Education encouraging voluntary compliance is a Department priority. Bylaw staff provide services to other City Divisions in the area of business licensing, sign bylaw, zoning bylaw, etc. Staff patrol and maintain approximately 930 parking meters entailing 19 kilometers of sidewalk, 6 City owned parking lots, the Parkade, the Civic Arena and signed restricted



parking areas. In addition staff provide security and compliance services to the downtown core, City Parks, facilities and the City's lake access sites. The Division also provides a community safety initiative through education and compliance related to the Parks and Public Places bylaw, the Motor Vehicle Act which include restricted parking, abandoned vehicles, and enforcement of the City's Safe Premises bylaw. Bylaw Services contracts bylaw compliance and security services through the City's Parks Department to the Regional District of North Okanagan for Sub-regional Parks (Paddlewheel Park, Kin Beach, DND lands and Marshall Field).

### Highlights

Flat surface parking lots have become their own costing center within the Operations division to more accurately track operating costs and revenue. Staffing challenges due to ongoing injury or illness to existing staff, staff transitions, approval for provisional funding for seasonal staff, and hiring processes for fill-in relief staff has required significant administrative resources. High levels of cooperation with community partners such as the RCMP, Gateway Shelter, John Howard Society, Partners for a Safe Community, Ministry of Forests Land and Natural Resource Management and continue to increase the presence of the Bylaw section in the community. PayByPhone revenues continue to rise with increased use for on street parking and surface lots and we continue to partner with the Downtown Vernon Association (DVA) to promote parking in the downtown core. The one way couplets on 28th and 29th Avenues and the adoption of updated parking permit dispensers is nearing completion. The new parking lot at 29 St. and 30 Ave is scheduled to be completed in spring of 2018 due to unforeseen environmental issues and will provide approximately 100 new parking spaces in the downtown core.

### Outlook

Overall revenues from parking remain stable and trend upward from the previous two years. Ticketing revenues continue to reflect Council's customer service initiatives for free parking, extended grace periods and warning tickets. Officer presence and response in relation to Parks and Public Places bylaw enforcement (alcohol, hazardous activities, and improper behavior) both in Parks, City Facilities and the City Centre continues to be important to the residential customer and business community. Increased transient populations, lack of shelter and affordable housing spaces and increased use of intravenous drugs continue to provide challenges to staff in order to deal with the volumes of public and City staff concerns. Staff continue to work with social agencies to ensure that transient clientele are awarded every opportunity to avail themselves of local services. Substantially increased file volumes and additional need for safety and security services related to transient populations, temporary overnight shelters and drug use have necessitated a request to continue 2017's provisional funding for seasonal additions to staffing. Staff coverage from 7 am to 7 pm throughout the downtown core, mission area and Polson Park proved effective. Shifting will vary as the seasons change in order to deal with temporary overnight shelters. In 2018, Sub-regional Parks within City of Vernon jurisdiction will become City of Vernon parks.

## Safe Communities – Crime Prevention

### Purpose

Community Safety - Crime Prevention is responsible for programs that create and promote, through education and active community participation, a safer environment for the Citizens of Vernon.

### Highlights

2017 saw marked increase in the productivity and potential of the Vernon RCMP Volunteers. This group has been engaged in additional training with Vernon Search and Rescue to assist in Urban Searches and in the case of emergencies, evacuation assistance on behalf of the RCMP. On one occasion they were first on the scene in finding a woman who had fallen off a cliff in a suicide attempt.

In addition to the Marine Vessel Safety Check program, volunteers are investigating each vessel for possible invasive mussels and provide public education around this environmental concern to keep our lakes protected and safe.

The Block Watch Program increased by 7 Groups this past year. Three of these were referrals by the RCMP due to drug activity in these areas.

Emergency Services personnel and Crime Prevention continue to work together to coordinate educational presentations for Block Watch/Fire Interface areas. They were one of the Presenters at the Block Watch Captains one day Training seminar this year.

The Crime Free Multi-Housing program continues to be a valuable source of interaction with participating apartment complexes.

Both this Group and the Block Watch Groups are now calling in incidences of crime in their neighborhoods allowing the RCMP to better respond. They truly work as the "eyes and ears" for the RCMP in the City of Vernon.

#### Outlook

2018 will see the continued strategic use of Vernon's RCMP Volunteers. I will expand and strengthen their organizational structure to add sustainability to the Program. This will ensure the value and productivity that they bring to the City and the RCMP. Enhanced training will continue to be developed aligning this volunteer group with the annual RCMP Strategic Plan and City of Vernon priorities. Additional and innovative ways to engage our volunteers are being explored to continue to have Vernon lead BC in RCMP Volunteer opportunities. This high level of professionalism sets the benchmark for all communities in the Province. Recognition for Volunteer dedication and commitment to the City and the RCMP remains a priority. ICBC remains a strong partner with our RCMP Volunteer group insuring updated equipment and program basic training. Future crime prevention goals include: having the expanded Predator Ridge area become a 100% Block Watch Community in 2018, work with the RCMP to assist with criminal "Hot Spots" in our City, working on procedures to create safer municipal buildings and continuing to engage in professional development to be more effective in the management of Volunteers and Programs. Contract provision in support of the Lumby RCMP Volunteer program continues for 2018.

### Safe Communities – Community Policing Office

#### Purpose

The Community Safety Office (CSO) is a storefront operation that manages information for multiple crime prevention/reduction programs, projects and community initiatives. Staffed by volunteers, the purpose of the CSO is to allow community members a place to access or gain information on core Protective Services programs such as the Citizens on Patrol, Speed Watch, Block Watch as well as gain access to information pertaining to drug & drug house awareness, bully awareness, cyber bullying prevention, personal, home and business safety and frauds, cons and scams. Citizens can also be directed to community agencies that meet their immediate needs. The CSO assists with the RCMP with distribution of Police Information checks and serve witness subpoenas.

#### Highlights

The CSO continues to be a hub of safety education information. Cyber bullying; drug awareness; frauds, cons and scams; personal safety for all ages, and bike skill/ and scooter safety presentations continue to be in high demand. Participation in community and City initiatives such as Partners in Action and the the COOL Team have become vital as we continue to experience difficult socioeconomic challenges in our community. The visibility and effectiveness of added street and parks uniformed presence of the Safety Ambassador Program, in the face of challenging increases in homelessness and associated disorder, successfully provided heightened feeling of safety in the community. Neighborhood Councils such as the Centreville are addressing issues surrounding the Gateway Shelter; the Homelessness Strategy and Harm Reduction Evaluation Action Teams; the Public Spaces Action team are ongoing as needed. The location move is highly anticipated to raise the profile, increase visibility and rebuild the vitality of the CSO.

#### Outlook

The Community Safety Office will continue to offer programming to meet the challenges of our growing diverse community in areas such as cyber bullying and internet safety; personal & home safety; fraud,

cons and scam awareness education; crime prevention/reduction for businesses and homes; pedestrian, bike and scooter safety for all ages. The office will continue to assist the RCMP serving witness subpoenas and returning criminal record checks. The CPO is budgeting \$80.00 per volunteer for volunteer appreciation.

## RCMP Services

### RCMP Detention Centre

#### Purpose

The RCMP Detention Center Department ensures the safety and security of all incarcerated individuals brought into the Vernon RCMP Detachment Detention Facility. This includes persons arrested and detained by the Vernon/North Okanagan RCMP, the court system, and municipal, provincial and federal inmates. The Detention Facility staff are responsible for the routine facility maintenance, assisting with booking, fingerprinting and photographing of charged individuals and for the processing of subjects required for court and escort.

- Projected number of prisoners for 2018: 2150-2250
- Daily average of prisoners: 5
- Criminal fingerprints processed: 950-1050 per year.
- Civilian fingerprints processed: 900-950 per year.

#### Highlights

Vernon prisoners numbers are consistent with 2016, however Provincial prisoners serving intermittent sentences have increased and the corresponding Provincial prisoner hours have increased.

#### Outlook

Routine maintenance and upkeep anticipated for 2018. Prisoner laundry and meal service contracts expire December 31st, 2018 and will be renegotiated and in place for 2019.

## RCMP Support Services

#### Purpose

The RCMP Support Services Department provides clerical and administrative support to the employees of the Vernon/North Okanagan RCMP Detachment. The support services include client services, court liaison, exhibits administrative support and records management throughout the life cycle of all police records. The support services are provided in a respectful workplace, working as a team focused on client services in support of police and public safety for our community.

#### Highlights

The RCMP Auxiliary Program is currently on hiatus pending the RCMP's review of the program. The City of Vernon successfully negotiated an exclusive towing contract with Vernon Towing with a \$10,000 revenue annually for three consecutive years. The restructuring and reorganization of the Municipal Support Services Employees at the RCMP Detachment continues with updated Standard Operating Procedures with a continued focus of superior, effective and efficient support service delivery to the Vernon/North Okanagan RCMP investigators and the citizens of our community.

#### Outlook

Further to the Administration's Support Services Resource Allocation Committee's review completed in 2014, the RCMP South East District Officer has tasked the RCMP South East District Operations Support Officer to lead a third party review of the Vernon North Okanagan Support Services, specifically to assess and ensure the allocation of funding is fair and equitable to the City of Vernon, the District of Coldstream, City of Armstrong, Township of Spallumcheen and the Provincial Units. The resolve could potentially impact the overall operational budget for 2018.

# COMMUNITY INFRASTRUCTURE & DEVELOPMENT SERVICES

Kim Flick  
Director  
kflick@vernon.ca



## Community Infrastructure and Development – General

### Purpose

Community Infrastructure and Development - General is the umbrella for those departments primarily engaged in the development process, infrastructure, transportation and implementation of the City's growth strategy as outlined in the Official Community Plan. These departments include Building and Licensing, Current Planning, Economic Development and Tourism (including the Municipal and Regional District Tax funds), Development Services, Infrastructure Management, Long Range Planning and Sustainability, and Transportation.

### Highlights

Community Infrastructure and Development - General staff provide all reporting, reception and support services, overall project coordination and ensure the successful integration of all departments within the division. The specific project highlights for 2017 are contained within each Department's description.

### Outlook

Growth and development in the City Centre Neighbourhood Plan area, adopted neighbourhood plans and neighbourhood centres are the priority for the City, as embodied in Council's Strategic Plan 2015 - 2018 and the Official Community Plan. This growth strategy supports the City's approach to Asset Management, as contained in the Sustainable Infrastructure Investment Program and Integrated Transportation Framework. The 4 Year Capital Plan, as endorsed by Council, soundly balances maintenance, renewal and development priorities.

Economic Development continues to be a key priority for the entire division. Tourism is expected to be bolstered with new staff resources in order to keep pace with strong MRDT growth (also referred to as the Hotel Tax). Efforts will continue to improve the development approval process and reduce costs. Development was strong in 2017, with 225 units and \$90.9m in building permit revenue as of September 30, 2017, though a drop in new multi-family units was observed, as anticipated.

Planning efforts in 2018 will focus on Polson Park, the Civic Arena block and Lakeshore Park, as per Council's Strategic Plan 2015 - 2018.

## Building and Licensing

### Purpose

Building and Licensing is a department of the Community Infrastructure and Development Division and is responsible for the administration and enforcement of the B.C. Building Regulations and other applicable development regulations. The Department is primarily responsible for the review and issuance of building permits, field reviews and inspections of construction projects, and general assistance to the citizens of Vernon. The regulatory framework is contained in Building and Plumbing Bylaw #4900. This Department is also responsible for Business Licensing.

### Highlights

Single Family Dwelling construction has been very strong in 2017, with 229 units started as of September 30, 2017. Building permit values were at \$90,868,627 with 327 permits issued as of September 30, 2017. Some of the larger building permits issued to date include Multiplex North, renovations at Walmart and a second employee housing complex at Sparkling Hill Resort. As anticipated, multi family starts declined from 2016.

## Outlook

2018 is expected to see a continuation of the steady construction activity experienced in 2017. Several larger multifamily and commercial projects have been proposed and could be constructed in 2018. It is anticipated that Single Family Dwelling construction will remain strong, while Business Licenses are projected to be steady in 2018.

## Current Planning

### Purpose

Current Planning is responsible for the implementation of municipal bylaws and policies related to the planning and sustainable growth of the community. The primary responsibilities of the Department include residential land use planning and related policy development, subdivision, rezoning and development permit applications, variance applications, affordable housing, heritage planning and community outreach. The Department works with all City divisions and regional partners in the delivery of these services.

### Highlights

The Current Planning Department has seen significant development activity in 2017. Single family detached starts remain strong and commercial development has been significant, with increasing redevelopment in the City Centre.

### Outlook

Efforts continue to streamline the development approval process and to reduce costs to the developer, particularly for infill and development in the City's target redevelopment areas, as well as development in the adopted neighbourhood plan areas in the Hillside Residential and Agricultural District. Current Planning works closely with Economic Development to ensure application processing occurs as efficiently as possible.

## Economic Development

### Purpose

The Economic Development Department was created in 2009 and is situated within the Community Infrastructure and Development Division. Economic Development is responsible for managing, coordinating and promoting economic development activities within the City of Vernon. The Economic Development Department also oversees the Tourism function for the City.

The strategic direction for the function is provided by the Economic Development Advisory Committee, which includes representatives from the Greater Vernon Chamber of Commerce, Community Futures North Okanagan, the Downtown Vernon Association along with twelve sector specific representatives who provide insight into the key drivers of Vernon's overall economy.

### Highlights

One of the key priorities within Council's Strategic Plan 2015 - 2018 is to be a leader in Economic Development. As such, the priority for the Economic Development Department is to concentrate on current development applications and implement the deliverables identified within Council's Strategic Plan. Many of the Council projects are either underway, ongoing or have been completed. These include the completion of the Employment Lands Action Plan, profiles of technology companies, the vacancy inventory for the downtown, inventory of underutilized industrial and commercial lands and identification of key redevelopment sites throughout the community.

Additional projects for 2017 included hosting Rogers Hometown Hockey, creating a Moving to Vernon webpage and the continued implementation of the Business Walks Program in October. In 2016, the Economic Development department led 21 volunteers to undertake the Business Walks Program that

interviewed 112 businesses in Vernon. The program provides an excellent opportunity to gain insight from local businesses on challenges and opportunities pertaining specifically to their business.

## Outlook

As of the latest economic reports in September 2017, British Columbia's strong economic growth continues with economists estimating year end real GDP to be between 2.9% and 3.2%. As for 2018, many are anticipating a slight cooling with real GDP growth of 2% anticipated for BC. The growth has translated into sustained strong building permit activity in Vernon, with YTD (September 30, 2017) building permits at \$90.9 million. Although it is difficult to predict how long the upsurge will last, the Economic Development Department has a goal of ensuring Vernon capitalizes on the renewed interest from developers, investors and new residents. The Department has a variety of strategies to target investors, from attending sector specific tradeshows such as the International Council of Shopping Centers tradeshow to the BC Technology Summit. The Department is working to develop an Ambassador Program. The three pronged approach would welcome new businesses to the community, leverage key business professionals travelling abroad and assist with investors in the exploratory stage of the community.

Staff will continue to implement the Economic Development deliverables within Council's Strategic Plan 2015 - 2018, while continuing core services such as facilitating commercial, industrial and institutional development applications, coordinating the Business Retention and Expansion Program, providing statistical information to investors and leveraging partnerships to attract new businesses and skilled labour to the community.

## Tourism

### Purpose

The Tourism Department (Tourism Vernon) is responsible for the external promotion of the community, driving traffic to tourism stakeholders and creating awareness for Vernon as a four season destination. The function oversees the operation of the year round Visitor Information Centre (VIC) that was centralized in the City Centre in 2014. Tourism Vernon is part of the Economic Development Department and falls within the Community Infrastructure and Development Division.

The majority of the revenue for the Tourism function is derived from accommodation providers in the city through the 2% Municipal Regional District Tax (MRDT), otherwise known as the Hotel Tax. As such, one of the primary goals for the function is to increase overnight stays in the community by promoting activities, attractions, events and the natural surroundings of the Vernon area.

The Tourism Advisory Committee plays an active role in ensuring the success of the function by providing advice on the annual marketing plan and insight into emerging market trends and long term strategic direction as set out in the 2018-22 Tourism Vernon Business Strategic Plan.

### Highlights

One of the key highlights for the year was receiving accommodation sector support for the submission, and subsequent approval, of the 3% Municipal Regional District Tax (MRDT) application to Destination BC and the Ministry of Finance.

Staff has begun the implementation of the five year Tourism Vernon Business Strategic Plan, which involved participation from our tourism partners for product and destination development and identifying the Vernon Unique Selling Point. Stakeholder engagement has been in the form of online surveys and workshops for a Vernon Biking Strategy and Vernon DNA. As a result of the Biking Strategy, the North Okanagan Cycling Society created the First Annual Vernon Bike Festival in May 2017 that leveraged the BC Enduro event in Vernon. The festival included a show & shine, film festival, family ride on the Okanagan Rail Trail and bike demos from suppliers at the BC Enduro. Staff started the Vernon DNA project with Destination Think! to identify what makes Vernon unique.

To drive our visitors to visit longer and do more, staff engaged eSolutions to create the Tourism Vernon app which was launched in May 2017. The app leverages the Google GPS location of visitors to offer suggestions about what to see, do or dine around them. The database for the app is based on the Tourism Business Directory from our website content management system. There are now over 330 tourism partners listed in the directory for both the website and app. The app provides tourism partners the opportunity to promote specials in a real time to visitors.

Other projects include increased media relations that have leveraged well over \$3.9 million in equivalent advertising value as of September 2017 (\$2.18 million in 2016) and bringing the Marilyn Denis Show to Vernon and area to film for five days. The show had four segments featuring Vernon and area, including the Gray Monk Estate Winery, Oyama Ziplines, Historic O'Keefe Ranch and Sparkling Hill Resort. The media relations program has increased partnerships with major stakeholders and attractions such as Davison Orchards, Okanagan Spirits, BX Press Cidery and Orchard, Predator Ridge Resort, Sparkling Hill Resort and Silver Star Resort.

2017 continues to see challenges as we attempt to collect pertinent data from our accommodation providers through the accommodation survey. With the continued growth in revenues from May to October, hotel partners have been met with resource challenges and have had a difficult time participating in the survey. The survey, done in partnership with Destination BC, assists Tourism in identifying priority markets, trends and overall occupancy rates, while providing accommodators benchmarking information.

MRDT revenues have grown at a substantial pace with the upward trend continuing in 2017. Year to date (end of July) is currently pacing at 8.3% growth over 2016. Despite a strong first half of the year, smoke from forest fires could significantly impact revenues for August, which is the peak season for accommodators. In 2016, a total of \$693,255.73 was collected, which equates to \$34.6 million in total room revenue for accommodators in Vernon.

#### Outlook

In August 2015, the Province of BC announced new legislation that would allow communities to increase the hotel tax from 2% to 3%. Administration submitted a 3% MRDT application to Destination BC and the Ministry of Finance, as directed by Council, in April 2017. In October 2017, Administration was notified that the application was approved and would be in place from January 1, 2018 to December 31, 2022. Tourism will receive a 2.8% MRDT with the remaining 0.2% going towards the Provincial Events program.

The additional funding provides an opportunity for additional capacity that would allow Tourism to increase partner engagement (a requirement for communities collecting a 3% MRDT), further support existing tourism programs and marketing efforts along with sector specific opportunities such as travel trade, meeting and incentives, sport and event tourism and arts and culture that can drive shoulder and off season accommodation revenue. All of these activities have been identified in the 2018-22 Tourism Vernon Business Strategic Plan. The Visitor Information Centre continues to be a key to deliver front line services to tourists visiting the area. As such, improved signage at the centre is planned for 2018.

The Tourism function will continue to evolve and expand with the associated increase in revenues with the move to a 3% MRDT. Administration has budgeted for a staff increase of 1.5 FTE, funded in large part through the MRDT, to further support the function. The additional resources would allow the Department to expand into new market segments, while providing additional support for tourism businesses in Vernon. Administration plans to bring forward a report to Council in the fall of 2017 highlighting the recommended changes for the Department.

## Development Services

### Purpose

The Development Services Department is responsible for the implementation of municipal services, bylaws and policies related to offsite infrastructure required as a condition of development approval. The Department works closely with other departments and agencies to provide these services in an efficient and timely manner. The mandate of this Department is to hold paramount the safety, welfare and quality of life of the public and the protection of the environment through fiscally responsible management of public infrastructure.

### Highlights

The Development Services Department has taken an active role as part of the division in processing of significantly increased development activity in 2017. Major offsite infrastructure projects that the Department was involved in include: extension of 20th Street to the Highway 97 frontage road by the Ministry of Transportation and Infrastructure (MoTI); traffic circle installation by development in 20th Street at 58th Avenue and in Commonage Road at Predator Ridge Drive; new lots and roads in Foothills, The Rise, Predator Ridge, Middleton and Turtle Mountain; and review and processing of Telus plans for city-wide fiber upgrade process. Bylaw amendments initiated by the Department include the SDSB #3843, Schedules A (Level of Service), B (Highways), F (Drainage), G (Streetlights) and O (Standard Drawings), Soil Removal and Deposition Bylaw #5259 and Zoning Bylaw #5000 Schedule B (Additional Setbacks).

### Outlook

The Department will continue to support Council's Strategic Plan 2015-18 and the Official Community Plan through implementation of the Strategic Infrastructure Investment Plan (SIIP), Integrated Transportation Framework (ITF), Liquid Waste Management Plan (LWMP) and Master Transportation Plan (MTP). Subdivision and Servicing Bylaw (SDSB) #3843 is maintained by this Department. 2018 will see the bylaw revisions related to the ITF and MTP completed, implemented and monitored. The Department will also support the update of the Development Cost Charges Bylaw to be completed in 2018.

## Infrastructure Management

### Purpose

The Infrastructure Management Department is responsible for identifying the highest priority projects and completing them through the implementation of the 4 Year Capital Plan, as endorsed by Council. Based on the City's Asset Management Plan, the Department plans reconstruction projects that renew the City's aging infrastructure. The selected projects are reflected in updates to the rolling 4 Year Capital Plan and the annual capital projects managed by this Department. The Department further advances the development of the City's Asset Management Plan through additional condition assessments and risk analysis that better inform and prioritize the City's projects. The majority of the City's asset information is housed in the City's Geographical Information Service (GIS) that is maintained and refined by Department staff. The Infrastructure Management Department provides further support to both internal staff, partner utilities, senior levels of government and the public for support related to infrastructure planning, drainage, sanitary sewer, roads, maintenance management, service extensions, grant applications and asset management.

### Highlights

The 2017 highlights for the Infrastructure Management Department included several successful capital projects, as follows:

- Completion of the road improvements and utility reconstruction on 30th Street (30th Avenue to 34th Avenue) and 35th Avenue (24th Street to 27th Street).
- Successfully securing the CWWF grant of over \$3 million to kick start the Okanagan Landing Sewer Extension and Council endorsement of the strategy to extend sewer to each of the neighborhoods that still require service.



Further advancements in the City's Asset Management program made in 2017 continue to better inform the annual capital program and the Rolling 4 Year Capital Plan through the advancement of the following work:

- Development of an updated Asset Management Policy for Council's consideration.
- Working cooperatively with Operations for the setup of a Video Inspection System.
- Working cooperatively with Operations to implement a mobile (paperless) work order process through CityWorks.

## Outlook

For the Infrastructure Management Department, staff will continue to implement the Infrastructure Management deliverables within Council's Strategic Plan 2015 - 2018, including prioritizing projects downtown and advancing the extension of the sanitary sewer in the Okanagan Landing. Completing 2018 capital projects, completing the design for 2019 projects and continuing to refine the City's Asset Management program are other priorities for 2018. The largest capital projects planned for 2018 include:

- the 30th Street and 35 Avenue Intersection Improvement and Utility Rehabilitation project that will make a significant connection of 30th Street and 35th Avenue for pedestrians, cyclist and vehicles;
- advancement of the Okanagan Landing Sewer Extension through the completion of the Clean Water and Wastewater Fund project and the Dallas and Willow neighborhoods, should the petitioning process favor sewer extension; and
- the 32nd Avenue Road and Utility Reconstruction (29th to 30th Street) that will renew a key arterial road through the City Centre and complete the removal of utilities in the Vernon Block.

Further projects will include the continuation of the Vernon and BX Creek Water Quality Baseline Study and continued refinement of the City's Asset Management Plan as Infrastructure Management staff continue to work cooperatively with Operations on CCTV video inspections and further implementing City Works and GIS for collecting and accessing asset information.

## Transportation

### Purpose

The Transportation Department is responsible for the management and development of the road, transit, pedestrian and cycle networks to enable people and goods to be moved in a safe, efficient and sustainable manner. Having a multi-modal transportation system allows all the networks to grow while functioning in a convenient, attractive and safe manner for all users of all ages, income levels and mobility levels in a financially sustainable manner. The Department is the primary contact and liaison with the Ministry of Transportation and Infrastructure, and responds to requests for traffic and parking management and road safety improvements from the community. The Department has four FTEs: one Manager, one Transportation Planner, one Transportation Technician and one Active Transportation Coordinator.

### Highlights

The construction of the first phase of the Kalamalka Lake Road Multi-use path was completed, however, delays beyond anyone's control lead to the second phase being deferred to 2018. Active Transportation initiatives in 2017 included the completion of the Alexis Park Elementary School Travel Plan and city-wide events related to Bike to Work and School Week, Walk to School Month and Carpool Month.

### Outlook

2018 is expected to see the continuation of annual capital projects to construct new sidewalks and improvements to make crosswalk ramps more accessible and to construct short sections of missing sidewalk to make walking those routes a more viable travel option. The next phases of the multi-use-paths on 30th Street (34th Avenue to 37th Avenue) and 35th Avenue (27th Street to 30th Street) will make significant connections for pedestrians and cyclists between residential areas, an elementary school and the City Centre. The second phase of the Kalamalka Lake Road Multi-use path to connect the City

Centre with the Okanagan Rail Trail will be completed. 2018 is expected to see improvements to the conventional transit system in Vernon. A new higher frequency Core Transit Route is planned along with changes to the existing routes so they offer a more efficient and attractive travel options. The ongoing addition of new infrastructure and expansion of the transit system will be complemented with community outreach and education to inform and encourage their use. The department will also be working on projects to measure changes in travel behaviour and traffic patterns over the previous five years to inform the next update of the Master Transportation Plan and Official Community Plan.

## Public Transit Conventional

### Purpose

The conventional transit system operates 10 conventional buses within Vernon and Coldstream. The conventional transit system continues to contribute to more economically vibrant, liveable, and sustainable community. Having efficient attractive transit is increasingly important due to factors such as climate change, population growth, an aging demographic, and availability of affordable transportation choices for all. Future growth of the city will place increasing pressure on the existing transportation system and transit will play a key role in addressing this challenge. The conventional transit system is managed by the Transportation Department.

### Highlights

All ten conventional transit buses in the system were replaced in June 2017 with new 9 metre (30 foot) two door Vicinity diesel buses. Having two doors enables passengers to board and alight at the same time thereby improving efficiency. The on-line Trip Planner was launched enabling anyone to use the map based tool to plan their trip using transit. A new system for bus shelter maintenance has been developed, including updating and repairing the four oldest bus shelters.

### Outlook

Proposed budget reflects Conventional Transit system levels of service as at 2017. The proposed budget does not reflect anticipated changes to levels of service in 2018. Those anticipated changes include a new higher frequency Core Transit Route is planned to connect the Downtown Exchange to the commercial and retail areas to the north. This would include changes to the existing routes to remove any service overlaps, moving away where possible from looping routes, with connections to this new route to provide a greater service area leading to a more attractive, realistic travel option. A fare review is under discussion with our Regional Partners in association with the planned service expansion and improvements. The transit reserve funds would be utilized to partially cover the increased service costs.

## Public Transit Custom

### Purpose

Custom Transit is part of the family of transit services and includes HandyDART, Taxi Saver and Taxi Supplement. The Custom Transit service contract is held by the City of Vernon and, through funding partnerships, provides service to residents of Vernon, Coldstream and Electoral Areas B & C in the Regional District of North Okanagan. The new application registration process for all new applicants includes an in-person assessment with a mobility coordinator in order to match the applicant's needs with the most appropriate type of transit service available. The process takes into account each individual's travel needs in addition to their abilities with regard to using the conventional bus. BC Transit is currently rolling the new process out across the province for all new applicants following the success of the pilot project in Vernon. The custom transit system is managed by the Transportation Department.

### Highlights

The new registration process is continuing to be well received. No appeals were received from either unsuccessful applicants or those that received Conditional Approvals. Examples of conditional approvals

are approval for the time period that matches the duration of a temporary illness or trips undertaken during specific weather conditions.

#### Outlook

The fare review referenced under Conventional Transit will also include Custom Transit. To extend the benefits achieved to date the possibility of extending the new registration process to all existing users is being investigated. This would require all existing registrants who have not completed the new application process to undertake the new in-person assessment. While this was originally planned to be the next phase of the BC Transit pilot project, BC Transit is currently focusing on implementing phase one in all communities.

### Long Range Planning

#### Purpose

Long Range Planning and Sustainability is responsible for the development of the Official Community Plan (OCP), neighbourhood plans, parks planning, environmental management, sustainability programs and events and other growth management initiatives. The Department actively engages all sectors of the community in the development of these plans and policies. The Department also manages OCP amendment, ALR exclusion and boundary extension applications. The City's contract with the Social Planning Council is administered through this Department.

#### Highlights

Responding to the high rate of development activity, a significant amount of time from this Department has been spent managing and/or assisting with development applications to reduce processing times. 2017 saw the creation of the Lake Access Plan, the development of a number of parks capital projects, and the completion of the Commonage rezoning process. A new Sustainability Program was developed and endorsed by Council, which includes the new Sustainability Grants Program.

#### Outlook

Implementation of the Parks Master Plan will continue in 2018, including the completion of the Polson Park Master Plan under a new proposed approach and the completion of the Lakeshore Park and Civic Arena Park Master Plans. The Department will undertake an Asset Management Strategy for the parks system, which was identified as a key deliverable as part of Council's adoption of the Parks Master Plan. The Department is also anticipated to complete the City Centre and Waterfront Parking Regulation Review. Work on updating the City's greenhouse gas (GHG) targets and developing climate change mitigation and adaptation strategies will be underway, as will work on the implementation strategy for the Waterfront Neighbourhood Centre. The Sustainability Program, as endorsed by Council in 2017, will continue to be implemented.

# FINANCIAL SERVICES

Debra Law  
Director  
dlaw@vernon.ca



## Finance – Accounting

### Purpose

The Financial Services - Accounting department is responsible for all financial administration matters of the City of Vernon. This includes revenue billing and collection, payment for goods and services, cemetery administration, financial asset safekeeping, cash investments, risk management claims administration, financial planning and reporting and debt administration.

### Highlights

The current year saw many changes in the management team. Through the excellent work of all the staff we have been able to maintain a seamless transition so that suppliers and customers alike have seen little change in the day to day operations. As staff settle in to their new roles we have already realized some process efficiencies and look forward to continue reviewing processes in the following year.

### Outlook

The focus for the Financial Services Division is to continue the process of evaluating its current Enterprise Resource Planning (ERP) software and processes and determine the need and go-forward for a contemporary new ERP system for both the accounting and human resource/payroll functions. As well, financial policies to guide Council in financial decision making will be reviewed and presented to Council for direction and endorsement.

## Procurement Services

### Purpose

Procurement Services (PS) is a department within Financial Services Division. This team provides centralized, professional, and cost effective procurement services which include; acquisition of goods and services, logistics, asset investment recovery and inventory management of Central Stores. Services are provided to all user groups across the organization and support both capital and operational requirements.

### Highlights

2017 began a new approach to integrating Procurement with the Finance Division functions, processes and culture. The year brought the beginning of the Division Efficiency Review and a major increase in Division communication and information sharing. It is expected activity will remain consistently high for the balance of the year with increasingly more previously "non-controlled" subjects being harnessed by Contracted Agreements and with the ongoing Infrastructure Capital Program. The new Purchasing Policy was finalized with excellent revisions to Conflict of Interest and senior management approval of Certificate of Compliance sign off.

Procurement Services is well on its way to fulfilling its 2017 priority goals with the Bonfire software implementation and City wide Purchasing Policy Training and Certificate of Compliance well underway.

### Outlook

2018 will continue the transition from paper to electronic platforms like Bonfire & BMO Spend Dynamics Purchasing Card (P-Card).

The Finance Efficiency Review, staff position reallocation and process improvements will lead Procurement Services further into best-practices and capitalize on reallocating more of our valuable resource time from tactical to strategic.

Procurement expects its 2018 activities to increase over 2017 volumes; all with the continual goal of achieving best value, mitigating risk & keeping staff in compliance with City of Vernon Purchasing Policy;

more work awaits with the RCMP and Fire Rescue Divisions. Recreation Service contracts continue to be amalgamated and merged with the City along with Recreation Facility Maintenance improving in Bidding & Tendering. The Infrastructure Capital Program continues to expand and flow through Procurement Services. RFX & Bid Awards are market competitive and dependable.

Procurement expects to review, improve and bid upon many existing subject files with a renewed focus on standardization. Bonfire implementation continues with improved Vendor Pre-Qualifications, Vendor Performance Management and Contract Administration .

## Fiscal Services – General

### Purpose

This department contains the group of accounts that relate to debt financing, capital transactions, 1% Utility taxes, General fund LAS taxes and federal/provincial grants in lieu of taxes (GIL's).

RDNO Recoveries represents the base annual overhead fee included in the Water agreement with the Regional District.

Funds received for the Community Works Gas Tax and Gaming Grant, along with the corresponding transfers to the capital reserves are recorded here to fund capital infrastructure in the future.

The Fortis BC Gas operating lease and franchise fees are recorded here to fund the related MFA debt with the remainder transferred directly to a reserve for future consideration by Council.

MFA debt payments and interest and other miscellaneous transfers to reserves are also recorded in this department.

### Highlights

During 2017 it was decided to move the 1% Utility Tax, General Fund LAS Tax Revenues and Grants in Lieu of Taxes to this cost centre for the Taxation cost centre. The Taxation cost centre now includes only those taxes related to the annual tax bylaw.

### Outlook

This budget has seen a moderate decrease mostly due to better alignment of anticipated actuals to the budget. There are no significant anticipated changes in 2018 aside from those indicated in the Budget Changes section.

## Collections to/from others

### Purpose

This department was created to track the collection and remittance of taxes for other taxing authorities from our jurisdiction according to the terms of each of their requisitions. The other taxing authorities include:

- Provincial School Tax
- Regional District Taxes
- Regional Hospital District
- Okanagan Regional Library
- Municipal Finance Authority
- BC Assessment

### Outlook

The revenues in these accounts represents the amounts levied.

The associated expenditures represent the amounts requisitioned and expensed to the other taxing authorities and are not within the control of, or subject to approval from the City of Vernon.

A review of the budget amounts was done and changes made to better reflect the historical actual amounts from prior years resulting in some significant changes in amounts from 2017 to 2018 budgets.

In 2018, while difficult to ascertain due to the adjustments to historical actuals, there is an anticipated decrease of \$384,000 in the RDNO requisition previously paid by the City for the Sub-Regional Parks function.

## Taxation

### Purpose

Taxation is the non service fee revenue requirement to fund the City services authorized by Council. This department includes only those fees collected per the annual Taxation Bylaw.

### Highlights

Taxation revenues are subject to taxpayers appealing tax assessments, as well as tax shifts (tax payers appealing to have their assessment classification changed to gain the benefit of a lower mill rate for the new classification). The City must assess these types of adjustments into taxation in the following tax year. As a result, the budgeted taxation revenue can vary between Classes. In 2017, the budgeted vs actual taxation revenues resulted in the following net changes between the various classes. Administration has used the actual taxation revenues for 2017 as the base for calculating 2018 taxation increases.

The distribution of the noted changes are as follows:

	2017 Actual	2017 Budget	2017 Difference
Residential	23,063,428	22,872,360	-191,068
Utility	271,732	365,734	94,002
Light Industrial	524,224	527,082	2,858
Business	11,752,598	11,872,071	119,473
Recreation/Non Profit	131,860	137,175	5,315
Farm/ Other	3,300	3,296	-4
Totals	35,747,142	35,777,718	30,576

### Outlook

Administration, per Council direction, has included a 1.9% tax increase for net operating expenditures, and a 1.9% tax increase for infrastructure (capital) expenditures. Non market-value growth in tax revenues from new development are estimated at \$ 400,000 for 2018, estimated as \$264,000 for the residential class, and \$136,000 for business class.

## Grants

### Purpose

This department records the donation of funds to the City and grants paid to other organizations during the year.

### Outlook

Grants to other organizations have been maintained from the prior year. O'Keefe Ranch direct funding has been reduced from \$150,000 to \$100,000 per Council resolution July 17, 2017. Council Discretionary grants were reduced to reflect the amount funded by carryover reserve in 2017 (\$21,097).

### Highlights

Additional grants were provided for the Vernon 125 and Canada 150 anniversaries.

O'Keefe Ranch funding was maintained at \$150,000 plus \$40,000 was added for consulting services during the year.

Council Discretionary grants in the amount of \$50,000 was funded by carryover reserves in the amount of \$21,097.

# FIRE RESCUE SERVICES

David Lind  
Interim Fire Chief  
dlind@vernon.ca



## Fire Department General

### Purpose

Vernon Fire Rescue is responsible for the delivery of emergency services and public safety programs. These services include: rescue, fire suppression, fire prevention, hazardous materials response, public education, first medical response, administration of the regions fire training centre, management of the City's emergency program, and emergency support services.

Fire General (320) provides for Vernon Fire Rescue Services (VFRS) administration salaries, uniforms and professional development, fire hydrant maintenance, and supplies, and other administrative functions.

### Highlights

- Renegotiated the Fee for Service Fire Protection Agreement for IR #6 to provide a full scope of fire rescue services at a rate equivalent to that of City of Vernon residents.
- Address occupational health and safety requirement for replacement of the breathing air system (SCBA).
- Renewed the North Okanagan Mutual Aid Agreement
- Developed a comprehensive fire services bylaw which encompasses key aspects of the rescinded Fire Prevention Bylaw and Fireworks Bylaws as well as development of a service delivery policy.
- Modified the deployment of VVFA to better assure that apparatus from Station 2 (Okanagan Landing) would be staffed when needed.
- Established a VFRS Leadership Team comprised of management and supervisors. Representatives include; the VVFA Captains, Emergency Coordinator, Shift Captains, Training Officer, Prevention Officer and VFRS Administration.
- Development of a decontamination process for Personal Protective Equipment (PPE) (firefighting turn out gear) including the purchase of a washer extractor which was partly funded by the COR program.
- Identified and addressed risks associated with insufficient amounts of PPE for the VFRS team working with the OH&S Coordinator which was funded in part by the COR program.
- Design and development of Station 2 (Okanagan Landing) auxiliary building to provide Emergency Support Services (ESS) reception centre, work stations and board room/training room. This project was funded through CoV Building Services.
- Design and renovation of Fire Station 2 (Okanagan Landing) to provide office and dorm room, enabling further development of predictable and reliable deployment models. This project was funded by CoV Building Services.
- Implementation of a temporary high to extreme risk fire services deployment model during the wildfire season. This initiative was funded through resolution of Council using the 2016 unexpended funds.
- Extensive review of dispatch services and potential alternate service delivery models.
- Recruitment and hire of a Deputy Chief of Prevention, Training and Logistics.
- Management of the Regional Fire Training Centre (FTC).
- Maintenance of Fee for Service Agreements for some regional services including Hazardous Materials, Confined Space and Dispatch
- Supported the successful Predator Ridge application for funding through FireSmart Canada.
- Hosted the BC Fire Chiefs Association Conference and the BC Emergency Vehicle Mechanics Conference.

### Outlook

The 2018 Fire Department General budget enables VFRS to:

- Continue with implementation of VFRS Strategic Plan initiatives(dependent on approval).
- Implement Fleet Replacement Program (dependent on change request approval).
- Continued interface fuel load management efforts in accordance with the CoV Community

Wildfire Protection Plan, FireSmart and other initiatives. These projects are reliant on approval of change requests for funding to provide the municipal contribution required to access Provincial and Federal Grants (dependent on change request approval).

- Fully staff fire administrative positions
- Implement a deployment strategy which will better utilize available resources to strengthen initial response to emergencies.
- Continued development of administrative team through work planning, education and team building exercises.
- Negotiate and implement cost neutral mutual response agreements with BX, Coldstream, and Armstrong/Spallumheen Fire Services to improve services in areas where boundaries are contiguous or where another municipality's fire services may be geographically closer to the customer.

## Fire Fighting

### Purpose

Vernon Fire Rescue is responsible for the delivery of emergency services and public safety programs. These services include: rescue, fire suppression, fire prevention, hazardous materials response, public education, first medical response, administration of the regions fire training centre, management of the City's emergency program, and emergency support services.

Fire Fighting (321) represents the direct cost of providing fire and rescue services. The cost center contains wages for full time and paid-per-call staff, their training, equipment and other service delivery related costs. This cost center includes the funds available to provide service from Station 1 (Downtown), Station 2 (Okanagan Landing), and Station 3 (Predator Ridge).

### Highlights

- Emergency response to fires, rescues, first medical response (FMR), hazardous materials incidents, and overland flooding.
- Completion of fire safety inspections
- Executed a temporary high to extreme risk fire services deployment model during the wildfire season.
- Attended a FireSmart recognition ceremony for the works conducted in Predator Ridge.
- Recruitment and hiring of Paid per Call Firefighters
- Completion of Annual Training Plan
- Assisted with Emergency Social Services reception centre activation
- Participated in community events throughout the City such as, charity events, festivals, and celebrations etc.
- Provided public education and safety services such as car seat installations, fire hall tours, CPR and fire extinguisher training.

### Outlook

The 2018 Fire Fighting (321) budget will enable VFRS to:

- respond safely and efficiently to emergencies
- to replace the breathing air system (SCBA) which will increase firefighter safety and effectiveness.
- to provide firefighters with required personal protective equipment (PPE) (firefighting turn out gear)
- to complete fire safety inspections
- to provide professional development and professional certifications to firefighters - to replace worn and damaged tools and equipment
- to fund capital reserves for equipment and apparatus.
- to partly fund a replacement fire engine (as reflected in change request 2504)



## Emergency Management

### Purpose

Establishment of an emergency program (EM) is a provincial legislated requirement. Vernon's emergency program operates in accordance with Provincial guidelines and is focused on understanding local hazards and risks. The program focuses on preparedness, and developing the communities capacity for the response and recovery from emergency events. Delivery of the EM program relies on stakeholder participation to foster a more resilient community.

### Highlights

Effective January 1, 2017, the EM Program for Vernon shifted from a regional program.

In 2017 the EM Program supported:

- delivery of a tabletop and full-scale airport exercise which included participation from CoV Operations, VFRS, and EOC members, RCMP, BCAS, Federal Airport Officials, and local media
- delivery of an after exercise debrief, and implementation of Airport Emergency Plan improvements
- EOC activation for overland flooding
- EOC team member training
- ESS team has had many activation's of Level 1, 2 and 3 reception centers, registrations and group lodging. These activation's have been in support of local residents, neighboring communities and the Provincial government.
- Volunteer recognition events

### Outlook

In 2018 the Emergency Program will focus on:

- providing addition EOC and ESS training for members
- formalizing a structure to further engage stakeholders with the emergency program
- delivering an updated emergency plan, which includes evacuation considerations for higher risk areas
- revising emergency communication plans
- continued development of depth and capacity within the emergency team
- representing the City with the FireSmart program

## Fire Training Center

### Purpose

This grouping of accounts is for managing the Regional Fire Training Centre (FTC) and includes the proportionate shares from Regional partners showing as Inter-Municipal Recoveries. Revenue from outside customers and participant user fees is reflected in the Fire Training Fees and Internal Revenue reflects the City of Vernon's share. Overall management of the FTC is in accordance with the Inter-Municipal arrangements, and initial annual budget approval mechanism is through the representatives on the FTC Operations Committee and Policy Board. In addition to the annual operating expenses, the participants reserve, held by the City, has been allocated over time, to fund facility improvement projects authorized by the Policy Board.

### Highlights

The members of the FTC reviewed and amended the Agreement which has a five (5) year term expiring December 31 2023. In 2018 the training delivered will continue to focus on meeting the needs of the FTC members needs and the development of a five (5) year program plan.

### Outlook

The FTC will continue to provide standardized training locally and to realize an economy of scale for fire training costs for all participants. Specific focus is to ensure the training offered meets the requirements of the Office of the Fire Commissioner Playbook standards. It is anticipated revenue sources and expense item requirements will remain consistent with 2017, with a 2% inflationary increase expected for costs.

# HUMAN RESOURCES

Raeleen Manjak  
Director  
rmanjak@vernon.ca



## Human Resources General

### Purpose

The Human Resource (HR) Division provides leadership, programs, services, and guidance to the Divisions within the City of Vernon. The HR Division promotes excellence in human resource management to enable achievement of Council's Strategic Priorities.

The HR Division takes a proactive approach to position and strengthen the City of Vernon's ability to attract and retain a diverse, talented, engaged, and productive workforce. We partner with stakeholders to ensure that they have the right tools and resources to manage employees in the most effective manner. The City of Vernon's Human Resource Strategic Plan provides for a consistent City-wide approach to the continuous improvement of its employees, programs, and services.

The HR Division undertook a strategic planning process that led to our new mission statement: "Moving the organization forward using consistent, predictable, and contemporary practice...in other words, Success through People!" Our focus is to provide effective and innovative leadership to ensure the alignment of human resource strategies and activities to support critical decision-making by Council and the City's business operations. This ensures effective delivery of programs and services to our citizenry.

The HR Division is a strategic partner with its Corporate and Division stakeholders focused in the areas of workforce planning, organizational effectiveness, organizational development, talent acquisition and retention, occupational health and safety, and building organizational capacity for collaborative and effective employee and labour relations.

The HR Division also provides strategic leadership in the areas of compensation, job evaluation, management of HR data, reporting, development and monitoring of corporate human resource policies, learning and development, human resource planning, change management, and leadership development. Employees that are actively engaged and committed to the organization, at all levels, are the essence of civic service excellence.

The HR Division acts as the primary contact for applicants, community educational institutions, community employment agencies, and community service groups.

## Highlights

The Human Resource Division continues to focus on the delivery of Council's Strategic Priorities. We continue to evolve in order to provide the leadership and support required to acquire, hire, and retain top performance talent that will support the City of Vernon. Along our path to excellence, we must first get the basics right and continue our focus on becoming excellent through our evolution, not revolution.

### Successes Include:

- Successful recruitment of Specialist, Talent Acquisition and Retention
- Staff engagement activities;
- Project Management Program;
- Activate Mental Health Lunch and Learn Series;
- Diversity and Inclusion Training Program;
- Intentional Leadership Workshop;
- Successful completion of Certificate of Recognition (COR) Audit (2014-2017) – resulting in \$175,000 in rebates;
- Implementation of an exempt performance planning program;
- Asbestos Inventory;
- Facilitation of a Workplace Violence Risk Assessment;
- Various training initiatives (133 participants and 893 person hours) including:
  - Confined Space
  - First Aid
  - Accident Investigation
  - Due Diligence
  - Utility Locating
  - Lockout
  - Excavation Safety
  - Hazard Awareness & Recognition for Municipal Inspectors (HARMI)
  - Workplace Violence
  - Biohazard
  - Traffic Control
  - Various assorted heavy duty equipment training opportunities

### Outlook

The deliverables that will impact the Human Resource Division budget for 2018-2019 include continued work and implementation of the City of Vernon's Human Resources Strategic Plan (performance planning, human resource planning, talent acquisition and retention), continued preparation for IAFF collective bargaining, continued diligence related to compliance, work environment(s), employee health and safety, and a focus on mental wellness through the City of Vernon's Activate Mental Health Initiatives. The City of Vernon has an unwavering commitment to health and safety and to everyone going home safe and healthy, every day.

## Human Resources Corporate

### Purpose

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### Highlights

As per Human Resource Division General Highlights.

### Outlook

The deliverables that will impact the Human Resource Division budget for 2018-2019 include continued work and implementation of the City of Vernon's Human Resources Strategic Plan (performance planning, human resource planning, talent acquisition and retention), continued preparation for IAFF collective bargaining, continued diligence related to compliance, work environment(s), employee health and safety, and a focus on mental wellness through the City of Vernon's Activate Mental Health Initiatives. The City of Vernon has an unwavering commitment to health and safety and to everyone going home safe and healthy, every day.

## Occupational Health and Safety

### Purpose

The focus of the Occupational Health and Safety (OH&S) Department is to ensure the City of Vernon is in compliance with WorkSafe BC (WSBC) Regulation and Industry best practices. This Department is responsible for developing, maintaining, and improving the City Safety Management System (SMS) which encompasses safety programs, such as, Workplace Violence, Hazard Identification and Control, Confined Space Entry, De-energization and Lockout, Accident Investigation, Contract Coordination, and Excavation Safety. This Department also manages occupational injury claims (WSBC), as well as nonoccupational injuries, which involve implementation of Modified Graduated Return to Work (MGRTW) Plans. These Plans benefit the organization by reducing WSBC insurance premiums and sick time benefit usage.

### Highlights

The 2017 safety initiatives implemented across various departments within the City of Vernon include: Asbestos Inventory, Sit/Stand desks for ergonomic issues, Vernon Fire Rescue Service (VFRS) turnout gear

purchase, VFRS safety class upgrades, VFRS Washer-Extractor, review and update of the Confined Space Entry Program, review of the Contractor Coordination Program, Workplace Violence Risk Assessments for front facing staff, upgraded rigging equipment for City Arbourists, Blue-Tooth communication headsets, and Safety Winter outwear for Arena Attendants.

The City of Vernon also dedicated 893 person hours as of August 2017 to safety related training for City of Vernon employees.

### Outlook

The focus for Occupational Health and Safety (OH&S) in 2018 is to continue to implement and revise mandatory safety training and programs to ensure the City of Vernon maintains the Certificate of Recognition (COR) through WSBC and the BC Municipal Safety Association (BCMSA), first achieved in December 2011. The maintenance of COR will ensure incentive cheques continue to be received from WSBC, which provides support for the City of Vernon's safety programming and initiatives.

## Certificate of Recognition (COR Program)

### Purpose

In December 2011, the City of Vernon participated in an audit of its Safety Management System (SMS) as part of the WorkSafe BC (WSBC) Certificate of Recognition (COR) program. Upon successful completion of the audit, the City of Vernon was issued COR certification and became eligible for a 10% rebate based on insurance premiums paid to WSBC. Stay at Work/Return to Work (SAW/RTW) following in 2013 and provided an additional 5% rebate based on insurance premiums paid to WSBC. In early 2012, Council directed that the COR rebates received by the City of Vernon from WSBC be maintained in the Occupational Health & Safety (OH&S) budget for use in future safety initiatives.

### Highlights

The 2017 safety initiatives implemented across various departments within the City of Vernon include, Asbestos Inventory, Sit/Stand desks for ergonomic issues, Vernon Fire Rescue Service (VFRS) turnout gear purchase, VFRS safety class upgrades, VFRS Washer-Extractor, review and update of the Confined Space Entry Program, review of the Contractor Coordination Program, Workplace Violence Risk Assessments for front facing staff, upgraded rigging equipment for City Arbourists, Blue-Tooth communication headsets, and Safety Winter outwear for Arena Attendants.

### Outlook

The City of Vernon will undertake a COR audit in October 2017 for both the Safety Management System (SMS) and Stay at Work/Return to Work (SAW/RTW) Programs. Continued success will result in the City of Vernon's eligibility for a 15% incentive cheque from WSBC, 10% for the SMS, and 5% for the SAW/RTW.

This budget will be used to fund safety initiatives across the organization directly related to worker safety and organizational compliance with WorkSafe BC (WSBC) policy and regulation. The range of projects include safe workplace initiatives, practices that will improve employee health and wellness, and initiatives that enhance the workplace environment. These initiatives include the physical environment, the workplace environment, and the health and wellness environment, which align with the City of Vernon's unwavering commitment to a safe and healthy workplace.

# OPERATION SERVICES

Shirley Koenig  
Director  
skoenig@vernon.ca



## Operations General

### Purpose

The Operation Services Division manages, directs, and coordinates the activities of the Public Works, Parks, Airport, Utilities (including Sanitary, Storm & Water), Fleet, Building Services, Vernon Water Reclamation Centre and Spray Irrigation departments. This department covers Operations administration budget and includes short term sick time, on-call and various other charges related to Divisional meetings and training

### Highlights

In 2017 the Operations Division completed the following projects:

- Fleet Reserve Replacement Strategy
- Rate Stabilization Review for Spray Irrigation Customers
- Sub-Regional Parks Re-negotiation
- Spray Irrigation Optimization Study
- High Strength Waste Study
- Re-negotiation of GVW water contract

### Outlook

Operations Division will continue to provide a high level of service to the residents of the City of Vernon in 2018. There will be a continued emphasis on finding operational efficiencies throughout the Division to ensure that service levels are maintained despite increasing costs due to expanding infrastructure, material and labour costs.

Projects for 2018 will include:

- Continued implementation of the Building Condition Asset Management Plan (BCAMP)
- Implementation of Fleet Replacement Strategy
- Implementation of Spray Irrigation Optimization strategies as directed by Council
- Implementation of strategies for addressing high strength waste as directed by Council
- Developing strategies for implementation of Cemetery Master Plan
- Asset Management Replacement Strategy for VWRC and Spray Irrigation subject to Council approved change request

## Facilities General

### Purpose

Under the direction of the Building Services Manager, this department is responsible for the operation and maintenance of all City facilities and attached grounds, including: City Hall, City Yards, Community Services Building, Fire Halls 1, 2 & 3, RCMP Station, Vernon Water Reclamation Center, Parkade, and Tourist Information Booth as well as many rental buildings. This department also oversees energy management for the City of Vernon. The Building Services department is responsible for ensuring that the City of Vernon takes a lead role in supporting the mandate of sustainability, including educating staff, promoting energy conservation and ensuring that City facilities are operated and maintained as efficiently as possible. In addition to general maintenance and operation of the City facilities and parking lots, the department will also provide 'in-house' construction services for renovations and modifications within City owned buildings. This budget includes general expenses related to facilities as well as Building Services Manager's salary.

### Highlights

- Completed Building Condition Asset Management Plan (BCAMP)
- Initiated work on solar wall at Operations

- Completed renovations in City Hall, Yards and RCMP
- Installed video surveillance at key City facilities
- Completion of roofing system at City Hall, Fire Halls 1 and 2
- Demolition of New Delhi/VIP Building
- Demolition of old CPO Building
- Renovation of new CPO Building (formerly Topper's Cleaners)
- Construction of sleeping quarters at Fire Hall 2

#### Outlook

Maintain our current level of service for 2018. In addition, execute projects identified in the Building Condition Asset Management Plan (BCAMP) for 2018.

## Fleet General

#### Purpose

Fleet Services is responsible for the operation and management of the City fleet. This department provides for the purchase, maintenance and repair of city owned vehicles and equipment (Fleet - 205 units, with an additional 26 Stationary generators and other related small power tools). Replacement of Fire Rescue and Recreation Services vehicles are budgeted separately.

This department budget includes an annual transfer to the Vehicle and Equipment Reserve to fund future vehicle and equipment replacements.

#### Highlights

Fleet Services conducted a comprehensive rate review and developed a strategy for the Vehicle and Equipment charge out rates to ensure a sustainable contribution to the Vehicle and Equipment Operating Reserve. Provided comprehensive Fleet maintenance services to the Recreation Services vehicles and equipment. New shop equipment added this year include a new welder and a new air conditioning service machine.

#### Outlook

2018 brings the implementation of the Fleet Replacement Strategy with a focus on ensuring the Vehicle and Equipment Operating Reserve is funded at a sustainable rate. Fleet Services will continue providing effective preventive maintenance service for the fleet of vehicles and equipment with the goal of reducing the City's Fleet carbon footprint Greenhouse Gas (GHG) emissions and fuel consumption. New acquisitions will focus on the right size vehicles and follow Vehicle Replacement Policy for life cycle replacements. Alternative fuel technologies will continually be evaluated for opportunities to introduce these to the fleet. Planned upgrade to Global Positioning System (GPS) hardware postponed to 2018 pending a new long term GPS monitoring contract.

## Public Works

### Local Parks

#### Purpose

The City is responsible for the care, control, and funding of local parks within the City's jurisdiction. Included in this department is partial funding for Manager of Public Works (15%), the Parks Foreman (60%), as well as a funding allocation required for general items that can't be directly charged to individual parks. Vehicle charges for the Parks Foreman position and insurance and permit fees as well as the repair and purchase of small tools are also included in this department.

#### Highlights

The City of Vernon, District of Coldstream and the Regional District signed a Sports Fields and Beaches Agreement effective January 1 2018.

## Outlook

In 2017 the City of Vernon, District of Coldstream and the Regional District of North Okanagan agreed to a restructured service model for the maintenance of sub-regional sports fields and beaches. In 2018, the focus will be adapting the parks department to meet Council's expectations of parks services both at a local and sub-regional level.

## Sub-Regional Parks

### Purpose

The City is responsible for complete care and control of Sub-Regional sports fields and beaches located within the City of Vernon. The RDNO contributes to the maintenance of these parks through an annual grant as defined in the Greater Vernon Parks Sports Fields and Beaches Agreement that came into effect January 1 2018. Included in this Department is partial funding for Manager of Public Works (15%), the Parks Foreman (40%) as well as equipment charges for this position. Insurance, operations overhead, permit fees and security for all Sub-Regional sports field and beaches is also included in this department.

### Highlights

The City of Vernon, District of Coldstream and the Regional District signed a Sports Fields and Beaches Agreement effective January 1 2018.

## Outlook

A number of projects are proposed for 2018 and are included as change requests within the individual departments. The projects have been previously identified as part of the asset condition assessment report completed by RDNO and the transfer from RDNO of unspent Capital funds.

## Public Works General

### Purpose

The Manager of Public Works, Parks, and Airport oversees the operation and maintenance works relating to roads including pavement, sidewalks, street lights, traffic signals, traffic signs, garbage collection, boulevard landscaping and weed control, street trees, snow and ice control, ditching and drainage, and cemetery maintenance. The Manager of Public Works is also responsible for the construction of the 'in-house' capital works road and sidewalk projects.

### Highlights

- Highlights of 2017 include the following:
- Completion of the road rehabilitation project on 27th Street from 39th Avenue to 45th Avenue
- Assisted with the completion of the road and utility reconstruction project on 35th Street south of 30th Avenue
- Completion of a variety of flood mitigation works and repairs associated with spring creek flooding and increased Okanagan Lake levels
- Initiation of the Cemetery Master Plan

## Outlook

The focus for Public Works in the upcoming year will be the completion of the next phase of the 27th Street rehabilitation project south of 39th Avenue and the completion of the Cemetery Master Plan initiated in 2017.

## Sewer Operations General

### Purpose

The Sewer Operations General Department is responsible for the administration of the Sanitary Utility which includes the allocation of wages for management & CUPE B employees, training costs, licenses, software requirements, fleet charges, transfer to Carbon Tax Reserve and Common Service allocations.



Common Service allocations are charges incurred for Administration and the use of Operations Yards and Facilities.

#### Highlights

- Continued operator certification
- Addition of mobile tablets for issuing and closing work orders in the field

#### Outlook

- Increase number of portable tablets for access to Cityworks in the field
- Continue to train operators in order to meet certification requirements

### Storm System

#### Purpose

Under the direction of the Manager Utilities, this department is responsible for the daily operation, maintenance and repair of Storm infrastructure within the City of Vernon, including storm mains, manholes, culverts, catch basins, creek channels, ditches and storm retention facilities.

The department is also responsible for the construction of 'in-house' capital works storm projects. In addition to the above, the department is also involved with Infrastructure Asset Management investigation for short-term and future capital programs.

#### Highlights

Infrastructure Assessment Program will be implemented - Flush, clean and determine the integrity of the mains and lateral services where possible.

#### Outlook

Identify areas that require upgrades due to the increase of storm events. -Increased camera inspections to identify damaged pipes

### Water Department General

#### Purpose

Under the direction of the Manager Utilities, this department is responsible for the daily operation, maintenance and repair of storm infrastructure within the City of Vernon, including storm mains, manholes, culverts, catch basins, creek channels, ditches and storm retention facilities. The department is also responsible for the construction of 'in-house' capital works storm projects.

In addition to the above, the department is also involved with Infrastructure Asset Management investigation for short-term and future capital programs.

#### Highlights

- Improved our excavation procedures utilizing shoring and the new remote compactor to increase efficiency
- City crews now undertaking all water service installations and decommissioning on existing infrastructure
- Continued with the installation of Encoded Receiver Transmitter (ERT) water meter units
- Commissioning new Silver Star Road Pressure Reducing Valve (PRV).

## Outlook

- 2018-2023 New 5 year Water Distribution Operation Maintenance Repair Agreement (DOMRA)
- Assist RDNO in the removal of 2 underground pump stations
- Decommission DND Reservoir
- Commissioning of new development projects
- Retrofit existing crane truck to become a service truck for main breaks/installations
- Continuation of unidirectional flushing and valve exercising program
- Ongoing operational changes to optimize pressure zones and eliminate others where possible
- Operationally blending water sources to maximize water licensing allocation.
- Addition of Water-On-Call Supervisor

# RCMP CONTRACT

Jim McNamara  
Superintendent  
Jim.MCNAMARA@rcmp-grc.gc.ca



## Purpose

Vernon North Okanagan Detachment is an integrated department providing policing services 6 distinct policing jurisdictions encompassing Armstrong (including the Township of Spallumcheen) Enderby (including the Spallumcheen First Nations Lands), Falkland, Lumby, Vernon Rural (including Okanagan First Nations Lands) and the City of Vernon (including the Municipal contract for the District of Coldstream).

The employees of the RCMP are committed to our communities through:

- Unbiased and respectful treatment of all people
- Accountability
- Mutual problem solving
- Cultural sensitivity
- Enhancement of public safety
- Partnerships and consultation
- Open and honest communication
- Effective and efficient use of resources
- Quality and timely service

Vernon/North Okanagan RCMP are committed to providing World-Class Policing Services guided by our core values of honesty, integrity, professionalism, compassion, accountability and respect. Our dedication to these core values and steadfast pursuit of our Core Policing Activities of service, prevention, protection, enforcement and intelligence is enhancing public safety and helping to build "A Safe and Secure Canada".

## Highlights

Early in 2017, the Senior Management Team consulted internally with our membership and externally with our stakeholders to review our police and community priorities. That consultation supported Vernon North Okanagan Detachment (VNOD) continuing with their 2016-2019 Strategic Plan and their commitment to reducing crime, supporting safer roads through targeted enforcement and effective communication. Through the use of COMPSTAT, VNOD continues to employ a policing model which is evidence based, targeted and provides a collaborative enforcement effort. COMPSTAT is a performance management system that we use in an effort to reduce crime and achieve other detachment goals. COMPSTAT emphasizes information sharing, responsibility, accountability and improving effectiveness. Its core components consist of 1) Timely and accurate information or intelligence, intelligence developed by our Crime Analyst with input from our officers, 2) Effective deployment of resources to identified areas of concern, 3) Follow-up and performance management through accountability.

Last summer we embarked on a three month pilot project to re-deploy general duty officers to peak policing hours. The goal of the project was to increase service levels to the public by decreasing response time to priority calls and by increasing time available to our officers for pro-active policing of areas identified through COMPSTAT. The re-deployment of those general duty officers proved successful and has now been implemented in an effort to address our continued increase in calls for service. The detachment continues with their gathering of data in support of a General Duty Staffing Assessment. Members were required to modify their computer aided dispatch practices in order to reduce data errors. With some training and the conscientious efforts of our members, they've succeeded in doing so. We now need to collect at least 12 months' worth of data for our Business Intelligence Unit to use in the preparation of a report to Council on recommended general duty staffing levels. The OIC continues to work with municipal contract partners in reviewing Support Service staff levels.

In response to the ongoing fentanyl crisis, the regional detachment has acquired a Hepa filter ductless fume hood. The fume hood will reduce the likelihood of exposure to our members and employees who

may have to handle toxic substances. We have also acquired an ION scanner capable of detecting and identifying fentanyl and /or other toxic substances. For the 18th year, VNOD and School District 22 facilitated yet another very successful Jean Minguy Memorial Youth Academy. Plans are already underway for 2018.

#### Outlook

The RCMP Contract Department (310) costs have been distributed among major expenditure areas in order to provide more information to Council. Traffic Fine Revenue and RCMP contract costs are included in this department.

Compensation packages have now been settled for 2015 and 2016. 2017 and 2018 have yet to be negotiated. It's been recommended that municipalities forecast a salary increase of 2.5%. That 2.5% salary increase is included in the 2018 budget forecast. The forecast does not include retro pay. Projected salary increases combined with increased costs related to vehicle replacement, vehicle equipment fit-ups, member allowances and benefits and costs associated to the replacement of interview room equipment have resulted in a forecasted budget increase of 1.9% for 2018. Additional cost increases have been offset by a 3.63% decrease in employer contributions to member's pensions. This budget increase does not include the elimination of a \$170,756 transfer from the RCMP reserve for the second additional RCMP member position approved by Council during the 2016 budget process. The elimination of the transfer from RCMP reserve has been included as a change request. Expected traffic fine grant revenue for 2018 is estimated to be \$523,000 based on 2017 actuals, there has been no correspondence received from the Province about this program to date.

Potential costs in the more distant future include in-car video systems at \$4300/car (12 marked cars). Long term video storage solutions are still being researched. In order to enhance police and public safety, the RCMP has now commenced a pilot project on the use of Extended Range Impact Weapons (ERIW) for General Duty officer use. ERIW costs will be approximately \$3500/weapon including optic sights. It's unknown at this time how many ERIW will be required at Vernon Detachment.

The detachment recently conducted a detailed analysis of population, criminal code caseloads, calls for service and police to population ratios for Vernon and 9 comparator detachments. The analysis indicates that Vernon requires a significant increase in their officer numbers in order to maintain their service levels. The Officer in Charge will be seeking an increase of six (6) officers to bring their funded FTE's from 50 to 56. The request for additional officers has been outlined in an accompanying report. This budget does not allow for any expenses related to extraordinary items or investigations requiring high cost specialized police techniques or resources.

# RECREATION SERVICES

Doug Ross  
Director  
dross@vernon.ca



## Recreation General

### Purpose

Recreation Services operates the Vernon Recreation Centre including the Vernon Aquatic Centre, Recreation Centre Auditorium, Dogwood and Priest Valley Gymnasiums, Halina Senior Citizens Centre and in the spring and summer months lease the Vernon Curling Club. In addition to these facilities Recreation Services also operates Kal Tire Place, Priest Valley, Civic and Centennial Arenas and both Recreation Services offices located at the Recreation Centre and at Kal Tire Place. In the summer months Recreation Services also operates the Lakeview and Lavington outdoor pools. Over 1000 programs are offered in these facilities and in the community through our Aquatics and Program Divisions.

### Highlights

2017 was the fourth year of a five year Fee for Service Agreement with the Regional District of North Okanagan and the District of Coldstream. The 2017 budget was based on the 2016 budget plus 1.1% CPI for Canada August as agreed in the Recreation Facilities and Programming Agreement. 2017 has been another exciting year for Recreation Services including the start of the Multi-Use Facility expansion project in April, the complete rebuild of the Centennial Outdoor Rink with partial funding from a Canada 150 Infrastructure grant, the repaving of the Curling Rink parking lot, the start of the Recreation Master Plan process with the awarding of the contract and launch of public engagement in the fall and the hosting of over 3600 athletes, officials and spectators for the 30th Anniversary Vernon & Area 55+ BC Games in September.

### Outlook

2018 is the final year of the five year Fee for Service Agreement with the Regional District of North Okanagan and the District of Coldstream. The 2018 budget is based on the 2017 budget plus 1.4% CPI for Canada, August, as agreed to in the Recreation Facilities and Programming Agreement. In 2018 we will continue to supply services at or above historic levels, reinvest in our recreation facilities and continue planning for the future through the Recreation Master Plan project. The Master Plan process is ongoing with significant public engagement being done in January and March. The Master Plan project is scheduled to be completed by June. The Multi-Use Facility expansion project is well underway and is scheduled to be completed in the Fall in time for the 2018/2019 ice season. Recreation Services will also launch their new Parks & Recreation Management Software in the new year which will enhance participants ability to register for programs and book facilities and services online.

In the first four years of the Fee for Service Agreement with the Regional District of North Okanagan and the District of Coldstream, Recreation Services directed additional funds (approximately \$417,000 over four years) from inside the budget envelope to Projects which were reinvested into major maintenance in and around facilities. After four years, significant improvements have been made in the facilities and this money will now be redirected back into the Operational budgets to maintain the facilities, programs and historic level of services offered as the annual funding increases based on the CPI are losing ground to the increase in costs to operate the service. The redirection of this money is reflected in a reduction in the Transfer to Carryover Reserve. It should be noted that this change will not impact the bottom line of offering the service as all costs will be kept to within the fixed envelope of funds available through the agreement.

# FINANCIAL SECTION



Photo Credit: Robb Thompson



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## **CONSOLIDATED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED

**December 31, 2017**



THE CORPORATION OF THE  
CITY OF VERNON  
3400 - 30TH STREET  
VERNON, BC V1T 5E6

P:250-545-1361  
F:250-545-7876

### MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying financial statements of The Corporation of the City of Vernon (the "City") are the responsibility of management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting standards for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the City. The accompanying independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's financial statements.

A handwritten signature in black ink, appearing to be "B.", written over a light blue horizontal line.

Chief Administrative Officer

May 14, 2018

A handwritten signature in black ink, appearing to be "Law", written over a light blue horizontal line.

Director of Financial Services





KPMG LLP  
3205-32 Street  
3rd Floor  
Credit Union Building  
Vernon BC  
V1T 9A2  
Telephone (250) 503-5300  
Fax (250) 545-6440  
www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To Mayor and Council of the Corporation of the City of Vernon

We have audited the accompanying consolidated financial statements of the Corporation of the City of Vernon, which comprise the consolidated statement of financial position as at December 31, 2017, the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Page 2

*Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Corporation of the City of Vernon as at December 31, 2017, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*KPMG LLP*

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Chartered Professional Accountants

May 14, 2018

Vernon, Canada

**The Corporation of the City of Vernon**  
**Consolidated Statement of Financial Position**  
*Statement A*



**December 31, 2017 (in thousands of dollars)**

		2017	2016
<b>Financial Assets</b>			
Cash and cash equivalents	Note 2	\$ 80,538	\$ 66,739
Portfolio investments	Note 3	5,414	5,401
Accounts receivable	Note 4	18,738	18,042
Municipal Finance Authority deposits	Note 5	2,455	2,444
Land under development	Note 6	4,778	3,156
		111,923	95,782
<b>Liabilities</b>			
Accounts payable and accrued liabilities	Note 7	33,585	23,255
Deferred charges	Note 8	13,167	12,415
Deferred revenue	Note 9	2,147	2,482
Municipal Finance Authority reserves	Note 5	2,455	2,444
Debt	Note 10 & 11	18,681	21,850
Landfill remediation liability	Note 12	104	92
		70,139	62,538
		41,784	33,244
<b>Net Financial Assets</b>			
<b>Non-financial Assets</b>			
Tangible capital assets	Note 13	570,690	570,657
Inventory of supplies		492	497
Prepaid expenses		278	538
		571,460	571,692
<b>Accumulated Surplus</b>	Note 14	\$ 613,244	\$ 604,936

Commitments and contingent liabilities

Note 20 & 22

Approved by:

Director of Financial Services

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the City of Vernon**  
**Consolidated Statement of Operations**  
*Statement B*



<b>For the year ended December 31, 2017 (in thousands of dollars)</b>		Budget 2017 Note 25	Actual 2017	Actual 2016
<b>Revenue</b>				
Taxation	Note 15	\$ 37,525	\$ 37,333	\$ 35,642
Government transfers	Note 16	9,097	17,357	9,015
Services provided to other governments		3,660	3,495	4,137
Sale of services:				
Sewer fees and charges		9,492	9,453	9,360
Environmental health		2,035	2,173	2,070
Recreation fees		2,305	2,370	2,205
Public transit and parking		2,004	2,008	2,051
Fines and rentals		1,655	1,676	1,661
Licences and permits		1,345	1,856	1,763
Airport		1,007	945	1,058
Other		961	1,015	1,130
Development fees		147	134	139
Fiscal services:				
Penalties, interest earned and actuarial adjustments		1,093	3,041	2,523
Net gain on sales of assets		-	-	594
Natural gas system lease agreements	Note 17	2,030	1,911	1,960
Developer contributions of assets	Note 13	1,586	5,466	2,330
		75,942	90,233	77,638
<b>Expenses</b>				
General government and common services	Note 19 & 24	10,133	10,408	9,322
Bylaw compliance and parking control		1,299	1,263	1,265
Protective Services:				
Police		11,653	11,733	10,021
Fire and rescue		5,632	5,583	5,661
Emergency measures		213	592	161
Planning and building inspection		2,717	2,456	2,256
Engineering		2,234	2,973	2,054
Operations Services:				
Road transportation		15,592	15,193	15,794
Sanitary sewer		9,634	9,741	9,038
Solid waste and recycling		1,806	1,801	1,724
Park services		2,060	1,928	2,053
Storm drainage		1,306	1,509	1,290
Airport		1,049	2,278	1,176
Other		600	540	740
Cemetery		331	295	334
Recreation		6,343	13,632	6,110
		72,602	81,925	68,999
<b>Annual surplus</b>		3,340	8,308	8,639
<b>Accumulated surplus, beginning of year</b>		604,936	604,936	596,297
<b>Accumulated surplus, end of year</b>	Note 14	\$ 608,276	\$ 613,244	\$ 604,936

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the City of Vernon  
Consolidated Statement of Change in Net



Financial Assets

*Statement C*

For the year ended December 31, 2017 (in thousands of dollars)	Budget	2017	2016
	2017 Note 25		
<b>Annual Surplus</b>	\$ 3,340	\$ 8,308	\$ 8,639
Amortization of tangible capital assets	11,691	10,974	11,781
Net (gain)/loss on sales of assets	-	743	(594)
Proceeds on sale of tangible capital assets	-	44	1,597
Acquisition of tangible capital assets	(14,608)	(8,905)	(8,813)
Acquired tangible capital assets from developers	-	(2,889)	(1,645)
	(2,917)	(33)	2,326
Consumption of supplies inventories	-	773	851
Use of prepaid expenses	-	878	884
Acquisition of supplies inventories	-	(768)	(1,011)
Acquisition of prepaid expenses	-	(618)	(803)
	-	265	(79)
<b>Increase in net financial assets</b>	423	8,540	10,886
<b>Net financial assets, beginning of year</b>	33,244	33,244	22,358
<b>Net financial assets, end of year</b>	\$ 33,667	\$ 41,784	\$ 33,244

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the City of Vernon**  
**Consolidated Statement of Cash Flows**  
*Statement D*



<b>For the year ended December 31, 2017 (in thousands of dollars)</b>	2017	2016
<b>Operating Activities</b>		
Annual surplus	\$ 8,308	\$ 8,639
<b>Non-cash items included in annual surplus:</b>		
Amortization of tangible capital assets	10,974	11,781
Net loss on disposal of tangible capital assets	743	-
Net gain on transfer of tangible capital assets	-	(594)
Developer contributions of assets	(2,889)	(1,645)
Increase in landfill remediation liability	13	92
<b>Change in non-cash operating items:</b>		
(Increase) / decrease in accounts receivable	(696)	444
Increase in accounts payable and accrued liabilities	10,330	1,109
Increase in deferred charges	752	2,831
(Decrease) in deferred revenue	(335)	(959)
Actuarial adjustments on debt	(1,369)	(1,233)
(Increase) / decrease in supplies inventories	5	(160)
Decrease in prepaid expenses	260	81
	26,096	20,386
<b>Investing Activities:</b>		
(Increase) in portfolio investments	(13)	(71)
(Increase) in land under development	(1,623)	(7)
	(1,636)	(78)
<b>Financing Activities:</b>		
Principal payments on debt	(1,800)	(1,798)
	(1,800)	(1,798)
<b>Capital Activities:</b>		
Proceeds on sale of tangible capital assets	44	1,597
Acquisition of tangible capital assets	(8,905)	(8,813)
	(8,861)	(7,216)
<b>Increase in cash and cash equivalents</b>	13,799	11,294
<b>Cash and cash equivalents, beginning of year</b>	66,739	55,445
<b>Cash and cash equivalents, end of year</b>	\$ 80,538	\$ 66,739

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

# The Corporation of the City of Vernon

## Notes to the Consolidated Financial Statements



Year Ended December 31, 2017  
(tabular amounts in thousands of dollars)

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### 1. Significant Accounting Policies:

The Corporation of the City of Vernon (the "City") is incorporated and operates under the provisions of the Local Government Act and Community Charter of British Columbia. The City provides local government services to residents of its incorporated area including administrative, protective, transportation, sewer, storm drainage, park maintenance, recreation, community development and environmental.

#### a) Basis of Accounting:

The consolidated financial statements of the City are prepared by management in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants ("PSAS").

All revenue is recognized on an accrual basis. Property taxes are recognized as revenue in the year they are levied. Utility charges are recognized as revenue in the period earned. Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.

#### b) Basis of Consolidation:

The consolidated statements include all funds of the City and its wholly-owned other government organization subsidiaries. Inter-fund revenues, expenses, assets, and liabilities have been eliminated. The following controlled entities have been consolidated:

CBW Development Corp.	100%
Hesperia Development Corp.	100%

#### c) Measurement Uncertainty:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating provisions for accrued liabilities and contingent liabilities, the carrying value of the landfill remediation liability, measurement of contaminated site liabilities (if identified), and in performing valuations of employee future benefits. Actual results could differ from those estimates and adjustments, if any, will be reflected in the period of settlement or upon a change in the estimate.

#### d) Cash and Cash Equivalents:

Management classifies all highly liquid investments with maturity of one year or less at acquisition as cash equivalents.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**1. Significant Accounting Policies: (continued)**

**e) Land Under Development:**

Land under development is valued at the lower of cost and net realizable value. Costs of inventory include the original land costs and design, engineering and other related costs associated with holding the property.

**f) Deferred Charges:**

Deferred charges are comprised of levied and unused Development Cost Charges and Sidewalk Gifting funds. These funds are recorded as revenue in the year they are used to fund tangible capital asset acquisitions or eligible operating expenses.

**g) Deferred Revenue:**

Deferred revenue represents property taxes, permits and other fees that have been collected, but for which the related taxes have not yet been levied and services or inspections have yet to be performed. These amounts will be recognized in revenue in the fiscal year taxes are levied, services are performed, or revenues are earned. Deferred revenue amounts are included in Accounts Payable and Accrued Liabilities (note 7).

**h) Debt:**

Debt principal payments are not charged against current operating revenue pursuant to PSAS. Interest is recorded on an accrual basis. Gross interest paid on debt in 2017 was \$1,108,000, (\$1,142,000 in 2016).

**i) Landfill Closure and Post-Closure Liability:**

The estimated cost for closure and post-closure care for the Hesperia landfill is based on estimated future expenses in current dollars and charged as an expense in the reporting period that the landfill site's capacity is used. There is significant measurement uncertainty in the estimate for the closure liability as it does not include a cost for obtaining suitable material for the final cover. This material is anticipated to be obtained at no charge as some materials that are discharged at the landfill are suitable to be used for the final cover and are diverted and stored to be used for progressive closure activities.

**j) Liability for Contaminated Sites:**

A liability for remediation of contaminated sites is recognized when all the following criteria are met: an environmental standard exists, contamination exceeds the environmental standard, the City is directly responsible or accepts responsibility, and a reasonable estimate of the amount can be made. The liability is recorded net of any expected recoveries. The City currently has not identified any contaminated sites.



**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
*(tabular amounts in thousands of dollars)*

**1. Significant Accounting Policies: (continued)**

**k) Non-Financial Assets:**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus/deficit, provides the consolidated change in net financial assets for the year.

**l) Tangible Capital Assets and Amortization:**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, and site preparation costs. The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on the basis of straight-line or declining balance over the estimated useful life of the tangible capital asset, as follows:

Transportation Infrastructure:		
Roads (surface)	Straight-line	25 years
Roads (base)	Straight-line	75 years
Bridges	Straight-line	50 to 75 years
Sidewalks	Straight-line	25 to 50 years
Traffic signals	Straight-line	15 years
Street lighting	Declining balance	5%
Parking meters	Declining balance	10%
Storm Drainage Infrastructure	Straight-line	75 years
Sanitary Sewer Infrastructure	Straight-line	75 years
Buildings	Straight-line	35 to 60 years
Vehicles	Straight-line	7 to 29 years
Miscellaneous Equipment	Straight-line	10 to 30 years
Information Technology	Declining balance	40%
Natural Gas System	Straight-line	35 years

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**1. Significant Accounting Policies: (continued)**

**m) Reserves:**

Statutory reserve funds are used for future capital expenses as designated by bylaw and City Council. Non-statutory reserves are amounts set aside from past and current operations and are not governed by bylaw.

**n) Employee Future Benefits:**

The City and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employer plan, the City's contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the City's employees. The costs of these benefits are determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn future benefits.

**o) Government Transfers:**

Government transfers are recognized as revenue in the period in which the event giving rise to the transfer occurs, provided the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Transfers received in the current year that do not meet these criteria are recorded as accrued liabilities.

**p) Budget Figures:**

The budget figures are from the annual Financial Plan Bylaw. They have been reallocated to conform to PSAB financial statement presentation requirements where appropriate. Subsequent amendments have been authorized by City Council to reflect changes in the budget. Such amendments are not reflected in the financial statement budget figures (note 25).

**q) Comparative Figures:**

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted in the current year.

**r) Segment Disclosures:**

Segmented financial information is presented in groups of distinguishable activities in a similar approach to the City's internally reported cost centres. These segments are structured in a fashion to assist users of financial statements in understanding and identifying the resources allocated to support commonly recognized functions of the City. Segments are identified primarily by function and secondarily by organizational relationship. Revenues are allocated to segments when there is a direct cause and effect relationship to the expenses of those segments. Revenues that cannot be reasonably allocated in such a manner are considered common to the City as a whole and reported in general government (note 23).

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

**2. Cash and Cash Equivalents:**

	<u>2017</u>	<u>2016</u>
Restricted:		
Deferred charges	\$ 13,167	\$ 12,415
Deferred revenue	2,147	2,482
Statutory reserves	3,370	3,040
	<u>18,684</u>	<u>17,937</u>
Unrestricted:	61,854	48,802
	<u>\$ 80,538</u>	<u>\$ 66,739</u>

The City has access to an operating line of credit not exceeding \$2.0 million (2016 - \$2.0 million). Interest is accrued based on Valley First, a Division of First West Credit Union's prime lending rate plus 0.25%. As of December 31, 2017, this line of credit was not being utilized (2016- \$0).

**3. Portfolio Investments:**

Portfolio investments are comprised of pooled investments in the Municipal Finance Authority ("MFA") Bond Fund. As of December 31, 2017, all such investments represented development cost charges. Portfolio investments are recorded at their cost and written down to reflect losses in value that are other than temporary.

**4. Accounts Receivable:**

	<u>2017</u>	<u>2016</u>
Property taxes	\$ 4,259	\$ 4,424
Utility billings	7,112	6,782
Other governments	4,342	3,731
Trade and other receivables	3,150	3,230
	<u>18,863</u>	<u>18,167</u>
Allowance for doubtful trade accounts receivable	(125)	(125)
	<u>\$ 18,738</u>	<u>\$ 18,042</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
*(tabular amounts in thousands of dollars)*

**5. Municipal Finance Authority – Deposits and Reserves:**

The City issues most of its debt through the MFA. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the MFA as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to pay certain amounts to the MFA. (see note 22(b)). The details of the cash deposits withheld from debenture proceeds and demand notes at year end are as follows:

	Demand Notes	Cash Deposits	2017	2016
MFA deposits and reserves - general	\$ 1,087	\$ 511	\$ 1,598	\$ 1,587
MFA deposits and reserves - sewer	529	328	857	857
	<u>\$ 1,616</u>	<u>\$ 839</u>	<u>\$ 2,455</u>	<u>\$ 2,444</u>

**6. Land Under Development:**

In 2008, development activity began for both Hesperia Development Corporation and CBW Development Corporation. In 2017, the City entered into a Land Purchase and Development Framework agreement for the conditional sale of City owned land. The accumulated value of \$4,778,000 (2016 - \$3,156,000) is comprised of the historical cost of the land plus all design, engineering, and related costs incurred to date. Such costs have not been included in tangible capital assets since the land and improvements are subject to resale upon completion of the development.

**7. Accounts Payable and Accrued Liabilities:**

	2017	2016
Trade accounts payable and other accrued liabilities	\$ 14,660	\$ 11,359
Multi-Use Facility expansion unspent deposit	6,060	-
Salaries, wages and related costs	4,669	4,891
	<u>25,389</u>	<u>16,250</u>
Deferred revenue		
Prepaid property taxes	3,696	3,548
Deposits and holdbacks	4,401	3,378
Prepaid fees and charges	99	79
	<u>8,196</u>	<u>7,005</u>
	<u>\$ 33,585</u>	<u>\$ 23,255</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
*(tabular amounts in thousands of dollars)*

**8. Deferred Charges:**

Deferred Charges include Sidewalk Gifting Funds and Development Cost Charges ("DCC's"). Sidewalk Gifting Funds are charged to developers through a works contribution agreement requiring the City to use funds for future sidewalks adjacent to each property. DCC's are collected to pay for 95% of the general capital costs due to development and 90% of utility capital costs on specified projects. In accordance with the Local Government Act, these funds must be deposited into a separate reserve fund. DCC's are deferred and recognized as revenue when the related costs are incurred.

	<u>2017</u>	<u>2016</u>
Deferred charges		
DCC - roads	\$ 5,098	\$ 4,817
DCC - storm	1,776	1,663
DCC - sewer	4,306	3,976
Sidewalk gifting funds	1,987	1,959
	<u>13,167</u>	<u>12,415</u>
Deferred charges, beginning of year	\$ 12,415	\$ 9,584
DCC's levied during the year	2,610	3,269
Sidewalk gifting funds received	208	123
Investment income	84	113
<b>Contributions available</b>	<u>15,317</u>	<u>13,089</u>
Capital transfers	(1,731)	(410)
Operating transfers	(419)	(264)
Deferred charges, end of year	<u>\$ 13,167</u>	<u>\$ 12,415</u>

**9. Deferred Revenue:**

	<u>2017</u>	<u>2016</u>
Recreation Facility Major Maintenance	\$ 1,746	\$ 1,727
Recreation Facility Replacement (Civic)	301	301
Recreation Facility Operating	100	454
	<u>\$ 2,147</u>	<u>\$ 2,482</u>

The Corporation of the City of Vernon  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
 (tabular amounts in thousands of dollars)

10. Debt:

	Purpose of Bylaw	Interest Rate %	Year of Maturity	Gross Debt	Sinking Fund Asset	2017 Net Debt	2016 Net Debt
<u>General Purposes:</u>							
4717	Fortis BC Gas Lease*	2.10%	2019	\$ 24,500	\$ 20,459	\$ 4,041	\$ 5,918
4718	Fortis BC Gas Lease *	9.85%	2037	1,185	85	1,100	1,118
4624	Downtown Revitalization	1.80%	2020	388	292	96	126
4625	Downtown Revitalization	1.80%	2020	128	96	32	42
4728	Downtown Revitalization	1.80%	2020	211	159	52	68
4739	Various	1.80%	2020	4,675	3,514	1,161	1,523
				<u>31,087</u>	<u>24,605</u>	<u>6,482</u>	<u>8,795</u>
<u>Sewer Purposes:</u>							
1214BJ	Blue Jay Specified Area	4.82%	2017	100	100	-	8
4889	Reclaimed Water Line	1.80%	2020	1,061	797	264	345
4680	Treatment Plant Phase I	1.75%	2027	5,000	2,260	2,740	2,947
4680	Treatment Plant Phase II	2.40%	2028	2,038	837	1,201	1,282
4791	Water Reclamation Plant	1.80%	2030	12,556	4,562	7,994	8,473
				<u>20,755</u>	<u>8,556</u>	<u>12,199</u>	<u>13,055</u>
				<u>\$ 51,842</u>	<u>\$ 33,161</u>	<u>\$ 18,681</u>	<u>\$ 21,850</u>

\* See Note 17 for capital lease liabilities.

11. Future Payments and Sinking Fund Additions:

	General	Sewer	Total
2018	\$ 1,258	\$ 541	\$ 1,799
2019	1,260	541	1,801
2020	314	541	855
2021	26	484	510
2022	28	484	512
2023 & thereafter	980	3,469	4,449
	<u>3,866</u>	<u>6,060</u>	<u>9,926</u>
Actuarial adjustments	2,616	6,139	8,755
	<u>\$ 6,482</u>	<u>\$ 12,199</u>	<u>\$ 18,681</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**12. Landfill Remediation Liability**

The City operates its Hesperia landfill as a demolition, land clearing and construction material disposal facility under an Operational Certificate ("OC") issued by the Province of BC's Ministry of Environment ("MOE"). The OC excludes domestic refuse, plastics, rubber, contaminated soils and other non-construction wastes. The Hesperia landfill only accepts waste from City projects and does not accept public waste.

The liability for closure and post-closure care is recognized based on an Operating and Closure Plan (the Plan). The Plan estimates closure costs based on the assumption that the landfill will be closed at the end of its predetermined useful life; however, some of the estimated closure costs will be expended sooner as the landfill is anticipated to be closed progressively. The closure liability estimated in the Plan is in current dollars and has been inflated to the end of the landfill's useful life using an inflation rate of 1.5% (2016 – 1.5%) and then discounted to the financial reporting date at 2.49% (2016 – 2.49%), which is the City's cost of capital on debt outstanding as of the same date.

The liability for closure and post-closure care at December 31, 2017 is \$104,000 (2016 - \$91,000), the estimated total expenditures for closure and post-closure care are \$1,151,000 (2016 - \$1,139,000) which leaves \$1,047,000 (2016 - \$1,048,000) remaining to be recognized. The landfill is estimated to have remaining capacity of 873,208 cubic meters (91%) and remaining life of 53 years.

The City has implemented a tipping fee charged to internal projects that discharge waste at the landfill with net proceeds contributed to a reserve to pay for closure related expenses. On December 31, 2017 the balance of this reserve is \$292,000 (2016 - \$158,000).

When the landfill closes at the end of its useful life it is estimated that post-closure care will be required for 25 years. The reported liability is based on estimates and assumptions with respect to anticipated events over the expected remaining service life of the landfill. Management periodically performs an assessment of the underlying assumptions and utilizes the expertise of a qualified firm of engineers external to the City in forming the estimate.

The Corporation of the City of Vernon  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
*(tabular amounts in thousands of dollars)*

**13. Tangible Capital Assets:**

Cost	Additions/			
	December 31, 2016	Reclassification	Disposals	December 31, 2017
Land	\$ 262,585	\$ 990	\$ -	\$ 263,575
Buildings	66,709	(306)	836	65,567
Vehicles	12,739	930	202	13,467
Miscellaneous equipment	2,632	470	-	3,102
Information technology	2,659	379	294	2,744
Transportation infrastructure	217,131	7,626	69	224,688
Storm drain infrastructure	80,083	(460)	-	79,623
Sanitary sewer infrastructure	99,739	2,165	37	101,867
Other leasehold equipment	25,295	-	-	25,295
	<u>\$ 769,572</u>	<u>\$ 11,794</u>	<u>\$ 1,438</u>	<u>\$ 779,928</u>
Accumulated Amortization	December 31, 2016	Amortization	Disposals	December 31, 2017
Buildings	\$ 25,377	\$ 1,684	\$ 175	\$ 26,886
Vehicles	7,392	635	174	7,853
Miscellaneous equipment	1,093	96	-	1,189
Information technology	2,197	184	230	2,151
Transportation infrastructure	102,835	5,269	58	108,046
Storm drainage infrastructure	22,078	1,035	-	23,113
Sanitary sewer infrastructure	27,825	1,348	14	29,159
Other leasehold equipment	10,118	723	-	10,841
	<u>\$ 198,915</u>	<u>\$ 10,974</u>	<u>\$ 651</u>	<u>\$ 209,238</u>
Net Book Value	December 31, 2016			December 31, 2017
Land	\$ 262,585			\$ 263,575
Buildings	41,332			38,681
Vehicles	5,347			5,614
Miscellaneous equipment	1,539			1,913
Information technology	462			593
Transportation infrastructure	114,296			116,642
Storm drain infrastructure	58,005			56,510
Sanitary sewer infrastructure	71,914			72,708
Other leasehold equipment	15,177			14,454
	<u>\$ 570,657</u>			<u>\$ 570,690</u>



**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
*(tabular amounts in thousands of dollars)*

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**13. Tangible Capital Assets: (continued)**

**a) Work-in-progress**

Work-in-progress is comprised of costs related to projects currently under planning, development or construction that will result in a finished asset at a future date. Such costs are capitalized until such time as the property is ready for use. Work-in-progress having a value of \$13,551,000 (2016 - \$10,976,000) has not been amortized. Amortization of these assets will commence the year following when each specific asset is put into service.

**b) Contributed Tangible Capital Assets**

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed assets received during the year is \$2,889,000 (2016 - \$1,645,000) comprised of transportation infrastructure in the amount of \$1,436,000 (2016 - \$1,252,000), storm drain infrastructure in the amount of \$808,000 (2016 - \$236,000) and sanitary sewer infrastructure in the amount of \$645,000 (2016 - \$157,000).

**c) Tangible Capital Assets Disclosed at Nominal Values**

Where an estimate of fair value is not determinable, the tangible capital asset is recognized at a nominal value.

**d) Intangible Assets**

The City manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at city sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

**e) Write-down of Tangible Capital Assets**

Tangible capital assets are written down when conditions indicate that they no longer contribute to the City's ability to provide goods and services. Any impairment is accounted for as an expense in the consolidated statement of operations. No impairments were identified or recorded during the year ended December 31, 2017 and 2016.

**f) Capital Leases**

Included in tangible capital assets are assets of \$25,295,000 (2016 - \$25,295,000) and accumulated amortization of \$10,841,000 (2016 - \$10,118,000). The City recorded amortization expense of \$723,000 (2016 - \$723,000) related to these leased assets.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

**14. Accumulated Surplus:**

Accumulated surplus consists of individual fund surpluses and reserves. Operating surplus for the City is as follows:

	<u>2017</u>	<u>2016</u>
Accumulated surplus per Statement of Financial Position	\$ 613,244	\$ 604,936
Less:		
Tangible capital assets	(570,690)	(570,657)
Inventory of supplies	(492)	(497)
Prepaid expenses	(278)	(538)
Debt	18,681	21,850
	<u>\$ 60,465</u>	<u>\$ 55,094</u>
<b>Non-Statutory Reserves</b>		
Budget Carryover Reserve General	\$ 2,192	\$ 1,508
Budget Carryover Reserve Sewer	49	49
Capital Reserves General	13,213	12,154
Capital Reserves Sewer	13,947	12,733
Operating Reserves General	213	170
Tax Equalization Reserves General	6,201	6,350
Tax Equalization Reserves Sewer	8,697	8,030
Special Purpose Reserves	6,154	7,320
Fortis BC Lease Legacy Reserve	3,418	3,097
	<u>54,084</u>	<u>51,411</u>
<b>Statutory Reserve Funds</b>		
Highway Access to Water Reserve	619	613
Land Sale Reserve	841	1,409
Local Improvement Reserve	850	841
Parkland Reserve Equity	221	177
Recreation Facility Operating Reserve	839	-
	<u>3,370</u>	<u>3,040</u>
<b>Total Restricted Funds</b>	<u>57,454</u>	<u>54,451</u>
<b>Unappropriated Surplus</b>	<u>\$ 3,011</u>	<u>\$ 643</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

**15. Property Tax Revenue:**

Total tax revenue net of transfers of taxes collected for other governments and agencies were as follows:

	<u>2017</u>	<u>2016</u>
Specific assessments:		
Residential	\$ 23,085	\$ 21,817
Business	11,599	11,299
Utilities	272	278
Light industrial	523	492
Non-profit	132	132
Farm land	3	3
	<u>35,614</u>	<u>34,021</u>
Payments in lieu of taxes	1,235	1,283
Specified area taxes and other	484	338
	<u>\$ 37,333</u>	<u>\$ 35,642</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
*(tabular amounts in thousands of dollars)*

**16. Transfers from Other Governments**

	2017	2016
Federal government transfers		
Transportation infrastructure	\$ 1,798	\$ 1,674
Recreational initiatives	80	-
	<u>1,878</u>	<u>1,674</u>
Provincial government transfers		
Transit subsidy	2,095	2,285
Casino revenue sharing	1,960	1,956
Transportation infrastructure	824	59
Hotel tax	738	693
Sanitary infrastructure	666	-
Traffic fine revenue sharing	486	523
Emergency Management BC	419	6
Keep of prisoners	272	276
Insurance Corporation of BC	149	70
Carbon tax rebate	82	79
Certificate of Recognition safety program	63	61
Tourism BC	25	32
Fire Smart program	14	-
Municipal Insurance Agency	13	26
Other transfers	10	-
BC Hydro initiatives	1	13
Emergency planning	-	15
	<u>7,817</u>	<u>6,094</u>
Other government transfers		
Recreational initiatives	7,270	1,088
Regional initiatives	293	43
Okanagan Basin Water Board	93	102
Community development initiatives	6	14
	<u>7,662</u>	<u>1,247</u>
Total transfers from other governments	<u>\$ 17,357</u>	<u>\$ 9,015</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**17. Natural Gas System Lease Agreements:**

The City has entered into an agreement with BC Gas Utility Ltd. (now known as Fortis BC Gas Inc. and hereafter referred to as "Fortis BC") which has resulted in the creation of the Natural Gas Legacy Fund.

**a) Leased tangible capital assets:**

Under the terms of the agreement, the City has entered into a 35-year lease of tangible capital assets commencing December 1, 2002 for the natural gas distribution system within the City boundary. The City has prepaid \$23,750,000 of the capital lease obligation and has financed the prepayment through debenture debt (Debt Bylaw # 4718, note 10). The remaining obligation, which is included in debt, will be paid with annual lease payments of \$127,884 including interest based on Fortis BC-approved pre-tax weighted average cost of capital of 9.85%.

**b) Operating Lease:**

The City has also entered into a 17-year operating lease that commenced December 1, 2002 whereby the City leases back to Fortis BC the operation of the gas distribution system. Under the operating lease, Fortis BC is obligated to make annual lease payments to the City that are calculated by a formula specified in the agreement which is based on the total annual revenue generated by the transaction. The lease revenue in 2017 was \$1,911,000, (\$1,960,000 in 2016). At the end of the 17-year term, Fortis BC has the option of making a termination payment equal to the unamortized portion of the City's \$23,750,000 prepayment under the lease of tangible capital assets, which is estimated to be \$12,214,000 or negotiate a new 18-year operating lease with a continuation of the annual lease payments which existed under the previous 17-year operating lease agreement.

**18. Long-term Agreements with the Regional District of North Okanagan (the "Regional District"):**

**a) Water Agreement**

The City has entered into a 5-year agreement with the Regional District for the operation of the water system in Vernon and Electoral Areas B and C and owned by the Regional District. This agreement replaces a 10-year agreement expiring January 31, 2013. Under this agreement, the City is responsible for the day-to-day operation of the water system within the City and Areas B and C, and is wholly reimbursed by the Regional District for the operating expenses made to undertake these duties. The agreement expires January 31, 2018. The City has entered into a new 5-year agreement for February 1, 2018 to January 31, 2023.

**b) Parks Agreements**

The City entered into an agreement with the Regional District to assume responsibility for the management and operation of local parks commencing January 1, 2014. The agreement also involves the transfer of park land between both parties so that local parks within the City are owned and operated by the City and designated sub-regional parks are owned and operated by the Regional District.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
*(tabular amounts in thousands of dollars)*

**18. Long term Agreements with the Regional District of North Okanagan: (continued)**

Under this agreement each jurisdiction levies and contributes Parks development cost charges according to the Regional District development cost charges bylaw. Development cost charge amounts are then allocated on the basis of contributions for use in those jurisdictions. The amount allocated to the City as of December 31, 2017 was \$3,410,000 (2016 - \$2,918,000).

The City has entered into a 3-year agreement with the Regional District to assume responsibility for the management and operation of sub-regional parks commencing January 1, 2014 and ending December 31, 2016. Subsequently a one-year agreement was agreed upon expiring December 31, 2017. As at December 31, 2014 the City transferred to the Regional District park land with fair market value approximating \$23,941,000 (historical cost \$1,861,000) and the Regional District transferred park land to the City with fair market value approximating \$14,855,000.

**c) Recreation Agreements**

The City entered into a 5-year agreement with the Regional District to assume responsibility for the management and operation of local recreational facilities commencing January 1, 2014 and ending December 31, 2018. The agreement also involves the transfer of recreation facilities and related land from the Regional District to the City to re-align responsibility for the facilities and programming to the City. As at December 31, 2014 the Regional District transferred to the City recreation facilities and land with fair market value approximating \$1,487,000. Facilities and land owned by the Regional District with fair market value approximating \$34,968,000 plus facilities currently being constructed on these lands with construction costs to date approximating \$7,100,000 have not yet been transferred to the City as of December 31, 2017.

**19. Expenses by Object:**

	<b>2017</b>	<b>2016</b>
Salaries and wages	\$ 26,609	\$ 25,901
Contracted services	21,915	13,692
RCMP contract	8,921	7,113
Amortization of tangible assets	10,974	11,781
Supplies, materials and other	5,363	3,534
Bank charges and net loss on capital assets	2,067	1,255
Utilities, telephone and insurance	4,250	3,993
Equipment charges	1,826	1,730
	<u>\$ 81,925</u>	<u>\$ 68,999</u>

**20. Commitments:**

The City has entered into a lease agreement for a transit maintenance facility with BC Transit for 40 years with two 10-year renewal options. The 40-year lease was prepaid in full in the amount of \$1,310,000 upon occupancy by BC Transit of the site in November 2011.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

**21. Cemetery Care Trust Fund:**

The City owns and maintains Pleasant Valley Cemetery. Pursuant to provincial legislation, a Cemetery Care Trust Fund was established to ensure continuity of cemetery maintenance. A portion of all plot sales and memorial setting fees is credited to this Fund. Although the Fund balance is not included in the consolidated financial statements, all investment earnings during the year are transferred into general revenue as permitted by law.

	<b>2017</b>	<b>2016</b>
Trust Fund Continuity:		
Balance, beginning of year	\$ 783	\$ 757
Interest earned	8	13
Proceeds from plot sales and memorial settings	30	26
Transfers to general fund for maintenance	(8)	(13)
Balance, end of year	<u>\$ 813</u>	<u>\$ 783</u>

**22. Contingent Liabilities:**

**a) Regional District:**

The City is responsible as a member of the Regional District for its proportional share of operating deficits related to functions in which it participates. Under the provisions of the Local Government Act, the Regional District's debt is a joint and several liability of the Regional District and each of its member municipalities including the City.

**b) MFA Demand Notes:**

Debentures are covered by a loan agreement with the MFA which provides that, if at any time the payments provided for in the agreement are not sufficient to meet the authority's obligations in respect of such borrowings, the resulting deficiency becomes a proportional liability of each member local government, including the City. As these demand notes are contingent in nature, no liability is recorded.

**c) Municipal Insurance Association:**

In 1987, the City entered into a self-liability insurance plan with several other local governments in British Columbia forming the Municipal Insurance Association of BC. The City is obligated under the plan to pay a percentage of its fellow insured's losses. The City pays an annual premium, which is anticipated to be adequate to cover any losses incurred.

**d) Legal Claims:**

The City has been named defendant in several uninsured legal actions. No reserve or liability has been recorded regarding any of the legal actions and any possible claims because the amount of loss, if any, is not determinable. Settlement, if any, made with respect to these actions, will be accounted for as an expense in the period in which realization is known.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**22. Contingent Liabilities: (continued)**

**e) Pension Liability:**

The City and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusted pension plan. The board of trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2016, the Plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City paid \$2,137,000 (2016 - \$2,076,000) for employer contributions while employees contributed \$1,812,000 (2016 - \$1,765,000) to the Plan in fiscal 2017.

The next valuation will be December 31, 2018, with results available in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

**f) Letter of Credit:**

In 2007, the City issued an Irrevocable Letter of Credit in favour of the Agricultural Land Commission ("ALC") of British Columbia as a guarantee to fund works required by the ALC as a condition of the property being removed from the Agricultural Land Reserve. The amount of the Letter of Credit is \$716,000. As of December 31, 2017, no drawing on the Letter of Credit has occurred.



**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**23. Segmented Information:**

Segmented information has been grouped into related department functions or service areas for segment reporting purposes provided in note 24 which shows the associated revenues and expenses for each segment. The various segments are described as follows:

**a) General Government:**

This segment is comprised of all general government and common services provided within the City. It includes legislative services, corporate administration, City Clerk's office, tourism, finance, human resources, information services, civic building maintenance, bylaw compliance, parking control, and subsidiary corporations.

- Legislative services and corporate administration are responsible for general government administration including council support, conducting elections and records management.
- Tourism is responsible for tourism marketing and managing the City's tourist booth location.
- Finance is responsible for the oversight of all financial matters including financial planning, collection of revenues, purchasing and financial reporting.
- Human resources are responsible for staff recruiting, payroll processing, occupational health and safety and labour relations.
- Information services are responsible for planning, maintaining and operating the City's information systems.
- The GIS department catalogues the City's infrastructure geographically for use by the City and its citizens.
- Civic building maintenance is responsible for maintaining all buildings owned by the City.
- Bylaw compliance and parking control is responsible for administrating and encouraging compliance to regulatory bylaws, patrolling City owned/leased paid parking lots, residential permit zones and restricted parking areas. They also patrol and maintain almost 1,000 parking meters. This function focuses on community security and safety programs in conjunction with police services.
- The City's subsidiary corporations are 100% owned.
- Revenues associated with this segment include all those amounts that cannot be attributed directly to other segments including taxation, grants in lieu, interest revenue and property rental revenue.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**23. Segmented Information: (continued)**

**b) Protective Services:**

This segment is comprised of police services, fire rescue and emergency management services.

- Police services are contracted to the RCMP with support assistance from municipal staff. The City is home to a regional detachment for the North Okanagan. The City has a proactive community policing group that provides programs for its citizens and businesses such as citizens on patrol, crime stoppers, block watch and safety patrols.
- Fire and rescue services provide fire response, investigation and prevention services within the City's fire department.
- Emergency management services is responsible for emergency planning within the community and is engaged when the City is affected by an emergency situation.

**c) Planning and Engineering:**

This segment is comprised of community development, planning, building inspections services and the capital works program.

- Community Development is responsible for sustainable development throughout the City including environmental, economic and social development.
- Planning is responsible for land use planning – long term and short term – plus the administration of the Official Community Plan and zoning bylaws.
- Building Inspections is responsible for issuing permits for any developments in the City including building permits, rezoning and development permits.
- Engineering is responsible for the planning and implementation of the capital works program for all infrastructure - storm, sewer and transportation. They work in conjunction with Operations.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**23. Segmented Information: (continued)**

**d) Operations:**

This segment is responsible for the operation and maintenance of the City's infrastructure assets including roads, sidewalks and storm drains. Other components include public transit, solid waste and recycling, cemetery and airport.

- Road transportation encompasses year round maintenance of roads, street lights, signs and sidewalks, plus the public transit system which is contracted with BC Transit with subsidies provided from the Province
- Storm drainage includes the maintenance of storm infrastructures including mains, manholes and catch basins.
- The Vernon Regional Airport provides services to small aircraft and executive jets in the region and includes a paved lighted runway, hangars, jet and regular air fuel dispensing.
- Solid waste and recycling services are contracted with the Regional District of North Okanagan.
- The City has one cemetery whose operation is overseen by the Operations group. Other services provided within the City include overseeing fleet activities and support for the Regional District water services and parks services.

**e) Sanitary Sewer Operations:**

This segment is responsible for the entire sanitary sewer operation and maintenance of the sewer infrastructures including mains, manholes, catch basins and lift stations. Plus, it is responsible for the operation and maintenance of the Vernon Water Reclamation Centre and spray irrigation system.

**f) Recreation:**

This segment is responsible for the management, maintenance and operation of all recreation facilities within the City. This includes planning and delivery of recreation programs for all ages of citizens, maintenance and operation of all arenas and indoor pool. As well as operating two outdoor pools in the summer.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2017  
*(tabular amounts in thousands of dollars)*

**24. Segmented Disclosure:**

	General Government	Protective Services	Planning & Engineering	Recreation	Operations Services	Sanitary Sewer	2017	2016
<b>Revenue</b>								
Taxation	\$ 37,077	\$ -	\$ -	\$ -	\$ -	\$ 256	\$ 37,333	\$ 35,642
Services to other governments	526	417	114	1,084	816	538	3,495	4,137
Government transfers	4,563	1,202	31	7,393	3,242	926	17,357	9,015
Sale of services	1,989	228	1,999	3,442	4,146	9,464	21,268	21,034
Fiscal services	2,614	-	-	111	-	316	3,041	3,117
Transfers of assets from developers	282	-	165	-	4,134	885	5,466	2,330
Natural gas system agreement	2,273	-	-	-	-	-	2,273	2,363
	<b>49,324</b>	<b>1,847</b>	<b>2,309</b>	<b>12,030</b>	<b>12,338</b>	<b>12,385</b>	<b>90,233</b>	<b>77,638</b>
<b>Expenses</b>								
Salaries and wages	6,472	7,448	3,619	3,817	3,366	1,887	26,609	25,901
Contracted services	1,911	367	1,295	7,905	9,140	1,297	21,915	13,692
RCMP contract	-	8,921	-	-	-	-	8,921	7,113
Amortization of tangible assets	1,817	186	-	11	6,370	2,590	10,974	11,781
Supplies, materials and other	(966)	587	419	736	2,388	2,199	5,363	3,534
Bank fees and net loss on assets	1,610	-	-	36	12	409	2,067	1,255
Utilities, telephone and insurance	730	203	13	1,064	1,170	1,070	4,250	3,993
Equipment charges	97	196	83	63	1,098	289	1,826	1,730
	<b>11,671</b>	<b>17,908</b>	<b>5,429</b>	<b>13,632</b>	<b>23,544</b>	<b>9,741</b>	<b>81,925</b>	<b>68,999</b>
<b>Excess (deficiency) revenue over expenses</b>	<b>\$ 37,653</b>	<b>\$ (16,061)</b>	<b>\$ (3,120)</b>	<b>\$ (1,602)</b>	<b>\$ (11,206)</b>	<b>\$ 2,644</b>	<b>\$ 8,308</b>	<b>\$ 8,639</b>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**

**Year Ended December 31, 2017**  
*(tabular amounts in thousands of dollars)*

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**25. Budget Data:**

The budget data presented in these consolidated financial statements is based upon the 2017 consolidated financial plan approved by Council on January 9, 2017. The schedule below reconciles the approved budget in Bylaw #5613 to the budget figures reported in these consolidated financial statements.

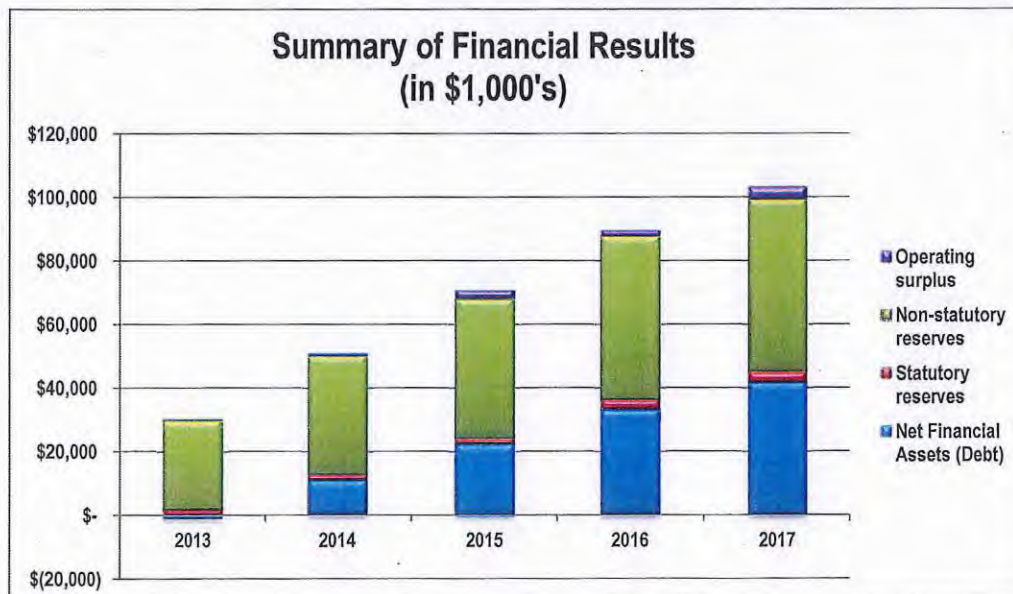
	<b><u>Budget Amount</u></b>
Revenue:	
Operating budget	\$ 106,484
Capital budget	<u>12,023</u>
	118,507
Less:	
Transfers from other funds and reserves	10,536
Collections for other governments	<u>32,029</u>
	<u>(42,565)</u>
<b>Total Revenue</b>	75,942
Expenses:	
Operating budget	115,558
Capital budget	<u>14,608</u>
	130,166
Less:	
Capital expenses	14,608
Transfers to other funds and reserves	9,147
Debt principal payments	1,780
Collections for other governments	<u>32,029</u>
	<u>(57,564)</u>
<b>Total Expenses</b>	<u>72,602</u>
<b>Annual Surplus</b>	<u>\$ 3,340</u>



# STATISTICAL SECTION

## Summary of Financial Results

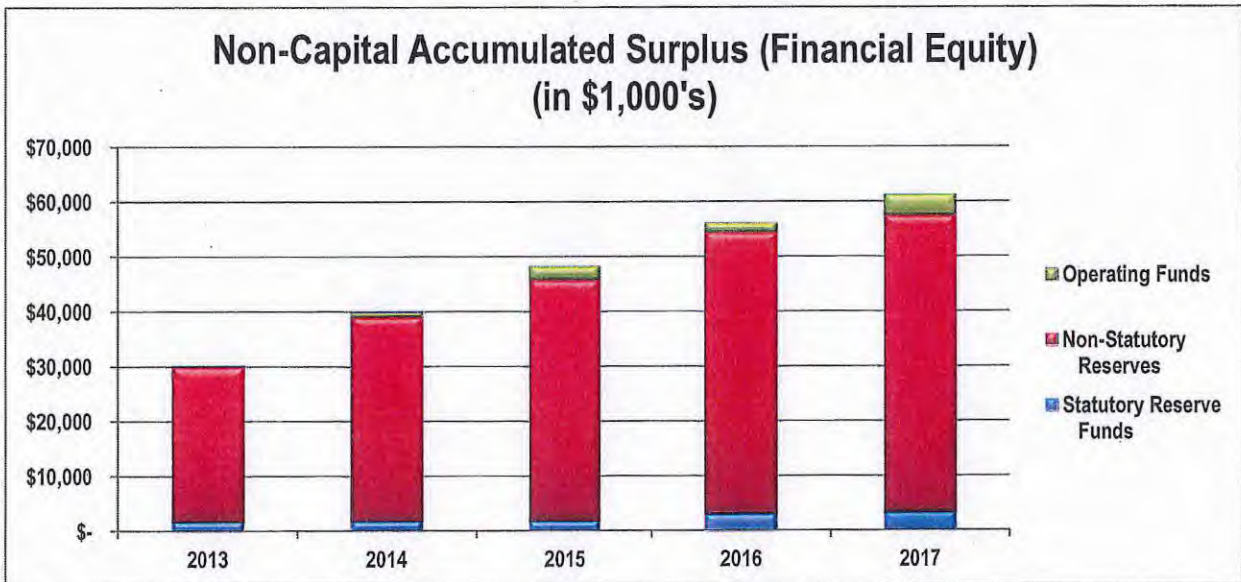
<i>(In \$1,000's)</i>	2013	2014	2015	2016	2017
<b>FINANCIAL POSITION</b>					
Financial Assets	\$ 62,589	\$ 76,102	\$ 84,831	\$ 95,782	\$ 111,923
Liabilities	63,648	65,020	62,473	62,538	70,139
Net Financial Assets (Debt)	(1,059)	11,082	22,358	33,244	41,784
Non-financial Assets	559,121	571,118	573,939	571,692	571,460
Accumulated Surplus, end of year	\$ 558,062	\$ 582,200	\$ 596,297	\$ 604,936	\$ 613,244
<b>STATEMENT OF OPERATIONS</b>					
Revenue	\$ 59,297	\$ 90,125	\$ 83,248	\$ 77,638	90,233
Expenses	57,048	65,987	69,151	68,999	81,925
Annual Surplus	2,249	24,138	14,097	8,639	8,308
Accumulated Surplus, beginning of year	555,813	558,062	582,200	596,297	604,936
Accumulated Surplus, end of year	\$ 558,062	\$ 582,200	\$ 596,297	\$ 604,936	613,244
<b>ACCUMULATED SURPLUS</b>					
Tangible capital assets	\$ 527,956	\$ 542,454	\$ 548,102	\$ 548,807	552,009
Statutory reserves	1,747	1,804	1,792	3,040	3,370
Non-statutory reserves	28,234	37,249	43,911	51,411	54,084
Operating surplus	125	693	2,492	1,678	3,781
Accumulated Surplus, end of year	\$ 558,062	\$ 582,200	\$ 596,297	\$ 604,936	613,244



## Accumulated Surplus

(In \$1,000's except for per-capita figures)

	2013	2014	2015	2016	2017
<b>Equity in Tangible Capital Assets:</b>					
General	\$ 440,657	\$ 453,924	\$ 459,584	\$ 461,609	\$ 464,127
Sewer	87,299	88,530	88,518	87,198	87,882
	<u>\$ 527,956</u>	<u>\$ 542,454</u>	<u>\$ 548,102</u>	<u>\$ 548,807</u>	<u>\$ 552,009</u>
<b>Non-Capital Accumulated Surplus:</b>					
Statutory Reserves	\$ 1,747	\$ 1,804	\$ 1,792	\$ 3,040	\$ 3,370
Non-Statutory Reserves:					
Funds Committed for Uncompleted Projects	5,010	1,196	2,489	1,557	2,241
Capital Purposes	16,154	19,055	20,476	24,887	27,160
Operating Purposes	885	5,327	5,567	7,490	7,378
Tax & User Rate Equalization	4,361	9,369	12,651	14,380	13,887
Natural Gas System Lease Arrangement	1,824	2,302	2,728	3,097	3,418
	<u>28,234</u>	<u>37,249</u>	<u>43,911</u>	<u>51,411</u>	<u>54,084</u>
Operating Funds	125	693	2,492	1,678	3,781
	<u>\$ 30,106</u>	<u>\$ 39,746</u>	<u>\$ 48,195</u>	<u>\$ 56,129</u>	<u>\$ 61,235</u>
<b>NON-CAPITAL ACCUMULATED SURPLUS (FINANCIAL EQUITY) PER CAPITA</b>					
	<u>\$ 778</u>	<u>\$ 1,015</u>	<u>\$ 1,190</u>	<u>\$ 1,399</u>	<u>\$ 1,451</u>
<b>TOTAL ACCUMULATED SURPLUS</b>					
	<u>\$ 558,062</u>	<u>\$ 582,200</u>	<u>\$ 596,297</u>	<u>\$ 604,936</u>	<u>\$ 613,244</u>





## Property Tax Revenue

(in \$1,000's except for per-capita figures)

	2013	2014	2015	2016	2017
Residential	\$ 16,469	\$ 18,065	\$ 20,585	\$ 21,817	\$ 23,085
Commercial	8,465	9,379	10,919	11,299	11,599
Light Industrial	409	444	518	492	523
Utility & Other	382	392	414	413	407
<b>Total</b>	<b>\$ 25,725</b>	<b>\$ 28,280</b>	<b>\$ 32,436</b>	<b>\$ 34,021</b>	<b>\$ 35,614</b>

\*Excludes specified area taxation (included in Revenue by Source schedule).

### RATIO OF TAX RATES - COMMERCIAL TO RESIDENTIAL (General Taxes Only)

2013	2014	2015	2016	2017
2.62	2.57	2.74	2.72	2.73

### TOTAL PROPERTY TAXES COLLECTED

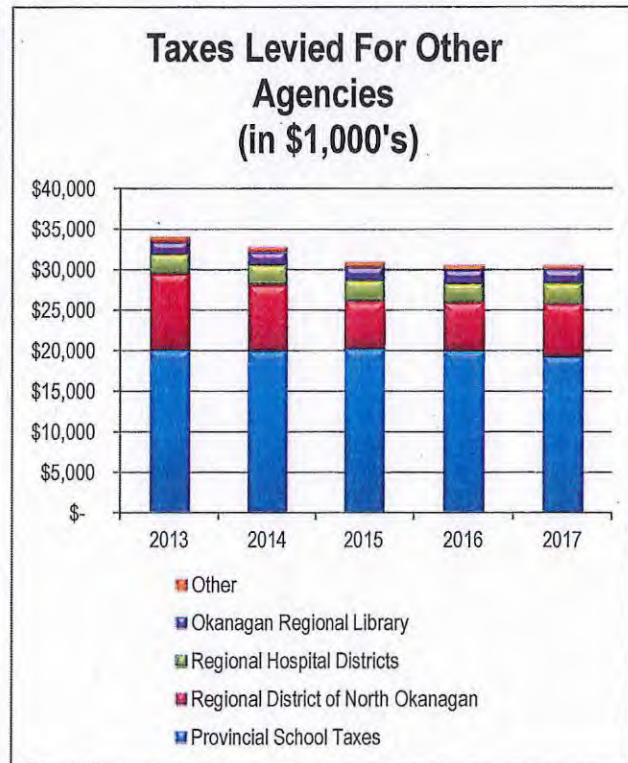
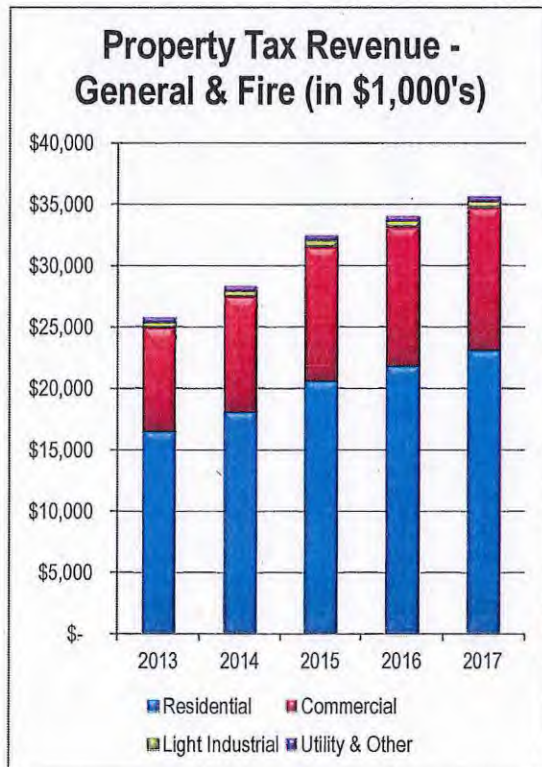
2013	2014	2015	2016	2017
\$ 61,736	\$ 62,567	\$ 66,394	\$ 66,051	\$ 65,532

### % OF CURRENT TAXES COLLECTED

2013	2014	2015	2016	2017
97.92%	97.91%	97.41%	97.20%	97.25%

### TAXES LEVIED FOR OTHER AGENCIES

Provincial School Taxes	\$ 20,097	\$ 19,994	\$ 20,246	\$ 20,049	\$ 19,271
Regional District of North Okanagan	9,376	8,107	5,882	5,898	6,461
Regional Hospital Districts	2,359	2,449	2,519	2,301	2,618
Okanagan Regional Library	1,578	1,632	1,638	1,702	1,694
Other	547	545	547	526	465
<b>Total</b>	<b>\$ 33,957</b>	<b>\$ 32,727</b>	<b>\$ 30,832</b>	<b>\$ 30,476</b>	<b>\$ 30,509</b>



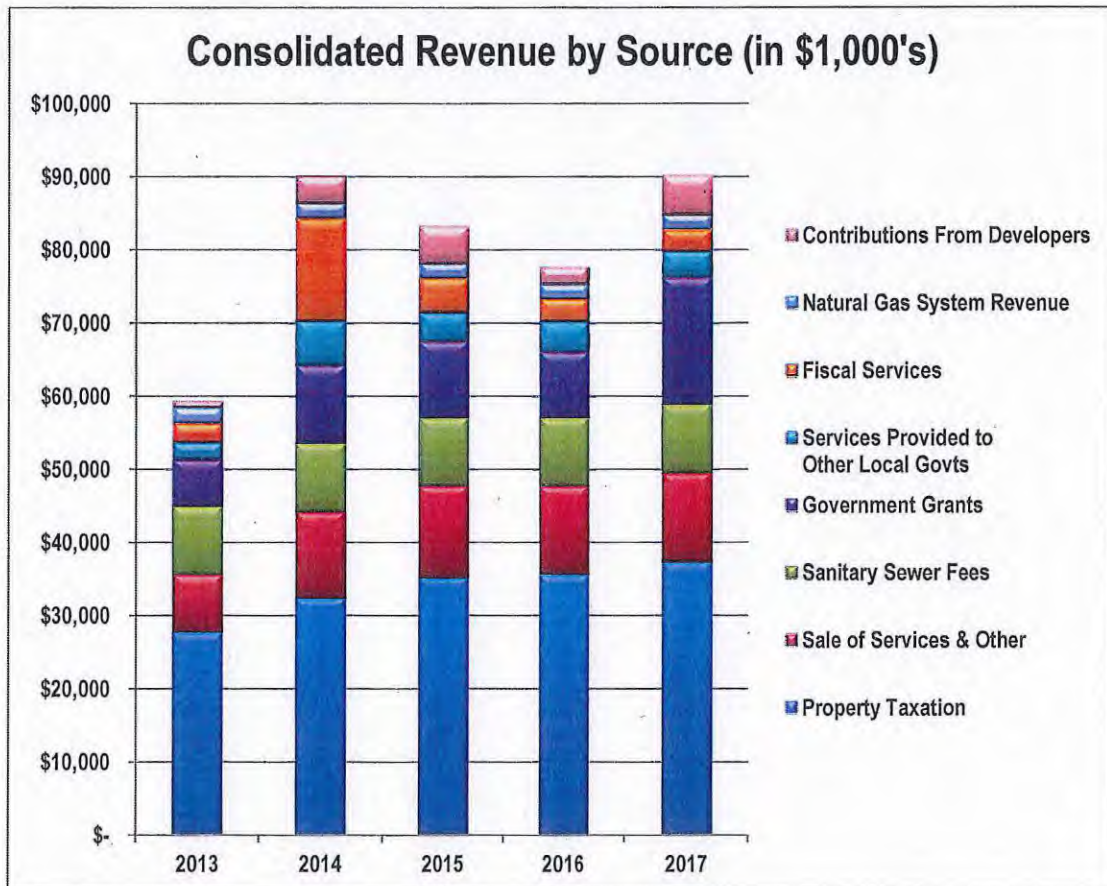
## Consolidated Revenue by Source

(In \$1,000's except for per-capita figures)

	2013	2014	2015	2016	2017
Property Taxation*	\$ 27,750	\$ 32,413	\$ 35,195	\$ 35,642	\$ 37,333
Sale of Services & Other	7,914	11,794	12,636	12,077	12,177
Sanitary Sewer Fees	9,313	9,357	9,278	9,360	9,453
Government Grants	6,360	10,721	10,431	9,015	17,357
Services Provided to Other Local Govts	2,319	6,088	3,896	4,137	3,495
Fiscal Services**	2,618	13,961	4,712	3,117	3,041
Natural Gas System Revenue	2,124	2,069	2,017	1,960	1,911
Contributions From Developers	899	3,722	5,083	2,330	5,466
	<b>\$ 59,297</b>	<b>\$ 90,125</b>	<b>\$ 83,248</b>	<b>\$ 77,638</b>	<b>\$ 90,233</b>

\*Includes specified area taxation (not included in Property Tax Revenue schedule).

Derived from the General Fund, Sewer Fund, Statutory Reserve Funds, and wholly-owned subsidiaries

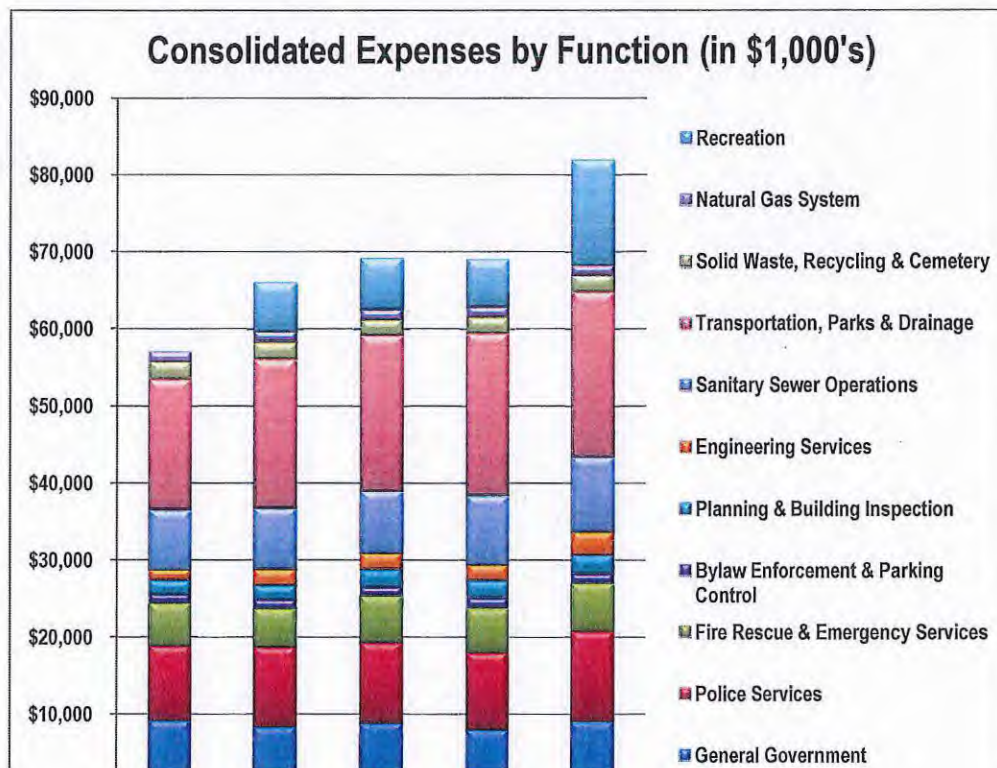


## Consolidated Expenses by Function

*(In \$1,000's except for per-capita figures)*

	2013	2014	2015	2016	2017
General Government	\$ 9,142	\$ 8,328	\$ 8,842	\$ 7,972	\$ 9,060
Police Services	9,744	10,417	10,460	10,021	11,733
Fire, Rescue & Emergency Services	5,502	4,970	6,096	5,822	6,175
Bylaw Enforcement & Parking Control	1,171	1,118	1,097	1,265	1,263
Planning & Building Inspection	1,813	1,861	2,283	2,256	2,456
Engineering Services	1,337	2,079	2,138	2,054	2,973
Sanitary Sewer Operations	7,850	7,924	8,045	9,038	9,741
Transportation, Parks & Drainage	16,932	19,472	20,264	21,053	21,448
Solid Waste, Recycling & Cemetery	2,275	2,120	1,956	2,058	2,096
Recreation	-	6,346	6,618	6,110	13,632
Natural Gas System	1,282	1,352	1,352	1,350	1,348
	<b>\$ 57,048</b>	<b>\$ 65,987</b>	<b>\$ 69,151</b>	<b>\$ 68,999</b>	<b>\$ 81,925</b>

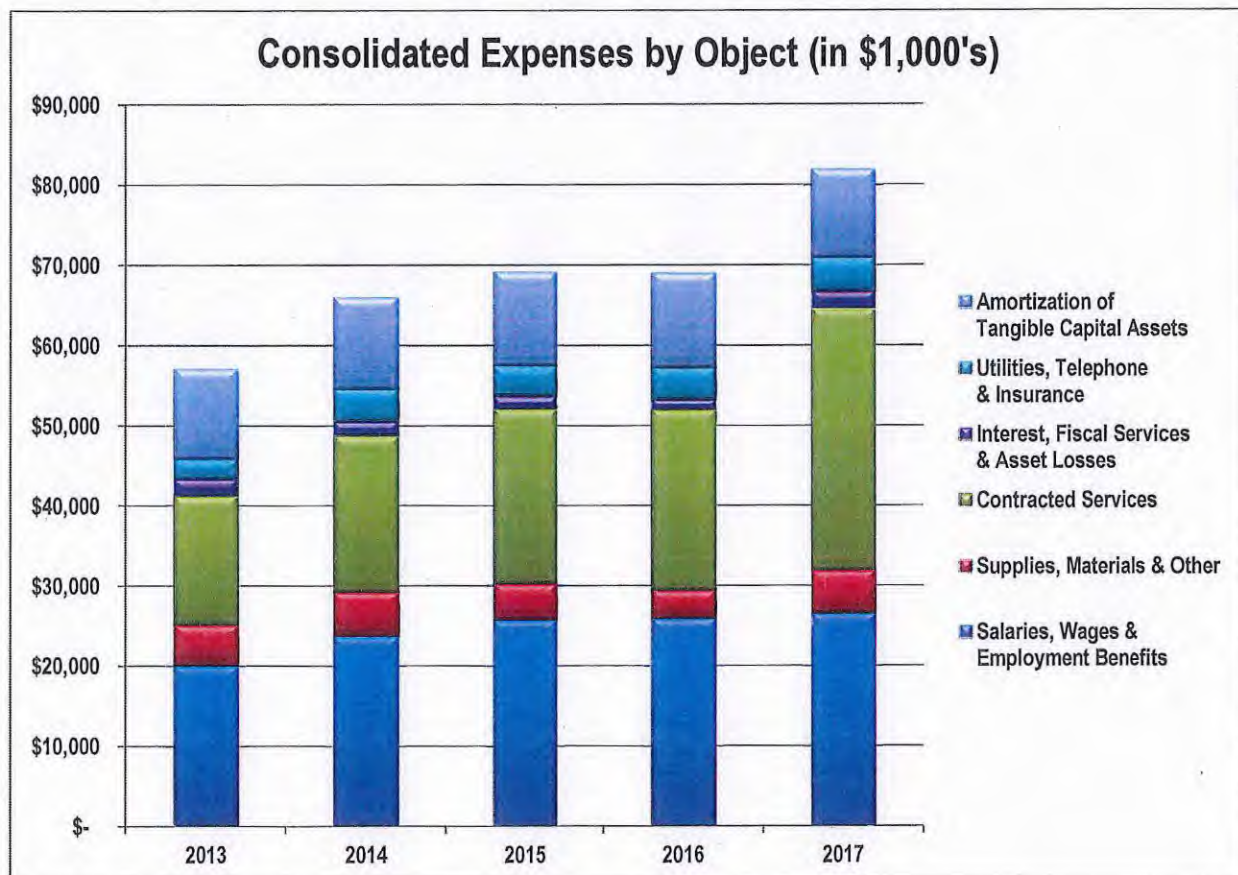
Derived from the General Fund, Sewer Fund, Statutory Reserve Funds, and wholly-owned subsidiaries. For purposes of this table, all interest, fiscal service expenses, and amortization have been integrated in their respective functions.



## Consolidated Expenses by Object

(In \$1,000's)

	2013	2014	2015	2016	2017
Salaries, Wages & Employment Benefits	\$ 20,074	\$ 23,740	\$ 25,771	\$ 25,901	\$ 26,609
Supplies, Materials & Other	5,079	5,502	4,525	3,534	5,363
Contracted Services	16,043	19,546	21,774	22,535	32,662
Interest, Fiscal Services & Asset Losses	2,164	1,728	1,631	1,255	2,067
Utilities, Telephone & Insurance	2,463	4,049	3,759	3,993	4,250
Amortization of Tangible Capital Assets	11,225	11,422	11,691	11,781	10,974
	<b>\$ 57,048</b>	<b>\$ 65,987</b>	<b>\$ 69,151</b>	<b>\$ 68,999</b>	<b>\$ 81,925</b>



## Number of Employees (Full-time Equivalents)

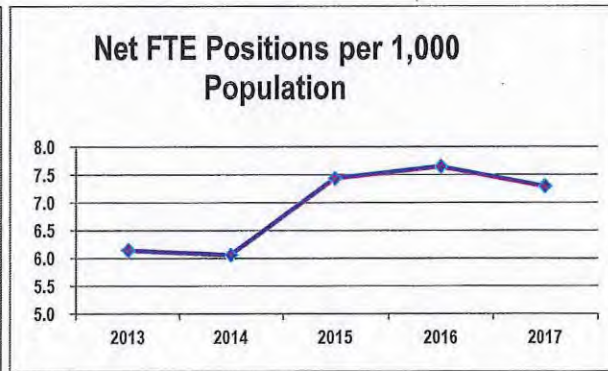
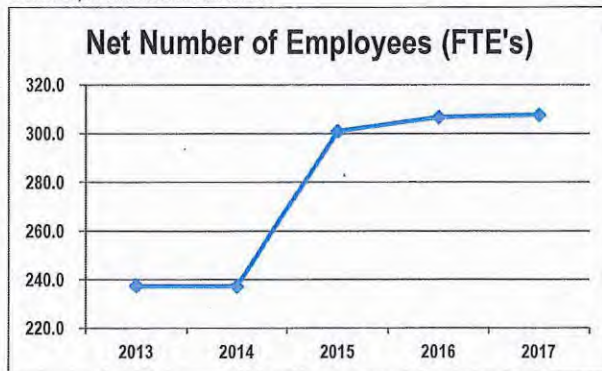
Number of Employees (Full-time Equivalents)*	2013	2014	2015	2016	2017
<b>Administration &amp; Corporate Services:</b>					
General Administration	2.0	2.0	2.0	2.0	2.0
City Clerk's Office	8.2	7.9	8.5	8.0	7.5
Human Resources	5.9	7.3	7.4	8.1	8.3
Information Services	7.8	9.4	9.6	9.6	10.3
Bylaw Enforcement	12.9	11.5	11.0	12.9	13.5
Community Policing Office	6.0	5.0	3.8	3.0	3.0
Finance & Purchasing	17.0	17.7	16.8	16.1	16.5
Engineering & GIS	14.5	16.0	15.2	14.9	17.4
Community Development	16.7	16.7	18.7	20.8	19.6
Fire & Rescue	41.5	40.2	39.1	38.2	39.1
Police (civilian staff)	31.7	32.0	30.7	30.5	29.1
<b>Operations:</b>					
Operations Administration	3.2	3.0	2.9	3.6	4.0
Sanitary & Storm Sewers	13.9	14.6	17.5	19.7	18.0
Water **	16.9	16.4	13.3	11.8	12.0
Public Works	28.6	28.5	24.7	24.2	22.9
Parks **	10.7	10.2	10.8	12.2	12.1
Fleet & Facilities	12.9	11.5	11.9	12.7	12.3
Vernon Water Reclamation Plant	12.9	12.2	13.5	12.2	11.6
Airport	1.6	1.6	1.6	1.7	1.7
Recreation **	40.1	52.9	55.2	56.3	58.7
<b>Gross Number of Employees</b>	<b>305.0</b>	<b>316.6</b>	<b>314.2</b>	<b>318.5</b>	<b>319.6</b>

\* Full-time equivalent (FTE) is based on the total number of hours worked as a function of standard full-time hours.

Less: Number of employees for which full employment costs are recovered by the Regional District of North Okanagan for Parks, Recreation, Water (2014 onwards - Water only)	(67.7)	(79.5)	(13.3)	(11.8)	(12.0)
---	--------	--------	--------	--------	--------

<b>Net Number of Employees (relating to total employment costs recorded by the City of Vernon)</b>	<b>237.3</b>	<b>237.1</b>	<b>300.9</b>	<b>306.7</b>	<b>307.6</b>
<b>Gross FTE Positions per 1,000 Population</b>	<b>7.9</b>	<b>8.1</b>	<b>7.8</b>	<b>7.9</b>	<b>7.6</b>
<b>Net FTE Positions per 1,000 Population</b>	<b>6.1</b>	<b>6.1</b>	<b>7.4</b>	<b>7.6</b>	<b>7.3</b>

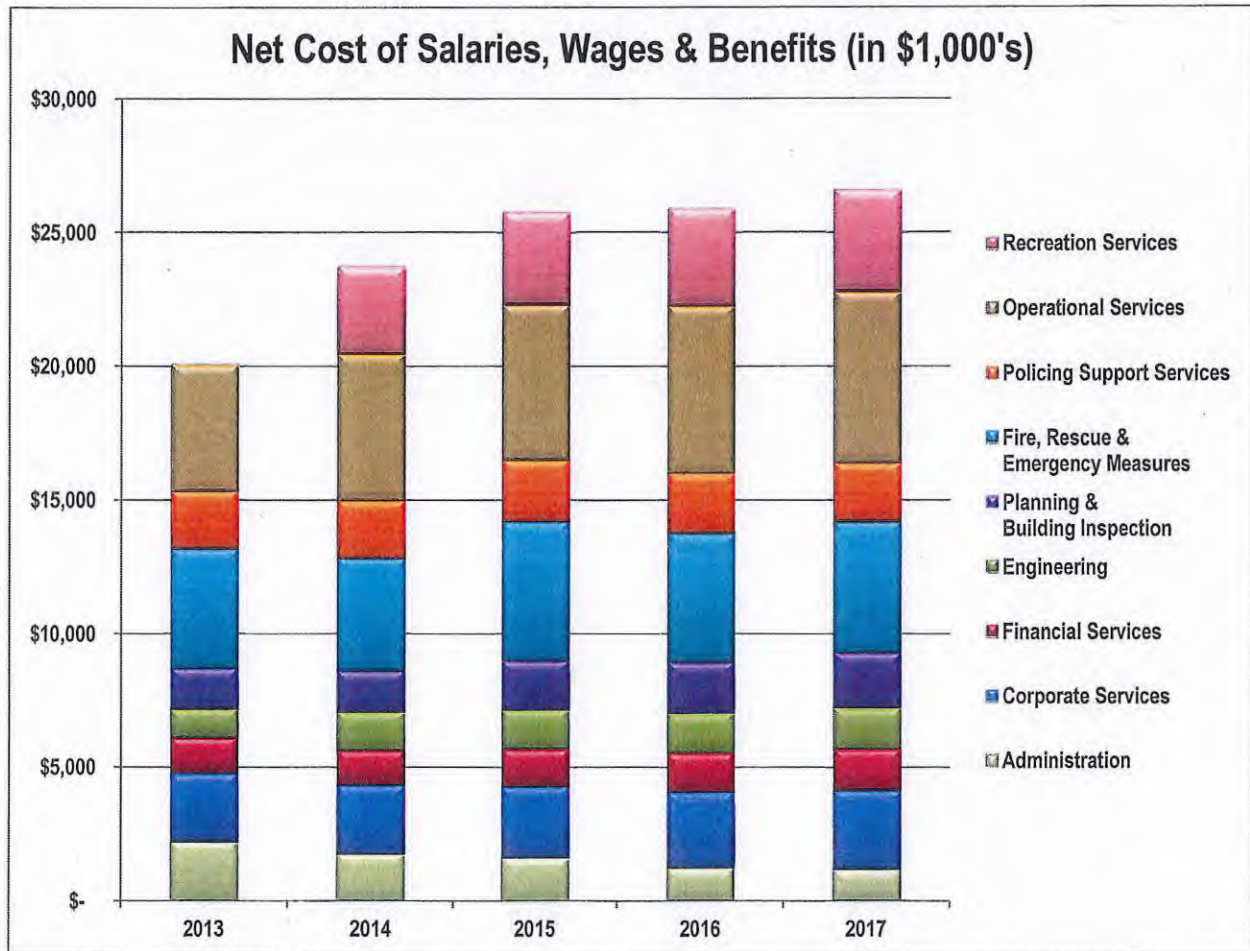
Source: City of Vernon Human Resources



## Cost of Salaries, Wages and Benefits

(In \$1,000's)

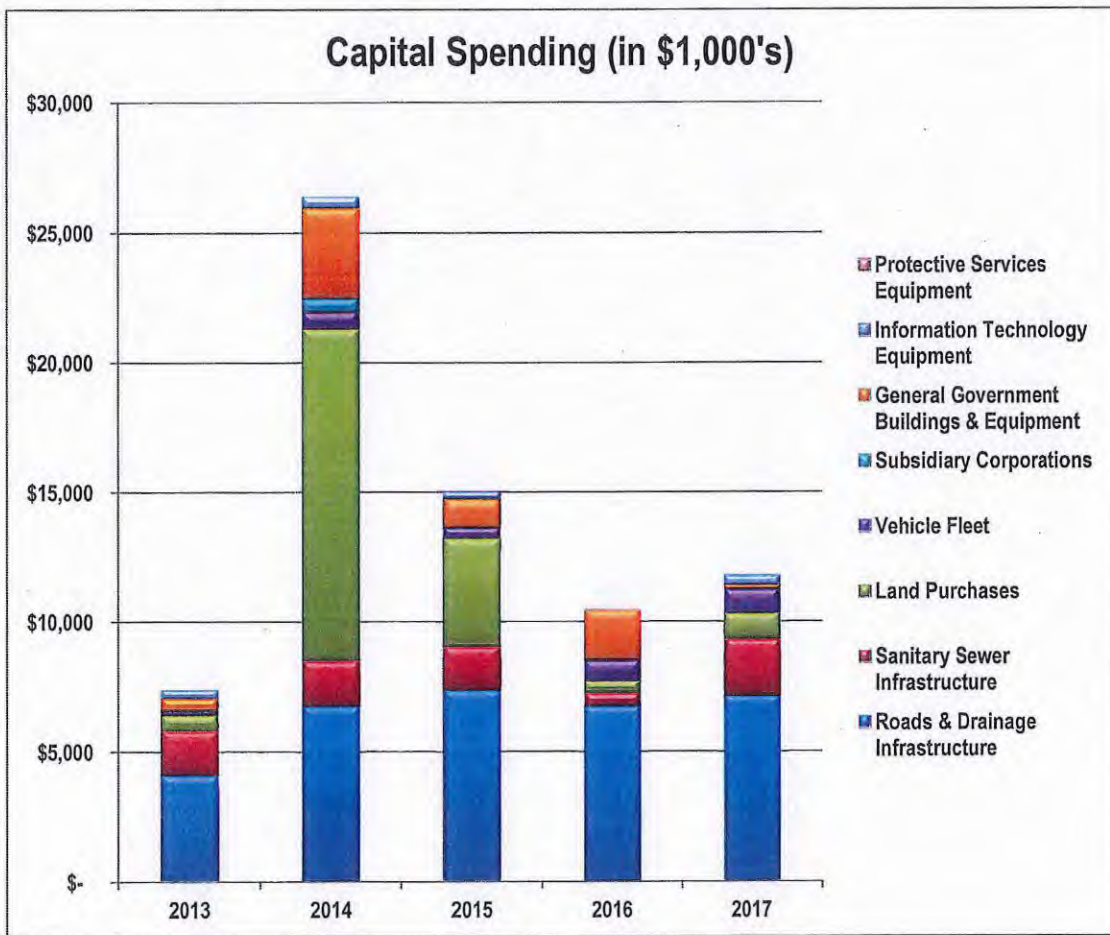
	2013	2014	2015	2016	2017
Administration	\$ 2,210	\$ 1,756	\$ 1,621	\$ 1,255	\$ 1,198
Corporate Services	2,566	2,570	2,659	2,817	2,939
Financial Services	1,318	1,308	1,392	1,472	1,546
Engineering	1,090	1,438	1,484	1,487	1,548
Planning & Building Inspection	1,532	1,547	1,854	1,907	2,071
Fire, Rescue & Emergency Measures	4,461	4,204	5,201	4,825	4,909
Policing Support Services	2,150	2,160	2,293	2,255	2,187
Operational Services	4,747	5,501	5,799	6,234	6,394
Recreation Services	-	3,256	3,467	3,649	3,817
<b>Total</b>	<b>\$ 20,074</b>	<b>\$ 23,740</b>	<b>\$ 25,770</b>	<b>\$ 25,901</b>	<b>\$ 26,609</b>



## Capital Spending

(In \$1,000's except for per-capita figures)

	2013	2014	2015	2016	2017
Roads & Drainage Infrastructure	\$ 4,137	\$ 6,777	\$ 7,379	\$ 6,775	\$ 7,166
Sanitary Sewer Infrastructure	1,692	1,758	1,683	478	2,165
Land Purchases	596	12,765	4,166	461	990
Vehicle Fleet	145	649	409	806	930
Subsidiary Corporations	31	537	6	8	-
General Govt Buildings & Equipment	467	3,482	1,091	1,938	164
Information Technology Equipment	309	419	266	-	379
Protective Services Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ 7,377</b>	<b>\$ 26,387</b>	<b>\$ 15,000</b>	<b>\$ 10,466</b>	<b>\$ 11,794</b>



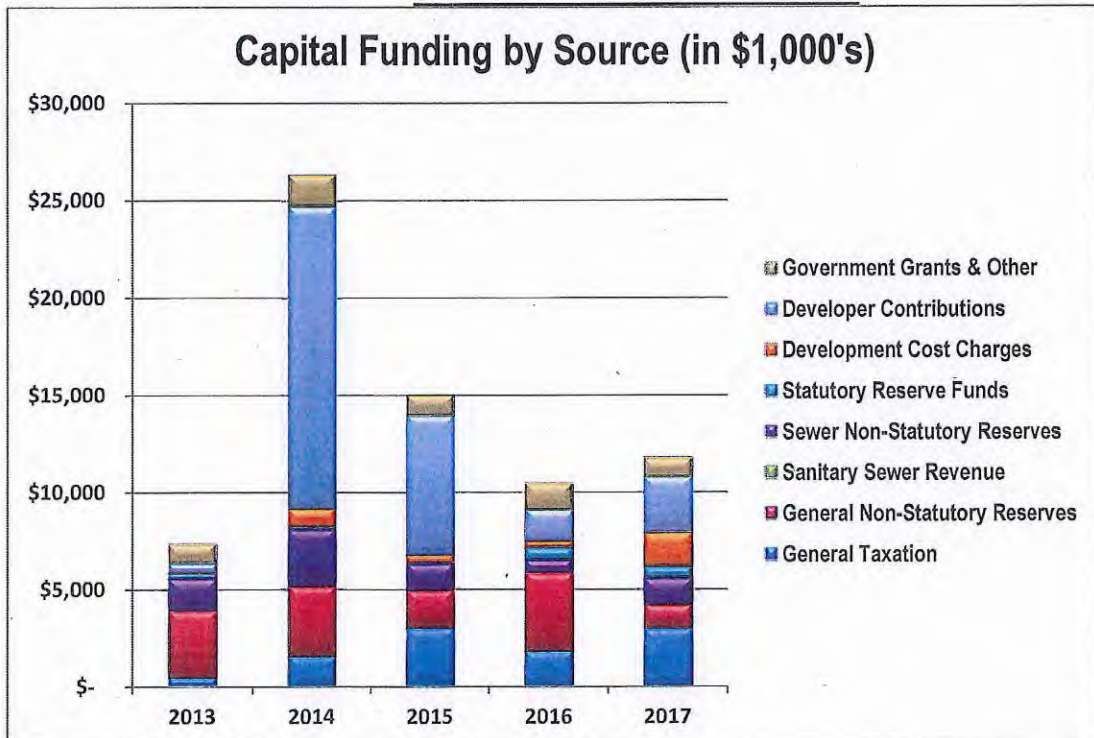
## Capital Funding by Source

(In \$1,000's)

	2013	2014	2015	2016	2017
General Taxation	\$ 466	\$ 1,549	\$ 3,028	\$ 1,805	\$ 2,989
General Non-Statutory Reserves	3,452	3,622	1,944	4,072	1,212
Sanitary Sewer Revenue	-	9	-	-	-
Sewer Non-Statutory Reserves	1,652	2,937	1,356	647	1,392
Statutory Reserve Funds	256	119	29	617	585
Development Cost Charges	51	921	407	337	1,731
Developer Contributions	485	15,564	7,198	1,645	2,889
Government Grants & Other	1,015	1,624	1,038	1,343	996
	<b>\$ 7,377</b>	<b>\$ 26,345</b>	<b>\$ 15,000</b>	<b>\$ 10,466</b>	<b>\$ 11,794</b>

### PROPORTIONAL BREAKDOWN OF CAPITAL FUNDING FUNDING

General Taxation	6.3%	5.9%	20.2%	17.2%	25.3%
Sanitary Sewer Revenue	-	0.0	-	-	-
Reserves	72.7	25.3	22.2	51.0	27.0
Developers	7.3	62.6	50.7	18.9	39.2
Government Grants & Other	13.8	6.2	6.9	12.8	8.4
	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>





## Long Term Debt by Function and Sources of Funding

(In \$1,000's)

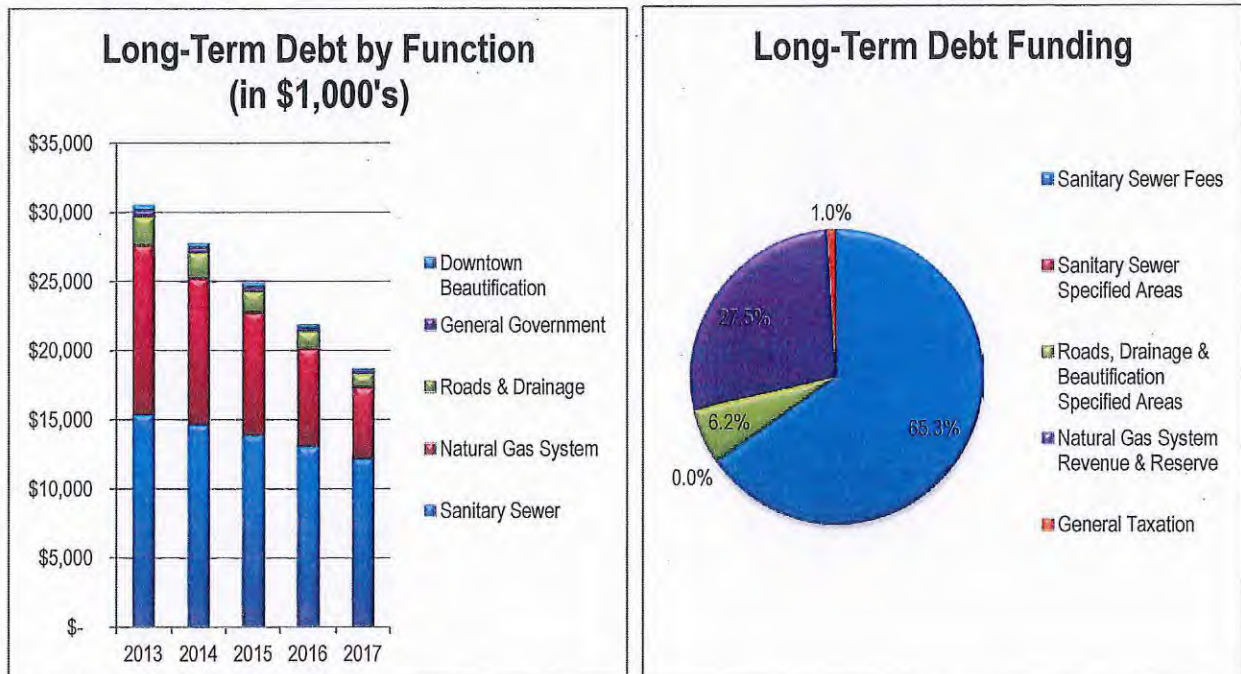
### LONG-TERM DEBT BY FUNCTION

	2013	2014	2015	2016	2017
Sanitary Sewer	\$ 15,395	\$ 14,651	\$ 13,879	\$ 13,055	\$ 12,198
Natural Gas System	12,192	10,558	8,840	7,036	5,141
Roads & Drainage	2,115	1,847	1,568	1,276	973
General Government	409	357	303	247	188
Downtown Beautification	393	343	291	236	181
<b>\$</b>	<b>30,504</b>	<b>27,756</b>	<b>24,881</b>	<b>21,850</b>	<b>18,681</b>

### PROPORTIONAL FUNDING SOURCES FOR LONG-TERM DEBT

Sanitary Sewer Fees	50.4%	52.7%	55.7%	59.7%	65.3%
Sanitary Sewer Specified Areas	0.1%	0.1%	0.1%	0.0%	0.0%
Roads, Drainage & Beautification Specified Areas	8.2%	7.9%	7.5%	6.9%	6.2%
Natural Gas System Revenue & Reserve	40.0%	38.0%	35.5%	32.2%	27.5%
General Taxation	1.3%	1.3%	1.2%	1.2%	1.0%
	100.0%	100.0%	100.0%	100.0%	100.0%

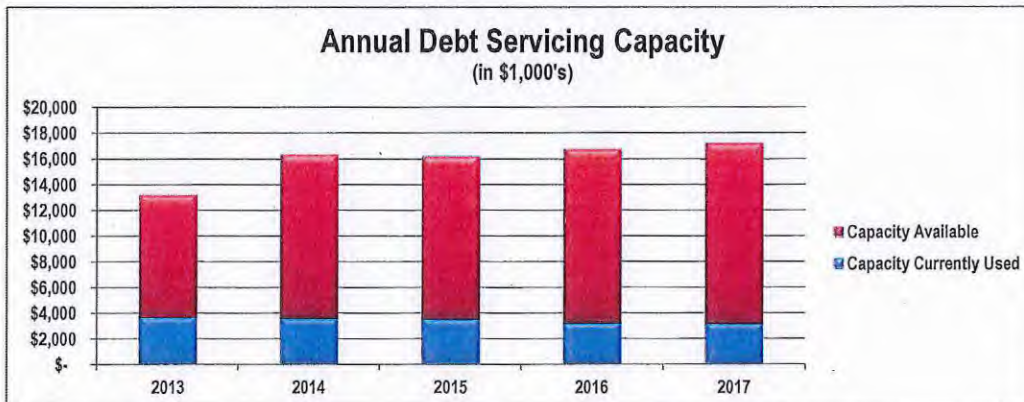
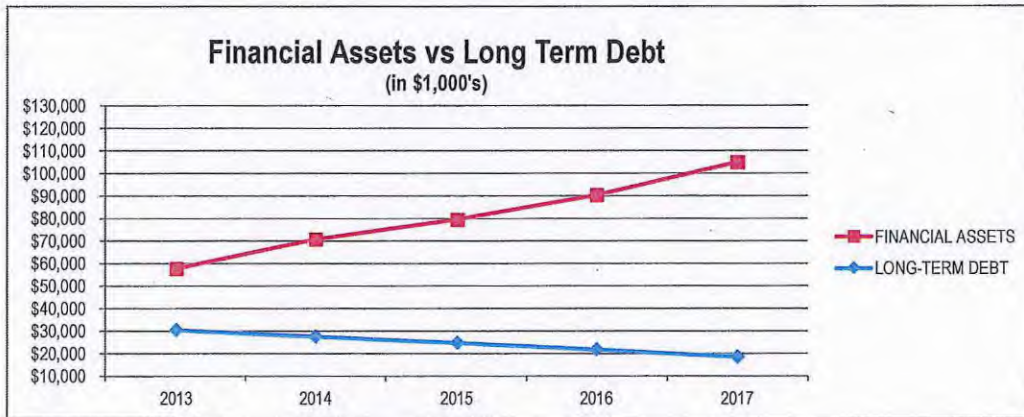
All water debt originally incurred by the City of Vernon has been transferred to and is recorded by the Regional District of North Okanagan when this function was assumed by the Regional District. As such, this debt is not a liability of the City of Vernon and is not recorded. No overlapping debt exists.



## Long Term Debt Capacity

(In \$1,000's except for per-capita figures)

	2013	2014	2015	2016	2017
<b>FINANCIAL ASSETS</b>	\$ 57,604	\$ 70,567	\$ 79,261	\$ 90,182	\$ 104,690
<b>LONG-TERM DEBT</b>	\$ 30,504	\$ 27,756	\$ 24,881	\$ 21,850	\$ 18,681
<b>RATIO OF FINANCIAL ASSETS TO LONG TERM DEBT</b>	1.89	2.54	3.19	4.13	5.60
<p>A municipality's ability to borrow funds (debt capacity) is based on their ability to make principal and interest payments (liability servicing). The liability servicing limit, the maximum allowable principal and interest payments a municipality can make in a year, is based on a percentage of applicable Municipal Revenues and determines how much debt a Municipality can service.</p>					
<b>MUNICIPAL REVENUES</b>					
Municipal portion of Property Tax revenue	\$ 28,175	\$ 28,533	\$ 35,572	\$ 36,013	\$ 37,730
Sale of Services	17,061	20,711	21,423	21,034	21,268
Other Revenue	4,609	12,865	6,505	9,888	9,420
Investment Income	1,463	1,779	1,719	720	952
Unconditional Government Transfers	2,393	2,452	632	608	987
<b>Less:</b>					
Actuarial adjustments on long term debt	(928)	(1,005)	(1,137)	(1,233)	(1,369)
<b>TOTAL MUNICIPAL REVENUES</b>	\$ 52,773	\$ 65,335	\$ 64,714	\$ 67,030	\$ 68,988
Liability Servicing factor	25%	25%	25%	25%	25%
<b>LIABILITY SERVICING LIMIT</b>	\$ 13,193	\$ 16,334	\$ 16,179	\$ 16,758	\$ 17,247
<b>LIABILITY SERVICING COST</b>					
Debt Servicing for Authorized and Issued Debt	3,442	3,359	3,322	3,004	2,905
Estimated Debt Servicing for Unissued Debt	219	219	219	219	270
<b>TOTAL LIABILITY SERVICING COST</b>	\$ 3,661	\$ 3,578	\$ 3,541	\$ 3,223	\$ 3,175
<b>LIABILITY SERVICING CAPACITY AVAILABLE</b>	\$ 9,532	\$ 12,756	\$ 12,638	\$ 13,535	\$ 14,072



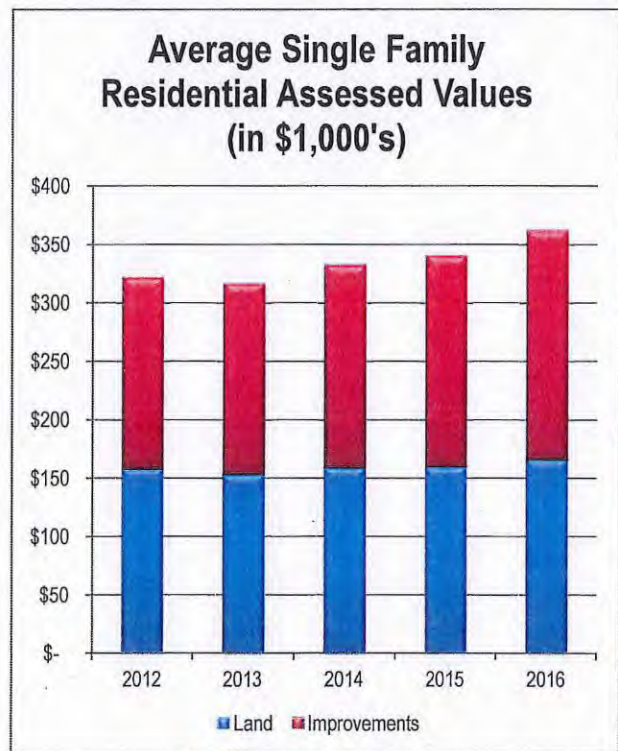
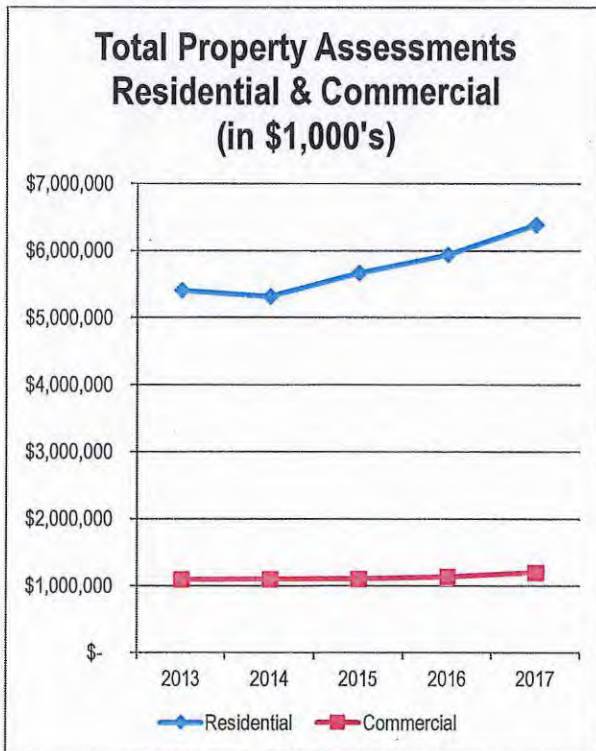
## Taxable Property Assessments

(in \$1,000's)

	2013	2014	2015	2016	2017
Residential	\$ 5,406,304	\$ 5,320,195	\$ 5,665,492	\$ 5,939,468	\$ 6,389,094
Commercial	1,086,765	1,093,901	1,097,231	1,131,080	1,194,869
Light Industrial	37,735	37,214	35,712	37,813	38,661
Recreation & Non-Profit	27,050	23,375	23,904	22,982	22,951
Utility	7,138	7,333	7,466	7,385	7,213
Farm Land & Managed Forest	3,920	3,988	3,947	3,988	3,715
<b>Total</b>	<b>\$ 6,568,912</b>	<b>\$ 6,486,006</b>	<b>\$ 6,833,752</b>	<b>\$ 7,142,716</b>	<b>\$ 7,656,503</b>
% Change From Prior Year	-2.6%	-1.3%	5.4%	4.5%	7.2%

**AVERAGE SINGLE FAMILY RESIDENTIAL  
ASSESSED VALUES (in \$1,000's)**

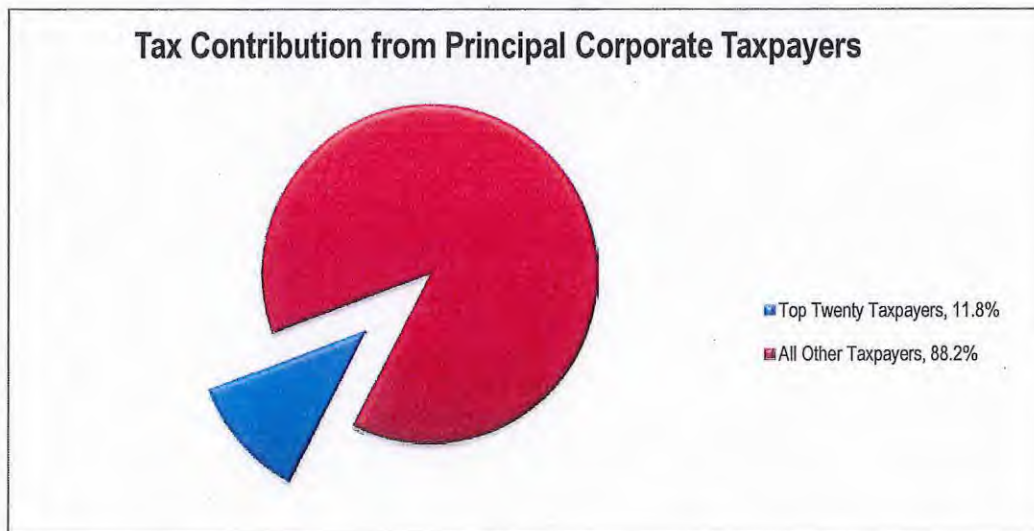
	2013	2014	2015	2016	2017
Land	\$ 158	\$ 153	\$ 159	\$ 160	\$ 166
Improvements	164	164	174	181	197
<b>Total</b>	<b>\$ 322</b>	<b>\$ 317</b>	<b>\$ 333</b>	<b>\$ 341</b>	<b>\$ 363</b>
% Change From Prior Year	-3.5%	-1.6%	5.0%	2.4%	6.5%



## Principal Corporate Taxpayers

(in \$1,000's)

Rank	Category	Property Owner	Common Name	General & Levied	2016 Rank
1	Retail	Village Green Shopping Centre Inc.	Village Green Mall	\$ 708	2
2	Retail	Calloway REIT (Vernon) Inc.	Vernon Smart Centre (Including Wal-Mart)	649	1
3	Retail	CP REIT BC Properties Ltd	Real Canadian Superstore	382	3
4	Retail	Sunstone Holdings Inc.	Shops at Polson Park	259	5
5	Hotel	460463 BC Ltd	Sparkling Hills Resort	247	6
6	Retail	Realfund Investments (BC) Ltd	Vernon Square (Northern Portion)	242	4
7	Office	N & T Properties Ltd	Kal Tire - Corporate Office	189	8
8	Retail	Home Depot Holdings Inc	The Home Depot	181	7
9	Retail	Canadian Tire Corporation Ltd	Canadian Tire	154	9
10	Office	Timber Facility Ltd	Tolko Industries - Corporate Office	131	10
11	Retail	Fruit Union Plaza Holdings Ltd	Fruit Union Plaza	130	11
12	Retail	Snowcat Property Holdings Ltd	Vernon Square Safeway (Southern Portion)	127	14
13	Retail	5601 Anderson Way Holdings Ltd	The Brick & Red Robin	124	12
14	Retail	4246551 Canada Inc	Rona	124	13
15	Entertainment	Gateway Casinos & Entertainment Ltd	Gateway Casino & Entertainment	110	16
16	Brewery	Sleeman Breweries Ltd	Okanagan Spring Brewery	103	18
17	Retail	Loblaw Properties West Inc.	Real Canadian Wholesale Club	98	15
18	Hotel	Jassi Holdings Ltd	Holiday Inn (Including Ricky's Grill)	95	17
19	Retail	Home Hardware Stores Ltd	Home Hardware	83	20
20	Hotel	Hollypark Organization Inc	Fairfield Inn & Suites by Marriott	83	New
<b>Total General &amp; Fire Tax Revenue - Top Twenty</b>				<b>\$ 4,219</b>	
<b>Total General &amp; Fire Tax Revenue - City Wide</b>				<b>\$ 35,614</b>	
<b>Proportion of Taxes Paid by Top Twenty</b>				<b>11.8%</b>	

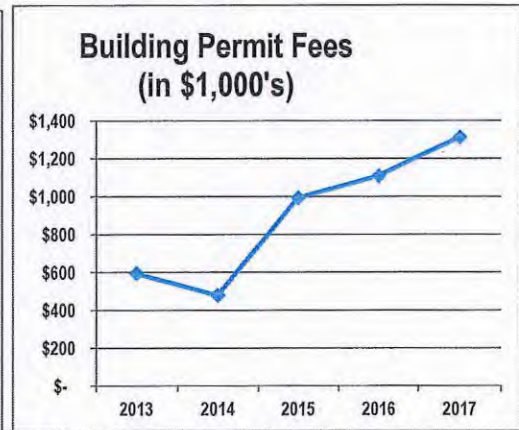
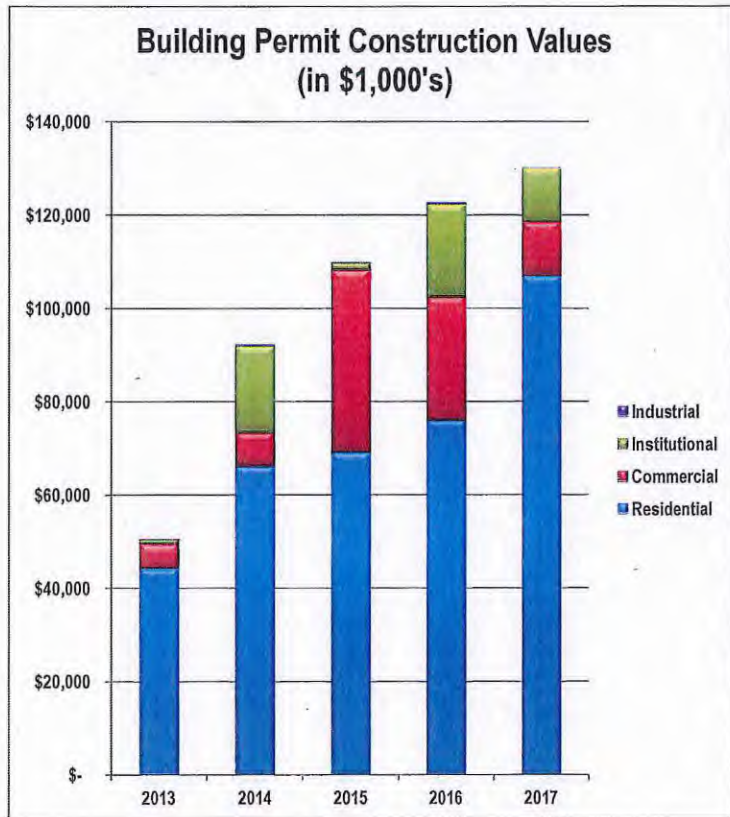


## Building Permits and Business Licences

	(In \$1,000's)	2013	2014	2015	2016	2017
<b>Building Permit Construction Values</b>						
Residential		\$ 44,244	\$ 66,057	\$ 69,131	\$ 76,036	\$ 107,007
Commercial		5,311	7,248	39,105	26,445	11,531
Institutional		861	18,632	1,478	19,878	11,575
Industrial		10	250	60	340	-
		<b>\$ 50,426</b>	<b>\$ 92,187</b>	<b>\$ 109,774</b>	<b>\$ 122,699</b>	<b>\$ 130,113</b>
<b>Building Permit Fees</b>	(In \$1,000's)	\$ 594	\$ 479	\$ 992	\$ 1,108	\$ 1,311
<b>Number of Building Permits Issued</b>		322	316	381	394	433
<b>Business Licence Fees</b>	(In \$1,000's)	\$ 433	\$ 441	\$ 586	\$ 582	\$ 532
<b>Number of Licenced Businesses</b>		3,244	3,240	3,129	3,767	3,580
<b>Number of Land Use Applications Processed *</b>		152	150	151	177	193

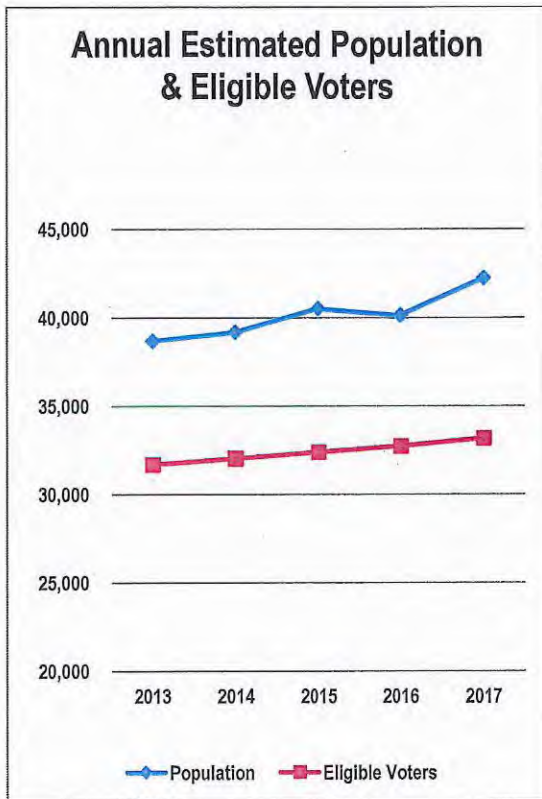
\* Includes applications for Rezoning, OCP Amendment, Development Permit, Development Variance Permit, Board of Variance, ALR, and Subdivision

Source: City of Vernon Planning & Building Division



## Population Demographics

	2013	2014	2015	2016	2017
Annual Estimated Population (Source: BC Statistics)	38,672	39,167	40,497	40,116	42,199
Population Growth Rates	-0.6%	1.3%	3.4%	-0.9%	5.2%
Annual Estimated Eligible Voters (based on population estimate)	31,693	32,045	32,397	32,749	33,180

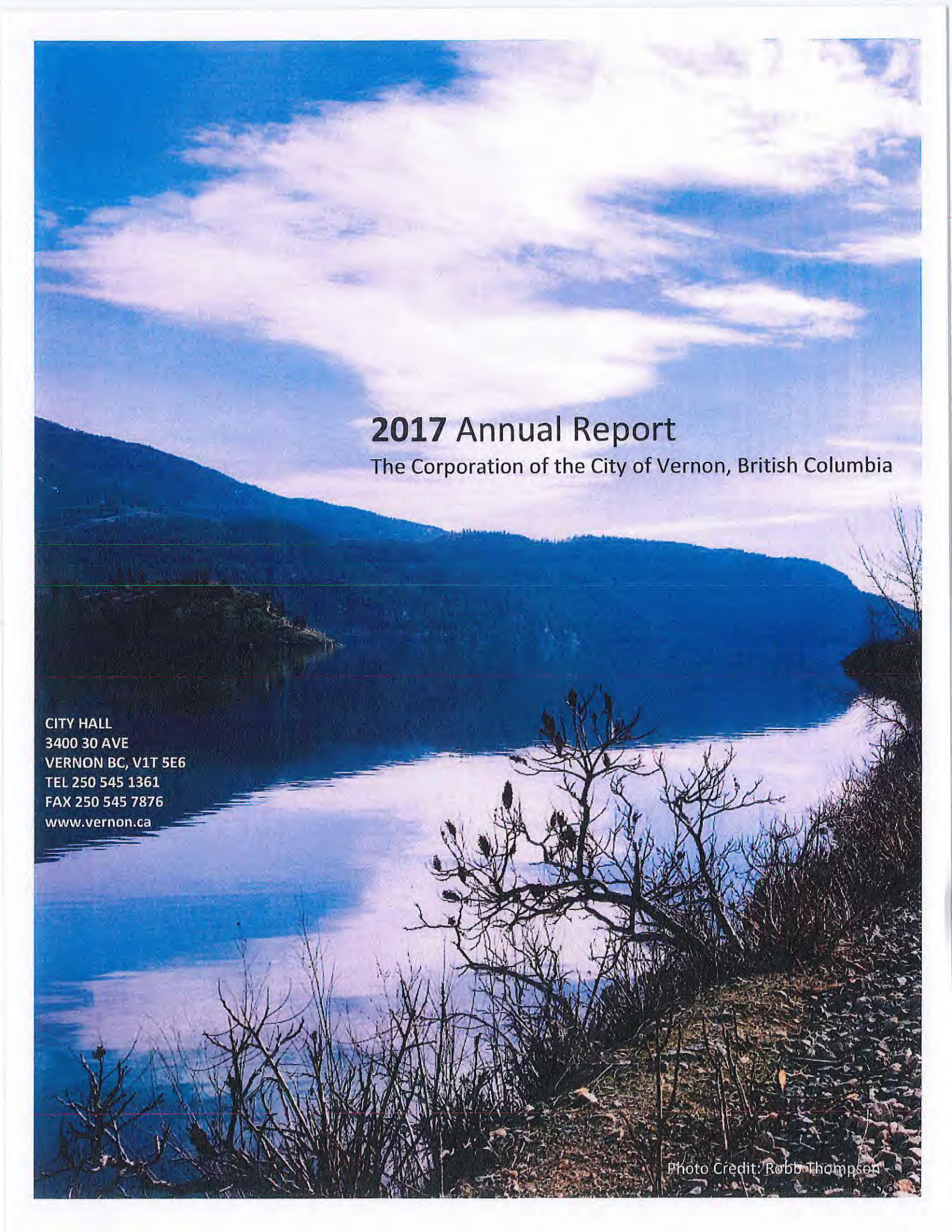


### Selected Statistics:

Taxable Area (hectares)	7,657
Total Area (hectares)	11,764
Paved Roads (kilometers)	300
Number of Fire Hydrants	1,256
Storm Sewer Pipes (kilometers)	195
Sanitary Sewer Pipes (kilometers)	269
Residential Sewer Connections	9,632
Residential Sewer Billing Units	17,654
Commercial & Other Sewer Connections	1,180
Commercial & Other Sewer Billing Units	1,062
Sewer System Average Daily Flow (cubic metres/day)	11,200

### 2016 and 2011 Census (Source: Statistics Canada)

	Total	0 - 14	15 - 24	25 - 44	45 - 64	65+
2016	40,116	5,670	4,040	8,760	11,420	10,226
2011	38,155	5,370	4,430	8,505	11,050	8,800
<b>Total Net Growth</b>	<b>1,961</b>	<b>300</b>	<b>(390)</b>	<b>255</b>	<b>370</b>	<b>1,426</b>
<b>Percent Growth</b>	<b>5.1%</b>	<b>5.6%</b>	<b>-8.8%</b>	<b>3.0%</b>	<b>3.3%</b>	<b>16.2%</b>

A scenic landscape photograph of a river valley. The foreground shows a rocky bank with sparse, dry vegetation. A river flows through the middle ground, reflecting the sky. In the background, there are forested mountains under a blue sky with scattered white clouds.

# 2017 Annual Report

The Corporation of the City of Vernon, British Columbia

CITY HALL  
3400 30 AVE  
VERNON BC, V1T 5E6  
TEL 250 545 1361  
FAX 250 545 7876  
[www.vernon.ca](http://www.vernon.ca)

Photo Credit: Robb Thompson



THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO

**FILE:** 0360-20

**PC:**

**DATE:** June 4, 2018

**FROM:** Patti Bridal, Deputy CAO,

**SUBJECT:** 2018/2019 SILGA Membership Dues

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Attached is a letter dated May 29, 2018 from the Southern Interior Local Government Association (SILGA) advising that the dues for membership of the association are now payable.

SILGA is an association formed for the purposes of representing, in one organization, the various Municipalities and Regional Districts of the BC Southern Interior.

Member municipalities/districts submit resolutions to SILGA that they wish to be endorsed by their region and forwarded to the Union of BC Municipalities in September for consideration.

**RECOMMENDATION:**

THAT Council considers membership in the Southern Interior Local Government Association for 2018/2019, and directs administration accordingly.

Respectfully submitted:



# SILGA

## *Southern Interior Local Government Association*

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May 29, 2018

City of Vernon  
3400 - 30th Street  
Vernon BC V1T 5E6

Dear Member:

**RE: 2018/2019 SILGA Membership Dues**

Please be advised that the 2018/2019 Southern Interior Local Government Association membership dues are now payable. As per the constitutional amendment resolution passed at the 2018 Annual General Meeting, the rate for membership for the year 2018/2019 is based on the following formula:

\$250 (4.5% of population)

The population figure to be used in the calculation of annual dues is to be the most recent census information. The 2016 census estimates your population at 40,116. Therefore, the dues payable is \$2,055.22. Please send your cheque, payable to the Southern Interior Local Government Association, to the address at the bottom of this letter.

If you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

*Alison*

Alison Slater  
Executive Director



THE CORPORATION OF THE CITY OF VERNON

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

**TO:** *Mayor & Council* **FILE:** 0482-50  
**PC:** Patti Bridal, Sue Blakely, Geoff Gaucher **DATE:** June 6, 2018  
**FROM:** Will Pearce, CAO  
**SUBJECT:** Dog Control Bylaw 2466

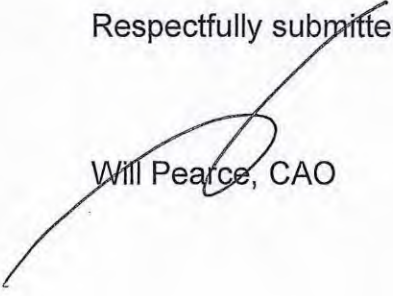
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The City of Vernon has received a letter dated May 30, 2018 (attached) regarding consideration of amending Dog Control Bylaw 2466 to require that dogs not on private property or in a permitted off-leash area, be on a leash of fixed length of 2 meters or less. The matter was discussed at the March 7, 2018 RDNO Board meeting. The Board has requested input on the proposed change from affected stakeholders, including the City of Vernon.

**RECOMMENDATION:**

THAT Council support the proposed amendments to Dog Control Bylaw 2466 with regard to keeping dogs on a secure leash in public places, except in a permitted dog off-leash area, as presented in the RDNO letter titled Dog Control Bylaw 2466, dated May 30, 2018, attached to the Internal Memorandum of the same title, dated June 6, 2018 respectfully submitted by the CAO.

Respectfully submitted:

  
Will Pearce, CAO



# REGIONAL DISTRICT NORTH OKANAGAN

## MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG      VILLAGE OF LUMBY  
 CITY OF ENDERBY      CITY OF VERNON  
 DISTRICT OF COLDSTREAM      TOWNSHIP OF SPALLUMCHEEN

## ELECTORAL AREAS:

"B" – SWAN LAKE      "E" – CHERRYVILLE  
 "C" – BX DISTRICT      "F" – ENDERBY (RURAL)  
 "D" – LUMBY (RURAL)

OFFICE OF:      ELECTORAL AREA ADMINISTRATION

OUR FILE No.: 0530-3-150

May 30, 2018

Trevor Seibel  
 Chief Administrative Officer  
 District of Coldstream  
 9901 Kalamalka Road  
 Coldstream, BC V1B 1L6

Will Pearce  
 Chief Administrative Officer  
 City of Vernon  
 3400 – 30<sup>th</sup> Street  
 Vernon, BC V1T 5E6

Tom Kadla  
 Chief Administrative Officer  
 Village of Lumby  
 PO Box 430  
 Lumby, BC V0E 2G0

Bob Fleming  
 Director, Electoral Area "B"  
 9848 Aberdeen Road  
 Coldstream, BC V1B 2K9

Mike Macnabb  
 Director, Electoral Area "C"  
 9848 Aberdeen Road  
 Coldstream, BC V1B 2K9

Rick Fairbairn  
 Director, Electoral Area "D"  
 9848 Aberdeen Road  
 Coldstream, BC V1B 2K9



Dear Sirs:

## Re: Dog Control Bylaw 2466

The attached email from Shelly Korobanik outlined a request for "an amendment to Dog Control Bylaw 2466 to require that dogs not on private property or in a permitted off-leash area, be on a leash of a fixed length of 2 metres or less". This matter was discussed at the March 7, 2018 Board of Directors meeting, wherein the following motion was passed:

*That the matter of amending Dog Control Bylaw 2466 be deferred pending receipt of input on the proposed changes from affected stakeholders and animal control; and further,*

*That staff be directed to report back regarding applicable fines and proposed amendments to Dog Control Bylaw 2466 with regard to keeping dogs on a secure leash in public places.*

We respectfully request that you provide comment back at your earliest convenience. If you require further information, please contact the undersigned at (250) 550-3722 or [leah.mellott@rdno.ca](mailto:leah.mellott@rdno.ca).

Dog Control Bylaw No. 2466 is attached for your reference.

Yours truly,

A handwritten signature in blue ink, appearing to read "L. Mellott". The signature is fluid and cursive, with a long horizontal stroke at the end.

Leah Mellott, General Manager  
Electoral Area Administration

cc: John Friesen, Bylaw Enforcement Officer

Attach:

[REDACTED]

---

From: [REDACTED]

Sent: Tuesday, February 20, 2018 8:12 AM

To: RDNO-Chair <[Chair@rdno.ca](mailto:Chair@rdno.ca)>

Cc: [ddirk@coldstream.ca](mailto:ddirk@coldstream.ca); [sfowler@cityofarmstrong.bc.ca](mailto:sfowler@cityofarmstrong.bc.ca); Mike Macnabb <[mike.macnabb@rdno.ca](mailto:mike.macnabb@rdno.ca)>; Bob Fleming <[bob.fleming@rdno.ca](mailto:bob.fleming@rdno.ca)>; Rick Fairbairn <[rick.fairbairn@rdno.ca](mailto:rick.fairbairn@rdno.ca)>; Hank Cameron <[hank.cameron@rdno.ca](mailto:hank.cameron@rdno.ca)>; Herman Halvorson <[herman.halvorson@rdno.ca](mailto:herman.halvorson@rdno.ca)>; [benhogan@telus.net](mailto:benhogan@telus.net); [mayoracton@lumby.ca](mailto:mayoracton@lumby.ca); [mayor@spallumcheentwp.bc.ca](mailto:mayor@spallumcheentwp.bc.ca); [mayor@vernon.ca](mailto:mayor@vernon.ca); [clord@vernon.ca](mailto:clord@vernon.ca); Juliette Cunningham <[jcunningham@vernon.ca](mailto:jcunningham@vernon.ca)>; [bquiring@vernon.ca](mailto:bquiring@vernon.ca)

Subject: Amendment to Dog Control Bylaw 2466

Shelly Korobanik  
[REDACTED]

20-Feb-2018

Regional District of North Okanagan  
9848 Aberdeen Rd.,  
Coldstream, BC V1B 2K9

Attention: Board Chair

RE: Request to Amend Dog Control Bylaw 2466

Dear Sir/Madam

As per instructions received from Leah Mellott, this letter is being submitted to request amendments to the Dog Control Bylaw 2466.

Since moving to Vernon over 15 years ago, while walking my leashed dogs we have been had to deal with unleashed dogs coming after us in Vernon, BX and Coldstream. The last incident was a dog attack by 2 bull mastiffs in May of 2017 resulting in my having to attend the VJH Emergency room, one of my dogs requiring medical care at the veterinarian, and pursuit of civil action against the owners.

As we often walk anywhere from 5-15 miles a day, we consistently encounter people with unleashed dogs that clearly are not under their control multiple times a week, and when asked to put their dog on leash, most tell us to "screw off" (but not the nicely) and in many cases they do not even have a leash with them to control their dog. When I inquired with K9 Control they indicated that the bylaw does not require dogs to be leashed. K9 Control supports my request for this amendment to the bylaw and encouraged me to pursue this change.

I would therefore request an amendment to Dog Control Bylaw #2466 to require that dogs not on private property or in a permitted off leash area be on a leash of a fixed length of 2 metres or less, which would be consistent with Provincial Park laws as well as the RDCO Bylaw #1343. Additionally I would request that there be a requirement for the leashed dog to be under the control of an individual that is capable of managing the dog, not a child.

I thank you for your consideration and would request a written response with your decision, including reasons for not changing the bylaw, should that be your decision.

Shelly Korobanik  
[REDACTED]

P269



# REGIONAL DISTRICT OF NORTH OKANAGAN

## BYLAW No. 2466

A Bylaw to regulate the keeping of dogs, provide for fixing, imposing and collecting license fees, and establishing and regulating a dog pound

---

**WHEREAS** it is deemed expedient to regulate the keeping of dogs within the Regional District of North Okanagan and to provide for the fixing, imposing and collecting of licenses to any person who owns, possesses, or harbours any dog;

**AND WHEREAS** the "Greater Vernon / White Valley Animal Control Extended Service Establishment Bylaw No. 869, 1990" established the extended service of animal control within the Corporation of the City of Vernon, the Corporation of the District of Coldstream, the Corporation of the Village of Lumby, and Electoral Areas "B", "C", and part of Electoral Area "D", as described in the bylaw, and amendments thereto;

**AND WHEREAS** by Supplementary Letters Patent dated September 28, 1990, the Regional District of North Okanagan was authorized to exercise the regulatory powers under the provisions of Section 789(2)(A) of the Municipal Act, RSBC 1979, C.270, within the municipalities of the Corporation of the City of Vernon, the Corporation of the District of Coldstream, and the Corporation of the Village of Lumby;

**NOW THEREFORE** the Regional Board of the Regional District of North Okanagan in open meeting assembled, hereby ENACTS AS FOLLOWS:

### CITATION

1. This Bylaw shall be cited as the "***Dog Control Bylaw No. 2466, 2010***".

### GENERAL

2. **Interpretation:** In this bylaw, unless the context otherwise requires:

**"Aggressive Dog"** means:

- a. any dog which has a known propensity, tendency or disposition to, or without provocation does, chase or approach a person on public or private property in a menacing fashion or apparent attitude of attack, or molest passers by, chase vehicles or cyclists, or damage property;
- b. any dog which without provocation bites, inflicts injury or assaults persons or animals;
- c. any dog which is found to be dangerous or aggressive by an Animal Control Officer, the SPCA, the RCMP, a veterinarian licensed to practice in British Columbia, a local government or by a court
- d. any Dangerous Dog; or
- e. any Guard Dog;

**"Bark Excessively"** means any barking, howling, yelping or cries that unduly disturb the peace, quiet, rest, comfort or tranquillity of the surrounding neighbourhood or vicinity, or of persons in the neighbourhood or vicinity;

**"Certified Guide or Assistance Dog"** means a dog certified to be used as a practical companion for the disabled while acting in that capacity;

**"Dangerous Dog"** has the same meaning as defined in the *Community Charter*.

**"Dog"** means an animal of the species canine, apparently over the age of six (6) months;

**"Dog Control Officer"** means the person or persons appointed from time to time by the Regional Board as a Dog Control Officer to enforce and carry out the provisions of this bylaw, or any other person appointed by the Regional District for the purpose of enforcement of this Bylaw;

**"Dog Park"** means an area designated for exercising dogs on or off leash;

**"Enclosure"** means any area surrounded by a fence or walls, a pen, cage or run, or a building or vehicle, or other structure adequately constructed to prevent a dog from escaping;

**"Guard Dog"** means any dog that has been specifically trained to protect persons or property, or for use in surveillance or similar activity, except a dog used by Police or other law enforcement agency in the performance of their duties;

**"Impounding"** means seized, delivered, received or taken into the Pound, or in the custody of the Pound keeper as provided for herein;

**"Muzzled"** means prevented from biting or injuring by means of a humane fastening or covering device of adequate strength placed over the mouth;

**"Nuisance Dog"** means:

- a. a dog which has been impounded 3 or more times within the previous 12 months;
- b. a dog for which the owner has received 3 or more municipal tickets for "barking excessively" or "running at large" within the previous 12 months; or
- c. a dog for which the total number of impounds and municipal tickets is 3 or more for "barking excessively" or "running at large" within the previous 12 months;

**"Owner"** includes a person who owns or has custody, care or control of a dog;

**"Pound"** means any building or enclosure designated as a pound by the Board of Directors;

**"Pound keeper"** means the person or persons appointed from time to time by the Board of Directors as a Pound keeper and his or her designate, and may include a contractor with whom the Regional District has contracted to act as Pound keeper;

**"Board of Directors"** means the Board of Directors of the Regional District of North Okanagan;

**"Regional District"** means the Regional District of North Okanagan;



**"Resident"** means any person whose primary residence is in the Service Area;

**"Service Area"** means all properties within the City of Vernon, the District of Coldstream, the Village of Lumby, and all properties within Electoral Areas "B" and "C", and that part of Electoral Area "D" within the Lumby and District Fire Protection Area, all within the Regional District;

**"Tether"** means a securing device that consists of a rope or leash made of leather, natural or synthetic fibre, chain or cable of sufficient size and strength to prevent the dog from breaking it, or chewing through it, but not of such composition as to cause discomfort, pain or injury to the dog;

**"Unlawfully at Large"** means a dog being elsewhere than on the premises of a person owning or having the custody, care or control of the dog, and not being under the direct and continuous charge and control of a responsible and competent person, or securely confined within an Enclosure or Tethered so that it is unable to roam;

**"Unlicensed Dog"** means any dog for which a license for the current year has not been obtained.

#### KEEPING OF DOGS

3. No person shall keep or have in his possession any dog unless a license under this bylaw has first been obtained.

#### LICENSING OF DOGS

4. On or before the 1st day of January, or as soon thereafter that a dog attains the age of six (6) months, or has been a resident for thirty (30) days or more, the owner of every such dog shall:
  - a. make application to license the dog, at the office of the Regional District or office designated by the Regional District, stating the owners name, address and phone number, and description of the dog, including the dog's name, registration number, the breed or breeds, gender, descriptive colouring and markings and other information as may be required on the application to license a dog;
  - b. pay the license fee as set out in Schedule "A" of this bylaw; and
  - c. cause each such dog to wear around its neck, a collar, or a body harness in lieu of a collar, to which shall be attached the license issued by the Regional District whenever the dog is elsewhere than on the premises of the person owning or having the custody, care or control of that dog.
5. Any person keeping a dog, whom becomes a resident, shall within thirty (30) days of becoming a resident, make an application to license the dog, as set out in this bylaw.
6. Every license issued under this bylaw shall be for the calendar year in which the license is issued and shall expire on the thirty-first (31st) day of December of the year for which the license was issued.

7. The license fee for dogs that attain the age of six (6) months or become a resident after the first (1st) day of July of the year shall be 50% of the license fee as set out in Schedule "A" of this bylaw.
8. Upon receiving an application to license a dog, the application will be reviewed for completeness and being satisfied that it conforms to the provisions contained herein and having received the appropriate fee as set out in Schedule "A", the applicant may be issued for each dog, a dog tag impressed or stamped with a number, which shall be noted on the corresponding application, a copy of which shall be given to the applicant as proof of having made application to license a dog, payment of fees, and license number issued, and a copy of which shall be maintained by the Regional District.
9. Before issuing a license for a spayed female dog or neutered male dog, the owner may be required to furnish proof that the dog has been spayed or neutered.
10. If an owner that has purchased a license for an unaltered dog provides proof that the dog has been altered within thirty (30) days of purchasing the license, the license fee shall be reimbursed to the owner except for that portion of the fee that applies to an altered dog.
11. A person making an application to license a dog prior to the first (1<sup>st</sup>) day of January of the year for which the license applies, will receive a discount as set out in Schedule "A" of this bylaw.
12. Licenses are non-transferable. When the owner of a dog to which the license is issued moves, obtains a new phone number or ceases to be the owner of the dog, the owner shall notify the Regional District stating the license number and the new address and phone number or the name and address of the new owner.
13. Should a person knowingly falsify information required for licensing a dog, the license shall be revoked.

#### **CONTROL OF DOGS**

14. Every owner of a dog, must ensure that the dog be under the care, custody, and control of a person who is competent and strong enough to control the dog.
15. Every owner of a dog must ensure that the dog does not become Unlawfully at Large.
16. Every owner of a dog must ensure that the dog does not:
  - a. molest passers by; approach a person in a menacing fashion or apparent attitude of attack;
  - b. bite, inflict injury, assault or otherwise attack a person;
  - c. chase vehicles or cyclists;
  - d. chase, harass, bite, inflict injury, assault or otherwise attack any other animal;
  - e. damage property, other than that of the owner; or
  - f. bark excessively.

17. Every owner of a dog must ensure that the dog does not leave or deposit any excrement on public or private property other than the property of the owner, unless the owner immediately takes steps to remove such excrement and to dispose of it in a sanitary manner.
18. An owner of an Aggressive Dog, in addition to the other provisions of this bylaw:
  - a. shall at all times that the aggressive dog is not on the property of the owner, keep the dog muzzled, and restrained on a leash strong enough to hold the dog, and which is no longer than six (6) feet, and be under the continuous care, custody and control of a person competent and strong enough to control the dog; and
  - b. shall, at all times that the aggressive dog is on the property of the owner:
    - i. keep the aggressive dog confined indoors; or
    - ii. if the aggressive dog is outdoors;
      - a. keep the dog tethered; or
      - b. keep the dog in an enclosure to prevent the aggressive dog from escaping.
19. Every owner of a dog must ensure that the dog does not enter upon and remain within any public beaches, swimming areas, or parks unless the park or public area has been designated and signed as a "Dog Park".

#### **ENFORCEMENT**

20. The Board of Directors may appoint Dog Control Officers, for the purpose of enforcing and carrying out the provisions of this bylaw.
21. Every Dog Control Officer may enforce the provisions of this bylaw and seize and detain any dog that is:
  - a. not licensed in accordance with this bylaw;
  - b. unlawfully at Large; or
  - c. in violation of this bylaw in any respect, and impound such dog in accordance with this bylaw.
22. Every Dog Control Officer is hereby authorised to enter, at all reasonable times, upon any property within the Regional District subject to any of the regulations of this bylaw, in order to ascertain whether such regulations are being obeyed.

#### **IMPOUNDING DOGS**

23. The Board of Directors may appoint a Pound keeper for the purpose of operating the pound in accordance with the provisions of this Bylaw.
24. The Pound keeper shall receive every dog delivered to the pound, which has been seized pursuant to this bylaw. If the owner of any impounded dog is known to the Pound keeper, the

- Pound keeper shall forthwith notify the owner of the impoundment. If the Owner of any impounded dog is not known to the Pound keeper, the Pound keeper shall immediately post a notice of the impoundment at the Pound, and send a copy of the notice to the Regional District office.
25. The owner of any dog impounded under this bylaw, may reclaim the dog within three (3) days after the date of the notice by the Pound keeper by making application to the Pound keeper, providing proof of ownership and paying the applicable fees set out in Schedule "A" attached hereto. The Pound keeper shall retain the dog for three (3) days after the date of the notice, and if not reclaimed within the said three (3) days, the Pound keeper may sell, surrender to another agency, or destroy the dog.
26. The owner of an aggressive dog that has been impounded under this bylaw may only reclaim the dog upon application to the Dog Control Officer with the following:
- a. proof of ownership of the aggressive dog;
  - b. payment of fees set out in Schedule "A" of this Bylaw and Schedule "G" of the Ticket Information Authorization Bylaw No. 1148; and
  - c. delivery to the Dog Control Officer of an executed statement in the form prescribed in Schedule "B" of this Bylaw.
27. It shall be an offence for any person:
- a. to release or rescue or attempt to release or rescue any dog in the custody of the Pound keeper; or
  - b. to resist, intervene or otherwise interfere with the Pound keeper or the Dog Control Officer in the lawful exercise of their duties.
28. Should a dog be removed from the Pound without proper authority, or a dog escapes there from and returns to the possession or custody of the owner or any person caring for the said dog, or if the owner of an impounded dog does not claim the dog, the said owner or person shall still be liable for the payment of fees and expenses chargeable and recoverable under this bylaw.

#### **PENALTIES**

29. Any person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw, is guilty of an offence under this bylaw, and liable to a penalty of not less than Fifty Dollars (\$50.00) and not more than Two Thousand Dollars (\$2,000.00).

30. For the following offences, a ticket may be issued, or an information may be laid, by the Dog Control Officer.

- Section 3 Keeping an unlicensed dog
- Section 4.c. Dog not wearing license
- Section 15 Dog unlawfully at large
- Section 16.a. Molest passers by or approach in a menacing fashion or apparent attitude of attack
- Section 16.b. Bite, inflict injury, assault or otherwise attack a person
- Section 16.c. Chase vehicles or cyclists
- Section 16.d. Chase, harass, bite, inflict injury, assault or otherwise attack any other animal
- Section 16.e. Damage property, other than that of the owner
- Section 16.f. Barking Excessively
- Section 17 Not removing excrement
- Section 18.a. Aggressive dog not muzzled and not on a leash
- Section 18.b. Unsecured Aggressive dog
- Section 19 Dog on a beach, swimming area, park or public area
- Section 27.a. To release or rescue or to attempt to release or rescue an impounded dog
- Section 27.b. To resist, intervene or otherwise interfere with the Pound keeper or Dog Control Officer

31. In addition to the pecuniary penalties so indicated on the ticket, where a dog is impounded, impoundment fees as set out in Schedule "A" shall also apply.

**FORCE AND EFFECT AND SEVERABILITY**

32. This bylaw shall apply and be in force and effect upon adoption thereof, within the Service Area.

33. If any provision contained in the Bylaw is found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality or enforceability of the remaining provisions contained herein shall not be in any way affected or impaired thereby to the extent that the purpose of the Bylaw may be fulfilled in the absence of the impugned provision or provisions of the Bylaw.

**REPEAL**

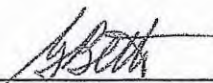
33. Bylaw 2002, being "Dog Control Bylaw No. 2002, 2005" is hereby repealed.

**Read a FIRST and SECOND TIME** this 20<sup>th</sup> day of October , 2010.

**Read a THIRD TIME** this 20<sup>th</sup> day of October , 2010.

**Reconsidered and ADOPTED** this 20<sup>th</sup> day of October , 2010.

  
 \_\_\_\_\_  
 Chair

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



Schedule "A" and Schedule "B" attached to and forming part  
of "Dog Control Bylaw No. 2466 2010"

**REGIONAL DISTRICT OF NORTH OKANAGAN**

**DOG CONTROL BYLAW No. 2466, 2010**

**SCHEDULE "A"**

**SCHEDULE OF FEES**

<b>License fee if purchased prior to January 1</b>		
1.	for each spayed or neutered dog (altered)	\$ 20.00
2.	for each unspayed or unneutered dog: (unaltered)	\$ 55.00
<b>License fee if purchased on or after January 1</b>		
3.	for each spayed or neutered dog (altered)	\$ 35.00
4.	for each unspayed or unneutered dog: (unaltered)	\$ 75.00
5.	License fee for a Certified Guide or Assistance Dog	No Charge
6.	For each replacement license	\$ 1.00
<b>Impoundment Fees (except aggressive dog)</b>		
7.	a. First Impoundment	\$ 25.00
	b. Second Impoundment	\$ 75.00
	c. Third Impoundment	\$ 200.00
	d. Fourth Impoundment, and subsequent Impoundments	\$ 400.00
<b>Impoundment Fees (aggressive dog)</b>		
8.	a. First Impoundment	\$ 200.00
	b. Second Impoundment	\$ 500.00
	c. Third Impoundment, and subsequent Impoundments	\$1,000.00
9.	Maintenance fee per day or part day of impoundment	\$ 13.00
10.	Veterinary fees (as required)	Per Statement

Schedule "A" and Schedule "B" attached to and forming part  
of "Dog Control Bylaw No. 2466 2010"

**SCHEDULE "B"**  
**APPLICATION FOR RELEASE OF AGGRESSIVE DOG**

1. I, \_\_\_\_\_ of  
(name of owner)

\_\_\_\_\_  
(address of owner), British Columbia,

hereby apply for the release of a \_\_\_\_\_  
(colour, breed and sex of dog)

Named \_\_\_\_\_  
(given name of dog) (the "Dog")

which has been impounded pursuant to the Regional District of North Okanagan Dog Control Bylaw, in force from time to time.

2. I am the owner of the dog.
3. I am aware that the dog is an "aggressive dog" within the meaning prescribed by the Bylaw and I am aware of the responsibility and potential liability that rests with me in keeping or harboring the dog.
4. In consideration of the release of the dog to me, I hereby acknowledge, covenant and agree with the Regional District of North Okanagan:
  - a. that I have constructed on the premises where the dog will be kept an "enclosure" within the meaning prescribed by the Bylaw;
  - b. that I will, at all times when the dog is not effectively muzzled, on a leash and under the care and control of a person who is competent to control the dog, keep the dog indoors or within a securely closed and locked enclosure;
  - c. that I will save harmless and indemnify the Regional District of North Okanagan, its dog control officers and any of its other officers, employees, agents or elected or appointed officials from and against any and all actions, causes of action proceedings, claims, demands, losses, damages, costs or expenses whatsoever and by whomsoever brought in to me or the keeping or harboring of the dog by me, and without limiting the generality of the foregoing, for any personal injury or death inflicted on any other animal or any person by the dog or any damage to property caused by the dog; and
  - d. that I am aware that if the dog is ever again found to be at large or not confined as herein before provided, that the Regional District of North Okanagan may seize the dog and I will be liable for the full costs of impounding the dog as an "aggressive dog" under the Bylaw.
5. submit herewith the sum of \$\_\_\_\_\_ in payment of all license and impounding fees payable by me pursuant to the Bylaw.

\_\_\_\_\_  
Signature of Owner



**TICKET INFORMATION AUTHORIZATION BYLAW No. 2467**

**SCHEDULE "G"**

**DESIGNATED BYLAW: DOG CONTROL BYLAW NO. 2466, 2010**

Words or Expressions Designating Offence		Section	Fine
1.	Keeping an unlicensed dog	3	\$50.00
2.	Dog not wearing license	4.c	\$50.00
3.	Dog unlawfully at large	15	\$100.00
4.	Dog molesting passers by or approaching in a menacing fashion or apparent attitude of attack	16.a	\$100.00
5.	Dog bites, inflicts injury, assault or otherwise attacks a person	16.b	\$200.00
6.	Dog chases vehicles or cyclists	16.c	\$100.00
7.	Dog chases, harasses, bites, inflicts injury, assault or otherwise attacks any other animal	16.d	\$200.00
8.	Dog damages property, other than that of the owner.	16.e	\$50.00
9.	Dog barking excessively	16.f	\$50.00
10.	Failure to remove excrement	17	\$50.00
11.	Aggressive dog not muzzled and not on a leash	18.a	\$250.00
12.	Unsecured Aggressive dog	18.b	\$250.00
13.	Dog on a public beach, swimming area, park, or public area	19	\$50.00
14.	To release or attempt to release or rescue an impounded dog	27.a	\$150.00
15.	To resist, intervene, or otherwise interfere with the Pound Keeper or Dog Control Officer	27.b	\$150.00



THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO

**FILE:** 0482-01;0230-51

**PC:**

**DATE:** June 4, 2018

**FROM:** Patti Bridal, Deputy CAO,

**SUBJECT:** Regional Conservation Fund and Service Establishment Bylaw

---

Attached is letter dated April 30, 2018 from the Regional District of the North Okanagan, regarding establishment of a Service Establishment Bylaw for a Regional Conservation Fund.

Regional District of North Okanagan received a presentation from Scott Boswell, Program Manager, with the Okanagan Collaborative Conservation Program (OCCP) in September 2017.

The proposal, as outlined in the letter dated April 30, 2018, would provide funding through a dedicated tax or fee, in order to support earmarked specific projects supporting environmental conservation and community sustainability. The Fund would recognize the importance of biodiversity and a healthy natural world for maintaining human health and community resilience.

The City of Vernon is currently a partner with OCCP and has a working relationship with the Okanagan Collaborative Conservation Program in support of these initiatives. The City of Vernon currently contributes \$2500.00 per year to the program.

**RECOMMENDATION:**

THAT Council receives the letter dated April 30, 2018 from the Regional District of North Okanagan, regarding participation in a Regional Conservation Fund, and directs Administration to advise the Regional District of the North Okanagan, that the City of Vernon will not be participating in the Service Establishment Bylaw for a Regional Conservation Fund.

Respectfully submitted:

*attachment*

✓ 0482-01



# REGIONAL DISTRICT OF NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG  
DISTRICT OF COLDSTREAM  
CITY OF ENDERBY

VILLAGE OF LUMBY  
TOWNSHIP OF SPALLUMCHEEN  
CITY OF VERNON

ELECTORAL AREAS:

"B" – SWAN LAKE  
"C" – B.X. DISTRICT  
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE  
"F" – ENDERBY (RURAL)

OFFICE OF: CORPORATE AND ADMINISTRATIVE SERVICES

OUR FILE No.: 3045.01.02

April 30, 2018

Will Pearce, Chief Administrative Officer  
City of Vernon  
3400 - 30 Street  
Vernon, BC V1T 5E6

Rec'd May 16/18

Dear Mr. Pearce:

**Re: Regional Conservation Fund and Service Establishment Bylaw**

The Electoral Area Advisory Committee and Board have recently had conversations about establishing a Regional Conservation Fund.

A Conservation Funds is a local government service that is funded through a dedicated tax or fee, held and overseen by the local government, and earmarked for the specific purpose of undertaking projects that support environmental conservation and community sustainability. Conservation funds give people the opportunity to support local conservation goals and gives residents and community groups the opportunity to invest in protecting the environment that sustains them, preserving natural areas and creating a legacy of community health and sustainability. By taking the initiative to establish a conservation fund, local governments are recognizing the importance of biodiversity and a healthy natural world for maintaining human health and community resilience.

At the April 18, 2018 regular meeting of the Board of Directors, the following resolution was passed:

*That staff be directed to draft a service establishment bylaw for a proposed Regional Conservation Fund Service with Electoral Areas "B", "C", "D", "E" and "F" as participants with the Tax Requisition rate set at \$0.02 per \$1000 of taxable land and improvements; and further;*

*That a letter be forwarded to member municipalities to determine interest in participating in a Regional Conservation Fund Service at a Tax Requisition rate set at \$0.02 per \$1000 of taxable land and improvements.*

Attached to this letter is a copy of the March 14, 2018 staff report which highlights the background on how discussions on a Regional Conservation Fund came about, legal/statutory authority/procedural requirements, public consultation, personnel and budgetary considerations. The Regional District of North Okanagan (RDNO) is requesting that each community review the draft Service Establishment Bylaw as well as confirm if they wish to become a participant in this proposed service at a tax requisition rate of \$0.02 per \$1000 of taxable land and improvements.

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9

Phone: 250-550-3700  
Fax: 250-550-3701  
Web: www.rdno.ca  
E-Mail: info@rdno.ca

Letter to: Will Pearce, City of Vernon  
From: David Sewell, Chief Administrative Officer  
Subject: Regional Conservation Fund and Service Establishment Bylaw

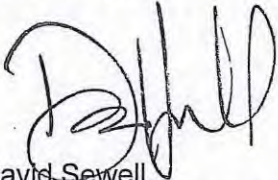
April 30, 2018

Page 2

File No.: 3045.01.02

The Okanagan Conservation Collaborative Program is willing to present on the topic of a conservation fund if there is interest. Please contact Laura Frank, Regional Planning Projects Manager at 250.550.3768 or [laura.frank@rdno.ca](mailto:laura.frank@rdno.ca) and she can assist in coordinating a presentation if so desired.

Yours truly,



David Sewell,  
Chief Administrative Officer  
/lf

# REGIONAL DISTRICT OF NORTH OKANAGAN

## BYLAW No. XXXX

A bylaw to establish a service for the purpose of funding local conservation efforts

**WHEREAS** the *Local Government Act (Act)* provides that the Board of the Regional District of North Okanagan may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the regional district;

**AND WHEREAS** the Regional District of North Okanagan wishes to provide grant funding in support of local conservation efforts;

**AND WHEREAS** the Board wishes to establish a service for the purposes of providing such grant funding within the Regional District of North Okanagan;

**AND WHEREAS** the Board has, by resolution, determined that participating area approval is to be obtained for the entire service area and the approval process shall be by Alternative Approval Process in accordance with subsections 342(2)(b), 342(4) and 345(1)(a) of the *Act*;

**NOW THEREFORE**, the Board of the Regional District of North Okanagan, in open meeting assembled hereby, ENACTS AS FOLLOWS:

### CITATION

1. This Bylaw may be cited as the "***North Okanagan Local Conservation Fund Service Establishment Bylaw No. XXXX, 2018***".

### ESTABLISHMENT AND DESCRIPTION OF SERVICE

2. The Regional District is authorized to establish a service for the purpose of grant funding in support of conservation efforts.

### SERVICE AREA BOUNDARIES

3. The boundaries of the service area are the boundaries of:
  - Area "B";
  - Area "C";
  - Area "D";
  - Area "E" and;
  - Area "F";

And the service area is known as the "Local Conservation Fund Service Area"

### PARTICIPANTS

4. The participants of the service are:
  - Area "B";
  - Area "C";

- Area "D";
- Area "E" and;
- Area "F";

**COST RECOVERY**

5. The annual cost of providing the service outlined in this Bylaw shall be recovered by one or more of the following:
  - a. requisition of money under sections 385 [*Requisition of funds from municipalities*] and 387 [*Requisition of funds from electoral areas*] of the Act to be collected by a property value tax to be levied on land and improvements for regional hospital district purposes and collected under sections 386 and 388 of the Act and;
  - b. revenues received by way of agreement, enterprise, gift, grant or otherwise.
6. The maximum amount that may be requisitioned annually for the service shall not exceed \$78,000 or \$0.02 per \$1,000 of net taxable value of land and improvements included in the service area, whichever is greater.

**COST APPORTIONMENT**

7. The annual cost of this service shall be apportioned amongst the participants on the basis of the value of improvements only for regional hospital district purposes in those areas.

**SERVICE WITHDRAWAL**

8. In addition to the withdrawal procedure under the Local Government Act, a participant may withdraw from the service at the end of the calendar year by giving notice in writing at least six (6) months prior to the end of the calendar year.

<b>Read a First, Second and THIRD Time</b>	this	day of
<b>Approved by the Inspector of Municipalities</b>	this	day of
<b>Received elector approval by alternative approval process</b>	this	day of
<b>ADOPTED</b>	this	day of

---

Chair  
Bob Fleming

---

Corporate Officer  
Paddy Juniper



**REGIONAL DISTRICT  
of  
NORTH OKANAGAN**

# REPORT

File No.: 3045.01.04

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**TO:** Electoral Area Advisory Committee  
**FROM:** Planning Department  
**DATE:** March 14, 2018  
**SUBJECT:** Regional Conservation Fund

---

**RECOMMENDATION:**

That the report dated March 14, 2018 from the Planning Department regarding a Regional Conservation Fund be received for information.

**BACKGROUND:**

At the July 6, 2017 regular meeting of the Electoral Area Advisory Committee the following resolution was passed,

*That the Okanagan Collaborative Conservation Program be requested to appear as a delegation before the Board of Directors regarding establishment of a conservation fund in the North Okanagan.*

On September 20, 2017 Scott Boswell, Program Manager with the Okanagan Collaborative Conservation Program and Bryn White, Program Coordinator for the South Okanagan Similkameen Conservation Program presented to the Board of Directors on the South Okanagan Conservation Fund. The presentation highlighted: conservation partnerships; the proposal to establish a local conservation fund; timing; what a conservation fund is; reasons why to establish a conservation fund; where the money for a conservation fund comes from; management of the fund; what types of projects are eligible for funding; and examples of communities that have established a conservation fund within the province. This presentation is attached as Schedule A.

On October 4, 2017 the Board passed the following resolution:

*That staff report back to the Electoral Area Advisory Committee with regard to the proposed establishment of a conservation fund in the North Okanagan.*

Based on staff discussions and uncertainty on what level of funding the Board and Electoral Area directors were contemplating, staff requested further clarification at the January 4, 2018 Electoral Area Advisory Committee meeting. A discussion occurred on: possible funding amounts; the cost to administer such a fund; as well as who may be interested in participating.

This report dated March 14, 2018 from the Planning Department is in response to the January 17, 2018 Board resolution:

*That staff be directed to report back to the Electoral Area Advisory Committee regarding options and costs for funding amounts to establish a Conservation Fund Service, taking in consideration*

*the Electoral Areas as the only participants, and options and costs considering participation of other Regional District of North Okanagan jurisdictions.*

Planning staff have been working with the Finance Department on possible funding scenarios which include the Electoral Areas only as well as the region as a whole at various tax rates:

	Tax Requisition (per \$1000 of taxable land and improvements)		
	\$0.01	\$0.02	\$0.04
Total Collected – Electoral Areas Only	\$39,000	\$78,000	\$156,000
Cost for the Average Residential Property Assessed at \$358,000	\$3.58	\$7.16	\$14.32

	Tax Requisition (per \$1000 of taxable land and improvements)		
	\$0.01	\$0.02	\$0.04
Total Collected - all municipalities & EAs	\$201,000	\$402,000	\$804,000
Cost for the Average Residential Property Assessed at \$405,000	\$4.05	\$8.10	\$16.20

As noted in the initial discussions and presentations made by both Mr. Boswell and Ms. White, a conservation fund is a local government service that is funded through a dedicated tax or fee, held and overseen by the local government, and earmarked for the specific purpose of undertaking projects that support environmental conservation and community sustainability. Conservation funds give people the opportunity to support local conservation goals and gives residents the opportunity to invest in protecting the environment that sustains them, preserving natural areas and creating a legacy of community health and sustainability. By taking the initiative to establish conservation funds, local governments are recognizing the importance of biodiversity and a healthy natural world for maintaining human health and community resilience.

There are three areas in BC that have established a regional conservation fund focused on broad conservation objectives; the Regional District of East Kootenay, the Regional District of Central Kootenay, and the Regional District of Okanagan - Similkameen.

Alternatives. Several BC local governments have set up parkland acquisition funds, which are an important way for local governments to achieve amenity and greenspace objectives. The RDNO has explored this concept of a service to **acquire** regionally significant properties and determined:

*That a Regional Parkland Legacy Fund/Service not be pursued at this time based on the lack of region wide support.*

It is important to note that conservation funds have a broader set of objectives and support a more diverse range of environmental conservation and sustainability actions in a region than land acquisition alone.

**LEGAL/STATUTORY AUTHORITY:**

The *Local Government Act* gives regional districts authority to establish services including a conservation fund service to benefit:

- The entire region (all electoral areas and municipalities), or



- All electoral areas (no municipalities), or
- Some electoral areas and some municipalities (e.g., a sub-regional service), or
- Portions of one or more electoral areas, or
- Any combination of electoral areas (or portions thereof) and/or municipalities.

First Nation governments and local governments can partner to deliver shared services; establishing a regional conservation fund may provide an opportunity for such collaboration. Many First Nation governments in Canada have enacted laws imposing direct taxes within their reserves or settlement lands. The powers for enacting real property tax bylaws are contained in both the *Indian Act* and the *First Nations Fiscal Management Act*.

#### **LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

A conservation fund as a regional or sub-regional service must be established by bylaw, and approval of the electors must be obtained. A conservation fund can be established through elector assent or by an alternative approval process. Two of three existing regional conservation funds in BC were established using elector assent and the other used the alternative approval process. If the proposed regional district conservation fund service includes a municipality as a participating area, the council can give participating area approval by consenting on behalf of their electors to adoption of the service establishment bylaw. This is done by the council adopting a resolution at an open council meeting and then notifying the regional district board of its consent.

The general outline of the conservation fund establishment process is as follows:

- Determine the participating areas.
- Draft the establishing bylaw.
- Work with the inspector of municipalities to ensure the bylaw is acceptable.
- Obtain three readings by the regional district board.
- Submit the draft bylaw to the inspector of municipalities for approval.
- Conduct an elector approval process.
- Move to adopt the bylaw at the regional district board.

#### **PUBLIC CONSULTATION:**

Depending on the participants and financial contributions that are being considered for the fund, the Board may wish to undertake public consultation to determine the:

- level of support within the communities for fund establishment;
- environmental values and project categories that the public supports being covered by the fund; and
- level of taxation (total amount of money they are willing to contribute to the fund).

The Okanagan Collaborative Conservation Program (OCCP) has indicated they have \$60,000 (from an anonymous donor and the Real Estate Foundation) to assist with a public consultation process if so desired by the Board of Directors.

#### **EXISTING POLICY:**

The North Okanagan is home to many diverse ecosystems, including wetlands, forests, lakes, rivers and grasslands. These ecosystems and the features they contain are valuable in their own right. They also provide important benefits including filtering pollutants, preventing erosion and controlling crop pests while providing natural habitat for our plant and animal species. The Regional Growth Strategy, Member Municipalities and Electoral Area Official Community Plans contain various goals and policies supporting the sustainability of our natural environment. The establishment of a regional conservation fund would assist in protecting our parks, natural areas and open spaces (RGS Goal ENV-2) and could

assist with all fifteen strategies (ENV-2.1-ENV-2.15). In addition there would be the potential to act on other goals and strategies within Water Stewardship (RGS Goals WS-1 & 2).

#### **PERSONNEL/BUDGETARY CONSIDERATIONS:**

The establishment of the South Okanagan and Kootenay Conservation funds were supported by the regional conservation programs in those areas. The OCCP is willing to take a lead role in assisting with the establishment of a North Okanagan Conservation Fund which would include:

- **Designing the conservation fund.** A conservation vision and terms of reference would provide a road map for the design and implementation of the fund. Where conservation funds exist in B.C., monies are allocated for projects through an application-based system to eligible recipients. Each fund has its own terms of reference, which detail such items as goals, governance, administration, timelines, funding, and project eligibility.
- **Administering the Fund.** It is important to note that the OCCP will assist with the first year of fund establishment with no financial contribution required however it takes the equivalent of a 1/3 FTE to administer and facilitate the fund with community partners, the technical committee, RDNO staff and the Board. This would cost approximately \$25,000 to \$30,000 per year after the initial year of fund establishment.
  - Fund Administration would include public outreach regarding eligible recipients and projects, public relations as well as the review, recommended approval of grants based on the applications received, and follow up of awarded projects.

If the conservation fund is smaller than \$50,000, the RDNO would likely have to manage the fund internally within an existing functional area (which would need to be determined).

Fund administration would require significant staff time and coordination. These costs would be funded through the tax requisition related to the conservation fund. Whether the funds raised are \$50,000 or \$402,000, the same amount of effort and staff time will be required to manage, publicize and award the grants. As such, a small conservation fund would have significant administration and overhead costs relative to the amount of projects to be awarded, and would not be an effective use of resources. A larger conservation fund would provide improved economies of scale to cover the cost of administering the fund.

In either scenario if a regional conservation fund is established and managed by the RDNO or the OCCP, the Regional District North Okanagan would retain direct control of financial administration and decision-making.

Although the OCCP has volunteered to assist with the establishment of a regional conservation fund, there will still need to be a point person from the regional district. It is anticipated the RDNO staff contact would commit approximately 35 hours in 2018 for project oversight and collaboration.

#### **SUMMARY:**

In July 2017 the Electoral Area Advisory Committee requested that the Okanagan Collaborative Conservation Program and South Okanagan Similkameen Conservation Program be invited to present to the Board of Directors on the establishment of a regional conservation fund. As a result of the presentation the Board directed staff to report back to the Electoral Area Advisory Committee in regard to the establishment of a regional conservation fund in the North Okanagan. Upon further discussion at the Electoral Area Advisory Committee it was requested that options and costs for funding amounts to establish a Conservation Fund Service be provided. In addition staff were requested to take into consideration the Electoral Areas as the only participants, and options and costs considering participation of all Regional District of North Okanagan jurisdictions. This report outlines: funding

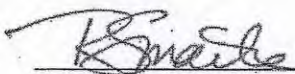
options, the purpose for establishing a conservation fund; statutory authority; procedural requirements; existing policies; and personnel/budgetary considerations.

---

Submitted by:

  
\_\_\_\_\_  
Laura Frank, MCIP, RPP  
Regional Planning Projects Manager

Endorsed by:

  
\_\_\_\_\_  
Rob Smailes, MCIP, RPP  
General Manager, Planning and Building

Approved for Inclusion:

  
\_\_\_\_\_  
David Sewell  
Chief Administrative Officer

# SOUTH OKANAGAN CONSERVATION FUND



**Bryn White, Program Manager,  
South Okanagan Similkameen Conservation Program**

For the North Okanagan Regional District  
September 20, 2017



South Okanagan  
Similkameen  
CONSERVATION PROGRAM



Okanagan  
Collaborative  
Conservation  
Program

## Conservation Partnerships

Multiple organizations working together in partnership to conserve biodiversity, fish and wildlife and their habitat in the North, Central and South Okanagan





Biodiversity Conservation Strategy for the Okanagan Region – prepared by SOSCP and OCCP.

Significant barrier: lack of local community resources for environmental conservation.

**Key recommendation:**

Establish local conservation funds to empower communities to address locally important priorities.

## Proposal to establish a Local Conservation Fund



**CLEAN WATER  
FRESH AIR  
NATURAL SPACES**

**“I grew up spending a lot of my childhood in the bush. I want to make sure that my grandkids can have those same wonderful experiences I did.”**

**Bruce Turnbull**  
Fisherman and photographer

Learn more at  
**[SOlovethisplace.ca](http://SOlovethisplace.ca)**

**SOUTH OKANAGAN  
CONSERVATION FUND**

## Success! South Okanagan Conservation Fund Established December 2016



- RDOS Board established a sub-regional environmental conservation service (through bylaw) for the communities of Oliver/Penticton/Summerland and five South Okanagan Electoral Areas.
- Enables LG to requisition on average about \$10/household/year, for up to a maximum of \$450,000 per year in the service area for the purposes of protecting important environmental values.
- Funds are distributed through application based system. Supports projects and works that include water, environment, wildlife, land and habitat conservation efforts.





## Timing

- Call for proposals - September
  - RDOS administrative review- October
  - Technical Advisory Committee review - October/November
  - RDOS final approval - Early December
  - Successful applicants advised and informed - January
  - Contribution Agreements finalized - February
  - Interim Report Due - September
  - Final Report Due - February
- ~ Land Securement or covenant projects may be submitted any time of the year*

## What is a conservation fund?

- Local government service that establishes a dedicated source of funding (i.e., tax or levy) for environmental conservation and community sustainability projects.
- The regional district or municipality that holds the conservation fund decides which projects to support according to criteria in the fund's terms of reference.
- Funds support local priorities, such as protecting clean water sources, conserving natural areas for people to enjoy, restoring fish and wildlife habitat, and protecting important ecosystems and the benefits they provide.
- Opportunity to leverage additional funds from outside the community is significant.



## What is a conservation fund?



- Conservation funds are forward looking.
- They show that communities can work together to protect local environments and steward the natural resources that support their lives and livelihoods.
- Conservation funds empower communities to improve on past decisions and give future generations a leg-up.



## Why establish a conservation fund?

### Three Good Reasons

- **Ecosystem services** – A healthy environment provides us with services like clean water, pure air, flood and fire protection - and many other resources for our communities.
- **A healthy environment supports a healthy economy** – Robust property values; attractive, investable, and safe communities; tourism, agriculture, and other renewable resource sectors all rely on clean air and water, attractive vistas, a functioning environment, and natural places for people to enjoy.
- **Local control** – Funds are generated locally and directly benefit the community.



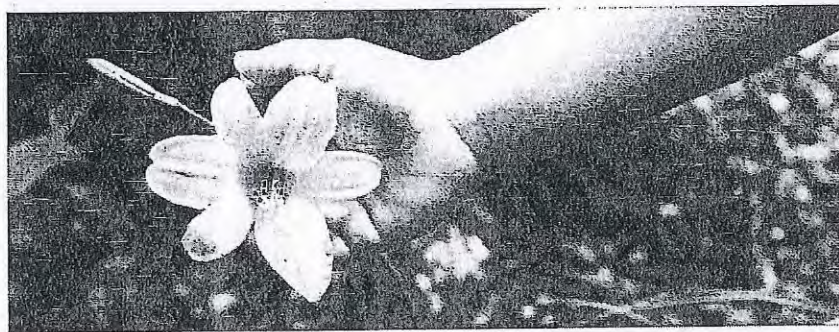
## Conservation Funds Can:

- Protect the integrity of watersheds and aquifers; ensure clean, abundant water resources.
- Restore, enhance, and steward natural areas that provide services important to economies and communities like flood and fire protection.
- Build a network of parks, greenspace, and natural corridors for both people and wildlife.
- Enhance quality of life, tourism and recreation opportunities.
- Enhance the viability of local agriculture, food production, and other renewable resources.
- Protect ecosystems to sequester carbon and meet community climate action objectives.
- Pool financial resources and leverage significant funding from outside the community to achieve local goals.



## Where does the money for a conservation fund come from?

- Environmental conservation can be considered a service just like planning, parks and recreation, libraries, sewer, and water
- A conservation fund can be financed through property value or parcel levy, local area service tax or fees



## Who holds & manages the conservation fund?

- Motivation to pursue the fund can come from a regional district, municipality, community group, land trust or other non-government organization.
- The regional district or municipality collects monies for the fund, and retains all responsibility and decision making for the distribution of the funds.
- Other organizations, a non-profit group or partnership, for example, may assist with other aspects of fund management.



## What types of projects could be eligible for funding?



- Project types will vary from region to region depending on conservation goals and priorities
- Criteria and evaluation process should be established and specified in a terms of reference
- Regional goals and priorities can be determined through public opinion polling or may have already been identified through an official community plan or parks master plan, or sustainability planning process.





## How is a conservation fund established by a municipality?

- Municipalities can collect levies on property for municipal conservation funds.
- Providing a service, such as a conservation fund, is at the discretion of council and no approval need be sought from the electors to establish the service (under section 8(2) of the *Community Charter*)

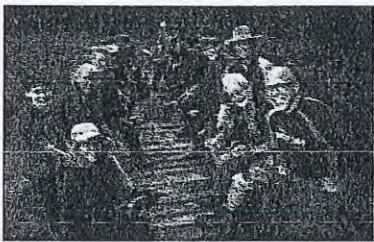


## How is a conservation fund established by a regional district?

- Regional district boards must adopt an establishing bylaw to create a service (under the *Local Government Act*)
- In most cases, approval must be obtained through assent of the electors (i.e. Referendum), alternative approval process or consent on behalf of municipal participating area
- There are examples of collaboration amongst regional districts and municipalities to establish regional conservation funds.



## Who else has done this?



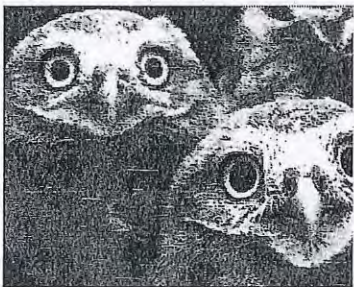
**Columbia Valley:** (Sub-Regional Conservation Fund) est. 2008

Funded 70 projects totaling nearly \$1.2 million (2010-2017).



**Kootenay Lake:** (Sub-Regional Conservation Fund) est. 2014

Funded 10 projects totaling just over \$108,000 (2016-2017).



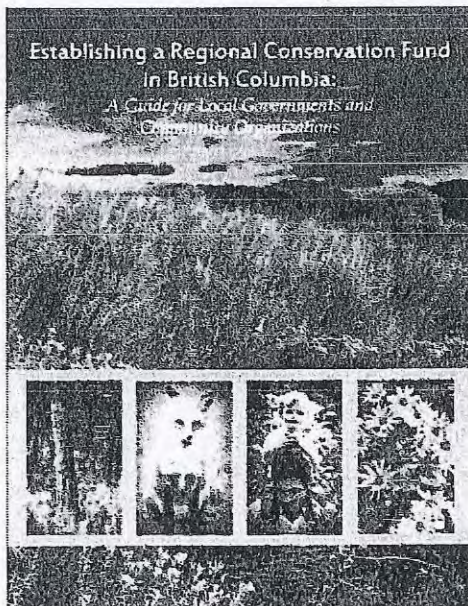
**South Okanagan:** (Sub-Regional Conservation Fund) est. 2016

First application round opened Sept 1



Where do I learn more?

[soscp.org/conservationfundguideforbc](http://soscp.org/conservationfundguideforbc)



Conservation Partnership in your area  
Okanagan Collaborative Conservation  
Program – Scott Boswell.

Contacts in the Columbia Valley, Kootenay  
Lake and South Okanagan who have been  
there before – we are eager to support  
your success.





THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO

**FILE:** 0482-05-23

**PC:**

**DATE:** June 4, 2018

**FROM:** Patti Bridal, Deputy CAO,

**SUBJECT:** Bylaw 2778 – Vernon Search and Rescue, Service Establishment  
Bylaw 2779 – Vernon Search and Rescue, Service Loan Authorization

---

Attached is letter dated May 22, 2018 from the Regional District of the North Okanagan, regarding the Board of Directors endorsement of the above captioned bylaws and three readings provided on May 16, 2018.

Member municipalities and the Electoral Area Directors are being provided the attachments for consideration and comment.

The Service Establishment and Loan Authorization Bylaws would authorize the borrowing of up to \$3.5 million, over 20 years, through an Alternative Approval Process (AAP) or Referendum, and would require approval of the Inspector of Municipalities.

As outlined within the report dated April 28, 2018, attached to the May 22, 2018 letter, the consideration is for \$3.5 million to facilitate a property purchase and building construction costs for a new space for Vernon Search and Rescue Society (VSAR). The current space is located at 9848 Aberdeen Road, and VSAR advises they built the facility in 1994 through funds raised in the community and later expanded the facility (2004) to provide additional vehicle bays and larger training areas. Expansion of the current space was explored and determined not feasible for a number of reasons. It is unknown what the current space would be utilized for in the future if the new VSAR facility is completed.

The Alternative Approval Process (AAP) for borrowing of \$3.5 million provides cost savings to the taxpayer; provides for a shorter time frame for approval and all electors will have a minimum of 30 days to provide their response.

The Financial considerations for City of Vernon taxpayers, based on borrowing \$3.5 million over 20 years at an estimated interest rate of 3.25%, the apportioned tax requisition would be approximately \$130,000 per year. For an average residential property assessed at approximately \$400,000 this would equate to slightly less than \$5.00 per year.

**RECOMMENDATION:**

THAT City of Vernon Council endorses proceeding to assent of the electors through an Alternative Approval Process (AAP) for Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018, and Vernon Search and Rescue Loan Authorization Bylaw No. 2779, 2018, to establish a service and adopt a loan authorization bylaw to borrow up to \$3.5 million to facilitate the cost of buying real property and constructing a building to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan.

***Alternative:***

THAT City of Vernon Council endorses proceeding to assent of the electors through a Referendum for Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018, and Vernon Search and Rescue Loan Authorization Bylaw No. 2779, 2018, to establish a service and adopt a loan authorization bylaw to borrow up to \$3.5 million to facilitate the cost of buying real property and constructing a building to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan.

Respectfully submitted:



# REGIONAL DISTRICT NORTH OKANAGAN

## MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG      VILLAGE OF LUMBY  
CITY OF ENDERBY      CITY OF VERNON  
DISTRICT OF COLDSTREAM      TOWNSHIP OF SPALLUMCHEEN

## ELECTORAL AREAS:

"B" – SWAN LAKE      "E" – CHERRYVILLE  
"C" – BX DISTRICT      "F" – ENDERBY (RURAL)  
"D" – LUMBY (RURAL)

OFFICE OF:      CORPORATE SERVICES

OUR FILE No.: 3900.2778

May 22, 2018

Will Pearce  
Chief Administrative Officer  
3400 30 Street  
Vernon B.C. V1T 5E6



Dear Will Pearce:

**Re: Bylaw 2778 - Vernon Search and Rescue - Service Establishment  
Bylaw 2779 - Vernon Search and Rescue - Service Loan Authorization**

At the regular meeting of the Board of Directors held on May 16, 2018, the Board gave 3 readings to the above-noted bylaws and resolved that they be forwarded to the Inspector of Municipalities for approval and to member municipalities and the Electoral Areas Directors for information and comment. Following confirmation of approval by the Inspector, and consideration of comments received from member municipalities and the Electoral Areas, the Regional District will then be in a position to undertake an area wide Alternative Approval Process (AAP) to determine if there is elector support for the Board to adopt the above-noted bylaws. Rationale to support an area wide AAP process is provided in the report attached.

We respectfully request that the attached information be provided to your Council for consideration and comment back at your earliest convenience. If you require any further information, please do not hesitate to contact the undersigned at 250-550-3708 or [paddy.juniper@rdno.ca](mailto:paddy.juniper@rdno.ca)

Yours truly;

Paddy Juniper  
Corporate Officer

cc: Vernon Search and Rescue  
David Sewell, Chief Administrative Officer

Enc. *Extract of the May 16, 2018 Board of Directors Meeting  
Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018 (as at 3<sup>rd</sup> Reading); and  
Vernon Search and Rescue Service Loan Authorization Bylaw No. 2779, 2018 (as at 3<sup>rd</sup> Reading); and  
Staff Report dated April 28, 2018  
Background information provided by Vernon Search and Rescue*

# REGIONAL DISTRICT OF NORTH OKANAGAN

Extract from the Minutes of a Meeting of the

Board of Directors

Held on

Wednesday, May 16, 2018

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## **Bylaw 2778 - Vernon Search and Rescue - Service Establishment Bylaw 2779 - Vernon Search and Rescue - Service Loan Authorization**

That staff be directed to forward the report entitled 'Vernon Search and Rescue – Service Establishment and Loan Authorization Bylaws' dated April 28, 2018 to member municipalities and the Electoral Area Directors for information.

That, following receipt of comments from member municipalities and the Electoral Area Directors, staff be directed to undertake an alternative approval process of the entire proposed service area being the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon and Electoral Areas "B", "C", "D", "E" and "F" of the Regional District of North Okanagan pursuant to section 342(4) of the *Local Government Act* to determine the opinion of the electors with regard to adopting the following bylaws:

1. *Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018*,  
and
2. *Vernon Search and Rescue Service Loan Authorization Bylaw No. 2779, 2018*

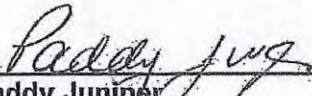
to establish a service and adopt a loan authorization bylaw of up to \$3.5 million dollars to facilitate the cost of buying real property and constructing a building, which would be owned by the Regional District of North Okanagan, to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan.

That *Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018* be given First, Second and Third Readings and forwarded to the Inspector of Municipalities for approval.

That *Vernon Search and Rescue Service Loan Authorization Bylaw No. 2779, 2018* be given First, Second and Third Readings and forwarded to the Inspector of Municipalities for approval.

I hereby certify the foregoing to be a true and correct copy of a resolution passed by the Board of Directors at its meeting held May 16<sup>th</sup>, 2018.

Dated at Coldstream, BC this 22<sup>nd</sup> day of May, 2018.

  
\_\_\_\_\_  
Paddy Juniper  
Corporate Officer



# REGIONAL DISTRICT OF NORTH OKANAGAN

## BYLAW No. 2778

A bylaw to establish a service for the purpose of facilitating the cost of buying real property and constructing a building to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan

---

**WHEREAS** the *Local Government Act (Act)* provides that the Board of the Regional District of North Okanagan may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the regional district;

**AND WHEREAS** the Regional District of North Okanagan wishes to acquire real property and facilitate the construction and/or modification of a building to service the Vernon Search and Rescue Service within the Regional District of North Okanagan;

**AND WHEREAS** the Board has, by resolution, determined that participating area approval is to be obtained for the entire service area and the approval process shall be by Alternative Approval Process in accordance with subsections 342(2)(b), 342(4) and 345(1)(a) of the *Act*;

**AND WHEREAS** pursuant to Section 348(1) of the *Local Government Act*, if money is to be borrowed for the start of the service, the establishing bylaw and the loan authorization bylaw [*Vernon Search and Rescue Service Loan Authorization Bylaw No. 2779, 2018*] must, for the purpose of obtaining participating area approval, be dealt with as if they were one bylaw;

**NOW THEREFORE**, the Board of the Regional District of North Okanagan, in open meeting assembled hereby, ENACTS AS FOLLOWS:

### CITATION

1. This Bylaw may be cited as the "*Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018*".

### ESTABLISHMENT AND DESCRIPTION OF SERVICE

2. The Regional District is authorized to undertake and carry out, or cause to be carried out, the purchase of real property and construction and/or modification of a building to service the Vernon Search and Rescue Service within the Regional District of North Okanagan.

### SERVICE AREA BOUNDARIES

3. The boundaries of the service area are the entire Regional District of North Okanagan.

### PARTICIPANTS

4. The participants to this service are:
  - City of Armstrong
  - District of Coldstream
  - City of Enderby

- Village of Lumby
- Township of Spallumcheen
- City of Vernon
- Electoral Area "B";
- Electoral Area "C";
- Electoral Area "D";
- Electoral Area "E";
- Electoral Area "F";

### COST RECOVERY

5. The annual cost of providing the service outlined in this Bylaw shall be recovered by one or more of the following:
- a. requisition of money under sections 385 [*Requisition of funds from municipalities*] and 387 [*Requisition of funds from electoral areas*] of the Act to be collected by a property value tax to be levied on land and improvements for regional hospital district purposes and collected under sections 386 and 388 of the Act;
  - b. revenues received by way of agreement, enterprise, gift, grant or otherwise.
6. The maximum amount that may be requisitioned annually for the service shall not exceed three hundred thousand dollars (\$300,000) or \$0.02 per \$1,000 of the net taxable value of land and improvements included in the service area, whichever is greater.

### COST APPORTIONMENT

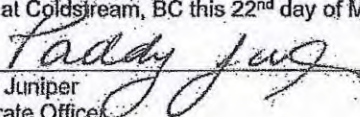
7. The annual cost of this service shall be apportioned amongst the participants on the basis of the value of land and improvements only for regional hospital district purposes in those areas.

Read a First, Second and THIRD Time	this	16 <sup>th</sup>	day of	May, 2018
Approved by the Inspector of Municipalities	this		day of	, 2018
Received elector approval by alternative approval process	this		day of	, 2018
ADOPTED	this		day of	, 2018

Chair  
Bob Fleming

Corporate Officer  
Paddy Juniper

CERTIFIED true copy of "Vernon Search and Rescue Service  
Establishment Bylaw No. 2778, 2018" as read a third time.  
Dated at Coldspring, BC this 22<sup>nd</sup> day of May, 2018.

  
Paddy Juniper  
Corporate Officer

# REGIONAL DISTRICT OF NORTH OKANAGAN

## BYLAW No. 2779

A bylaw to authorize the borrowing of up to \$3,500,000 to facilitate the cost of buying real property and constructing a building to serve the Vernon Search and Rescue Service

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**WHEREAS** this Bylaw relates to *Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018* to provide for establishment of the Vernon Search and Rescue Service within the Regional District of North Okanagan;

**AND WHEREAS** the Board has requested and the Regional District proposes to borrow a sum not exceeding three million five hundred thousand dollars (\$3,500,000) with repayment of a debt up to a twenty (20) year term, to facilitate the acquisition of real property and construction of a building to serve the Vernon Search and Rescue Service serving the whole of the Regional District of North Okanagan (Armstrong, Coldstream, Enderby, Lumby, Spallumcheen, Vernon, Electoral Areas "B", "C", "D", "E" and "F") (the Service Area);

**AND WHEREAS** the participating areas are the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon and Electoral Areas "B", "C", "D", "E" and "F" within the Regional District of North Okanagan;

**AND WHEREAS** the Board has, by resolution, provided that approval of the electors be given by alternative approval process within the entire Service Area;

**AND WHEREAS** pursuant to section 345 [*Approval by alternative approval process*] of the *Local Government Act* and section 86 of the *Community Charter* participating area approval has been obtained within the entire service area to borrow funds and establish the service for the purpose of acquiring land, and constructing a building to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan;

**AND WHEREAS** the authority to borrow under this bylaw expires five years from the date on which this bylaw is adopted;

**NOW THEREFORE** the Board of the Regional District of North Okanagan, in open meeting assembled, hereby ENACTS AS FOLLOWS:

### CITATION

1. This Bylaw may be cited as "*Vernon Search and Rescue Loan Authorization Bylaw No. 2779, 2018*".

### LOAN AUTHORIZATION

2. The Regional District of North Okanagan is hereby empowered and authorized to undertake and carry out or cause to be carried out the acquisition of real property and construction or modification of a building to accommodate the Vernon Search and Rescue Service within the Regional District of North Okanagan and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

- a) to borrow upon the credit of the Regional District a sum of up to three million five hundred thousand dollars (\$3,500,000);
  - b) to acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the Vernon Search and Rescue Service.
3. The debt incurred in this Loan Authorization Bylaw relates specifically to the *Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018*.
  4. The debt is being incurred to provide funding for the acquisition of real property and construction or modification of a building to accommodate the Vernon Search and Rescue Service within the Regional District of North Okanagan.
  5. The maximum term for which a debenture debt may be issued to secure the debt created by this bylaw is for a term not to exceed twenty (20) years.

<b>Read a First, Second and THIRD Time</b>	this	16 <sup>th</sup>	day of	May, 2018
<b>Approved by the Inspector of Municipalities</b>	this		day of	, 2018
<b>Received elector approval by alternative approval process</b>	this		day of	, 2018
<b>ADOPTED</b>	this		day of	, 2018

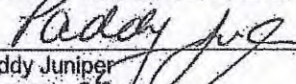
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Chair  
Bob Fleming

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Corporate Officer  
Paddy Juniper

CERTIFIED true copy of "Vernon Search and Rescue Loan Authorization Bylaw No. 2779, 2018" as read a third time.  
Dated at Coldstream, BC this 22<sup>nd</sup> day of May, 2018.

  
\_\_\_\_\_  
Paddy Juniper  
Corporate Officer



**REGIONAL DISTRICT  
of  
NORTH OKANAGAN**

# REPORT

File No.: 3900.2778

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**TO:** Board of Directors  
**FROM:** Corporate Services  
**DATE:** April 28, 2018  
**SUBJECT:** Vernon Search and Rescue - Service Establishment and Loan Authorization Bylaws

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**RECOMMENDATION 1:**

That staff be directed to forward the report entitled 'Vernon Search and Rescue – Service Establishment and Loan Authorization Bylaws' dated April 28, 2018 to member municipalities and the Electoral Area Directors for information.

**RECOMMENDATION 2:**

That, following receipt of comments from member municipalities and the Electoral Area Directors, staff be directed to undertake an alternative approval process of the entire proposed service area being the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon and Electoral Areas "B", "C", "D", "E" and "F" of the Regional District of North Okanagan pursuant to section 342(4) of the *Local Government Act* to determine the opinion of the electors with regard to adopting the following bylaws:

1. *Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018*; and
2. *Vernon Search and Rescue Service Loan Authorization Bylaw No. 2779, 2018*

to establish a service and adopt a loan authorization bylaw of up to \$3.5 million dollars to facilitate the cost of buying real property and constructing a building to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan.

**RECOMMENDATION 3:**

That *Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018* be given First, Second and Third Readings and forwarded to the Inspector of Municipalities for approval.

**RECOMMENDATION 4:**

That *Vernon Search and Rescue Service Loan Authorization Bylaw No. 2779, 2018* be given First, Second and Third Readings and forwarded to the Inspector of Municipalities for approval.

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**SUMMARY:**

Both the Service Establishment Bylaw and the Loan Authorization Bylaw required to establish a service and authorize the borrowing of up to \$3.5 million would require Approval of the Electors, through either referendum or an Alternative Approval Process (AAP), and approval of the Inspector of Municipalities prior to adoption.

Staff recommend that the Board:

1. pursue obtaining the approval of the electors through an AAP process versus assent voting (referendum) for the reasons noted in this report; and
2. resolve (by a 2/3 vote) that participating area approval be obtained for the entire proposed service area as provided by Section 342(4) of the *Local Government Act*.

**BACKGROUND:**

At the Board of Directors meeting held on March 28, 2018 the Board received a delegation from Vernon Search and Rescue requesting that the Regional District consider conducting an Alternative Approval Process to request funding of \$3.5 million to facilitate a property purchase (estimated \$1.0 million) and building costs (estimated \$2.5 million) to accommodate current and future space needs for the Vernon Search and Rescue Society.

At the Board of Directors meeting held on April 18, 2018 the following resolution was passed:

*That staff be directed to draft Service Establishment and Loan Authorization Bylaws with regard to borrowing \$3.5 million to facilitate a property purchase (estimated \$1.0 million) and building costs (estimated \$2.5 million) to establish a Vernon Search and Rescue Service for the entire Regional District and report back on alternatives to seek electoral consent.*

In 1994, the current building that houses the Vernon Search and Rescue (VSAR) at 9848 Aberdeen Road was constructed. VSAR currently operates out of the building on the RDNO lands with no agreement in place. VSAR expanded the building in 2004 to accommodate manpower, equipment and operations as the group continued to grow. In 2017 VSAR approached the RDNO to inquire about expanding on their current location, which would have required the acquisition of adjacent lands. Following an environmental assessment on the proposed lands adjacent to the current VSAR building, it was determined the expansion could not happen due to environmental sensitivities of the wetlands (spade foot toad). At that time, VSAR and the RDNO began discussions on the feasibility of relocating the VSAR to alternate RDNO owned properties. Due to the nature of the service that VSAR provides to the residents of the North Okanagan, the VSAR has advised that a preferable location would be adjacent to a major thoroughfare in the Greater Vernon vicinity to allow volunteer members to respond to calls in a timely manner. The VSAR estimates that it would require up to \$1.0 million for property purchase and up to \$2.5 million for the building construction/modification. The property and building would be owned by the RDNO and leased back to the VSAR at a nominal cost.

Bylaw 1801, being the North Okanagan Search and Rescue Service Establishment Bylaw was adopted on August 5, 2003. This bylaw was established in 2003 to facilitate an annual grant to the VSAR to assist with the payment of annual building operating costs. Bylaw 1801 specifically provides that no borrowing shall be incurred for the purposes of this service. It is not proposed that there would be any change to Bylaw 1801 and that the North Okanagan Search and Rescue Service under Bylaw 1801 would continue to provide an annual grant to assist VSAR with annual operating costs.

The following steps are required prior to proceeding with an AAP:

- The Board must give three readings to the bylaws (service establishment and loan authorization); and
- Approval by the Inspector of Municipalities must be provided.

Once the Inspector has provided approval for the service establishment and loan authorization bylaws, the Regional District would then be in a position to proceed to:

- Prepare the elector response form
- Determine the deadline to receive elector responses (must be at least 30 days from publication of the second notice of AAP)
- Prepare estimate of electors
- Liaise with VSAR and member jurisdictions on a communications plan for the AAP

If the AAP process proceeds and receives more than 10% of eligible voters responding against adoption of the service establishment and loan authorization bylaws, the Board would then have the option of seeking approval of the electors through an assent vote (referendum). If the Board chose to go to an assent vote it would have to be scheduled within 80 days of the deadline day of the AAP.

### **RATIONALE TO SUPPORT THE ALTERNATIVE APPROVAL PROCESS (AAP):**

The Board must weigh the various considerations associated with any proposal and determine whether or not an AAP or assent voting opportunity (referendum) would be the best process to undertake in seeking elector approval by gauging the public interest and support for the matter. The nature of the service provided by VSAR and early indications from the public would indicate that this matter would not be contentious and that residents would generally support the proposal.

Benefits to using the AAP process include:

1. **Cost savings:** advertising, ballots, voting location rental costs, wages associated with advance and general voting opportunities.
2. **Convenience:** electors have a minimum 30 day window to submit elector response forms opposing adoption of the bylaws versus a two day established/facilitated voting process required through assent voting.
3. **Time:** an AAP process can be conducted within a much shorter time frame allowing the project to proceed if it receives assent of the electors. The VSAR have requested that the process be advanced as quickly as possible as they wish to move ahead with a property purchase which cannot proceed unless the Service Establishment and Loan Authorization bylaws have been adopted.
4. **Relative Tax Impact:** the annual debt payment on borrowing \$3.5 million over a period of 20 years is estimated to be 1.2 cents per \$1000 of taxable assessment. The limit for an AAP under Section 345(1)(a) of the Local Government Act is 50 cents per \$1000 in this instance.

### **FINANCIAL CONSIDERATIONS:**

The bylaws propose borrowing up to \$3.5 million for a period of up to 20 years. The annual debt payment will be dependent upon the market rates at the time of issuing the debt, which generally occurs once the project is complete.

The current market rate at the time of writing this report is 3.02%. The two most recent MFA debt issues in the spring of 2018 and the fall of 2017 were both at a rate of 3.15%.

The following analysis uses a rate of 3.25% to calculate the tax split among jurisdictions and the impact on the average residential property. At 3.25% the annual debt payment is approximately \$244,000.

A sensitivity analysis below shows the impact on the annual debt payment with varying interest rates. The annual debt payment changes by \$8,750 for every 0.25% change in the interest rate.

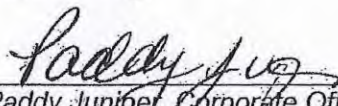
Interest Rate	Annual Debt Payment
3.00%	\$235,250
3.25%	\$244,000
3.50%	\$252,750

Based upon 2018 converted land and improvements as the basis for apportionment, the expected allocation of the annualized cost of borrowing \$3.5 million over 20 years at an estimated interest rate of 3.25% is presented in the table below.

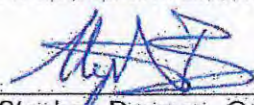
Jurisdiction	Assessment	Apportionment	Tax Requisition
ARMSTRONG	90,438,697	4.51%	\$ 11,013
ENDERBY	47,051,386	2.35%	5,730
VERNON	1,066,783,775	53.24%	129,904
COLDSTREAM	266,697,990	13.31%	32,476
SPALLUMCHEEN	110,918,496	5.54%	13,507
LUMBY	3,131,545	1.65%	4,034
ELECTORAL AREA B	110,876,243	5.54%	13,502
ELECTORAL AREA C	116,639,466	5.82%	14,203
ELECTORAL AREA D	51,506,743	2.57%	6,272
ELECTORAL AREA E	15,503,105	0.77%	1,888
ELECTORAL AREA F	94,207,346	4.70%	11,472
	<b>2,003,754,792</b>	<b>100.00%</b>	<b>\$ 244,000</b>

The implied residential tax rate required to fund the annual debt payment is 1.2 cents per \$1000 of taxable assessment. For the average residential property assessed at approximately \$400,000 in the North Okanagan this equates to slightly less than \$5 per year.

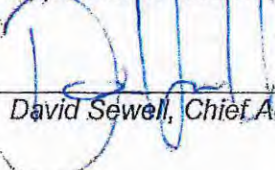
Submitted by:

  
 Paddy Juniper, Corporate Officer

Reviewed and Endorsed by:

  
 Stephen Barmer, General Manager Finance

Approved for inclusion:

  
 David Sewell, Chief Administrative Officer

Attachments:

1. North Okanagan Search and Rescue Funding Service Establishment Bylaw No. 1801, 2002
2. DRAFT Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018
3. DRAFT Vernon Search and Rescue Service Loan Authorization Bylaw No. 2779, 2018



# REGIONAL DISTRICT OF NORTH OKANAGAN

## BYLAW NO. 1801

A Bylaw to establish a Search and Rescue function throughout the Regional District of North Okanagan for the purpose of contributing to the cost of providing a Search and Rescue Program operated by the Vernon Search and Rescue Group Society

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**WHEREAS** Section 800 [*Establishing bylaws required for most services*] of the *Local Government Act*, R.S.B.C., 1996, Chapter 323, as amended, and Regulations passed pursuant thereto, provides for the adoption of a bylaw to establish a new Regional District service;

**AND WHEREAS** Section 796(3) [*General authority for services*] of the *Local Government Act* provides that a regional district service may be operated directly by the regional district or through another public authority, person or organization;

**AND WHEREAS** the Board of the Regional District of North Okanagan deems it desirable to establish a function for the purpose of contributing to the cost of providing a Search and Rescue Program that is operated by the "Vernon Search and Rescue Group Society";

**AND WHEREAS** the Board has received consent on behalf of the electors in accordance with Section 801.4 [*Consent on behalf of municipal electors*] of the *Local Government Act*; from the City of Enderby, City of Armstrong, Township of Spallumcheen, City of Vernon, District of Coldstream, and the Village of Lumby;

**AND WHEREAS** the Board has received approval of the electors in accordance with Section 801.3 [*Approval of electors by counter petition opportunity*] of the *Local Government Act*; from Electoral Areas "B", "C", "D", "E" and "F" respectively;

**AND WHEREAS** pursuant to the provisions of Section 172.4(3) [*Notice of counter petition opportunity*] of the *Local Government Act*; a fair estimate of the total number of electors of the area that the counter petition applies is 12,139 of which 5% (607) is required to petition against the matter in order to prevent the Regional District from proceeding without assent of the electors;

**NOW THEREFORE**, the Board of the Regional District of North Okanagan, in open meeting assembled, hereby ENACTS AS FOLLOWS:

### CITATION

1. This Bylaw may be cited for all purposes as the "***North Okanagan Search and Rescue Funding Service Establishment Bylaw No. 1801, 2002***".

### ESTABLISHMENT

2. The Board of the Regional District of North Okanagan hereby establishes the function known as the "***North Okanagan Search and Rescue Funding Service***". This function is established for the purpose of contributing to the cost of providing a Search and Rescue Program to all areas within the North Okanagan Regional District.

### SERVICE AREA

3. The service area boundaries for the Search and Rescue Service shall encompass, and include all lands within Electoral Areas "B", "C", "D", "E", and "F"; the City of Enderby, the City of Armstrong, the Township of Spallumcheen, the City of Vernon, the District of Coldstream and the Village of Lumby; with such service area to be known as the "***North Okanagan Search and Rescue Service Area***".

- 4. The Regional District is authorized to provide funding for the purpose of contributing to the cost of providing a Search and Rescue Program operated by the Vernon Search and Rescue Group Society within the said service area.

**PARTICIPATING AREAS**

- 5. The participating areas for this service are Electoral Areas "B", "C", "D", "E", and "F"; the City of Enderby, the City of Armstrong, the Township of Spallumcheen, the City of Vernon, the District of Coldstream and the Village of Lumby.

**COST RECOVERY**

- 6. The annual operating costs shall be recovered from the said service area by the requisition of money under Sections 805 [*Requisition of funds from municipalities*] and 806 [*Requisition of funds for electoral areas*] of the *Local Government Act* to be collected by a property value tax to be levied and collected under Sections 805.1 [*Collection in municipalities*] and 806.1 [*Collection in electoral areas*] of the said *Act*.
- 7. The annual net costs for operating this service shall be apportioned amongst the participating municipalities and electoral areas on the basis of the converted land and improvements for hospital purposes in the participating areas.
- 8. No borrowing shall be incurred for the purposes of this service.

**MAXIMUM REQUISITION**

- 9. The maximum amount that may be requisitioned for annual operating charges shall under Section 803 (1) (a) [*Options for cost recovery*] of the *Local Government Act* not exceed a levy of \$20,000 Dollars or (\$0.0043) per One Thousand Dollars (\$1,000.00) on the net taxable value of land and improvements included in the service area, whichever is greater.

**WITHDRAWAL**

- 10. A participant may withdraw from the function by giving notice in writing to the Board prior to September 1<sup>st</sup> of the preceding year.

Read a **FIRST, SECOND and THIRD time** this 13th day of November, 2002

Received the **APPROVAL** of the **INSPECTOR of MUNICIPALITIES** this 28th day of May, 2003

Reconsidered, Finally Passed and **ADOPTED** this 5th day of August, 2003

  
 \_\_\_\_\_  
 Chair

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

# REGIONAL DISTRICT OF NORTH OKANAGAN

## BYLAW No. 2778

A bylaw to establish a service for the purpose of facilitating the cost of buying real property and constructing a building to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan

---

**WHEREAS** the *Local Government Act (Act)* provides that the Board of the Regional District of North Okanagan may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the regional district;

**AND WHEREAS** the Regional District of North Okanagan wishes to acquire real property and facilitate the construction and/or modification of a building to service the Vernon Search and Rescue Service within the Regional District of North Okanagan;

**AND WHEREAS** the Board has, by resolution, determined that participating area approval is to be obtained for the entire service area and the approval process shall be by Alternative Approval Process in accordance with subsections 342(2)(b), 342(4) and 345(1)(a) of the *Act*;

**AND WHEREAS** pursuant to Section 348(1) of the *Local Government Act*, if money is to be borrowed for the start of the service, the establishing bylaw and the loan authorization bylaw [*Vernon Search and Rescue Service Loan Authorization Bylaw No. 2779, 2018*] must, for the purpose of obtaining participating area approval, be dealt with as if they were one bylaw;

**NOW THEREFORE**, the Board of the Regional District of North Okanagan, in open meeting assembled hereby, ENACTS AS FOLLOWS:

### CITATION

1. This Bylaw may be cited as the "***Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018***".

### ESTABLISHMENT AND DESCRIPTION OF SERVICE

2. The Regional District is authorized to undertake and carry out, or cause to be carried out, the purchase of real property and construction and/or modification of a building to service the Vernon Search and Rescue Service within the Regional District of North Okanagan.

### SERVICE AREA BOUNDARIES

3. The boundaries of the service area are the entire Regional District of North Okanagan.

### PARTICIPANTS

4. The participants to this service are:
  - City of Armstrong
  - District of Coldstream
  - City of Enderby

- Village of Lumby
- Township of Spallumcheen
- City of Vernon
- Electoral Area "B";
- Electoral Area "C";
- Electoral Area "D";
- Electoral Area "E";
- Electoral Area "F";

**COST RECOVERY**

5. The annual cost of providing the service outlined in this Bylaw shall be recovered by one or more of the following:
- a. requisition of money under sections 385 [*Requisition of funds from municipalities*] and 387 [*Requisition of funds from electoral areas*] of the Act to be collected by a property value tax to be levied on land and improvements for regional hospital district purposes and collected under sections 386 and 388 of the Act;
  - b. revenues received by way of agreement, enterprise, gift, grant or otherwise.
6. The maximum amount that may be requisitioned annually for the service shall not exceed three hundred thousand dollars (\$300,000) or \$0.02 per \$1,000 of the net taxable value of land and improvements included in the service area, whichever is greater.

**COST APPORTIONMENT**

7. The annual cost of this service shall be apportioned amongst the participants on the basis of the value of land and improvements only for regional hospital district purposes in those areas.

<b>Read a First, Second and THIRD Time</b>	this	day of	, 2018
<b>Approved by the Inspector of Municipalities</b>	this	day of	, 2018
<b>Received elector approval by alternative approval process</b>	this	day of	, 2018
<b>ADOPTED</b>	this	day of	, 2018

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Chair  
Bob Fleming

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Corporate Officer  
Paddy Juniper

# REGIONAL DISTRICT OF NORTH OKANAGAN

## BYLAW No. 2779

A bylaw to authorize the borrowing of up to \$3,500,000 to facilitate the cost of buying real property and constructing a building to serve the Vernon Search and Rescue Service

---

**WHEREAS** this Bylaw relates to *Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018* to provide for establishment of the Vernon Search and Rescue Service within the Regional District of North Okanagan;

**AND WHEREAS** the Board has requested and the Regional District proposes to borrow a sum not exceeding three million five hundred thousand dollars (\$3,500,000) with repayment of a debt up to a twenty (20) year term, to facilitate the acquisition of real property and construction of a building to serve the Vernon Search and Rescue Service serving the whole of the Regional District of North Okanagan (Armstrong, Coldstream, Enderby, Lumby, Spallumcheen, Vernon, Electoral Areas "B", "C", "D", "E" and "F") (the Service Area);

**AND WHEREAS** the participating areas are the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon and Electoral Areas "B", "C", "D", "E" and "F" within the Regional District of North Okanagan;

**AND WHEREAS** the Board has, by resolution, provided that approval of the electors be given by alternative approval process within the entire Service Area;

**AND WHEREAS** pursuant to section 345 [*Approval by alternative approval process*] of the *Local Government Act* and section 86 of the *Community Charter* participating area approval has been obtained within the entire service area to borrow funds and establish the service for the purpose of acquiring land, and constructing a building to serve the Vernon Search and Rescue Service within the Regional District of North Okanagan;

**AND WHEREAS** the authority to borrow under this bylaw expires five years from the date on which this bylaw is adopted;

**NOW THEREFORE** the Board of the Regional District of North Okanagan, in open meeting assembled, hereby ENACTS AS FOLLOWS:

### CITATION

1. This Bylaw may be cited as "***Vernon Search and Rescue Loan Authorization Bylaw No. 2779, 2018***".

### LOAN AUTHORIZATION

2. The Regional District of North Okanagan is hereby empowered and authorized to undertake and carry out or cause to be carried out the acquisition of real property and construction or modification of a building to accommodate the Vernon Search and Rescue Service within the Regional District of North Okanagan and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

- a) to borrow upon the credit of the Regional District a sum of up to three million five hundred thousand dollars (\$3,500,000);
  - b) to acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the Vernon Search and Rescue Service.
3. The debt incurred in this Loan Authorization Bylaw relates specifically to the *Vernon Search and Rescue Service Establishment Bylaw No. 2778, 2018*.
  4. The debt is being incurred to provide funding for the acquisition of real property and construction or modification of a building to accommodate the Vernon Search and Rescue Service within the Regional District of North Okanagan.
  5. The maximum term for which a debenture debt may be issued to secure the debt created by this bylaw is for a term not to exceed twenty (20) years.

<b>Read a First, Second and THIRD Time</b>	this	day of	, 2018
<b>Approved by the Inspector of Municipalities</b>	this	day of	, 2018
<b>Received elector approval by alternative approval process</b>	this	day of	, 2018
<b>ADOPTED</b>	this	day of	, 2018

---

Chair  
Bob Fleming

---

Corporate Officer  
Paddy Juniper

*Vernon Search and Rescue  
New Building  
Business Plan 2018*

## Introduction

Vernon Search and Rescue (VSAR) was formed following a very unpleasant event in Vernon history. In 1960, a young boy went missing in Vernon and was later found deceased from suspicious causes. Through this, it became clear that an organized group of people were needed to look for missing persons and to rescue outdoor enthusiasts. Since the beginning, we have continued to train year-round to maintain our readiness to respond to incidents large and small. And we continue to volunteer our time away from our work and families for the greater good of helping people in trouble.

Our Mission Statement:

*To provide search and rescue services, including community emergency response, throughout the North Okanagan Region of BC, on behalf of our requesting agencies, and provide mutual aid support to other teams when needed throughout the Province of BC.*

*To provide training and education to the public on prevention of incidents, which could lead to search and rescue tasking.*

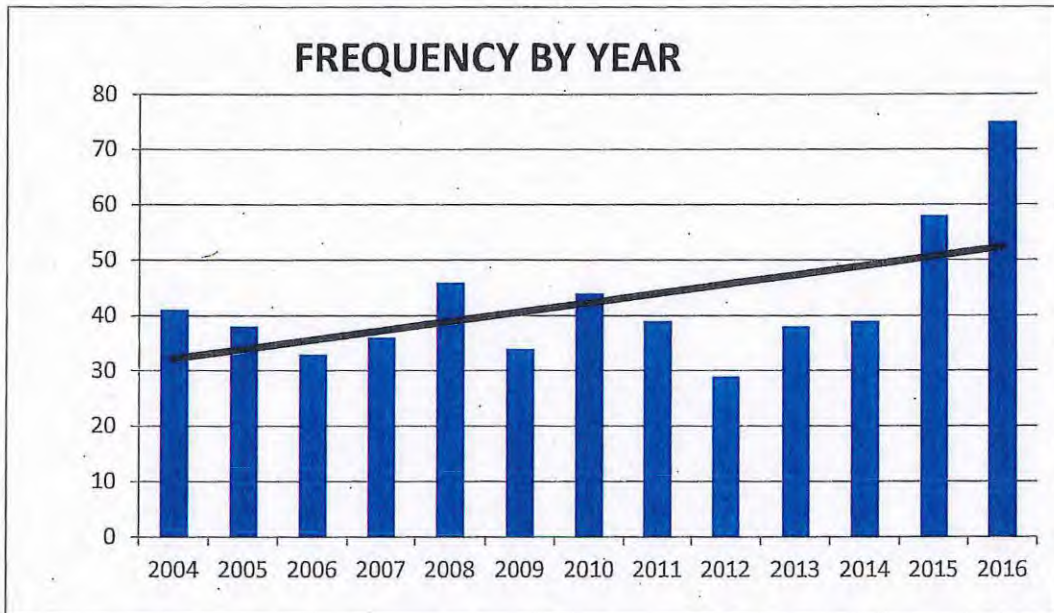
Our mandate is to respond to a call in a timely manner no matter the time or weather. We will do so professionally and as quickly and safely as possible.

## Background and History

VSAR first began as a division of the Vernon Fish and Game Club in 1960, largely consisting of ex-military outdoorsmen. In 1965, we separated into our own distinct association as donations from the community allowed the organization to acquire some equipment to help with our searches. Most recently, in 1987, we incorporated as a legal Society under the Society Act of BC, and were approved as a registered charity

Over the years, VSAR has operated out of various locations, beginning with the Fish and Game Club. In 1994, VSAR raised funds through the community and was able to construct a building on the corner of the RDNO property on Aberdeen Road. Then in 2004, we further expanded that building to add an additional vehicle bay and a larger training area, as the group became busier and needed to increase the number of members and the amount of equipment for operations.

Record keeping increased about 15 years ago. Since then we have tracked our callouts, types of calls, volunteer hours and more. Nearly every year we have had an increased callout volume with 2015, 2016 and 2017 all breaking records for number of callouts. The table below illustrates the increasing trend.



Our geographic area covered is the entire North Okanagan Regional District, servicing a population of approximately 85,000 residents. We are the only SAR group in the province that covers an entire regional district, as compared to most regional districts which have multiple SAR groups.

We also provide coverage to neighboring SAR groups and at times can be requested by groups farther away. This can be due to a large-scale event or because VSAR has specialized equipment or skills.

### Operating Model

VSAR is an all-volunteer, multi-disciplined Search and Rescue organization. While carrying on business as VSAR, the group is governed by the Vernon Search and Rescue Group Society. The society is incorporated as a not-for-profit society in accordance with the laws of the province of British Columbia.

The Society is governed by an elected Board of Directors, comprised of a President, Vice President, Secretary, and Treasurer. There are ten other elected Directors representing the administrative and operational functions of the Society. These include representatives from requesting agencies (BC Ambulance Service and RCMP), a representative from the Regional District of North Okanagan, an advocate for member’s issues, a designate for public relations,



and a person in charge of membership information. Other director positions are related to more operational aspects such as the Director of rescue (responsible for specialty teams), and Director of buildings and equipment.

The Board meets once per month and more often as needed. The board has the authority to form committees to oversee specific functions of the society or to facilitate special projects. All committees report to the Board through an assigned Board member. Elections are held each April, and Directors are elected for a one year term. The Board operates in accordance with a defined code of conduct for all Directors, including specific policies related to conflict of interest and purchasing.

VSAR is a member of the BC Search and Rescue Association, which is the provincial body for approximately 80 SAR groups in the province. This organization provides a common voice for all SAR groups and advocates for Search and Rescue with the provincial government and provides a common training framework through the Justice Institute of BC for all SAR members.

The operational activities of VSAR are authorized and regulated through Emergency Management BC (EMBC). This organization authorizes all operations of VSAR. EMBC regulates groups activities through the Provincial Operating Guidelines. When VSAR is requested by one of the authorized requesting agencies, EMBC authorizes that task by issuing a task number and authorizes the use of additional operational support such as mutual aid, or additional equipment such as aircraft.

All activities of the SAR unit, and of the governing society are entirely volunteer with no remuneration received by any member. While on tasks, EMBC authorizes repayment of out of pocket costs to full time, suitably qualified members of the society.

Operationally, the group operates 24/7/365 in all weather conditions. The core of the group is Ground Search and Rescue (GSAR) trained personnel who conduct searches on foot, on bikes, and on motorized equipment. When a member has attained GSAR status, they may join a specialty team. These teams are used in specific Search, and Rescue tasks by trained and experienced team members. Specialty teams within Vernon SAR include:

- Swiftwater Rescue
- Flat Ice Rescue
- High Angle Rope Rescue
- Boat teams
- Snowmobile Search and Rescue
- Helicopter Winch Rescue
- Mountain Bike Search and Rescue
- Tracking

Vernon SAR also provides mutual aid support to other groups in the region. The Helicopter winch rescue team is frequently utilized as a regional resource in southern BC as an example. As well, Vernon's Swiftwater Rescue, Snowmobile, and Rope Rescue teams are frequently dispatched within the region to assist other SAR groups.

## Financial Model

VSAR is staffed by 100% un-paid volunteers. We do not collect an hourly wage even when on a mission. This is unlike the volunteer fire departments in the province. In providing our service to the community, there are times that we damage equipment and must repair or replace it. We also provide our members with training. To do all of this we require an annual operating budget of approximately \$150K.

To raise the funds needed to keep VSAR going we rely on fundraising. We have operated the local showing of the Banff Mountain Film Festival for the past 26 years, which raises approximately \$20K annually. We also rely on community donations, which annually raises approximately \$20K. And the RDNO gives us \$20K each year that is used to pay for radio licensing, occupancy costs, equipment and training.

We also receive provincial funding. EMBC pays a stipend for use of equipment while on task, to a maximum of \$1,000. This is approximately \$100K annually depending on the nature and duration of our missions each year. This covers direct costs on missions (ie. fuel, repairs, supplies, insurance etc).

VSAR also benefits from gaming grants. We apply annually and usually receive a portion of what we apply for. Historically we have received \$30K to \$50K annually, which have partially funded the acquisition of our boats, ATVs, snowmobiles, trucks, and radios over the years.

For a number of years, we have been aware that our building is not adequate for our needs and the situation was getting worse. We have saved money to contribute to a new building and have nearly \$200K marked for the building.

## Expand or Move

VSAR is extremely short on space. We have no room for our existing equipment and do not have adequate training or planning space. Some of our equipment is stored outside in trailers and a seacan. This is at risk of theft or damage which would compromise VSAR's ability to respond to callouts.

As our group gets busier and our subjects get farther into the backcountry, we require more equipment and trained SAR members to quickly respond to emergencies. This requires space for training and equipment storage.

In April of 2016, VSAR began the process of reviewing options for expanding our current building. Preliminary discussions were completed with both RDNO and the District of Coldstream (DoC). It was quickly determined that there would be no easy way to expand on

the RDNO lot, so expansion into the neighboring lot was reviewed. The lot was found to be owned by the DoC.

The expansion plans were ultimately thwarted by an endangered species of toad that inhabits the DoC lot. This restricted the available building area to a very narrow strip of land that would not be suitable for VSAR purposes.

Our efforts were then refocused on moving to a new location or looking at alternatives that would suit VSAR now and have room for expansion in the future.

## Alternatives to a Move

Moving to a new location is an expensive and time-consuming proposition so we thoroughly reviewed other options. The first option was to expand our current building further onto RDNO land (away from the toad). This was found to be unfeasible as significant RDNO parking and greenspace would be impacted. It would also make future expansion of the RDNO building difficult.

The second option explored was to continue to operate out of the current location but store some of our equipment at alternate locations around the region. This has the benefit of sometimes having the right gear in a closer location to an emergency, but the corollary is true as well. It also has the drawback that volunteers must now travel to different locations to make sure the gear is always in a ready state, which adds cost and potential confusion. This is not an ideal model, so we have focused our efforts on moving to a location that can house all of our equipment with adequate training space for our team members.

## Building Parameters

VSAR has held multiple meetings with our members to determine what our needs are for a building. Below is a list of parameters that we feel we require in a building for safe and effective operations.

- Entrance Vestibule 100 sq ft
- Lobby / Debrief 700 sq ft
- Planning Office 125 sq ft
- Meeting / Training Area 1200 sq ft
- Communications 200 sq ft
- Office 1 125 sq ft
- Office 2 125 sq ft
- Office Storage 100 sq ft
- Kitchen 100 sq ft
- Bunk Room 75 sq ft
- Vehicle Storage 4200
- Wash Bay 700 sq ft
- Mezzanine Storage 700 sq ft
- Equipment Storage 500 sq ft
- Electronics Storage 75 sq ft
- Washrooms 4 x 50 sq ft
- Electrical / Mechanical 75 sq ft

This totals approximately 9,200 square feet.

In addition to the internal requirements, we have some location parameters that we feel must be met by a property to be considered. They are listed below.

- Close access to a highway (two blocks away is acceptable)
- No school zones between property and nearest highway
- Two acres minimum
- Flat or mostly flat property
- If it has a building on it, the building must be convertible to VSAR purposes or be removable
- Property must have 24-hour access in all weather conditions
- Property must have neighbors that don't mind VSARs 24-hour operations

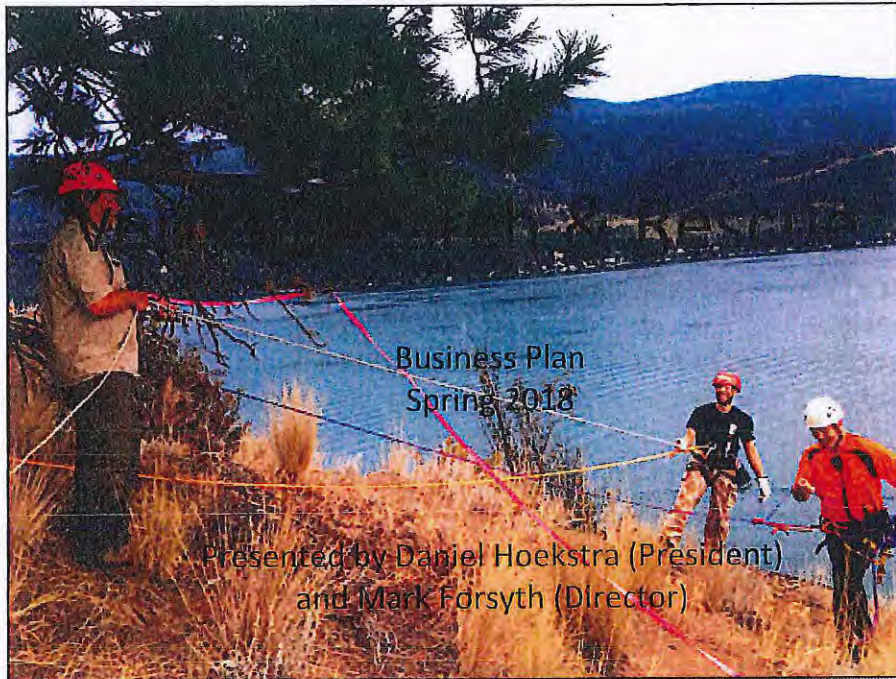
Finding a property that fits our criteria may be difficult, but it is necessary to help VSAR maintain its high level of readiness.

## Conclusion

A new building is needed to keep VSAR ready and able to respond to the growing number of missions each year. We must continue to meet the ever-increasing number of people getting into trouble in the outdoors. To do this we require strong support from our Regional District Partner.

### THE ASK:

Based on suitable properties that are on the market right now, and anticipated build costs, we believe we need approximately \$3.5M for a property and building. We are requesting RDNO support to move through the Alternative Approval process for this funding. We have reviewed multiple properties, but with the lengthy funding process it is likely that these open market properties will sell before a deal can be completed. For this reason, we are requesting that RDNO start the Alternative Approval process now, regardless of whether one of these existing properties can be secured, with the expressed purpose to have the funding approved and in place to allow quick movement on a property when a suitable one becomes available.



## Who We Are

- Purely volunteer
- Significant training for:
  - Ground search
  - Technical body recovery
  - Rope rescue
  - Flat water rescue
  - Flat ice rescue
  - Helicopter winch rescue
  - Swiftwater rescue
  - Snowmobile rescue

## VSAR Lacks Space

- We are an extremely active SAR group compared to rest of Province and getting busier
- We are the only group that services an entire Regional District
- We have diverse terrain and natural hazards within our area requiring specialized equipment
- We lack space to store and access our equipment in an effective way

## Expansion

- Developed plans to expand existing building
  - Plan to expand into Coldstream property next door
  - Environmental study found property to be habitat for endangered species
- Developed plans to expand further onto RDNO property
  - Significant existing parking lot intrusion

## Now What?

- We developed some criteria for a new property / new building
- Reviewed properties owned by RDNO
- Reviewed properties for sale

## New location parameters

- Close (2-3 blocks) to major highway
- Somewhat central to Vernon
- No school zones between property and highway

## New building and lot parameters

- Mostly flat lot
- Minimum 2 acres
- 8 vehicle bays or 4 pullthrough deep bays
- Classroom / Office and Comms space
- Mission planning space
- Washrooms

## Building Cost

- Preliminary plans have been drawn
- Preliminary costing has been completed on the drawings by an independent quantity surveyor
- \$2 – 2.5M



## **Review of RDNO Properties**

- Pottery Fire Training Centre
  - Only access is through training centre (would be hampered if they are doing fire training)
  - Only building area is on top of closed landfill
- McLeish Rd works yard
  - Current tenants have no plans to move
  - Poor highway access
  - School zones
- DND land near College
  - 1 year lease annually

## **Purchase?**

- VSAR reviewed some properties that are for sale
- Some might work but funding timeframes make purchases difficult
- Money allotted to a property purchase for VSAR would make a property purchase feasible
- Properties that fit VSAR needs are all around \$1M

## **The Ask**

- VSAR requests that RDNO begin the Alternative Approval Process to secure \$3.5M (\$1M for property and \$2.5M for building)

**Thank You**

Discussion?



# THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

**SUBMITTED BY:** Craig Broderick  
Manager, Current Planning  
Hazel Christy  
Planner

**COUNCIL MEETING:** REG  COW  I/C   
**COUNCIL MEETING DATE:** June 11, 2018  
**REPORT DATE:** May 31, 2018  
**FILE:** ZON00291

**SUBJECT:** REZONING APPLICATION FOR 5770 PLEASANT VALLEY ROAD

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## PURPOSE:

To review the rezoning application which proposes to rezone portions of the subject property located at 5770 Pleasant Valley Road from RDNO R1 (Residential Single Family) to RH1 (Low Rise Apartment Residential) and P1 (Parks and Open Space) in order to construct three 72 unit apartment buildings and an amenity building, and to accommodate the extension of BX trail adjacent to BX Creek.

## RECOMMENDATION:

THAT Council support the application (ZON00291) to rezone Lot 6, Plan 939, Section 11, Township 8, ODYD (5770 Pleasant Valley Road) from RDNO R1 (Residential Single Family) to RH1 (Low Rise Apartment Residential) and P1 (Parks and Open Space) in order to construct three 72 unit apartment buildings and an amenity building, and to accommodate the extension of BX trail adjacent to BX Creek, subject to the following conditions:

1. a) Provision of a statutory right of way to accommodate sanitary and water mains;  
b) Provision, design and construction of an emergency access route to connect this property to Lot A, Plan EPP56407;  
c) Dedication and construction of a 15m wide corridor adjacent to the east side of BX Creek to allow for the extension of the BX trail;  
d) The design and construction of all on-site and off-site works and services necessary to service the property; and  
e) Dedication and construction of road right of way adjacent to Deleenher Road, including a cul de sac turnaround, the extension or replacement of the bridge structure in Deleenher Road adjacent to the subject property, and improvements to the extension of the BX trail through the subject property;
2. Return to Crown of lands below the high water mark of BX Creek; and
3. Completion of environmental enhancement and mitigation as recommended in the Riparian Area Reports prepared by Sage Environmental and dated July 2017 and March 2018 respectively.

## ALTERNATIVES & IMPLICATIONS:

1. THAT Council support the application (ZON00291) to rezone Lot 6, Plan 939, Section 11, Township 8, ODYD (5770 Pleasant Valley Road) from RDNO R1 (Residential Single Family) to RH1 (Low Rise Apartment Residential) and P1 (Parks and Open Space) in order to construct three 72 unit apartment buildings and an amenity building, and to accommodate the extension of BX trail adjacent to BX Creek, subject to the following conditions:

1. a) Provision of a statutory right of way to accommodate sanitary and water mains;

- b) Provision, design and construction of an emergency access route to connect this property to Lot A Plan EPP56407;
  - c) Dedication and construction of a 15 m wide corridor adjacent to the east side of BX Creek to allow for the extension of the BX trail;
  - d) The design and construction of all on-site and off-site works and services necessary to service the property; and
  - e) Dedication and construction of road right of way adjacent to Deleenher Road, including a cul de sac turnaround, the extension or replacement of the bridge structure in Deleenher Road adjacent to the subject property, and improvements to the extension of the BX trail through the subject property;
2. Return to Crown of lands below the high water mark of BX Creek;
  3. Completion of environmental enhancement and mitigation as recommended in the Riparian Area Reports prepared by Sage Environmental and dated July 2017 and March 2018 respectively; and
  4. *Any other conditions as cited by Council.*

*Note: This alternative supports the rezoning application as submitted with the addition of any other conditions that Council may wish to add.*

2. THAT Council NOT support the application (ZON00291) to rezone Lot 6, Plan 939, Section 11, Township 8, ODYD (5770 Pleasant Valley Road) from RDNO R1 (Residential Single Family) to RH1 (Low Rise Apartment Residential) and P1 (Parks and Open Space) in order to construct three 72 unit apartment buildings and an amenity building, and to accommodate the extension of BX trail adjacent to BX Creek.

*Note: This alternative does not support the rezoning application, and as a result the application as submitted would not be able to proceed.*

## **ANALYSIS:**

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

At its meeting of May 29, 2018, the Advisory Planning Committee passed the following resolution:

"THAT the Advisory Planning Committee recommends Council support the application (ZON00291) to rezone Lot 6, Plan 939, Section 11, Township 8, ODYD (5770 Pleasant Valley Road) from RDNO R1 (Residential Single Family) to RH1 (Low Rise Apartment Residential) and P1 (Parks and Open Space) in order to construct three 72 unit apartment buildings and an amenity building, and to accommodate the extension of BX trail adjacent to BX Creek, subject to the following conditions:

1. a) Provision of a statutory right of way to accommodate sanitary and water mains;
- b) Provision, design and construction of an emergency access route to connect this property to Lot A Plan EPP56407;
- c) Dedication and construction of a 15 m wide corridor adjacent to the east side of BX Creek to allow for the extension of the BX trail;
- d) The design and construction of all on-site and off-site works and services necessary to service the property; and
- e) Dedication and construction of road right of way adjacent to Deleenher Road, including a cul de sac turnaround, the extension or replacement of the bridge structure in Deleenher Road adjacent to the subject property, and improvements to the extension of the BX trail through the subject property;

2. Return to Crown of lands below the high water mark of BX Creek; and
3. Completion of environmental enhancement and mitigation as recommended in the Riparian Area Reports prepared by Sage Environmental and dated July 2017 and March 2018 respectively”.

**B. Rationale:**

1. The subject property is located at 5770 Pleasant Valley Road (Figures 1 and 2). The land is designated as Residential Medium Density within the Official Community Plan and is within the R1 NORD zoning district (Attachments 1 and 10). The application is to rezone the property from RDNO R1 (Residential Single Family) to RH1 (Low Rise Apartment Residential) and P1 (Parks and Open Space) (Attachments 2 and 9) in order to construct three 72 unit apartment buildings and an amenity building, and to accommodate the extension of BX trail adjacent to BX Creek.
2. The subject property is approximately 2.1 hectares (5.3 acres). The westerly section is fairly flat and slopes up to Pleasant Valley Road to the east (Attachments 3 and 4).
3. The surrounding land uses include the Regency Retirement Resort to the north; rural and agriculture to the east; townhouses to the south; and BX Creek and Park to the west.
4. The subject property, as well as the site to the north (Regency Retirement Resort), were included within the City of Vernon municipal boundary on September 2, 2009. The Official Community Plan designation was amended to Residential Medium Density on September 26, 2011 (Bylaw #5328). The subject property retains its previous R1 zoning under the Regional District until such time as a rezoning is approved by Council.
5. The application to rezone the subject property is consistent with the OCP land use designation of Residential Medium Density. The OCP designation allows for a maximum base density of 110 units per ha (44.5 units per acre). The RH1 zoning district was recently amended to use Floor Space Ratio (FSR) as a measure of density. The maximum density permitted in the RH1 zoning district is 1.50 FSR, and the proposal as submitted has a density of 0.97 FSR. Although no longer used as a measure of density in the RH1 zone, for comparison purposes, the current proposal of 216 units calculates to 103 units per hectare or 41 units per acre.

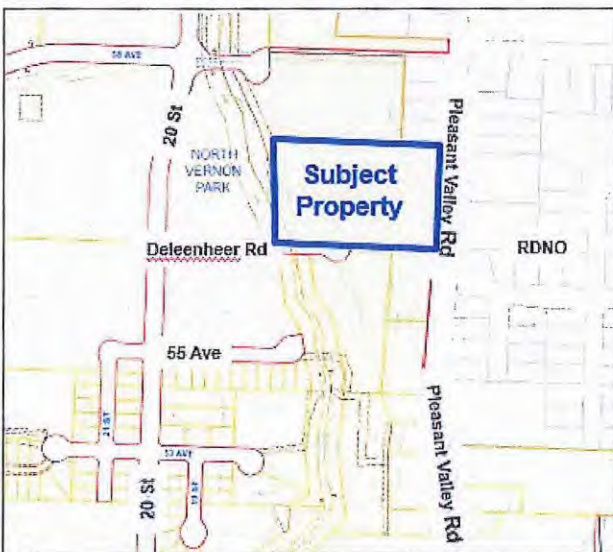


Figure 1 – Property Location Map



Figure 2 – Aerial Map of Property

6. As shown on Attachment 2, a portion of the property is proposed to be rezoned to the RH1 Low Density Apartment Residential Zone to accommodate the proposed development, and the portion of the property adjacent to BX Creek is proposed to be rezoned to the P1 Parks and Open Space Zone to accommodate the extension of the BX trail.
7. Development Permit Application (DP00748) and Development Variance Permit Application (DVP00425) were submitted concurrently with this rezoning application. Variances requested based on the current Development Permit application pertain to the number of parking and loading spaces and the height of retaining walls. The site plan, form and character illustrations of the proposed development and an excerpt from the environmental report (Attachments 5 – 8) are included with this report for information purposes only, as there are a number of Development Permit and Development Variance permit details yet to be resolved, including:
  - a) Accommodation of the proposed extension of the BX trail;
  - b) Enhancement and mitigation of anticipated impacts of the development on BX Creek;
  - c) Vehicle and pedestrian circulation; and
  - d) Parking and loading zones.

Modifications to the site plan and development proposal may be required. Should Council give this application favourable consideration, DVP00425 would be brought forward for Council's consideration following Third Reading of the zoning amendment bylaw, and be contingent upon adoption of the zoning bylaw.

8. Administration supports the rezoning application as the proposed use and density conforms to the OCP and allows for multiple family housing in close proximity to commercial and personal services, parks/trails, infrastructure and transit. Approval of the rezoning application allows for the opportunity to improve the transportation and utility network in the area, as well as extending the BX trail and providing an alternate emergency access for this area.
9. Details of site layout, landscaping, parking and loading areas, access, and building design and finish are to be governed by the development permit review and approval process.

**C. Attachments:**

- Attachment 1 – Current Zoning
- Attachment 2 – Proposed Zoning
- Attachment 3 – Existing Subdivision Plan of Subject Property
- Attachment 4 – Existing Topographic Plan of Subject Property
- Attachment 5 – Proposed Site Plan of Development
- Attachment 6 – Proposed Cross Section of Development
- Attachment 7 – Proposed Form and Character Illustrations
- Attachment 8 – Excerpts from Riparian Area Reports prepared by Sage Environmental dated July 2017 and March 2018
- Attachment 9 – Proposed RH1 Low Rise Apartment Residential Zone
- Attachment 10 – Existing RDNO R1 Residential Single Family Zone

**D. Council's Strategic Plan 2015 – 2018 Goals/Deliverables:**

The subject application involves the following objectives in Council's Strategic Plan 2015 – 2018:

- Support sustainable neighbourhoods by implementing neighbourhood plans and the OCP

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

1. Official Community Plan:


- 7.3 Support the development of the City Centre District, neighbourhood centres, and designated multiple family areas to the densities outlined in the OCP to build compact, complete neighbourhood areas within the community and to achieve the maximum use of municipal infrastructure.
- 13.1 Maintain a clear and consistent approach to environmental management and ecosystem protection throughout the city in accordance with the Environmental Management Areas Strategy.
- 13.8 Work to enhance community access to lakeshore areas, hiking and walking paths and park space through the development process and in conjunction with municipal operations and other agencies as appropriate.
- 13.11 Ensure ecosystem conservation, enhancement, mitigation and restoration are undertaken as opportunities arise or as required as part of the development process.

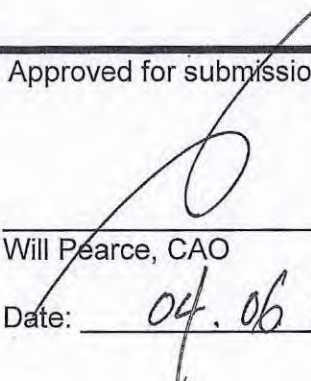
**BUDGET/RESOURCE IMPLICATIONS:**

N/A

Prepared by:

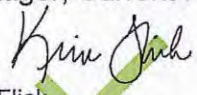
Approved for submission to Council:

  
 Roy Nuriel  
 Jun 1 2018 10:08 AM DocuSign

  
 Will Pearce, CAO

Craig Broderick  
 Manager, Current Planning

Date: 04.06.2018

  
 Kim Flick  
 Jun 1 2018 11:12 AM DocuSign

Kim Flick  
 Director, Community Infrastructure and Development

**REVIEWED WITH**

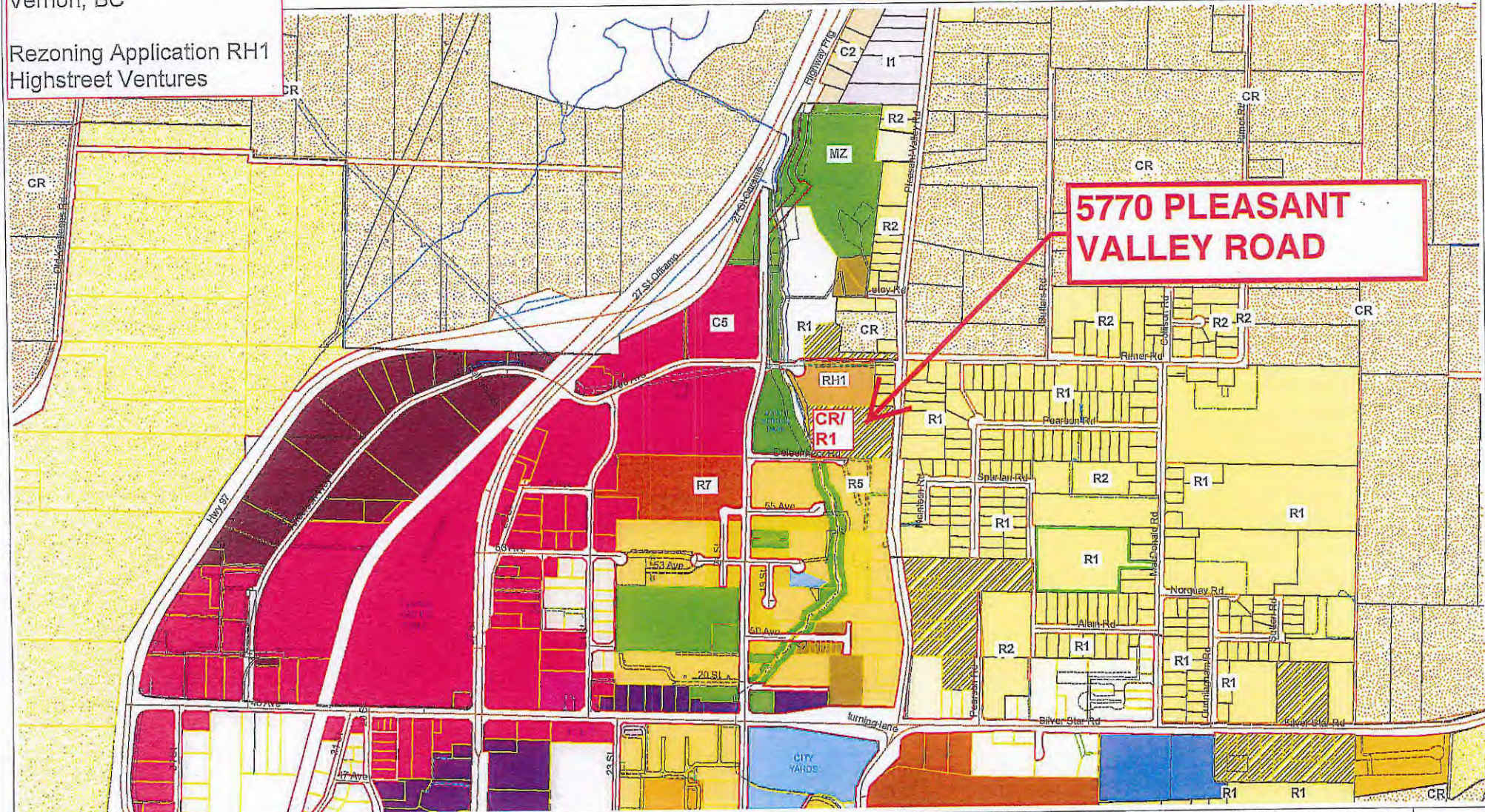
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| <input type="checkbox"/> Real Estate                           | <input type="checkbox"/> Facilities           | <input type="checkbox"/> Building & Licensing                        |
| <input type="checkbox"/> RCMP                                  | <input type="checkbox"/> Utilities            | <input checked="" 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 checked="" type="checkbox"/> Economic Development & Tourism   |
| <input checked="" type="checkbox"/> COMMITTEE: (APC May 29/18) |   |  |
| <input type="checkbox"/> OTHER:                                |   |  |

5770 Pleasant Valley Rd  
Vernon, BC

Rezoning Application RH1  
Highstreet Ventures

North Okanagan Map

**Current Zoning**



**5770 PLEASANT VALLEY ROAD**

391.3 0 Distance / 391.3 Meters

Scale = 1: 7,703

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November 17, 2017

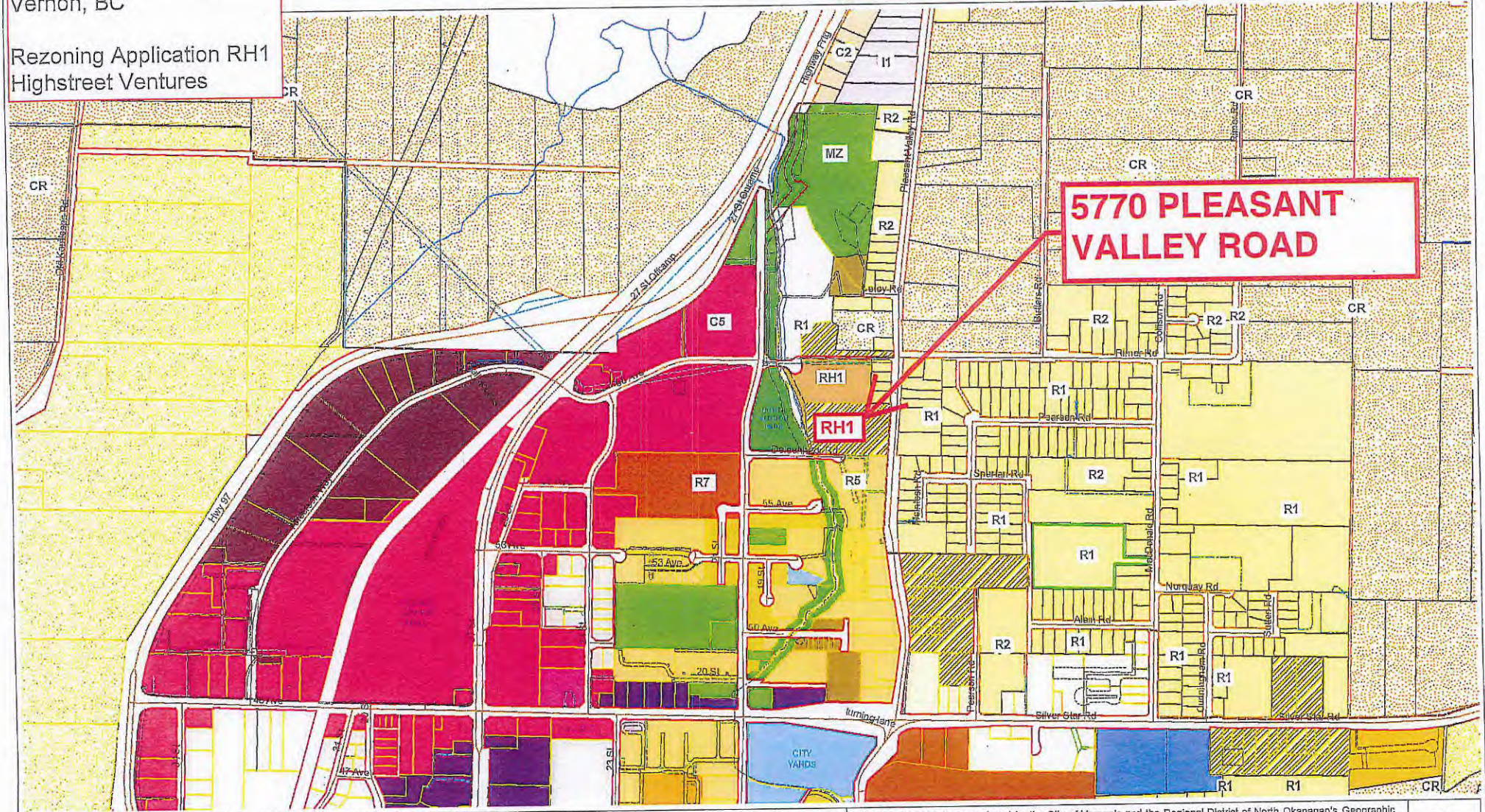
This drawing has been produced by the City of Vernon's and the Regional District of North Okanagan's Geographic Information Systems. The data provided is derived from a variety of sources with varying levels of accuracy. The City of Vernon and the Regional District of North Okanagan make no warranty or representation, expressed or implied, with the regard to the correctness, accuracy and/or reliability of the information contained herein.





5770 Pleasant Valley Rd  
 Vernon, BC  
 Rezoning Application RH1  
 Highstreet Ventures

North Okanagan Map **Proposed Zoning**



391.3 0 Distance / 391.3 Meters  
 Scale = 1: 7,703  
 © Corporation of the City of Vernon & Regional District of North Okanagan

November 17, 2017

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# Attachment 3



SITE PLAN OF LOT 1, PLAN 20768 except PLAN 26269, SEC 11, TP 8, ODYD AND THAT PART OF LOT 6 OUTLINED IN RED ON PLAN B5400; SEC 11, TP 8, ODYD PLAN 939 except PLAN 20768  
 SCALE 1:750 ( ALL DISTANCES IN METRES )

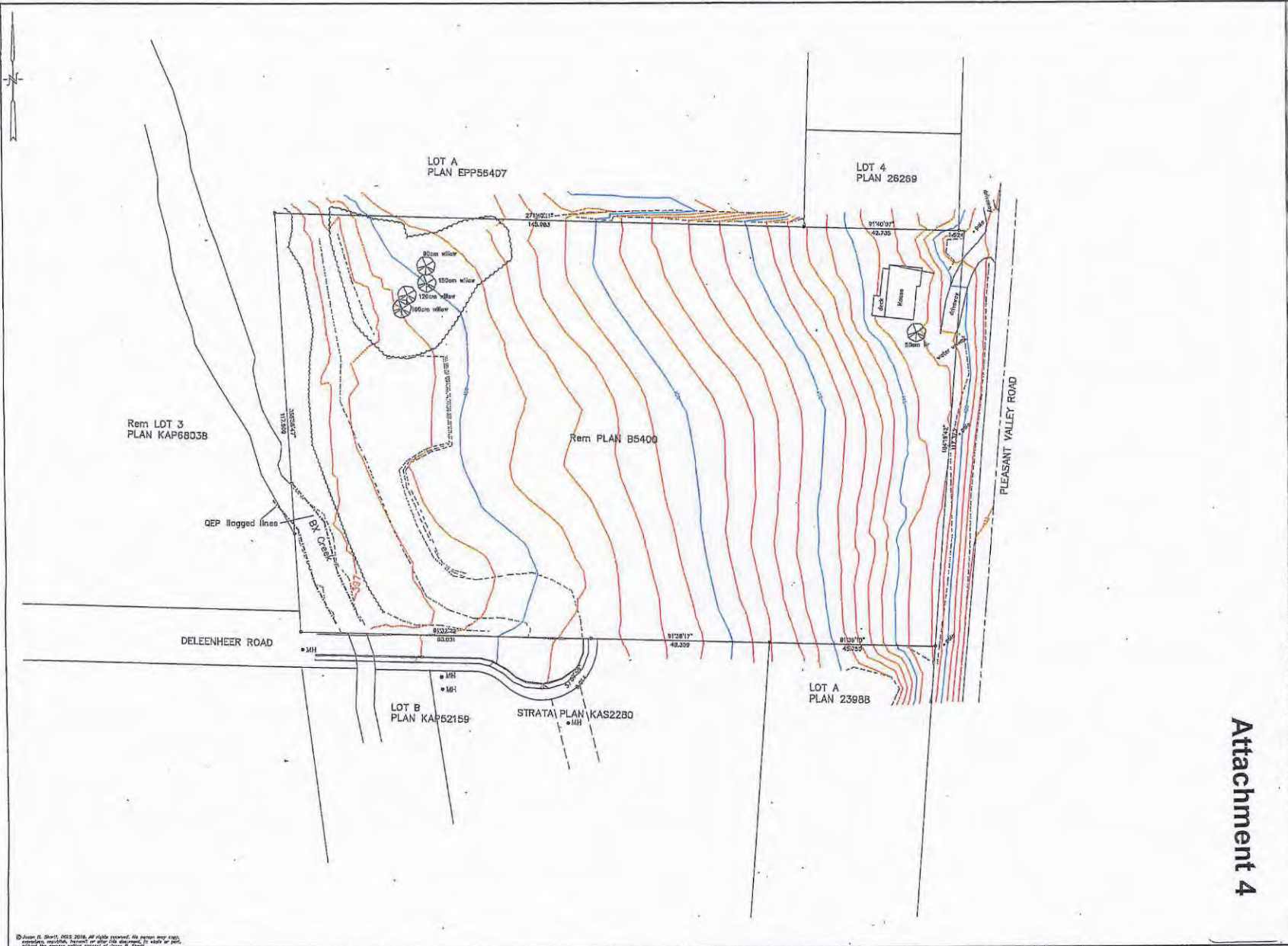
AUG 8, 2017  
 SEP. 24 2014  
 JULY 15, 2009

THIS PLAN IS PREPARED FOR THE USE OF:  
 KUPKA

© JASON R. SHORTT, B.C.L.S. 2009.

FAX: 545-2741  
 FILE No. 25927a1a  
 F.B. 1155 Pg. 30  
 19951120.1044

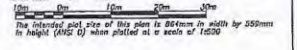
**RUSSELL N. SHORTT**  
 British Columbia Land Surveyor  
 2801-32nd STREET, VERNON, B.C. Phone 545-0511



Site Plan of That Pt of Lot 6 outlined red on Plan B5400, Sec 11, Tp 8, ODYO, Plan 939, except Plan 20768.

Client: High Street Living

SCALE 1: 500



This plan was prepared for design purposes and is for the exclusive use of High Street Living.  
No liability or responsibility is accepted on the property from any improvements situated on an adjoining property unless noted otherwise.  
Distances are shown in metres and decimetre fractions.  
Parcel dimensions are derived from Plan B5400/ field survey.  
This plan shows horizontal ground level distances except where otherwise noted. To compute grid distances multiply ground level distances by the combined factor of 0.9998520.  
Bearings and distances are derived from field survey observations and are referred to the natural meridian of 101° 00' 10.000" WGS84.

This plan has been prepared based on Land Title and Survey Authority records and a field survey completed on Sept. 14, 2017. Unregistered interests have not been included or considered.

The Certificate of this PID 011-855-585 was searched on Aug. 24, 2017.

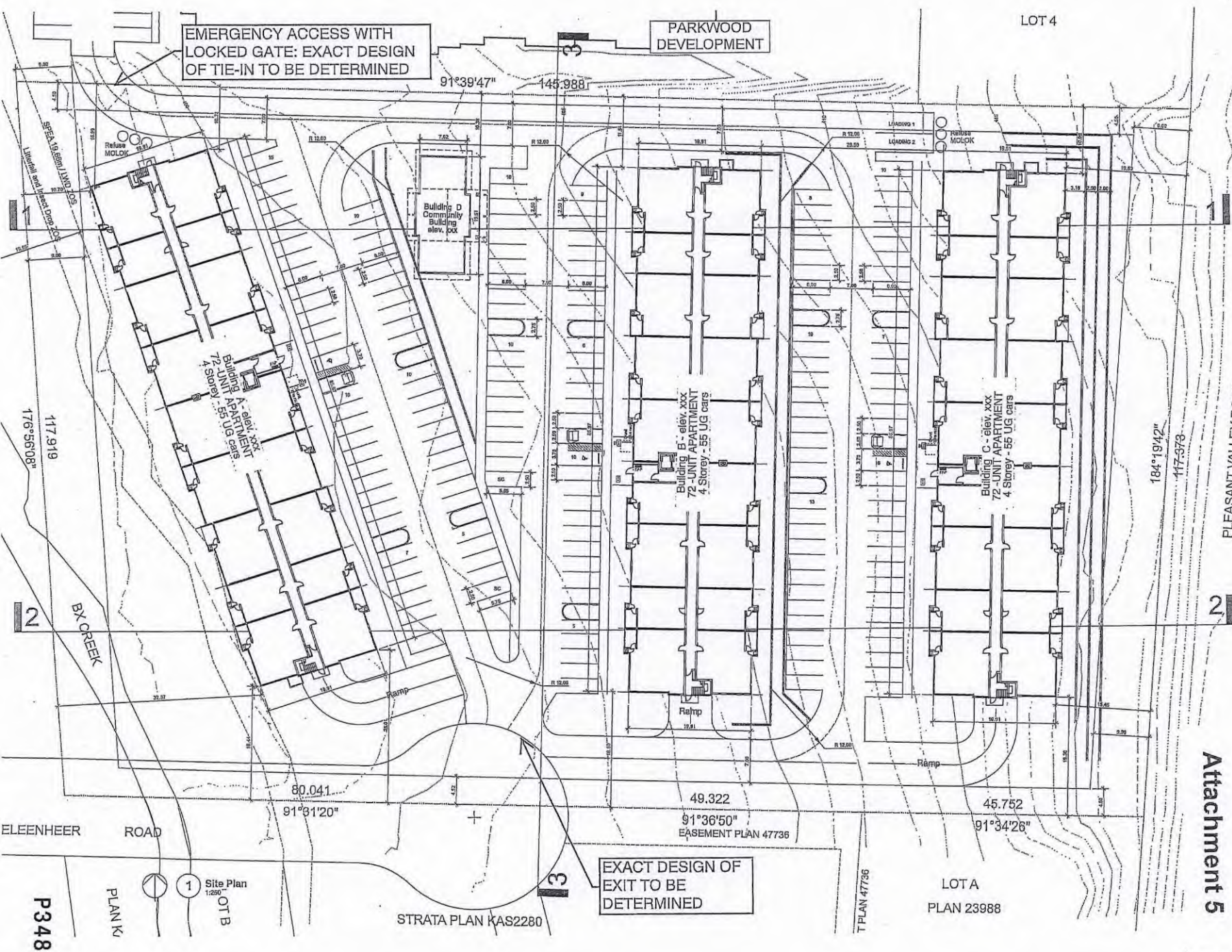
This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel depicted above. This document shall not be used to define property lines or property corners.

Jason B. Shortt accepts no responsibility for and hereby declines all obligations and liabilities for damages (including, but not limited to, third, indirect, special, and consequential damages arising out of or in connection with and direct or indirect use or reliance upon the Plan beyond its intended use.

Attachment 4

**russell shortt**  
land SURVEYORS  
2801-22nd STREET, VERNON, B.C. Phone 545-0311  
FID: 25765  
F.S. 1205 p31

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**Codes & Standards:**  
 Conform to latest edition  
 BC Building Code  
 Dimensions  
 Coordinates shall verify and be responsible  
 for all dimensions on the job site and shall  
 obtain the Architect of any discrepancies  
 shown on the drawings.

**notes:**

Rev.	DATE	DESCRIPTION
1	Nov 22 2017	Issue

**W.D. FISHER ARCHITECT**  
 625-718 Haverhill Street  
 Vancouver, B.C. V6E 2V2  
 604-681-0741

**Date:** Oct 30, 2017 **Scale:**

**Drawn:**

**Checked:**

**Scale:** SCALE: 1:250

**Project:** Pleasant Valley Apartments  
 Vernon, BC  
 Highpoint Ventures Inc.  
 778-864-5337

**Drawing No:** Site Plan

**Drawn By:**

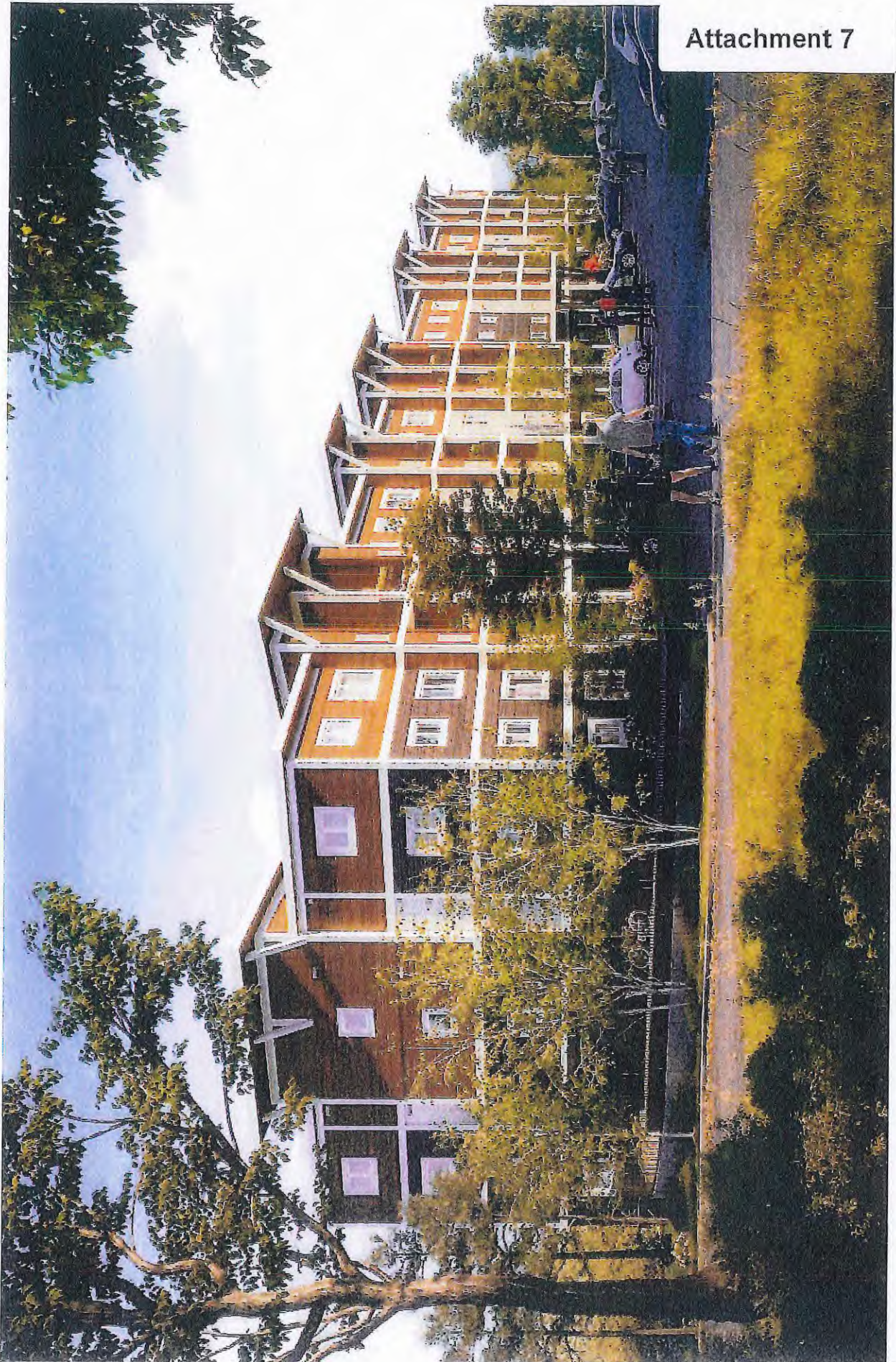
**Checked By:**

**Project No.:** **A.1.01**

**Attachment 5**

**P348**









**LIMITED PHASE 1 ENVIRONMENTAL SITE ASSESSMENT**

**5770 Pleasant Valley Road**

**THAT PART OF LOT 6 PLAN 939 OUTLINED RED ON PLAN B5400 SECTION 11  
TOWNSHIP 8 OSOYOOS DIVISION YALE DISTRICT EXCEPT PLAN 20768.PID**

**PID 011-956-585**

**LATITUDE: 50°17'15.96" NORTH  
LONGITUDE: 119°15'18.87" WEST**

**FOR  
HIGHSTREET VENTURES INC.  
702-1708 DOLPHIN AVE.  
KELOWNA, BC V1Y 9S4  
SEC FILE: 17C013**



## **EXECUTIVE SUMMARY**

Highstreet Ventures Inc. of Kelowna, BC (the Client), retained Sage Environmental Consulting Ltd. (SEC) to carry out a Limited Phase 1 Environmental Site Assessment (ESA). The Subject Site consists of one legal lot at 5770 Pleasant Valley Road.

SEC understands that the Client requires this Phase 1 to identify potential environmental liabilities relating to the Site. SEC understands that the purpose and use of this Phase 1 is a due diligence measure to assess the environmental quality of the Site prior to sale.

Based on the completion of this Phase 1 ESA on the Site, SEC concludes that no Areas of Potential Environmental Concern (APECs) were identified at the Site.

Based on the available information, it is our opinion that further contaminated sites investigations are not warranted at this time.

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## 1 INTRODUCTION

### 1.1 PROJECT TERMS OF REFERENCE

Highstreet Ventures of Kelowna, BC (Client), retained Sage Environmental Consulting Ltd. (SEC) to carry out a Phase 1 Environmental Site Assessment (ESA). The subject Site consists of one legal lot. The address, location and legal description for the Site are outlined in Table 1.

SEC understands that the client requires this Phase 1 to identify potential environmental liabilities relating to the Site. SEC understands that the purpose and use of this Phase 1 is a due diligence measure to assess the environmental quality of the Site prior to purchase. A field review of the Site was conducted on July 27, 2017.

### 1.2 LOCATION AND DESCRIPTION

The Site location and legal description is included in Table 1.

**Table 1: Site Location and Description**

Civic Address	Legal Description	PID	Latitude/ Longitude
5770 Pleasant Valley Road, Vernon, BC	THAT PART OF LOT 6 PLAN 939 OUTLINED RED ON PLAN B5400 SECTION 11 TOWNSHIP 8 OSOYOOS DIVISION YALE DISTRICT EXCEPT PLAN 20768.	011-956-585	50°17'15.96"N 119°15'18.87"W

The general location of the Site is depicted in Figure 1.

### 1.3 ASSESSMENT STANDARDS – PHASE 1 ENVIRONMENTAL SITE ASSESSMENT

This Phase 1 Environmental Site Assessment has been completed in substantial accordance with protocols established by the Canadian Standards Association (CSA) in CSA Standard 'Z768-01 Phase I Environmental Site Assessment' (termed Phase 1 Environmental Site Assessment in BC). These protocols are recognized Canada-wide by the Canadian Bankers Association and financial lenders as the standard form of environmental due diligence required for real estate transactions. The format is also consistent with the Canadian Mortgage and Housing Corporation's (CMHC) requirements for the completion of a Phase 1 Environmental Site Assessment.

### 1.4 PURPOSE AND USE – PHASE 1 ENVIRONMENTAL SITE ASSESSMENT

The purpose of a Phase 1 ESA is to reduce decision-making risk, by determining the likelihood of a Site being affected by potential or actual contamination liabilities related to past or present land use activities. Adjacent properties and land use activities are also scrutinized for indications of potential off-site sources of contamination that could affect the subject Site. A Phase 1 ESA report should outline (where identified) Areas of Potential Environmental Concern (APECs) and Potential Contaminants of Concern (PCOCs), to provide a focus for follow-up investigations that may be required. A standard Phase 1 ESA specifically excludes the use of

intrusive sampling and/or analytical testing, and does not constitute an audit of environmental management.

The Phase 1 ESA report accordingly includes the following components:

- Historical information review of pertinent site records and reports
- Personal interviews with individuals knowledgeable of the site's history
- Site inspection, including building interior walk-throughs where applicable
- Conclusions regarding actual or potential contamination in connection with the Site

Where a Phase 1 ESA identifies issues of environmental concern, a Stage 2 ESA may be recommended as follow-up, to confirm or refute site contamination liabilities through a reconnaissance-level sampling of soils, soil vapour, groundwater, and/or surface waters. In a Stage 2 'Spot-sampling' and analytical testing is typically carried out on APECs and PCOCs identified by the Phase 1 ESA. Where the Stage 2 ESA confirms contamination liabilities, recommendations are generally made for follow-up work to quantify the type and total extent of contamination, in advance of outlining remediation strategies, options and associated costs.

#### **1.5 LIMITATIONS AND MODIFICATIONS TO THE ESA COMPLETION**

The subject Site is comprised of a land parcel as outlined above (see section 1.2 - Location & Description). The findings and conclusions regarding contamination of the Subject Site are based solely on the extent of observations and information gathered during this Phase 1 ESA. Sections 2.4.2 Municipal Records and 3.1 referring to building interior may lack some detail due to time restrictions placed on the assessor. This report otherwise complies with production of a standard Phase 1 ESA.

#### **1.6 BC REGULATORY FRAMEWORK**

Environmental liabilities and protection of air, soils, surface waters, and groundwater quality in British Columbia are principally governed by BC's Ministry of Environment (MoE) and Ministry of Forests, Lands and Natural Resource Operations (MoFLNRO) under authority of the *Environmental Management Act*<sup>1</sup> (EMA) and its subordinate regulations and amendments. Under Provincial jurisdiction, site owners/operators are subject to environmental contamination standards and liabilities, operating protocols, and reporting requirements defined by, though not limited to the following (presented for information purposes only):

- Contaminated Sites Regulation<sup>2</sup> (CSR) - defines numerical contamination standards for soils, groundwater, surface water, and vapour, materials management, and reporting requirements.

<sup>1</sup> *Environmental Management Act*, 53 (SBC 2003), includes 2004 Bills 13 & 16 Amendments, Victoria, B.C.

<sup>2</sup> Contaminated Sites Regulation, BC Reg. 184/2016, July 19, 2016, Victoria, B.C.

- Waste Discharge Regulation<sup>3</sup> (WDR) – defines waste discharge authorization regulations for prescribed industries, trades and businesses, and activities and operations, according to high-medium-low environmental risk levels (Tier 1, 2 or 3).
- Hazardous Waste Regulation<sup>4</sup> (HWR) - provides additional standards and protocols for managing materials defined as Hazardous Waste, and for sites hosting Hazardous Waste.

Property owners and site operators in B.C. are also routinely subject to additional environmental regulations through the following jurisdictions:

- *Fisheries Act*<sup>5</sup>, Fisheries and Oceans Canada (DFO) – maintains enforcement of federal regulations controlling degradation/destruction of stream fisheries habitat.
- Municipal/regional bylaws – local standards that control effluent discharges to sewer systems and provide protection of sensitive biophysical zones/sites.

### 1.7 ASSESSORS EXPERIENCE

Jessica Morgan, P.Ag., is an environmental scientist with 9 years of professional experience. Jessica has been assessing contaminated sites actively in BC since 2008. Jessica has been a professional member of the BCIA since 2010.

### 1.8 PROFESSIONAL INSURANCE

SEC maintains Errors and Omissions insurance applicable to the contents of this Phase 1 ESA report.

## 2 PHASE 1 ESA - HISTORICAL INFORMATION REVIEW

### 2.1 PERSONAL INTERVIEWS

Persons familiar with the Site of a Phase 1 ESA are typically interviewed for anecdotal insights into past site history, including land uses and activities, to identify the potential for environmental liabilities. For this Phase 1 ESA, the following individuals were independently interviewed by SEC with respect to their personal knowledge of historical activities and land use, both on and around the Site:

<b>Table 2: Personal Interviews</b>	
<b>Name</b>	<b>Relation to Property</b>
Samantha Fuerstin von Sayn-Wittgenstein	Property Owner
Marcel Leroux	Project Manager neighbouring development

<sup>3</sup> Waste Discharge Regulation, BC Reg 54/2016, March 2, 2016, Victoria, B.C.

<sup>4</sup> Hazardous Waste Regulation, BC Reg 179/2016, July 19, 2016, Victoria, B.C.

<sup>5</sup> *Fisheries Act*, R.S.C., 1985, c.F-14

Anecdotal evidence provided by the above noted participants was found by SEC to corroborate other independently derived information; no inconsistencies were noted. Where referenced in this report, evidence provided by the above noted individuals are cited as personal communications (i.e. SF - pers.comm.).

## **2.2 GENERAL PROPERTY RECORDS**

### **2.2.1 Land Titles**

A summary of land title ownership is provided in Appendix A. Historic land titles are reviewed for a history of use on the Site. It is not apparent from the land titles that Commercial or Industrial users have owned the Site. It is not apparent from the land titles that significant development has ever occurred on the site.

### **2.2.2 City Directories**

City Directory information was reviewed for records from 1981 to 1999. Records are consistent with Land Titles and do not indicate any significant development.

### **2.2.3 Fire Insurance Plans**

Fire insurance plans do not exist for this area of Vernon.

### **2.2.4 Company Records**

No company records pertinent to environmental concerns were provided by the property owners.

## 2.2.5 Topography, Hydrogeology and Geology Summary

**Table 3: Topography, Hydrogeology and Geology Summary**

Topic	Findings
Topography of Site and Surrounding Area	The topography of the site is a consistent westerly slope toward BX Creek. The east boundary of the Site is slightly steeper immediately off Pleasant Valley Road and gradually flattens out at the west boundary where the Site meets BX Creek. This topography is consistent with the properties to the north and south. Regional topography is also consistent with this as the elevation increases to the east leading to the Foothills area of Vernon, and is overall a valley bottom to the west.
Site Grade Relative to the Adjoining Properties	Properties to the north and south are generally cross gradient; Properties westward are generally down gradient; and Properties eastward are generally up gradient from the Site.
Subsurface Soils	The BC Soil Information Finder Tool indicates three major soil classifications throughout the Site. The western portion of the Site is classified as a Loam with moderately fine gravel and sand, water table always present. Mid-Site is classified as Clay, moderately well drained, fine texture glaciolacustrine soils, being moderate/very strong calcareous. The eastern portion of the Site is classified as Sandy Loam with medium grained glaciofluvial soils.
Fill Materials	Soil is overall undisturbed native soil. Topsoil has been mixed by apparent agricultural field uses.
Bedrock Type	Regional geological bedrock mapping indicates granite, quartz, quartzite, marble, garnet-biotite-quartz schist metamorphic rock (iMap GeoBC, July 27, 2017)
Inferred Bedrock Depth	Nearby well records (Well Tag 20942) indicate bedrock at approximately 132 ft, correcting for approximate slope indicates bedrock at the site approximately 100 ft).
Inferred Groundwater Depth	Based on nearby well records (Well tags 2811, 8431) groundwater is shallow and approximately 8 feet below grade.
Nearest Open Water Body	BX Creek is immediately west of the property, flowing north and is a tributary of Swan Lake, which is a fish bearing water body.
Inferred Groundwater Flow Direction	Westward down gradient.

Sources: British Columbia iMap - <http://maps.gov.bc.ca/ess/sv/cdc/> July 27, 2017  
BC Soil Information Finder Tool - <http://www.env.gov.bc.ca/soils/sift.html> July 27, 2017

## 2.2.6 Previous Environmental Reports

Previous environmental reports have been prepared for this property and were reviewed as part of the assessment.

In 2009, A Riparian Areas Assessment Report was prepared by Sage Environmental<sup>6</sup>. The assessment was completed in order for the landowner to apply for an Official Community Plan (OCP) amendment for what was at the time an undeveloped property. Highlights from the report include the following:

<sup>6</sup> Sage Environmental Consultants Ltd. Riparian Areas Assessment Report. 5770 Pleasant Valley Road and 5900 Rimer Road, Vernon BC. SEC File: KAVN09-01



- Riparian habitat exists on the subject property along BX Creek, a ditch and a wetland area.
- Sensitive habitat concerns for this site are BX Creek which provides Rainbow Trout habitat.
- The streamside protection and enhancement area (SPEA) for BX Creek was set at 15m above the high water mark (HWM) for this location.
- The ditch which is not connected by surface flow to BX Creek has a 2m wide SPEA placed on both sides. *[This ditch is no longer present]*
- The wetland SPEA varies from 15m to 26.2 m in width above the HWM.
- Erosion and sediment control measures were recommended during and after construction phases.
- SPEA recommendations included enhancement measures to be reassessed following development.

The report also gives recommendations for naturalization of the riparian area that would include soil conditioning and management of invasive plant species. Erosion and sediment control measures are outlined for use in management plans during development along the SPEA.

In 2016, a Riparian Setback Review was conducted by Valhalla Environmental Consulting<sup>7</sup> to reassess a segment of the property where a temporary access road had been constructed. The City of Vernon requested confirmation that the setback used for the road provided adequate protection of the riparian habitat. Valhalla visited the site to confirm the condition of the unassessed portion of riparian habitat using Zone of Sensitivity (ZOS) habitat characteristics and SPEA methods.

The report found that some unintended, temporary, and minor encroachment into the Riparian Setback may have occurred during construction of the access road. The 15m setback used for construction was slightly shallower than the QEP (2016) determined setback of 16.4m using ZOS. Although it was determined that encroachment had occurred it was deemed as a relatively small area and for an intermittent time. Recommended mitigation for the encroachment include post construction restoration planting.

## **2.3 ENVIRONMENTAL REGULATORY RECORDS**

### **2.3.1 MoE Site Registry**

A BC Online search of MoE's electronic Site Registry was conducted by SEC for evidence of regulatory activity, notices, environmental orders, offenses or permits filed under the *Environmental Management Act* against the current land titles, or other properties within a 500m radius of the Site. No results were returned from the search. For further detail see Appendix B.

<sup>7</sup> Valhalla Environmental Consulting, Inc. 2016. Re: Riparian Setback Review for temporary works adjacent to BX Creek at 5770 Pleasant Valley Road, Vernon, BC. May 2016.

## **2.4 MISCELLANEOUS REGULATORY RECORDS**

### **2.4.1 Municipal Zoning**

The zoning for the subject site is R1 – Residential Single Family under the Regional District of North Okanagan Bylaw 1888, 2013. The historic uses for this site appear suitable for this zoning. The Official Community Plan, Bylaw 5470, 2013, designates the subject site as Medium Density Residential. Properties to the north and south are zoned the same in the Plan while the property to the west is zoned as Parks and Open Space.

### **2.4.2 Municipal Records**

Due to time limitations, the history of fire department response to the Site was not reviewed. No environmental responses were reported by the current owner (SF – pers.comm).

### **2.4.3 Review of Aerial Photographs**

Historical aerial photographs of the subject site and surrounding area were reviewed by SEC to evaluate past land use activities, both on and around the subject site, which could have potentially resulted in negative environmental impacts. Stereoscopic photo coverage was obtained from the University of British Columbia (UBC) Geographic Information Centre (GIC) archives, covering the years 1938 to 2001. Additional aerial photographs were available and reviewed from Google Earth imagery.

Details of sequential land use gleaned from the aerial photos are summarized in Table 3 below, while selected historical aerial photographs excerpts are featured in Appendix C.

**Table 4: Historic Air Photo Summary**

Year	Photo ID & Quality	Apparent Site Activities	Apparent Adjacent Site Activities
1938	<u>BC89 - 6&amp;7 1:15000</u> , B&W poor/moderate resolution and contrast	The Site appears to be undeveloped.	Pleasant Valley Road is present to the east and 20th St to the west. No development to the north, south, or west. Appears to be agricultural to the east.
1958	<u>BC5002 166</u> B&W approx 1:30000 good resolution and moderate contrast	Same as above.	Appears to be some clearing around BX Creek.
1967	<u>BC5238 196&amp;197</u> B&W 1:30000 poor resolution and contrast	Same as above.	Appears to be a building on the property to the northeast. Some vegetation growth around BX Creek. Increased residential development to the north and east.
1984	<u>BC84040 058&amp;059</u> B&W 1:20000 Good resolution and contrast	The residential home and some trees appear on site.	Increased residential growth to the north, east, and south. Less agricultural fields present to the east, replaced with residential.
1990	<u>30BCC90080 188&amp;189</u> B&W 1:20000 good resolution and contrast	Same as above.	Same as above.
2004	<u>Google Earth</u> colour 1:15000 Good resolution and contrast	Same as above.	Commercial development to the west appears, and townhome developments to the south. Vegetation around BX Creek is well established.
2016	<u>Google Earth</u> colour 1:15000 Good resolution and contrast	West area of site has been developed with a graded driveway that leads to residential development to the north.	Residential Development to the North (Regency)

## 2.5 SUMMARY OF APPARENT SITE HISTORY AND OPERATIONS

Air photos indicate that the Site has been limited to residential development. Residential developments have occurred to the north, east, and south. Agricultural developments occur further east. Commercial developments have occurred in recent years to the west. See Appendix C for more detail.

### **3 PHASE 1 ESA - SITE INSPECTION**

#### **3.1 INSPECTION DATE AND CONDITIONS**

SEC conducted field inspections of the Site on July 27, 2017. The weather was clear at the time of the site visit and the temperature was approximately 35°C.

No difficulties were experienced during the investigation of Site conditions, however assessment of the residential building was limited to the exterior.

General site features and facilities are depicted in Figure 2 – Site Plan, see Attachments. A visual record of site inspection conditions is contained in photographs presented in Appendix D - Site Photographs.

##### **3.1.1 General Site Description, Current Use and Activities**

The subject site is approximately 5.3 acres (2.1 ha). The site is rectangularly shaped and has frontage along two streets – Pleasant Valley Road to the east and Deleenheer Road to the south. The property is covered with weeds and grass, and some trees at the mid and eastern areas. A riparian area exists at the west property line where it meets BX Creek.

#### **3.2 PROPERTY INFRASTRUCTURE AND CONDITIONS**

##### **3.2.1 Municipal Services & Utilities**

Servicing to the subject Site includes power, telephone, and natural gas; municipal services including water, sewer, and storm.

##### **3.2.2 Hazardous Materials**

No hazardous materials were present on the Site. None were observed on adjacent properties.

##### **3.2.3 Unidentified Substances**

No unidentified substances were noted on the Site at the time of inspection.

##### **3.2.4 Storage Tanks**

No storage tanks were noted or reported for the Site. No storage tanks, including heating oil tanks or septic tanks, are known to have existed at this location (SF – pers.comm.).

##### **3.2.5 Storage Containers**

No storage containers are currently being stored on Site. No storage containers are known to have been stored on Site.

##### **3.2.6 Odours**

No significant odours were noted during the site inspection.

### **3.2.7 Potable Water Supply**

The municipality supplies the Site with potable water.

### **3.2.8 Special Attention Items**

Hazardous building and equipment materials were not cited for formal inventory within the project Scope of Work, and therefore were only informally observed by SEC during the site inspection. Hazardous building materials and substances of concern generally include the following:

- Asbestos-containing materials (ACMs) – old floor tiles, pipe insulation, fire-proofing materials, including 'Zonolite' vermiculite-based insulation
- Ozone-depleting substances (ODSs) - freon and chlorofluorocarbon gas coolants
- Polychlorinated biphenyls (PCBs) – coolant oils in old fluorescent lamp ballasts, electrical transformers and capacitors
- Urea formaldehyde insulation (UFFI) - spray-on insulation foam

Buildings at this location appear to be constructed in approximately the 1970s. Buildings of this age have the potential to contain hazardous building materials. A hazardous building materials survey is recommended prior to any renovation or demolition activities at this location.

## **3.3 BUILDING DETAILS**

There is one residential building located on the eastern area of the lot, close to Pleasant Valley Road. In addition to the main home there are two sheds also located on the eastern area of the Site. There is also a travel trailer stored on the Site.

## **3.4 EXTERIOR OBSERVATIONS**

### **3.4.1 General**

Overall, the Site development appears to have been limited to the residential home and out buildings on the eastern area of Site.

At the west property boundary, there is a graded access road that was developed in 2016 as part of the development of a multi-residence building on the property to the north. At the time of the Site visit, contractors were using this area as parking for pickup trucks. The fill for the graded road is 6" and 3" fractured rock from the Westridge Armstrong Quarry. The fill is approximately 8" thick (MP-pers.comm) and will be removed at the completion of the development project.

The graded road to the west encroaches on BX Creek. The SPEA setback of 15m to 16.4 m in width above the HWM for BX Creek at this area will require some

maintenance of the road to ensure the sensitive area is not adversely affected by current and future development.

### **3.4.2 Neighbouring Properties**

#### **North**

North of the property is a multi-family Residential development, The Regency Parkwood, currently being built. The neighbouring lot was undeveloped prior to the residential development. The property is zoned R1 – Low Rise Apartment Residential. Beyond this is zoned R1, Residential Single Family. This area is cross and down gradient of the Site.

#### **East**

Directly adjacent to the southeast is Pleasant Valley Road followed by residential areas. The area is zoned R1 – Residential Single Family. This area is up gradient from the Site.

#### **South**

Directly adjacent to the south are several townhouse complexes. The area is zoned R5 – Four-Plex Residential. BX Creek park borders the property and is zoned P1 – Parks and Open Space. This area is cross and up gradient from the Site.

#### **West**

Directly adjacent to the west is BX Creek and North Vernon Park. The Creek and North Vernon Park are zoned P1 – Parks and Open Space. On the other side of North Vernon Park is 20<sup>th</sup> Street and then a commercial shopping center. This area is down gradient from the Site.

### **3.4.3 Wells**

According to Provincial records<sup>8</sup> there are 27 water wells within 500m of the Site. Of these, approximately three are up gradient including two used for domestic purposes. No wells were located during the Site visit.

### **3.4.4 Stained Materials**

At the time of the Site visit, no staining was noted on Site.

### **3.4.5 Stressed Vegetation**

Unusually stressed vegetation was not noted on the Site. At the time of the Site visit, the region was experiencing a hot and dry period and the vegetation was responding to these conditions, appearing quite brown and dry. Invasive species may be evident especially at the mid and western portions of the property.

<sup>8</sup> BC Ministry of the Environment - BC Water Resources Atlas  
<http://cufts2.lib.sfu.ca/CRDB4/BKOC/resource/13116> (Accessed July 26, 2017)

#### **3.4.6 Waste Water**

The residence is serviced by municipal services for waste water. It is unknown if surrounding properties are also serviced by the municipality or septic fields.

#### **3.4.7 Watercourses, Ditches or Standing Water**

No standing water, watercourses or ditches were noted on site. The nearest surface water is BX Creek, directly west of the Site.

Based on the 2009 Sage report, there was a ditch present at the north property line that was excavated for use to drain groundwater seepage and divert to the western and northern boundaries of the property immediately north. No surface connection was noted between the ditch and BX Creek. At the time of the Site inspection for this report, no ditch or drainage was noted.

### **4 FINDINGS**

#### **4.1 AREAS OF POTENTIAL ENVIRONMENTAL CONCERN**

Based on the Site history and current uses, no Areas of Potential Environmental Concern (APECs) or Potential Contaminants of Concern (PCOC) were identified for the Site. Of note, the fill soils used for the road grading on the west property boundary have a known source and are a temporary placement that are to be removed at the time of completion of the development to the north.

## **5 CONCLUSIONS AND RECOMMENDATIONS**

Based on the completion of this Phase 1 ESA on the subject Site, SEC concludes that no Areas of Potential Environmental Concern (APECs) were identified at the Site. Based on the available information, it is our opinion that no further contaminated sites investigations are necessary to confirm whether contaminant concentrations would exceed BC CSR standards.



## 6 CLOSURE

No environmental Site assessment or investigation can wholly eliminate uncertainty regarding the potential for recognized environmental conditions in connection with a Site. Performance of a standardized environmental site assessment protocol was intended to reduce, but not eliminate, uncertainty regarding the potential recognized environmental conditions in connection with the site, given reasonable limits of time and cost.

This report has been prepared by Sage Environmental Consulting Ltd. exclusively for Highstreet Ventures Inc. and was intended to provide an assessment of the potential for the presence of contamination on the Site. The conclusions made in this report reflect SEC's best judgment in the light of the information available at the time of preparation. No other warranty, expressed or implied, was made. Any use which a third party makes of this report, or any reliance on or decisions to be made or actions based on this report, are the responsibility of such third parties. SEC accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report. The standard limitations of this report are specified in Appendix F.

Respectfully Submitted,

Prepared By:



Jessica Morgan, B.Sc., P.Ag.  
Sage Environmental Consulting Ltd.

Reviewed By:



Matthew Davidson, BSc. P.Ag.  
Sage Environmental Consulting Ltd.

## 9.12 RH1 : Low-Rise Apartment Residential

### 9.12.1 Purpose

The purpose is to provide a **zone** primarily for medium **density** apartments on urban services.

### 9.12.2 Primary Uses

- apartment housing
- care centres, major
- group home, major
- seniors assisted housing
- seniors housing
- seniors supportive housing
- stacked row housing

### 9.12.3 Secondary Uses

- home based businesses, minor
- real estate sales centres (in apartment housing only)

### 9.12.4 Subdivision Regulations

- Minimum **lot width** is 30.0m.
- Minimum **lot area** is 1400m<sup>2</sup>, or 10,000m<sup>2</sup> if not serviced by a **community sewer system**.

### 9.12.5 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 85%.
- 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 4.5m.
- Minimum **side yard** is 4.5m, except it is 4.5m from a **flanking street**.
- Minimum **rear yard** is 9.0m, except it is 1.0m for **secondary buildings**.
- Maximum **density** is 100.0 units per gross hectare (40.5 units/gross acre).

### 9.12.6 Other Regulations

- 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 40.0m for a 3 to 4.5 **storey building**, or 65.0m for a 2 **storey building**. If the frontage is interrupted by an open courtyard equivalent in depth and width to the **building height**, the maximum continuous 4.5 **storey building frontage** may be 80.0m provided that no **building** section exceeds 40.0m.
- 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)
- 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)

**DIVISION SEVEN - RESIDENTIAL ZONES****701 Residential Single Family Zone (R.1)****1. Permitted Uses of Land, Buildings, and Structures**

Subject to the provisions of Divisions Three and Four of this bylaw, the following uses and no others shall be permitted in the *Residential Single Family Zone (R.1)*:

- a. Accessory residential buildings including domestic garages, free standing carports, covered swimming pools, residential storage buildings, greenhouses, gazebos, etc.
- b. Boarding house use subject to the provisions of Section 701.10.a. of this bylaw
- c. Community care facilities (if they are permitted to be carried out pursuant to the provisions of the *Community Care and Assisted Living Act* notwithstanding zoning bylaw requirements to the contrary) subject to the provisions of Section 402, of this bylaw
- d. Home occupation use subject to the provisions of Section 403 of this bylaw
- e. Public parks and playgrounds
- f. Restricted agricultural use subject to the provisions of Sections 401.2. and 701.10.b. of this bylaw
- g. Single family dwellings

**2. Buildings Per Lot**

The number of buildings allowed per lot shall be not more than:

- a. one (1) single family dwelling; and
- b. one (1) domestic garage or free standing carport or covered swimming pool and one (1) other accessory residential building; or two (2) accessory residential buildings other than garages, carports or covered pools.

**3. Floor Area**

- a. The floor area for a single family dwelling shall be not less than 85 square metres (914.9 square feet) on one (1) floor, except that the floor area on one (1) floor may be reduced to 60 square metres (645.8 square feet) where there are two (2) floor levels exclusive of the basement floor.
- b. The gross floor area for accessory residential buildings shall be not greater than 80.3 square metres (864.37 square feet) having a horizontal dimension of not more than 11 metres (36.09 feet) for domestic garages and free standing carports; 80.3 square metres (864.37 square feet) having a horizontal dimension of not more than 12.2 metres (40.06 feet) for covered swimming pools; and be not larger than 15 square metres (161.5 square feet) for all other accessory residential buildings and structures.

701 4. Height of Buildings and Structures

- a. The height of residential dwellings shall not exceed the lesser of 9 metres (29.53 feet) or two (2) storeys except where the average natural slope of the lot exceeds five percent (5%), in which case the height of residential dwellings on the downhill side of a road shall not exceed a height of 5 metres (16.40 feet) above the centre line of the road immediately adjacent to the center of the front of the residence and residential dwellings located on the uphill side of the road shall not exceed a height of 5 metres (16.40 feet) above the mid point of the rear property line on which the residence is located. In no case shall the height of residential dwellings exceed a height of 11 metres (36.09 feet) on lots that exceed five percent (5%) average natural slope; and
- b. The height of garages and free standing carports shall not exceed 5 metres (16.40 feet) above the driveway at the entrance to the garage or carport. All other accessory buildings shall be constructed with a maximum height of 5 metres (16.40 feet).

5. Lot Area

Lots that are proposed to be subdivided within this zone shall have an area of not less than 560 square metres (6028 square feet) where the lot is serviced by community sewer and community water and not less than 1 hectare (2.471 acres) where the lot is serviced with an on-site septic tank effluent disposal system.

There shall be no minimum lot area required for lots created for public parks and playgrounds.

Where a lot is a panhandle lot, that access strip or panhandle shall not be calculated as part of the minimum lot area.

6. Lot Coverage

Lot coverage shall be not greater than thirty five percent (35%) of the lot area for all buildings and structures.

7. Lot Frontage

Where serviced with community water and community sewer systems, lots that are proposed to be subdivided within this zone shall have a lot frontage of not less than:

- a. for interior lots, the greater of one-tenth of the perimeter of the proposed lot or 18 metres (59.06 feet); and
- b. for corner lots, the greater of one-tenth of the perimeter of the proposed lot or 21 metres (68.90 feet); and

- 701 7. c. for lots located at the turnabout area of cul-de-sacs, not less than 9 metres (29.53 feet) provided that the average lot frontage throughout a depth of 30 metres (98.42 feet) measured along a perpendicular line commencing at the centre of the property on the frontage street complies with the required minimum lot frontages cited in 7.a. and 7.b. above; and
- d. for lots located on the outside curve of a road having a radius of not more than 120 metres (393.70 feet), the lot frontages cited in 7.a. and 7.b. above may be reduced by not more than 3 metres (9.842 feet) provided that the average lot frontage throughout a depth of 30 metres (98.42 feet) measured along a perpendicular line on the centre of the property on the frontage street complies with the required minimum lot frontages cited in 7.a. and 7.b. above.

Where serviced with on-site septic tank effluent disposal systems, lots that are proposed to be subdivided within this zone shall have a lot frontage of not less than one-tenth of the perimeter of the lot.

There shall be no minimum lot frontage required for lots created for public parks and playgrounds.

8. Off-Street Parking

Two (2) off-street parking spaces shall be provided and maintained in accordance with the provisions of Schedule B of this bylaw.

9. Setbacks

a. Exterior Side Yard

Where applicable, exterior side yards free of all buildings and structures shall be provided with a depth of not less than 5 metres (16.40 feet) **except where a greater setback is required pursuant to the provisions of Section 406 of this bylaw.**

b. Front Yard

**Except where a greater setback is required pursuant to the provisions of Section 406 of this bylaw,** a front yard free of all buildings and structures shall be provided with a depth of not less than:

- i. 7.5 metres (24.61 feet) except that;
- ii. garages or carports may be setback not less than 4.5 metres (14.76 feet) from the front lot line on lots exceeding twenty percent (20%) average natural slope.

701 9. c. Rear Yard

A rear yard free of buildings and structures shall be provided with a depth of not less than:

- i. 7.5 metres (24.61 feet) for single family dwellings; and
- ii. 2 metres (6.562 feet) for accessory residential buildings and structures.

d. Side Yards

Side yards free of all buildings and structures shall be provided with a width of not less than 2 metres (6.562 feet).

e. Water Bodies

~~Flood Construction Levels and Floodplain Setbacks of buildings and structures must conform with the provisions of Schedule H of this bylaw.~~

*Water Bodies*

*Flood Construction Levels and Floodplain Setbacks of buildings and structures and Riparian Assessment Area setbacks for all development must conform with the provisions of Schedule H of this bylaw.*

*(B/L 2141/07)*

10. Other Requirementsa. Boarding House Use

A boarding house use shall be contained wholly within the dwelling unit and shall comply with the following regulations:

- i. A boarding house use shall not be permitted to be carried out within a dwelling unit larger than 425 square metres (4575 square feet) in living area; and
- ii. Shall not be permitted on lots smaller than 1 ha (2.471 acres) where the lot is serviced with on-site septic tank effluent disposal systems; and
- iii. Shall not contain more than five (5) sleeping units; and
- iv. Meals shall not be prepared within the sleeping or rental units; and
- v. There shall be no indication, from the outside, that the dwelling unit is being used for boarding house purposes; and

- 701 10. a. vi. Notwithstanding the provisions of this bylaw relating to off-street parking requirements, a boarding house use shall not be carried on within a dwelling unit unless off-street parking spaces are provided on the lot on which the dwelling unit is located, sufficient to meet the following requirements:
- a. The number of off-street parking spaces that would be required for such dwelling unit under the off-street parking requirements of this bylaw applicable to a dwelling unit if no boarding house use was carried on within the dwelling unit; plus
  - b. one (1) additional off-street parking space for each bedroom within the dwelling unit used or reserved for the boarding house use; and
- vii. Not more than one (1) motor vehicle shall be parked within any off-street parking space provided in conjunction with a boarding house use, and no motor vehicles shall be parked on the lot on which the boarding house use is carried on, unless such motor vehicle is parked within an off-street parking space provided in conjunction with such use.
- viii. The owner of the boarding house use must obtain the following:
- a. an access permit from the *Ministry of Transportation*; and
  - b. an on-site septic tank effluent disposal permit from the *Interior Health Authority*, to provide for the discharge of effluent from any combined residential/boarding house use of the subject property where the site is not serviced by a community sewer system. If the subject property is serviced by a community sewer system then the owner must obtain the permission of the authority having jurisdiction to discharge effluent from the combined residential/boarding house use of the land to the sewer system; and
  - c. where applicable, the permission of any applicable domestic water purveyor to draw water from their respective community water system in order to supply additional water to the boarding house facility; and
  - d. obtain the permission of the *Building Inspector* and the *Fire Prevention Officer* for the *Regional District* for the proposed boarding house facility.



701 10. b. Restricted Agricultural Use

A Restricted Agricultural use shall not be permitted on lots smaller than 1 hectare (2.471 acres) and all buildings and structures used for restricted agricultural use shall be provided with setbacks in accordance with the provisions of Section 701.9.e. and Schedule G (agricultural use) of this bylaw.

c. Unenclosed parking and storage

No person at any time shall park or store any commercial vehicle, truck, bus, self-propelled camper, travel trailer, tow truck (or parts of any of the above) or any equipment or building material per dwelling unit in a residential zone, except:

- i. one (1) truck or commercial vehicle not exceeding 6,350 kg G.V.W. (14,000 pounds G.V.W.) rated capacity; and/or
- ii. one (1) self-propelled camper or travel trailer provided that the overall length does not exceed 10 metres (32.81 feet); and/or
- iii. trucks or equipment required for construction, repair, servicing, or maintenance of the premises when parking during normal working hours; and/or
- iv. one (1) boat or vessel not exceeding a length of 10 metres (32.81 feet); and/or
- v. building materials when the owner, lessee, or occupier of the premises is in possession of a valid building permit, provided that the materials stored are in connection with the construction or development of the building situated on the same property as which the material is stored pursuant to the building permit.

- d. *Notwithstanding the permitted uses listed under Section 701(1) and subject to the commercial requirements of Schedule B - Off-Street Parking and Schedule F - Screening and Landscaping of this bylaw, Dog Accommodation and a Dog Day-Care Facility shall be permitted on that property legally described as Lot 5, Section 23, Township 8, ODYD, Plan 2728, Except Plans 16975, 21405, 28462 and H433 and located at 7432 Pleasant Valley Road, Electoral Area 'B'.*

*Dog Accommodation and Dog Day-care means a use providing for the daytime and overnight boarding of dogs. During the daytime dogs may roam outdoors within the property, without being confined to kennels. Dogs will be enclosed within a confined area of the property during the night time. The boarding of dogs is permitted in concentrations of 89 dogs or less per hectare (36 dogs per acre). (B/L 2546/12)*

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5678

A bylaw to amend "City of Vernon Parks and  
Public Places Bylaw 5057, 2007"

---

WHEREAS the Council of the City of Vernon has determined to amend the "City of Vernon Parks and Public Places Bylaw 5057, 2007" to include a definition of 'smoke' and 'smoking' and to prohibit smoking in Public Places.

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 as "**Parks and Public Places (Prohibit Smoking) Amendment Bylaw 5678, 2018**".

2. That, "City of Vernon Parks and Public Places Bylaw 5057, 2007" be amended as follows:

(a) **AMEND Section 2 – Interpretation** of the bylaw, as follows:

- **REPLACING** definition for "**highway**", **ADDING** definitions for "**Transit Stop**" and "**smoke**" or "**smoking**", as shown in **Red** on Schedule 'A'.

(b) **AMEND Section 16 – 'A person must not in a public place'** by deleting (n) as shown in **Red** on Schedule 'A';

(c) **ADD NEW Section 17 – 'No person shall smoke:'** as shown in **Red** on Schedule 'A'.

(d) **RENUMBER** Sections as required.

3. If any section, subsection, paragraph, clause or phrase, of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

BYLAW NUMBER 5678

4. The "City of Vernon Parks and Public Places Bylaw 5057, 2007" is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this 28th day of May , 2018.

READ A SECOND TIME this 28th day of May , 2018.

READ A THIRD TIME this 28th day of May , 2018.

ADOPTED this day of , 2018.

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Mayor

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Corporate Officer

**SCHEDULE 'A'**

Attached to and Forming Part of  
"Parks and Public Places (Prohibit Smoking) Amendment Bylaw 5678, 2018"

**Interpretation**

- (j) **"highway"** includes every road, street, lane, bridge, viaduct or right of way designed or intended for or used by the general public for the passage of vehicles, and any other way open to public use, other than a private right of way on private property, but within the bounds of a "Park", does not include public pathways, walkways, sidewalks, carriage ways, or a road right of way;
- (s) **"Transit Stop"** means a sign posted location where public transit vehicles or Vehicles for Hire stop to pick up riders, and distances from a **Transit Stop** shall be measured from the sign that identifies the **Transit Stop** location;
- (t) **"smoke"** or **"smoking"** means to inhale, exhale, burn or carry a light cigarette, cigar, cigarillo, pipe, electronic cigarette, or other smoking equipment, that burns or vaporizes, tobacco, cannabis or any other substance;

**16. A person must not in a public place**

- ~~(n) Smoke or hold lighted tobacco products, or smoke or hold any other product designed to be lit and inhaled, in an area posted by signage as "no Smoking" area.~~

**17. No Person shall smoke:**

- (a) in a Public Place, but does not include a Highway;
- (b) at or within 7.5 metres of any Transit Stop;
- (c) in any Park.

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5679

A bylaw to amend the Clean Indoor Air and Smoking Regulations Bylaw

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WHEREAS the Council of The Corporation of the City of Vernon has determined to amend "Clean Indoor Air and Smoking Regulations Bylaw Number 3422, 1987" to expand the definition of "Smoke" or "Smoking";

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

1. This bylaw may be cited as "**Clean Indoor Air and Smoking Regulations Amendment Bylaw Number 5679, 2018**"
2. "Clean Indoor Air and Smoking Regulations Bylaw 3422, 1987" is hereby amended as follows:
  - (i) By **amending Definitions** - "Smoke" or "Smoking" as shown in **RED** on attached Schedule A.
3. Bylaw Number 3422 is hereby ratified and confirmed in all other respects.

READ A FIRST TIME this 28th day of May, 2018.

READ A SECOND TIME this 28th day of May, 2018.

READ A THIRD TIME this 28th day of May, 2018.

ADOPTED this            day of            , 2018.

---

Mayor

---

Corporate Officer

SCHEDULE 'A'

Attached to and Forming Part of

“Clean Indoor Air and Smoking Regulations Amendment Bylaw Number 5679, 2018”

1. DEFINITIONS

- (n) **“Smoke or “Smoking”** means to inhale, exhale, burn or carry a lighted cigarette, cigar, cigarillo, pipe, hookah pipe, electronic cigarette, or other Smoking equipment that burns or vaporizes tobacco, cannabis or any other substance.

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5688

A bylaw to amend the City of Vernon  
Zoning Bylaw Number 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 Number 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 as the **"5770 Pleasant Valley Road Rezoning Amendment Bylaw Number 5688, 2018"**.
2. Pursuant to the Official Zoning Map, Schedule "A" attached to and forming part of Bylaw Number 5000, is hereby amended as follows:

That the following legally described lands be rezoned from **"R1 NORD (Residential Single Family)"** to **"RH1 – Low rise Apartment Residential"** and **"P1 – Parks and Open Space"**.

**Legal Description:**

**LOT 6, PLAN 939, SEC 11, TWP 8, ODYD  
(5770 PLEASANT VALLEY ROAD)**

and by changing the Zoning Map accordingly, all in accordance with the bolded area as shown on Schedule "A" attached to and forming part of this bylaw.

BYLAW NUMBER 5688

3. Zoning Bylaw Number 5000 is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this        day of        , 2018

READ A SECOND TIME this     day of        , 2018

PUBLIC HEARING held this     day of        , 2018

READ A THIRD TIME this      day of        , 2018

Approved pursuant to section 52(3)(a) of the *Transportation Act* this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

for Minister of Transportation & Infrastructure  
BYLAW 5688/ZON00291/2018-00151

ADOPTED this        day of        , 2018.

\_\_\_\_\_  
Mayor:

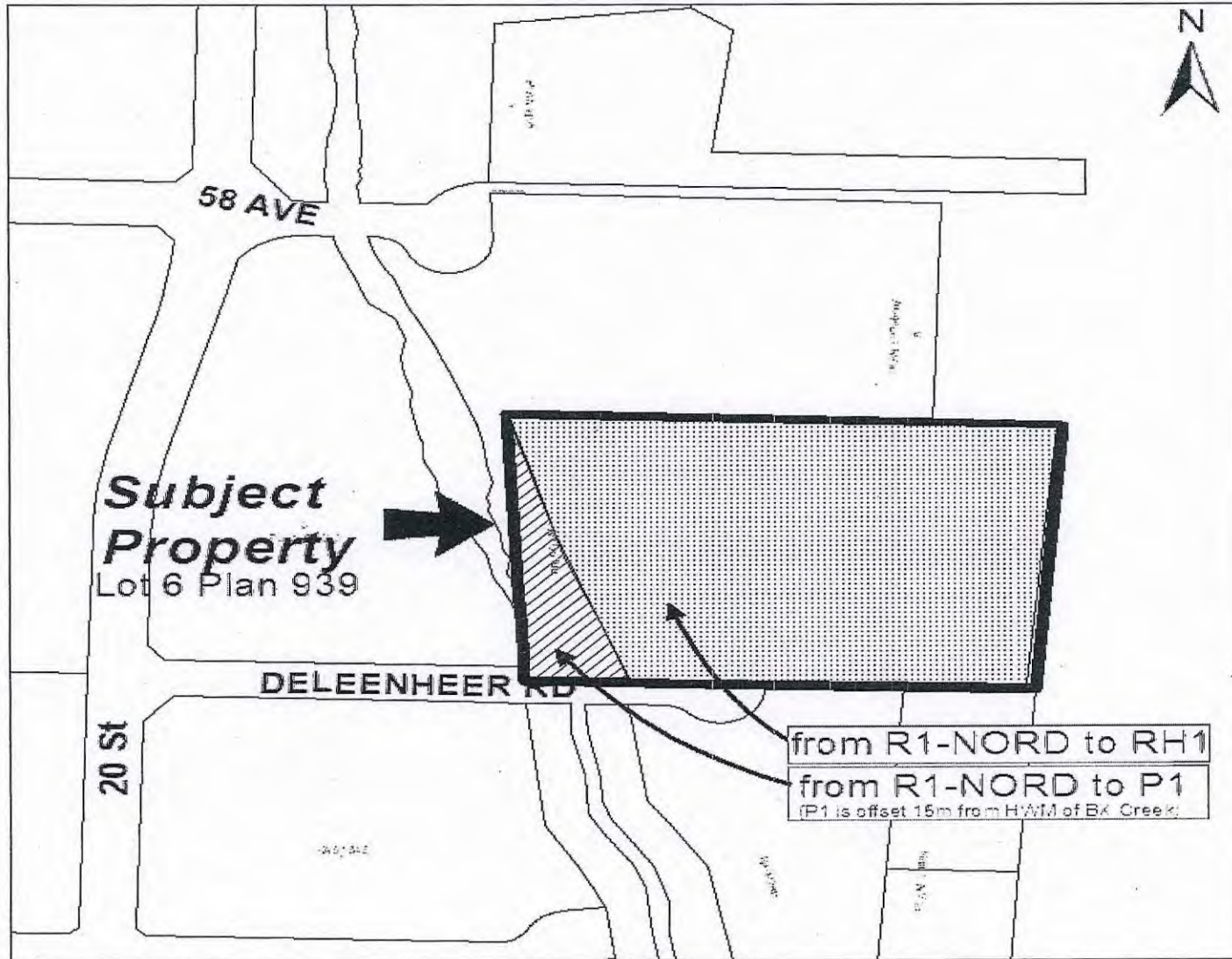
\_\_\_\_\_  
Corporate Officer:



**SCHEDULE 'A'**

Attached to and Forming Part of Bylaw 5688

"5770 Pleasant Valley Road Rezoning Amendment Bylaw Number 5688, 2018"





# THE CORPORATION OF THE CITY OF VERNON

## MINUTES OF THE FINANCE COMMITTEE HELD TUESDAY, APRIL 17, 2018

**PRESENT:** **VOTING**  
Mayor Mund  
Councillor Lord  
Councillor Spiers

**STAFF:** Debra Law, Director, Financial Services  
Cindy Barker, Manager, Revenue Services  
Janice Nicol, Legislative Committee Clerk

**ABSENT:** Will Pearce, CAO

**ORDER** The meeting was called to order at 1:31 p.m.

**ADOPTION OF  
AGENDA** Moved by Councillor Spiers, seconded by Mayor Mund:

THAT the agenda for the Tuesday, April 17, 2018 meeting of the Finance Committee be adopted.

**CARRIED.**

**ADOPTION OF  
MINUTES** Moved by Mayor Mund, seconded by Councillor Spiers:

THAT the minutes of the Finance Committee meeting held April 5, 2018 be adopted.

**CARRIED.**

### **NEW BUSINESS**

#### **PROPOSED REVISIONS TO PERMISSIVE TAX EXEMPTION POLICY**

The Manager, Revenue Services distributed and reviewed the proposed amendments to the Permissive Tax Exemption Policy with focus on increasing efficiencies and providing more clarification. The exemption percentages allocated to the various categories are at Council's discretion as part of the Tax Exemption Bylaw. Some of the following changes were noted:

- Application due date - changed to July 15 (as there is no Council meeting in October following the civic election). The

- July due date aligns with the majority of our benchmark municipalities.
- Elimination of Tax Exemption Review Committee – no other municipality in the Okanagan has a committee like this. Elimination will improve efficiencies and remove an additional approval step. There was concern as the Committee provides an additional review on new and existing applications.
  - It was noted that, on a per capita basis, the number of tax exemptions applications is on par with our benchmark communities.
  - Other changes are for clarification and to assist organizations and increase efficiencies including:
    - The reasoning behind the permissive tax exemption process under Policy
    - Formatting throughout Definition section
    - Clarification on eligibility and intake period
    - Item A – adding ‘property’ to clarify which taxes are provided exemption
    - Item H – budget and financial statements separate as they are two different processes
    - Item I – requirement of the provision of a copy of lease agreement if applicable
  - **ACTION ITEM:** The Committee requested removal of ‘1.’ under *Eligibility Criteria* referring to the conduct of retail operations. Suggestion to add ‘Class 6 operations need not apply.’
    - Clarification for new applicants (Occupancy Permit to be issued prior to application)
    - Addition of Churches and Places of Worship under *Categories*
    - *Procedures/Policies* – 1. advertising guidelines added
    - 3. Section renamed and guidelines clarified
    - 4. Clarification of Short and Long Forms – applications renamed from Long Form to **Comprehensive Application**, Short Form to **Renewal Application**
    - 5. Deadline of July 15 added
    - 6. Organization’s responsibility to notify the City of any changes in ownership and/or use
    - 7. Added ‘all’ for clarification
    - 9. Three year phase in period clarified
    - 13. Additional clause dealing with incomplete applications
    - New section added for *Late Applications* and *Additional Information*. These changes clarify intent and provide consistency throughout the Okanagan with tax exemption applications.

- **ACTION ITEM:** The Committee would like the addition of wording, under *Policy*, as follows 'A tax exemption includes all taxes but excludes local area service fees.'

Moved by Councillor Spiers, seconded by Mayor Mund;

THAT the Finance Committee recommends Council support the proposed amendments to the Permissive Tax Exemption Policy .

**CARRIED.**

**INFORMATION ITEMS:**

**WATER RATES**

The application of water rates was clarified.

**COUNCIL  
REMUNERATION**

Tax exemptions for compensation of Councillors' remuneration was questioned. Many other jurisdictions have averaged the after-tax amount and increased remuneration accordingly. This issue will be reviewed by the *Council Remuneration Committee*.

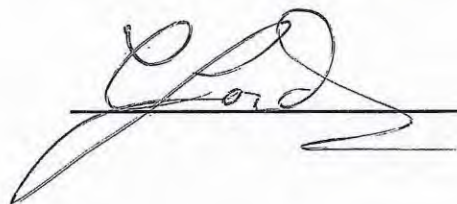
**DATE AND TIME OF  
NEXT MEETING**

The next Finance Committee meeting is to be announced.

**ADJOURNMENT**

The Finance Committee meeting adjourned at 2:34 p.m.

**CERTIFIED CORRECT:**

  
\_\_\_\_\_ Chair



## THE CORPORATION OF THE CITY OF VERNON

### MINUTES OF ADVISORY PLANNING COMMITTEE MEETING

HELD

TUESDAY, MAY 15, 2018

**PRESENT:** VOTING

Mark Longworth, Chair  
Doug Neden, Vice-Chair  
Jamie Paterson  
Don Schuster  
Monique Hubbs-Michiel  
Vicki Topping  
Joanne Georgeson

NON VOTING

Councillor Cunningham  
Councillor Spiers  
Corbin Kelley, Youth Member

**ABSENT:** Lisa Briggs  
Ian Murphy

**STAFF:** Carie Liefke, Planning Assistant  
Keltie Chamberlain, Planning Assistant  
Cleo Corbett, Long Range Planner  
Ed Stranks, Manager, Engineering Development  
Janice Nicol, Legislative Committee Clerk

**ORDER**

The Chair called the meeting to order at 4:00 p.m.

**ADOPTION OF  
AGENDA**

Moved by Jamie Paterson, seconded by :Don Schuster:

THAT the agenda of the Advisory Planning Committee meeting for Tuesday, May 15, 2018 be adopted.

**CARRIED.**

**ADOPTION OF  
MINUTES**

Moved by Don, seconded by Monique Hubbs-Michiel;

THAT the minutes for the Advisory Planning Committee meeting of Wednesday, February 14, 2018 be adopted.

**CARRIED.**

**UPDATE ON KAL TIRE PLACE - PARKING**

An update was provided on handicapped parking spaces at Kal Tire Place. The following points were noted:

- Parking was completed last year
- Since installation there has been one complaint received regarding slope of parking space.

**NEW BUSINESS:**

**DEVELOPMENT VARIANCE APPLICATION – 7012 APPALOOSA WAY**

The Advisory Planning Committee reviewed development variance permit application DVP00430 for property located at 7012 Appaloosa Way. The Planning Assistant provided an overview of the application.

Moved by Doug Neden, seconded by Monique Hubbs-Michiel;

THAT the Advisory Planning Committee support Council's approval, at its Regular Meeting of June 26, 2017, of Development Variance Application #DVP00395 to vary the following sections of Zoning Bylaw #5000 to allow for an addition to the house and a retaining wall with a fence on top on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum front yard building setback from 7.5m to 1.8m (Sec.9.2.5); and
- b) to vary the maximum combined height of a retaining wall and a fence on top of the retaining wall from 2.0m to 3.96m (Sec.5.11 and Sec.6.5.12).

AND FURTHER, that Council's support of DVP00395 is subject to the following:

- a) That the revised site, elevation, floor, retaining wall and fence plans be provided by the applicant and attached to and form part of DVP00395 as Schedule 'A'; and
- b) That the revised site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped

be extended for one year.

THAT the Advisory Planning Committee recommends Council support Development Variance Permit Application #DVP00430 to vary the following section of Zoning Bylaw #5000 to allow for an addition to the house on the property described as Lot H, Plan 19058, Sec 31, Tp 9, ODYD (7012 Appaloosa Way):

- a) to vary the minimum west side yard building setback from 2.5m to 1.5m (Sec.9.2.5).

AND FURTHER, that Council’s support of DVP00430 is subject to the following:

- a) That the site, elevation, floor, retaining wall and fence plans noted as Attachments 3 to 9 inclusive in the report titled Development Variance Permit Application for 7012 Appaloosa Way dated May 7, 2018 be attached to and form part of DVP00430 as Schedule ‘A’; and
- b) That the site plan is to indicate that the west driveway access is to be closed and the closed area is to be landscaped.

**CARRIED.**

**REZONING  
APPLICATION – 7818  
OKANAGAN LANDING  
BENCH ROAD**

The Advisory Planning Committee reviewed Rezoning application ZON00293 located at 7818 Okanagan Landing Bench Road. The Planning Assistant provided an overview of the application.

The following points were noted:

- Clarification on Level 5 buffer – Agricultural Land Reserve (ALR) requires buffer, Zoning Bylaw #5000 specifies that it must be done in accordance with ALR requirements.

Moved by Don Schuster, seconded by Monique Hubbs-Michiel;

THAT the Advisory Planning Committee recommends that Council support the application to rezone Lot 2, DL 6, ODYD Plan 26285 (7818 Okanagan Landing Bench Road) from A3 – Rural Small Holdings to R1 – Estate Lot Residential, in order to allow the boundary adjustments of four contiguous lots, subject to the following:

- a) The installation of a Level 5 buffer along the southern boundary of the subject property adjacent to ALR lands

pursuant to the requirements of Zoning Bylaw #5000 Section 6.6.2., and the Ministry of Agriculture's *Guide to Edge Planning*.

**CARRIED.**

**DEVELOPMENT  
VARIANCE  
APPLICATION – 8853  
ADVENTURE BAY  
ROAD**

The Advisory Planning Committee reviewed development variance permit application DVP00422 for property located at 8853 Adventure Bay Road. An overview of the application was provided.

The following points were noted:

- Concerns that some slopes are greater than 30%. Areas that are over 30% have been built up with fill and this will be removed prior to development proceeding.

Moved by Jamie Paterson, seconded by Doug Neden;

THAT the Advisory Planning Committee recommends that Council support the development variance permit application to vary Section 4.16 of Zoning Bylaw #5000 to allow for subdivision and construction on lands with slopes in excess of 30% on Lot 2, Plan 27137, DL 298, ODYD (8853 Adventure Bay Road).

**CARRIED.**

**LAND USE CONTRACT  
DISCHARGE AND  
DEVELOPMENT  
VARIANCE  
APPLICATION – 9238  
CHINOOK ROAD**

The Advisory Planning Committee reviewed the land use contract discharge LUC00013 and development variance permit application DVP00421 for property located at 9238 Chinook Road. An overview of the application was provided.

Moved by Doug Neden, seconded by Jamie Paterson;

THAT the Advisory Planning Committee recommends that Council support the application to discharge Bylaws #291 and #292 respecting Land Use Contract (LTO #P2461) from the title of Lot 17, Sec 11, Twp 13, ODYD, Plan 31060 (9238 Chinook Road) and allow the property to be governed by Zoning Bylaw #5000;

AND FURTHER, that Bylaws #291 and #292, being bylaws to designate the subject lands as a Development Area and to



authorize the Regional District of North Okanagan to enter into a Land Use Contract, be repealed;

AND FURTHER, that the Advisory Planning Committee recommends that Council support the Development Variance application (DVP00421) for Lot 17, Sec 11, Twp 13, ODYD, Plan 31060 (9238 Chinook Road) to vary:

- a) Section 4.5.4 to allow the location of a secondary building in the front yard;
- b) Sections 4.5.6 and 9.2.5 to allow a secondary building to exceed the lesser of 4.5m or one storey in height, to a maximum of 7.6m and one and a half storeys in height; and
- c) Section 9.2.5 to reduce the minimum front yard setback from 7.5m to 4.5m.

subject to the following:

- a) That the site plan and building elevation plans generally shown as Attachment 1 in the report titled "Land Use Contract Discharge and Development Variance Permit Application for 9238 Chinook Road" dated May 8, 2018 by the Manager, Current Planning, be attached to and form part of Development Variance Permit DVP00421 as Schedule 'A'; and
- b) That a Section 219 Covenant (Wildfire) in favour of the City of Vernon be registered on the title of the subject lands.

**CARRIED.**

#### **INFORMATION ITEMS:**

The Committee reviewed the information for APC related items discussed at the Feb. 26, March 12 & 26, April 9 & 23 Council meetings. The Staff Liaison provided an update of APC related items discussed at the May 14, 2018 Council meetings as follows:

- Bylaw 5627 – 5545 27 Avenue was adopted yesterday, the building has been relocated to other side of property to lessen impact to adjacent development.

