



*“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 CHAMBER

MONDAY, JUNE 22, 2020

AT 8:40 AM

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 (1) of the *Community Charter* as follows:

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

(g) litigation or potential litigation affecting 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 interest of the municipality if they were held in public.

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

A. THAT the Agenda for the June 22, 2020, Regular Open Meeting of Council be adopted as circulated.

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

A. THAT the minutes of the Regular Meeting of Council held June 8, 2020 be adopted; (P. 8)

AND FURTHER, that the minutes of the Public Hearing held May 25, 2020 and reconvened and closed on June 8, 2020, be adopted; (P. 26)

**AGENDA**

**MINUTES**

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held June 8, 2020 be received.

- 5. BUSINESS ARISING FROM THE MINUTES
- 6. GENERAL MATTERS
- 7. COUNCIL INQUIRIES
- 8. ADMINISTRATION UPDATES

**ADMINISTRATION UPDATES (P. 33)**

- A. THAT Council receive the Administration Updates dated June 22, 2020, for information.

9. UNFINISHED BUSINESS

**PROPOSED PUBLIC HEARING FOR ZONE000297 – 5000 20<sup>TH</sup> STREET (ZON000297 / 3360-20) (P. 38)**

- A. THAT Council direct Administration to schedule a second public hearing for “5000 20<sup>th</sup> Street Rezoning Amendment Bylaw Number 5760, 2019” on **Monday, August 17, 2020 at 6:30 PM** in the Auditorium at the Recreation Centre.

**AGE FRIENDLY AND DEMENTIA FRIENDLY COMMUNITY DESIGNATIONS (6460-10) (P. 39)**

- B. THAT Council receive the delegation from the Alzheimer Society and the Vernon Alzheimer Walk Committee as heard at its Regular Meeting of February 24, 2020;

AND FURTHER, that Council support, in principle, the requests from the Vernon Seniors Action Network and Alzheimer Society to seek becoming an age and dementia friendly city, as described in the report titled “Age Friendly and Dementia Friendly Community Designations”, dated June 10, 2020, and respectfully submitted by the Director, Community Infrastructure and Development;

AND FURTHER, that Council appoint \_\_\_\_\_ (to be identified by Council) as the Council representative to the Vernon Seniors Action Network;

AND FURTHER, that Council authorize the use of the \$10,000 allocated by Council for age friendly designation planning to provide support to the Vernon Seniors Action Network to initiate the designation process.

**CONSUMPTION OF LIQUOR IN PUBLIC SPACES (6750-20) (P. 108)**

- C. THAT Council NOT support a temporary exemption to the prohibition of consumption of liquor in public places, as outlined in the report titled “Consumption of Liquor in Public Places” dated June 12, 2020 and submitted by the Economic Developer Planner.

**DOWNTOWN STREET CLOSURE (6750-20) (P. 124)**

D. THAT Council receive the memorandum titled “Downtown Street Closure”, dated June 10, 2020, by the Manager, Economic Development and Tourism, for information.

**SAFE OPERATIONS PLAN: COVID-19 (0530-05) (P. 131)**

E. THAT Council direct Administration to forward the draft Safe Operations Plan and cover memorandum to Interior Health for review and comment, as attached to the memo titled “Safe Operations Policy: COVID-19” dated June 16, 2020 and respectfully submitted by the Director, Community Infrastructure and Development.

**VERNON COVID-19 BUSINESS RECOVERY SURVEY RESULTS (6750-20) (P. 138)**

F. THAT Council receive the memorandum titled “Vernon COVID-19 Business Recovery Survey Results” and dated June 10, 2020, from the Economic Development Planner for information;

AND FURTHER, that Council direct Administration to report back to Council at a future date with updates on the business recovery actions and initiatives by Vision North Okanagan (VNO).

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

**11. NEW BUSINESS**

**A. Correspondence:**

**FIRE OPERATION UPDATE**

(i) Dwight Seymour, Deputy Chief, Fire Services, re: Verbal presentation on Fire Services Operations.

**RCMP CONTRACT RETROACTIVE PAY (1661-08:2020) (P. 154)**

(ii) THAT Council receive the memorandum titled “RCMP Contract Retroactive Pay” dated June 12, 2020 and respectfully submitted by the Director, Financial Services;

AND FURTHER, that Council direct Administration to transfer \$953,996 from the 2019 Unexpended Uncommitted Balance to the RCMP Contingency Reserve for future payment of the 2017-2019 RCMP retroactive pay.

**2019 ANNUAL REPORT (1880-03) (P. 160)**

(iii) THAT Council approve the “2019 Annual Report” for the City of Vernon as attached to the Internal Memorandum of the same title, dated June 11, 2020 and respectfully submitted by the Manager, Financial Planning & Reporting;

AND FURTHER, that Council schedule a Public Meeting to receive submissions and questions from the public concerning the 2019 Annual Report on **Monday, July 20, 2020, at 5:00 pm** in the Vernon Recreation Centre Auditorium.

**UBCM RESOLUTION –  
ONLINE GAMING  
(1660-01)  
(P. 272)**

- (iv) THAT Council makes the following submission to UBCM for consideration during their annual general meeting:

WHEREAS municipalities are limited by the “*Community Charter, Part 7, Division 1, Paragraph 192*” to specific types of revenue sources;

AND WHEREAS municipalities imposing fees for services have seen significant declines in revenues, including casino gaming revenues, due to the COVID-19 pandemic and resulting Provincial State of Emergency;

AND WHEREAS online gaming revenues increased significantly since 2017/2018;

AND WHEREAS municipalities with gaming facilities rely on gaming revenues to offset costs for operating, infrastructure and capital projects;

THEREFORE BE IT RESOLVED that the Province of British Columbia allocate revenues generated by online gaming to replace lost casino gaming revenues for host municipalities experiencing shortfalls due to the closure of gaming facilities as a result of the COVID-19 pandemic.

**FEDERATION OF  
CANADIAN  
MUNICIPALITIES  
ASSET MANAGEMENT  
PROGRAM GRANT  
APPLICATION – ROAD  
CONDITION DATA  
COLLECTION AND  
ASSESSMENT  
PROJECT (1855-20)  
(P. 275)**

- (v) THAT Council supports Administration in a grant application to the Federation of Canadian Municipalities Municipal Asset Management Program for the Road Condition Data Collection and Assessment Project, as presented in the Internal Memorandum dated June 10, 2020 titled “Federation of Canadian Municipalities Asset Management Program Grant Application – Road Condition Data Collection and Assessment Project” and respectfully submitted by the Infrastructure Management Technician;

AND FURTHER, that Council supports proceeding with the project should the grant application be successful.



**4300 35<sup>TH</sup> AVENUE  
OFFICIAL COMMUNITY  
PLAN AMENDMENT  
BYLAW #5754 AND  
REZONING  
AMENDMENT BYLAW  
#5755 – REQUEST FOR  
PROCESSING TIME  
EXTENSION  
(OCP00080/ZON00326  
3340-20)  
(P. 277)**

(vi) THAT pursuant to the “*Bylaws – Inactive Policy*” Council approves a one year extension to the processing period for 4300 35<sup>th</sup> Avenue Official Community Plan Amendment Bylaw #5754 and Rezoning Amendment Bylaw #5755 to June 25, 2021 as requested by Darrin Collie, Dwell Developments.

**7235 HITCHCOCK  
ROAD REZONING  
AMENDMENT BYLAW  
#5762 – REQUEST FOR  
PROCESSING TIME  
EXTENSION  
(ZON00332/3360-20)  
(P. 280)**

(vii) THAT pursuant to the “*Bylaws – Inactive Policy*” Council approves a one year extension to processing period for 7235 Hitchcock Road Rezoning Amendment Bylaw #5762 to July 9, 2021.

**FULTON SCHOOL  
GRAD CLASS  
REQUEST TO ‘TAG’  
ROAD (4000-02)  
(P. 281)**

(viii) THAT Council directs Administration to advise the Fulton Graduation Class of 2020 that Council does not support the closure and painting of a section of Fulton Road, and suggests the Graduation Committee seek approvals through the School District to paint the parking lots of Fulton and Ellison Schools.

**B. Reports:**

**REZONING AND  
DEVELOPMENT  
VARIANCE PERMIT  
APPLICATION FOR  
2109 32<sup>ND</sup> AVENUE  
(ZON00349 / DVP00481)  
(P. 285)**

(i) THAT Council support the application to rezone Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue) from R2: Large Lot Residential to R3: Medium Lot Residential to subdivide the parcel into two lots for residential development at 2109 32<sup>nd</sup> Avenue;

AND FURTHER, that Council’s support of ZON00349 is subject to the following:

a) that the Preliminary Layout Review be ready for issuance prior to final adoption of the rezoning bylaw;

AND FURTHER, that Council support Development Variance Permit application DVP00481 to vary the following sections of Zoning Bylaw #5000 on Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue):

- a) to vary Section 9.4.5 to reduce the minimum side yard setback of 4.5m for a flanking street to 3.0m;

AND FURTHER, that Council's support of DVP00481 is subject to the following:

- a) that construction of the new homes reflects the character of the existing residential East Hill neighbourhood; and
- b) that the construction of the new home and site layout on proposed Lot A provide street presence on 22<sup>nd</sup> Street and on 32<sup>nd</sup> Avenue to the satisfaction of the City.

## 12. LEGISLATIVE MATTERS

### Bylaws:

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

- 5821

- (i) THAT Bylaw #5821 “**2109 32<sup>nd</sup> Avenue Rezoning Amendment Bylaw Number 5821, 2020**”, a bylaw to rezone the subject property from “R2: Large Lot Residential” to “R3: Medium Lot Residential”, be **read a first and second time**;

AND FURTHER, that the Public Hearing for Bylaw #5821, **together with** Public Input for Development Variance Permit #00481, be scheduled for **Monday, August 17, 2020 at 5:30 pm** in the Recreation Centre Auditorium, 3310 37<sup>th</sup> Avenue. (P. 298)

## 13. COUNCIL INFORMATION UPDATES

### A. Mayor and Councillors Reports.

#### NOTICE OF MOTION – COUNCILLOR ANDERSON (P. 301)

*THAT the Mayor be authorized to send a letter to the Province requesting that a regional approach to reopening the economy be adopted, and that restrictions be removed as quickly as possible in the BC Interior in order to facilitate economic recovery.*

## 14. INFORMATION ITEMS

### A. Memo dated June 9, 2020, Re: Anti-Racial Discrimination and Anti-Racism Policy (P. 302)

### B. Minutes from the following Committees of Council:

- (i) Economic Development, April 16, 2020 (P. 315)
- (ii) Tourism Commission, May 20, 2020 (P. 321)
- (iii) Advisory Planning, May 26, 2020 (P. 327)

CLOSE

15. CLOSE OF MEETING

NOTES:

Public Hearings are scheduled to be held at the **Vernon Recreation Centre Auditorium** located at **3310 37<sup>th</sup> Avenue** for:

- A. **5:30 PM** “Heritage Revitalization Agreement Amendment (2301 32<sup>nd</sup> Avenue) Bylaw Number 5819, 2020”
- B. **6:00 PM** “2103 39<sup>th</sup> Street Rezoning Amendment Bylaw Number 5814, 2020”

On **June 29, 2020** the **Public Hearings** for the above noted bylaws will be **reconvened at 5:30 pm** to receive additional **written input only**.

These hearings will be followed by a **SPECIAL** Meeting of Council in order to consider third reading to the subject bylaws.

The hearings and the special meeting will be held at the **Vernon Recreation Centre Auditorium** located at **3310 37<sup>th</sup> Avenue**.

THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF A REGULAR OPEN MEETING OF COUNCIL  
HELD MONDAY, JUNE 8, 2020**

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**PRESENT:** Mayor V. Cumming

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

Staff: W. Pearce, Chief Administrative Officer  
P. Bridal, Deputy CAO / Director, Corporate Services  
K. Austin, Manager, Legislative Services  
C. Poirier, Manager, Communications & Grants  
D. Ross, Director, Recreation Services  
D. Law, Director, Financial Services  
B. Bandy, Manager, Real Estate  
K. Flick, Director, Community Infrastructure and Development  
C. Ovens, Acting Director, Operations

Others: Media and Members of the Public

Mayor Cumming called the Regular Open meeting to order at 8:41 am and requested a motion to move to Committee of the Whole.

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

**RESOLUTION TO  
CLOSE MEETING**

Moved by Councillor Fehr, seconded by Councillor Gares;

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

- (c) labour relations or other employee relations; and
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED**

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

Mr. Pearce, acknowledged the retirement of Ms. Shirley Koenig, Director of Operations, and welcomed Mr. Chris Ovens as the new Acting Director of Operations, having formerly been in the position of Manager, Roads, Drainage and Airport.

PRESENT: Mayor V. Cumming

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

Staff: W. Pearce, Chief Administrative Officer  
P. Bridal, Deputy CAO, Director, Corporate Services  
K. Austin, Manager, Legislative Services  
C. Poirier, Manager, Communications and Grants  
K. Flick, Director, Community Infrastructure & Development Services  
D. Law, Director, Financial Services  
C. Ovens, Acting Director, Operations  
A. Stuart, Manager, Financial Planning & Reporting\*  
C. Broderick, Manager, Current Planning\*  
L. Cordell, Mgr., Long Range Planning & Sustainability\*  
E. Stranks, Manager, Engineering Development Services\*  
R. Nuriel, Economic Development Planner\*  
T. Martens, Manager, Financial Operations\*  
S. Kozin, Manager, Vernon Water Reclamation Centre\*  
K. Dhillon, Manager, Infrastructure\*  
G. Thompson, Municipal Tech III, Infrastructure\*  
D. Sturgeon, Long Range Planner\*  
K. Chamberlain, Planning Assistant\*

*\*Attended, as required*

Others: Media and Members of the Public

### ADOPTION OF THE AGENDA

#### **APPROVAL OF ITEMS LISTED ON THE AGENDA**

Moved by Councillor Nahal, seconded by Councillor Fehr

THAT the agenda for the June 8, 2020, Regular Open meeting of the Council of The Corporation of The City of Vernon be amended as follows:

1. **SEE ITEM 6.B.(i)** – Development Variance Permit #00475 for 180 Whistler Place, Public Input:
  - Email from R. Savoie dated June 7, 2020
  - Email from K. and S. Ernst dated June 8, 2020
2. **SEE ITEM 11.A.(v)** – Council Strategic Plan 2019-2022 Update (Updated Version of Report)

**CARRIED**

**ADOPTION OF MINUTES**

**COUNCIL MEETINGS**

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT the minutes of the Regular Meeting of Council held May 25, 2020 be amended as follows:

- P. 12/13 – Bylaw 5819, address **corrected to 2301** vs. 2310; and Public Hearing for Bylaw **5819** vs 5802;

AND FURTHER, that the minutes be adopted as amended;

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held May 25, 2020 be received.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

**GENERAL MATTERS**

**DELEGATION:  
O'KEEFE RANCH  
(0550-01)**

Tim Gibson, Finance and Marketing Manager, of O'Keefe Ranch was in attendance to present to Council a report regarding O'Keefe Ranch Activities and a preview of the 2020 Season as detailed in his PowerPoint presentation.

Key points include the 2019 highlights, the 2020 Capital Projects and an overview of their 2020 Season programming plans in light of the COVID-19 pandemic. To be successful, Mr. Gibson noted that donations, volunteers and community attendance would be appreciated.

**DEVELOPMENT  
VARIANCE PERMIT  
APPLICATION #00475  
FOR 180 WHISTLER  
PLACE  
(DVP00475)**

Moved by Councillor Fehr, seconded by Councillor Gares:

THAT Council support the development variance permit application to vary Section 4.16 of Zoning Bylaw #5000 in order to allow for subdivision and construction on portions of proposed lots with slopes in excess of 30% on Lot 1, Plan KAP33073, Sec 13, Tp 8, ODYD, Except Plans 36571, KAP47539, KAP47864, KAP50864, KAP52670, KAP60627, KAP67778, KAP75529, KAP76799, KAP78519, KAP80460, KAP81247, KAP82631, KAP85397, KAP86557, KAP87697, and KAP90546 (180 Whistler Place).

**Public Input –  
DVP#475**

*Mayor Cumming advised that public input for development variance applications would be received in **written form only** until the COVID-19 pandemic response physical distancing requirements are lifted by the Provincial Health Officer.*

The Corporate Officer advised that two (2) written submissions had been received:

- Email from R. Savoie dated June 7, 2020
- Email from K. and S. Ernst dated June 8, 2020

There being no further input, Mayor Cumming closed the public input for DVP #00475.

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

**Issuance of Permit  
#00475**

Moved by Councillor Mund, seconded by Councillor Gares:

THAT the Corporate Officer be authorized to issue Development Variance Permit #00475, for 180 Whistler Place to allow for subdivision and construction on portion of proposed lots with slopes in excess of 30% subject to **all conditions of Council being met.**

**CARRIED**

**COUNCIL INQUIRIES**

**FADED CROSSWALK  
MARKING**

Council Inquired in regard to a crosswalk, near the health unit on 15<sup>th</sup> Street, and noted that the painted bars were quite faded, making it difficult to see the crosswalk. **A. Admin:** Administration was aware of the crosswalk in question and the Transportation Technician would be on-site today to review the final mark-up to complete the painting. An admin update will be provided.

**BENCH OUTSIDE THE  
DOOR OF CITY HALL**

Council inquired as to whether a bench or chair could be placed outside the doors of City Hall for patrons, waiting in line, who may require it. **A. Admin:** Yes, chairs will be provided.

**PARKING TICKET  
WARNINGS**

Council inquired as to whether the City issues parking ticket warnings, particularly for vehicles that are out of province (tourists) **A. Admin:** Warning tickets are issued.

Council further remarked that perhaps ‘touristy’ areas could be determined and when a warning ticket is issued that it include information about some of the tourist attractions in Vernon, similar to examples in other jurisdictions. **A. Admin:** We will work with the Tourism department to develop literature to distribute with warning tickets. An admin update will be provided once a pamphlet is completed.

**FLOODING AND FIRE EMERGENCY PLANS**

Council inquired as to what the City's plans were with respect to managing displaced people, should flooding or fire occur, given that the Curling Rink facility is being used. **A. Admin:** The focus has been on dealing with the COVID-19 pandemic; however, the City's Emergency Operations Centre is actively working on flood and fire emergency plan and is well prepared. It was also noted that 55 creek locations are checked daily.

**COMPOSTING BIN**

Council inquired as to when the composting bin would be reinstated. It was originally supposed to be returned in March. **A. Admin:** It was decided not to move forward with the composting program, in light of the COVID-19 pandemic, due to the difficulty in managing the sanitizing of the touch points on the bin. A plan to manage the sanitation has now been determined and Administration has contacted Spa Hills about receiving compost. It is expected to be installed before the end of June.

**GRAFFITI ON FENCING AROUND THE FORMER SHELTER ON 33<sup>RD</sup> STREET**

Council inquire as to whether Administration could have the graffiti removed from the fencing around the former shelter located on 33<sup>rd</sup> Street. **A. Admin:** Administration will determine whether the property is privately owned and if it is, it will be the responsibility of the property owner to have it removed.

**ADMINISTRATION UPDATES**

**ADMINISTRATION UPDATES (0550-05)**

Moved by Councillor Quiring, seconded by Councillor Mund:

THAT Council receives the Administration Updates dated June 8, 2020.

**CARRIED**

**FLEET VEHICLE PURCHASE AS A RESULT OF A MOTOR VEHICLE ACCIDENT**

Council inquired as to whether there had been consideration to purchase a hybrid vehicle. **A. Admin:** When tenders are put forward, administration requests all model options to be considered in an effort to obtain hybrid vehicles. In this case, the replacement vehicle would be gas powered.

**UNFINISHED BUSINESS**

**SECOND CONSIDERATION OF REQUEST TO WAIVE REZONING APPLICATION CONDITION FOR 5000 20<sup>TH</sup> STREET (ZON00297)**

Moved by Councillor Anderson, seconded by Councillor Nahal:

THAT Council endorse the applicant's request to remove Council's required condition "that a Land Title Act Section 219 covenant be registered on title to ensure protection of the adjacent Blue Heron rookery during construction on the subject property" as part of the rezoning application ZON00297.

**WITHDRAWN**



Moved by Councillor Anderson, seconded by Councillor Nahal:

THAT Council defer consideration of the applicant's request to waive rezoning application condition "that a land Title Act Section 219 covenant be registered on title to ensure protection of the adjacent Blue Heron rookery during construction on the subject property" as part of the application to rezone 5000 20<sup>th</sup> Street from A3 – Rural Small Holdings to RH1 – Low Rise Apartment Residential 5000 20<sup>th</sup> Street (ZON00297) until such time that a second public hearing could be held to consider the applicant's request.

**CARRIED**, with Mayor Cumming and Councillor Fehr opposed.

**RESCIND 3<sup>RD</sup>  
READING**

- **Bylaw 5760**

Moved by Councillor Anderson, seconded by Councillor Quiring:

THAT Council **rescinds third reading** of "**5000 20<sup>th</sup> Street Rezoning Amendment Bylaw Number 5760, 2019**" a bylaw to rezone the subject property from A3 – Rural Small Holdings to RH1 – Low Rise Apartment Residential".

**CARRIED**

Moved by Councillor Anderson, seconded by Councillor Gares:

THAT Council directs Administration to issue a media release that advises the public of the additional Public Hearing for "**5000 20<sup>th</sup> Street Rezoning Amendment Bylaw Number 5760, 2019**" a rezoning application previously supported by Council subject to "a Land Title Act Section 219 restrictive covenant being registered on title to ensure protection of the adjacent Blue Heron rookery" during construction on the subject property; and advises the public that the applicant has requested that the Council waive the rezoning application condition of the Section 219 restrictive covenant.

**CARRIED**

**CONSUMPTION OF  
LIQUOR IN PUBLIC  
SPACES  
(6750-20)**

Moved by Councillor Anderson, seconded by Gares:

THAT the matter, Consumption of Liquor in Public Spaces, be deferred.

**WITHDRAWN**

Moved by Councillor Anderson, seconded by Councillor Mund :

THAT Council receive the memorandum titled “Consumption of Liquor in Public Spaces” and dated May 29, 2020, from the Economic Development Planner for information.

**CARRIED**, with Mayor Cumming and Councillors Fehr and Nahal opposed.

**ROAD CLOSURE –  
GRADUATION 2020  
EVENT  
(4000-02)**

Moved by Councillor Gares, seconded by Councillor Anderson:

THAT Council directs Administration to issue a Road Use Permit to School District No. 22 for the temporary closure of the 2400 Block of 30<sup>th</sup> Avenue, known locally as “Suicide Hill”, in order for the Graduation class of 2020 to re-create a tradition of Vernon Senior Secondary graduation class students painting the hill, subject to conditions stated in the Memorandum dated May 28, 2020, from the Manager, Protective Services;

AND FURTHER, that the Road Use Permit fee be waived, and administration arrange for closure of the road until September 4, 2020.

**CARRIED**

**MATTERS REFERRED**

THAT Council brings forward, as public information, the following motion **declassified** from confidential to non-confidential at the June 8, 2020, In Camera meeting:

**VERNON FARMERS’  
MARKET – REQUEST  
TO VARY CONTRACT  
(0000-2020)**

*‘THAT Council deny the request from the Vernon Farmers’ Market to waive or reduce the rental fee for the 2020 season as per the memorandum titled Vernon Farmers’ Market – Request to Vary Contract dated June 2, 2020 from the Director, Recreation Services.*

***CARRIED UNANIMOUSLY’***

**NEW BUSINESS**

Correspondence:

**COUNCIL  
DISCRETIONARY  
GRANT  
APPLICATIONS –  
APRIL 30 INTAKE  
(1850-20)**

Moved by Councillor Gares, seconded by Councillor Nahal:

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

1. THAT Council **deny** a Council Discretionary Grant to Abbeyfield House of Vernon Society in the amount of \$7,300 as the City has limited funds for disbursement.
2. THAT Council **deny** a Council Discretionary Grant to Archway Society for Domestic Peace in the amount of \$10,000 as the City has limited funds for disbursement.
3. THAT Council **deny** a Council Discretionary Grant to Community Recreational Initiatives Society in the amount of \$20,000 as the City has limited funds for disbursement.
4. THAT Council **deny** a Council Discretionary Grant to FASD Okanagan Valley Assessment and Support in the amount of \$14,000 as the City has limited funds for disbursement.
5. THAT Council **deny** a Council Discretionary Grant to the Food Action Society of the North Okanagan in the amount of \$24,000 as their application is incomplete.
6. THAT Council **deny** a Council Discretionary Grant to Helping Out People Exploited in the amount of \$5,000 as the City has limited funds for disbursement.
7. THAT Council **deny** a Council Discretionary Grant to Helping the Homeless Foundation in the amount of \$87,630 as their application is incomplete and they are not a registered society.
8. THAT Council **deny** a Council Discretionary Grant to Legacy Apartments Seniors Complex of no specified amount as their application is incomplete.
9. THAT Council **deny** a Council Discretionary Grant to MADD Central Okanagan in the amount of \$1,500 as the City has limited funds for disbursement.
10. THAT Council **deny** a Council Discretionary Grant to NexusBC Community Resource Centre in the amount of \$15,000 as the City has limited funds for disbursement.
11. THAT Council **approve**, on a one-time basis, a Council Discretionary Grant to North Okanagan Cycling Society in the amount of \$5,000 to assist with funding the completion of a mountain bike trail in Kalamalka Provincial Park.
12. THAT Council **approve**, on a one-time basis, a Council Discretionary Grant to North Okanagan Optimist Club in the amount of \$3,300 to assist with the purchase and construction of two playground boxes within City of Vernon boundaries.

13. THAT Council **approve**, on a one-time basis, a Council Discretionary Grant to North Valley Gymnastics in the amount of \$4,000 to assist in purchasing new gym equipment.
14. THAT Council **approve**, on a one-time basis, a Council Discretionary Grant to Powerhouse Theatrical Society in the amount of \$5,000 to assist with production expenses to host free special performances to local schools.
15. THAT Council **deny** a Council Discretionary Grant to Schubert Centre Society in the amount of \$10,000 as the City has limited funds for disbursement.
16. THAT Council **deny** a Council Discretionary Grant to the Silver Star Freestyle Club in the amount of \$7,500 as the City has limited funds for disbursement.
17. THAT Council **deny** a Council Discretionary Grant to the Vernon & District Family History Society in the amount of \$5,000 as the City has limited funds for disbursement.
18. THAT Council **deny** a Council Discretionary Grant to the Vernon Elks Lodge in the amount of \$10,000 as the City has limited funds for disbursement.
19. THAT Council **deny** a Council Discretionary Grant to Vernon Folk Roots Music Society in the amount of \$7,000 as the City has limited funds for disbursement.
20. THAT Council **approve**, on a one-time basis, a Council Discretionary Grant to the Vernon Girls Trumpet Band Alumni Association for \$6,375 of the \$11,000 requested, to purchase jackets and hats;  
  
AND FURTHER, that it be noted that this approval was granted as this is a newly formed society and that future Discretionary Grant applications must include the registered society number and complete financial information.
21. THAT Council **approve**, on a one-time basis, a Council Discretionary Grant to the Vernon Rowing and Dragon Boat Club in the amount of \$1,000 to assist with expanding the current dock.
22. THAT Council **deny** a Council Discretionary Grant to the Vernon Ski Club in the amount of \$5,000 as the City has limited funds for disbursement.

**CARRIED**

**AMENDMENT TO  
COUNCIL  
DISCRETIONARY  
GRANTS POLICY  
(1850-01)**

Moved by Councillor Gares, seconded by Councillor Fehr:

THAT Council supports the Finance Committee recommendation and directs Administration to make the following amendments to the Council Discretionary Grant Policy:

- Awarded Grant monies include a 'spend and report' component within two years of being awarded;
- The Finance Committee will check with applicants within twelve months to ensure the awarded grant monies will be spent;
- Applicants who receive grants must disclose what the grant monies were spent on, and if no money was spent, the grant monies must be returned within two years; and
- If the above rules are not followed, the organization receiving the grant monies, will be banned from making future Council Discretionary Grant application.

**CARRIED**

**PROVINCIAL TOURISM  
FUNDING  
(6901-01)**

Moved by Councillor Mund, seconded by Councillor Nahal:

THAT Council receive the memorandum titled "Provincial Tourism Funding", dated May 25, 2020, by the Manager, Economic Development and Tourism, for information.

**CARRIED**

**RCMP – EARNED  
RETIREMENT  
BENEFITS  
(7400-30 2020)**

Moved by Councillor Anderson, second by Councillor Mund:

THAT Council authorize the Mayor, to execute a letter to the Solicitor General and the President of UBCM, stating the City of Vernon's disappointment with lack of advance notice through the Local Government contract Management Committee (LGCMC) regarding the letter of May 14, 2020, from the ADM and Director of Police Services, and that the City of Vernon would expect the LGCMC be kept up to date on Collective Agreement negotiations such that the City may reasonably budget for policing costs into the foreseeable future.

**CARRIED**

**COUNCIL STRATEGIC  
PLAN 2019 – 2022  
UPDATE  
(0530-05)**

Moved by Councillor Quiring, seconded by Councillor Anderson:

THAT Council receive the Council Strategic Plan 2019 – 2022 June 2020 Update as attached to the memo titled *Council Strategic Plan 2019 – 2022 Update* dated June 3, 2020 and respectfully submitted by the Director, Community Infrastructure and Development.

**CARRIED**

**ADDITIONAL  
OPERATOR REQUEST  
– VERNON WATER  
RECLAMATION  
CENTRE  
(5221-05)**

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT Council receive the Internal Memorandum, dated June 2, 2020 titled Additional Operator Request and that Council approves the requested operator position, for the Water Reclamation Centre, at a cost of \$102,000 per annum (loaded) with the source of funds being sewer revenues.

**CARRIED**

Reports:

**OKANAGAN LANDING  
SANITARY SEWER  
SERVICING PROCESS  
(5340-09)**

Moved by Councillor Anderson, seconded by Councillor Mund:

THAT Council endorse moving forward with the recommended servicing strategy (Option 2b) to provide sewer service to properties in the Okanagan Landing Sanitary Sewer Service Area #1 and Service Area #2 as described in the report titled "Okanagan Landing Sanitary Sewer Servicing Process", dated May 19, 2020 from the Manager, Infrastructure and Municipal Tech III, Infrastructure.

**CARRIED**

*Councillor Nahal left the meeting at 3:11pm and returned at 3:13 pm.*

**CLIMATE ACTION  
PLANNING – UPDATE  
AND RECOMMENDED  
PRIORITY 2021  
STRATEGIC PLAN  
AND BUDGET  
ACTIONS  
(0540-20)**

Moved by Councillor Quiring, seconded by Councillor Fehr:

THAT Council direct Administration to embed priority Climate Actions, presented in the report titled "Climate Action Planning – Update and Recommended Priority 2021 Strategic Plan and Budget Actions" dated May 29, 2020 from the Long Range Planner, into the 2021 Budget and Action Plan Discussions as follows:

Action 1-1a: Embed a climate ready framework into decision-making, procurement, and policy development processes.

Action 1-2b: Develop a climate-ready staff training and

- awareness program.
- Action 2-1a: Complete the Flood Hazard Mapping Study and update Floodplain Construction Level policies and amend bylaws to reflect.
- Action 2-1b: Update the Community Wildfire Protection Plan in the context of climate change.
- Action 2-1d: Establish a City corporate fleet policy transitioning all vehicle and equipment purchases to low or zero-emissions. (Note: additional future costs would be the difference between electric vehicles and fuel vehicles combined with charging infrastructure).
- Action 2-1e: Review City waste management practices and pursue community composting program options.
- Action 2-2a: Investigate implementation of a Natural Asset Management Inventory and Costing Policy.
- Action 2-2b: Implement the recommendations from the Drainage Infrastructure Prioritization Study.
- Action 2-3a: Review and update the Emergency Management Plan to include climate hazards and convergent events.
- Action 3-2b: Eliminate network gaps and quickly create a safe network of routes for walking, cycling, and other forms of zero-emission mobility by constructing the infrastructure projects in addition to the projects already proposed in the 2020 Rolling 4 Year Capital Plan.
- Action 3-2c: Update the Pedestrian and Bicycle Master Plan to align with the goals and targets in the Climate Action Plan.
- Action 3-3d: Require that all new residential buildings are built to have 100% of parking spaces to be EV ready and review ways to expand charging requirements to include other e-mobility options.
- Action 4-2b: Update the City's tree protection bylaw and landscaping bylaw.
- Action 5-1a: Adopt the BC Energy Step Code to Step 1 in 2020 and Step 2 in 2021.
- Action 5-2b: Develop a building retrofit program to support residents to be more resilient to climate change, reduce energy costs over time, and reduce greenhouse gas emissions by improving building efficiency and installing low carbon energy systems.
- Action 6-1b: Integrate climate resilience into Vernon's Economic Development Strategy to ensure that local businesses are prepared for disruptive and unexpected events, and that seasonal sectors are prepared for the impacts of a changing

- climate.
- Action 6-1c: Advance buy local campaign, to build the network of local businesses, and manufacturers.
- Action 7-1c: Develop policies and programs to facilitate small-scale gardening and local food production on public and private lands.
- Action 8-1a: Utilize the City’s communication channels to provide climate-related information (for example heat response, clear air locations, and food supply) and utilize connections with existing community groups, particularly those working with vulnerable populations
- Action 8-1b: Develop a program to facilitate social-connection, information sharing, climate awareness, and climate-response activities amongst City residents at the neighbourhood scale.

AND FURTHER that Council directs Administration to bring forward the results of the summer Climate Action Plan Public Engagement in the fall of 2020 for budget consideration.

**CARRIED**

**REZONING  
APPLICATION FOR  
1800 PHOENIX DRIVE  
(ZON00300 / 3360-20)**

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT Council support the application to rezone Amended Lot G (SEE DD 216774F) Sections 13 and 24 Township 8 ODYD Plan 1362 Except Plans 28422, 36541, KAP82631, KAP84094, KAP90431, EPP38363 And EPP72337 (1800 Phoenix Drive) within the Foothills Neighbourhood from A2 (Rural – Large Holdings) and R2 (Large Lot Residential) to HR1 (Hillside Residential Single and Two Family), HR2 (Hillside Residential Multi-Family), and P1 (Parks and Open Space);

AND FURTHER, that prior to adoption of a zoning amendment bylaw:

- a) Registration of a Section 219 “No Disturb” Covenant on the remnant parcel (lands beyond Phase 1 as shown in Attachment 7) that would restrict future subdivision or any development until the approval of a pre-plan, consistent with the Foothills Neighbourhood Plan, that would identify the location of a future road network that specifically connects with Mountridge Drive to the north and generally to the road network to the east, respects sensitive areas including seasonal water bodies or drainage courses, and provides for future parks and trail connections;



- b) Registration of a Section 219 covenant requiring that as a condition of future subdivision, the applicant provide appropriate land for and construct at their cost a trail network in general accordance with the trail network shown in the Foothills Neighbourhood Plan;
- c) Registration of a Section 219 covenant requiring that as a condition of future subdivision, the applicant convey undevelopable lands contiguous with the areas proposed to be zoned park and containing both high ESA areas and areas of slope greater than 30% to the City without compensation;
- d) Registration of a 50 metre radius no-build and no-disturb covenant for the area surrounding the archaeological site;
- e) Confirmation of the downstream capacity of the existing drainage system to handle flows from the proposed development
- f) The applicant provide geotechnical information regarding slope, soil and hydrogeological conditions along the edge of the environmentally sensitive area in Phase 1 of the proposed development, including recommendations regarding the location of final lot lines, a no disturb covenant, and safe building setbacks in this area;
- g) Submission of Subdivision and Environmental Development Permit applications for Phase 1 of the development including design of on-site and off-site works and services necessary to service the first phase of development and receipt of a supportable subdivision layout to the satisfaction of the Approving Officer; and
- h) Finalization of a traffic impact assessment which details any necessary off-site improvements as a result of the proposed development and registration of any necessary covenants restricting development phases until such improvements are complete.

**CARRIED**

Moved by Councillor Anderson, seconded by Councillor Gares:

**HERITAGE  
RESTORATION  
GRANT APPLICATION  
FOR 1705 32<sup>ND</sup>  
AVENUE  
(HSG00006)**

THAT Council approve a grant for \$5,000 to the owner of the property at 1705 32<sup>nd</sup> Avenue for eligible works constructed during 2020 as per the Heritage Restoration Grant Program.

**CARRIED**

**VERNON FIRE  
RESCUE SERVICES  
RESOURCE  
ASSIGNMENT TO  
PROVINCIAL  
WILDLAND URBAN  
INTERFACE FIRE  
PROTECTION  
(7010-0000)**

Moved by Councillor Quiring, seconded by Councillor Fehr:

THAT Council authorize the Fire Chief to assign fire apparatus and firefighters to leave the service area, while maintaining operational readiness, controlling costs and with risk management measures in place, to provide Provincial wildland urban interface fire protection, effective the date of the resolution and throughout the remainder of 2020;

AND FURTHER that the Fire Chief will advise the CAO or Mayor at the earliest opportunity of the deployment.

**CARRIED**

**LEGISLATIVE MATTERS**

Bylaws:

**ADOPTION**

- 5816

Moved by Councillor Anderson, seconded by Councillor Gares:

THAT Bylaw #5816, “**3610 25<sup>th</sup> Avenue Housing Agreement Bylaw No. 5816, 2020**”, a bylaw to authorize a Housing Agreement for 3610 25<sup>th</sup> Avenue, **be adopted.**

**CARRIED**

- 5786

Moved by Councillor Gares, seconded by Council Fehr:

THAT Bylaw #5786, “**3610 25<sup>th</sup> Avenue Rezoning Amendment Bylaw Number 5786, 2019**”, a bylaw to amend the City of Vernon Zoning Bylaw Number 5000, **be adopted;**

AND FURTHER, that the Corporate Officer be authorized to issue Development Variance Permit #00445, for 3610 25<sup>th</sup> Avenue to vary the Subdivision and Development Servicing Bylaw #3843 to increase the maximum combined access width of 8m for two access points, once all **conditions of Council have been met.**

**CARRIED**

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

- 5820

Moved by Councillor Mund, seconded by Council Quiring:

THAT Bylaw #5820, “**1800 Phoenix Drive Rezoning Amendment Bylaw Number 5820, 2020**”, a bylaw to rezone lands from “A2 – Rural Large Holdings” and “R2 – Large Lot Residential” to “HR1 – Hillside Residential Single and Two Family” and “HR2 – Hillside Residential Multi-Family” and “P1 – Parks and Open Space”, **be read a first and second time;**

AND FURTHER, that the **Public Hearing** for Bylaw #5820, be

scheduled for **Monday, July 20**, at **5:30 pm**, in the Vernon Recreation Centre Auditorium, 3310 37<sup>th</sup> Avenue.

**CARRIED**

**COUNCIL INFORMATION UPDATES**

**Councillor Scott Anderson:**

**NOTICE OF MOTION**

Councillor Anderson advised of a Notice of Motion to be brought forward to the Council meeting scheduled on June 22, 2020 regarding a request to the Province to end the State of Emergency as soon as possible.

Councillor Anderson had no further report.

**Councillor Kari Gares:**

**MEETING/EVENT ATTENDANCE**

Councillor Gares reported that she had attended the following:

- Chamber of Commerce
- Regional Growth re: Housing Needs Assessment

**Councillor Kelly Fehr:**

**MEETING/EVENT ATTENDANCE**

Councillor Fehr reported that he had attended a meeting of the Greater Vernon Advisory Committee.

**Councillor Brian Quiring:**

**MEETING/EVENT ATTENDANCE**

Councillor Quiring reported that he had attended the Downtown Vernon Association’s Annual General Meeting via Zoom.

**Councillor Akbal Mund:**

**REOPENING OF BUSINESSES**

Councillor Mund remarked that he was pleased to see the reopening of several businesses and requested that the community have patience with these businesses as they adapt to the physical distancing and other requirements of the Public Health Officer.

**Councillor Dalvir Nahal:**

Councillor Nahal did not have a report.

**Mayor Victor Cumming:**

**MEETING/EVENT ATTENDANCE**

Mayor Victor Cumming reported his attendance at various meetings and events as follows:

- Participated in a number of interviews with various media outlets
- Bi-weekly telephone meeting the Minister of Municipal Affairs and Housing

- Viewed a webinar hosted by Lidstone and Company
- Presented keys to a new family home together with Habitat for Humanity
- Met with the Manager, Economic Development and Tourism and FreshCo Representatives – FreshCo is expected to open before the end of June
- Attended a Finance Committee meeting
- Meeting with Dr. Gordon Lovegrove regarding a hydrogen powered 'speeder' that UBC Okanagan engineering students were building
- Attended the Okanagan Basin Water Board meeting
- Attended the Greater Vernon Advisory Committee meeting

**NOTICE OF MOTION –  
COUNCILLOR MUND**

Moved by Councillor Mund, seconded by Council Quiring:

WHEREAS Gasoline prices in the Okanagan have remained consistently over \$1.00 per litre and Lower Mainland gasoline prices were approximately \$0.84 per litre, this including the transit tax levy;

BE IT RESOLVED THAT the Mayor be authorized to send a letter to the Premier of British Columbia requesting an investigation of price gouging as it pertains to gasoline prices in the Okanagan versus the Lower Mainland.

**CARRIED**

**INFORMATION ITEMS**

Council received the following information items:

- A. Minutes from the following Committees of Council:
- (i) Finance, November 28, 2019
  - (ii) Advisory Planning, May 12, 2020
  - (iii) Board of Variance, March 5, 2020

**RECESS**

Mayor Cumming recessed the Regular Open Meeting of the Council of the Corporation of the City of Vernon at 3:35 pm.

**RECONVENE**

Mayor Cumming reconvened the Regular Open Meeting of the Council of the Corporation of the City of Vernon at 5:35 pm.

PRESENT: Mayor V. Cumming

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

Staff: W. Pearce, Chief Administrative Officer  
P. Bridal, Deputy CAO / Director, Corporate Services  
K. Austin, Manager, Legislative Services  
K. Flick, Director, Community Infrastructure and Development  
C. Broderick, Manager, Current Planning/Approving Officer  
K. Chamberlain, Planning Assistant  
S. Wright, Manager, Recreation Programs  
S. Melenko, Information Technician

Others: None

**THIRD READING**

- 5802

Moved by Councillor Mund, seconded by Councillor Gares:

**THAT Bylaw #5802, "9188 Tronson Road Rezoning Amendment Bylaw Number 5802, 2020" be read a third time.**

**CARRIED**

**CLOSE**

Mayor Cumming closed the Regular Open Meeting of the Council of the Corporation of the City of Vernon at 5:36 pm.

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Mayor

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

THE CORPORATION OF THE CITY OF VERNON

**RECORD OF A PUBLIC HEARING OF COUNCIL  
HELD MONDAY, MAY 25, 2020, VERNON RECREATION CENTRE AUDITORIUM  
3310 – 37<sup>TH</sup> AVENUE, VERNON, B.C.**

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PRESENT: Mayor Cumming

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

Staff: W. Pearce, CAO  
P. Bridal, DCAO / Director, Corporate Services  
K. Austin, Manager, Legislative Services  
S. Blakely, Manager, Legislative Services (Ret.)  
K. Flick, Director, Community Infrastructure and Development  
C. Broderick, Manager, Current Planning/Approving Officer  
K. Chamberlain, Planning Assistant  
S. Wright, Manager, Recreation Programs  
S. Melenko, Information Technician  
C. Poirer, Manager, Communications and Grants

Others: Members of the Public

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Mayor Cumming called the Public Hearing to order at 5:30 p.m.

Mayor Cumming outlined the procedures to be followed.

Corporate Officer, Patti Bridal, advised that Notice of the Public Hearing was published in the **May 14 and May 21, 2020** issues of the Morning Star Newspaper, as required by the *Local Government Act*.

Administration provided a brief overview of the application.

Prior to the Public Hearing, 13 written submissions were received.

Date	Name
May 13, 2020	Mike and Colleen Lindsay
May 19, 2020	Reiner Stass
May 20, 2020	Bill and Michelle Crum
May 22, 2020	Viktor and Irina Arnaoutova
May 22, 2020	Ariel Rose, submission was not related to subject property and staff has provided information to Ms. Rose.
May 23, 2020	Clint and Bev Buhr
May 24, 2020	Heinrich Metzger and Claudia Mueller
May 24, 2020	Heinrich Metzger, Procom Industries Corp.
May 24, 2020	Danielle Lindholm

May 24, 2020	Carl and Marianne Clayton
May 24, 2020	Carrie Greene
May 25, 2020	Lew Rossner, President, Strata Plan CAS1371 (Phoenix Estates)
May 25, 2020	Lew and Midge Rossner

Mayor Cumming called a first time for representation from the public in attendance with regard to "9188 Tronson Road Rezoning Amendment Bylaw Number 5802, 2020":

SPEAKER NAME	COMMENTS
Mike Lindsay	<p>Mr. Lindsay spoke directly to his letter, which was part of the package submitted to Council on May 25, 2020. Key points included:</p> <ul style="list-style-type: none"> <li>• The development is not in the best interest of the community</li> <li>• Understands the financial benefits to the developer and the City</li> <li>• What is the City's priority: money or community?</li> <li>• Request to have the entire property rezoned to R2</li> <li>• Phoenix Estates has a building scheme, one house per lot, and permits rentals, the new development</li> <li>• Increase units/density will devalue the community</li> <li>• Would support R5 if there were restrictions to prohibit rentals, require a building scheme, require hidden RV/boat storage, regulate parking, ensure no car repairs on lots, tree retention, green buffers and cost sharing agreement for maintenance of the gate and snow removal/road sanding</li> </ul> <p>Council inquired as to whether there were covenants on the subject property that would restrict rentals and whether there had been discussion regarding RV/boat storage? <b>A. Admin:</b> Answered no to both questions.</p> <p>Council inquired about the shared gate. <b>A. Admin:</b> In order to subdivide, street frontage would be required (Tronson Road) so the access would require use of the shared gate, which is partially located on the subject property, which will require a variance and an access agreement.</p>
Lew Rossner, President and Representing Strata Plan KAS1371, (Phoenix Estates)	<p>Mr. Rossner spoke directly to his letter, which was part of the package submitted to Council on May 25, 2020. Key points included:</p> <ul style="list-style-type: none"> <li>• President for 20 years</li> <li>• Aware of history of the formation of Phoenix Estates going back to 1994</li> <li>• Water and sewer are supplied by Corix, not the City of Vernon</li> <li>• Phoenix estates has a total of 50, R1 lots of which all but 6 have been developed</li> </ul>

	<ul style="list-style-type: none"> <li>• Concerned that there was little notice of the development and no contact with the Strata Council</li> <li>• Couldn't discuss the matter as a Strata Council because the Strata Act requires two-weeks' notice to members to convene a meeting</li> <li>• Organized a Zoom meeting on May 18, 2020 with the applicant/developer</li> <li>• Strata has an AGM scheduled for June 4, 2020 to hear from owners and they hope to hear from their owners as to how they wish the strata to proceed in this matter</li> <li>• Request that the comment period be extended to Friday, June 5, 2020 to be able to provide comments</li> </ul> <p>Council inquired as to when the notices were sent out. <b>A. Admin:</b> Letters were sent to 90 property owners on May 8, 2020 and signage was posted on the property on May 10, 2020.</p> <p>Council inquired if it would be possible to extend the period to receive written submissions to June 5, 2020. <b>A. Admin:</b> It would be possible and if there were to be an extension, Administration recommends June 8, 2020 to reconvene the meeting.</p>
Lew Rossner	<p>Mr. Rossner, speaking on behalf of himself and his wife, spoke directly to their letter, which was part of the package submitted to Council on May 25, 2020. Key points included:</p> <ul style="list-style-type: none"> <li>• Would like the subject property to be zoned either R1 or R2 and invited Council to view the property in question to see the impact it would have on the existing properties</li> <li>• Would support R2, with one lot and single home and R5, with a maximum of two triplex units subject to the conditions outlined in his letter</li> <li>• Was concerned to hear from the applicant of his plans to store Boats and RVs on the north end of the development.</li> </ul>

Mayor Cumming called a second time for representation from the public in attendance with regard to "9188 Tronson Road Rezoning Amendment Bylaw Number 5802, 2020":

SPEAKER NAME	COMMENTS
Brent Holomis, Applicant	<ul style="list-style-type: none"> <li>• Submitted application in October 2019 and hoped there would be no further delays</li> <li>• C6 zoning permits a variety of uses and up to 48 units</li> <li>• Timelines were reviewed and requirements were met</li> <li>• Letter sent out on May 8 and the sign was installed on May 10</li> <li>• Participated in the Zoom scheduled by the Strata Council on May 18, 2020, on two-hours' notice</li> </ul>



	<ul style="list-style-type: none"> <li>• The President of the Strata indicated they were not notified and it was his understanding that notifying the Strata was not a requirement.</li> <li>• Disagreed that there would be a negative impact to the surrounding community</li> <li>• Believes it will be an improvement</li> <li>• Disagreed with comments that the property value would be reduced, noted that the triplex is valued at \$1.5 million, being above the average of neighbouring home values</li> <li>• Road access is provided from the current road over the front of the property, as confirmed by the applicant's lawyer</li> <li>• The gate location to the strata is in the wrong location, and it is actually located on his property, which is why he has offered to cost share with the current strata (has the right to have it removed)</li> <li>• Lot has been vacant a long time and the proposal makes good use of the property and will build additional residential homes not just commercial</li> <li>• The no-covenant subdivision is complicated. The covenant was registered when the land was one parcel, then it was subdivided, but the covenant was left on the subdivided lot in error or due to an oversight</li> <li>• Not sure why the community would not want to eliminate the C6 zone given the variable capability of what could be developed.</li> <li>• Requires a certain number of units to make the numbers work and is willing to work with the Strata</li> </ul> <p>Council inquired was the existing zoning industrial and how would the proposal affect water supply? <b>A. Admin:</b> Yes, light industrial. Water is supplied by Corix and as part of the referral process they have approved.</p> <p>Council inquired as to how many units could be on the property with the current C6 zoning. <b>A. Applicant.</b> Approximately 48 units.</p> <p>Council inquired about the concern expressed regarding rental and was the applicant prepared to take measures to prohibit them. <b>A. Applicant:</b> Did not believe a restrictive covenant prohibiting rentals could be registered; however, if the units were a strata, a strata bylaw could be adopted to prohibit them.</p>
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Mayor Cumming called a third and final time for representation from the public in attendance with regard to "9188 Tronson Road Rezoning Amendment Bylaw Number 5802, 2020":

SPEAKER NAME	COMMENTS
Lew Rossner	<ul style="list-style-type: none"> <li>• Thanked the applicant for attending the May 18, 2020 Zoom meeting</li> </ul>

	<ul style="list-style-type: none"> <li>Indicated that his challenge was that he couldn't speak for the Strata without direction from the Strata Council and for this reason he requested an extension of the comment period.</li> </ul> <p>Council inquired about the access for emergency vehicles. <b>A. Admin:</b> Through the referral process the proposal was vetted and the proposal would generate less traffic than what could be developed in the C6 Zone. It was also noted that any development on Tronson Road takes into consideration, for emergency vehicles</p> <p>Council inquired if there was a building scheme registered on title for Phoenix Estates? <b>A. Admin:</b> Would have to check the title, but it seems likely there is one given the design of the community.</p> <p>Council inquired if this proposal would be considered a 'down zoning'? <b>A. Admin:</b> Typically, a commercial zone is a higher order zone and the C6 Zone is quite generous in its variable uses, so perhaps it could be considered that way.</p>
<p>Brent Holomis, Applicant</p>	<ul style="list-style-type: none"> <li>Asked if he would be able to withdraw his application if Council did not grant the rezoning? <b>A. Admin:</b> Yes, and the existing C6 zoning would remain intact</li> </ul>
<p>Wilf Mulder</p>	<ul style="list-style-type: none"> <li>Asked if the rezoning was approved, would Council have final approval on the form and character of the design of the triplexes? <b>A. Admin:</b> Building permits do not come before Council; Administration would work with the applicant to ensure the building design is acceptable</li> <li>Invited Council to view the subject property to see how it could impact the neighbourhood</li> </ul>
<p>Donna Danes</p>	<ul style="list-style-type: none"> <li>Noted that the applicant said that multi-units were not uncommon in the area and wished to clarify whether he meant not uncommon in the area of this neighbourhood or not uncommon in the City of Vernon? <b>A. Applicant:</b> Meant not uncommon in the neighbourhood; on Peregrine way there was a duplex, four-plex and six-plex</li> <li>Ms. Danes asked if the development was part of Phoenix Estates or adjacent to it? <b>A. Admin:</b> The development was separate from Phoenix Estates but would share an access road.</li> </ul> <p>Council inquired about the deadwood on the subject property. <b>A. Admin:</b> Confirmed there were a lot of trees, including deadwood, on the subject property and that FireSmart Crews had been in the area approximately one year ago to address this.</p>

**ADJOURN:**

There being no further representations, Mayor Cumming adjourned the Public Hearing for:

**A. "9188 Tronson Road Rezoning Amendment Bylaw Number 5802, 2020"**

The Public Hearing was **recessed** at 6:37 pm, to be **reconvened** at 5:30 pm on June 8, 2020 at the Vernon Recreation Centre Auditorium, 3310 – 37<sup>th</sup> Avenue, at which time **only written submissions received by 4:00 pm on June 5, 2020**, would be considered.

**RECONVENE – JUNE 8, 2020 5:30 PM:**

**PRESENT:** Mayor Cumming

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

Staff: W. Pearce, CAO  
P. Bridal, DCAO / Director, Corporate Services  
K. Austin, Manager, Legislative Services  
K. Flick, Director, Community Infrastructure and Development  
C. Broderick, Manager, Current Planning/Approving Officer  
K. Chamberlain, Planning Assistant  
S. Wright, Manager, Recreation Program  
S. Melenko, Information Technician

Others: None

Mayor Cumming reconvened and called the Public Hearing to order at 5:30 p.m.

Mayor Cumming outlined the procedures to be followed.

Corporate Officer, Patti Bridal, advised that since May 25, 2020 and up to 4:00 pm on June 5, 2020, five written submissions were received.

Date	Name
May 26, 2020	Debra and Darryl Tamagi
May 27, 2020	Alan and Margaret Anderson
June 1, 2020	Hank and Maggie Bangma
June 1, 2020	Andrew Allen
June 5, 2020	Lew Rossner, President, Strata Plan KAS1371

Mayor Cumming invited Council to ask questions of Administration; there were none.

**ADJOURN:**

There being no further questions, Mayor Cumming closed the Public Hearing for:

**"9188 Tronson Road Rezoning Amendment Bylaw Number 5802, 2020"**

**CLOSE:**

The Public Hearing was closed at 5:34 pm.

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Mayor

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

**ADMINISTRATION UPDATES**  
**June 22, 2020 REGULAR COUNCIL MEETING**

File: 0550-05

**CORPORATE SERVICES**

**Downtown Mobile Security Patrol 1 Month Update**

The downtown mobile security patrol began May 1, 2020 and has been operating daily from 11p.m. to 7a.m. with a primary duty to observe, record, report occurrences within the downtown core business improvement area (BIA) focusing on City streets, lanes, downtown parks, bus exchange and public washrooms. There were 78 recorded occurrences in the BIA throughout the month of May and all 78 occurrences were SEPTA related. The security patrol observed and recorded 47 occurrences on streets, lanes, downtown parks, bus exchange and public washrooms where recorded observations consisted of street entrenched individuals overnighing on benches, in lanes or loitering in and around the public washrooms. The remaining 31 occurrences were observed on private property where street entrenched individuals were observed in entrance way alcoves and private parking spaces adjacent to lanes. There were 2 occurrences where the security patrol observed individuals trying to enter a boarded up home and reported the observation to Police for attendance.

**COMMUNITY INFRASTRUCTURE AND DEVELOPMENT SERVICES**

**Park on the Former Civic Arena Site (3007 37<sup>th</sup> Avenue)**

The project involves the design and construction of a new community park at the former Civic Arena site as per the City's Official Community Plan, Parks Master Plan, and City Centre Neighbourhood Plan. Public engagement paused due to COVID-19 however a survey has been launched to gather public input on design concepts and will be live until early July. Detailed design of the park will proceed over the summer, with site preparation anticipated to begin as early as fall 2020. Construction commencement will be limited by the completion of the 30 Street Connector project, which has been delayed due to railroad crossing construction challenges.

**Canadian Lakeview Estates (Deer Park) (9192 Tronson Road)**

This project will improve the existing Deer Park. Work on this project has begun with engagement of the local community association and development of a concept for upgrading the park (underway). Engagement with the community is planned in early July 2020. Construction will commence late August 2020 with completion anticipated late fall 2020.

**DND Washroom Renovation**

This project involves interior renovations to the washrooms at the DND grounds playing fields to bring them to a standard similar to those at Paddlewheel Park in appearance and vandal-resistance. The contract for design on this project has just been awarded to an architectural consultant. Construction completion is anticipated late fall 2020.

**Trail Connection – Whitecourt Place to Foothills Place**

Connection with a trail including stairs in the steep lower portion. Planning and design are currently underway and should be completed June 29, 2020, with construction beginning in mid-August for completion by the end of September 2020.

**Marshall Fields Playground**

This project involves design and construction of a playground near the soccer fields. It will begin later in 2020. Completion anticipated spring 2021.

**Pottery Ravine Park Upgrade (1604 18<sup>th</sup> Avenue)**

This project will improve the existing playground structure and enhance the existing park, including the replacement of a collapsing vertical log retaining wall. Work on this project will begin later in 2020. Completion anticipated fall 2021.

**15<sup>th</sup> Avenue Storm Rehabilitation (Highway 97 to Vernon Creek)**

Surface works and underground utilities construction on 15<sup>th</sup> Avenue are underway. Completion is planned for the fall of 2020. The connection to Vernon Creek will occur in August/September. The project is on schedule and on budget.

**High-Strength Waste Conveyance Line**

Engineering design is complete. Construction tendering is in progress and the tender close date was June 11, 2020. Construction is expected to start in the summer of 2020 with completion in summer of 2021 prior to commissioning of the high strength waste plant at the Vernon Water Reclamation Center (VWRC).

**Sewer Force Main Twinning Project (VWRC to Tronson Road)**

Engineering design is 85% complete. Construction tendering is planned for June 2020. Construction is expected to take place in the summer of 2020, however, the contract will allow 2021 completion to encourage competitive tendering.

**48<sup>th</sup> Avenue (32<sup>nd</sup> Street to 29<sup>th</sup> Street) Drainage and Road Rehabilitation**

On the south side of 48<sup>th</sup> Avenue, storm works, road base and curbing are complete. On the north side of 48<sup>th</sup> Avenue there is single lane traffic each way. The bottom lift pavement is scheduled for June 19 with landscaping to follow. Additional road work through the Anderson Way intersection has started. The project remains on budget and on schedule with completion anticipated before the end of July 2020.

**29<sup>th</sup>/30<sup>th</sup> Street Transportation Corridor (39<sup>th</sup> Avenue Intersection)**

Curbing has been completed on 29<sup>th</sup> Street and the multi-use path is taking shape. Paving is tentatively scheduled for the week June 20 for 29<sup>th</sup> Street and the section of 30<sup>th</sup> Street from 37<sup>th</sup> to 39<sup>th</sup> Avenue. The multi-use path is also scheduled to be paved at this time. The project team continues to advance the project and is working towards a plan to schedule the work around the railway issues. The railway crossing pads have been delivered to site. The project is under budget.

**PV Road (BX Creek to 48<sup>th</sup> Avenue)**

The tender closed June 18 and is in the budget review phase. Construction is planned to start in late July and be completed in October 2020.

**32<sup>nd</sup> Avenue Rehabilitation (33<sup>rd</sup> Street to 35<sup>th</sup> Street)**

The 32<sup>nd</sup> Avenue Reconstruction Project (between 33<sup>rd</sup> Street and 35<sup>th</sup> Street) is scheduled to begin June 15. The project includes rehabilitation of approximately 285 m of road, water main, storm sewer, and sanitary sewer replacement. The project also includes some sidewalk replacement and upgrades, and a new traffic signal at the 32<sup>nd</sup> Avenue and 34<sup>th</sup> Street intersection.

Throughout construction, there will be full road closures of sections along 32<sup>nd</sup> Avenue, which will take place in stages. Detours will be available on 31<sup>st</sup> Avenue and 35<sup>th</sup> Avenue. Access to area businesses will remain open to pedestrians. Construction is expected to be completed in October 2020.

**BX Creek Sediment Control Structure**

The Procurement Team has issued a Request for Proposals that closes on June 23, 2020 to hire an engineering consultant to complete the design.

**2020 Sustainability Grants Program**

Council renewed the Sustainability Grants program for 2019 and 2020 on February 11, 2019. 2020's program will begin accepting applications from now until August. Recipients who are successful in their grant application will be notified in August, and have until June 2021 to work on their projects.

**Compost Bins Update**

As reopening plans continue to progress through BC, the City is launching phase two of the Community Food Composting Pilot Project at the following locations:



- City Centre: along 29<sup>th</sup> Street railroad tracks across from the 33<sup>rd</sup> Avenue intersection
- Recreation Centre: on gravel area just north of the 35<sup>th</sup> Avenue parking lot entrance
- Operations: on 47<sup>th</sup> Avenue just east of 20<sup>th</sup> Street
- Kin Race Track: south west corner of parking lot off of 43<sup>rd</sup> Avenue

Residents are encouraged to exercise care when using these composting sites, as equipment is not sanitized. Signage will be in place to remind residents of provincial health guidelines to help prevent the spread of COVID-19. Two additional locations are planned to be launched in a phased reopening, pending logistics and usage of the bins.



### Number of Businesses Expanding onto Sidewalks and Parking Spaces

As of June 11, 2020, Administration has received inquiries about temporary outdoor commercial uses from twelve businesses. Of those businesses, one business completed a use agreement for a patio in their private parking lot and five businesses completed licences of occupation for the use of downtown parking spaces or sidewalks.



**OPERATIONS**

**Crosswalk Painting on 15<sup>th</sup> and Health Unit**

Staff have confirmed that line painting for the crosswalk at 15<sup>th</sup> Street and 14<sup>th</sup> Avenue has been completed. High durable markings were used in this area and staff will monitor its performance for future consideration.



THE CORPORATION OF THE CITY OF VERNON

**INTERNAL MEMORANDUM**

**TO:** Will Pearce, Chief Administrative Officer **FILE:** ZON00297

**PC:** Kim Flick, Director, Community Infrastructure & Development **DATE:** June 10, 2020

**FROM:** Jing Niu, Environmental Planning Assistant

**SUBJECT:** PROPOSED PUBLIC HEARING FOR ZON00297 – 5000 20<sup>TH</sup> STREET

At its Regular Meeting of June 8, 2020, Council rescinded Third Reading of “5000 20<sup>th</sup> Street Rezoning Amendment Bylaw Number 5760, 2019” – a bylaw to rezone the subject property from “A3 – Rural Small Holding” to “RH1 – Low-Rise Apartment Residential”, and endorsed the following resolution:

*“THAT Council defer consideration of the applicant’s request to waive rezoning application condition “that a land Title Act Section 219 covenant be registered on title to ensure protection of the adjacent Blue Heron rookery during construction on the subject property” as part of the application to rezone 5000 20th Street from A3 – Rural Small Holdings to RH1 – Low Rise Apartment Residential 5000 20th Street (ZON00297) until such time that a second public hearing could be held to consider the applicant’s request.”*

In order to comply with legislative requirements it is recommended that Council proceed to schedule a public hearing to consider the subject rezoning application on August 17, 2020.

**RECOMMENDATION:**

THAT Council direct Administration to schedule a second public hearing for “5000 20<sup>th</sup> Street Rezoning Amendment Bylaw Number 5760, 2019” on Monday, August 17, 2020 at 6:30 PM in the Auditorium at the Recreation Centre.

Respectfully submitted:

Jun 16 2020 11:08 AM

X  ✓  
 Jing Niu DocuSign

Jing Niu, Environmental Planning Assistant



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

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

**COUNCIL MEETING:** REG  COW  I/C   
**COUNCIL MEETING DATE:** June 22, 2020  
**REPORT DATE:** June 10, 2020  
**FILE:** 6460-10

**SUBJECT: AGE FRIENDLY AND DEMENTIA FRIENDLY COMMUNITY DESIGNATIONS**

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**PURPOSE:**

To outline the process involved in becoming an Age Friendly and Dementia Friendly Community and respond to the delegation from the Alzheimer Society and Vernon Alzheimer Walk Committee.

**RECOMMENDATION:**

THAT Council receive the delegation from the Alzheimer Society and the Vernon Alzheimer Walk Committee as heard at its Regular Meeting of February 24, 2020;

AND FURTHER, that Council support, in principle, the requests from the Vernon Seniors Action Network and Alzheimer Society to seek becoming an age and dementia friendly city, as described in the report titled "Age Friendly and Dementia Friendly Community Designations", dated June 10, 2020, and respectfully submitted by the Director, Community Infrastructure and Development;

AND FURTHER, that Council appoint \_\_\_\_\_ (to be identified by Council) as the Council representative to the Vernon Seniors Action Network;

AND FURTHER, that Council authorize the use of the \$10,000 allocated by Council for age friendly designation planning to provide support to the Vernon Seniors Action Network to initiate the designation process.

**ALTERNATIVES & IMPLICATIONS:**

1. THAT Council receive the report titled "Age Friendly and Dementia Friendly Community Designations", dated June 10, 2020 and respectfully submitted by the Director, Community Infrastructure and Development.

*Note: This alternative would result in the City not moving towards becoming an age friendly or dementia friendly community.*

**ANALYSIS:**

**A. Committee Recommendations:**

N/A

**B. Rationale:**

1. At its Special Regular (budget) meeting held on December 9 and 10, 2019, Council heard a public submission from the Vernon Seniors Action Network and subsequently passed a resolution to designate

\$10,000 for “Age Friendly City Designation Planning” and directed that Administration report back with details at a future meeting. Subsequently, at its Regular Meeting of February 24, 2020, Council heard a delegation requesting the City become a dementia friendly city and become an annual sponsor of the Vernon Alzheimer Walk. This report addresses both the age friendly city and the delegation’s requests.

### Age Friendly City Designation

2. The “Becoming an Age Friendly Community: Local Government Guide” (Attachment 1) provides information on what an age friendly community is and the process to be designated. In 2013, just over 16% of B.C.’s population was 65 or older and by 2036 this proportion is projected to be over 24%. The guide states that the “age-friendly initiative was created to make it easier for older people to age actively, to live in security, enjoy good health and continue to fully participate in society.” Key features of an age friendly community appear in Figure 1.

3. The process for becoming an age friendly community is described in the guide and outlined below:

1. Establish an age friendly committee to: promote collaboration and involvement by key stakeholders, develop a coordinated approach between local government, citizens, service providers and community organizations, and raise public awareness.

2. Pass a Council resolution to agree to the initiative and commit to acting on the outcomes of the process.

3. Conduct an age friendly assessment to highlight existing age friendly features and assets, identify barriers and needs, determine priorities for meaningful change and engage the community. Funding for the assessment is available through Age Friendly BC.

4. Develop and publish an action plan to build on strengths and opportunities, prioritize the issues identified, generate an inventory of resources, and clarify who would be involved and what is required to complete each action, including potential funding sources and timing.

5. Implement the action plan

6. Monitor age friendly progress

4. After Step 4, develop and publish an action plan, communities can apply for age friendly BC status. This provides recognition of the work completed, shares the story of the communities’ achievements and gives the community access to a network of age friendly organizations.

5. The Union of BC Municipalities (UBCM) has an age friendly communities granting program that accepts applications for assessments, action plans and planning work (Stream 1), as well as the projects that are the outcomes of the plan (Stream 2). The application deadline for 2020 was January 17, 2020 which was too soon to have completed the needed ground work to apply.

#### Eight key features of an age-friendly community:

1. Outdoor spaces and public buildings are pleasant, clean, secure and physically accessible.
2. Public transportation is accessible and affordable.
3. Housing is affordable, appropriately located, well built, well designed and secure.
4. Opportunities exist for social participation in leisure, social, cultural and spiritual activities with people of all ages and cultures.
5. Older people are treated with respect and are included in civic life.
6. Opportunities for employment and volunteerism cater to older persons’ interests and abilities.
7. Age-friendly communication and information is available.
8. Community support and health services are tailored to older persons’ needs.

Adapted from WHO, Global Age-Friendly Cities: A Guide

Figure 1

### **Dementia Friendly City/Vernon Walk for Alzheimer's Committee Delegation**

6. At its Regular Meeting of February 24, 2020, representatives from the Alzheimer Society and the Vernon Alzheimer Walk Committee provided a presentation regarding the 2020 Vernon Walk for Alzheimer's and requested that the City become a title sponsor of the Vernon Walk for Alzheimer's on a yearly basis for \$2,000 each year starting in 2020. The walk was held "virtually" in 2020 due to the pandemic. It is recommended that the Vernon Walk for Alzheimer's Committee be encouraged to apply through Council's Discretionary Grant process in future years.
7. A dementia friendly community focuses on stigma reduction and the inclusion of people with dementia. The initiative seeks to support people with dementia as well as their families and friends, reduce barriers that prevent people with dementia from fully engaging in activities, support people with dementia to live safely and comfortably in their communities for as long as possible, build understanding and knowledge, and improve the general health and well being for people living with dementia and their caregivers.
8. The process to becoming a dementia friendly designation is outlined in the Dementia Friendly Communities Local Government Toolkit (Attachment 2) and is summarized as follows:
  1. Partner in providing dementia friendly education, such as a workshop.
  2. Create a dementia friendly working group, including key stakeholders and community members, including people with dementia.
  3. Develop a dementia friendly action plan in conjunction with the Alzheimer Society of BC and local government and communicate it to the general public.
  4. Implement the action plan.
  5. Stay accountable by engaging people with dementia regularly, providing a brief update to the Alzheimer Society of BC every six months and completing an annual assessment on progress.

### **Recommendation**

9. The process of becoming an age and dementia friendly community are similar and there is synergy in pursuing these together. Essentially, the work of becoming an age friendly community would be augmented by explicitly including dementia friendly initiatives and people with dementia in the process. However, Planning staff lack the capacity to pursue this work at this time.
10. As such, Administration recommends that the Vernon Seniors Action Network (VSAN) be requested to take on this project through an action team. VSAN representatives have confirmed that the group is prepared to undertake this initiative. VSAN is currently attended by staff, but does not have a Council representative. Should Council choose to support this process under the auspices of VSAN, it is recommended that Council appoint a Council representative to VSAN. VSAN would review the process of becoming an age and dementia friendly community, provide support and direction to Administration on grant applications, and conduct the assessment and planning processes. Once the plan was completed, it would be presented to Council for its consideration. If the plan is adopted, VSAN would work with Administration to achieve the designation of age and dementia friendly.
11. Should Council support this approach, it is recommended that the \$10,000 identified by Council for age friendly designation planning be utilized to provide support to VSAN to initiate the designation process. This would likely include a contractor to assist the group in laying the foundations for the process.

### **C. Attachments:**

Attachment 1: Becoming and Age Friendly Community: Local Government Guide  
Attachment 2: Dementia Friendly Communities Local Government Toolkit

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

The subject of age and dementia friendly communities involves the following goals/action items in Council's Strategic Plan 2019 – 2022:

- Investigate new approaches to engage citizens

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

N/A

**BUDGET/RESOURCE IMPLICATIONS:**

At its Special Regular (Budget) meeting of December 9 and 10, 2019, Council passed the following resolution:

“ THAT Council include, in the Long Range Planning Department grant budget, (2-350) an amount of \$10,000, funded from the 2018 unexpended uncommitted balance, for Age-friendly City Designation planning, as per the memo dated December 9, 2019 from the Director, Financial Services;

AND FURTHER, that Council directs Administration to report back on details of the program and timeline for the planning process at the February 10, 2020 Regular Meeting”.

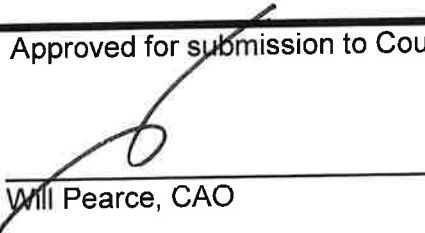
Prepared by:

Approved for submission to Council:

X



Signer 1



Will Pearce, CAO

Date: 16 June 2022

Kim Flick, Director  
Community Infrastructure and Development

**REVIEWED WITH**

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| <input type="checkbox"/> Corporate Services     | <input 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 type="checkbox"/> Parks                | <input type="checkbox"/> Transportation                                  |
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OTHER:

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Community\200612\_Rpt\_AgeFriendlySummary.docx



# Becoming an Age-friendly Community: Local Government Guide





Becoming an Age-friendly Community: Local Government Guide was developed by the Seniors' Healthy Living Secretariat, B.C. Ministry of Health. Copyright 2011. Updated: January 2014.

The community recognition criteria have been adapted from the Pan-Canadian Age-friendly Communities (AFC) Milestones, developed jointly with the Public Health Agency of Canada as part of the Pan-Canadian AFC Recognition Initiative. We gratefully acknowledge the writing and content contributions of Elaine Gallagher, Gerotech Research Associates; and Angie Mallhi and Rosemary Lawrence, Seniors' Healthy Living Secretariat. Design by Aletta Vanderheyden, Seniors' Healthy Living Secretariat. We also wish to thank the following individuals for your review and comments: Danyta Welch and Marylyn Chiang, Union of B.C. Municipalities; Deborah Day, City of Victoria; Judy Brownoff, Councillor, District of Saanich and Cathy LeBlanc, Ministry of Community, Sport and Cultural Development.

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Photos courtesy of CAAWS-Marian Domonkos Photography



Photos courtesy of CAAWS-Marian Domonkos Photography



## 1.0 Introduction

### 1.1 About this Guide

This guide has been created to help communities in British Columbia continue or initiate work on becoming age-friendly. It is primarily aimed at local governments but provides guidance to individuals, community and voluntary organizations, or anyone interested in championing the age-friendly initiative in their community. The guide draws on the experiences and recommendations from age-friendly initiatives since 2007, including the Age-friendly British Columbia (AFBC) implementation initiative, Canadian Federal/Provincial/Territorial Ministers Responsible for Seniors' rural and remote communities project and the World Health Organization global age-friendly cities project.

Section 2.0 sets out a six-step process that can be followed to become an age-friendly community. Section 3.0 describes how local governments can be recognized for their efforts in becoming age-friendly through the AFBC recognition program.

The Province of B.C. has an AFBC coordinator to help communities and local governments in their efforts to become age-friendly. The coordinator can assist local age-friendly champions to:

- Promote awareness about the needs, benefits and actions needed to become age-friendly.
- Organize evaluations to learn about existing age-friendly features and barriers in their community.
- Discover age-friendly solutions that have worked in other areas.
- Find out about funding opportunities.
- Develop a system to monitor progress and benefits from age-friendly initiatives.

Contact [AgefriendlyBC@gov.bc.ca](mailto:AgefriendlyBC@gov.bc.ca) for assistance.



## 1.2 Background: What is an Age-friendly Community?

The numbers and proportions of older people in cities, towns and rural communities are increasing. In 2013, just over 16 per cent of B.C.'s population was 65 or older and by 2036 this proportion is projected to be over 24 per cent.<sup>1</sup> Older people contribute significantly to their communities, their families, the economy and society in general.

The age-friendly initiative was created to make it easier for older people to age actively, to live in security, enjoy good health and continue to fully participate in society. Local governments that plan and take action to accommodate the changing needs of older residents can ensure that their communities remain attractive places to live with features that not only benefit seniors, but support the health, safety and participation of residents of all ages.

Supporting communities to become age-friendly is one of the ways the Province is working to ensure B.C. communities are healthy, thriving places for families to live, work, learn and play. In an age-friendly community, policies, services, settings and structures enable older people to age actively by:

- recognizing the wide range of capacities and resources among older persons;
- anticipating and responding flexibly to aging-related needs and preferences;
- respecting decisions and lifestyle choices;
- protecting those who are most vulnerable; and
- promoting inclusion and contribution in all areas of community life.<sup>2</sup>

The age-friendly community initiative started with the World Health Organization in 2006, and involved 33 cities of varying sizes throughout the world. *Global Age-friendly Cities: A Guide*, contains the lessons, strategies and information learned through discussions in these cities. Meanwhile, *Age-Friendly Rural and Remote Communities: A Guide*, was developed to complement the WHO age-friendly project by assessing the unique needs of rural and remote communities in Canada. Building on these national and international initiatives, the Province has supported the development of age-friendly communities since 2007. Many local governments have taken steps to make their communities more age-friendly, with support from the Province and the Union of British Columbia Municipalities.

Making communities age-friendly is one of the most effective strategies to promote healthy and active aging, and contributes to the creation of sustainable, healthy communities which benefit all British Columbians.

1. BCStats, British Columbia Population Projections: 2013 to 2036, August 2013.  
 2. World Health Organization, *Global Age-Friendly Cities Project*, brochure published by the Public Health Agency of Canada, May 2006.

## **Eight key features of an age-friendly community:**

- 1. Outdoor spaces and public buildings are pleasant, clean, secure and physically accessible.**
- 2. Public transportation is accessible and affordable.**
- 3. Housing is affordable, appropriately located, well built, well designed and secure.**
- 4. Opportunities exist for social participation in leisure, social, cultural and spiritual activities with people of all ages and cultures.**
- 5. Older people are treated with respect and are included in civic life.**
- 6. Opportunities for employment and volunteerism cater to older persons' interests and abilities.**
- 7. Age-friendly communication and information is available.**
- 8. Community support and health services are tailored to older persons' needs.**

Adapted from WHO, Global Age-Friendly Cities: A Guide

### **1.3 How to Use this Guide**

This guide is intended to be a comprehensive resource to encourage age-friendly initiatives in your community and provides key resources, including samples, templates and guidelines. Each community will have different requirements, unique processes and resources for undertaking age-friendly work, and can tailor the steps and resources to best meet local needs.

## 2.0 Becoming an Age-friendly B.C. Community

### 2.1 Before you Begin: Lessons from Previous Age-friendly Initiatives

From October 2007 to September 2010, a provincial team supported 30 communities with their age-friendly projects. The outcomes provided valuable data about barriers to active aging in both rural and urban communities in the province. This experience also provided lessons about the key factors that led to success in creating a more age-friendly community. Before beginning the step-by-step process, it may be helpful to consider the following eight key factors that contributed to success in other communities.<sup>3</sup>

Communities who began age-friendly initiatives were more successful if they:

#### 1. Had the strong support of local government.

Local government support was secured in a variety of ways. A number of communities asked the local government council or district board to pass a resolution endorsing the age-friendly initiative. Many of the local steering committees also presented findings from their age-friendly assessments and recommended actions to their local governments.

#### 2. Had an age-friendly “champion” in the community.

The age-friendly project made better progress if there was at least one individual in the community who had a vision that this was an exciting, manageable and worthwhile project. These champions were from a range of backgrounds, and they helped gather momentum in the community because of their passion.

#### 3. Appointed a dedicated staff person to work on the initiative.

The most successful communities had a dedicated staff person assigned to see the age-friendly project through to completion. These people were most often local government employees and it was clearly evident that this work was given a high priority as part of their role.

“It was critical to our success in Saanich to have a part of my job dedicated to following up on the plan that was established in Saanich. With so many competing priorities, it would be easy for a program like this to get lost in the shuffle.”

Steve Meikle, Manager, Community Services, District of Saanich

3. From Gerotech Research Associates, Age-friendly British Columbia: Lessons Learned from October 1, 2007 – September 30, 2010, ([www2.gov.bc.ca/assets/gov/topic/AE132538BBF7FAA2EF5129B860EFAA4E/afbc/afbc\\_evaluation\\_report.pdf](http://www2.gov.bc.ca/assets/gov/topic/AE132538BBF7FAA2EF5129B860EFAA4E/afbc/afbc_evaluation_report.pdf)).



#### 4. Had strong local partnerships that were inclusive of seniors and other stakeholders.

Successful communities had steering committees made up of a wide range of stakeholders, which first and foremost included seniors. They also included representatives of local non-profit groups, businesses, law enforcement, ambulance, health care, public works, recreation centres and multicultural organizations. Some communities partnered with neighbouring First Nations. Many committees included people who had visual impairments, used wheelchairs or scooters, or had other physical disabilities. Inclusion of members from the latter group proved to be extremely valuable, since many people with disabilities face accessibility challenges that are similar to seniors' experiences. Several committees also included youth stakeholders because it was felt that seniors' issues impacted on people across the life span.

#### 5. Obtained a small grant to get started and used that to leverage additional money and resources.

All of the communities obtained grant funding available from the Union of B.C. Municipalities or other sources to get the age-friendly project off the ground. Successful communities also used this grant to leverage additional funds and created innovative partnerships to enhance their work on projects such as trail enhancement and accessibility initiatives.

#### 6. Introduced small changes at the outset of the project.

One strategy used by successful communities was to select "low hanging fruit" to demonstrate that some worthwhile changes could take place quickly and with limited resources. Examples of such projects included production of a guide to local seniors' services, installation of seating along a public walkway, and posting of signs to a public washroom. These small projects instilled confidence in the community's age-friendly initiative as a whole, did not require much cost or time, and also inspired people to tackle more complex issues.

#### 7. Cultivated a good relationship with the local media.

An additional strategy used by several communities was the development of a strong relationship with local media. This served to obtain coverage of events and project activities, thereby raising awareness of the initiative, as well as engaging the public by keeping them informed.

#### 8. Took full advantage of the support services offered by the provincial government.

Having provincial consultants available to assist community groups and local government staff was a valuable feature, as they served as a catalyst to guide the local initiative at the outset and provided ongoing support.



## 2.2 Step-by-Step Guide

This guide is primarily aimed at local governments but can also be used by individuals, community and voluntary organizations, or anyone interested in championing the age-friendly initiative in their community.

**Tip:** Consider applying for funding before you begin your planning or project work. See the **Funding Opportunities** insert.

The following steps are based on research and practice undertaken at the provincial, national and international levels.<sup>4</sup> Your process should be community-led and will undoubtedly reflect your community's character and composition, but use these steps and practical ideas to get started or to intensify your efforts. For assistance with this process, contact the AFBC coordinator at the Seniors' Healthy Living Secretariat at [AgefriendlyBC@gov.bc.ca](mailto:AgefriendlyBC@gov.bc.ca).

### Step 1: Establish an Age-friendly Committee

One of the most effective ways to begin the process of making your community more age-friendly is to form a committee dedicated to this initiative, or to use an existing committee with a mandate that aligns with the age-friendly initiative, and preferably a reporting relationship to the local council or district board.

#### Purpose

Establishing an age-friendly committee at the outset will:

- Promote collaboration and involvement by key stakeholders who can offer ideas and innovative solutions from their unique perspective.
- Develop a coordinated approach between local government, citizens, service providers and community organizations.
- Raise public awareness and interest in planning for an age-friendly community.

The District of Sechelt began its age-friendly project based on the success of a committee established to examine accessibility issues. The District combined its efforts to address the needs of both seniors and those with disabilities.

4. These steps have been adapted from the following sources: Age-Friendly Rural and Remote Communities: A Guide; the Centre on Aging (University of Manitoba) Age-Friendly Communities project; and the Public Health Agency of Canada's Pan-Canadian Age-friendly Communities Recognition Initiative.

## Who Should Be Involved?

Do your best to establish a well-rounded group with representation from the following stakeholders:

- Senior residents: As seniors are not a homogeneous group, include older people of varying ages, gender, cultures and abilities to ensure a broad and inclusive perspective of their needs, views and suggestions.
- Elected officials and senior local government staff: Ensure you have a key staff contact in the local government and that the mayor/council or chair/district board is supportive.
- The community: Representatives from the private, business, health, and volunteer sectors will bring a variety of perspectives.
- Seniors' organizations: Speak with leaders at your local seniors' centre to see whether they are aware of, or want to be involved, in age-friendly activity in your community.

The goal is to have the committee in place for a long enough period to assist the local government through all the steps in becoming an age-friendly community. A sample of an age-friendly committee terms-of-reference is included in the key resources.

### Key Resources

- Age-friendly Reading and Resources
- Age-friendly Committee Terms-of-Reference
- Funding Opportunities



## Step 2: Pass a Local Council or District Board Resolution

An excellent way of formalizing your community's commitment to becoming more age-friendly is to pass a local council or district board resolution that indicates your community's support for the initiative. Having agreed to the initiative in principle, councils or district boards will then be more committed to taking action on recommendations which may arise. While a resolution does not guarantee that your local government will commit financial and human resources to the project, it is a good beginning and will help increase community awareness and gain formal recognition for the initiative. An alternative or additional approach for some communities to strengthen their formal commitment is to include specific age-friendly goals, objectives and policies in the official community plan or strategic plan.

Anyone can initiate the resolution process, though the steps followed will depend on whether you are within or outside of local government. If you are an individual, community organization or age-friendly committee, contact your local government for advice on how to proceed.

As part of the public consultation on their Official Community Plan (OCP) update, the Town of Comox commissioned a focused age-friendly consultation. This led to a section on age-friendly planning in the new OCP approved in July 2011 with the following objectives:

1. To create a desirable location for people of all ages to live, work and retire.
2. To ensure Comox provides a safe, accessible community with a variety of services available.
3. To ensure the needs of seniors are considered in the context of new developments proposed for Comox.

These objectives are supported by policies for outdoor spaces and buildings, transportation, housing and civic participation.

### Key Resources

- Age-friendly Council / District Board Resolutions
- How to Pass a Local Council / District Board Resolution: Guidelines for Community Members



### Step 3: Conduct an Age-friendly Assessment

Conducting an age-friendly assessment is a critical step in determining what types of age-friendly projects are needed. The assessment provides an opportunity for your community to:

- Highlight and celebrate existing age-friendly features and assets.
- Identify age-friendly barriers and needs.
- Determine priorities for meaningful change.
- Engage diverse members of the community, including but not limited to: seniors; family caregivers; people with disabilities; employers and business organizations; religious, Aboriginal and multicultural groups; community foundations; non-profit organizations; and education and health services providers.

The District of Logan Lake decided to approach this as a “people-friendly” initiative. It included school children and wheelchair users in its consultations. The Village of Pemberton partnered with the Lil’wat First Nation community from nearby Mount Currie in an age-friendly initiative.



The following are key steps to consider when you are ready to conduct an age-friendly assessment of your community:

### **1. Prepare and conduct the age-friendly assessment.**

The assessment can be conducted using one or both of the following methods:

- Distribute a survey to residents in your community.
- Organize focus groups or a community consultation. Refer to *Conducting a Focus Group Community Assessment* for detailed guidelines, including a list of discussion questions that covers all eight age-friendly features.

When conducting your age-friendly assessment, keep in mind that it is just as important to gather information regarding what people consider to be the community's assets as it is to identify what they perceive to be barriers to age-friendliness. This will help identify what your community is already doing well, including how existing initiatives and programs support an age-friendly community.

### **2. Create an age-friendly inventory and baseline.**

An age-friendly assessment can provide an inventory of the services, programs and initiatives that already exist in the community, as well as a baseline for measuring progress and setting priorities for action. It also presents an opportunity to consider how existing assets can be expanded or modified.

### **3. Present your findings.**

Present your community's findings to the local council/ district board and the local agencies or organizations that will be in a position to implement the priority actions and get their input. This is also a good time to review resource or capacity constraints, identify potential partnerships and gain endorsement from community organizations.

### **4. Publish the age-friendly assessment report.**

The age-friendly assessment report summarizes the results and main priorities, which can in turn be used to form an action plan. Publishing your findings will raise awareness about the challenges faced by seniors in your community, and may also lead to partnerships.

#### **Key Resources**

- *Conducting a Focus Group Community Assessment*
- *Community Coordinator Guidelines*
- *Age-friendly Consultation Poster Template*

## Step 4: Develop and Publish an Action Plan

Upon completion of the assessment, your community will have a clear understanding of its age-friendly assets, barriers and strengths. This should lead to the identification of key priorities and outcomes that your community can tackle and develop into an action plan. Be sure to include seniors in this process.

Developing an action plan will help identify ways to:

- Build on strengths and opportunities.
- Prioritize the issues identified.
- Generate an inventory of resources in the community that could be used to address the priorities identified.
- Clarify who will be involved and what is required to complete each action, potential funding sources and timing.

Interested in being formally recognized as an AFBC community? If you have completed Steps 1-4 in this step-by-step guide, you may be eligible. See section 3.0 for details.

Involve local stakeholders and highlight the roles each will play. Obtain formal endorsement of the plan from your local council or district board and any organizations that will be responsible for the actions, and then publish the plan to encourage discussion.

### Key Resources

- Sample Action Plan and Template



## Step 5: Implement the Action Plan

Once you have developed an action plan, you can move ahead on your community's established priorities. Implementation will vary in each community and depend on the scope of the projects selected, available financial and human resources, and the level of input and contribution from stakeholders. Some actions may successfully be implemented through small steps undertaken by local community members, while more major initiatives may require collaboration between several groups.

Consider the following questions before implementing your plan, provided they have not already been reflected in your action plan:

- What can be accomplished now or at least started?
- Who will be your age-friendly champion?
- Is the age-friendly committee in place and are they able to oversee implementation?
- What partnerships can be started and sustained?
- What other projects or plans are underway that can be leveraged to complete age-friendly actions?

## Step 6: Monitor Age-friendly Progress

Ongoing measurement of age-friendly activities allows a community to see how far it has come in becoming age-friendly, and build awareness and publicize successes to community members. This can be achieved by reviewing and reporting publicly on the action plan outcomes. Including clear and measurable goals and targets in the action plans will make the monitoring phase much easier. Monitoring will help in re-evaluating plans and adjusting priorities and targets in order to ensure continued age-friendly success.

Once you have implemented some age-friendly actions in your community, the Seniors' Healthy Living Secretariat will develop a one-page age-friendly action summary on your community and feature it on the AFBC section of the [SeniorsBC.ca](http://SeniorsBC.ca) website.

### Key Resources

- Sample Age-friendly Community Action Summary (Sechelt)



## 3.0 Age-friendly British Columbia Recognition Program

### Purpose

The AFBC recognition program encourages and motivates communities to take action by recognizing local governments that complete key steps to become age-friendly: establishing an age-friendly committee; formally endorsing the initiative; completing an assessment; and, planning for action.

The AFBC recognition program provides local governments with the tools, resources and support to keep older residents active, independent and healthy. The program:

- Formally recognizes and rewards communities in B.C. that have completed age-friendly work.
- Supports and guides additional communities in B.C. in attaining formal age-friendly recognition.
- Builds upon the momentum generated in B.C.'s communities about the importance of age-friendly concepts and continues to promote these across the province.
- Raises awareness in communities about the needs of older residents and how changes can be implemented to support seniors' independence and healthy, active aging.





### 3.1 Achieving Age-friendly British Columbia Recognition: Criteria

A community will be recognized as being age-friendly once it has completed basic steps which demonstrate its commitment to age-friendly principles through community engagement, commitment, assessment and action. The steps are also designed to help communities increase awareness, and garner support and commitment from key partners (e.g., local agencies, non-governmental organizations, etc.).

**To achieve AFBC status a local government must complete the following four steps:**

1. Establish an age-friendly advisory or steering committee that includes the active participation of older adults. An existing committee with a mandate that aligns with the age-friendly initiative and includes older adult representatives can serve this purpose.
2. Pass a council or district board resolution to actively support, promote and work towards becoming an age-friendly community. As an alternative, or in addition, local governments may choose to strengthen a commitment to being age-friendly through specific goals, objectives or policies in an official community plan or strategic plan.
3. Conduct an age-friendly assessment in consultation with older adults.
4. Develop and publicize an action plan.

Upon completion of these four steps, local governments can apply for AFBC status.

**To ensure continued age-friendly success and maintain recognition status, local governments will want to take the following steps:**

5. Implement the action plan.
6. Monitor age-friendly progress by measuring and reviewing activities, and report publicly on action plan outcomes.

## AFBC recognition will provide local governments:

- an AFBC recognition poster;
- a recognition reward to help the community provide an age-friendly community legacy or celebration;
- a one-page action summary highlighting age-friendly achievements, to be posted on the AFBC section of SeniorsBC.ca website;
- promotion of your community's activities in the SeniorsBC e-newsletter;
- support and referral to promote the community's age-friendly achievements at the national and international level through the Public Health Agency of Canada and the World Health Organization respectively; and
- access to a cohesive network of age-friendly organizations (provincial, national and international).

Some local governments may not have the capacity to begin age-friendly work in their communities. If that is the case, consider partnering with a neighbouring community in order to share resources, ideas and workload. In order to retain AFBC recognition, local governments will be asked to provide published age-friendly assessments, action plans and regular performance reports and will be evaluated on their outcomes tri-annually.

### Key Resources

- Age-friendly British Columbia Application Form



For more information on Age-friendly British Columbia (AFBC),  
contact the AFBC coordinator by:

Email: [AgefriendlyBC@gov.bc.ca](mailto:AgefriendlyBC@gov.bc.ca)

Phone: 250 387-4493

Website: [www.gov.bc.ca/agefriendly](http://www.gov.bc.ca/agefriendly)

For more information about seniors programs and services, visit  
[www.SeniorsBC.ca](http://www.SeniorsBC.ca)







# DEMENTIA-FRIENDLY COMMUNITIES LOCAL GOVERNMENT TOOLKIT

JANUARY 2016

# EXECUTIVE SUMMARY

This *Toolkit* aims to support local governments in British Columbia in their efforts to make their communities more supportive of people with dementia. Dementia is an overall term for a set of symptoms that are caused by disorders affecting the brain. Dementia is not a specific disease. Many diseases can cause dementia, the most common being Alzheimer's disease and Vascular dementia (due to strokes). Symptoms may include memory loss and difficulties with thinking and problem-solving. Dementia is not a normal part of aging and is progressive, which means the symptoms will gradually get worse.

Many people with dementia live well in the community for quite a long time. However, dementia may make participating in activities and staying involved more difficult. People with dementia and caregivers tell the Society that stigma, as well as social and physical barriers, can make it more difficult to get around and to feel supported in their communities. However, with a little bit of information, a lot of compassion and your help, there is an opportunity to create positive change.

Becoming a dementia-friendly community is a journey as opposed to a destination. The Alzheimer Society of B.C. has established a process so that villages, towns, districts and cities can be officially recognized as *working towards becoming dementia friendly* over a number of years. The criteria below ensure that communities are able to work towards a common vision based on what is important and meaningful to people affected by dementia. Here are the steps to becoming dementia friendly:

## 1. Partner in providing dementia-friendly education

- 1.1. Hold a Dementia Friends workshop for the Mayor and the local government council.
- 1.2. Co-host a Dementia Friends workshop for the general public.

## 2. Create a dementia-friendly working group (DF working group)

- 2.1. Identify key stakeholders and community members to join a DF working group responsible for advising on your local government's Dementia-Friendly Action Plan. People living with dementia should be included as a core part of this DF working group consulting on dementia-friendly work in the community.

## 3. Develop a Dementia-Friendly Action Plan

- 3.1. Work with the Alzheimer Society of B.C., local government staff and the DF working group to create a Dementia-Friendly Action Plan tailored to your community. See page 30 for a worksheet.
- 3.2. Focus your Dementia-Friendly Action Plan on key areas identified locally by people living with dementia, caregivers and the DF working group.
- 3.3. Develop a strategy to communicate to the general public the dementia-friendly work being done in your community. This should be created in partnership with city staff and the DF working group. Examples include local radio and print media, open houses, social media updates or a dementia-friendly communities section on the municipal website.

## 4. Implement your Dementia-Friendly Action Plan

- 4.1. Continue to regularly meet with the DF working group, including people living with dementia, to work on implementing the Dementia-Friendly Action Plan.
- 4.2. Continue to work with the Society to review progress on your action plan and ongoing ideas for dementia-friendliness.

## 5. Stay accountable

- 5.1. Engage people with dementia on an ongoing basis in guiding and consulting on dementia-friendly goals and actions.
- 5.2. Provide a maximum one-page brief or organize a short update meeting every six months with the Alzheimer Society of B.C.
- 5.3. Complete an annual self-assessment (worksheet provided by the Society) on your community's progress.

The Dementia-Friendly Communities initiative assists communities in developing tailored approaches to supporting people living with dementia in their community. The initiative supports local governments through:

1. **Resources:** Education sessions, information on dementia and communicating appropriately, as well as consulting on the local Dementia-Friendly Action Plan.
2. **Networks:** Support to identify key stakeholders in the community and ideas for collaborating with them to best provide support and resources for community members living with dementia. For example, all Health Authorities in B.C. have at least one built environment specialist. They may be able to support this work, through providing health evidence and engaging with the community, other Health Authority departments and participating in the DF working group.
3. **Program integration:** Integration with an age-friendly grant or project. The Dementia-Friendly Communities initiative adds nuance and emphasizes the needs of people with dementia; it can also be integrated with a local government's Healthy Community partnership with a Health Authority. A Dementia-Friendly Action Plan could be part of a healthy community strategy and included in existing work.

This resource includes background information on dementia and dementia-friendly communities, steps and practical tools to begin a Dementia-Friendly Action Plan and a dementia-friendly

working group, as well as examples of how local governments can create communities that are inclusive, supportive and accessible for people with dementia.

This document discusses the considerations that should be made in both the social and built environments, in the areas of people, policy and practice. The practical suggestions and checklists in this document are compiled from evidence-based best practices and new approaches that show promise in communities around the world. It also includes examples from local contexts and responds to frequently-asked questions to inform dementia-friendly work in a way that acknowledges and builds upon the unique characteristics of various communities.

Any information, examples or resources included in this *Toolkit* are intended to complement community strengths, and adapt to local contexts and needs. They should not be confused with provincial certification or monitoring standards.

### What is local government?

According to the Union of B.C. Municipalities, local government is a term for either municipalities or regional districts. Municipalities are cities, districts, towns or villages which have power to govern themselves. There are 162 municipalities in B.C. providing service to approximately 87 per cent of the provincial population.<sup>1</sup> A regional district provides local services to rural areas outside of municipalities. Regional districts work with municipalities to jointly fund services for an entire region and to provide sub-regional service.<sup>2</sup> In this document the term local government will be used to describe both municipalities and regional districts.



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# SECTION 1: INTRODUCTION AND CONTEXT

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## The Alzheimer Society of B.C.'s Dementia-Friendly Communities initiative

Through its Dementia-Friendly Communities initiative, the Alzheimer Society of B.C. provides tools, information and education to communities across the province that plan to become more inclusive, respectful and understanding of all persons living with dementia. This initiative assists communities in increasing accessibility for people with dementia and their caregivers. As the population of our province ages, a dementia-friendly initiative will support individuals to age and maintain a better quality of life in their own homes and communities.

### Vision of the Dementia-Friendly Communities initiative

Our vision is to create communities throughout B.C. that are welcoming to people with dementia. A dementia-friendly community focuses on stigma reduction and the inclusion of people with dementia. All people are educated about dementia and know that a person with dementia may sometimes experience the world differently. In a dementia-friendly community, people living with dementia feel supported by their community members.

## Goals of the Dementia-Friendly Communities initiative

The Alzheimer Society of B.C.'s Dementia-Friendly Communities initiative exists to support municipalities, the professional sector, community groups and the general public to become dementia-friendly through tools, education and partnership. This initiative aims to:

1. Support people with dementia, as well as their families and friends, to have the highest quality of life possible in their own homes through reducing the stigma associated with dementia.
2. Reduce organizational, social and physical barriers that prevent people with dementia from fully engaging in community activities.
3. Support people with dementia to live safely and comfortably in their communities for as long as possible.
4. Build understanding and knowledge about dementia among professionals.
5. Improve general health and well-being for people living with dementia and their caregivers.



Figure 1. The Dementia-Friendly Communities initiative has three key components: people, policy and practice

## How does the Dementia-Friendly Communities initiative complement age-friendly community work?

### What is an age-friendly community?

The age-friendly community concept was developed from the World Health Organization's [active aging framework](#). Age-friendly communities support and enable people to age actively and promote the inclusion of older adults in all areas of community life.<sup>3</sup> They aim to optimize opportunities for health, participation and security to enhance quality of life and respect lifestyle choices. Furthermore, they aim to anticipate and respond to aging-related needs. Age-friendly communities have come to address the capacities and needs of people of all ages, not only those who are "elderly."<sup>4</sup>

### Limitations of the age-friendly community concept

- Age-friendly community planning does not necessarily incorporate people with dementia into the process of implementing change. Actively incorporating dementia into current policy and projects will help empower people with Alzheimer's disease and other dementias and may also address the needs of others living with cognitive impairments.
- In Canada, the age-friendly community movement is growing, especially in Quebec and Manitoba; however, gaps continue to exist in addressing dementia in public spaces. Age-friendly communities make no specific reference to meeting the needs of people with dementia.

### Why are dementia-friendly communities an asset to age-friendly communities?

- Dementia-friendly communities complement age-friendly initiatives by adding nuance and depth with respect to the needs of people with dementia. Working specifically with dementia in mind is more instructive and inclusive of both physical and cognitive impairments. For

example, while adding more outdoor seating is age-friendly, if the seating design is ambiguous and does not clearly indicate its function, it is not a dementia-friendly change.

- Dementia-friendly planning acknowledges caregivers and the concepts of interdependence and reliance.
- It also recognizes people with impairments who may feel excluded from the active aging framework guiding age-friendly work.
- It is important that older age not become equated with dementia, which is a reason for encouraging the use of two different initiatives. Dementia not a part of normal aging and can affect younger people in their early sixties, fifties or even forties.

### Age-friendly resources

1. [Global Age-friendly Cities: A Guide \(2007\)](#)
2. [Canada's Aging Population: The municipal role in Canada's demographic shift \(2013\)](#)
3. [Age-friendly Communities in Canada: Implementation Guide](#)
4. [Age-friendly Rural and Remote Communities: A Guide](#)
5. [Age-friendly BC](#)

### What is dementia?<sup>5</sup>

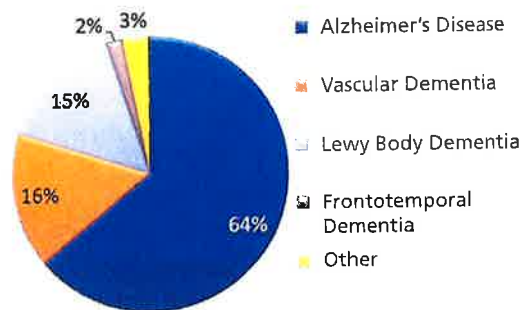
Dementia is a word that refers to the condition resulting from many neurological diseases. It is an “umbrella term” used to speak about these diseases, which are cause different physical changes to the brain. These diseases include:

- Alzheimer’s disease
- Vascular dementia
- Lewy body dementia
- Frontotemporal dementia, including Pick’s disease
- Other dementias, including Creutzfeld-Jakob disease

People with dementia may experience the following symptoms:

- Memory loss affecting day-to-day function
- Difficulty performing familiar tasks
- Disorientation of time and place
- Decreased judgment
- Changes in mood and behavior

Types of Dementias by Percentage



- Problems with language
- Loss of initiative
- Change in personality
- Misplacing things
- Problems with abstract thinking

It is important to note that some of these symptoms can also be caused by conditions that may be treatable. These conditions may include depression, thyroid disease, drug interactions or infections. Community members should consult with their family physicians if they have any concerns.

#### Normal Aging

- Not being able to remember small details of a conversation or event that took place a year ago.
- Not being able to remember the name of an acquaintance.
- Forgetting things and events occasionally.
- Having occasional difficulty finding words.

#### Dementia

- Not being able to recall details of recent events or conversations.
- Not recognizing or knowing the names of family members.
- Forgetting things or events more frequently.
- Using frequent pauses and substitutions when finding words.

Table 1. Dementia is not part of normal aging

Note: this is not a diagnostic tool.

## Signs of dementia and communication strategies

It is not always possible to tell immediately that a person has dementia. Everyone will experience dementia differently – no two people will have the same strengths and abilities at the same points along the disease trajectory, nor will they experience all of the same challenges.

However, here are some signs that a person you know in your community may be experiencing symptoms of dementia and some strategies for responding in a supportive way:



Signs	Communication strategies
<p><b>Problems with memory.</b></p> <p>As the disease progresses a person with dementia may forget things more often and not remember them later, especially more recent experiences. A person living with dementia may forget an appointment, or the sequence or details of an event. They may forget to pay for their dog license or may have lost a tax bill.</p>	<ul style="list-style-type: none"> <li>• Do not argue. If a person with dementia does not remember a discussion you had previously, for example, it is because he or she is no longer able to properly store that memory due to changes in their brain.</li> <li>• When at all possible try to adjust to a person with dementia's reality because they may no longer be able to adjust to yours. You can do this by responding to feelings not necessarily the stories the person shares.</li> </ul>
<p><b>Difficulty with familiar tasks.</b></p> <p>A person with dementia may have trouble with tasks that have been familiar to them all their lives. This is related to challenges in abstract or sequential thinking. Completing paperwork or following directions may now be challenging for them.</p>	<ul style="list-style-type: none"> <li>• Try demonstrating rather than providing directions verbally.</li> <li>• Don't rush – this may mean booking a longer appointment or meeting.</li> <li>• Take things one step at a time.</li> </ul>



Signs	Communication strategies
<p><b>Inability to follow a conversation or find the right words.</b></p> <p>Everyone has trouble finding the right word sometimes, but a person with dementia may frequently forget simple words or substitute a less appropriate word for the one they really want. This can make their sentences or accounts of events difficult to understand.</p>	<ul style="list-style-type: none"> <li>• Speak slowly and provide one message at a time. This will give the person the time they need to digest the information.</li> <li>• When possible use close-ended or yes or no questions. When this is not possible use questions that have parameters: for example, "Tell me about going to the bank yesterday afternoon" rather than "What did you do yesterday?"</li> <li>• Ask the person's permission to help them find the right word.</li> <li>• Repeat the question a different way or try again later.</li> <li>• Bring the person to a quieter place.</li> </ul>
<p><b>Disorientation of time or place.</b></p> <p>It's normal to briefly forget the day of the week or your destination. But a person with dementia can become lost somewhere familiar, not knowing how they got there or how to get home. New spaces like an unfamiliar newly-developed city square or building may make a person with dementia anxious.</p>	<ul style="list-style-type: none"> <li>• If you have concerns about someone's ability to get home safely, ask them how they are planning to travel. With a person with dementia's permission, it might be necessary to walk him or her to the bus stop or wait with them until a taxi arrives.</li> </ul>
<p><b>Poor judgment.</b></p> <p>A person living with dementia may experience decreased judgment. This could mean a variety of things: the person may dress inappropriately for the weather, may experience less social inhibition or their behaviour may put them at risk of becoming a victim of a crime or personal injury.</p>	<ul style="list-style-type: none"> <li>• Make suggestions tactfully and respectfully. For example, instead of saying, "Why are you dressed in a t-shirt in November? You must be freezing!" it may be helpful to say something like "It has gotten cool all of a sudden, would you like to borrow a sweater?"</li> </ul>

Signs	Communication strategies
<p><b>Problems with abstract thinking.</b></p> <p>A person with dementia may have challenges with tasks that require abstract thinking. This may make answering open-ended questions difficult and it may be challenging to make sense of symbols or images. This may include being unable to make sense of bathroom signs.</p>	<ul style="list-style-type: none"> <li>• Because dementia affects a person's ability to use abstract thinking, try to use straightforward language. Avoid metaphors or turns-of-phrase like "a penny for your thoughts" or "wake up on the wrong side of the bed."</li> <li>• Stay positive, but avoid jokes or sarcasm, as these require advanced abstract thinking skills that can be difficult for some people with dementia.</li> </ul>
<p><b>Challenges in mood or behaviour.</b></p> <p>Everyone experiences changes in mood. But a person with dementia can sometimes become suspicious, withdrawn or even more outgoing than before. Over time a person with dementia may become more apathetic, fearful or even paranoid. For example, they may lose interest in activities they previously enjoyed: a person who loved going for walks is no longer interested in doing so.</p>	<ul style="list-style-type: none"> <li>• Adapt to the changes the person is experiencing. Like all of us, people with dementia will have "good days" and "bad days." If a person with dementia is having a bad day it may be helpful to reschedule a meeting or appointment.</li> <li>• Acknowledging the feelings of a person with dementia, as expressed by their mood, can be helpful even if you feel their stories may not be accurate. Addressing their feelings may help address challenging behaviour.</li> </ul>

### Other tips for communication

- Remember to make eye contact. If you are making notes, take a break and make sure to look at the person.
- A person's capability to understand body language is often maintained for a long time along the dementia journey. Take note of your body language — watch your gestures, facial expressions and posture and keep positive.
- It may be necessary to remind someone to put on their glasses or turn on their hearing aid, but do not assume that every person with dementia has a visual or hearing impairment.
- Avoid using baby talk, or "elder-speak" (for example, "sweetie" or "dear"). Always speak to the person with dignity and respect.
- Never speak about the person to others, as if they are not there.

### Key communication strategies

1. Get the person's attention.
2. Make eye contact.
3. Bring the person to a quieter place.
4. Speak slowly and clearly.
5. Share one message at a time.
6. Use close-ended questions – yes or no answers.
7. Allow time for response.
8. Respond to feelings, not stories.
9. Connect, don't correct.
10. Repeat or try again later.

Figure 2. Key communication strategies

## What is a dementia-friendly community?

**A dementia-friendly community is a community that focuses on the inclusion of people with dementia and on stigma reduction.** Its community members are educated about dementia and recognize that people with dementia may sometimes experience the world differently. Community members foster understanding about dementia and encourage people with dementia to participate in their communities to the fullest extent possible.

In a dementia-friendly community, people living with dementia feel supported by their fellow community members even when they face potential challenges at post offices, retail outlets, using transportation or enjoying hobbies out in the community.

The term “community” can mean a location like a neighborhood or city, but can also include groups of people with shared interests or features, such as professional groups, faith groups or local businesses.

Dementia-friendly communities are defined by both their social characteristics (p.13) and physical characteristics (p.15). These attributes can help support people with dementia by reducing anxiety, stigma or frustration.

*“A dementia-friendly community will help create inviting and supportive places where people like me, who are living with dementia in the community, can feel comfortable and safe walking, shopping and just getting around.”*

– Jim Mann, B.C. Leadership Group member

## Why are dementia-friendly communities important in B.C.?

- Dementia is a challenging condition and affects more than 70,000 people in B.C.  
– approximately 1.6 per cent of the total

population. This number is expected to grow as the population of the province ages. Dementia affects not only individuals, but families and communities too.<sup>6</sup>

- Approximately 60 per cent of people living with dementia live by themselves or with a caregiver in our communities.<sup>7</sup>
- Many people with dementia live well in the community for quite a long time and all people with dementia should feel valued, included and respected.
- When people must leave familiar settings or adjust their routines due to the changes brought on by the dementia, they may lose a sense of personhood, belonging and independence.
- There is potential to reduce injury and isolation. An example is wandering: everyone benefits when community members can recognize and respond appropriately when a person with dementia is wandering or experiencing disorientation.

### What makes a difference to people living with dementia?

1. The built environment (streetscapes, signage)
2. Local facilities (shops, post office, library)
3. Support services (day programs, home care, community-based health care)
4. Social networks (family, community members)
5. Local groups (support groups for people with dementia)

Figure 3. What makes a difference



## Dementia-friendly communities: Local government considerations

People want to age in place and stay at home for as long as possible and many experts argue this is best, especially for a person with dementia. When people must leave familiar settings due to the changes brought on by the illness, and the resulting stigma and embarrassment about behaviour changes, they experience a tremendous amount of stress. There can be a loss of independence, sense of belonging and identity associated if people with dementia have to leave their home. People want to live a good quality of life in their neighbourhoods when they age – and still be valued community members, be acknowledged and feel a sense of belonging.

Many of the noticeable difficulties people with dementia face in their social and physical environments can be decreased when barriers causing disability are reduced or removed. When communities are dementia-friendly, a person is able to navigate the familiar and legible landscape around them, or more likely to ask for assistance from a compassionate passerby.

### Social environment

A dementia-friendly community member recognizes that:

- A person with dementia is more than their diagnosis.
- Dementia can affect a person's cognition, behaviour, emotions and physical capabilities.
- Everyone has a role to play in seeing people with dementia as a part of their community and supporting their safety, independence, value and inclusion.
- There are particular signs of wandering, which should be taken seriously and to which everyone should respond.

What a dementia-friendly environment may look like:

- Dementia education is available to help community members understand how to provide appropriate assistance and to feel more confident in knowing how to respond to a person with dementia.
- Community organizations include people with dementia in their regular programming and through specifically designed activities.
- City staff – whether librarians or community centre staff, or parking and bylaw officers, police or firefighters – are dementia-educated, able to recognize and communicate effectively with a person with dementia.
- Others in the community, such as shopkeepers, bank tellers and bus drivers, may receive dementia education specific to their job.

### The social fabric of dementia-friendly communities: Dementia Friends

As a way to build understanding, compassion and respect, the Alzheimer Society of B.C. encourages municipalities to host Dementia Friends workshops. These “dementia 101” workshops provide an orientation to dementia, as well as communication strategies for people to learn more about the disease and the people living with it. This is a way to educate people about dementia, to reduce stigma, raise awareness and provide practical suggestions about supporting people with dementia in the community. The workshops complement the Dementia-Friendly Communities initiative. We suggest organizing workshops when a community is first exploring becoming dementia friendly, as it provides a good base from which to build dementia-friendliness.

Contact us to organize a Dementia Friends workshop in your community at [dementiafriendly@alzheimerbcc.org](mailto:dementiafriendly@alzheimerbcc.org)!

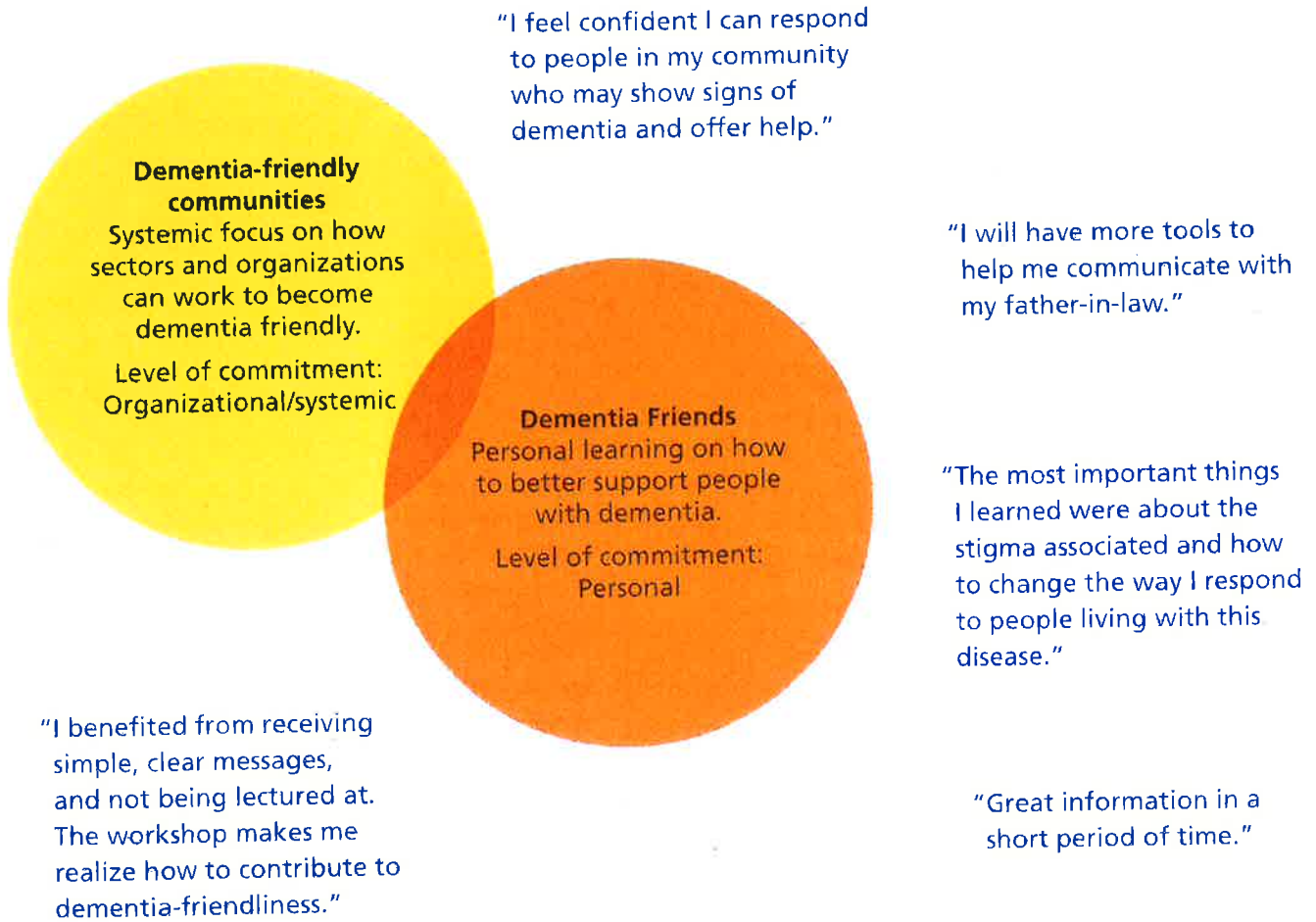


Figure 4. Quotes from Dementia Friends workshop participants (2015)

## Built environment

The built environment<sup>8</sup> “refers to the human-made or modified physical surroundings in which people live, work, and play”<sup>9</sup> – characteristics such as buildings, parks, schools, transportation systems and other infrastructure that is used on a daily basis. A built environment that is welcoming to people with dementia includes:

- Clear and legible signage placed at eye level. Optimally, signage should be simple and explicit with large, darker, unambiguous graphics on a light background.
- Well-kept streets. Signs of street decay, such as trash and vandalism, can decrease walking, especially among older adults.
- Flat, wide and unobstructed sidewalks with smooth, plain, non-slip, non-reflective paving.
- Clearly marked accessible washrooms in public spaces.
- Landmarks, distinctive structures, open spaces and places of activity and rest.
- Easy-to-use street furniture in styles familiar to people. Preliminary studies indicate that style is less important than clarity of function and use. Ambiguity of design is challenging for persons living with dementia.
- A walkable neighbourhood, in which services are within 250-500 metres of residences.

The built environment, through its design and use, can have a positive or negative impact on independence and safety. It may affect a person with dementia’s ability to access, comprehend and utilize their surroundings. Any built form that negatively affects orientation, confuses or increases the risk of falls puts community members with dementia in challenging situations. Many people with dementia have a tendency to limit going out, but a dementia-friendly community should make it easier and more appealing to go out and socialize. Here are some reasons the built environment is so important for people with dementia and their caregivers:

- A person with dementia’s abilities change as the disease progresses. While this change will limit their interaction with the outdoor environment, this interaction, according to research, provides some sense of independence and self-respect at a time when they are experiencing the loss and new challenges due to their cognitive impairment.
- The majority of people with dementia, particularly in the mild to moderate stages, continue to go out alone daily, but may be

### Example 1. Dementia friendly in practice

As part of the Society’s work with the City of Vancouver, staff in various departments participate in a Dementia Friends workshop. Staff who are educated can better provide assistance to people with cognitive impairment. City Hall can also assess the built environment, such as signage, to ensure that it is legible, visible and easily understandable for people with dementia.

City staff participating in educational workshops at the City of Vancouver:

1. Social planning
2. Police
3. Parks and recreation
4. Frontline staff (eg. reception)
5. Interdepartmental senior leadership working on collaborative health and social projects



limited in where they go or how they get around to doing things closer to home. For example, some older adults with dementia limit their outside activities to relatively undemanding situations, such as going to the corner shop, posting a letter or going for a short walk.

- People with dementia generally enjoy going out but anxiety, disorientation or confusion can occur in complex, crowded or heavily trafficked places or when startled by sudden loud noises.
- Despite cognitive changes, people with dementia may visualize planned routes. They tend to use familiar landmarks and other visual cues they regularly encounter, rather than maps and written directions as wayfinding techniques.



In considering the design and construction of streets, public spaces and buildings, municipalities could incorporate a dementia-friendly lens to address the points above, and also reduce the likelihood of injuries to both people with dementia and caregivers who may assist them in the community. A dementia-friendly lens employs the following key principles that are fundamental to dementia-friendly design:<sup>10,11</sup>

1. **Inclusion** – In this instance, inclusion is characterized by interest in the lived experience of dementia, so that the feelings and experiences of people with dementia are legitimized and respected. For neighbourhoods to be considered sustainable and inclusive, they should allow for equality of access and opportunity

regardless of ability or age. One of the barriers to accessibility and belonging is stigma. A well-designed built environment can enhance independence, which in turn has an impact on quality of life factors such as confidence, health and self-respect.

2. **Accessibility** – The principle of accessibility addresses how urban public spaces enable people with dementia to reach, enter, use and walk around the places they visit. Due to the progression of dementia and ongoing changes to the urban landscape, accessibility is characterized as a constantly-changing experience between the person and public spaces.
3. **Distinctiveness** – Distinctiveness helps people understand where they are and helps them identify which way they should go. Connected with the principle of familiarity, distinct places have easily legible features that give clues to help people understand where they are and what is expected of them in that space. Distinctive places also retain local character through built form, design features, colours and materials that give the streets and buildings their own identity. Employing familiar designs is one example, as is maintaining long-established landmarks that are positioned at decision points for ease of navigation.
4. **Safety** – Only when people perceive the outdoors to be safe can they enjoy being out in the community. The possible benefit of having safe outdoor environments is an ameliorated quality of life for citizens, especially if the environment is inclusive of a range of physical and cognitive abilities.
5. **Familiarity** – Familiarity addresses the psychological by referring to the recognizable nature of urban public spaces and the extent to which older persons can easily understand and navigate their environments. Familiarity helps with wayfinding.





- 6. Comfort** – Comfort refers to the ability to visit places without mental or physical discomfort. Comfort is often associated with calm, welcoming, informal and pedestrian-friendly spaces.

Employing these principles in your planning can positively affect the quality of life for people with dementia. Using these principles may also improve your community's accessibility and inclusivity for other groups as well.

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## SECTION 2: IMPLEMENTATION

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## Starting the process: First steps to becoming a dementia-friendly community

The Alzheimer Society of B.C. is here to help. With expert information, resources and support, we can support a community's steps towards becoming dementia friendly. One of the first steps a community should take is to connect with the Society to receive expert consultation on your projects and to make sure you receive the appropriate recognition for your work. The Society provides materials, including toolkits, sector-specific materials and other resources to unite your community with our provincial initiative.

If you let us know what your community is doing, we will also be better able to advocate for dementia-friendly work throughout the province, as we work to increase support from various organizations and stakeholders.

People with dementia in your community are key to this initiative. We encourage you to consult with them before committing to dementia-friendly actions. By making sure that the actions outlined in your Dementia-Friendly Action Plan are informed by the lived experience of people with dementia in your community, your actions are more likely to be effective and targeted at the areas that are most meaningful. Furthermore, involve municipal staff from different departments – such as Engineering, Library, Parks, Planning and Police – in order to inform the Dementia-Friendly Action Plan and build ownership and commitment in support of implementation.

By making a formal commitment to becoming a dementia-friendly community your municipality sends a strong message: that dementia is important and that you are working toward inclusivity.



## Steps to becoming a dementia-friendly community

### Step 1. Partner in providing dementia-friendly education.

- Hold a Dementia Friends workshop for the Mayor and the local government council.
- Co-host a Dementia Friends workshop for the general public.
- Appoint a dementia-friendly communities point-person to be the Alzheimer Society of B.C.'s contact.

### Step 2. Set up a dementia-friendly working group (DF working group).

- Identify key stakeholders and community members to join a working group responsible for advising on your local government's Dementia-Friendly Action Plan. People with dementia should be included as a core part of this working group and should consult on dementia-friendly work in the community.

### Step 3. Develop a Dementia-Friendly Action Plan.

- Work with the Alzheimer Society of B.C., local government staff and the DF working group to create a Dementia-Friendly Action Plan tailored to your community. See a Dementia-Friendly Action Plan worksheet ([pg. 30](#)).
- Focus the Dementia-Friendly Action Plan on key areas identified locally by people with dementia, caregivers and the DF working group.
- Develop a strategy to communicate the dementia-friendly work being taken in the community with the general public. This should be created in partnership with city staff and the DF working group.

### Step 4. Implement your Dementia-Friendly Action Plan.

- Present the Dementia-Friendly Action Plan to the Society for endorsement.
- If endorsed, share with City Council, and request an endorsement ([pg. 28](#)) or a resolution to work towards becoming dementia-friendly.
- Continue to meet with the DF working group regularly and include people with dementia to work on the Dementia-Friendly Action Plan.
- Continue to work with the Society to review Dementia-Friendly Action Plan progress and ongoing ideas for dementia-friendliness.

### Step 5. Stay accountable.

- Engage people with dementia on an ongoing basis in guiding and consulting on dementia-friendly goals and actions.
- Provide a maximum one-page brief or organize a short update meeting every six months with the Alzheimer Society of B.C.
- Complete an annual self-assessment (worksheet provided by the Society) on your community's progress.

Figure 5. How to work towards becoming dementia friendly

## Actions local government can take<sup>12</sup>

Dementia-friendly communities will look different depending on the size and resources of each municipality. The key for effective policy change is to inform the thinking underlying policy so it is inclusive of people with dementia and their caregivers.

### Education examples

- Educate local government councils with Dementia Friends educational workshops.
- Host an educational public event in partnership with the Alzheimer Society of B.C.
- Host continuous Alzheimer Society of B.C. dementia education sessions in accessible community spaces such as libraries.

“Dementia affects individuals, as well as family, friends and neighbours. Consideration and respect for the person with dementia means that everyone is supported. Through dementia-friendly communities we create a ripple effect – small actions result in big changes and create better municipalities for us all.”

- Dr. Penny Ballem, Vancouver City Manager

### Bylaw examples

- Create separate bike and pedestrian pathways.
- Use traffic calming methods such as narrow traffic lanes and residential traffic diversion to reduce traffic speed and volume. Encourage active transportation as well as public transit with legibly labelled and accessibly located bus stops.
- Improve signage in your area. Use large graphics and symbols with clear colour contrasts such as dark lettering on a light background. Part of improving signage is placing signs along a path with easy-to-follow instructions in visible locations that assist someone getting from one location to another.

- Encourage mixed land use through zoning, in order to promote multi-purpose spaces near residential areas, ideally within a five to ten minute walk.
- Provide support for home maintenance and update building codes to provide for accessible housing. For example, the City of New Westminster, as part of its Age- and Ability-Friendly Community Initiative, implemented an Adaptable Housing Policy and Bylaw. More specifically, the City, through its zoning bylaw, requires 40 per cent of all new single-storey, multi-family units to be adaptable.

## Example 2. Dementia friendly in practice

Priority areas as expressed by people with dementia:<sup>13</sup>

1. Community awareness and understanding of living with dementia.
2. Inclusion in social activities and engagement opportunities, such as volunteering.
3. Support to continue living at home for as long as possible supported by access to appropriate health care services.
4. Accessible outdoor environment with clear signage, appropriate lighting and distinctive use of colours.
5. Affordable, accessible transportation and housing options in the community support to remain employed.





- Enforce the creation of social squares in new developments to facilitate social inclusion.
- Accept companion dogs in shops, grocery stores and other local places.

### Example 3. Dementia friendly in practice

A dementia-friendly racquet club could be inclusive of members who have difficulty remembering the rules of the games by organizing a buddy program to support players with dementia.



### Policy examples

Arrange for all frontline staff to participate in a Dementia Friends workshop.

- Educate planning, engineering and other key city staff through a Dementia Friends workshop and with access to appropriate dementia-related resources.
- Build public toilets accessible for persons with mobility impairments; for example, designate washrooms as family or mixed gender washrooms.
- Increase the duration of crossing walk lights and have visual and audio cues.
- Create parking drop-off zones in front of physician clinics and other medical facilities so caregivers are able to take a person with dementia safely inside, before parking the car.

### Programs examples

- In partnership with your local business bureau, organize a Dementia Friends workshop series specifically for businesses in your community.
- Work with recreation centres to develop exercise programming that is accessible for people with dementia, both younger onset and for those age 65 and older.
- Maximize opportunities to access and engage with the natural environment through projects like edible landscapes in greenways and community gardens. Research supports a strong relationship between exposure to nature and the reduction of stress, chronic disease, depression, anxiety, improved concentration and cognitive functioning.

### Example 4. Dementia friendly in practice

When planning community events, city staff and organizing committees could support a volunteer program for people with dementia to promote social engagement, while at the same time raising awareness in the community.



## Partnership examples

A dementia-friendly community is one with benefits for more than one subgroup of people; however, sometimes change can be met with uncertainty and may be slow to catch on. To maximize engagement, consider who you can encourage to be key stakeholders or champions of the work, such as:

1. Banks, emergency services, municipal employees, pharmacies, grocery stores, recreation centres and health authorities.
2. Retail, restaurants, coffee shops, taxis, cinemas and theatres.
3. Home care providers, non-governmental organizations, food banks, hospitals and telephone providers.

Your local service clubs may also be a great resource; for example, they could help with street safety projects by clearing gardens from footpaths and repairing broken paving to provide safer mobility.



## Rural community considerations<sup>14</sup>

Many rural communities in the province have aging populations of older adults. While dementia is not a normal part of aging, age is the largest risk factor. Thus rural areas should be prepared to address the issue of dementia.

Rural communities, depending on their size, may have a limited staff capacity and fewer resources to undertake projects in support of a dementia-friendly community. Fewer available health-care services in the continuum of care in rural areas may pose significant challenges for older adults who may need a continuum of care or assistance services to cope in their communities.

Many communities might have gaps in service provision, including limits to:

1. Transportation
2. Respite care
3. Support for informal carers
4. Home care and day care
5. Resources for medical practitioners to offer families
6. Education for health-care providers

However, there are many positive aspects of smaller and rural communities, including strong social interaction and ties, relationships with service providers and appropriate services addressing local needs. Often there are strong social networks and informal social supports, such as commitment from community members, families and health-care providers to support people with dementia. These networks are a significant asset and highly valued by the community. They provide a sense of safety in the community and are key resources when formal supports are limited as in the examples above.

People who were always active in their communities will likely be well-supported, but this same support may not be felt by those who were not as well connected before their diagnosis,

who display aggressive behaviour or who live alone. The connectivity of a smaller community may also be perceived as negative for those who would like to keep their diagnosis private or limited to a small circle of supporters.

### Why should rural communities consider becoming dementia friendly?

1. Dementia-friendly communities can provide community-based supports where fewer formal supports exist.
2. The Society is mobile and is able to travel to rural communities to provide dementia education.
3. The Society is keen to work with communities in a way that suits their needs.
4. This is an opportunity to provide education and awareness in communities that may be historically underserved with medical services and information.
5. This is a way to support citizens to stay in their communities for longer periods of time before moving away.



“I think the support system can be much stronger in a small community. I think in a small community, we all take responsibility for our seniors, where in a city you hear stories all the time of someone wandering away and, you know, they could be wandering on the street and nobody would really approach them. I think the likelihood of that happening in a small community is very much smaller.”

“If we see a senior in this community who appears to be in difficulty at all, everybody just kind of rallies around. And even if we see a senior who’s in the grocery store carrying grocery bags, it’s totally unheard of that people would walk by and not say, ‘Can I give you a ride home?’”

“There’s just much more of an ownership of responsibility for people who have challenges, whether they are seniors or children, or people who are facing developmental challenges.”

– Community member, participant in the research “Dementia in Rural Northwestern Ontario: Understanding the Context and Issues” (2011)



## ► URBAN CASE STUDY: CITY OF NEW WESTMINSTER

From our conversations with representatives of the City of New Westminster, here are some of their thoughts on becoming dementia friendly.

### Why does New Westminster want to be dementia friendly?

The City of New Westminster has undertaken significant work in the area of Age- and Ability-Friendly Communities, including an extensive consultation process with older adults and seniors. This work is informing the City's Official Community Plan. It has also been used to facilitate the development of a number of initiatives in support of an Age- and Ability-Friendly Community, including an Adaptable Housing Policy and Bylaw, an Age-Friendly Business Initiative, a Century House Inclusion Project, an annual Connecting Seniors to Services Fair, a Seniors Engagement Toolkit, a Seniors Services Directory and a "Wheelability Assessment Project."

New Westminster, similar to other municipalities in Metro Vancouver, is experiencing an aging population. Between 2011 and 2036, the number

of people over the age of 50 will increase by 88 per cent and the number of people over the age of 65 will increase by 130 per cent. By comparison, the population as a whole will increase by 44 per cent. As people age, they report more health and activity limitations. As evidence, 57 per cent of people over the age of 65 report such limitations. Dementia also becomes more prevalent as people age. In New Westminster, it is estimated that 940 people currently have dementia, with this number projected to almost double to 1,830 by 2034. Additionally, research shows that about half of the people with dementia live in the community.

Given that about 500 people with dementia are currently living in the community, the question of planning for their needs becomes important – ensuring that the built environment is accessible and that people with dementia have opportunities for involvement and social interaction. This is critical for their independence and quality of life. The City has a key role to play, as it informs the built environment and is responsible for civic facilities and infrastructure such as sidewalks. It also offers a range of programs and services



including fire, library, police and recreation. On a daily basis, this is the level of government that most impacts all citizens' lives.

### What are your goals?

The City of New Westminster is working towards becoming more dementia friendly. In October 2013, City Council endorsed three Senior Advisory Committee recommendations in support of becoming a dementia-friendly community. The City also successfully applied for a 2015 Age-Friendly Community Planning and Project Grant and will use this funding to develop a Dementia-Friendly Community Action Plan and three Action Guides. The plan will be based on a comprehensive literature review and consultation process, including with people living with dementia, their caregivers, family members and health-care professionals. The plan will also inform the development of the City's Official Community Plan, which is a policy document which sets the vision, goals and objectives for the future of the city. It also provides an overall framework for decisions on a range of areas including planning, land use, building and development, housing, neighbourhood character, social policy and transportation.

On January 26, 2015, New Westminster became British Columbia's first dementia-friendly City

Council, with councillors participating in a Dementia Friends workshop conducted by the Alzheimer Society of B.C.

### What partners are you considering working with?

The City of New Westminster will be working with the Alzheimer Society of B.C. and Fraser Health. The City and the Alzheimer Society are currently collaborating to raise public awareness about dementia. More specifically, the City and the Society recently participated in a dementia-friendly community panel at the New Westminster Seniors Festival, which attracted over 500 seniors. The City will also explore developing a more formal relationship with Fraser Health related to the development of the Action Plan and three Action Guides.

### What are your next steps?

The next steps are to retain the services of a consultant and to establish a working group which will work towards the development of the Dementia-Friendly Community Action Plan and three Action Guides. This work will be completed by December 2015. At this time, the working group will shift from planning to implementation.





## ▶ RURAL CASE STUDY: VILLAGES OF VALEMOUNT

From our conversations with representatives of the Village of Valemount, here are some of their thoughts on becoming dementia friendly.

### Why does Valemount want to be dementia friendly?

Keeping people in their home where everything is familiar and comforting is important. We all live in communities, and most importantly our communities are made up of people – a village's citizens. We all need a sense of belonging and we all need to keep engaged in life. Valemount has a large number of seniors, some living with dementia. As a community, we need to know how to communicate and how to make their lives safe, productive and comfortable.

### What are your goals?

Our goals are to make our community knowledgeable about dementia. Local businesses of all kinds need to be aware of what to look for and how to react when someone living with dementia comes in. We need to be vigilant and caring about all our citizens. We also need to be aware of the stresses that caregivers are facing and know how to assist them. The bottom line is to make Valemount a warm and welcoming place where our friends living with dementia feel confident to walk out their front doors and venture into town without worry.

**“We cannot let our friends stay locked in their houses feeling scared and nervous about going out into the village.”**

**– Hollie Blanchette, Councillor,  
Village of Valemount**

### What partners are you considering working with?

1. Chamber of Commerce
2. Local government
3. Schools
4. Bank
5. Library
6. Medical clinic
7. Seniors housing
8. Robson Valley Support Society
9. Hotels and restaurants
10. Non-profit societies
11. Home based businesses
12. First responders
13. All our citizens

### What are your next steps?

Our next step is to work on our Dementia-Friendly Action Plan.



## How to develop your Dementia-Friendly Action Plan



New Westminster’s Mayor Cote and Maria Howard, CEO of the Alzheimer Society of B.C., at the Council’s Dementia Friends workshop. New Westminster was the first Council in B.C. to receive the Dementia Friends workshop.

People with dementia deserve the same service and have the same human rights as all other community members, including engagement in their community. Becoming dementia friendly means you can communicate more respectfully with all citizens, while meeting the communication and service needs of people living with dementia. To achieve this, your Action Plan does not necessarily need to make large promises: small, meaningful changes can make a significant difference. The Action Plan can be a high-level overview document to help organize your priorities and commence the discussion about dementia-friendly communities. It should be tailored to the needs of your particular context. As your community moves forward in its work, your actions may change or develop. You are not bound by your Action Plan, only encouraged to accomplish what is determined as feasible by your community.

This initiative is not intended to burden resources, but rather to be incorporated into existing systems, policies and programs, and to nuance action within your community through consideration of the lived experience of people with dementia. During this process, it is also important to consider your community’s capacity to achieve these actions and plan accordingly.

To increase your chance of success in implementing your specific actions:

- Nominate a dementia-friendly communities point-person in the community to be the Society’s contact person.
- Convene a working group that includes people with dementia.
- Advertise interest in speaking to people with dementia in the community.
  - ♦ Consider word-of-mouth, hosting a community forum on dementia or connecting with seniors’ groups.
- Engage people with dementia beyond the stakeholder group to test and assess the actions of the plan.

We encourage you to submit your Action Plan to the Alzheimer Society of B.C. for endorsement and feedback. Local governments are also encouraged to pass a resolution to become dementia friendly and endorse their Dementia-Friendly Action Plan with the recommendation that:

Council endorses the proposed activities and agrees to provide overall financial management related to the subject plan conducted as part of the Alzheimer Society of B.C.’s Dementia-Friendly Communities initiative.

Refer to the upcoming Resources section for a suggested Dementia-Friendly Action Plan worksheet.

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## SECTION 3: RESOURCES

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## Dementia-Friendly Action Plan worksheet

Please list at least two actions for each category. If you require suggestions or recommendations, feel free to connect with the Alzheimer Society of B.C. Upon completion, send the Action Plan to [dementiafriendlybc@alzheimerbc.org](mailto:dementiafriendlybc@alzheimerbc.org).

NAME	Name of the working group, including all stakeholders, number of participants and location
DEMENTIA-FRIENDLY COMMUNITIES POINT-PERSON	Name, and contact information
WORKING GROUP MEMBERS	Name, and organization they are a part of OR if they are living with dementia OR a caregiver
VISION	<p>What is the working group's vision for a dementia-friendly municipality/ community?</p> <p><i>For example, "Our objectives aim to engage with the local community to provide education about dementia that will enable community members to make changes and take positive steps towards becoming a dementia-friendly community" or</i></p> <p><i>"Work with local stakeholders to make the community a friendly place for people with dementia and their caregivers to live, work and play."</i></p>
ADDITIONAL CONTRIBUTORS	Explain who has been involved in the development of the plan if they are not on the working group.



<b>ENGAGING PEOPLE LIVING WITH DEMENTIA</b>				
<b>Actions (2x)</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Resources required</b>	<b>Possible outcomes</b>
<i>Actions to take to engage people with dementia in the process of becoming dementia friendly</i>	<i>Who will be responsible for this action? E.g. organization name or individual name</i>	<i>When will this action be completed? E.g. Fall 2015</i>	<i>What will be required to achieve this action? E.g. volunteers, materials</i>	<i>Identify the level of impact. E.g. policy change, program development, increased awareness, reduced mishaps, etc.</i>
<i>For example, "Organize a group of people with dementia from the community to identify challenges and needs they experience in the community."</i>				
<i>"Identify which services are being underutilized or which require more expansion."</i>				
<b>SOCIAL ENVIRONMENT</b>				
<b>Actions (2x)</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Resources required</b>	<b>Possible outcomes</b>
<i>Possible actions to positively influence the social environment</i>	<i>Who will be responsible for this action?</i>	<i>When will this action be completed?</i>	<i>What will be required to achieve this action?</i>	<i>Identify the level of impact.</i>
<i>For example, "Challenge stigma, myths, misconceptions through education."</i>				
<i>"Work with local stakeholders to increase opportunities for people with dementia to remain engaged in their chosen activities and in community activities."</i>				

BUILT ENVIRONMENT				
Actions (2x)	Responsibility	Timeline	Resources required	Possible outcomes
<i>Possible actions to positively influence the built environment</i>	<i>Who will be responsible for this action?</i>	<i>When will this action be completed?</i>	<i>What will be required to achieve this action?</i>	<i>Identify the level of impact.</i>
<i>For example, "Design accessible ground level public toilets in popular public locations that allow caregivers to provide assistance."</i>				
<i>"Build more street furniture, whose design clearly identifies its purpose."</i>				
POLICY				
Actions (2x)	Responsibility	Timeline	Resources required	Possible outcomes
<i>Possible actions to positively influence municipal policy</i>	<i>Who will be responsible for this action?</i>	<i>When will this action be completed?</i>	<i>What will be required to achieve this action?</i>	<i>Identify the level of impact.</i>
<i>For example, "Reviewing existing policy, practice, programming."</i>				
<i>"Remove barriers to change by addressing current municipal policy and bylaws."</i>				
OPTIONAL				
Action(s)	Responsibility	Timeline	Resources required	Possible outcomes
<i>Other dementia-friendly actions that you would like to include</i>	<i>Who will be responsible for this action?</i>	<i>When will this action be completed?</i>	<i>What will be required to achieve this action?</i>	<i>Identify the level of impact.</i>
<i>For example, "Identify key partners, services, and businesses within our local context."</i>				
This plan has been submitted for endorsement from the Alzheimer Society of B.C., which has:				
<input type="checkbox"/> Endorsed the "Working to become dementia friendly" status.		<input type="checkbox"/> Provided feedback for revisions to be made to the plan.		
Signature of Alzheimer Society of B.C. representative:				
Date:				

## Dementia-friendly outdoor environment checklist<sup>15</sup>



The following is a summary of key findings based on a research project of the Wellbeing in Sustainable Environment Research Unit of the Oxford Institute for Sustainable Development. Use the following checklist to assess the existing dementia-friendly features in your community and to conceptualize possible next steps for your community. Offering preliminary guidance for all levels of urban design, this checklist may be useful for planners, designers and architects.

### Characteristics

#### Sidewalks

- Walking trails and sidewalks are wide and flat.
- Crosswalks and public toilets are at ground level.
- Unavoidable level changes such as at crosswalks, have a slope with a maximum gradient of one in 20.
- Crosswalks are placed at adequate intervals to provide safe access.
- Some sidewalks are tree-lined or pedestrianized to offer protection from heavy traffic.
- Street clutter (signs, advertising billboards and pillars) is minimized.
- Trails and sidewalks are wide, well maintained and clean.
- Bicycle lanes are separate from sidewalks.
- Crosswalks have audible cues at a pitch and timing suitable for older people.
- Paving is flat, smooth, non-slip, plain and non-reflective in clear colours and in textural contrast to building walls.
- Trees close to sidewalks have narrow leaves that do not stick to pavement when wet.
- Street lighting is adequate for people with visual impairments.

#### Why these are important

Since dementia affects memory and people with dementia may forget things more often, retracing one's steps may become more difficult. Dementia can also affect a person's vision and depth perception, increasing the likelihood of falls.

## Signs

- Signs are minimal, giving simple, essential information at decision points, such as intersections or junctions.
- Signs are easily visible, in clear locations that are not cluttered with other signs.
- Signs locating important places and buildings are hung horizontally on the wall or are attached perpendicularly to the wall.
- Signs have large graphics with realistic symbols in clear colour contrast to the background, preferably dark lettering on a light background.
- Signs have non-glare lighting and non-reflective coverings.
- Notices such as this one may be placed at eye-level near entrances to public washrooms: "Members of another gender might be in this washroom assisting someone."

### Why these are important

Dementia may cause changes in a person's abstract thinking ability, vision and memory.



Example 1. Clear signage compared to confusing signage

## Design

- The architectural features used in design are familiar or easily understood.
- Obvious cues are positioned where sightlines end, especially at decision points, such as junctions and bends, to make directional decisions easier.
- Entrances to buildings or public areas are clearly visible and obvious.
- Architectural features are in a variety of styles, colours and materials.
- Gates and/or doors have no more than two kilograms of pressure to open and have lever handles.
- Acoustic barriers, such as planting and fencing, reduce background noise.

### Why these are important

With dementia there are related challenges in abstract or sequential thinking. This means that people with dementia cannot always interpret the cues that signal the use of buildings.

## Street furniture

- Street furniture is designed in a familiar way, obviously indicating its use as a resting place.
- Telephone booths are enclosed.
- Bus shelters are enclosed and have seating.
- Seating is sturdy with arm and back rests and made from materials that do not conduct heat or cold.

### Why these are important

Ambiguity of design is challenging for people with dementia because of changes in their abstract thinking. Changes in judgment may also make determining the function of certain objects difficult.



Example 2.  
Ambiguous design  
compared to  
familiar design



## Overall

- Street types are hierarchically designed and varied in their size and use: main streets, side streets, alleyways and trails. Quiet side roads provide alternative routes away from crowds and traffic.
- Blocks are small and laid out on an irregular grid based on an adapted perimeter block pattern.
- Streets are short and fairly narrow.
- Streets are well connected and gently winding with open ended bends to enable visual continuity.
- Forked and T-junctions are more common than crossroads.
- Buildings and spaces are long established with changes being gradual and on a small scale. The function of a building or place is obvious, and building forms are varied.
- The variety of landmarks includes historic and civic buildings (such as war memorials or churches), distinctive structures (such as a water tower and public art) and welcoming open spaces and places of activity (such as urban squares, parks or playgrounds).
- Land uses are mixed.
- Services and facilities are within five to ten minutes walking distance of housing.
- The outdoor environment is welcoming and unthreatening, with quiet alternative routes away from crowds and traffic.
- Urban areas have small, well-defined open spaces with toilets, seating, shelter and lighting.
- Spaces and buildings are oriented to avoid creating areas of dark shadow or bright glare.

## Why these are important

As the disease progresses, a person with dementia can become lost somewhere familiar, not knowing how they got there or how to get home. New spaces like an unfamiliar courthouse or office may make a person living with dementia anxious.



## FAQ

### How do we set up a dementia-friendly working group?

1. Speak with Mayor and council, encouraging them to take the Dementia Friends workshop.
2. Gauge the interest of staff at city hall and host a Dementia Friends workshop open to the public.
3. Work with people who are passionate about the cause and interested in sustaining awareness and change in the community. Aim for about five dedicated members and, most importantly, include people living with dementia and their caregivers. These people are your experts. They are living with the effects of the disease and have firsthand experience of what will benefit them in the community. Learn about their experiences of living in the community: Where they feel supported? Where can improvements be made?
4. Work with other people and organizations already working with people with dementia in the community.
5. Speak with community members in your area, people who have a good network and are part of the community's key decision-makers.
6. Organize an accessible location at which to meet regularly to keep Action Plan items on track.

### What are some guiding questions our community might begin to address?

- What types of organizations should be involved in dementia-friendly community planning?
- Have you already been involved in this type of planning?

- What changes would make your community more dementia friendly?
- What would have an impact on people with dementia and their caregivers in your area?
- Does your community already have some dementia-friendly elements?

### What are some key things we can do to be successful?

- Recruit, retain and include community partners and individuals who share in your dementia-friendly community vision.
- Establish a volunteer working group of people living with dementia to consult on your community projects through walking interviews, one-on-one consultations, group consultations, and engagement workshops, to include the *direct* voice of people with dementia.
- Promote dementia-friendly communities in local and provincial media.
- Work with the Society to identify tools to allow volunteers and other stakeholders to promote and sustain local momentum for dementia-friendly communities.

### Tips from the UK<sup>16</sup>

- Ensure people living with dementia are consulted and involved in planning or redesign of the physical space.
- Engage with the private as well as non-profit sector: the private sector is just as important for people living with dementia as it is for the rest of the community.
- Remember that even relatively minor changes can transform a problematic activity into one which is accessible and inclusive of people with dementia.

### What kind of messages will help us to engage local community members or other stakeholders?

- Present a unique selling point, for example, "You will be a trailblazer in your community."
- This is an opportunity for stakeholders to improve the services they provide to seniors, which may as a consequence enhance their reputation for good customer care or, in the case of a municipality, as a great place to live.
- Participating can be better for business. All businesses want to keep up their customer base and be known for good customer care, especially in communities that have many seniors who would feel more confident and safer shopping and being out and about where there is an increased level of understanding.
- On a personal level, the Dementia Friends workshop and the Dementia-Friendly Communities initiative can provide people with increased sensitivity and understanding when speaking with older relatives.

### How can we organize a Dementia Friends workshop in our community?

- E-mail the Alzheimer Society of B.C. at [dementiafriendlybc@alzheimerbc.org](mailto:dementiafriendlybc@alzheimerbc.org) to request a workshop. Please provide the following information:
  - Name of person/organization requesting the workshop
  - Location (city) and expected venue
  - Three optional dates and times for the workshop
  - Target audience
  - Size of the potential audience

We will connect you with a volunteer or staff person to organize and deliver the workshop.

### How does the B.C. Dementia-Friendly Communities initiative work together with Dementia Friends Canada?



Alzheimer Societies across Canada are working with the Public Health Agency of Canada on the national Dementia Friends Canada awareness and public engagement initiative. The aim is to create a more aware and informed Canadian population to dispel myths and reduce stigma about dementia. Visit [www.dementiafriends.ca](http://www.dementiafriends.ca) to watch an informative video, register as a Dementia Friend, and then commit to an action you can take as a Dementia Friend.

The provincial Dementia-Friendly Communities initiative is paired with the national program; however, there are some differences between the national awareness campaign and the provincial social change initiative. Dementia Friends Canada focuses on individual actions, while our work focuses on community engagement and change; through our Dementia Friends educational workshops we add nuance and depth to the important information being shared in the Dementia Friends Canada campaign. We encourage people to check out the national website, but also to engage with the provincial Society to start or become a part of the meaningful dementia-friendly work happening in their community.

People can become Dementia Friends through the Society or through the Federal program. The Federal program is brief; thus, the provincial workshops offer the opportunity to further develop the awareness gained in the online program.

**Thank you for joining the Alzheimer Society of B.C.  
in creating dementia-friendly communities.**

**The Society is here to help people living  
with dementia, caregivers and communities.**

**We commend you on your commitment and passion  
for helping people living with dementia  
age safely and happily in their communities for longer.**

**Alzheimer Society**  
BRITISH COLUMBIA

## ADDITIONAL RESOURCES AND VIDEOS

### Alzheimer Society of B.C.

[Jim's Story](#)

[Dementia-friendly communities webpages \(2015\)](#)

[Making your workplace dementia-friendly: Information for financial professionals](#)

[Making your workplace dementia-friendly: Information for housing professionals](#)

[Making your workplace dementia-friendly: Information for legal professionals](#)

[UBCM dementia-friendly communities presentation \(September 2014\)](#)

### Provincial

Provincial Dementia Strategy for British Columbia, Ministry of Health (forthcoming 2016)

[The dementia policy lens toolkit](#), Penny MacCourt, PhD (March 2009)

### National

[Building strong communities](#), University of Waterloo

[Community dementia action plan: designing a way forward](#), BrainXchange (June 2015)

[Crime prevention through environmental design](#), RCMP (1998)

[Dementia Friends Canada](#), Alzheimer Society of Canada and Government of Canada (June 2015)

[Dementia-friendly outdoor environments, age friendly communities: tools for design and dementia](#), BrainXchange

[Intersection between the built and social environments and older adults' mobility: an evidence review](#), National Collaborating Centre for Environmental Health (November 2012)

## International

[A tool kit for building dementia-friendly communities](#), Wisconsin Healthy Brain Initiative (USA) (May 2015)

[Aging in place bibliography](#), American Planning Association (USA)

[Comments from the Sikh community: dementia-friendly Gurudwaras](#), Alzheimer's Society UK (July 2014)

[Creating dementia-friendly communities: business toolkit](#), Alzheimer's Australia (2014)

[Dementia resource suite for schools](#), Alzheimer's Society UK (2014)

[Dementia-friendly churches](#), Livability (UK)

[Dementia-friendly communities: Derek's story](#), Alzheimer's Society UK (September 2013)

[Dementia-friendly town of Crawley](#), Alzheimer's Society UK (July 2014)

[Dementia-friendly Yorkshire: first steps on the journey](#), Joseph Rowntree Foundation (January 2014)

[Dementia-friendly](#), ACT on Alzheimer's (USA)

[Developing dementia-friendly communities \(physical features checklist\)](#), Housing Learning & Improvement Network (UK) (June 2012)

[Developing dementia-friendly communities: learning and guidance for local authorities](#), Innovations in Dementia and The Ageing Well program (May 2012)

[Developing supportive design for people with dementia](#), The King's Fund (UK)

[Guide to practical examples of dementia-friendly initiatives](#), Alzheimer Society of Ireland (September 2013)

[Small changes help make a dementia-friendly community](#), Alzheimer's Society UK (March 2014)

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Elaine Wiersma and Alison Denton, *Dementia in rural northwestern Ontario: Understanding the context and issues*, (2011)  
  
For additional resources visit [Rural Dementia Action website](#), University of Saskatchewan
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## Acknowledgements

The Alzheimer Society of B.C.'s *Dementia-Friendly Communities Local Government Toolkit* was informed and created using a variety of international resources on dementia-friendly communities and age-friendly communities. We thank all the organizations who share their information for their generous spirit and dedication to promoting dementia friendliness.

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# THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

**SUBMITTED BY:** Roy Nuriel  
Economic Development Planner

**COUNCIL MEETING:** REG  COW  I/C   
**COUNCIL MEETING DATE:** June 22, 2020  
**REPORT DATE:** June 12, 2020  
**FILE:** 6750-20

**SUBJECT:** CONSUMPTION OF LIQUOR IN PUBLIC PLACES

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## PURPOSE:

To present Council with additional information on the implications of a temporary exemption to the prohibition of the consumption of liquor in public places.

## RECOMMENDATION:

THAT Council NOT support a temporary exemption to the prohibition of consumption of liquor in public places, as outlined in the report titled "Consumption of Liquor in Public Places" dated June 12, 2020 and submitted by the Economic Developer Planner.

## ALTERNATIVES & IMPLICATIONS:

1. THAT Council support a temporary exemption to the prohibition of consumption of liquor in public places;

AND FURTHER, that Council support amending "City of Vernon Parks and Public Places Bylaw 5057, 2007" by drafting a "Parks and Public Places (Temporary Exemption to the Prohibition of the Consumption of Liquor in Public Places) Amendment Bylaw 5822, 2020", which provides a temporary exemption to the prohibition of the consumption of liquor between the hours of \_\_\_\_ to \_\_\_\_, \_\_\_\_ days a week, from \_\_\_\_\_, 2020 to \_\_\_\_\_ (to be cited by Council) in the designated public places \_\_\_\_\_ (to be cited by Council) as outlined on Schedule 'G' (to be provided following identification of specific locations by Council);

AND FURTHER, that an 11 inch by 24 inch sign be posted at each of the designated places, setting out the boundaries of the permitted areas, dates and times which liquor may be consumed;

AND FURTHER, that Council direct Administration to bring the bylaw back for consideration at its Special Meeting of June 29, 2020;

AND FURTHER, that Council direct Administration the review the impact of permitting consumption of liquor in public places and provide further recommendations to Council at its Regular Meeting of (to be cited by Council).

*Note: Should Council choose this alternative, Council could give readings to and adopt the bylaw at its Special Meeting of June 29, 2020. Following adoption of the bylaw, Administration would post signs at each permitted place and inform the consulted agencies of the bylaw amendment. Administration would subsequently monitor any impacts associated with the bylaw and report back to a Regular Meeting of Council as directed.*



**ANALYSIS:**

**A. Committee Recommendations:**

N/A

**B. Rationale:**

1. At its Regular Meeting of June 2, 2020, Council requested additional information on the implications of allowing the consumption of liquor in public places, as an additional measure of responding to the COVID-19 social distancing requirements in restaurants, pubs and breweries.
2. The COVID-19 pandemic and associated physical distancing protocols have significantly impacted the capacity of restaurants, pubs and breweries, as well as the number of visitors residents can have in their home. The public has been encouraged frequently by Dr. Bonnie Henry and other health authorities to spend more time outdoors in a safe and responsible manner. In open places social distancing is much easier to achieve and the risk of spreading the COVID-19 virus is reportedly reduced. Spending more time outdoors has other positive social effects, including better mental health by reducing social isolation, anxiety and depression.
3. The BC Liquor Control and Licensing Act (the Act) forbids the consumption of liquor in public places, however, Section 73 (Attachment 1) and Section 197 in the Liquor Control and Licensing Regulations (Attachment 2), allow municipalities to designate by bylaw, a public place where liquor can be consumed. As part of this legislation, the bylaw must include the specific location, boundaries of the place and period of time when liquor may be consumed. All these requirements must be identified by posting signage on the site, as well.
4. Other than Quebec, no other province has allowed the consumption of liquor in public places. Since 2018, the City of Vancouver has worked with the Vancouver Board of Parks and Recreation to explore the implications of permitting the consumption of liquor in their parks and beaches. The City of Vancouver considered the consumption of liquor in public places at its Council Meeting of June 2, 2020, at which time it was defeated in a tie vote. The City of Vancouver will be reconsidering the motion again at an upcoming Council meeting.

Two other municipalities have also explored the consumption of liquor in public places as part of their measures to support social and economic connections while maintaining physical distancing. The City of North Vancouver adopted a new bylaw on June 1, 2020 to allow the consumption of liquor in six parks and four public places as a pilot project until October 15, 2020. The consumption of liquor in the designated places can occur between 11:00am to 9:00pm, seven days a week. Each designated place is located at least 20 m from playgrounds or daycares and signage with the required information will be installed. The City of Penticton has also endorsed a five week pilot program, and on June 2, 2020 a new bylaw was adopted. As part of Penticton's bylaw, open alcohol is permitted in five parks and one beach between 12:00pm to 8:00pm from June 3 to July 4, 2020. During the pilot programs in North Vancouver and Penticton, staff will evaluate the impact of permitting consumption of liquor in public places, review public feedback and provide further recommendations if easing the restrictions is to continue.

5. Council directed Administration to explore the implications of allowing the consumption of liquor in some of the City's public places, to consult with RCMP and Interior Health Authority (IHA) and report back at the June 22, 2020, Regular Meeting of Council.

***RCMP***

In a letter dated June 10, 2020 from the RCMP (Attachment 3), Superintendent Shawna Baher provided the RCMP view on allowing the consumption of liquor in Vernon's public places. In summary, the RCMP is not supportive with this proposal, and has raised several concerns:



- Exposure of young persons to negative behaviors in the public, such as intoxication, disturbances or public urination;
- Increase of loitering, noise, inappropriate behavior or impaired driving;
- Increase on calls for service, including intoxicated in public and other disruptions, while resources are limited; and
- It would be difficult to enforce a responsible consumption in public places, compared to licensed establishments.

### **Interior Health Authority (IH)**

In a letter dated June 12, 2020, from the Medical Health Officer for Interior Health (IH) to the Mayor and Council (Attachment 4), Dr. Silvina Mema provided the IH position regarding permitting alcohol consumption in designated public places:

*"It is the position of the Interior Health Medical Health Officers that permitting alcohol consumption in designated public spaces may increase the harms associated with alcohol and augment COVID-19 transmission. Furthermore, such a policy sends a message that normalizes alcohol drinking and promotes a culture of alcohol consumption".*

In the letter, Dr. Mema described the relations between public health and alcohol, the impact of COVID-19 pandemic on alcohol use among Canadians and the role and responsibilities of local government in reducing alcohol consumption. The IH response also includes recommendations should Council decide to pursue the bylaw.

6. In addition to the concerns raised by the RCMP and IH, Administration is concerned that permitting the consumption of liquor in public places will put additional pressure on Protective Services and pose enforcement challenges (especially during the evening). There are also concerns related to increased loitering, noise, more garbage (litter), bottles (empty or broken) and camp fires, which would generate additional maintenance and cleaning costs. There are also concerns related to a potential negative economic impact on existing local liquor serving establishments.
7. Based on the input received, Administration does not recommend introducing a new bylaw to allow for the temporary consumption of liquor in public places.
8. Should Council decide to pursue the bylaw, Attachment 5 provides a draft bylaw (Bylaw 5822, 2020) to amend "City of Vernon Parks and Public Places Bylaw 5057, 2007". Prior to bylaw readings and adoption, Council must determine the following:
  - a) The exact location where liquor may be consumed in public place/s. Any location is to be at least 20 m away from playgrounds, skate parks, splash parks or daycares;
  - b) The exact times when liquor can be consumed in designated public places; and
  - c) The timeframe when the bylaw would cease to be in effect. Should Council elect to enact the bylaw, Council may want to consider a "sunset clause" that corresponds with an upcoming meeting of Council and direct Administration to bring forward a report at that meeting noting any issues. Council could then provide readings and adoption to renew the bylaw at the same meeting.

Following the determination of locations and times, the City would have to post signs in each permitted place, including the boundaries where liquor may be consumed and the permitted days and hours. At least four signs could be posted at each place (11 inches by 24 inches in size).

9. As the next Regular Meeting of Council isn't until July 20, 2020, Council may wish to give readings to and adopt the bylaw at its Special Meeting of June 29, 2020. Should Council identify applicable locations,

Administration would prepare maps to go with the bylaw amendment and bring forward for Council's consideration.

**C. Attachments:**

- Attachment 1 – Section 73 in the BC Liquor Control and Licensing Act
- Attachment 2 – Section 197 in the the Liquor Control and Licensing Regulations
- Attachment 3 – Letter from Superintended Shawna Baher, RCMP dated June 10, 2020
- Attachment 4 – Letter from Dr. Silvina Mema, Medical Health Officer for Interior Health dated June 12, 2020
- Attachment 5 – Proposed draft Bylaw cited as “Parks and Public Places (Temporary Exemption to the Prohibition of the Consumption of Liquor in Public Places) Amendment Bylaw 5822, 2020”, to amend the “City of Vernon Parks and Public Places Bylaw 5057, 2007”

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

The subject of consumption liquor in public places involves the following objectives in Council's Strategic Plan 2019 – 2022:

- Be a leader in economic development
- Increase the vibrancy of Downtown, including the provision of new amenities and events
- Investigate the potential closure of 30<sup>th</sup> Avenue to vehicular traffic from 29<sup>th</sup> Street to 35<sup>th</sup> Street
- Address safety concerns including drug use, vagrancy, communicating role of Bylaw Services and increased RCMP presence
- Address sharps and Downtown cleanliness

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

1. At its Regular Meeting of May 25, 2020, Council requested information on allowing the consumption of liquor in public places, as an additional measure of responding to the COVID-19 social distancing requirements in restaurants, pubs and breweries.
2. At its Regular Meeting of June 2, 2020, Council received the memorandum titled “Consumption of Liquor in Public Spaces” dated May 29, 2020, from the Economic Development Planner for information. During the meeting, Council requested additional information on the implications of allowing the consumption of liquor in public places.
3. Section 9. (g) in “City of Vernon Parks and Public Places Bylaw 5057, 2007” states the following:

“A person must not:

- (i.) consume or possess an open alcoholic beverage in a park or public place; unless consumed at a vending stall as a sample of wares from a wine, cider, beer or spirits manufacturer at an approved Farmers' Market allowed to operate from a park or public place.
- (ii.) possess an alcoholic beverage in a park; unless the alcoholic beverage is possessed under and in accordance with a licence issued under the Liquor Control and Licensing Act and approved by the Royal Canadian Mounted Police and the Park Manager, or if purchased or obtained as a sample from a vending stall of a wine, cider, beer, or spirits manufacturer at an approved Farmers' Market allowed to operate from a park or public place and in the process of being transported to their premise. (Bylaw 5521)”

**BUDGET/RESOURCE IMPLICATIONS:**

Additional staff resources may be required for additional enforcement and maintenance at the locations permitted for the consumption of liquor. Depending on the number of locations determined by Council, funding for signage may be required.

Prepared by:

Jun 16 2020 10:22 AM

X

✓

Roy Nuriel

DocuSign

Approved for submission to Council:

Will Pearce, CAO

Date: 16 June 2020

Roy Nuriel  
Economic Development Planner

Jun 16 2020 10:31 AM

X

✓

Kim Flick

DocuSign

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 checked="" type="checkbox"/> Bylaw Compliance       | <input checked="" 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                            |
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| <input checked="" type="checkbox"/> Fire & Rescue Services | <input type="checkbox"/> Recreation Services             | <input type="checkbox"/> Infrastructure Management                       |
| <input type="checkbox"/> Human Resources                   | <input checked="" type="checkbox"/> Parks                | <input checked="" type="checkbox"/> Transportation                       |
| <input type="checkbox"/> Financial Services                |  | <input checked="" type="checkbox"/> Economic Development & Tourism       |
| <input type="checkbox"/> COMMITTEE:                        |  |  |
| <input type="checkbox"/> OTHER:                            |  |  |

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## LIQUOR CONTROL AND LICENSING ACT

## [SBC 2015] CHAPTER 19

## Division 3 — Possession and Consumption of Liquor

## Unlawful possession or consumption of liquor

**73** (1) A person must not consume liquor, or possess liquor in an open container, in a place other than

- (a) a residence,
- (b) a private place,
- (c) a service area in respect of which a licence, authorization or permit allows consumption,
- (d) as provided under section 11,
- (e) as provided under subsections (2) to (4) of this section,
- (f) an assisted living residence, community care facility, hospital or other prescribed facility as provided in section 9, or
- (g) in a liquor store as allowed under the Liquor Distribution Act.

(2) Subject to subsection (3) and the regulations, a public place, or part of it, may be designated, by a bylaw of the municipality or regional district that has jurisdiction over the public place, as a place where liquor may be consumed.

(3) A bylaw under subsection (2) must contain the hours during which liquor may be consumed.

(4) Without limiting subsection (2), regulations under that subsection may provide that a bylaw referred to in that subsection may not designate

- (a) a specified public place, or
- (b) a specified public place for a specified period of time.

*Liquor Control and Licensing Act*

**LIQUOR CONTROL AND LICENSING REGULATION**

[Last amended May 22, 2020 by B.C. Reg. 110/2020]

**Division 6 — Bylaws Dealing with the Consumption of Liquor in a Public Place**

**Content of bylaws**

**197** A bylaw of a municipality or regional district under section 73 (2) of the Act designating a public place as a place where liquor may be consumed must

(a) require the person responsible for the public place to post signs setting out

(i) the boundaries of the public place, and

(ii) the hours that liquor may be consumed, and

(b) describe the number and size of the signs and how they are to be posted.



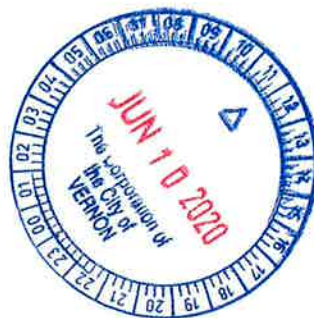


Royal Canadian  
Mounted Police

Gendarmerie Royale  
du Canada

Mayor Victor Cumming  
City of Vernon  
3400 30<sup>th</sup> Street,  
Vernon, BC

Superintendent Shawna Baher  
Vernon North Okanagan Detachment  
3402 30<sup>th</sup> Street,  
Vernon, BC



June 10<sup>th</sup>, 2020

Dear Mayor Cumming,

I am writing with regards to Vernon City Council's proposal to allow the consumption of alcohol in city parks and beaches.

Under the Liquor Control and Licensing Act of British Columbia, a person must not consume liquor, or possess liquor in an open container, or be intoxicated in a public place. In response to COVID-19 restrictions, other communities have permitted the public to contravene this act in an attempt to support local restaurants, wineries and breweries while maintaining social distancing. While the relaxation of the Liquor Control and Licensing Act may work for some communities, it may not work for others.

Should alcohol consumption be allowed on beaches and in parks within the City of Vernon, it is important that all information be taken into consideration.

- 1) All persons over 19 years of age would be permitted to openly consume alcohol, from a policing perspective that would apply to all individuals. This could mean that not only could people enjoy an alcoholic beverage with a meal, but large groups could attend and drink, without consequence. This could contribute to larger issues and negatively affect families where they do not want to bring children. The open consumption of alcohol could potentially expose young persons to negative behaviors, such as public intoxication, disturbances or public urination. Allowing one behavior in public could also have a ripple affect into other areas with an increase in loitering, noise, inappropriate behavior or impaired driving.
- 2) There are other laws that could be used to ensure proper public behavior; these could include Intoxicated in a Public Place (Liquor Control and Licensing Act), or Cause Disturbance (Criminal Code). Both of these are used as a last resort by police. In the first

law the individual must not be able to properly care for themselves, which would mean a high level of intoxication and often results from police calls for service due to the individuals intoxicated behaviour.

I appreciate these are unusual times and I understand the exploration of this topic by council, especially as it relates to trying to support local business, but this may have an opposite effect of taking business away from local establishments. As restaurants and pubs are moving toward increased patio space for their customers to legally consume alcohol with or without meals, the need for a person to be provided an area in public is diminishing. Licensed establishments are able to ensure their customers are consuming alcohol responsibly and have training to prevent issues, such as the over service of alcohol.

From a policing perspective, an extra burden will be placed upon City of Vernon Bylaw Enforcement and the Vernon North Okanagan RCMP to ensure patrons of the parks and beaches are compliant with the new rules.

Yours truly,



Superintendent Shawna Baher  
Officer in Charge  
Vernon North Okanagan RCMP



June 12, 2020

sent via e-mail [RNuriel@vernon.ca](mailto:RNuriel@vernon.ca)

City of Vernon  
3001 32 Avenue  
Vernon, BC  
V1T 2L8

Dear Mayor and Council,

**RE: City Of Vernon - Consumption of Liquor in Public Spaces**

Thank you for the opportunity to provide additional feedback in response to council exploring a new bylaw allowing the consumption of liquor in public places. Interior Health (IH) is committed to improving the health and wellness of all members of our communities by working collaboratively with local governments and community partners to develop healthy public policy that creates environments for good health, including reducing harms associated with alcohol use.

**It is the position of the Interior Health Medical Health Officers that permitting alcohol consumption in designated public spaces may increase the harms associated with alcohol and augment COVID-19 transmission. Furthermore, such a policy sends a message that normalizes alcohol drinking and promotes a culture of alcohol consumption.**

#### **Public Health & Alcohol**

Alcohol can provide health, social, and economic benefits to Canadians (Government of BC, 2008); however increasing levels of alcohol consumption are likely to have a wide range of negative impacts on individuals and society, such as intoxication, injury, premature rates of death, disability and chronic disease, intimate partner violence, and impaired driving (Public Health Agency of Canada [PHAC], 2016). In Canada, alcohol is the second leading risk factor for death, disease, and disability (Canadian Public Health Association [CPHA], 2011). According to the Canadian Institute of Substance Use Research (CISUR), for 2018, the amount of alcohol consumed per person in IH (13.8 litres) is considerably higher than the B.C. average (9.4 litres). Despite the known risks and harms associated with alcohol, it is a socially acceptable drug, meaning people are more likely to use it and pressure others to use despite its risk for harm (PHAC, 2016).

Alcohol related hospitalizations in IH have been consistently and substantially higher than B.C. average between 2007 and 2018 (CISUR, 2019). Hospitalizations related to alcohol use in IH have increased from 522.7 per 100,000 in 2007 to 623.1 per 100,000 in 2018. Over these years, alcohol-related hospitalization rates in the Okanagan have also increased and have remained close to the IH average. **During the COVID-19 pandemic, 25% of Canadians (aged 35–54) and 21% of Canadians (aged 18–34) self-reported an increase in alcohol use, citing reasons such as a lack of regular schedule, stress, and boredom (CCSA, 2020).**

Community Health and Services Centre  
505 Doyle Ave  
Kelowna BC V1Y 6V8  
Web: [interiorhealth.ca](http://interiorhealth.ca)

Silvina Mema, MD MSc FRCPC  
Medical Health Officer  
Telephone: (250) 215-5779  
E-Mail: [Silvina.mema@interiorhealth.ca](mailto:Silvina.mema@interiorhealth.ca)

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### **Local Government & Alcohol Policy**

It is the responsibility of all levels of governments and sectors to do their part in creating a culture of alcohol moderation (CCSA, 2007; CPHA, 2011). Laws, regulations, and policies are common tools to limit availability and exposure of alcohol to keep Canadians safe and help mitigate harms from alcohol (PHAC, 2016), while at the same time maximizing social and economic benefit (Government of B.C., 2008). Restricting consumer access to alcohol is one of the most effective means of reducing harms associated with high risk drinking (University of Victoria [UVIC], 2010). For example, establishments licensed to serve alcohol are legislated to ensure all staffing levels complete mandatory education about their legal responsibilities when serving alcohol and provide effective techniques to prevent problems related to over-service (Responsible Service BC, 2020). Public un-licensed spaces do not allow for this monitoring.

At the municipal level, effective practices to restrict consumer access to alcohol are to limit alcohol outlet density, confine hours of service, and limit alcohol allowed public events (UVIC, 2010). Additionally, it is encouraged that communities examine how to foster a culture of moderation and to create safer drinking environments (CCSA, 2007), and in doing so, further promote Canada's Low-Risk Alcohol Drinking Guidelines.

### **COVID-19 Community Recovery**

IH recognizes local governments' desire to support their community's recovery due to the COVID-19 pandemic impacts. COVID-19 has created unprecedented stresses and circumstances in communities, and it is understandable communities are eager to restart their economy. Decisions to support economic growth and development must provide a balanced approach that addresses unintended negative health and social impacts.

### **Recommendations**

If the City decides to explore a bylaw allowing consumption of alcohol in public spaces, we recommend:

- Consider the negative health and social consequences and significant public health concerns presented here.
- Support safe and welcoming access to parks and outdoor public spaces for all that promotes mental and physical health. Research indicates a strong relationship between exposure to nature and health outcomes (BC Centre for Disease Control, 2018).
- Align with provincial direction to expand patio service areas for restaurants and cafes for safe reopening, with the explicit aim for spacing out seating for table service.
- Review additional resources and references (below) to assist municipalities with alcohol policy considerations.

IH is committed to improving the health and wellness of all members of our communities by working collaboratively with local governments and community partners. IH welcomes the opportunity to support the above recommendations and provide a delegation to Council to share further information. Please do not hesitate to reach out to me for further support.

Sincerely,



Silvina Mema, MD MSc FRCPC  
Medical Health Officer

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## Resources

- [World Health Organization: Alcohol and COVID-19](#)
- [BC Healthy Communities: Low Risk Alcohol Use](#)
- [A Local Government Guide To Creating Municipal Alcohol Policy](#)
- [Helping Municipal Governments reduce Alcohol-Related Harms](#)
- [University of Victoria: Safer Drinking Tips During COVID-19](#)
- [Knowing Your Limits with Alcohol: A Practical Guide to Assessing Your Drinking](#)
- [Canada's Low-Risk Alcohol Drinking Guidelines](#)
- [Canada's Low-Risk Alcohol Drinking Guidelines Quiz](#)
- [Government of BC: Patio, service areas expansions support safe reopening](#)
- [Reducing Alcohol-Related Harm in Canada: Toward a Culture of Moderation](#)
- [Strategies to Reduce Alcohol-Related Harms and Costs in Canada: A Review of Provincial and Territorial Policies](#)



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## References

- BC Centre for Disease Control. (2018). *Healthy Built Environment Linkages Toolkit: making the links between design, planning and health*, Version 2.0., Provincial Health Services Authority, Vancouver, B.C. Retrieved from: <http://www.bccdc.ca/health-professionals/professional-resources/healthy-built-environment-linkages-toolkit>
- Canadian Institute of Substance Use Research. (2019). Interactive Data Visualization Tool. Retrieved from: <http://aodtool.cfar.uvic.ca/pca2/tool.php>
- Canadian Centre of Substance Use and Addiction. (2020). *25% of Canadians (aged 35-54) are drinking more while at home due to COVID-19 pandemic; cite lack of regular schedule, stress and boredom as main factors*, Canadian Centre on Substance Use and Addiction Summary Report. Retrieved from: <https://www.ccsa.ca/sites/default/files/2020-04/CCSA-NANOS-Alcohol-Consumption-During-COVID-19-Report-2020-en.pdf>
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- University of Victoria. (2010). *Helping Municipal Governments reduce alcohol-related harms*. Retrieved from: <https://www.uvic.ca/research/centres/cisur/assets/docs/report-helping-municipal-govts.pdf>

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5822

A bylaw to amend "City of Vernon Parks and  
Public Places Bylaw 5057, 2007"

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WHEREAS the Council of the City of Vernon has determined to amend the "City of Vernon Parks and Public Places Bylaw 5057, 2007" to permit temporary exemption to the prohibition of consumption liquor in public places, as specified by this bylaw.

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 (Temporary Exemption to the Prohibition of the Consumption of Liquor in Public Places) Amendment Bylaw 5822, 2020**".

2. That, "City of Vernon Parks and Public Places Bylaw 5057, 2007" be amended as follows:

a) AMEND Section 9 – Safe Use of Public Places, as shown in red on attached Schedule 'A'.

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.

4. The "City of Vernon Parks and Public Places Bylaw 5057, 2007" is hereby ratified and confirmed in every other respect.

BYLAW NUMBER 5822

READ A FIRST TIME this            day of ,            , 2020.

READ A SECOND TIME this        day of            , 2020.

READ A THIRD TIME this        day of            , 2020.

ADOPTED this                    day of            , 2020.

\_\_\_\_\_  
Mayor

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

**Safe Use of Parks and Public Places**

9. (g) A person must not:

- (i) consume or possess an open alcoholic beverage in a park or public place; unless consumed at a vending stall as a sample of wares from a wine, cider, beer or spirits manufacturer at an approved Farmers' Market allowed to operate from a park or public place; *except where said liquor is consumed or possessed pursuant to and in compliance with Section 9 (g) (iii) of this bylaw that designates a public place where liquor can be consumed or is licensed under the *Liquor Control and Licensing Act*.*
  
- (ii) possess an alcoholic beverage in a park; unless the alcoholic beverage is possessed under and in accordance with a licence issued under the *Liquor Control and Licensing Act* and approved by the Royal Canadian Mounted Police and the Park Manager, or if purchased or obtained as a sample from a vending stall of a wine, cider, beer, or spirits manufacturer at an approved Farmers' Market allowed to operate from a park or public place and in the process of being transported to their premise; *except where said liquor is possessed pursuant to and in compliance with Section 9 (g) (iii) of this bylaw that designates a public space where liquor can be consumed.*
  
- (iii) *Liquor may be consumed between the hours of \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ days a week, from \_\_\_\_\_, 2020 to \_\_\_\_\_ (to be cited by Council) in the designated public places of \_\_\_\_\_ (to be cited by Council) as outlined on Schedule 'G' (to be provided following identification of specific locations by Council); Signage measuring 11 inches by 24 inches must be posted at each of the designated places, setting out the boundaries of the permitted area, dates and times which liquor may be consumed.*



THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO **FILE:** 6750-20  
**PC:** Kim Flick, Director, Community Infrastructure and Development **DATE:** June 10, 2020  
**FROM:** Kevin Poole, Manager, Economic Development and Tourism  
**SUBJECT: DOWNTOWN STREET CLOSURE**

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One of the objectives identified within the Council Strategic Plan 2019-2022 is a vibrant downtown. As such, Council requested Administration to investigate the potential closure of 30<sup>th</sup> Avenue to vehicular traffic from 29<sup>th</sup> Street to 35<sup>th</sup> Street.

At its Regular Meeting of March 23, 2020, Administration notified Council that the Downtown Vernon Association (DVA) was going to undertake a survey of their members regarding the potential closure of 30<sup>th</sup> Avenue. The results would assist in gaining a better understanding if there was support from downtown business regarding the initiative. Due to the pandemic and associated impacts on retailers and restaurants, the DVA expanded their survey to focus on potential support measures that could assist their members in recovery. The last question of their survey pertained to the potential closure of 30<sup>th</sup> Avenue. The majority of respondents, in particular 66% of the respondents located on 30<sup>th</sup> Avenue, were against closing the road (Attachment 1).

Upon review of the survey results, Administration recommends that 30<sup>th</sup> Avenue not be closed at this time. This is a challenging and uncertain time for businesses and closing 30<sup>th</sup> Avenue could add further pressure to merchants as they adapt to provincial health orders regarding social distancing. It should be noted that the DVA Board of Directors recommended that if the City of Vernon is considering closing all or a portion of 30<sup>th</sup> Avenue, the closure period should be from Friday evening to Sunday evening until the end of July. At that time it could be assessed and determined if it should be continued.

Subsequently, at its Regular Meeting of May 25, 2020 Council passed multiple resolutions to allow for businesses to temporarily utilize outdoor space to facilitate business recovery. To date in the downtown, Administration has registered six Temporary Outdoor Commercial Use Permits. These have been issued to Marten Brew Pub, Triumph Coffee, Teassential, Vernon Teach and Learn, Fig Bistro and Sweet Hoopla. We have also had a downtown merchant, Ratio Coffee, utilize private parking space for expanded patio seating.

Administration plans to monitor the uptake of the Temporary Outdoor Commercial Use Permits while continuing conversations with the DVA and downtown merchants to see if there are additional measures that the City should explore to assist in recovery efforts. These discussions could include opportunities to close one or two side streets as opposed to 30<sup>th</sup> Avenue. The Province of BC is releasing additional guidelines on street



closures as municipalities explore options including the City of Kelowna that is proceeding with a trial closure of Bernard Avenue starting in July.

**RECOMMENDATION:**

THAT Council receive the memorandum titled "Downtown Street Closure", dated June 10, 2020, by the Manager, Economic Development and Tourism, for information.

Respectfully submitted:

Jun 11 2020 2:49 PM

  
X Kevin Poole ✓  
Kevin Poole DocuSign

Kevin Poole  
Manager, Economic Development and Tourism

Attach 1: Downtown Vernon Association Survey Results

\\gw1\groups\6400-6999 planning and development\6750 economic development\20 economic developments projects\covid-19 business recovery\200610\_memo\_kp\_downtown\_street\_closure.doc

**From:** Susan Lehman [mailto:SusanL@downtownvernon.com]  
**Sent:** Wednesday, June 10, 2020 3:48 PM  
**To:** Kevin Poole <KPoole@vernon.ca>  
**Cc:** Dina Mostat <dina@downtownvernon.com>  
**Subject:** FW: Temporary Outdoor Commercial Spaces

Hi Kevin,

The DVA Board of Directors discussed the interim results of the member survey Mid-May 2020, and more specifically the potential of a temporary closure of 30 Avenue. After much consideration and discussion of the responses from the survey, the recommendation from the DVA Board of Directors is that if the City of Vernon is considering closing all or a portion of 30 Avenue, that the closure period be from Friday evenings to Sunday evenings until the end of July. The Board also recommended at that time a reassessment in early June as to whether this type of closure is positively impacting businesses during those times, with the potential to expand the initiative to the end of August dependent on those survey results. This would allow space for the restaurants that require additional seating during their peak weekend hours and would minimize the impact a road closure may have to daytime retail or professional businesses. The Board would also like to know what, if any, expectations there may be of the DVA to support this initiative.

From the DVA member survey that closed May 22, we had 42 respondents with 25 of those having business on 30 avenue, and the results from the survey are:

Q1) If it was available, would your business use outdoor public space (eg. adjacent sidewalk or parking space?)

Yes: 69%  
No: 31%

Q2) What would your business use the outdoor public space for?

Curbside Pickup 34%  
Restaurant Seating 26%  
Seating for Queues 16%

Additional responses included: retail display; "waiting room" and visiting area; signs; children's activities; student drop off and pick up

Q3) Does your business feel the need to manage queuing outside your business?

No 65%  
Yes 35%

Q4) Does your business feel like it needs outside assistance with managing queuing outside of your business?

No 91%  
Yes 9%

Q5) What does your business think about closing all or part of 30<sup>th</sup> Avenue to provide more space for physical distancing?

Of the *total* responses  
58% no  
42% yes

*And of the 25 respondents that are located on 30<sup>th</sup> avenue*

66% no

33% yes

There were 6 additional emails received from member businesses (5 from 30 avenue) after the close of the survey that included the following comments:

1. "Good morning, I want to reiterate my opinion that it would be a mistake to close off any portion of 30th avenue. It is unfair to non-restaurant operations to be impacted, not only in normal times but more than ever due to CIVID. It's going to be hard enough for them to survive. I drive a disabled person along 30th frequently and access a variety of entrepreneurs. On June 3rd I saw that all parking spaces were utilized east and westbound so obviously lots of shoppers. A good thing!
2. I did send the following to your organization using the info address but having spoken with a business owner near the library I obtained your name. I also sent this message to Councillor Scott Anderson.....Having heard a rumour of a plan to close 30th avenue to allow for sidewalk dining. I believe strongly it's not right to impact businesses in any street or area that are not involved in one group in order to benefit another (ie restaurants). Watching small business try to rebound is painful, I know I have family involved in the DVA and Chamber activities as they try to help entrepreneurs with a come-back."
3. "I'm not sure if the street closure was decided but I know it may affect some of the businesses that have take out and curbside pick up like Midtown Bistro. It could really hurt their business. Thanks for your time"
4. "I am emailing regarding the council enabling our business to use the outdoor space . This is not something that we need nor want. If we wanted to offer outdoor seating we would have applied for permission when we first opened, however we did not do this ,as not only did we set up our restaurant so that our customers have a comfortable about of room but also because we know that our customers rely on the outdoor parking as there is no other options near us. As you are now looking into closing off our block you should take into consideration that the main part of our takeout is curb side pickup which is to ensure the safety of our staff and the people of this town. If you were to shut down the traffic on 30th we would be forced to shut down our business as customers would definitely rather choose the easy option of either going to the mall or to chain restaurant rather than supporting our local businesses. We already have heard complaints from the customers that there isn't enough parking on this street especially people that need wheelchair accessibility as they rely on the space right in front of the shop. We strongly urge you to forget about closing down these blocks as it would ruin local businesses."
5. "I am very concerned about the approach to close 30th ave to traffic. Did we not learn anything from the closure of Granville st in Vancouver? 2 decades later they are struggling to get their image back. I am baffled that this would be proposed. The homeless population will move in and our customers will be gone."
6. "Please do not let them close the streets! Most of us are staying curbside pick up and it would bankrupt us for sure. I dont want a bigger patio I need to open. 1 out

of 4 years our patio got used due to smoke. Don not take away what is keeping us surviving! Please! We do NOT want the road closed for patios.”

By contrast, a Facebook poll on the DVA page from May 22, suggests that 87% of 579 respondents (of 3480 reached) think allowing patios in parking spaces, reducing the speed, and partially closing 30 Avenue is a “great idea-more patios” and 13% voted “bad idea-less parking!”.

Kindest regards,

Susan Lehman  
Executive Director  
Office: (250) 542-5851, ext. 201  
Cell: (250) 309-4572  
#101 3334 30<sup>th</sup> Avenue, Vernon BC, V1T 2C8

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



This communication may be privileged and/or confidential, and the sender does not waive any related rights and obligations. Any distribution, use or copying of this communication or the information it contains by other than an intended recipient is unauthorized. If you received this communication in error, please advise me immediately.

#	RESPONSES	DATE
1	We do not think this should be necessary, unless it is observed that people are not practicing social distancing.	5/21/2020 1:03 PM
2	Not a good idea. If people want to be on 30th they need to govern themselves. However, working to encourage vagrants to stop frequenting 30th would be fantastic.	5/20/2020 11:20 AM
3	We feel this would give a safer access for many of the downtown businesses. It would also initiate a destination to accommodate multiple interests - which would draw in consumers to a shared trading area.	5/20/2020 10:37 AM
4	IN FAVOR	5/19/2020 2:45 PM
5	If necessary	5/19/2020 10:01 AM
6	No, sidewalks are wide enough and parking is hard as it is.	5/17/2020 12:07 PM
7	Absolutely! I've been in favour of permanently closing 30th avenue and creating a platzl area since we opened!!!	5/16/2020 10:46 AM
8	GREAT IDEA! Making 30th Avenue a pedestrian street for the summer would be a good experiment. It should drive up sales for retail stores in the downtown core, not just 30th Ave. The only big concern would be parking.	5/15/2020 11:46 AM
9	I would defer to the businesses on 30th ave	5/15/2020 11:41 AM
10	Ridiculous idea. This would only cause more instability down town and cause more confusion for no real benefit.	5/15/2020 10:38 AM
11	I think it would be great to try closing downtown on the weekends but allow the restaurants to use back alleys and side roads for curbside pick up.	5/15/2020 9:36 AM
12	We are located on 28 Avenue. Closing all of 30th Avenue would of course add to an already over burdened parking problem. The public does not appear to frequent the downtown parking lot due to complaints about parking we have overheard.	5/15/2020 8:39 AM
13	I think that would have a very negative impact..people already have parking issues with the downtown and the fact remains the majority of people tend to be lazy at the best of times..so for me that's a big nope..	5/15/2020 7:49 AM
14	I think I would close. That will only encourage street people to hang out there and disperse the rest to the adjacent businesses. Our clients like to get close to the businesses and are fed up with panhandlers, stalkers and disgusting actions and litter. Now I see we have more large gang tags that aren't being dealt with. You close 30th...you will kill us for sure.	5/15/2020 7:13 AM
15	No	5/15/2020 7:05 AM
16	I would imagine just the sidewalk would be enough. That's all we are requesting for our business...	5/14/2020 9:04 PM
17	We think it's a great idea to try out. One concern for the tenants in our building may be the spill over of vehicles that would regularly park on 30th into other stalls on the adjacent streets.	5/14/2020 8:14 PM
18	Sure I'd love 30th to be car free all the time!	5/14/2020 7:20 PM
19	that's a horrible idea there will be no traffic and no parking leaving no business exposure.	5/14/2020 6:36 PM
20	I think it will hurt retail sales because people don't like to walk very far to get to the store they want.	5/14/2020 6:01 PM
21	Make the curbs oneway don't close it for cars I would like to use outside space but I need extra people outside to watch merchandise ☐	5/14/2020 5:11 PM
22	Are you closing parking? It is already hard enough for people to find parking. I am opposed to this if this is the case.	5/14/2020 5:09 PM
23	As I need curb side parking for pick up so the Main Street shouldn't be closed	5/14/2020 4:44 PM
24	We don't think 30th Ave should be closed, traffic would get congested and it would make it customer access more difficult.	5/14/2020 4:42 PM



Business Use of Public Space

SurveyMonkey

25	In favour.	5/14/2020 4:25 PM
26	I like the idea but we're not on 30th St so aren't directly impacted	5/14/2020 4:00 PM
27	This would finish off most of the retail business downtown. With the pandemic economic devastation downtown this would finish off what is left of retail. We do not want a hangout area for the homeless to hangout that can't be accessed or patrolled efficiently. Please do NOT destroy the downtown that is fragile with this type of nonsense.	5/14/2020 3:42 PM
28	I believe it would only add to the "no parking problem" customers have an issue with. I would like to see some of the side streets be closed and seating along the street with tents for people to sit enjoy possibly some musical entertainment in the evenings while providing shaded areas in the day. Please take into consideration that Vernon's downtown businesses are not all on the Main st and that the side street businesses are facing many challenges also (ie space for social distancing with limited sidewalk space etc..)	5/14/2020 3:41 PM
29	Many of our customers come from Coldstream and OK landing, they are not foot traffic, it would make our cliental unhappy/1	5/14/2020 3:29 PM
30	Definitely in support of this and will support this as a business without question.	5/14/2020 3:15 PM
31	Great idea but you should consider free parking in the area	5/14/2020 3:13 PM
32	This would be a fantastic addition and a terrific way to create more pedestrian activity in our downtown core:)	5/14/2020 3:13 PM
33	I dont like the idea as parking is already hard to find and our sidewalks are wide enough to space yourself away from others	5/14/2020 3:12 PM
34	We are going to be located on 30th Avenue June 1 and this would cause a problem with client parking.	5/14/2020 3:08 PM
35	Love it! Pedestrian downtowns are a great way to revitalize the in-person shopping xp.	5/14/2020 3:07 PM
36	I don't feel it is necessary	5/14/2020 3:06 PM
37	NOPE	5/14/2020 3:04 PM
38	I do not think closing any of 30th Ave is a good idea. We would lose a lot of business and it is already difficult to get customers downtown!	5/14/2020 3:04 PM
39	GREAT IDEA!	5/14/2020 3:04 PM
40	I like the idea but people probably would want to park	5/14/2020 3:02 PM
41	?	5/14/2020 2:47 PM
42	No no no please no!	5/14/2020 2:47 PM



THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO **FILE:** 0530-05  
**PC:** Patti Bridal, Director, Corporate Services **DATE:** June 16, 2020  
**FROM:** Kim Flick, Director, Community Infrastructure and Development  
**SUBJECT: SAFE OPERATIONS PLAN: COVID-19**

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This memo addresses the safe ongoing functioning of municipal offices, parks and other facilities as they are used by members of the public in light of the continuing potential for the virus COVID-19 to cause illness or death to infected persons. This memo and the attached draft Safe Operations Plan are not intended to address Recreation facilities, which are provided under separate cover on this Council agenda.

The provision of services during the pandemic response must be balanced with the need to prevent and control the spread of COVID-19. When the COVID-19 pandemic was declared in March, many BC municipalities closed their doors to the public. The City of Vernon did not (excepting Recreation Services). Administration examined all facets of our operations and put into place a variety of measures to ensure the safety of its workforce and the public while using our facilities. As such, while other workplaces are in the process of developing "reopening plans", the City has developed a Safe Operations Plan to ensure the safety of the public while accessing municipal facilities and services (excluding Recreation).

Municipal operations are subject to WorkSafe BC requirements and public health orders, the breach of which can result in substantial fines imposed on municipalities as employers. Administration has developed the COVID-19 Safety Plan (CSP) to meet the WorkSafe requirements intended to assess and minimize the risk of exposure to COVID-19 in the workplace and implement measures to ensure the health and safety of employees. Safety plans do not need to be approved by WorkSafe BC but they must be posted at the worksite in accordance with the order of the provincial health officer. WorkSafe will review plans of individual employers during workplace inspections.

The Safe Operations Plan (for the public) is in addition to the Safety Plan (for staff).

The Safe Operations Plan (SOP) was developed using the provincial hierarchy of measures to reduce COVID-19 transmission. This hierarchy favours physical distancing (elimination of the risk) above engineering controls (e.g. plexiglass barriers), administrative controls (e.g. rules and guidelines) and personal protective equipment (PPE). The risks in municipal facilities have been assessed and the draft SOP developed to implement the hierarchy of risk responses. Implementation of the SOP includes communicating with the public and staff, and training staff on plans and procedures, as well as monitoring and updating plans, as necessary. All staff are expected to follow the plan and model the correct behavior.




Consultation with a regional health authority or medical health officer is required in the process of enacting bylaws for public health. Similar consultation is advisable in the development of a Council policy resolution intended to protect the health and safety of residents in using municipal facilities and parks. As such, it is recommended that the draft SOP be forwarded to the Interior Health Authority with a request to review and provide comment. It is assumed that Interior Health is aware of the municipality's limited resources and that this will be considered in the provision of any feedback.

**RECOMMENDATION:**

THAT Council direct Administration to forward the draft Safe Operations Plan and cover memorandum to Interior Health for review and comment, as attached to the memo titled "Safe Operations Policy: COVID-19" dated June 16, 2020 and respectfully submitted by the Director, Community Infrastructure and Development.

Respectfully submitted:

Jun 17 2020 11:12 AM

   
Kim Flick 

Kim Flick  
Director, Community Infrastructure and Development

Attachment – Draft Safe Operations Policy: COVID-19

G:\0100-0699 ADMINISTRATION\0530 COUNCIL - GENERAL\05 Strategic Vision - Goals and Objectives\2020\200616 KF Memo re Safe Operations Plan.doc

**SAFE OPERATIONS PLAN: COVID-19**

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The following procedures supplement the City of Vernon COVID-19 Safety Plan, which is available on the City's intranet for employees. The COVID-19 Safety Plan is intended to meet the workplace COVID-19 safety plans order of the provincial health officer and WorkSafe requirements to assess and minimize the risk of exposure to COVID-19 in the workplace and implement measures to ensure the health and safety of employees. That document also identifies the responsibilities of all staff in implementing and enforcing the Safety Plan.

The Safe Operations Plan (SOP) was developed using the provincial hierarchy of measures to reduce COVID-19 transmission in public spaces and facilities and when staff interact with members of the public. This hierarchy favours physical distancing (elimination of the risk) above engineering controls (e.g. plexiglass barriers), administrative controls (e.g. rules and guidelines) and personal protective equipment (PPE). The risks in municipal facilities have been assessed and this plan developed to implement the hierarchy of measures to reduce COVID-19 transmission. Implementation of the SOP includes communicating with the public and staff and training staff on plans and procedures, as well as monitoring and updating plans, as necessary. All staff are expected to follow the policy and model the correct behavior.

The Safe Operations Plan: COVID-19 was endorsed by resolution of Council on XXXX, 2020 and as such is the policy direction for the Corporation.

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**PROCEDURES****1. Entry to Facilities: Provincial Self-Isolation Protocol**

Anyone entering or wishing to use facilities may be refused entry or asked to leave the facility if:

- They describe or show symptoms of COVID-19 within the last 10 days, including fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- Are under the direction of the provincial health officer to self-isolate.
- Have arrived from outside of Canada or are a contact of a confirmed COVID-19 case, within the past 14 days.
- Refuse to sanitize their hands upon entry or practice transmission prevention practices.
- Signage to this effect will be posted on all municipal facilities at all entrance points.

- Advertising will encourage the public to utilize on-line applications and payment options whenever possible, and to call or email instead of coming in person, if possible.

## **2. Reception Areas**

- Provide hand washing facilities and hand sanitizer at the public entrances to all facilities.
- Post signage indicating that all people entering the facility must wash their hands/use hand sanitizer.
- Should staff observe someone not washing their hands or using hand sanitizer, staff will request that the individual do so.
- All reception areas will be assessed to determine maximum occupancy given the required 2m separation. The occupancy for each area will be posted.
- Floor markings will be utilized to mark 2m safe distancing for line ups.
- Where line ups are expected to exceed the reception area capacity, provide outdoor queueing facilities, where possible. Tents and chairs may be provided.
- Plexiglas dividers will be installed at all counters, where required, to create a barrier between the public and staff.

## **3. Meetings and Meeting Rooms**

- Wherever possible, meetings are to be held using teleconferencing or video conferencing options, when social distancing cannot be achieved.
- All meeting rooms will be assessed for maximum capacity given the 2m separation required. The maximum capacity will be posted. Excess chairs will be removed from the room.
- If the subject matter and weather permit, meetings may be held outside with all attendees being at least 2m apart.
- Establish a limit on the number of people who may attend in person, given the safe occupancy of the meeting room. Maximum attendance will be determined by the Public Health Officer.
- Hand sanitizer will be available in all meeting rooms.



- Surfaces will be sanitized after conclusion of meeting.
- Name of visitors attending in person meetings will be documented.

#### **4. Council Meetings**

- Adjust Council seating to ensure required 2m separation is achieved.
- Adjust public and staff seating to ensure required 2m separation is achieved.
- Post the maximum occupancy in Council Chambers.

#### **5. Public Hearings**

- In the required advertising for the Public Hearing, encourage the public to provide their comments in writing instead of attending in person.
- Relocate Public Hearings to the Recreation Centre Auditorium to permit safe distancing for up to 50 people (inclusive of members of the public, Council and staff).
- Provide an overflow area in the Dogwood Gym for up to 50 people (inclusive of members of the public and staff). Attendees must be able to hear the public presentations from the Auditorium. A separate entrance, exit, hand sanitizing station and washrooms shall be available and signed accordingly.
- The initial Public Hearing will be recessed, not closed. The public will be advised of when the recorded proceedings will be made available on the City's website, and the date by which additional comments must be received, in writing. Council will subsequently resume the Public Hearing, at a later date specified by Council to consider any additional written submissions.
- A hand washing station and hand sanitizer will be provided at the entrance. Signage is to be posted advising all those who enter to wash their hands/utilize the hand sanitizer.
- Provide hand sanitizer at the speaker's podium with a sign encouraging people to use it.
- Ensure seating is appropriately spaced to allow for (2m) distancing among individuals and separate parties.
- Place floor space markers for any people lining up to speak.
- Sanitize surfaces after conclusion of meeting.

## 6. Public Input Sessions and Public Engagement

- Advertising and signage related to development variance permits to indicate that public input is available only by written comment for the duration of the pandemic response.
- Public engagement will utilize the Engage Vernon website wherever possible. If in person engagement is required, a safety plan must be developed and reviewed by the City's Health and Safety Officer to ensure that all the requirements of the provincial health officer are addressed.

## 7. Parks

- Restrooms will be cleaned on the following schedule (with checks to ensure there is a supply of tissue paper, paper towels, soap and/or hand sanitizer):
  - Polson Park restrooms are cleaned on a regular basis when open for public use (once every one to four hours as needed).
  - Kin, Paddlewheel, Marshall Fields restrooms are cleaned four times a day.
  - Hurlburt Park restrooms are cleaned twice a day.
  - Other parks with washrooms remain closed until booked by user groups. At such time, a cleaning schedule will be established to reflect the usage of the facility.
- Post signs advising that playgrounds and park structures are not sanitized so users should wash or sanitize hands, and if people are having symptoms, don't use.
- Group users are required to limit attendance to no more than 50 and to ensure that 2m distancing is in effect for all attendees.
- Field use will be open to groups that have a safety plan in place respecting the provincial health officer's guidelines.

## 8. Water Meter Installation/Building Inspections for Occupied Buildings

- Prior to entering the residence, municipal staff will contact the property owner and confirm that no one in the residence has been exposed to COVID.
- Staff entering a residence will wear a surgical style mask for the duration they are in the residence.
- Prior to entering the residence staff will sanitize their hands and where possible wear gloves.

- Staff will sanitize hands on leaving the residence.

#### **9. Fire Inspections (Including Mobile Vendors)**

- Staff will use hand sanitizer and maintain a minimum 2m distance.

#### **10. Other Measures**

- The municipality will communicate regularly with the public on all the steps the municipality is taking to ensure the safety of the public at municipal facilities.
- Public washrooms in the downtown will be cleaned on a regular basis when open for public use (once every one to four hours as needed).
- The municipality will explore improving online applications and payments to reduce the need for in person visits.
- Pedestrian activated push buttons in the downtown will be automated where feasible.
- At any time, members of the public and staff may choose to wear non-medical masks to augment the safety protocols outlined in this document.

#### **11. Term**

- The procedures within this Safe Operation Plan: COVID-19 will expire upon Provincial declaration of the end of COVID-19 health emergency, and/or direction arising through the Public Health Officer and/or Work Safe BC, which would permit cessation of cited procedures.



THE CORPORATION OF THE CITY OF VERNON

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

**TO:** W. Pearce, CAO **FILE:** 6750-20

**PC:** K. Flick, Director, Community Infrastructure and Development **DATE:** June 10, 2020  
K. Poole, Manager, Economic Development and Tourism

**FROM:** Roy Nuriel, Economic Development Planner

**SUBJECT: VERNON COVID-19 BUSINESS RECOVERY SURVEY RESULTS**

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Over the last few weeks, businesses in Vernon were contacted by members of Vision North Okanagan (VNO), asking them to share their experiences and challenges during COVID-19.

The survey was one of VNO's business recovery response tools to the COVID-19 pandemic. VNO is a collaboration between organizations that support economic development activities across the region, including Okanagan College, Greater Vernon Chamber of Commerce, the Province of British Columbia, Community Futures North Okanagan, Regional District of North Okanagan, Social Planning Council, Downtown Vernon Association and the City of Vernon.

The business recovery survey included 19 questions about the impact of the COVID-19 pandemic on the business, employment and the uptake of federal and provincial business support programs (Attachment 1). During the conversation, each business also shared what kind of additional support they need from the local, provincial or federal governments in order to stay resilient and reopen (for those which temporarily closed their business). The questions in the survey were provided by the BC Economic Development Association in partnership with the Province, and are available to other municipalities as well.

A total of 142 businesses (cross sector) were surveyed. The businesses were chosen randomly from the 2,377 businesses within the City of Vernon's business license directory (not including home-based businesses). The results from the survey (Attachment 2) will help guide the business recovery actions by VNO for Vernon and the North Okanagan, as well as help to identify the immediate measures that can be implemented at the local level to assist in business recovery. Administration, as part of its role in VNO, will continue to analyze the results for deeper insights and potential initiatives. Administration will continue to provide updates to Council on business recovery actions by VNO.

## Survey Results Highlights

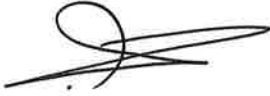
- 82% of the businesses in the survey were impacted by COVID-19; 50% indicated a significant negative impact and 32% a low negative impact.
- 28% of the businesses surveyed closed their doors due the pandemic. 4% of those have closed the business permanently, and 11% were not sure if they would be able to operate again after COVID-19.
- Prior to the COVID-19 outbreak, the total number of employees for the surveyed businesses was 2,333 (average of 16.4 employees per business). The current number of employees is 1,586 (average of 11 employees per business). Overall, nearly 32% of employees were laid off.
- 76% of the businesses surveyed reported a reduction in sales and revenue. 20% stated 100% reduction.
- In addition to impacts on sales and revenue, other negative impacts of the pandemic were on the business's cash reserves (12%), laying off employees (12%), level of service (10%) and working remotely (10%).
- Contrary to the negative impact of COVID-19 stated by the majority of the surveyed businesses, 11% stated a positive impact on their business. The positive impact was mostly on wholesale businesses, grocery stores and businesses who provide specialized services and products which are in high demand during the pandemic (such as medical supply stores, fast food delivery and computer services).
- 52% of the businesses surveyed have applied to at least one of the available Federal and Provincial business recovery programs.
- The top additional required support and assistance mentioned by the surveyed businesses are:
  - Commercial property tax deferral
  - Assistance with supply of Personal Protective Equipment (PPE)
  - Continue with free parking zones program in Downtown

## RECOMMENDATION:

THAT Council receive the memorandum titled "Vernon COVID-19 Business Recovery Survey Results" and dated June 10, 2020, from the Economic Development Planner for information;

AND FURTHER, that Council direct Administration to report back to Council at a future date with updates on the business recovery actions and initiatives by Vision North Okanagan (VNO).

Respectfully submitted:



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Roy Nuriel  
Economic Development Planner

Attachment 1: Vernon COVID-19 Business Recovery Survey Questionnaire  
Attachment 2: Vernon COVID-19 Business Recovery Survey, General Results

G:\6400-6999 PLANNING AND DEVELOPMENT\6750 ECONOMIC DEVELOPMENT\20 Economic Developments Projects\COVID-19 Business Recovery\COVID 19 Surveys\200610\_rn\_memo\_Vernon COVID-19 Business Recovery Survey Results.doc



## Vernon COVID Business Recovery Survey Spring 2020



“Hi, I’m (*interviewer*) calling on behalf of the City of Vernon. Do you have a few minutes to participate in our COVID 19 Business Recovery Survey? Your answers will remain confidential and be used to create programs to assist the business community.

**Name of Business:** Click here to enter text.

**Person Interviewed (Full name):** Click here to enter text.

**Position:** Click here to enter text.

**Phone:** Click here to enter text.      **Email:** Click here to enter text.

1. **Date of meeting:** Click here to enter text.

2. **Business Sector**

Public

Private

Non-Profit

3. **What best describes your industry (PICK ONE):**

- Agriculture, Forestry, Fishing and Hunting
- Mining, quarrying and oil and gas extraction
- Utilities
- Construction
- Manufacturing
- Wholesale Trade
- Retail Trade
- Transportation and Warehousing
- Information and Cultural Industries
- Finance and Insurance
- Real estate and rental and leasing
- Professional, scientific and technical services

- Management of companies and enterprises
  - Administrative and support, waste management and remediation services
  - Educational services
  - Health care and social assistance
  - Arts, entertainment and recreation
  - Accommodation and food services
  - Public administration
  - Non-profits (if not included above)
  - Other services (except public admin)
- If *Other services*, please specify: Business Type

4. **Years in Business**

- No Response
- Less than 1 year
- 1 to 4 years
- 5 to 9 years
- 10 to 19 years
- More than 20 years

5. As of today, is your business still open?

- Yes       No

6. What was the total staff before COVID-19? [Click here to enter text.](#)

7. How many current staff? [Click here to enter text.](#)

8. What is your estimated staff after COVID-19? [Click here to enter text.](#)      Don't Know

9. How has COVID-19 impacted your business (ie: revenue, supply chain, labour force, hours of operation, etc.)

- Significant negative impact  
 Low negative impact  
 None  
 Low positive impact  
 Significant positive impact  
 Don't know

10. What specific impact has your business experienced as a result of COVID-19 (Check all that apply?)

- |   |   |
|---|---|
| <input type="checkbox"/> Unable to pay rent/mortgage                    | <input type="checkbox"/> Closed business (permanently)                        |
| <input type="checkbox"/> Cash reserves declined/depleted                | <input type="checkbox"/> Staff working remotely                               |
| <input type="checkbox"/> Unable to pay suppliers                        | <input type="checkbox"/> Increased hours of operation                         |
| <input type="checkbox"/> Loss of suppliers                              | <input type="checkbox"/> Increased products/services                          |
| <input type="checkbox"/> Laid off employees                             | <input type="checkbox"/> Hired additional employees                           |
| <input type="checkbox"/> Reduced hours of operation                     | <input type="checkbox"/> New or adapted products/services (ie: home delivery) |
| <input type="checkbox"/> Decrease for products/services                 | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Cancellation of events, meetings or gatherings | If <i>Other</i> please specify:   |
| <input type="checkbox"/> Cancellation of staff travel                   | Other   |
| <input type="checkbox"/> Closed business (temporary)                    |   |

11. How have your sales/revenues been impacted?

- |                              |                               |   |
|------------------------------|-------------------------------|---|
| <input type="checkbox"/> 0%  | <input type="checkbox"/> -60% | <input type="checkbox"/> Slight increase (up to 10%)        |
| <input type="checkbox"/> -10 | <input type="checkbox"/> -70  | <input type="checkbox"/> Moderate increase (11-49%)         |
| <input type="checkbox"/> -20 | <input type="checkbox"/> -80  | <input type="checkbox"/> Significant increase (50% or more) |
| <input type="checkbox"/> -30 | <input type="checkbox"/> -90  | <input type="checkbox"/> Don't know                         |
| <input type="checkbox"/> -40 | <input type="checkbox"/> -100 |   |

12. a) Have you used any of the Provincial or Federal Business Recovery Programs

- Yes                       No

Examples of programs:

- Canada Emergency Response Program (CERP)
- Canada Emergency Wage Subsidy (CEWS)
- SME Enterprise Loan and Guarantee Program (Through BDC and EDC)
- Canada Emergency Commercial Rent Assistance
- National Research Council Innovation Assistance Program
- Expanded Work Sharing Program
- National Aboriginal Capital Corporations Association Expanded Funding (NACCAEF)
- Emergency Community Support Fund
- BC Emergency Benefit for Workers
- WorkSafe BC Payment Changes
- Utilities Deferral Programs (ie: BC Hydro, Fortis, Local)

b) If **yes**, what programs have you used?

(Please gather additional information on **EACH** program identified. Copy and paste if more programs identified)

Name of Program: [Click here to enter text.](#)

- Applied and approved  
 Applied and waiting to hear  
 Applied and did not qualify  
 Tried to apply but could not access system  
 Have not applied but planning to  
 Program not applicable to my business

Comments: [Click here to enter text.](#)

Name of Program: [Click here to enter text.](#)

- Applied and approved  
 Applied and waiting to hear  
 Applied and did not qualify  
 Tried to apply but could not access system  
 Have not applied but planning to  
 Program not applicable to my business

Comments: [Click here to enter text.](#)

13. Will the 75% wage subsidy program allow you to hire back staff?

- Yes                       No                       Don't know

If Yes, how many staff will you hire back? [Click here to enter text.](#)

**14. What additional programs or assistance would be of benefit to your business?**

[Click here to enter text.](#)

**15. What efforts have been made or planned for business recovery once COVID-19 restriction ease?** [Click here to enter text.](#)

**16. What requirements by local, provincial or federal government is needed to assist you in your recovery efforts?** [Click here to enter text.](#)

**17. If you are not operating now or on a reduced basis, do you think your business will be able to continue to operate after COVID-19?**

Yes       No       Don't know

**18. Please include an ideas, suggestions or comments you have regarding what is required for your business and its recovery efforts (local, provincial, or federal).**

[Click here to enter text.](#)

**19. Additional notes or comments?** [Click here to enter text.](#)

***THANK YOU***



# Vernon COVID-19 Business Recovery Survey Results

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June 10, 2020

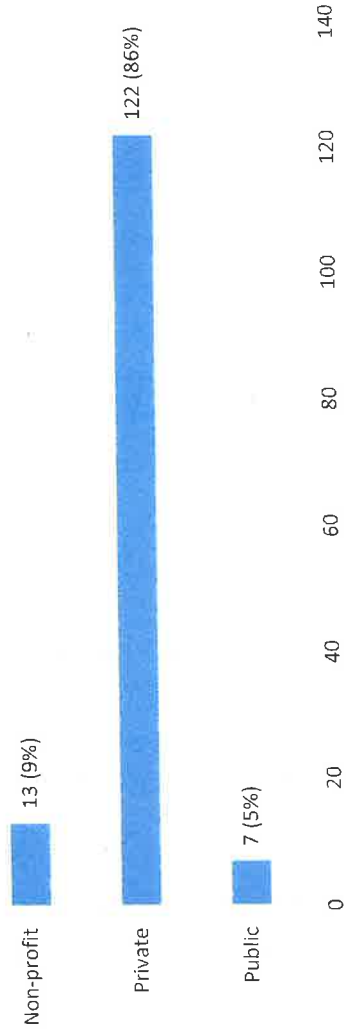
## Background

The City of Vernon in partnership with Vision North Okanagan (VNO) undertook a COVID-19 business recovery survey. From May 12, 2020 through June 9, 2020, members of VNO asked businesses in Vernon to share their experiences and challenges during COVID-19 pandemic.

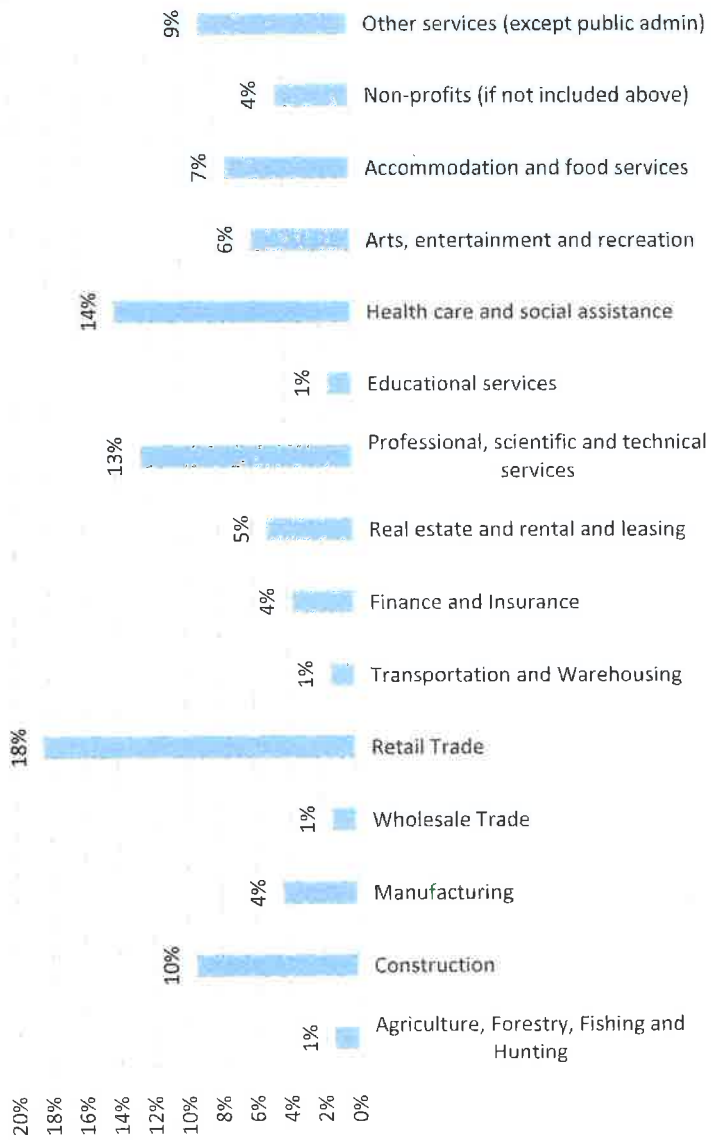
A total of 142 businesses (cross sector) were surveyed. The businesses were chosen randomly from the 2,377 City of Vernon business license directory (not including home based businesses).

The results from the survey will help guide the business recovery strategy for Vernon and the North Okanagan by VNO, as well as help identify the immediate measures that can be done at the local level to assist in business recovery.

## Survey Results

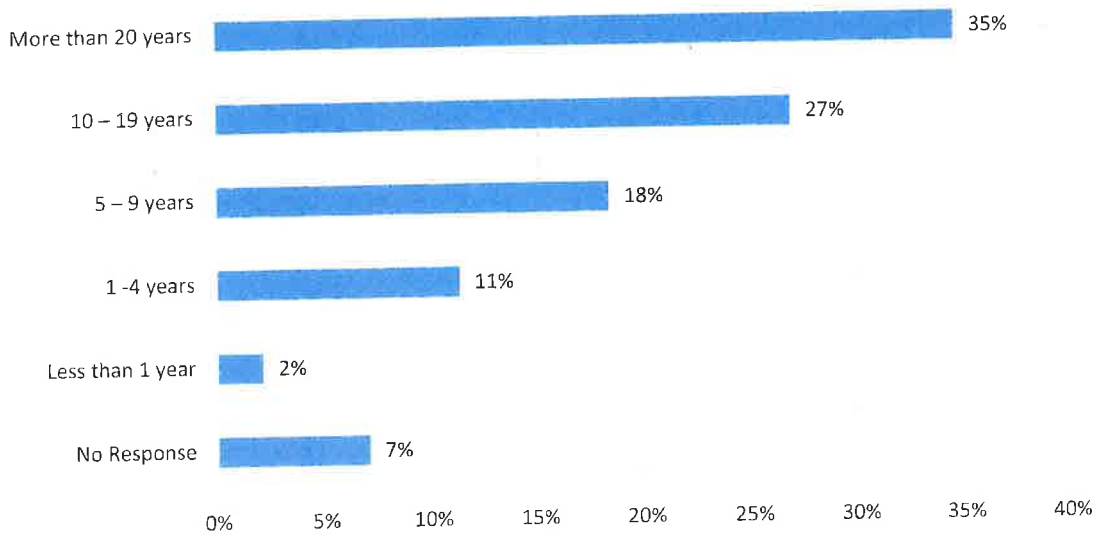


Graph 1: Business sector

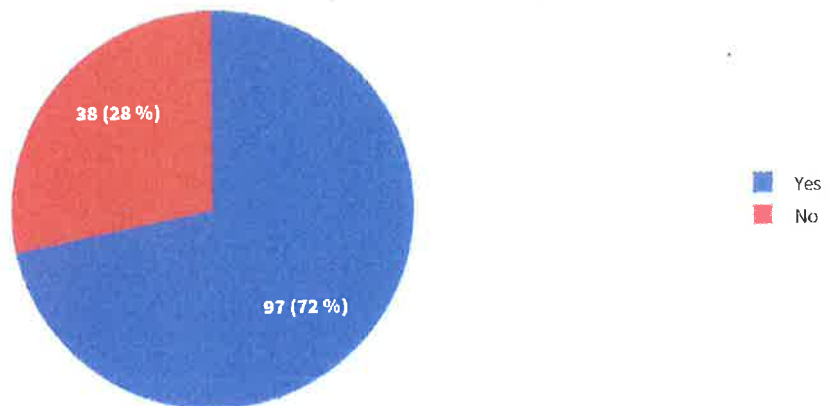


Graph 2: What best describes your industry?





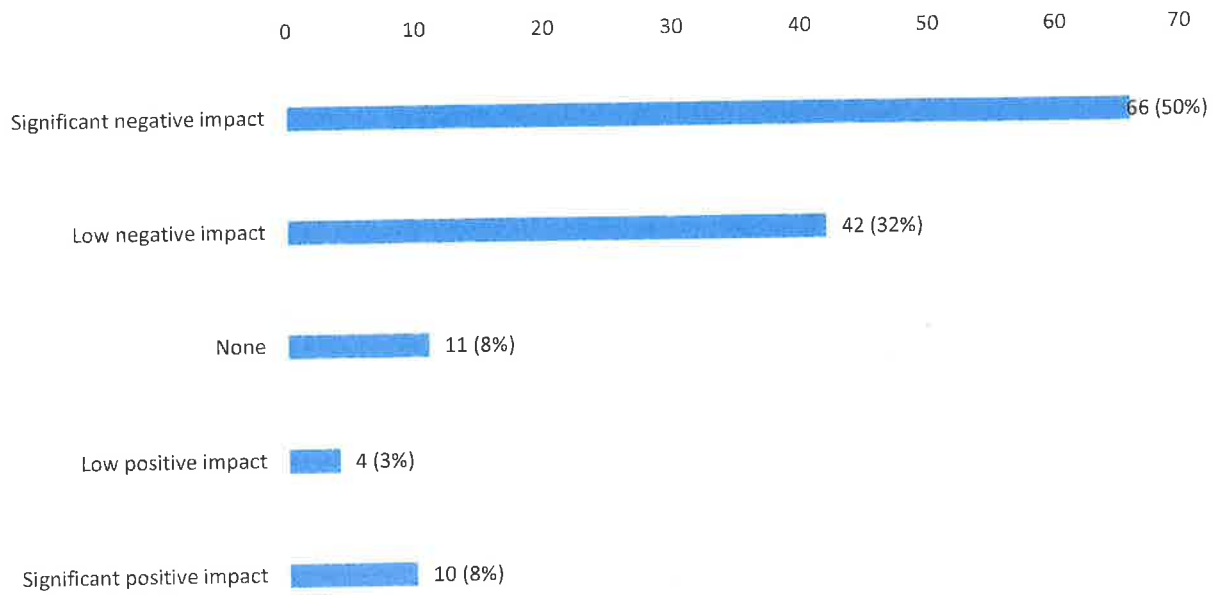
Graph 3: Years in business



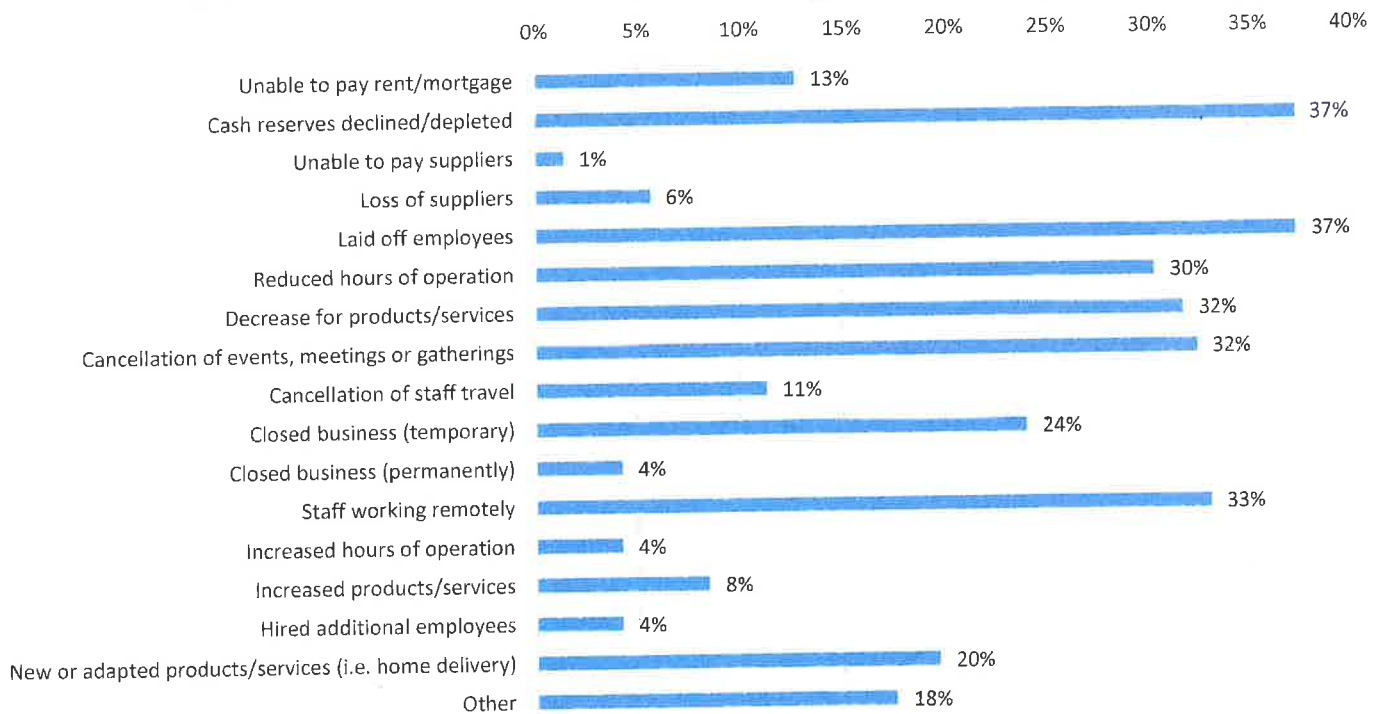
Graph 4: As of today, is your business still open?

	What was the total staff before COVID-19?	What is your current staff?	What is your estimated staff after COVID-19?
Number of Employees	2,333	1,586	1,447
% Change		-32%	-38%

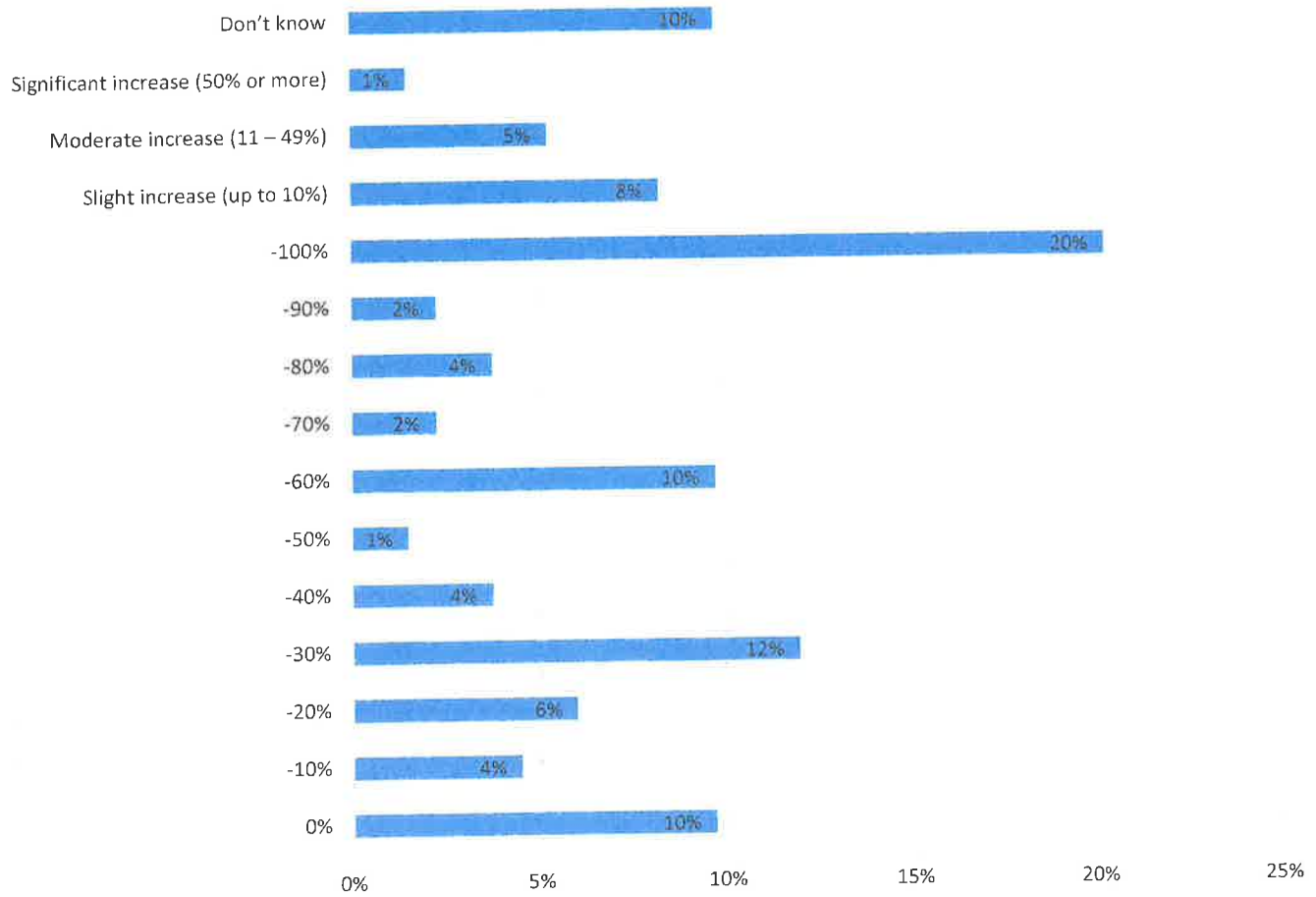
Table 1: Employment before and during COVID-19 and estimated after COVID-19



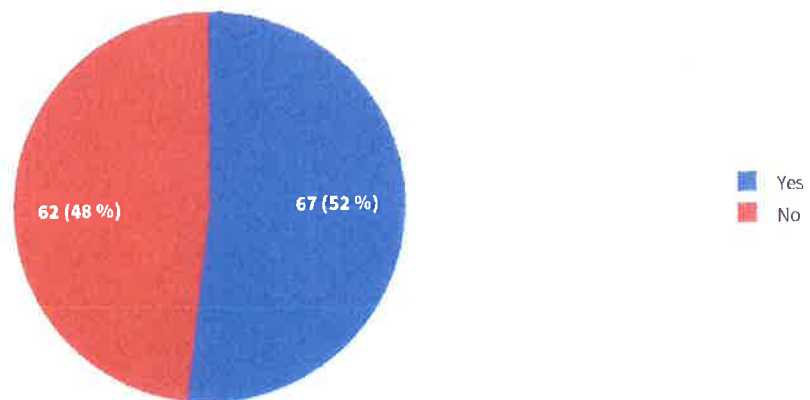
**Graph 5: How has COVID-19 impacted your business (i.e. revenue, supply chain, labour force, hours of operations, etc.)?**



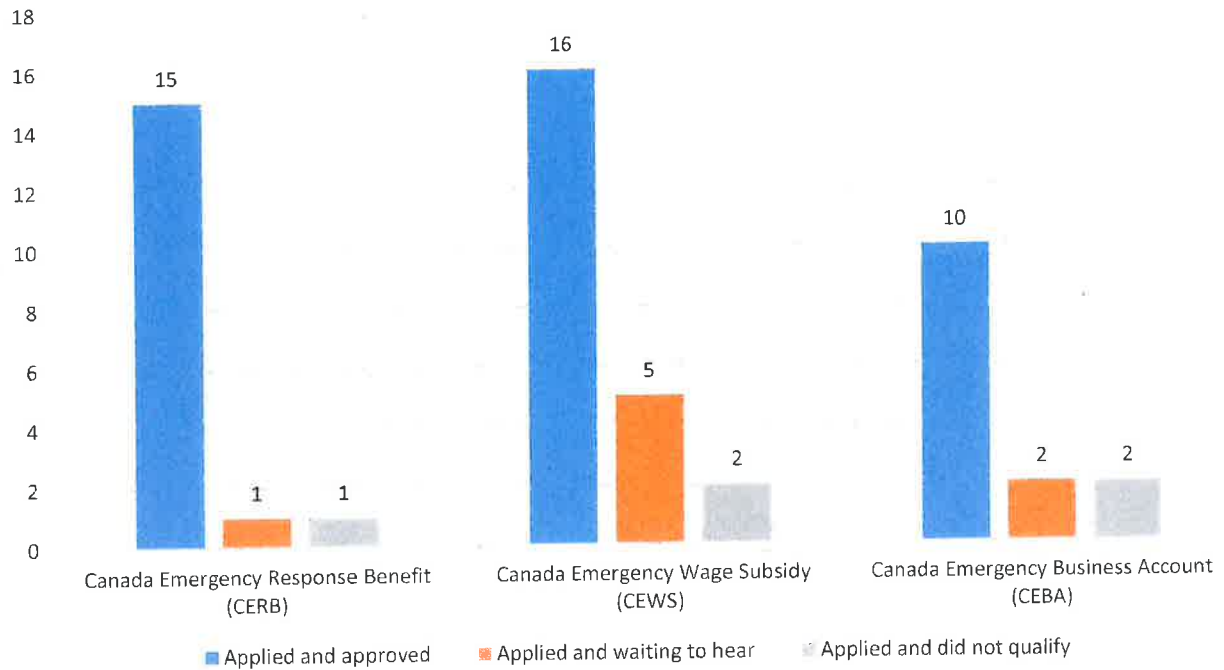
**Graph 6: What specific impacts has your business experienced as a result of COVID-19?**



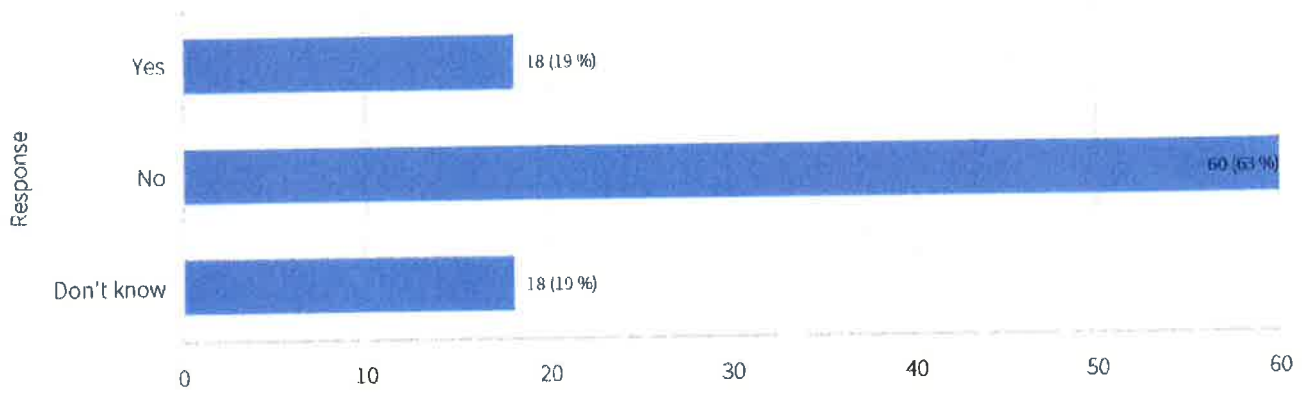
**Graph 7: How have your sales/revenues been impacted?**



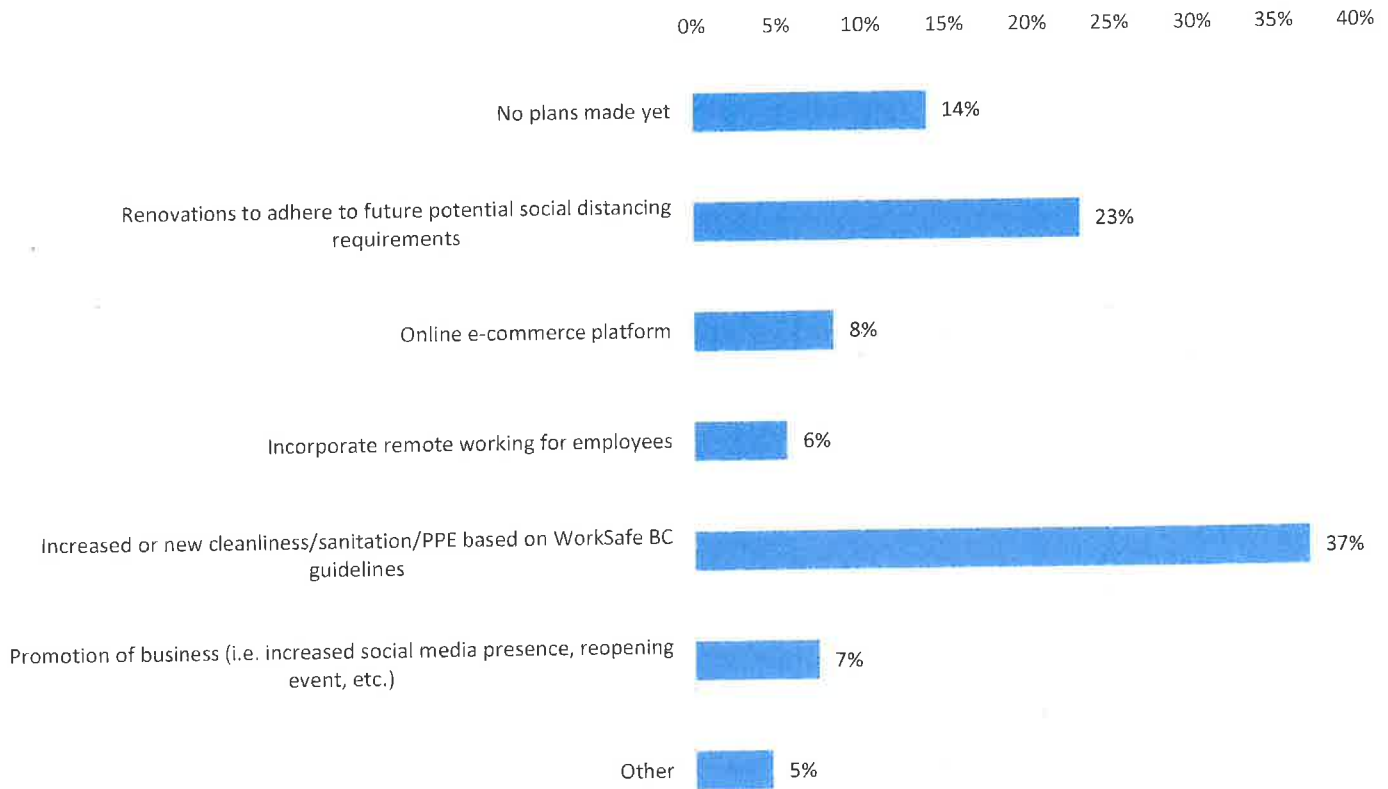
**Graph 8: Have you used any of the Provincial or Federal Business Recovery Programs?**



**Graph 9: Top three Federal used Federal Business Recovery Programs?**



**Graph 10: Will the 75% wage subsidy program allow you to hire back staff?**



**Graph 11: What efforts have been made or planned for business recovery once COVID-19 restrictions ease?**

### Additional Required Assistance

The businesses were also asked (Question 16) to share what kind of additional support they need from the local, provincial or federal government in order to stay resilient and reopen (for those which temporarily closed their business).

The responses for this question, as presented in Table 2, were the most diverse. However, the top additional required support and assistance mentioned by the surveyed businesses are:

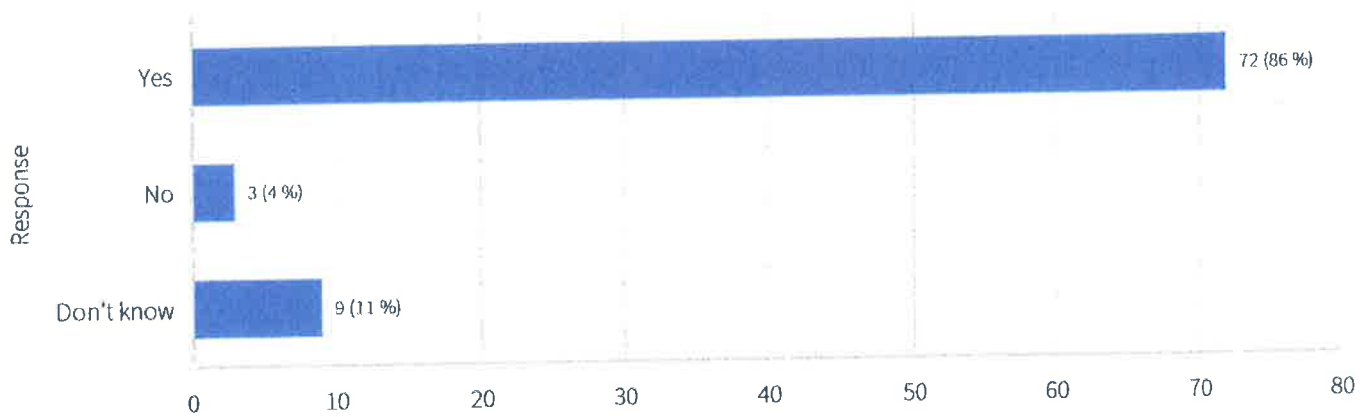
- Commercial property tax deferral
- Assistance with supply of Personal Protective Equipment (PPE)
- Continue with free parking program in Downtown

Access to supply of disinfection materials & supplies
Advertising, online shopping
Allowance of more products, Allowance of different booth spacing.
An improvement in the mail system and in banking. With the new regulations, banks were not open FT
Assistance with preparing the clinic to open under the new restrictions. Financial assistance
Better guidelines needed
Caring For Everyone
Challenges with Provincial Liquor Board.
Free parking in downtown
Clear safety protocols / rules. Wine Tasting etiquette / safe practices.
Concern about how to get started and access resources
Continue to check in- another survey in the future to see how we are doing.
Continued financial compensation to sustain staff for prep to re-open, manage bookings & ticket sale
Ease the travel restrictions and open borders
Easing of restrictions
Extend wage subsidy program. If not, likely facing layoffs.
Financial aid and possibly property tax deferral.
Financial and tax assistance
Forgiveness for municipal taxes
Guaranteed income and guaranteed access to internet
Guaranteed income for vulnerable populations, guaranteed sick leave for employees
He has been financially prudent and responsible but may not be able to survive another 3 mths
I believe financial support if I am not able to return to running my business.
If things get worse, commercial rent assistance
Insisting people stay home and be safe. To promote absolute adherence to safety measures
Know it won't happen but it would be beneficial not to have to pay remittance
Lack of consistency
Look to adapt programs to support forestry sector. For example, due to COVID related safety measures
Lots of money
Maintaining current grants recognizing our ability to program in limited due to COVID.
More good news, no property tax increases
More masks and gloves available.
More PPE supplies
More streamlined and quicker approval process with local government for development projects
Municipal – speeding processes (i.e. development applications)
Need more certainty on what is going to happen with restrictions.
No parking fees downtown have been appreciated (still maintain some foot traffic in the office).
Clean the downtown and provide free parking
Not sure. other than reopening the courts.



Not sure, other than reopening the courts.
Nothing as they are part of a corporate operation and all decisions are made at a corporate level.
Nothing to add at this time.
Partner support from local DMO (Tourism Vernon)
PPE
Province needs to fund our program fully.
Re open the Vernon courthouse in some fashion
Recognition that non-profits are essential services and need to be compensated accordingly.
Relax rules to help facilitate investment when people want to invest.
Remove parking meters from downtown, More Bylaw patrol, Relocate URM
re-opening of public facilities such as the ice rinks
So far not panicking, can't think of anything. If she does she'll go to city hall.
Tax concessions
Tax relief
Unsure at this time
We are fortunate to have reserve funds and we will use them if we have to.
We are really reliant on the home builders and industrial contractors getting back to work
Will be monitoring the effects of Phase 2 businesses opening up and watch for maintaining stability
Would like the city of Vernon to start supporting and working with the business community.

Table 2: What requirements by local, provincial or federal government is needed to assist you in your recovery efforts?



Graph 12: If you are not operating now or on a reduced basis, do you think your business will be able to continue to operate after COVID-19?



THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO **FILE:** 1661-08:2020  
**PC:** Mayor and Council **DATE:** June 12, 2020  
**FROM:** Debra Law, Director, Financial Services  
**SUBJECT: RCMP CONTRACT RETROACTIVE PAY**

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On June 10, 2020 UBCM, reported in a weekly news update under the title “*RCMP unionization update*” (Attachment 1) that:

“While RCMP National Headquarters has instructed Divisions to project a 2.5% per year pay increase retroactive to January 1, 2017, the current comparator police universe salaries suggest this annual projected rate is insufficient. As such, local governments that utilize RCMP services are being advised to set aside additional funds in anticipation of higher costs, most notably increases to RCMP member remuneration.”

For 2017 through to 2019 the City of Vernon has had over \$2 million available in its RCMP Contingency reserve and has not set aside additional monies for future RCMP retroactive pay. As per Attachment 2 – RCMP Personnel Costs and Estimated Retroactive Pay @ 2.5%, the annual accrual amount would have been the following:

2017 - \$184,942 less federal portion @ 10%  
2018 - \$353,694 less federal portion @ 10%  
2019 - \$586,060 less federal portion @ 10%

The cumulative total for the past three years (net of the federal portion @ 10%) is \$1,012,226. This leaves just over \$1 million available if there is a major case file within the City. Administration believes this amount should be at least \$2 million.

There is \$953,996 available in the 2019 Unexpended Uncommitted Balance (Attachment 3) that could be transferred to the RCMP Contingency Reserve for the specific purpose of funding the RCMP retroactive pay once negotiations are finalized by the federal government.

**RECOMMENDATION:**

THAT Council receive the memorandum titled “RCMP Contract Retroactive Pay” dated June 12, 2020 and respectfully submitted by the Director, Financial Services;

AND FURTHER, that Council direct Administration to transfer \$953,996 from the 2019 Unexpended Uncommitted Balance to the RCMP Contingency Reserve for future payment of the 2017 – 2019 RCMP retroactive pay.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Raw", is positioned below the text "Respectfully submitted,".

Attachment 1 – UBCM week update – RCMP unionization update  
2 – RCMP Personnel Costs and Estimated Retroactive Pay @ 2.5%  
3 – Reserve Accounts Continuity Projections

# RCMP unionization update

**June 10, 2020**

Collective bargaining between the federal Treasury Board and National Police Federation (NPF), the union representing the RCMP, was expected to begin in March 2020. Negotiations have since been temporarily delayed, allowing the federal government to respond to COVID-19. Local governments are advised to budget for the anticipated increase in costs.

Although specific items for collective bargaining have not been released, pay, resource levels and benefits have been identified by RCMP members as high priorities. Once the federal Treasury Board and NPF finalize a collective agreement, local governments will be responsible for paying the incremental policing costs associated with unionization.

While RCMP National Headquarters has instructed Divisions to project a 2.5% per year pay increase retroactive to January 1, 2017, the current comparator police universe salaries suggest this annual projected rate is insufficient. As such, local governments that utilize RCMP services are being advised to set aside additional funds in anticipation of higher costs, most notably increases to RCMP member remuneration.

Prior to this development, it was expected that a collective agreement would be reached within the 2020 calendar year. Collective bargaining is expected to commence once the COVID-19 pandemic slows.

To ensure that federal Treasury Board is kept informed of the potential impact of negotiated items on contract partners, a group of four Provincial Assistant Deputy Ministers from across Canada, including BC's Brenda Butterworth-Carr, have been made available to liaise with federal representatives. Contract partners, including local governments, have requested that the federal government provide regular communication and updates, while respecting the confidential nature of negotiations.

This development represents a significant milestone for the new labour relations regime. Other key developments include:

- **January 16, 2015:** Supreme Court of Canada rules the RCMP has the right to collective bargaining, similar to other members of the public service.
- **December 31, 2016:** The RCMP's pay package expires.
- **June 19, 2017:** Corresponding federal legislation (Bill C-7) receives Royal Assent.
- **July 12, 2019:** The NPF is confirmed as the certified bargaining agent for RCMP members.
- **July 15, 2019:** The NPF serves notice to bargain.
- **March 2020:** Collective bargaining was expected to commence; however, it is temporarily delayed due to the COVID-19 pandemic.

UBCM will provide additional information as soon as it is made available. Questions may be directed to Bhar Sihota, UBCM Senior Policy Analyst.

<https://www.ubcm.ca/EN/meta/news/news-archive/2020-archive/rcmp-unionization-update.html>

## RCMP Personnel Costs and Estimated Retroactive Pay @ 2.5%

		2017	Increase 2018	2019	CUMULATIVE
<b>2017</b>					
Salaries per GL	5,978,142.25	149,453.56			149,453.56
Pension per GL	1,419,552.22	35,488.81			35,488.81
		<u>184,942.36</u>	-	-	<u>184,942.36</u>
<b>2018</b>					
Salaries per GL	5,843,113.98	146,077.85	149,729.80		295,807.65
Pension per GL	1,143,424.53	28,585.61	29,300.25		57,885.87
		<u>174,663.46</u>	<u>179,030.05</u>	-	<u>353,693.51</u>
<b>2019</b>					
Salaries per GL	6,439,039.34	160,975.98	165,000.38	169,125.39	495,101.76
Pension per GL	1,182,957.80	29,573.95	30,313.29	31,071.13	90,958.36
		<u>190,549.93</u>	<u>195,313.68</u>	<u>200,196.52</u>	<u>586,060.12</u>
<b>Subtotal @ 100%</b>		<b>550,155.75</b>	<b>374,343.73</b>	<b>200,196.52</b>	<b>1,124,696.00</b>
<b>Less: 10% federal</b>		<b>(55,015.58)</b>	<b>(37,434.37)</b>	<b>(20,019.65)</b>	<b>(112,469.60)</b>
<b>Total @ 90%</b>		<b><u>495,140.18</u></b>	<b><u>336,909.35</u></b>	<b><u>180,176.87</u></b>	<b><u>1,012,226.40</u></b>

## RESERVE ACCOUNTS CONTINUITY PROJECTIONS

	BALANCE JAN 01/20	2020 FINANCIAL PLAN		2020 CARRYOVER TRANSFERS	2020 BA's & JV's	PROJECTED BALANCE DEC 31/20
		OPERATING TRANSFERS	CAPITAL TRANSFERS			
<b>OPERATING GROUP</b>						
Abandoned Camp Reserve	23,402				36,598	60,000
Emergency Planning	24,004					24,004
Mural Maintenance	87,366	-				87,366
Arts and Culture	20,982					20,982
FTC Operating (Vernon)						-
	155,754	-	-	-	36,598	192,352
<b>TAX EQUALIZATION GROUP</b>						
Insurance Deductible	589,931			(50,000)		539,931
Snow Removal	78,461				121,539	200,000
Development Excess Revenue	2,389,525	(203,383)		(115,000)		2,071,142
RCMP Contingency	2,179,512					2,179,512
Election	25,187	25,000				50,187
Legal Fees					200,000	200,000
Salary	120,554					120,554
Rate Stabilization		(25,000)				(25,000)
	5,383,169	(203,383)	-	(165,000)	321,539	5,336,325
<b>CAPITAL GROUP</b>						
Data Processing	1,043,684	211,000				1,254,684
Civic Buildings	248,328	20,705			(16,000)	253,033
Casino Grant	3,411,499	1,950,000	(653,068)	(3,879,683)	(10,000)	818,748
Vehicles & Equipment	2,147,422	(606,913)		(738,224)		802,285
Fire Apparatus Reserve	215,000	(200,000)				15,000
Fire Equipment Reserve	246,606	45,481				292,087
Infrastructure Reserve	972,293			(258,107)	(225,000)	489,186
IT Equipment Reserve	464,995	5,928		(92,996)		377,927
MFA Refund Res - General	493,043					493,043
Fortis BC Gas LILO Bylaw	249,182					249,182
RCMP Building Reserve	171,504					171,504
Ice Plant Equipment	64,800	10,800				75,600
FTC Fac Improvement	34,343	24,846		(30,600)	(14,000)	14,589
Hesperia Landfill Reserve	312,223	215,000		(120,000)		407,223
Recreation IT Equipment	55,430	(1,000)				54,430
Rec Vehicle & Equipment	426,434	25,000				451,434
CWF Gas Tax	5,502,404	1,744,362	(2,210,855)	(1,933,875)		3,102,036
	16,059,190	3,445,209	(2,863,923)	(7,053,485)	(265,000)	9,321,991
<b>SPECIAL PURPOSE &amp; LEGACY GROUP</b>						
Library Shelving Reserve	7,338	(4,083)				3,255
Affordable Housing	422,942	75,000				497,942
Emergency Response	27,526					27,526
Transit Expansion	662,909	(74,142)				588,767
Hotel Tax	221,999	(100,000)				121,999
Climate Action Revolving Fund	1,124,609	85,546		(66,779)	(27,000)	1,116,376
Ammonia Chloride Reserve	63,271	(1,200)				62,071
Fortis BC Gas Lease Legacy	13,586,075	(350,000)		(145,220)		13,090,855
Parks Reserve	191,396			(25,640)		165,756
Unexpended Uncommitted Balance	3,792,351	(1,158,990)		(784,361)	(895,004)	953,996
	20,100,416	(1,527,869)	-	(1,022,000)	(922,004)	16,628,543



## RESERVE ACCOUNTS CONTINUITY PROJECTIONS

	BALANCE JAN 01/20	2020 FINANCIAL PLAN OPERATING TRANSFERS	CAPITAL TRANSFERS	2020 CARRYOVER TRANSFERS	2020 BA's & JV's	PROJECTED BALANCE DEC 31/20
<b>BUDGET CARRYOVERS</b>						
Budget Carry-Over General	5,330,159			(4,936,198)	(393,961)	-
Heritage Program	49,038					49,038
Special Projects	28,206					28,206
	5,407,403	-	-	(4,936,198)	(393,961)	77,244
<b>TOTAL GENERAL RESERVES</b>	<b>47,105,931</b>	<b>1,713,957</b>	<b>(2,863,923)</b>	<b>(13,176,683)</b>	<b>(1,222,828)</b>	<b>31,556,454</b>
<b>SEWER</b>						
MFA Refund Reserve - Sewer	1,420,650		(300,000)			1,120,650
Sewer General	22,584,530	2,364,470	(4,345,500)	(13,786,075)		6,817,425
RDNO Dump Site	50,133					50,133
Reclaimed Water Bylaw 4889	20,984		(20,984)			-
Septage Facility	790,538					790,538
	24,866,835	2,364,470	(4,666,484)	(13,786,075)	-	8,778,746
<b>TOTAL GENERAL &amp; SEWER RESERVES</b>	<b>71,972,766</b>	<b>4,078,427</b>	<b>(7,530,407)</b>	<b>(26,962,758)</b>	<b>(1,222,828)</b>	<b>40,335,200</b>
<b>STATUTORY RESERVES &amp; DEFERRED REVENUE</b>						
Highway Access to Water	645,463				54,500	699,963
Land Sale	436,156			(249,447)	14,279	200,988
Local Improvement	886,175					886,175
Parkland	243,965					243,965
Works Contribution/Sidewalk Gifting	2,085,288					2,085,288
Rec Facility Major Maint	1,658,154	(450,000)		(48,441)	(20,000)	1,139,713
Rec Facility Operating	1,214,655					1,214,655
Rec Facility Replace (Civic)						-
DCC Roads	7,027,223			(3,453,442)		3,573,781
DCC Storm	2,065,189			(470,090)		1,595,099
DCC Sewer Collection	1,410,344		(1,104,500)	(237,572)		68,272
DCC Sewer Treatment	1,657,570					1,657,570
DCC Sewer Disposal	2,312,327	(263,646)				2,048,681
DCC Parks	13,392					13,392
	21,655,902	(713,646)	(1,104,500)	(4,458,992)	48,779	15,427,543
<b>TOTAL RESERVES &amp; DEFERRED REVENUES</b>	<b>93,628,668</b>	<b>3,364,781</b>	<b>(8,634,907)</b>	<b>(31,421,750)</b>	<b>(1,174,049)</b>	<b>55,762,743</b>
DCC Parks (held by RDNO)	6,518,000.00		(2,739,100)	(385,222)		3,393,678



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  
**PC:** Debra Law, Director, Financial Services **DATE:** June 11, 2020  
**FROM:** Aaron Stuart, Manager, Financial Planning & Reporting  
**SUBJECT:** ***2019 ANNUAL REPORT***

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The 2019 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 2019 Audited Financial Statements included in the report were presented to Council by KPMG LLP on Monday, May 11, 2020. The Statements of Financial Information (SOFI) included in the report were presented to Council by the Manager, Financial Planning & Reporting on Monday, May 25, 2020.

Administration 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 2019 Annual Report will be posted on the City's website as of Friday, June 19, 2020. The final version will be posted on the City's website upon Council's approval.

**RECOMMENDATION:**

THAT Council approve the "2019 Annual Report" for the City of Vernon as attached to the Internal Memorandum of the same title, dated June 11, 2020 and respectfully submitted by the Manager, Financial Planning & Reporting;

AND FURTHER, that Council schedule a Public Meeting to receive submissions and questions from the public concerning the 2019 Annual Report on Monday, July 20, 2020, at 5:00 pm in the Vernon Recreation Centre Auditorium.

Respectfully submitted,

Aaron Stuart,  
Manager, Financial Planning & Reporting



# CITY OF VERNON

— 2019 —

ANNUAL  
REPORT

DRAFT

Fiscal Year Ended  
December 31, 2019  
Vernon, British Columbia



# 2019 ANNUAL REPORT

For the Fiscal Year Ending December 31, 2019 | Vernon, British Columbia



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, 2018**

*Christopher P. Morill*

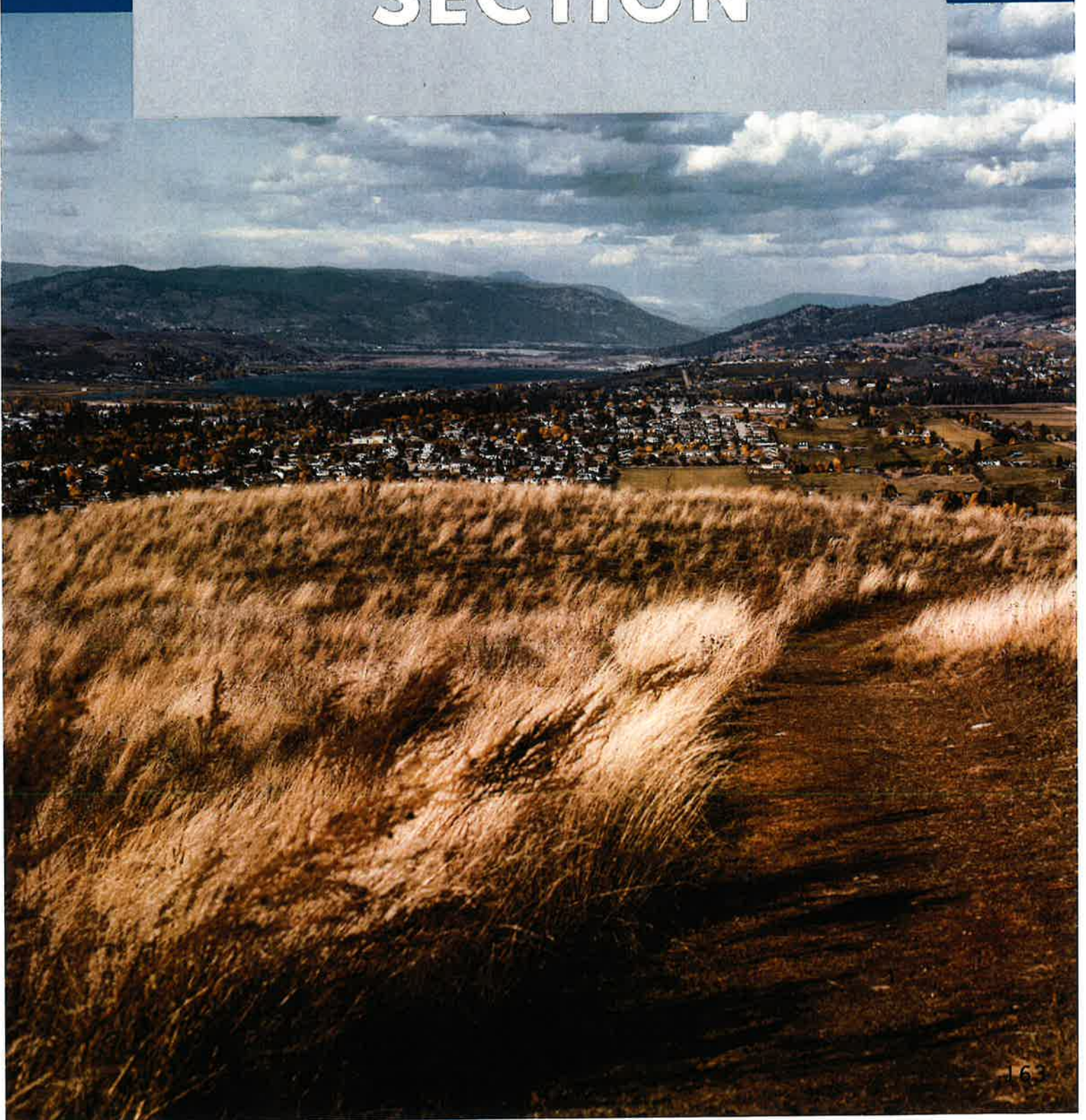
Executive Director/CEO

Prepared and submitted by: Financial Services | City of Vernon

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# INTRODUCTORY SECTION



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# VERNON CITY COUNCIL



**Mayor Victor Cumming**

*mayor@vernon.ca*

Mayor Cumming is involved in the following committees:

- Audit Committee
- Biosolids Advisory Committee
- Economic Development
- Emergency Measures Policy/ Planning
- Finance and Tax Review Panel
- Greater Vernon Advisory Committee
- North Okanagan Regional District
- Okanagan Basin Water Board
- Columbia Shuswap North Okanagan Regional Hospital Board
- Drought Response Team
- Fire Training Centre – Policy Board
- OKIB/ First Nations Liaison
- Ribbons of Green Trail Committee



**Councillor Scott Anderson**

*sanderson@vernon.ca*

Councillor Anderson is involved in the following committees:

- Biosolids Advisory Committee
- Canada Day Committee
- Liquid Waste Management Plan Public Advisory Committee
- Municipal Insurance Association
- O'Keefe Ranch and Historical Society



**Councillor Kari Gares**

*kgares@vernon.ca*

Councillor Gares is involved in the following committees:

- Affordable Housing Advisory Committee
- Audit Committee
- Finance and Tax Role Review Panel
- Arts Council of North Okanagan
- Chamber of Commerce Liaison
- North Okanagan Regional Library
- Regional Growth Management Committee
- School District No. 22 – Revenue Generation/ Service Efficiency Review Committee
- Vernon Winter Carnival Liaison



**Councillor Kelly Fehr**

*kfehr@vernon.ca*

Councillor Fehr is involved in the following committees:

- Affordable Housing Advisory Committee
- Greater Vernon Advisory Committee
- North Okanagan Regional Advisory Committee (Okanagan College)



**Councillor Dalvir Nahal**

*dnahal@vernon.ca*

Councillor Nahal is involved in the following committees:

- North Okanagan Regional District
- Columbia Shuswap North Okanagan Regional Hospital Board
- Tourism Advisory Committee
- Arts Council of North Okanagan
- Regional Agricultural Advisory Committee

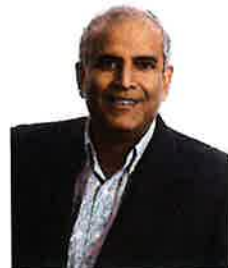


**Councillor Brian Quiring**

*bquiring@vernon.ca*

Councillor Quiring is involved in the following committees:

- Climate Action Advisory Committee
- North Okanagan Regional District
- Columbia Shuswap North Okanagan Regional Hospital Board
- Climate Action Task Force
- Downtown Vernon Association



**Councillor Akbal Mund**

*amund@vernon.ca*

Councillor Mund is involved in the following committees:

- Advisory Planning Committee
- Audit Committee
- Finance and Tax Role Review Panel
- Greater Vernon Advisory Committee
- North Okanagan Regional District
- Columbia Shuswap North Okanagan Regional Hospital Board
- CEDI Working Group
- Fantastic Sports Society Liaison
- Kelowna Airport Committee





# MISSION STATEMENT

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





# MESSAGE FROM THE MAYOR

May 31, 2020



On behalf of Council, it is my pleasure to present to you the 2019 Annual Report. A new Council was elected in late October 2018, and promptly reviewed and approved the 2019 Budget. Reflected here is the quality work of the new Council and the previous one, as most of these accomplishments are years in the making.

You will see in this report many solid trends and accomplishments realized during 2019. There were small to large visual projects designed to improve the quality of Vernon, e.g. short connector sidewalks, a new downtown public washroom, segregated walk and cycle paths along 15<sup>th</sup> Street from Highway 6 to Vernon Senior Secondary, opening of Hurlburt and Lakeshore Parks on Okanagan Lake, lake access at Beachcomber Bay, separating the dog (now off-leash possible) and walking areas from the sports fields at Marshall Fields with fencing, new walking trails and roads resurfaced in the City. There were many – not so visual – completions of rebuilt water lines, sewer lines and stormwater drainage systems that are critical to minimizing emergency maintenance and reinvestment in the life of our underground systems. Completed capital works projects exceeded \$7.5 million.

Our community continues to grow in population and even quicker in residential dwellings. Residential construction activity continues to surpass previous years with \$91.1 million in building permits creating 458 new residential units during the year. These units spanned the spectrum from much needed fully subsidized social housing to large single family dwellings in resort style areas, providing supply in all segments including purpose built rental apartments. Major projects include the Creekview Heights (216 units), Diamond Way duplexes at Predator Ridge (18 units), townhouses at Middleton Mountain (25 units), duplexes at Silver Pine Estates (12 units), and townhouses at Okanagan Ridge (16 units). Housing projects, approved earlier, opened in 2019 including The Hub (57 units), Rockwood Landing (60 units), and My Place (52 units) bringing much needed supply onto the market. Commercial and industrial development was led by the new Best Western Premier hotel started in 2019 (116 rooms) and the indoor cannabis production facility on Kosmina Rd. The Municipal Regional District Tax (MRDT) provided marketing funds based on hotel room revenue was up again in 2019 over previous years, generating over \$1 million based on overnight accommodation stays. Council dealt with 21 cannabis retail applications, as it became legal, with 6 retail operations opening during the year. Clearly the private sector, with total issued building permit values of \$126.5 million, continues to see the advantage of investing in, and operating businesses in Vernon.

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 City staff. Also, our Finance staff were presented with the 2019 Distinguished Budget Presentation and 2018 Financial Reporting awards once again. The City has also continued the process of finding ways to decrease its greenhouse gas emissions with our awarding winning acquisition of electric bikes for staff, another electric vehicle added to the City fleet and a heating system upgrade servicing City Hall, Community Services Building, Museum and RCMP buildings. Our Climate Action Plan is in full development with numerous actions planned for 2020 and 2021. The plan will be completed later in 2020. The City has been successful in many other ways, including Bylaw and RCMP being more visible in the downtown core, a successful compost diversion pilot and increasing public transit assisted by the opening of a new transit exchange at the Village Green Mall.

Council continues to move forward with its 2019-2022 Strategic Plan, while remaining responsive to its citizens, businesses and community leaders. I thank staff on another year of hard work, dedication, commitment to our community and successful operations and strategic direction.

A handwritten signature in black ink that reads "Victor S. Cumming". The signature is written in a cursive, flowing style.

Victor Cumming  
Mayor

# MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

May 31, 2020



An urban municipality in British Columbia has a relatively small number of required core responsibilities that are key to a City's success.... or failure. The provision of a safe urban environment through police, fire and bylaw resources; the planning, design, construction and maintenance of a road and transportation network; the provision of storm water systems, the provision of safe potable water and the collection and treatment of wastewater. Beyond these, the residents of most urban municipalities expect a range of recreation and wellness opportunities through pools, arenas, parks, playgrounds and sport facilities. Most residents would expect responsible planning and development leadership such that urban neighbourhoods are attractive, cohesive and complimentary.... that residential areas provide a range of housing forms, that commercial areas are grouped and accessible, that business and industrial areas are sufficient and well serviced to attract and support local employment and investment.

It is a reasonable expectation of residents and businesses that the assets of the City, collectively owned by the taxpayers, are managed in a manner that is cost effective, are functional and are safe. And ultimately, that the City is in a sound financial position to deliver to these expectations now, and into the foreseeable future.

The City of Vernon has focused on these roles and responsibilities over the last eight years, building the means to deliver core services, to construct and reinvest in our fundamental infrastructure, to respond to the reasonable expectations of our residents and businesses.

The Infrastructure Investment Program has positioned the City so there are reliable, sufficient resources to rebuild and maintain roads, public buildings, parks, storm and sewer systems. The City is well positioned to access senior government grant programs, when available, to maximize the impact of local tax dollars.

This does not mean there are no potholes. It does mean that as a road approaches the end of its useful lifecycle, it can be and will be repaired. It means that wise reinvestment maximizes the useful life of public buildings, our parks and recreation facilities. After eight focused years, the City is in a sound financial position. The consolidated financial statements and the independent auditors' report speak to this. The City is well prepared to manage public assets and services, as well as dealing with unforeseeable events.... not the least of which is a global pandemic.

The City has had many successes in 2019. The Mayor's letter within the Annual Report speaks to some of these. The Chief Financial Officer, Ms. Debra Law, speaks to the sound financial position and wise fiscal management policy direction of Council.

A handwritten signature in black ink, appearing to be 'W. Pearce', written in a cursive style.

Will Pearce  
Chief Administrative Officer

# MESSAGE FROM THE CHIEF FINANCIAL OFFICER

May 31, 2020



I am pleased to present the City of Vernon's Annual Report for the year ended December 31, 2019. This report contains the 2019 audited consolidated financial statements and an update of the City's goals and objectives, pursuant to Section 98 and 167 of the *Community Charter*.

The City's 2018 Annual Report was recognized with the Canadian Award for Financial Reporting by the Government Finance Officers Association for the tenth year in a row. Through the efforts of all staff during the past 10 years, the City has achieved international recognition for financial reporting that reflects a commitment to accountability and transparency. The 2019 Annual Report will also be submitted for this award to provide Council and the public with assurance that we continue to meet these international standards.

The City continued to strengthen its net financial position in 2019 as its net financial assets reached \$69.2 (2018 - \$49.2M) and cash and investments increased to \$105.9 (2018 - \$84.1M). After 2020, the City's only outstanding debt will be related to its sewer treatment plant. The City invested \$12.5M in tangible capital assets which exceeded the cost of amortization by \$1.1M, (2018 - \$4.6M), resulting in a net increase in total tangible capital assets. The equipment under capital lease agreement expired in 2019 and resulted in the City receiving a termination payment of \$13.0M, representing the asset's net book value.

Revenues for 2019 totalled \$89.1M (2018 - \$94.3M) and expenses totaled \$81.3M (2018 - \$82.1M). Overall, most revenues remained stable. The decrease in government transfer revenue and Recreation expenses is due to the completion of the Kal Tire Place expansion. The federal government paid the City an additional Community Works federal gas tax grant in 2019 which equaled the regular annual grant. These funds have been set aside for future capital projects. While the City did well with its investment strategy in 2019, reductions in debt resulted in reduced actuarial revenues. Developer contributions of assets were less than budgeted, but are directly related to the progress of capital projects.

Some actual expenses exceed budgeted expenses. In some areas, unbudgeted revenues were received, such as the Airport and Sanitary Sewer. In other areas, the additional expenses represent projects that were funded by reserves. In limited circumstances, Administration has recognized the need to overspend in one function, but have underspent in another to ensure the City did not exceed its authority to spend.

Reserves increased overall to \$77.5M (2018 - \$60.0M). Of this balance, \$36.0M (2018 - \$33.5M) is committed to fund projects to be completed in 2020. The existence of unspent budgets at the end of the year and uncommitted reserves will assist the City in addressing the challenges presented in 2020 related to the COVID-19 pandemic. While funds are available for the initial response, the City is not in a position to fund revenue deficits for an extended period of time.

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. Net Financial Assets and Debt Capacity continue to move in a positive direction. Property Assessment Values are growing as a result of a desire to live in our beautiful community and the building activity shown in the Building Permits graphs. Council continues to be committed to a 1.9% infrastructure tax levy which is ensuring the City's infrastructure will be available to residents well into the future.

There are also schedules showing the Taxes Levied for Other Agencies, Number of Employees, Property Assessment Values and Principal Corporate Taxpayers. I encourage Council and the public to review these pages to see the City's positive five year trends in some of these key areas. All trends indicate the City is in a healthy, financially stable condition as of December 31, 2019.

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

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

# Revenue Policy Targets and Results 2019

The following revenue targets were adopted under the 2019-2023 Financial Plan and are shown with their actual results:

Measure	2019 Target	2019 Actual
Business to Residential Property Tax Rate Ratio	3.20 to 1	2.85 to 1
Taxation Levy Increase for Infrastructure Projects	1.9%	1.9%
Taxation as a Proportion of Total Revenue	46.2%	47.5%
Service Fees as a Proportion of Total Revenue	30.7%	29.9%
Other Revenue as a Proportion of Total Revenue	23.1%	22.6%
Specified Area Parcel Taxes as a Proportion of Total Revenue	Less than 1%	Less than 1%

## Capital Asset Deficit 2019\*

(in \$1,000's)

Asset Category	Annual Amortization	Capital Investment	Capital Asset Deficit/ (Surplus)	Net Book Value of Disposals	Decrease in Depreciable Assets
BUILDINGS	\$ 1,671	\$ 2,241	\$ (570)	\$ 8	\$ (562)
VEHICLES	638	2,501	(1,863)	5	(1,858)
MISCELLANEOUS EQUIPMENT	175	680	(505)	-	(505)
INFORMATION TECHNOLOGY	188	465	(277)	18	(259)
TRANSPORTATION INFRASTRUCTURE	5,575	6,129	(554)	192	(362)
STORM SEWER INFRASTRUCTURE	1,057	(420)	1,477	61	1,538
SANITARY SEWER INFRASTRUCTURE	1,289	(745)	2,034	29	2,063
IRRIGATION WATER INFRASTRUCTURE	106	-	106	-	106
NATURAL GAS SYSTEM LEASE	722	-	722	13,009	13,731
	\$ 11,421	\$ 10,851	\$ 570	\$ 13,322	\$ 13,892

\*Amounts are shown on the basis of historical cost and do not represent replacement values.



# CONNECT WITH US

The City of Vernon's goal is to use open, two-way communication to purposefully engage with our residents, businesses, stakeholders and visitors. We use a variety of online and offline tools to provide up-to-date information and engagement opportunities to stay connected with you - our valued citizens.

## City of Vernon

City Hall: 3400 - 30th Street, Vernon, BC V1T 5E6  
250-545-1361 | [Vernon.ca](http://Vernon.ca)

## Emergency contacts

RCMP Emergency: 911  
Vernon Fire Rescue: 911  
Bylaw Compliance: 250-550-3505  
City Utility Emergencies - Weekdays: 250-549-6757  
City Utility Emergencies - After hours: 250-542-5361

## Council Meetings

City of Vernon Council meetings are held twice a month (except for July and August, when meetings are held once monthly) in Council Chambers at City Hall. Council meetings are a great way to learn more about what is taking place in your community. Council meetings and Public Hearings are video recorded and posted to our website at [Vernon.ca/council-agendas](http://Vernon.ca/council-agendas).

## Engage Vernon

**Activate** your voice! One of Council's strategic priorities is to increase public participation in the development of City strategies and plans. You can be part of the process by visiting the City's online engagement hub: [EngageVernon.ca](http://EngageVernon.ca).

## Community Calendar

The Greater Vernon area is buzzing with activity and new things to try every day. Check out the City's community events calendar on our website to learn about activities taking place in Vernon and the surrounding area.

## Council Advisory Committees

The primary role of an Advisory Committee is to provide advice, recommendations and a community perspective on municipal initiatives and programs. Learn more about committees, and how to get involved, by visiting [Vernon.ca/council-committees](http://Vernon.ca/council-committees).



[facebook.com/cityofvernon](https://facebook.com/cityofvernon)



[twitter.com/cityofvernon](https://twitter.com/cityofvernon)



[linkedin.com/company/cityofvernon](https://linkedin.com/company/cityofvernon)





# COMMUNITY PROFILE

Make our story a part of your story. There is more than enough here to share. In the spring, you'll find fields and valleys bursting with blooms. Summer is the time to enjoy our warm and inviting lakes. In the fall, experience a harvest season like no other. In the winter, take home tales of champagne powder snow and horse drawn sleighs. We have activities for all seasons!

Get outdoors and breathe in the fresh Okanagan air as the sun kisses your cheeks. No matter what the season, there's something to do outdoors in Vernon.





## COMMUNITY PROFILE

Bring your bike, or rent one and enjoy our separated bike lanes. Cycle along 30th Street from City Hall to Highway 6. These lanes connect Downtown Vernon to Polson Park. You can continue on from there to Kalamalka Lake Road.

If golf is more to your liking, then get out on a course and perfect your swing. In the warmer months, grasp the importance of 'me time' while exploring one of our lakes in your kayak or canoe. Test your balance on a standup paddleboard and investigate the wonders of our coves and inlets.

The fish are usually biting here, so grab your licence and your gear, and head out to some of the best fishing spots in BC.

Once the snow flies, it's time to strap on the skis, snowboard or snowshoes and explore.

There's nothing like a day on the lake to make life all the sweeter. Come and enjoy the rush of the wind in your hair and feel your adrenaline pump as you waterski or wakeboard on Okanagan Lake. Experience bouncing across the surface on an inner tube or try wake surfing as you whisk across the lake. Bring your own boat, or rent one. We have everything you need here from boats to skis and life jackets.







## COMMUNITY PROFILE

For something a little more laid back, hop in a canoe or kayak and explore our many coves and inlets.

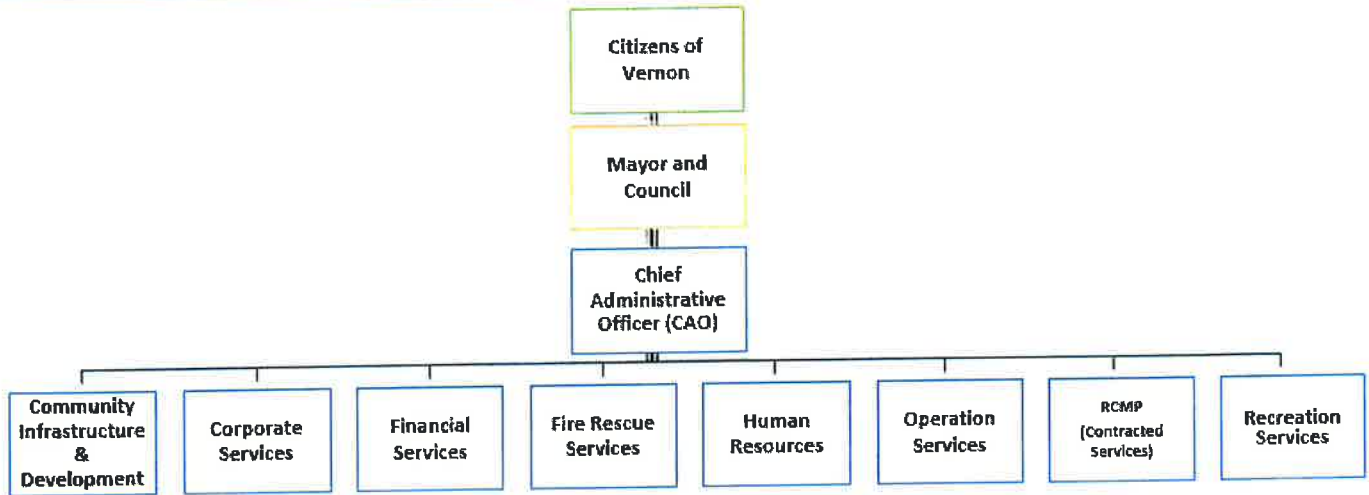
Nestled on the northeastern shore of Okanagan Lake, Ellison Provincial Park has 220 ha (543 ac) of forested benchlands above a rocky shoreline of scenic headlands and sheltered coves with three beaches. This is where you'll find the only marine dive park in the Okanagan for snorkelling and scuba diving. Come and delve into the secret underwater world of Okanagan Lake. You might even get a glimpse of the Ogopogo, Okanagan Lake's elusive lake monster.

Get in some quiet time at Swan Lake. It's a shallower and quieter lake for those who love a nature hike. The surrounding wetlands have some of the best bird watching in BC. It's a breeding, nesting, and migration haven for ducks, waterfowl, marsh birds and more. Don't be surprised if you see American White Pelicans and Trumpeter Swans in the spring and fall.





# ORGANIZATIONAL STRUCTURE



Will Pearce  
Chief Administrative Officer  
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Shawna Baher, Superintendent  
RCMP  
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Raeleen Manjak, Director  
Human Resources  
rmanjak@vernon.ca



Chris Ovens, Acting Director  
Operation Services  
covens@vernon.ca



Doug Ross, Director  
Recreation Services  
dross@vernon.ca



# SERVICES PROVIDED TO RESIDENTS

- Collection authority for other taxing jurisdictions
- Airport operation
- Boulevard and other landscape maintenance
- Building approval and inspection
- Bylaw compliance
- 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
- Policing
- 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



CITY HALL

COUNCIL'S  
STRATEGIC  
PLAN  
2019 – 2022

## SUMMARY of Strategic Priorities, Actions and Measures of Success

The following table summarizes all the required actions identified in the Strategic Plan.

Strategic Priority Area	Actions Required to Achieve Vision	How We Measure Success
<b>Recreation, Parks &amp; Open Space</b>	<ul style="list-style-type: none"> <li>• Complete Recreation Feasibility Study</li> <li>• Commence construction of priority recreation facilities at Kin Park</li> <li>• Complete Polson Park Master Plan</li> <li>• Commence priority Polson Park projects</li> <li>• Develop and implement a strategy for acquisition of hilltop parks</li> <li>• Develop a minimum of one lake access site per year</li> </ul>	<ul style="list-style-type: none"> <li>• Annual investment in Kin Park and Polson Park</li> <li>• Establishment of an off-leash dog park</li> <li>• Acquisition of natural park areas on mountaintops in acres</li> <li>• Number of lake access sites developed annually</li> </ul>
<b>Affordable &amp; Attainable Housing</b>	<ul style="list-style-type: none"> <li>• Develop a comprehensive Vernon Housing Strategy</li> <li>• Continue to partner with BC Housing, not-for-profits and the development community on affordable housing, including the use of City-owned land</li> <li>• Review and streamline residential development approval process</li> <li>• Complete a Housing Needs Assessment to inform the Affordable and Attainable Housing Strategy and the next Official Community Plan review</li> </ul>	<ul style="list-style-type: none"> <li>• Increased vacancy rate</li> <li>• Number of new units by type and neighbourhood</li> <li>• % of all homes within 500 m of active transportation, services and parks</li> <li>• Time to process a single family building permit and a multi family development permit</li> </ul>
<b>Vibrant Downtown</b>	<ul style="list-style-type: none"> <li>• Additional incentives to encourage redevelopment and upgrades to existing buildings</li> <li>• Increase events and amenities in the Downtown</li> <li>• Investigate the potential closure of 30th Avenue to vehicular traffic from 29th Street to 35th Street</li> <li>• Create parking for the Okanagan Rail Trail in the redevelopment of the Civic Arena site</li> <li>• Support economic development initiatives that attract skilled labour to the area</li> <li>• Identify and implement actions to address drug use, vagrancy and safety concerns, the role of Bylaw Compliance &amp; increased RCMP presence</li> <li>• Evaluate and seek Council direction on the impact of retail cannabis stores Downtown</li> <li>• Promote the Okanagan Rail Trail through marketing, trail connections and other initiatives</li> <li>• Support the Folks on Spokes program and other clean up initiatives in the Downtown core</li> </ul>	<ul style="list-style-type: none"> <li>• Annual investment in public events and amenities and event attendance</li> <li>• Private investment in new development and building upgrades</li> <li>• Number of calls for Bylaw Services</li> <li>• Number of new housing units in the City Centre, by type and value</li> </ul>



Strategic Priority Area	Actions Required to Achieve Vision	How We Measure Success
<b>Organization Priorities</b>	<ul style="list-style-type: none"> <li>• Increase public participation in the development of strategies and plans</li> <li>• Investigate new approaches to engage citizens (e.g. on-line platforms)</li> <li>• Investigate opportunities to enhance the transparency of decision making</li> <li>• Review application processes to ensure they are efficient as possible</li> <li>• Implement more on-line application types</li> <li>• Develop a learning and development framework for the organization</li> <li>• Develop a learning and development framework and coaching and mentoring programs for the organization</li> <li>• Support continued implementation of health and wellness initiatives</li> <li>• Investigate options to provide additional space for the RCMP</li> <li>• Prioritize staff recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Number of people engaged in public participation annually</li> <li>• Number of processes reviewed annually</li> <li>• Number of new on-line applications annually and number received annually</li> <li>• Number of learning and development opportunities provided to/accessed by staff</li> <li>• Number of staff vacancies</li> </ul>
<b>Regional Relationships</b>	<ul style="list-style-type: none"> <li>• Continue and build upon CEDI partnership with OKIB</li> <li>• Improve communication/consultation with RDNO</li> <li>• Work with RDNO on the acquisition of natural parkland in the city</li> <li>• Obtain RDNO approval to consult with City staff on In Camera issues at RDNO</li> </ul>	<ul style="list-style-type: none"> <li>• Number of activities between the City and OKIB annually</li> <li>• Acquisition of natural parkland in the City of Vernon by RDNO, in acres</li> </ul>
<b>Sustainability Priorities</b>	<ul style="list-style-type: none"> <li>• Investigate methods to increase recycling &amp; alternatives to recycling, including an organics diversion plan</li> <li>• Support the provision of affordable childcare</li> <li>• Promote transit oriented mixed use development</li> <li>• Adopt a Climate Action Plan</li> <li>• Encourage initiatives to support green buildings, including the BC Energy Step Code</li> <li>• Update the Landscaping Standards Bylaw to require sustainable and Fire Smart landscaping</li> <li>• Identify ways to foster innovation in technology and manufacturing (business retention and expansion)</li> <li>• Continue to implement Fire Smart principles in the wildfire interface area and improve communication with residents throughout the year in addition to emergency events</li> <li>• Review and implement the Fire and Rescue Services Strategic Plan</li> <li>• Undertake drainage studies, risk and threat assessments and related bylaw amendments</li> <li>• Continued commitment to the development and implementation of asset management plans</li> <li>• During the next review of the Master Transportation Plan, revisit the highway bypass and explore alternatives to transit in low density areas</li> <li>• Support the extension of water along Eastside Road</li> </ul>	<ul style="list-style-type: none"> <li>• Number of new residential units within walking distance of a transit stop</li> <li>• Number of new jobs in the technology and manufacturing sectors</li> <li>• Tonnage of organics and recycling diverted from the landfill, annually</li> <li>• Number of childcare spaces in the community, by age group</li> <li>• Tonnage of GHGe emitted annually, corporately and community-wide</li> <li>• Number of acres treated to reduce fuel load (wildlands/City lands)</li> </ul>

# Recreation, Parks and Natural Spaces

## VISION

The comprehensive plan for the Kin Park lands is completed, informed by the Recreation Master Plan feasibility study and public participation. New recreation facilities are under development on the site. A new fenced off-leash dog park has just opened. The Polson Park Master Plan is complete and improvements are underway to better showcase the jewel of the Vernon urban parks system to the many residents and visitors that use the park and as a connection to the Okanagan Rail Trail. New natural area parks are being acquired at Turtle Mountain, Adventure Bay, the Foothills and the Commonage, supported by our regional partners where possible.

## SPECIFIC GOALS

- Develop a comprehensive plan for the Kin Race Track lands: explore a recreation and/or aquatic centre and consider additional uses such as housing and commercial
- Develop a new multi purpose Recreation Centre
- Develop a fenced off leash dog park in the City
- A new playing surface for Kal Tire Place North
- Review and Update the Polson Park Master Plan
- Establish four new hilltop parks (Turtle Mountain, Adventure Bay, the Foothills (Jackass Mountain), Commonage Ridge)
- Develop a minimum of one lake access site per year
- Continued implementation of the Parks Master Plan
- Involve Electoral Areas B and C, Coldstream and the Okanagan Indian Band



## ACTIONS REQUIRED

- Complete Recreation Feasibility Study
- Commence construction of priority recreation facilities at Kin Park
- Complete Polson Park Master Plan
- Commence construction of priority Polson Park projects
- Develop and implement a strategy for acquisition of hilltop parks
- Develop a minimum of one lake access site per year

## HOW DO WE MEASURE SUCCESS?



Annual investment in Kin Park and Polson Park



# of Parks

Establish an off-leash dog park



# of Acres

Acquisition of mountaintop natural park area in acres



# of Sites

Number of lake access sites developed annually



# Affordable Housing

## VISION

Finding affordable and attainable housing has gotten easier. The vacancy rate is up and there are new housing options available across the continuum. The City has partnered with BC Housing, local not-for-profits and the development community on new affordable rental units on City-owned land. A streamlined residential development approval process is helping private developers deliver new units more efficiently. New family housing options are provided close to services and active transportation routes, and upscale options are under development in the Downtown.



## SPECIFIC GOALS

- Create accessible and attainable housing for families with annual income below \$70,000
- Develop a comprehensive Vernon Housing Strategy
- Develop affordable housing partnerships, including the use of City lands
- Streamline the residential development approval process

## ACTIONS REQUIRED

- Develop a comprehensive Vernon Housing Strategy
- Continue to partner with BC Housing, not-for-profits and the development community on affordable housing, including the use of City-owned land
- Review and streamline the residential development approval process
- Complete a Housing Needs Assessment to inform the Affordable and Attainable Housing Implementation Strategy and the next Official Community Plan review

## HOW DO WE MEASURE SUCCESS?

  
Increased  
vacancy rate

 of Units  
Number of new units by  
type and neighbourhood

  
% of all homes within 500m  
of active transportation,  
services and parks

 of Days  
Time to process a single family  
building permit and a multi  
family development permit

# Vibrant Downtown



## VISION

The Downtown is bustling with shoppers and employees enjoying the many outdoor patios, events and amenities. The new multi family units in the City Centre have increased the number of residents in the area, including families and more affluent residents. Crime has been trending down and the streets are free from litter and unwanted graffiti. New mixed use development is complemented by the investment business owners have taken in their buildings, all contributing to a vibrant Downtown. Fully connected into the Okanagan Rail Trail, the Downtown has seen a surge of new tourists enjoying our many restaurants, stores and amenities.


## SPECIFIC GOALS

- Foster more residential development in the Downtown, including upscale options
- Implement additional incentives to encourage upgrades to existing buildings
- Increase the vibrancy of Downtown, including the provision of new amenities and events
- Investigate the potential closure of 30th Avenue to vehicular traffic from 29th Street to 35th Street
- Provide parking for the Okanagan Rail Trail in the Downtown core
- Focus development in the City Centre, including mixed use and multi family
- Address safety concerns including drug use, vagrancy, communicating role of Bylaw Services & increased RCMP presence
- Identify mechanisms to attract skilled labour to the area
- Cannabis retail stores in the Downtown shall have no ill effect
- Address sharps and Downtown cleanliness

## ACTIONS REQUIRED

- Additional incentives to encourage redevelopment and upgrades to existing buildings
- Increase events and amenities in the Downtown
- Investigate the potential closure of 30th Avenue to vehicular traffic from 29th Street to 35th Street
- Create parking for the Okanagan Rail Trail in the redevelopment of the Civic Arena site
- Support economic development initiatives that attract skilled labour to the area
- Identify and implement actions to address drug use, vagrancy and safety concerns, the role of Bylaw Compliance and increased RCMP presence
- Evaluate and seek Council direction on the impact of retail cannabis stores in the Downtown
- Promote the Okanagan Rail Trail through marketing, trail connections and other initiatives
- Support the Folks on Spokes program and other clean up initiatives in the Downtown core

## HOW DO WE MEASURE SUCCESS?

 <p>Annual investment in public events and amenities and event attendance</p>	 <p>Private investment in new development and building upgrades</p>	 of Calls <p>Number of calls for Bylaw Services and RCMP</p>	 of Units <p>Number of new housing units in the City Centre, by type and value</p>
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# Organization Priorities

## VISION

The City of Vernon is a customer focused organization. Decision making is increasingly transparent and accountable through the use of various tools, including those on-line. Citizens are offered lots of opportunities for participation in the development of strategies and plans. Application processes have been reviewed and streamlined where possible, including the increased use of on-line applications. Staff vacancies are at a minimum and learning and development are fostered across the organization to ensure that we have a capable and contemporary workforce.

## SPECIFIC GOALS

- Enhance transparency of decision making, including the use of new or expanded tools and on-line platforms
- Increased public participation in decision making
- Streamline red tape to facilitate more development
- Implement more on-line applications
- Have a full staff complement
- Foster learning and development across the organization
- Look at options to provide additional space for the RCMP
- Cultivate and promote a respectful, diverse, and inclusive Corporate culture
- Continue the unwavering commitment to a safe and healthy work environment
- Optimize municipal wastewater services in support of community growth and economic development

## ACTIONS REQUIRED

- Increase public participation in the development of strategies and plans
- Investigate new approaches to engage citizens (e.g. on-line platforms)
- Investigate opportunities to enhance the transparency of decision making
- Review application processes to ensure they are efficient as possible
- Implement on-line applications for more application types
- Develop a learning and development framework and coaching and mentoring programs for the organization
- Support continued implementation of health and wellness initiatives
- Investigate options to provide additional space for the RCMP
- Prioritize staff recruitment

## HOW DO WE MEASURE SUCCESS?

<p>#</p> <p><b>Participants</b></p> <p>Number of people engaged in public participation annually</p>	<p>#</p> <p><b>Reviewed</b></p> <p>Number of processes reviewed annually</p>	<p>#</p> <p><b>On-line</b></p> <p>Number of new on-line applications annually, and number received annually</p>	<p>#</p> <p><b>L&amp;D</b></p> <p>Number of learning and development opportunities provided to/accessed by staff</p>	<p>#</p> <p><b>Vacancies</b></p> <p>Number of staff vacancies</p>
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## Regional Relationships

### VISION

Vernon residents believe their voice is better reflected in decisions by the Regional District of North Okanagan (RDNO) Board. Water issues are resolved to everyone's satisfaction and progress is made on issues of mutual concern. The new Cultural Centre is under construction in the downtown. Productive relationships support the acquisition of major natural areas. The City and the Okanagan Indian Band are continuing to build on the relationship established through the Community Economic Development Initiative.



### SPECIFIC GOALS

- Take a stronger stand at RDNO on water issues, consultation, etc.
- Enhance relationships and improve communications with regional partners including the Okanagan Indian Band
- Support an amalgamation study if requested by at least one other partner
- Council able to consult with City staff on In Camera issues at the RDNO

### ACTIONS REQUIRED

- Continue and build upon the CEDI partnership with the Okanagan Indian Band (OKIB)
- Improve communication and consultation with RDNO
- Work with RDNO on the acquisition of natural parkland in the city
- Obtain RDNO approval to consult with City staff on In Camera issues at the RDNO

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### HOW DO WE MEASURE SUCCESS?

#### # Activities

Number of joint activities between the City and OKIB annually

#### # Acres

Acquisition of natural parkland in the City of Vernon by RDNO, in acres



## Sustainability Priorities

### VISION

Vernon is promoting best practices in sustainable infrastructure, agriculture and landscaping, including updated bylaw standards. Fire Smart principles are utilized more widely in the city, reducing our risk of wildfires. Water is being extended down Eastside Road to better protect against fire in this area. Vernon residents have been trying out a pilot organics diversion plan while recycling options have been expanded. New childcare spaces are making it easier for families to find affordable options to meet their needs. Transit oriented housing and mixed use development is putting more households within walking distance of a transit stop. New jobs are being created, particularly in the technology and manufacturing sectors locally and regionally, to continue to diversify our employment base.

### SPECIFIC GOALS

- Investigate methods to increase recycling and alternatives to recycling
- Implementation of an organics diversion plan
- Support the provision of affordable childcare
- Promote transit oriented housing and mixed use development
- Work towards a sustainable Vernon – environmentally, economically and socially
- Encourage sustainable infrastructure, agriculture and landscaping
- Be a leader in economic development
- Foster innovation in technology and manufacturing (business retention and expansion)
- Continue to implement Fire Smart principles in the wildfire interface area and improve communication with residents
- Address existing and pending stormwater issues
- Continued commitment to asset management
- During the next review of the Master Transportation Plan, revisit the highway bypass and explore alternatives to transit in low density areas
- Support the extension of water along Eastside Road





## Sustainability Priorities Continued

### ACTIONS REQUIRED

- Investigate methods to increase recycling and alternatives to recycling, including an organics diversion plan
- Support the provision of affordable childcare
- Promote transit oriented mixed use development
- Adopt and implement a Climate Action Plan and amend Official Community Plan accordingly
- Encourage green buildings, including the BC Energy Step Code
- Update the Landscaping Standards Bylaw to require sustainable and Fire Smart landscaping
- Identify ways to foster innovation in technology and manufacturing (business retention and expansion)
- Continue to implement Fire Smart principles in the wildfire interface area and improve communication with residents throughout the year in addition to emergency events
- Review and implement the Fire and Rescue Services Strategic Plan
- Undertake drainage studies, risk and threat assessments and related bylaw amendments
- Continued commitment to the development and implementation of asset management plans
- Revisit the highway bypass and explore alternatives to transit in low density areas in next Transportation Plan update
- Support the extension of water along Eastside Road



### HOW DO WE MEASURE SUCCESS?

#### # Units

Number of new residential units within walking distance of a transit stop

#### # Jobs

New jobs in the technology and manufacturing sectors

#### # Tonnes

Tonnage of organics and recycling diverted from the landfill, annually

#### # Spaces

Number of childcare spaces in the community, by age group

#### # Tonnes

Tonnage of GHGe emitted annually, corporately and community-wide

#### # Acres

Number of acres treated to reduce fuel load (wildland/City lands)

## Council's Action Plan 2019-2020

\* **Bold** indicates Goals or Actions voted on by 2 or more Councillors

STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Affordable and Attainable Housing	* <b>Continue to partner with BC Housing, not-for-profits and the development community on affordable housing, including the use of City-owned land</b>	Investigate and pursue opportunities, as appropriate Identify any available parcels of land in advance of the Spring 2020 BC Housing call for funding Lease and Housing Agreement for 4005 Pleasant Valley Rd. in partnership with BC Housing and Vernon Land Trust	Investigate and pursue opportunities, as appropriate In conjunction with Social Planning Council, identify potential City owned lands
Affordable and Attainable Housing	* <b>Develop a comprehensive Vernon Housing Strategy</b>	Adopt Housing Strategy Implementation Plan Commence short term rentals policy/bylaw consultation	Housing Strategy Implementation Plan priorities Develop short term rentals policy/bylaw for Council's consideration Complete review of impediments to secondary suites, tiny homes and carriage homes
Affordable and Attainable Housing	* <b>Review and streamline residential development approval process</b>	Participate in provincial review of development requirements	Assess residential development approval process and identify areas to streamline
Affordable and Attainable Housing	Complete a Housing Needs Assessment to inform the Affordable and Attainable Housing Strategy and the next Official Community Plan review	Working with RDNO Project Team to oversee regional housing assessment.	Integrate outcomes of housing needs assessment into Housing Strategy Implementation Plan, as required.
Affordable and Attainable Housing	Create accessible and attainable housing for families with annual income below \$70,000	TBD pending development of Housing Strategy Implementation Plan	TBD pending development of Housing Strategy Implementation Plan
Organization Priorities	* <b>Develop capacity building through a learning and development framework (including coaching and mentoring programs)</b>	Create Financial Competency Framework to guide staff training in City financial systems	Create staff training workshops utilizing Financial Competency Framework

# Council's Action Plan 2019-2020

\* **Bold** indicates Goals or Actions voted on by 2 or more Councillors

STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Organization Priorities	<b>* Develop capacity building through a learning and development framework (including coaching and mentoring programs)</b>	Development and launch of a City of Vernon Learning and Development Framework	City of Vernon Learning and Development Framework has been launched and HR is working on several outcomes that are articulated throughout the document and vested in the four core objectives that foster capacity building; talent acquisition and retention; respectful, diverse, and inclusive workplace; and an unwavering commitment to a safe and healthy work environment. Develop internal communication framework to support learning and development activities and promote opportunities for staff Carry out "lunch & learn" sessions put on by staff, local consultants and webinars
Organization Priorities	<b>* Investigate options to provide additional space for the RCMP</b>	Space Allocation Team reviewing Corporate and RCMP needs (North Okanagan Traffic terminating lease of December 31, 2019 in the annex area of City Hall)	Provision of space to be determined in vacated NOTS area in City Hall for municipal staff and COV RCMP
Organization Priorities	<b>* Investigate options to provide additional space for the RCMP</b>	Space Allocation Team reviewing Corporate and RCMP needs (North Okanagan Traffic terminating lease of December 31, 2019 in the annex area of City Hall)	Provision of space to be determined in vacated NOTS area in City Hall for municipal staff and COV RCMP
Organization Priorities	<b>* Optimize municipal wastewater services in support of community growth and economic development</b>	High Strength Waste Treatment Facility at VWRC (Anaerobic Digester) Conveyance line from VWRC to Okanagan Spring Brewery Chemical Dosing Facility at VWRC (alum) Construction and commissioning of Septage Receiving Station at VWRC	Construction and commissioning of high strength waste facility at VWRC (anaerobic digester) Construction of conveyance line from VWRC to Okanagan Spring Brewery Registration with Municipal Wasterwater Regulations (MWR) Reviewing and implementing new sewer rates Implementation of pilot project for biomass planting to provide for sustainable feedstock for Regional Biosolids Composting Facility Prepare for release to lake

# Council's Action Plan 2019-2020

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Organization Priorities	Continue the unwavering commitment to a safe and healthy work environment	<p>VFRS maintains an Occupational Health &amp; Safety program and is formalizing programs for breathing air, personal protective equipment, confined space rescue, hazardous materials response, decontamination, battery maintenance, etc. Fire and Rescue Services are provided in line with industry best practices and safety standards</p> <p>VFRS providing "Project All In" program and a presentaiton for members regarding mental health and building resiliency (this supplements the existing Critical Incident Stress program)</p> <p>Work to address gaps in WSBC coverage for ESS volunteers</p>	<p>VFRS maintains an Occupational Health &amp; Safety program and is formalizing programs for breathing air, personal protective equipment, confined space rescue, hazardous materials response, decontamination, battery maintenance, etc. Fire and Rescue Services are provided in line with industry best practices and safety standards</p> <p>Work to address gaps in WSBC coverage for ESS volunteers</p>
Organization Priorities	Continue the unwavering commitment to a safe and healthy work environment	<p>Annual review of Bullying and Harassment Policy and bi-annual review of Fit for Work Policy</p> <p>Activate Mental Wellness Initiative using the Guarding Minds survey to establish benchmarks and programming guidelines</p> <p>Day of Mourning Event</p> <p>Employee Wellness Fair</p> <p>Return to Work/Stay at Work - Employee Care Coordination</p>	<p>Develop partnerships with Mercer to apply to WorkSafe BC for funding to research, develop, and design a multi-dimensional ACTIVATE wellness program, specific to City of Vernon requirements. This is a unique and innovative partnership opportunity to address and capture City of Vernon specific needs using the City of Vernon ACTIVATE Guarding Minds (R) Survey data along with trending research to compliment this approach</p> <p>Continue with the provincial Mobile Response Team (MRT) Training to City staff for outreach and short term psychosocial support education</p> <p>Annual review of Bullying and Harassment Policy</p> <p>City of Vernon Annual Day of Mourning Recognition Event</p> <p>City of Vernon Annual Employee Wellness Fair</p> <p>Priority on Return to Work/Stay at Work - Employee Care Coordination</p>
Organization Priorities	Cultivate and promote a respectful, diverse and inclusive Corporate culture	<p>VFRS has developed shared core values, mission, vision and a philosophy of operations reflective of the CoV mission statement; VFRS management team has participated in <i>Social Styles</i> training to better understand personal communication styles and how to more effectively communicate with people with different styles</p>	

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Organization Priorities	Cultivate and promote a respectful, diverse and inclusive Corporate culture	Corporate Values Workshop Attracting, engaging, and retaining talent from different backgrounds, age groups, genders, and nationalities <del>Development of a Coaching Program</del>	City of Vernon Values follow-up and launch Corporate call for mentors/mentees to test the City of Vernon Mentoring Program Framework <del>Develop and launch City of Vernon Coaching</del>
Organization Priorities	Enhance transparency of decision making, including the use of new or expanded tools and on-line platforms	Vernon Fire Rescue Services Eight Year Strategic Plan 2018 - 2025 is provided on the department's web page	
Organization Priorities	Enhance transparency of decision making, including the use of new or expanded tools and on-line platforms	Added video of COW Meetings and Public Hearings Initiated one year pilot for radio advertising through Beach Radio <b>Provide Vernon Connect app</b>	
Organization Priorities	Enhance transparency of decision making, including the use of new or expanded tools and on-line platforms	Investigate options to replace the City's HR/Payroll systems and ERP (Financials)	Implement Project Management principles and methodology to procurement of capital projects
Organization Priorities	Enhance transparency of decision making, including the use of new or expanded tools and on-line platforms	Investigate options to replace the City's HR/Payroll systems and ERP (Financials)	
Organization Priorities	Enhance transparency of decision making, including the use of new or expanded tools and on-line platforms	Integrate online calendar for mobile vendors	Utilize engagevernon.ca for large planning processes and small "check ins" with the community Use engagevernon.ca for the flood mapping study
Organization Priorities	Foster capacity building (learning and development) across the organization	Emergency Program and Emergency Operations Center training is ongoing throughout the organization	Emergency Program and Emergency Operations Centre training is ongoing throughout the organization Conduct staff lunch & learns to share learning and discuss emerging topics
Organization Priorities	Foster capacity building (learning and development) across the organization	Survey and gap analysis on strategic (capacity) development and leadership at the senior management, management, and supervisory levels Development of City of Vernon Module Three Strategic Capacity and Leadership Development Program	Development and Delivery of City of Vernon Module Three Strategic Capacity and Leadership Development Program Delivery of Managing Yourself to Manage Your Time Delivery of HR Literacy (fundamentals) Program Development and delivery of Public Speaking and Presentation Workshop Development of a City of Vernon Train the Trainer Workshop Recommitment to City of Vernon Performance Leadership Planning Process Conduct staff lunch & learns to share learning and discuss emerging topics



## Council's Action Plan 2019-2020

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Organization Priorities	Foster capacity building (learning and development) across the organization	Include staff in Climate Action Planning process	Continue to include staff in Climate Action Planning process Conduct staff lunch & learns to share learning and discuss emerging topics
Organization Priorities	Have a full staff complement		Hire two full time career firefighters Conduct a hiring intake for paid-per-call members
Organization Priorities	Have a full staff complement		Hire a Drainage Engineer
Organization Priorities	Have a full staff complement	Allocation and refinement of resources to manage high volume requirements related to talent acquisition Refine and/or redefine a City of Vernon Employee Recognition Program	
Organization Priorities	Implement more on-line application types	VFRS auxiliary application process is being revised to allow for submission of applications on line at the applicants convenience (intake then takes place spring and/or fall)	
Organization Priorities	Implement more on-line application types	Expand use of EFT payments, eHOG applications, PAWS payments, Utility auto-debits Investigate eTax (electronic mailing of property tax notice)	Pilot project implementing electronic mailing of property tax notice Investigate Tempest for e-billing business license renewals
Organization Priorities	Increase public participation in the development of strategies and plans	Implementing new ways of engaging community members for the development of the Climate Action Plan	Implement formal Capital Strategic Communications Plan, identifying key external stakeholders, objectives and tactics to build relationships and identify opportunities for collaboration and public participation Public engagement for Civic Arena park, Kin Park and Polson Park Ensure the public is engaged in the Capital design process and not just "after the fact" to inform them. Empower local residence with the ability to accept or reject sewer projects in the Okanagan Landing area
Organization Priorities	Increased public participation in decision making	Council held a Town Hall Meeting on June 4, 2019	
Organization Priorities	Increased public participation in decision making		Vernon Emergency Program Support committee is providing direct feedback and information exchange from public stakeholder groups to the Vernon Emergency Program

# Council's Action Plan 2019-2020

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Organization Priorities	Investigate new approaches to engage citizens (e.g. on-line platforms)	Budget survey in May and September if Council directed	Budget survey in May and September if Council directed Create informational videos for public to explain MyCity and Utility billing Develop a Stakeholder Engagement Template so Capital project managers consider key aspects of the engagement process before engaging citizens
Organization Priorities	Investigate new approaches to engage citizens (e.g. on-line platforms)	Budget survey in May and September if Council directed	Budget survey in May and September if Council directed Create informational videos for public to explain MyCity and Utility billing
Organization Priorities	Other	Complete roll out and implementation of the Electronic Records Management System - Recreation Division Templates are currently being created by Contractor with immediately launch to follow - Fire Services SOW is next scheduled work which will be done 'in house' by our IT Staff due to the small number of templates required, immediate launch will follow - Operations template build & launch scheduled for completion December 2019 Summer Grant Workers (Jul/August) scanned 10 Full Shelving Units of permanent property file records into LF with paper records destroyed thereafter (securing records and creating storage space) Cyber Security Review Infrastructure Equipment Upgrades to City's Information Systems	Hire IS Security Technician as completion of the reorganizational structure within existing budget Hire a Land Agent to assist within the Real Estate Department to negotiate and secure statutory right of ways and road dedications, in support of capital projects, storm drainage projects and new sewer projects Hire Exempt Assistant Manager - Protective Services to assist manager with staffing, scheduling, budget, investigation, service delivery, work with community partners - position would be a developmental opportunity for succession planning and provides necessary resources to Division Provide funding for RCMP to accommodate additional resources to provide for the decrease in service of SE District Operational Communication Centre for taking 'calls' as Vernon Detachment will be responsible for 24 hours per day call taking and file creation.
Organization Priorities	Other	Update financial policies to reflect contemporary practices: Reserve Management Policy and Purchasing Policy Ensure financial reporting meets all new legislative and public sector accounting standards	Update financial policies to reflect contemporary practices: Reserve Management Policy, Purchasing Policy and Investment Policy Ensure financial reporting meets all new legislative and public sector accounting standards
Organization Priorities	Prioritize staff recruitment (talent acquisition and retention support to ensure a full staff complement)		Hire two full time career firefighters Conduct a hiring intake for paid-per-call members

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Organization Priorities	Prioritize staff recruitment (talent acquisition and retention support to ensure a full staff complement)	Allocation and refinement of resources to manage high volume requirements related to talent acquisition Development of a City of Vernon Employee Retention Framework Refine and/or redefine a City of Vernon Employee Recognition Program	Ensure appropriate resource allocation and that adequate staffing is in place and available to manage and deal with high volume/gap requirements Launch revised and refined City of Vernon Employee Recognition Program Development of a City of Vernon Talent Acquisition and Retention Framework
Organization Priorities	Review application processes to ensure they are efficient as possible	Participate in provincial review of development approval processes Review development processes and develop materials for public to increase awareness of processes and timelines	Review development processes and develop materials for public to increase awareness of processes and timelines
Organization Priorities	Streamline red tape to facilitate more development	Complete DCC Bylaw update Mobile Vending Policy Update	Zoning Bylaw #5000 Update (e.g. several housekeeping and relatively minor updates) Assess residential development approval process and identify areas to streamline
Organization Priorities	Support continued implementation of health and wellness initiatives	VFRS providing "Project All In" program and a presentation for members regarding mental health and building resiliency (this supplements the existing Critical Incident Stress program)	
Organization Priorities	Support continued implementation of health and wellness initiatives	Construct sidewalks and multi-use paths and install additional bike parking	
Organization Priorities	Support continued implementation of health and wellness initiatives	Introduction of the provincial Mobile Response Team (MRT) Training to City staff for outreach and short term psychosocial support education	Continue with of the provincial Mobile Response Team (MRT) Training to City staff for outreach and short term psychosocial support education Support initiatives with increased internal communication campaigns
Recreation, Parks and Natural Areas	* <b>A new playing surface for Kal Tire Place North</b>	Purchase Event Deck dry floor for Kal Tire Place North that can be used for trade shows and events and as a sub floor beneath a sport flooring system for dry floor sporting events	<b>Purchase</b> a sport flooring system for Kal Tire Place and Kal Tire Place North that can be used to host dry floor sporting events
Recreation, Parks and Natural Areas	* <b>Complete Polson Park Master Plan</b>		Develop planning process to update Polson Park Master Plan, for implementation late 2020/early 2021

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Recreation, Parks and Natural Areas	* <b>Complete Recreation Feasibility Study for new Active Living Centre and the enhancement and renovation of the existing Vernon Aquatic Centre.</b>	Release RFP to acquire a consultant to conduct the feasibility study and conduct public consultation to determine what specific recreation facilities the community wants and can afford	Continue with public engagement as part of the feasibility study process and release the draft results to the Greater Vernon elected officials and the public Revise the draft after receiving feedback and provide the elected officials and the public with a final report including a preferred option in the spring Request approval of the preferred option by resolution from all Greater Vernon partners (the City of Vernon, the District of Coldstream and Electoral Areas B & C)
Recreation, Parks and Natural Areas	* <b>Develop a fenced off leash dog park in the City</b>	Complete fencing of Marshall Field off leash area	Plan for new fenced off leash park
Recreation, Parks and Natural Areas	* <b>Develop a fenced off leash dog park in the City</b>	Ensure Dog Control bylaw can be implemented through contract with RDNO	
Recreation, Parks and Natural Areas	* <b>Develop a new multi purpose Active Living Centre</b>		Conduct a public information campaign and working in conjunction with the Regional District hold a referendum on the funding and construction of a new multi purpose Active Living Centre and the renovation and enhancement of the existing Vernon Aquatic Centre in the fall
Recreation, Parks and Natural Areas	* <b>Develop a comprehensive plan for the Kin Race Track lands: explore a recreation and/or aquatic centre and consider additional uses such</b>	Design the planning process for Kin Race Track Lands Consider residential component to development of site	Conduct the planning process for Kin Race Track Lands incorporating the results of the Recreation Feasibility Study
Recreation, Parks and Natural Areas	Commence construction of priority recreation facilities at Kin Park	Include residential component in development plan	Consultation, planning and funding required prior to construction.
Recreation, Parks and Natural Areas	Commence construction of priority recreation facilities at Kin Park	Complete the demolition of Kin Race Track buildings/area	
Recreation, Parks and Natural Areas	Commence priority Polson Park projects		Consultation, planning and funding required prior to construction.
Recreation, Parks and Natural Areas	Continued implementation of the Parks Master Plan		Complete Canadian Lakeview Estates upgrades, Pottery Ravine Park improvements, Whitecourt to Foothills Place Trail Connections, Civic Park Purchase of park land as appropriate
Recreation, Parks and Natural Areas	Continued implementation of the Parks Master Plan		Complete DND Washroom Renovations

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Recreation, Parks and Natural Areas	Develop a minimum of one lake access site per year	Complete priority lake access improvements - Beachcomber Bay Road and 8797 Okanagan Landing Road Seek Council approval in principle for next three sites Lands support for removal of encroachments	Location to be determined through the Budget 2020 process Requires support for removal of <b>encroachments</b>
Recreation, Parks and Natural Areas	Establish four new hilltop parks (Turtle Mountain, Adventure Bay, the Foothills (Jackass Mountain), Commonage Ridge)	Work with parties on the potential for new parkland Parks DCC Bylaw Adopted	<b>Work</b> with parties on the potential for new parkland
Recreation, Parks and Natural Areas	Involve Electoral Areas B and C, Coldstream and the Okanagan Indian Band	Involvement of OKIB in development of Polson Park Master Plan	Involvement of OKIB in development of Polson Park Master Plan Involve Electoral Areas B and C in drainage improvement studies and works where impacts are cross boundary
Recreation, Parks and Natural Areas	Other	Apply for BC-Canada Recreation Infrastructure Grant for Lakeview Pool revitalization	Dependant on the outcome of the BC-Canada Recreation Infrastructure Grant application, undertake Lakeview Pool revitalization with design work in the spring and begin project with demolition and site prep work in fall Continue to implement the <b>recommendations</b> in the Recreation Master Plan
<b>Regional Relationships</b>	* <b>Support an amalgamation study if requested by at least one other partner</b>	Support if brought forward.	<b>Support</b> if brought forward
<b>Regional Relationships</b>	Continue and build upon CEDI partnership with OKIB	CEDI Workshop #4 held June 6 and 7, 2019 CEDI monthly working group meetings	CEDI monthly working group meetings
<b>Regional Relationships</b>	Enhance relationships and improve communications with regional partners including the Okanagan Indian Band	C2C Meeting with OKIB (tentatively December 2019)	



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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Regional Relationships	Enhance relationships and improve communications with regional partners including the Okanagan Indian Band	Continuation of the CEDI Partnership with OKIB	Involve a cultural monitor in construction projects to identify objects of cultural and archaeological significance Share the Capital Plan with OKIB and RDNO Continuation of the CEDI partnership with OKIB until completion March 31, 2020 Look into naming opportunities of streets and creeks that incorporate First Nations history and culture Consult with OKIB on the BX Creek project
Regional Relationships	Enhance relationships and improve communications with regional partners including the Okanagan Indian Band	Work with BX/ Swan Lake Fire Rescue and Coldstream Fire Rescue to develop "Automatic Aid" in areas where another's resources are located to better serve the area	
Regional Relationships	Improve communication/consultation with RDNO	Participate with regional Emergency Program Coordinators meetings Host ESS capacity building conference Meet regularly with RDNO staff and participate in joint working groups	Host Emergency Program Regional Seasonal Workshop Meet regularly with RDNO staff and participate in joint working groups
Regional Relationships	Improve communication/consultation with RDNO	Meet regularly with RDNO staff and participate in joint working groups Continue open and effective communication with RDNO regarding operation and maintenance of the Water Distribution infrastructure within the City and Electoral Areas B, and C	Meet regularly with RDNO staff and participate in joint working groups Continue open and effective communication with RDNO regarding operation and maintenance of the Water Distribution infrastructure within the City and Electoral Areas B, and C
Regional Relationships	Obtain RDNO approval to consult with City staff on In Camera issues at RDNO	Resolution of RDNO Board (May 22, 2019) providing members to share In Camera Items from RDNO and GVAC at respective jurisdiction In Camera meetings	
Regional Relationships	Take a stronger stand at RDNO on Water issues, consultation, etc.		Address outstanding issues related to water meter location, development charges and pending Water DCC Bylaw rate increases
Regional Relationships	Work with RDNO on the acquisition of natural parkland in the city	Connect around opportunities as they arise	Connect around opportunities as they arise

## Council's Action Plan 2019-2020

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Sustainability Priorities	* <b>Continue to implement Fire Smart principles in the wildland urban interface and improve communication with residents throughout the year in addition to emergency events</b>	<p>Hold stakeholder meeting, door-to door information, and media release regarding a prescribed burn in the Foothills</p> <p>Provide "The Era of Mega Fires" presentation to Council and Fire Services personnel to increase awareness</p> <p>Provide regular fire safety messaging through the CoV website and PSAs</p> <p>Conduct FireSmart Community Champions Workshop and facilitate FireSmart community registration programs</p> <p>FireSmart community sessions integrated into Sustainability Events and Climate Action Planning</p> <p>Vernon Emergency Program Support (VEPS) is providing direct feedback and information exchange from public stakeholder groups to the Vernon Emergency Program</p> <p>Inspect and complete FireSmart work adjacent to cemetery maintenance building and storage area</p> <p>Integrate FireSmart principles into landscape bylaw update</p>	<p>Application for Forest Enhancement Grant funding to address City owned lands WUI fuel loads and leverage the project to encourage Provincial (Ellison Park), private land owners, and stratas to address the wildfire risk at the far end of EastSide Road</p> <p>Seek to treat MOTI lands adjacent to EastSide Road to decrease the likelihood of a road blockage due to downed power lines or trees during a wildfire</p> <p>CARIP grant application to address WUI fuel treatment of City owned lands at Predator ridge</p> <p>FireSmart community sessions integrated into Sustainability Events and Climate Action Plan</p> <p>Review Tree Protection Bylaw #4152 to better encourage FireSmart practices</p> <p>Develop year-round FireSmart messaging campaigns for social and traditional media channels</p> <p>Complete Landscape Standards Bylaw review</p>
Sustainability Priorities	* <b>During the next review of the Master Transportation Plan, revisit the highway bypass and explore alternatives to transit in low density areas</b>		<p>Work with BC Transit and regional partners on updating the 2014 Transit Future Plan including reviewing density and changes to travel patterns after the new Ride Sharing / Taxi Licensing changes anticipated to be made September 2019</p> <p><i>(Note: the Highway 97 bypass is the responsibility of MOTI)</i></p>
Sustainability Priorities	* <b>Support the provision of affordable childcare</b>	Secured provincial grant to look at establishing additional childcare facility	<p>Complete needs analysis</p> <p>Apply for two \$3 million provincial grants</p>
Sustainability Priorities	Address existing and pending storm water issues		Complete Flood Risk Study
Sustainability Priorities	Address existing and pending storm water issues	Lands support for acquisition of SRWs to protect infrastructure	Lands support for SRWs required

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Sustainability Priorities	<b>Adopt</b> a Climate Action Plan	Under development with the Climate Action Advisory Committee Interim recommendations to Council	<b>Adoption</b> of Plan Development of Implementation Strategy Infrastructure: Support climate adaption through the drainage study and flood mapping studies and conducting vulnerability assessments on different classes of City infrastructure Infrastructure: Support the study through GIS and mapping Infrastructure: Look at low carbon footprint alternatives in municipal infrastructure construction (e.g. warm mix asphalt, alternative landscaping materials to concrete, etc.)
Sustainability Priorities	Be a leader in economic development	Continued focus on Business Retention & Expansion, Labour Force Recruitment and facilitating new development Explore opportunities related to the Hidden Professional sector Continue collaboration with Community Futures on Innovation Centre. Feasibility study and business plan to be completed in Fall 2019	Continued focus on Business Retention & Expansion, Labour Force Recruitment and <b>facilitating</b> new development Implement Rural and Northern Immigration Pilot Program to attract Skilled Labour Potential implementation of Innovation Centre Infrastructure: Ensure that a steady stream of capital projects are tendered yearly to retain the healthy marketplace for civil contractors, establish Vernon as a recognized local leader in infrastructure renewal that will attract the best consultants and competent contractors
Sustainability Priorities	Continued commitment to asset management	Establish base funding for fire apparatus reserve	Install direct connection of Fire IS equipment with City system Amend SDSB#3843 to address carbon footprint of development to minimize new assets provided.
Sustainability Priorities	Continued commitment to asset management		Infrastructure: Continue asset management program improvements and implementation Infrastructure: Continue collecting data to make informed decisions
Sustainability Priorities	Continued commitment to the development and implementation of asset management plans		Infrastructure: Support Parks Planning and Operations in the development of a Parks Asset Management Plan Infrastructure: Refine and improve the existing Roads Asset Management Program Infrastructure: Adopt new asset management software to improve productivity and data management.

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Sustainability Priorities	Continued commitment to the development and implementation of asset management plans	VWRC and SI Asset Management Plan Continuation and completion of the Phase 1 Airport Improvements: apron expansion and rehabilitation project	
Sustainability Priorities	Encourage initiatives to support green buildings, including the BC Energy Step Code	Implement the Step Code for housing into the Building Bylaw Sustainability events includes sponsoring a workshop(s) for Step Code and Air Tightness	Implement the Step Code for housing into the Building Bylaw Sustainability events to support development community in transition to Step Code
Sustainability Priorities	Encourage initiatives to support green buildings, including the BC Energy Step Code	Complete design for the replacement of the boilers in City hall (these boilers are an important part of the City's infrastructure; they supply heat to City Hall, RCMP, Fire Hall #1 and Museum; switching to high efficiency will reduce our natural gas consumption. BC Hydro created a Strategic Energy Cohort to assist eligible customers to identify potential energy savings; VWRC is participating in this program for 2019.	
Sustainability Priorities	Encourage sustainable infrastructure, agriculture and landscaping	Increase the use of lining technology/ trenchless technology for sanitary laterals to reduce the GHG from the large equipment used in the excavations and restorative works Okanagan Landing sewer expansion program implementation Update Landscape Standards Bylaw	Increase the use of lining technology/ trenchless technology for sanitary laterals to reduce the GHG from the large equipment used in the excavations and restorative works Okanagan Landing sewer expansion program implementation Obtain better data on roads for asset management Update Landscape Standards Bylaw
Sustainability Priorities	Encourage sustainable infrastructure, agriculture and landscaping	Leachate Containment at Regional Bio solids Composting Facility Municipal Wastewater Regulation (MWR) registration Construction of an alum chemical dosing building at the VWRC To ensure permit compliance for treated effluent discharged to Okanagan Lake, should the need arise Update Landscape Standards Bylaw VWRC: complete the design and start construction of a dedicated anaerobic treatment process to deal specifically with high strength waste	Municipal Wastewater Regulation (MWR) registration Construction of an alum chemical dosing building at the VWRC To ensure permit compliance for treated effluent discharged to Okanagan Lake, should the need arise Update Landscape Standards Bylaw VWRC: complete the design and start construction of a dedicated anaerobic treatment process to deal specifically with high strength waste
Sustainability Priorities	Identify ways to foster innovation in technology and manufacturing (business retention and expansion)	Partnering with Community Futures on a feasibility study and business plan for an Innovation Centre (project to begin July 8, 2019)	

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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Sustainability Priorities	Investigate methods to increase recycling & alternatives to recycling, including an organics diversion plan	Pilot organics bins in place, assessing success and reviewing options to expand the program	Phase 2 of Compost Pilot Explore community wide composting program Explore other opportunities for regional organics diversion, including with RDNO to provide community organics collection program
Sustainability Priorities	Investigate methods to increase recycling & alternatives to recycling, including an organics diversion plan	Investigate methods of increasing boulevard and roadside recycling options	
Sustainability Priorities	Promote transit oriented housing and mixed use development	Ongoing implementation of OCP growth strategy supports this goal Update of DCC Bylaw intended to further encourage growth in City Centre and Neighbourhood Districts	Ongoing implementation of OCP growth strategy supports this goal Update of DCC Bylaw intended to further encourage growth in City Centre and Neighbourhood Districts
Sustainability Priorities	Review and implement the Fire and Rescue Services Strategic Plan	Modernization of the fire prevention program with updated process and electronic inspection tools Utilize new technology to provide safe and environmentally friendly fire extinguisher training Purchase fire/rescue and ladder truck, removing end of life engine, rescue, and ladder from service	Establish fleet reserve base funding Hire two career fire fighters Provide auto extrication equipment Purchase Command (Squad 701), forestry/brush (WUI) truck and sprinkler protection unit
Sustainability Priorities	Undertake drainage studies, risk and threat assessments and related bylaw amendments	Complete drainage studies for south slope catchment area, Tassie Creek, Smith Road Complete risk and threat assessment of Vernon Creek (grant funding secured) Climate Action Plan includes detailed review of hazards related to climate change as well as action planning to address hazards	Hire a Drainage Engineer, complete the Flood Risk Assessment with maps to set the basis for future bylaws Undertake study of Okanagan Lake Shore North
Sustainability Priorities	Update the Landscaping Standards Bylaw to require sustainable and Fire Smart landscaping		Completion of implementation of updated Landscaping Standards Bylaw
Sustainability Priorities	Update the Landscaping Standards Bylaw to require sustainable and Fire Smart landscaping	Provide Fire Smart training for two managers Fire Prevention, Planning and Operations to collaborate regarding implementation of Fire Smart principles to City lands and buildings Stations 1 & 2: remove dead cedars and trim others to be more inline with Fire Smart	Completion of implementation of updated Landscaping Standards Bylaw



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STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Sustainability Priorities	Work towards a sustainable Vernon – environmentally, economically and socially	Completion of Cemetery Master Plan Upgrade the City fleet's GPS system with a focus on the ability to monitor idle emissions, route planning, vehicle usage, to reduce fuel consumption Purchase of second all electric vehicle	
Sustainability Priorities	Work towards a sustainable Vernon – environmentally, economically and socially	Sustainability event program Development of Climate Action Plan Sustainability Grants Program Implementation of OCP growth strategy to prevent sprawl Addition of electric bikes to fleet	Sustainability events program Development of Climate Action Plan Sustainability Grants Program Continued implementation of OCP growth strategy to prevent sprawl Study the impacts of flooding and drainage and plan for it
Vibrant Downtown	* Additional incentives to encourage redevelopment and upgrades to existing buildings	Provide Council update on the Revitalization Tax Exemption Program	Explore other incentive opportunities (e.g. façade improvement grants) Continue collaboration efforts with BC Hydro to identify opportunities to underground overhead wires Continue road and utility upgrade projects radiating from the downtown core including 30th Street and 32nd Avenue
Vibrant Downtown	* Foster more residential development in the Downtown, including upscale options	Continue to promote infill and redevelopment opportunities in the City Centre	32nd Ave rehabilitation including improved street lights, sidewalks, and road 30th Street road improvement and utility reconstruction to improve the area around downtown and relieve traffic in the downtown core Continue to promote infill and redevelopment opportunities in the City Centre
Vibrant Downtown	* Identify and implement actions to address drug use, vagrancy and safety concerns, the role of Bylaw Compliance & increased RCMP presence	Installation of downtown public washroom and replacement of existing Civic Washroom Facility	
Vibrant Downtown	* Identify and implement actions to address drug use, vagrancy and safety concerns, the role of Bylaw Compliance & increased RCMP presence	Increase visibility of Bylaw and RCMP with joint patrols on foot and bike Business outreach through DVA and Chamber to provide "Who to call information"	Expanded joint patrols with RCMP in hot spots and parks close to downtown core and the BIA Increase funding for Bylaw's part time Seasonal Enforcement Unit (.5 position) from 4 hours per day to 7 hours per day to enable additional service delivery hours Saturdays to Tuesdays Continued outreach to businesses and residents to address concerns Continued collaboration with service providers to connect clients to available services

# Council's Action Plan 2019-2020

\* Bold indicates Goals or Actions voted on by 2 or more Councillors

STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Vibrant Downtown	* Identify and implement actions to address drug use, vagrancy and safety concerns, the role of Bylaw Compliance & increased RCMP presence	Increase visibility of Bylaw and RCMP with joint patrols on foot and bike	Expanded joint patrols with RCMP in hot spots and parks close to downtown core and the BIA Continued outreach to businesses and residents to address concerns Continued collaboration with service providers to connect clients to available services
Vibrant Downtown	* Investigate the potential closure of 30 <sup>th</sup> Avenue to vehicular traffic from 29 <sup>th</sup> Street to 35 <sup>th</sup> Street	Meet with Downtown Vernon Association and business owners to discuss opportunity	Through Sustainability Program, trial closure for a period of at least a week Ensure adequate access for the provision of emergency services is maintained
Vibrant Downtown	* Other	Investigate alternative aggregate products for grit application during snow and ice control season to reduce dust and air quality issues in the downtown Study the feasibility of removing snow in the downtown core using the new sidewalk machine with a high chute snow blower CCTV inspect the city's sanitary and storm mains in the downtown core including all service lines/catch basin leads to assist with asset management plan	Purchase of new sweeper to focus on removal of surface dust particles and improve air quality as well as providing higher level of service for street sweeping in the downtown Implement improved aggregate products for winter maintenance to reduce dust and improve air quality
Vibrant Downtown	* Support economic development initiatives that attract skilled labour to the area	Participate in Rural and Northern Immigration Pilot Program (RNIP) to attract skilled workers to Vernon. Three year program launches January 2020.	Participate in Rural and Northern Immigration Pilot Program (RNIP) to attract skilled workers to Vernon. Three year program launches January 2020.
Vibrant Downtown	Address sharps and Downtown cleanliness	Support to Anti-Tag team program with compliance letters and enforcement when necessary Continue to find locations for sharps drop boxes on COV buildings and properties to expand coverage and support the Folks on Spokes and Street Clinic Weekly Clean Ups	Continued funding of Anti-Tag Team based on a measured success of pilot project through business feedback and reduced visual impact
Vibrant Downtown	Create parking for the Okanagan Rail Trail in the redevelopment of the Civic Arena site	Civic Arena Park consultation and planning	Finish planning work for Civic Park and begin construction; pursue tender parking lot work with the 29th/30th St Transportation Corridor Project to save time and money
Vibrant Downtown	Evaluate and seek Council direction on the impact of retail cannabis stores Downtown	Collaborate with the Province's Community Safety Unit (CSU) to direct enforcement toward unlicensed retailers and monitor licensed stores for compliance	Collaborate with the Province's Community Safety Unit (CSU) to direct enforcement toward unlicensed retailers and monitor licensed stores for compliance

## Council's Action Plan 2019-2020

\* **Bold indicates Goals or Actions voted on by 2 or more Councillors**

STRATEGIC PRIORITY AREA	GOALS & COUNCIL IDENTIFIED ACTIONS	2019	2020
Vibrant Downtown	Focus development in the City Centre, including mixed use and multi family	Continue investment in City Centre capital projects Continue with Revitalization Tax Exemption	Continue investment in City Centre capital projects Continue with Revitalization Tax Exemption
Vibrant Downtown	Identify mechanisms to attract skilled labour to the area	Participation in Rural and Northern Immigration Pilot Program (RNIP) to attract skilled workers to Vernon	Participation in Rural and Northern Immigration Pilot Program (RNIP) to attract skilled workers to Vernon
Vibrant Downtown	Identify mechanisms to attract skilled labour to the area	Host Emergency Vehicle Technician Association British Columbia conference (third consecutive year)	
Vibrant Downtown	Identify mechanisms to attract skilled labour to the area		Host 2020 Fire Chiefs Association conference
Vibrant Downtown	Increase the vibrancy of Downtown, including the provision of new amenities and events	Increase in DVA Maintenance Funding Work with DVA to enhance the downtown core with new signage of parking, planters at 29th street parking lot and other enhancements	Promote new City DCC Bylaw and work to minimize increases in RDNO Water DCC Bylaw rates Continue investment in City Centre Capital projects Trial closure of 30th Avenue to vehicular traffic
Vibrant Downtown	Increase the vibrancy of Downtown, including the provision of new amenities and events	Work with Canada Day Society to limit liability and enable safe fireworks display	
Vibrant Downtown	Increase the vibrancy of Downtown, including the provision of new amenities and events	Replace downtown washroom facility with Portland Loo Complete annual mural maintenance including cleaning and protective coatings as required	
Vibrant Downtown	Promote the Okanagan Rail Trail through marketing, trail connections and other initiatives	Successful application to Destination BC for Okanagan Rail Trail promotion in partnership with ORTC, TOTA and Tourism Kelowna	New Okanagan Rail Trail website to be launched through ORTC. Additional Rail Trail promotion to be included in Tourism Vernon 2020 Marketing Plan.
Vibrant Downtown	Provide parking for the Okanagan Rail Trail in the Downtown core	Identify potential parking lot locations based on parking congestion Collect on and off-street parking data over the summer	Explore parking for the Civic Arena park as a shared use parking lot that serves the park, Visitor Information Centre and the Okanagan Rail Trail
Vibrant Downtown	Support the Folks on Spokes program and other clean up initiatives in the Downtown core	Provide off hours sharps pickup when needed Monitor Folks on Spokes program	Continue funding of Folks on Spokes and the TPC weekly clean ups based on a measured success of pilot project through community feedback Continue off hours support for pickup Increase promotion of Folks on Spokes program through traditional and social media channels



# 2019 ACHIEVEMENTS

## Downtown Washroom Installed



The locally-produced washrooms have been designed to increase safety and reduce vandalism. They feature a graffiti-resistant coating on the walls and open slats at the top and bottom, offering privacy, but still allowing Police and Bylaw to ensure there is only one person inside at a time and to see whether or not the user is in distress. Units are located at 30th Avenue and 35th Street and at the Downtown Bus Terminus on 31st Avenue.

## Hurlburt Park



On August 2, 2019, the City officially opened the new Hurlburt Park. For more than 80 years, Camp Hurlburt was the highlight of summer vacation for many children. Now the camp has become a City park and the City of Vernon invited the community to discover the newest gem in Vernon's lakeside collection. The park features a natural setting, sandy beach, great swimming and room for picnics.

## New Fire Trucks



On October 3, 2019, VFRS received delivery of two new Pierce fire apparatus. A new fire engine will perform a dual function and replace both a 34-year-old engine and a 17-year-old rescue truck. The new ladder truck replaces its 28-year-old predecessor. Vernon Fire Rescue celebrated two new fire trucks with a push-in ceremony, which involves members of Council and firefighters pushing the apparatus into the bay, remembering the days when horse drawn fire engines had to be pushed back into their stations after a fire.

## Folks on Spokes



The Folks on Spokes Pilot Project launched April 8, 2019 to assist businesses with the clean-up of improperly discarded needles and garbage. There are two parts to the program; one is the activation of the Sharps Hotline, a dedicated phone line where people can report improperly discarded needles for pick up. The second part is the daily clean up, where a team focused on known hot spots in the Downtown. The program was staffed by peers (people with lived experience of substance use), to help build awareness of the impact of discarded needles in the community.

# 2019 ACHIEVEMENTS

## 2019 Bylaw Officer of the Year - Al Harrison



At the 49th annual Licence Inspectors and Bylaw Officers Association of B.C. (LIBOA) conference, City of Vernon's Al Harrison was named *Bylaw Officer of the Year*. Harrison has been a Bylaw officer for 11 years and was selected because he exhibits kindness, compassion and generosity toward his co-workers and members of the public. He exhibits professionalism in the way he conducts himself and interacts with the public, and he's a role model and mentor for his colleagues.

## Lifesaving Society National Trainer - Gary Lefebvre



Gary Lefebvre has achieved the highest level of certification attainable in the Lifesaving Society. National Trainers acts as a key resource on drowning prevention in the Thompson/Okanagan Region. Lefebvre plays a vital role in sharing drowning prevention messages and ensuring quality education is provided to the public on how to recognize when someone is in trouble and safely perform water rescues.

City of Vernon Long Service Awards  
 25 years: Cole Tucker  
 30 years: Kevin Korol, Ed Stranks  
 35 years: Doug Ross

## LGMA Professional Service Award in Leadership - Raeleen Manjak



The *Professional Service Award for Leadership* recognizes outstanding service to local government through the development of significant management procedures or the identification of cost-savings or efficiencies. Dr. Raeleen Manjak, HR Director, courageously brings diversity and inclusion, cultural competency and anti-oppression, as well as health and wellness, to the forefront of the culture at the City of Vernon.

## 2019 Distinguished Budget Presentation & 2018 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 2019 Financial Plan and 2018 Canadian Award for Financial Reporting (CanFr). This award represents a significant achievement by the City. This reflects the City of Vernon commitment to meeting the highest principles of government budgeting and reporting.



# 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	\$ 1,766
All Saints Anglican	00093.000	3205 27 St	4,626
Christian Reformed Church of Vernon	05480.000	3605 12 St	1,881
Church of God of Prophecy	06464.000	4300 Bella Vista Rd	406
Emmanuel Fellowship Baptist	05287.003	3412 15 Ave	3,378
Faith Baptist Church	01975.000	3910 27a St	5,497
Faith Baptist Church	02007.000	3909 28 St	906
First Baptist Church	02997.000	1406 32 Ave	2,304
German Church of God	02264.007	4312 25 St	1,293
Jesus Christ of Latter Day Saints	03709.001	1506 35 St	1,506
Knox Presbyterian Church	00866.000	3701 32 Ave	1,670
Living Word Lutheran Church	07357.550	6525 Okanagan Landing Rd	1,632
N.O. Sikh Cultural Society	03714.025	3800 Commonage Cres	1,019
New Apostolic Church	02565.020	4203 Pleasant Valley Rd	1,101
Okanagan Assembly Centre for Jehovah	05287.002	1424 Mission Rd	9,853
Our Lady of Peace	04092.000	3016 37 St	976
Peace Lutheran Congregation	06029.001	1204 30 Ave	2,811
Salvation Army Community Church	00844.005	3303 32 Ave	5,456
Slavic Christians of Evangelical Faith	01913.110	2306 40 Ave	2,223
St James Roman Catholic Church	00517.000	2607 27 St	3,127
St Josaphats Ukrainian Catholic	02546.000	2210 40 Ave	2,286
Trinity United Church	04158.100	3300 Alexis Park Dr	6,887
Ukrainian Greek Othodox Church	01920.010	4105 27 St	2,337
Vernon Alliance Church	02245.005	4301 27 St	2,478
Vernon Alliance Church	02249.000	4305 27 St	1,124
Vernon Alliance Church	02253.000	2601 43 Ave	3,329
Vernon Christadelphian	06099.020	19-2200 40 St	1,662
Vernon Christian Fellowship	02402.000	4507 29 St	2,319
Vernon Christian Fellowship	04451.002	4506 29 St	2,033
Vernon Church of Christ	02534.007	4107 Pleasant Valley Rd	475
Vernon Family Church	03820.005	3508 25 Ave	5,715
Vernon Full Gospel Tabernacle	07401.340	5871 Okanagan Landing Rd	1,855
Vernon Gospel Chapel	02563.015	4106 Pleasant Valley Rd	1,455
Vernon Japanese Cultural Society	07433.200	4895 Bella Vista Rd	1,171
Vernon Muslim Assoc	03725.000	3414 17 Ave	935
<b>Educational Institution</b>			
PV Christian Academy	02590.001	1802A-1802 45 Ave	8,487
PV Christian Academy	02590.001	1802A-1802 45 Ave	2,320
St James School	00502.000	2700 28 Ave	10,138
<b>Social Services</b>			
Abbeyfield House	03907.001	3511 27 Ave	\$ 3,834
Archway Society for Domestic Peace	00570.001	2603 26 St	5,024
Archway Society for Domestic Peace	02464.000	3502 19 St	3,464

Permissive Tax Exemptions | Continued

DBA Name	Folio	Civic Address	Total Exemption
<b>Social Services Continued</b>			
Canadian Mental Health Assoc	00090.000	3305 27 St	\$ 1,588
Canadian Mental Health Assoc	01399.000	3003 28 Ave	597
Canadian Mental Health Assoc	01445.000	3100 28 Ave	18,733
Canadian Mental Health Assoc	03384.000	3405 Okanagan Ave	1,679
Canadian Mental Health Assoc	03821.006	3605 24 Ave	2,009
Canadian Mental Health Assoc	03826.001	3610 25 Ave	1,165
Canadian Mental Health Assoc	04230.001	4206 Alexis Park Dr	5,261
Canadian Mental Health Assoc	04487.034	2201 53 Ave	6,240
Canadian Mental Health Assoc	04484.005	4904 20 St	26,430
Good Samaritan Canada	04484.010	4900 20 St	17,018
Good Samaritan Canada	03831.101	1-4100 25 Ave	577
Kindale Developmental Assoc	03831.102	2-4100 25 Ave	1,108
Kindale Developmental Assoc	03831.106	6-4100 25 Ave	577
Kindale Developmental Assoc	06133.020	1340 Polson Dr	6,229
Kindale Developmental Assoc- Seaton Centre	05482.010	902 35 Ave	2,570
Kindale Developmental Assoc	02357.005	2400 46 Ave	10,416
N.O. Community Life Society	02534.071	1307 40 Ave	1,258
N.O. Community Life Society	02563.010	4102 Pleasant Valley Rd	1,725
N.O. Community Life Society	07090.036	5813 Richfield Pl	1,883
N.O. Community Life Society	01353.000	2902 29 Ave	3,664
N.O. Friendship Centre Society	01355.000	2904 29 Ave	3,704
N.O. Friendship Centre Society	01205.000	2802 34 St	36,350
N.O. Neurological Assoc	01207.002	3405 28 Ave	8,711
N.O. Neurological Assoc	00963.000	3100 32 Ave	11,581
N.O. Youth & Family Services	01921.000	4107 27 St	1,549
N.O. Youth & Family Services	01922.000	4109 27 St	1,889
N.O. Youth & Family Services	04048.018	3003 Gateby Pl	6,878
Okanagan Comm - Columbus Court	01552.105	3402 27 Ave	29,468
People Place	01552.110	3400 27 Ave	5,732
People Place	04490.010	1-5400 24 St	18,003
Salvation Army - North Thrift	01382.000	3102 29 Ave	6,220
Salvation Army D/Town Thrift	04048.040	3505 30 Ave	21,468
Schubert Centre Society	01578.001	3301 24 Ave	5,632
Turning Points Collaborative	01538.000	3405 27 Ave	2,235
Upper Room Mission	01539.000	3403 27 Ave	9,633
Upper Room Mission	03859.000	3502 27 Ave	5,318
V&D Community Land Trust Society	03856.001	3506 27 Ave	5,177
V&D Hospice Society	00060.000	3307 26 St	2,124
VDACL - 26 St Group Home	02672.002	4607 23 St	3,684
VDACL - 23 St Venture Training	04159.021	3601 36a St	1,406
VDACL - 3601 36a St Group Home	03959.000	2803 39 St	1,939
VDACL - 39 St Group Home	03925.000	3601 27 Ave	4,901
VDACL - 4240 Alexis Park Dr	03787.012	4217 16 Ave	1,497
VDACL - Hawthorn House	04230.100	4240 Alexis Park Dr	2,057
VDACL- Venture Training	04230.100	4240 Alexis Park Dr	11,007
VDACL- Venture Training	06011.000	1812 22 St	1,528
VDACL - Willow House	03805.008	4305 19 Ave	6,779
Vernon Native Housing Project	03917.000	2808 35 St	9,009
Vernon Restholm			

Permissive Tax Exemptions | Continued

DBA Name	Folio	Civic Address	Total Exemption
<b>Cultural</b>			
Powerhouse Theatrical Society	01826.010	2901 35 Ave	\$ 5,399
Vernon Music School	02869.000	1705 32 Ave	3,512
Vernon Music School - Coach	02868.000	1705 32 Ave	3,213
<b>Educational</b>			
Allan Brooks Nature Centre	05289.004	250 Allan Brooks Way	2,044
Allan Brooks Nature Centre	05289.004	250 Allan Brooks Way	1,559
Okanagan Science Centre	00635.000	2704 Hwy 6	7,384
Okanagan Science Centre	00635.000	2704 Hwy 6	21,472
<b>Mixed and Unique</b>			
Army Navy & Airforce Veterans	02366.003	2500 46 Ave	2,976
Boys & Girls, Curling & Halina Clubs	04135.010	3310 37 Ave	50,694
Boys & Girls, Curling & Halina Clubs	04135.010	3310 37 Ave	22,784
Boys & Girls	04135.011	3300 37 Ave	8,123
Heronry Protection Covenant	04486.000	5104 20 St	788
Heronry Protection Covenant	04486.000	5104 20 St	900
Paddlewheel Park Foreshore	07871.000	7815 Okanagan Landing Rd	1,433
Okanagan Landing Community Assoc	07815.000	7813 Okanagan Landing Rd	9,647
Heronry - 53 Ave	04487.047	107-2200 53 Ave	135
Heronry - 53 Ave	04487.048	108-2200 53 Ave	135
Heronry - 53 Ave	04487.049	109-2200 53 Ave	135
Okanagan Boys & Girls Clubs - Teen Junction	01850.002	3104 37 Ave	1,441
St Johns Ambulance	02676.002	1905-1901 47 Ave	6,939
Sunnyvale Restholm Society	02255.007	4306 25 St	175
Sunnyvale Restholm Society	02255.009	4308 25 St	99
Sunnyvale Restholm Society	02255.015	4304 25 St	662
Vernon & Area Pro Life Society	01067.000	3102 31 Ave	2,697
Vernon Pensioners - McCollough	01196.001	3400 Coldstream Ave	909
Vernon Pensioners - McCollough	01196.001	3400 Coldstream Ave	618
<b>New 2019</b>			
Community Dental Access Centre	00980.020	C-3107 31 Ave	154
N.O. Childcare & Montessori	03933.005	2711 38 St	98
N.O. Community Life Society	06049.004	3917 13 St	164
			<u>\$ 615,252</u>

DBA Name	Folio	Civic Address	Total 2019 Exemption
<b>Revitalization Tax Exemption</b>			
<b>Tax Exemption Granted: 2014-2024</b>			
0821153 BC Ltd	01072.011	1 - 3126 31 Ave	\$ 2,309
0821153 BC Ltd	01072.012	2 - 3126 31 Ave	2,713
0821153 BC Ltd	01072.013	3 - 3126 31 Ave	642
0821153 BC Ltd	01072.014	4 - 3126 31 Ave	4,773
0821153 BC Ltd	01072.015	5 - 3126 31 Ave	4,609
0821153 BC Ltd	01072.016	6 - 3126 31 Ave	4,667
0821153 BC Ltd	01072.017	7 - 3126 31 Ave	4,590
Ortho Terra Holdings	002036.011	1 - 4010 27 St	4,070
Ortho Terra Holdings	02036.012	2 - 4010 27 St	1,607
Ortho Terra Holdings	02036.013	3 - 4010 27 St	4,070
Rex Corvelay Inc	01408.000	2801 32 St	191
			<u>34,241</u>
<b>Tax Exemption Granted: 2015-2025</b>			
0944125 BC Ltd	02207.000	4101 32 St	9,863
0976816 BC Ltd	02038.005	4012 27 St	2,117
Jeruth Holdings Ltd	01528.000	3412 28 Ave	865
			<u>12,844</u>
<b>Tax Exemption Granted: 2016-2026</b>			
Hewitt, Mathew & Robin	02028.012	4077 28 St	844
Screen, Chantal	02028.002	2720 41 Ave	1,175
Larsen, Sheryl & Richard	02096.010	101 - 4107 29 St	500
Larsen, Sheryl & Richard	02096.020	102 - 4107 29 St	500
Larsen, Sheryl & Richard	02096.030	201 - 4107 29 St	516
Larsen, Sheryl & Richard	02096.040	202 - 4107 29 St	516
			<u>4,052</u>
<b>Tax Exemption Granted: 2017-2027</b>			
Mcdonald, Jill	02028.007	4073 28 Street	966
Froste, Amber	02028.008	4069 28 Street	1,020
0934088 BC Ltd	01791.005	2710 39 Avenue	22,754
Denoa Holdings Ltd	01703.001	1 - 3705 27 Street	2,319
Denoa Holdings Ltd	01703.002	2 - 3705 27 Street	2,155
Smith, Tod & Gloria	02031.007	3924 28 Street	497
Smith, Tod & Gloria	02031.006	3926 28 Street	558
Smith, Tod & Gloria	02031.004	3928 28 Street	544
Smith, Tod & Gloria	02031.005	3930 28 Street	456
Burke, Chrstopher & Melinda	02028.016	4061 28 Street	1,011
Martin, Brian & Courts, Camillia	02028.014	4065 28 Street	1,133
			<u>33,412</u>
<b>Tax Exemption Granted: 2018-2028</b>			
1054401 BC Ltd	02211.000	3005 41 Avenue	2,020
			<u>2,020</u>
<b>Tax Exemption Granted: 2019-2029</b>			
Dedora, Taylor & Kimberly	02121.000	4010 31 Street	1,634
Sleeman Breweries Ltd	00482.000	2801 27A Street	71,815
Marten Holdings Ltd	01044.000	2933 30 Avenue	440
			<u>73,448</u>
			<u>Total \$ 160,017</u>

# COUNCIL REMUNERATION AND EXPENSES

NAME	OFFICE	2019 REMUNERATION	EXPENSES*	TOTAL
Anderson, Scott	Councillor	\$ 33,362	\$ 5,692	\$ 39,054
Cumming, Victor	Mayor	88,910	4,695	93,065
Fehr, Kelly	Councillor	32,699	1,709	34,408
Gares, Kari	Councillor	32,288	4,207	36,495
Mund, Akbal	Councillor	33,393	3,164	36,558
Nahal, Dalvir	Councillor	32,493	749	33,243
Quiring, Brian F *	Councillor	33,393	44	33,438
<b>Total</b>		<b>\$ 286,539</b>	<b>\$ 20,261</b>	<b>\$ 306,800</b>

## RELATED PARTY AMOUNTS

**MQN Architects	\$ 10,000	Child Care Program Analysis
	1,058	Recreation Centre
	<u>19,303</u>	Multi-Use Facility Expansion
	<b>\$ 30,360</b>	



# EMPLOYEE REMUNERATION AND EXPENSES

EMPLOYEE NAME	DIVISION	GROSS EARNINGS	EXPENSES (NET OF TAX)	TOTAL
Abbott, Susan	Community Infrastructure & Development	\$ 89,011	\$ 110	\$ 89,121
Adkins, Ian J	Operation Services	93,421	2,430	95,851
Archer, Heath	Operation Services	76,460	1,139	77,599
Bandy, Brett	Corporate Services	104,852	806	105,658
Banning, Neil D	Operation Services	82,778	554	83,332
Barker, Cindy	Financial Services	101,718	1,003	102,722
Beaugard, Michel	Operation Services	102,511	32	102,543
Bedard, Richard R	Community Infrastructure & Development	83,952	570	84,522
Blakely, Susan E	Corporate Services	100,382	1,182	101,564
Bond, Brent H	Fire Rescue Services	92,275	30	92,305
Borisenko, Regan J	Corporate Services	80,992	2,799	83,791
Bouchard, Martin R	Operation Services	88,911	1,360	90,271
Box, Harold John	Community Infrastructure & Development	84,092	3,615	87,707
Bradley, Jodie D	Fire Rescue Services	102,994	133	103,127
Bridal, Patricia	Corporate Services	162,843	5,003	167,847
Bridge, Sheila K	Community Infrastructure & Development	83,047	354	83,400
Briggs, Geordie A T	Operation Services	78,616	369	78,985
Broadbent, Angela M	Community Infrastructure & Development	78,605	1,511	80,116
Broderick, Craig A	Community Infrastructure & Development	109,340	5,149	114,488
Browne, Ryan W P	Operation Services	92,635	1,069	93,703
Calder, Shawn	Fire Rescue Services	77,939	66	78,006
Carter, Bryan W A	Fire Rescue Services	77,379	347	77,726
Cecchini, Darren	Fire Rescue Services	131,068	193	131,261
Chamberlain, Keltie	Community Infrastructure & Development	82,018	1,183	83,201
Chew, Angeline S	Community Infrastructure & Development	98,734	28,641	127,375
Chirkoff, Paul	Operation Services	89,017	257	89,273
Clarke, Colin A	Fire Rescue Services	130,460	59	130,519
Clary, Joanie	Human Resources Services	92,815	4,275	97,090
Clerke, Tomas P	Operation Services	78,320	3,852	82,172
Cleverley, Curtis	Operation Services	95,610	1,280	96,890
Cooper, Lorne F	Operation Services	78,640	925	79,565
Cordell, Laurie	Community Infrastructure & Development	93,478	8,809	102,287
Cover, Dave	Operation Services	107,857	343	108,200
Crawford, Bradley J	Fire Rescue Services	107,143	2,541	109,683
Croy, Ellen S	Community Infrastructure & Development	95,496	2,012	97,508
Cucheran, Robert M	Fire Rescue Services	120,092	20	120,112
Donker, Barend	Corporate Services	91,236	2,228	93,463
Doorman, John W	Fire Rescue Services	105,315	105	105,420
Dowhaniuk, Mark	Community Infrastructure & Development	81,491	3,508	84,998

Employee Remuneration and Expenses | Continued

EMPLOYEE NAME	DIVISION	GROSS EARNINGS	EXPENSES (NET OF TAX)	TOTAL
Flick, Kimberly S	Community Infrastructure & Development	\$ 161,075	\$ 4,583	\$ 165,658
Foster, Anne Marie	Corporate Services	112,714	457	113,171
Fredin, Clayton C W	Human Resources Services	98,775	4,075	102,850
Fugel, Tom G	Operation Services	80,596	575	81,171
Fuhr, Daniel R	Operation Services	79,978	219	80,197
Gaucher, Geoffrey W	Corporate Services	94,272	1,988	96,260
Gaythorpe, Glen	Operation Services	97,495	1,668	99,162
Gilroy, Chad	Fire Rescue Services	104,570	1,663	106,233
Hackworth, Mark	Operation Services	79,074	32	79,106
Hawn, Bryan	Recreation Services	75,457	2,033	77,490
Hawthorne, Mark	Operation Services	87,520	1,160	88,680
Hemstad, Scott P	Fire Rescue Services	132,021	9,597	141,618
Holloway, Ryan E B	Operation Services	80,275	529	80,804
Holman, Kevin J	Operation Services	78,861	724	79,585
Holtz, Collin	Operation Services	79,379	289	79,668
Howard, Stephen M	Operation Services	82,174	394	82,568
Ikesaka, Wayne	Corporate Services	77,315	438	77,754
Imrich, Douglas R	Fire Rescue Services	138,468	161	138,629
Irwin, Sean A	Operation Services	105,440	8,315	113,755
Jacobson, Kathryn Y	Corporate Services	89,216	-	89,216
Jameson, Kevin	Operation Services	82,825	1,707	84,532
Keast, Mathew G	Community Infrastructure & Development	82,911	1,834	84,746
Keenan, Trevor J	Fire Rescue Services	110,187	309	110,496
Klymchyk, Michael D	Community Infrastructure & Development	83,497	354	83,850
Koenig, Shirley A	Operation Services	161,219	272	161,491
Kozin, Serge	Operation Services	100,107	4,449	104,556
Kruysifix, Derek	Fire Rescue Services	107,485	1,597	109,082
Kryszak, Kendra S	Operation Services	90,604	1,289	91,894
Kulak, Chris	Fire Rescue Services	126,231	2,024	128,255
Law, Debra L	Financial Services	139,920	5,255	145,175
Lefebvre, Gary P	Recreation Services	88,702	1,422	90,124
Liefke, Carie-Ann N	Community Infrastructure & Development	76,315	1,473	77,788
Lind, David W	Fire Rescue Services	157,387	9,284	166,671
Low, Richard B	Operation Services	81,887	584	82,471
Luxton, Jillian	Corporate Services	80,718	438	81,156
Manjak, Raeleen M	Human Resources Services	161,150	6,175	167,325
Markel, Marvin A	Operation Services	93,505	2,863	96,368
Martens, Terence C	Financial Services	98,071	4,550	102,621
McGiverin, Ryan E	Fire Rescue Services	109,897	133	110,030
McLuckie, Paula M	Human Resources Services	115,301	2,987	118,288
Mitchell, Stanley E	Recreation Services	94,468	332	94,799
Morrison, Nicholas P	Operation Services	78,608	953	79,561

Employee Remuneration and Expenses | Continued

EMPLOYEE NAME	DIVISION	GROSS EARNINGS	EXPENSES (NET OF TAX)	TOTAL
Mulligan, Geoffrey S	Community Infrastructure & Development	\$ 76,830	\$ 2,625	\$ 79,455
Nadeau, Daniel D	Fire Rescue Services	103,442	124	103,566
Olson, Greg W	Operation Services	89,901	37	89,938
Olson, Matthew B	Fire Rescue Services	108,174	99	108,273
Ovens, Chris C	Operation Services	100,867	2,329	103,196
Parker, Ryan	Operation Services	95,755	560	96,315
Parsons, Brian G	Fire Rescue Services	119,331	353	119,684
Patterson, Sarah M	Human Resources Services	83,875	4,341	88,217
Pearce, William C	City Administration	219,868	9,453	229,321
Pearson, Joel M	Fire Rescue Services	109,553	403	109,956
Poole, Kevin W	Community Infrastructure & Development	117,617	10,530	128,147
Pope, Carson J	Operation Services	75,318	584	75,902
Powell, Ryan	Operation Services	79,424	1,574	80,998
Price, Eric A	Operation Services	79,743	1,301	81,044
Pshyk, Scott J	Fire Rescue Services	104,469	6	104,476
Reich, Allyson	Fire Rescue Services	114,145	163	114,308
Reichlin, Guido	Fire Rescue Services	108,967	554	109,520
Rice, James D	Operation Services	131,190	692	131,882
Robinson, Chris	Fire Rescue Services	120,817	111	120,929
Robinson, David W	Fire Rescue Services	78,309	163	78,472
Roesler, Darren	Operation Services	90,385	344	90,729
Ross, Doug	Recreation Services	154,517	1,921	156,438
Satchell, Kris D	Corporate Services	98,131	4,171	102,302
Schikowski, Trevor	Operation Services	90,074	407	90,481
Sengotta, Ray G	Operation Services	83,414	856	84,270
Seymour, Larry Dwight	Fire Rescue Services	101,906	12,244	114,149
Sheel, Christopher M	Financial Services	103,620	10,428	114,048
Sibilleau, Dale R	Fire Rescue Services	108,059	2,662	110,721
Sissons, Douglas J	Operation Services	79,748	444	80,191
Stoll, Michael	Fire Rescue Services	112,066	143	112,209
Story, Brian	Recreation Services	91,456	127	91,583
Stowards, Blaine R	Operation Services	83,385	1,720	85,105
Stranks, Ed J	Community Infrastructure & Development	116,314	1,791	118,104
Strobel, Richard D	Operation Services	105,533	1,001	106,534
Stuart, Aaron C	Financial Services	104,141	3,020	107,161
Sykes, Ashton	Fire Rescue Services	77,666	36	77,702
Taylor, Dennis	Operation Services	91,638	800	92,438
Thomas, Jamie	Operation Services	93,334	314	93,648
Thompson, Greg	Community Infrastructure & Development	84,273	372	84,645
Toopitsin, Henry	Operation Services	93,337	2,275	95,612
Tucker, Cole	Operation Services	83,175	277	83,451
Van Der Gulik, Angela S	Corporate Services	79,751	498	80,249

Employee Remuneration and Expenses | Continued

EMPLOYEE NAME	DIVISION	GROSS EARNINGS	EXPENSES (NET OF TAX)	TOTAL
Van Dyke, William	Operation Services	\$ 87,181	\$ 105	\$ 87,286
Vienneau, Richard M	Operation Services	81,834	13	81,847
Wakefield, Dean	Fire Rescue Services	128,445	343	128,788
Walker, Dan	Fire Rescue Services	128,075	6,350	134,425
Walker, Leah E	Recreation Services	76,990	2,880	79,870
Walters, Kevin A	Operation Services	84,036	396	84,432
Watson, Amanda	Community Infrastructure & Development	114,616	5,336	119,952
Wright, Shayne J	Recreation Services	89,438	1,566	91,004
Wycott, Curtis C	Operation Services	80,964	257	81,221
Zubick, Rachael L	Corporate Services	79,723	652	80,375
		<b>\$ 13,174,026</b>	<b>\$ 278,800</b>	<b>\$ 13,452,826</b>
	All Other Employees	<b>\$ 12,684,623</b>	<b>\$ 165,471</b>	<b>\$ 12,850,093</b>
	<b>Grand Total</b>	<b>\$ 25,858,649</b>	<b>\$ 444,270</b>	<b>\$ 26,302,919</b>

# 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 2019 for which severance payments commenced in 2019.


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

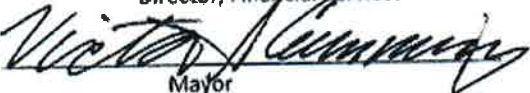
Approved by:  Dated: May 25, 2020  
Director, Financial Services

Approved by Council:  Dated: May 25, 2020  
Mayor

# STATEMENT OF GUARANTEES

In accordance with the requirements of the *Financial Information Act* below is a summary of Guarantees in effect for the year 2019. 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 amount of the guarantee is \$716,000. As of December 31, 2019 no drawing on the letter of credit has occurred.

Approved by:  Dated: May 25, 2020  
Director, Financial Services

Approved by Council:  Dated: May 25, 2020  
Mayor



# GRANTS TO ORGANIZATIONS

PAYEE	2019	2018	GRANT TYPE
Abbyfield Houses of Vernon Society	\$ -	\$ 15,000	Council Discretionary Grant
Buoyant Buddies North Okanagan Boat Society	504	-	Council Discretionary Grant
Canadian Mental Health Association	5,000	-	Council Discretionary Grant
Caetani Cultural Center Society	-	6,970	Council Discretionary Grant
Chippendale, Sean	500	479	Heritage Retention Incentive Grant
Downtown Vernon Association	50,000	37,000	Downtown Landscaping Maintenance
Downtown Vernon Association	8,000	8,000	Civic Sounds Grant
Food Action Society of the North Okanagan	2,000	-	Council Discretionary Grant
Food Action Society of the North Okanagan	750	-	Sustainability Grant
Helping Out People Exploited (HOPE) Outreach	2,000	-	Council Discretionary Grant
Kidsport	3,538	-	Kidsport Grants
Koole, Joanne B	-	3,000	Heritage Retention Incentive Program
Lang, Eva-Lena	750	-	Sustainability Grant
McGinn, Shelagh A	-	210	Heritage Retention Incentive Program
N & T Properties Ltd	-	129,000	Rental Housing 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 Cycling Society	-	4,930	Council Discretionary Grant
North Okanagan Youth & Family Services	800	-	Community Clean up
North Okanagan Youth & Family Services	672	-	Kindness Meter Grant Payment
North Okanagan Youth & Family Services	-	15,000	Council Discretionary Grant
North Okanagan Youth & Family Services	-	2,000	Grant in Aid
O'Keefe Ranch Heritage Society	100,000	94,903	Operating and Capital Grants
O'Keefe Ranch Heritage Society	-	23,573	Consulting Repayment
Okanagan Chapter of BC Sustainable Energy Association	750	-	Sustainability Grant
Okanagan Landing & District Community Association	3,587	-	Council Discretionary Grant
Okanagan Quality Life Society	289	2,100	Council Discretionary Grant
Okanagan Regional Library	25,296	22,285	Sunday Library Opening Grant
Regional District of North Okanagan	-	5,829	Age Friendly Program Grant In Aid
Roze Des Ordon, Jenna	-	500	Heritage Retention Incentive Program
Shaw, M & P	500	500	Heritage Retention Incentive Program
Southern Interior Safe Boating Society	2,500	-	Council Discretionary Grant
Soverign Lake Nordic Club	10,000	-	Council Discretionary Grant returned to City in 2020
Stass Reiner	2,940	-	Heritage Retention Incentive Program
Thomson Okanagan Tourism	2,500	2,500	OCCP Partner Core Fund Grant
Upper Room Mission	3,138	-	Council Discretionary Grant
Vanzeaajj, R & M	-	500	Heritage Retention Incentive Grant
Vernon & Area 2017 +55 Games Society	-	15,000	Grants in Aid 55+ Senior Games
Vernon & District Assn for Community Living	2,500	2,500	Council Discretionary Grant
Vernon Community Music School Association	5,000	-	Council Discretionary Grant
Vernon Concert Band Society	800	500	Council Discretionary Grant
Vernon Horseshoe Club	6,000	-	Council Discretionary Grant
Vernon Native Housing Society	3,000	3,000	Council Discretionary Grant
Vernon North Okanagan Police Youth Academy	6,000	6,000	Jean Minguy Youth Academy Grant
Vernon Paddling Centre Society	1,406	-	Council Discretionary Grant
Vernon Pickleball Association	8,246	-	Pickleball Facility Grants
Vernon Winter Carnival Society	10,000	10,000	Winter Carnival Grant
Vernon Youth Triathlon Society	1,100	-	Council Discretionary Grant
Witvoet Steve	118	426	Heritage Retention Incentive Grant
<b>Total Grants</b>	<b>\$282,184</b>	<b>\$423,704</b>	

# PAYMENTS TO VENDORS IN EXCESS OF \$25,000

VENDOR NAME	2019	2018*	PURPOSE
0863668 BC LTD	\$ 125,701	\$ -	Refund Cash Security & Property tax payments
0872355 BC Ltd DbA Speedpro Signs	48,968	49,041	Purchase signs and decals
0942304 BC Ltd	28,677	-	Refund Cash Security
1 & 2 Electric Ltd	40,560	159,953	Contractor for electrical various buildings
1030716 BC Ltd DbA Hancon Constructors	27,631	85,641	Vernon Airport Terminal Renovation
5 Point Operations Inc	42,792	81,153	Snow clearing & deicing/sanding various Civic Buildings
6-4 Building Maintenance Ltd	51,361	29,970	Contractor for janitorial services for downtown washroom facilities
A & D Asphalt Solutions Ltd	500,721	437,746	Contractor for paving
A & G Supply Ltd	100,504	176,681	Contractor for commercial cleaning products
Accurate Fence & MFG	40,525	-	Various fence maintenance & repairs
Acrodex Inc DBA PCM Canada	54,650	-	Supply & deliver Microsoft Licensing
Advanced Powerlines Ltd	33,189	-	Contractor for electrical various buildings
Advantage Asset Tracking Inc	53,686	102,818	GPS units for fleet and monitoring for the year
Aecom Canada Ltd	287,513	150,366	Consultant for High Water Strength study
Alberta Sales Auto Quip	54,795	-	Purchase of mobile lifts for Fleet
Aldebaran Enterprises	-	102,810	Refund Cash Security
All in Bin Rentals Ltd	33,844	-	Bin rentals for various locations
Allied Universal Security Services of Canada Co	-	31,418	Security Patrol at various civic properties
Allpro Tree & Landscape Services Inc	56,426	74,235	Contractor for tree maintenance
Alpine Building Maintenance Inc	71,902	58,021	Contractor of janitorial services Civic buildings
Andrew Sheret Ltd	188,165	159,895	Purchase supplies for building maintenance
Armstrong Machine Shop Ltd	-	32,048	12" Gravel Box & Hydraulic Cylinder
Associated Environmental Consultants Inc	245,986	333,884	Environmental services and projects
Associated Fire & Safety	74,345	78,637	Firefighter turnout gear
ATS Electric & Technical Service LTD	105,397	79,568	Contractor for electrical and lighting for recreation centers
AZD100 Enterprises LTD Longhorn Pub & Liquor	-	25,351	Refund Cash Security
Bannister Chev-Olds Inc	40,835	70,099	Purchase fleet
BC Assessment Authority - Taxation	496,137	474,899	Transfer BC assessment taxes collected
BC Housing Management Commission	52,394	-	Refund Cash Security
BC Hydro & Power Authority	2,439,759	2,650,381	Electric utility, pole relocates and contributions in aid
BC Ltd 580245 DbA Valleyview Contracting	-	60,811	Lawn mowing
BC Transit	2,766,617	2,412,689	Contractor for transit services
Bentall Kennedy(Canada) LP	227,485	-	Reassessment of taxes
Biomaxx Wastewater Solutions Inc	-	63,666	Purchase supplies for sanitary sewer operation
Black Press Group Ltd	97,284	153,722	Local newspaper advertising
Brandt Tractor Ltd	175,119	-	Purchase of Backhoe, & fleet repairs and maintenance
Brenntag Canada Inc	-	84,989	Purchase chlorine products
Busy Bee Pest Control	41,265	41,081	Contractor for weed control
Cabin Forestry Services Ltd	-	53,209	Design for Becker Park
Cale Systems Inc	-	48,319	Purchase solar powered parking meters and monthly fees
Canada Post Corporation	79,431	72,506	Postage
Canada Safety Equipment Ltd	82,308	85,733	Purchase safety equipment
Canadian National Railway Co	25,196	-	Rail crossing maintenance
Canadian Professional Management Services Inc	102,006	153,730	Management consulting fees
Canreal Management Corporation	35,978	-	Reassessment of taxes
Capri Insurance	407,604	398,310	City facility and fleet insurance
Care Systems Services Ltd	52,820	-	Contractor for heating, ventilating & air conditioning services
Carlisle Developments Inc	816,551	464,613	Refund Cash Securities
Caro Analytical Services	35,398	25,826	Contractor for analytical testing
Catherine Gardens Life Lease Ltd Partnership	-	64,070	Refund Cash Security
CDW Canada Inc	111,958	65,804	City network and hardware upgrades

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

VENDOR NAME	2019	2018*	PURPOSE
Centralsquare-Tempest Development Group	\$ 45,640	\$ 92,674	Maintenance Renewal & Cash Consult
Centralsquare-Vadim Computer Management Group	-	62,851	Maintenance Renewal
CGL Contracting Ltd	1,892,926	1,358,833	Contractor for 30th Street upgrade & 32 Ave Rehabilitation
Chances Bulk Unloading	36,690	45,654	Purchase road de-icing salt
Charter Telecom Inc	-	28,590	Cisco System Upgrade
City of Kelowna	1,165,865	680,771	Cost sharing regional bio-solids facility and wastewater contributions
CivicInfo BC	-	35,094	Memberships and Job Postings
Cleartech Industries Inc	46,489	-	Purchase sulphate products
Coldstream Construction	-	101,221	Renovation new ESS Building
Commercial Truck Equipment CO	2,267,789	-	Purchase of new fire trucks
Complete Climate Control Inc	-	39,859	Arena compressor servicing
Corix Water Products Limited Partnership	-	186,209	Purchase supplies and materials for water system
Corporate Express	53,338	68,544	Purchase office supplies
Corus Sales Inc	78,755	-	Tourism marketing
Crowdriff Inc	37,485	-	Tourism marketing
CTV a division of Bell Media	155,633	37,078	Tourism campaign
Cummins Canada Ulc	27,881	-	Purchase of generator & supplies
Dakota Reclamators Ltd	217,285	417,661	Demolition of the Civic Arena
Darin's Plumbing Ltd	-	25,753	Plumbing Services
Davidson Pringle LLP	-	75,838	Legal fees and land purchase
Deloitte LLP	-	55,971	Supply Check Point Firewall Hardware, Software and Training
Destination Think Professional Services Inc	290,655	86,986	Tourism marketing
Devon Transport Ltd	37,790	34,548	Truck Rentals for Bylaws, Parks & Public Works
Direct Energy Marketing	-	80,919	Natural gas utility
District of Coldstream	48,042	34,837	Monthly transit service
DLA Piper (Canada) Llp in Trust	50,650	-	Legal fees and land purchase
Downtown Vernon Association (DVA)	447,630	506,381	Transfer business improvement area taxes and other
Dreamland Holdings Ltd	-	80,246	Tax Sale Redemption
Durning Directions & Services Ltd	205,100	194,494	Contractor for tourism office operation
Dynamic Asphalt Services Inc	98,266	180,479	Crack Sealing Spray Patching Services
E Lees & Associates Consulting Ltd	-	60,521	Development of Cemetery Master Plan
E/E Electrical Enterprise Ltd	28,891	-	Contractor for Electrical services
Eagle Industries Ltd	104,984	-	Design & fabrication of outdoor bathroom
EB Horsman & Son Ltd	157,014	130,681	Purchase inventoried parts and supplies
Econolite Canada Inc	73,397	92,352	Purchase supplies for traffic control and street lights
ECS Environmental Solutions	27,660	-	Purchase odour control unit for trial
EMCO Corporation	54,895	53,231	Purchase supplies for various water related products
EMPS Electric Motor & Pump Service Ltd	58,079	99,293	Contractor for pump supply and service
ESRI Canada Limited	53,955	43,940	Contractor for software maintenance
Evergreen Building Maintenance Inc	52,965	60,318	Contractor for tree maintenance
Evoqua Water Technologies Ltd	67,590	-	Purchase of Bioxide
Executive Flight Centre Fuel Services Ltd	403,767	487,781	Purchase jet and aviation fuel for resale at airport
Faulknerbrowns Architecture Inc	61,142	-	Supply feasibility study for Active Living Centre
Fletcher Paine Associates Engineering Ltd	101,019	118,685	Engineering services - various projects
Foothills Developments Ltd	235,644	-	Refund cash security
Fortis BC	700,023	466,345	Natural gas utility
FP TELESET	30,000	30,000	Postage Payment for Postage Machine
Franz, Maria Anna	1,691,094	202,084	Tax Sale Redemption
Gatewood Homes Ltd	-	72,751	Refund Cash Security
Gilbert Parts Depot	86,188	86,781	Purchase supplies for City fleet
Gilmore, Terry	-	30,303	Repairs to Burn Building Fire Training Center
Golder Associates Ltd	-	38,055	Sediment Removal from BX Creek
Goode Properties Inc	240,306	-	Tax Sale Redemption
Gotraffic Management Inc	75,899	-	Provide traffic control
Great West Equipment	-	40,754	Purchase Heavy Equipment Parts

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

VENDOR NAME	2019	2018*	PURPOSE
Grizzly Curb & Concrete Ltd	\$ 299,455	\$ 142,853	Contractor for curb, gutter and sidewalk projects
Grounds Guys Landscape Management	729,485	600,911	Contractor for cemetery and parks maintenance
Guillevin International Co	58,254	593,002	Purchase inventoried parts and supplies
Gunther Robert	105,127	-	Tax Sale Redemption
Habitat Systems Inc	-	28,438	Purchase playground equipment
Hach Sales & Service Canada Ltd	65,735	66,788	Purchase supplies for Water Reclamation Plant
Handy Guys Home Renovation	-	37,145	Various repair and renovation projects
Hewberry Alarms Ltd	42,891	-	Alarm Systems for various locations
Highstreet Creekview Heights Apartments Ltd	738,505	225,324	Refund Cash Securities
Hi-Pro Sporting Goods Ltd	132,701	-	Provide event deck flooring & other supplies
Home Building Center-Vernon	50,285	35,572	Purchase Supplies
Home Depot	56,598	38,941	Purchase supplies
Home Depot Holdings INC	-	34,721	Prior years property tax supplementary adjustment
Howard Industries (2010) Ltd	-	38,756	Contractor for meals to RCMP detachment
Iconix Waterworks	127,215	-	Purchase inventoried parts and supplies
Innov8 Digital Solutions Inc	99,525	41,800	Monthly Copy Usage for Civic Buildings
Integral Group Consulting	36,472	-	Consulting services for Climate Change Adaption & Planning
Insurance Corporation of British Columbia (ICBC)	88,935	79,606	City fleet insurance
Interior Instrument Engineering Services Ltd	-	49,728	Tern Lift Station Electrical Kiosk
Inter-Mtn Enterprises Inc	-	25,058	Supply Park Signs
Interprovincial Traffic Services Ltd	27,552	-	Purchase supplies for traffic signals
IRL International Truck Center Ltd	47,927	78,457	Purchases for fleet supplies
Ironclad Developments Vernon Inc	162,154	-	Refund Cash Securities
Ironman Directional Drilling Ltd	218,182	176,913	Contractor for Okanagan Ave Drainage
Jack, John	71,813	303,188	Land Lease Vernon Regional Airport
Jacobson Ford Sales	-	39,147	Purchase 2019 Ford F-250 XL
James E Dorsey Law Corporation	26,547	-	Legal Fees
Jaydon Thiessen Electric	56,117	-	Contractor for electrical various buildings
JKW Holdings	43,635	-	Refund Cash Securities
Justice Institute of BC	-	28,408	Post-Secondary Educational Institution Safety
Kal Tire Ltd	54,941	60,918	Purchase tires for City fleet
Kalamalka Security & Investigations Inc	43,821	38,792	Security Patrol at various civic properties
Kelowna's TNT Trucking Ltd	140,582	-	Provide biosolid hauling
Kelpin, Charles	35,240	381,394	Tax sale redemption
Kendrick Equipment Ltd	-	28,664	Purchase 2017 Vac/Flush truck
Kerr Wood Leidal Associates Ltd	-	25,856	Engineering services - various projects
KES Resource Enterprise Ltd	-	26,222	Purchase Railroad Crossing Material
Ki Communications	28,875	41,445	Professional media relations services
Knight's Vacuum Services Ltd	-	83,028	Bio solids disposal
KPMG LLP T4348	41,790	50,873	Financial statement audit
KTI Limited	139,460	133,226	Purchase Meters
Lafrentz Road Marking-Div of Cdn Road Builders	319,646	270,075	Contractor for Line Painting Services
Laing Roofing Ltd	62,487	145,168	Contractor for Roofing Services
Lake City Law Corporation	-	82,999	Refund Cash Security & Works Contribution Agreement
Landmark Solutions Ltd	-	30,523	Contractor Okanagan Ave Drainage
LB Chapman Construction Ltd	94,191	1,685,464	Contractor Kalamalka Lake Rd Improvements
Leko Pre Cast Ltd	40,910	49,670	Purchase inventoried parts and supplies
Lever Mechanical Ltd	-	38,629	Contractor for Boilers & Industrial Gas Service
Lidstone & Company	432,272	419,635	Legal fees
Links Lawn & Yard Services	68,427	65,278	Contractor for landscaping and snow removal at various locations
London Drugs	67,568	76,136	Information services supplies
Loughran Cavan	31,864	-	Tax sale redemption
LRM Contracting Ltd	138,390	-	Demolition of Kin Race Track
Manulife Financial	1,656,049	1,486,360	Employee benefits includes employee paid long term disability
Mearl's Machine Works Ltd	90,640	-	Provide machining services
Medical Services Plan of BC	229,625	197,958	Employee benefits

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

VENDOR NAME	2019	2018*	PURPOSE
Mequipco Ltd	\$ 27,071	\$ -	Purchase chlorine gas feed equipment
Metro Motors Ltd	-	35,196	Vehicle purchases
Michelin North America (Canada) Inc	26,773	26,370	Purchase tires for City fleet
Microserve	66,591	-	Purchase desktop computers and accessories
Minister of Finance	9,524,190	9,339,094	Transfer of school taxes collected & Employee Health Tax
Modern Energy Management Ltd	52,789	99,354	Contractor for Arenas Compressor Service
Monaghan Engineering & Consulting Ltd	493,191	570,342	Engineering services - various projects
Mountain Top Power Services Inc	-	25,704	Contractor for Lift & Pump Stations service and testing
MQN Architects	30,360	156,782	Consulting and architectural fees for recreation facilities
Municipal Insurance Assoc of BC	330,609	375,355	Liability insurance - premiums and deductibles
Municipal Pension Plan	4,424,492	4,103,993	Remittance employer and employee portions of pension contributions
N & T Properties Ltd	98,129	150,737	Contractor for VWRC septage receiving station
N O Columbia-Shuswap Regional Hospital	3,304,445	2,678,188	Transfer regional hospital taxes collected
Natures Fare Natural Foods Ltd	29,774	-	Refund Cash Security
Napp Enterprises Ltd	-	40,375	Demolition & Hazard Abatement Services for CPO Building
Nedco Division of Rexel Canada Electrical Inc	29,418	-	Purchase inventoried parts and supplies
Nielsen Roofing & Sheet Metal Ltd	-	31,273	Contractor roofing for Firehall 1 & 2
Northwest Hydraulic Consultants Ltd	113,529	-	Consulting service for flood plain mapping
Nor-Val Rentals Ltd	25,386	-	Machine and tool rental
Oakcreek Golf & Turf LP	105,068	153,542	Purchase Large Area Rotary Mower
Okanagan Regional Library	1,856,928	1,792,331	Transfer Regional Library taxes collected
Okanagan Ridge Lp	27,343	-	Refund Cash Security
Okanagan Traffic Control Professionals Inc	76,768	82,513	Contractor for traffic control services
O'Keefe Ranch & Historical Society	174,171	128,557	Grant in aid
Omega Communications Ltd	51,456	146,579	Contractor for communication supplies and services
Open Storage Solutions	102,272	-	Supply nimble storage system
Organized Crime Agency of BC	30,388	-	DNA analysis services
Outland Design Landscape Architecture	-	28,787	Contractor Design and Construction for 4 Lake Access Sites
Oxbow Activated Carbon LLC	-	68,040	Purchase Carbon for Order Scrubbers VWRC
Pacific Newspaper Group Inc	-	27,489	Tourism campaign
Pacific Restaurant Supply & Design House	69,397	-	Purchase of concession equipment
Parkwood Retirement Resort Ltd	-	227,320	DCC Refund
Perfectmind Inc	50,546	-	Recreation software maintenance
Petrovalue Products Canada Inc	407,788	250,868	Purchase aviation fuel
Petrusich, Joseph Richard	461,083	-	Tax sale redemption
Postill Nixon Earthworks	140,300	624,105	Contractor for heavy duty equipment services
Powerland Computers Ltd	69,187	-	Purchase terminal services
Predator Ridge Limited Partnership	101,283	57,193	Snow removal, street sweeping, and refund DCC overpayments
Provincial Rental Housing Corp	111,770	-	Road dedication purchase
Pure Technologies Ltd	-	36,591	Purchase pipe for Mackay reservoir
Pyramid Excavation Corporation	34,559	2,754,592	Contractor Okanagan Landing Improvements
Quantum Graphics & Consulting Inc	33,222	30,731	Purchase Tourism Visitor Guide and Summer Guide
Questica Inc	28,227	-	Purchase of subscription & maintenance
R E Postill & Sons Ltd	328,050	468,477	Purchase aggregate, winter sand, and snow removal
R L Walker Contracting Ltd	-	146,879	Contractor for snow hauling
R W Gray Consulting Ltd	31,994	-	Consulting for wildlife mitigation project
R355 Enterprises Ltd	1,438,909	2,266,527	Contractor for various road improvement projects
RC Strategies Inc	-	103,546	Consulting Service Recreation Center Master Plan
Receiver General for Canada	16,888,397	14,319,223	Employee source deductions, municipal policing, and lease payments
Redpoint Media Group	38,141	-	Advertising and promotion
Regional District of North Okanagan	28,983,554	26,581,930	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	84,241	110,479	Purchase office equipment



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

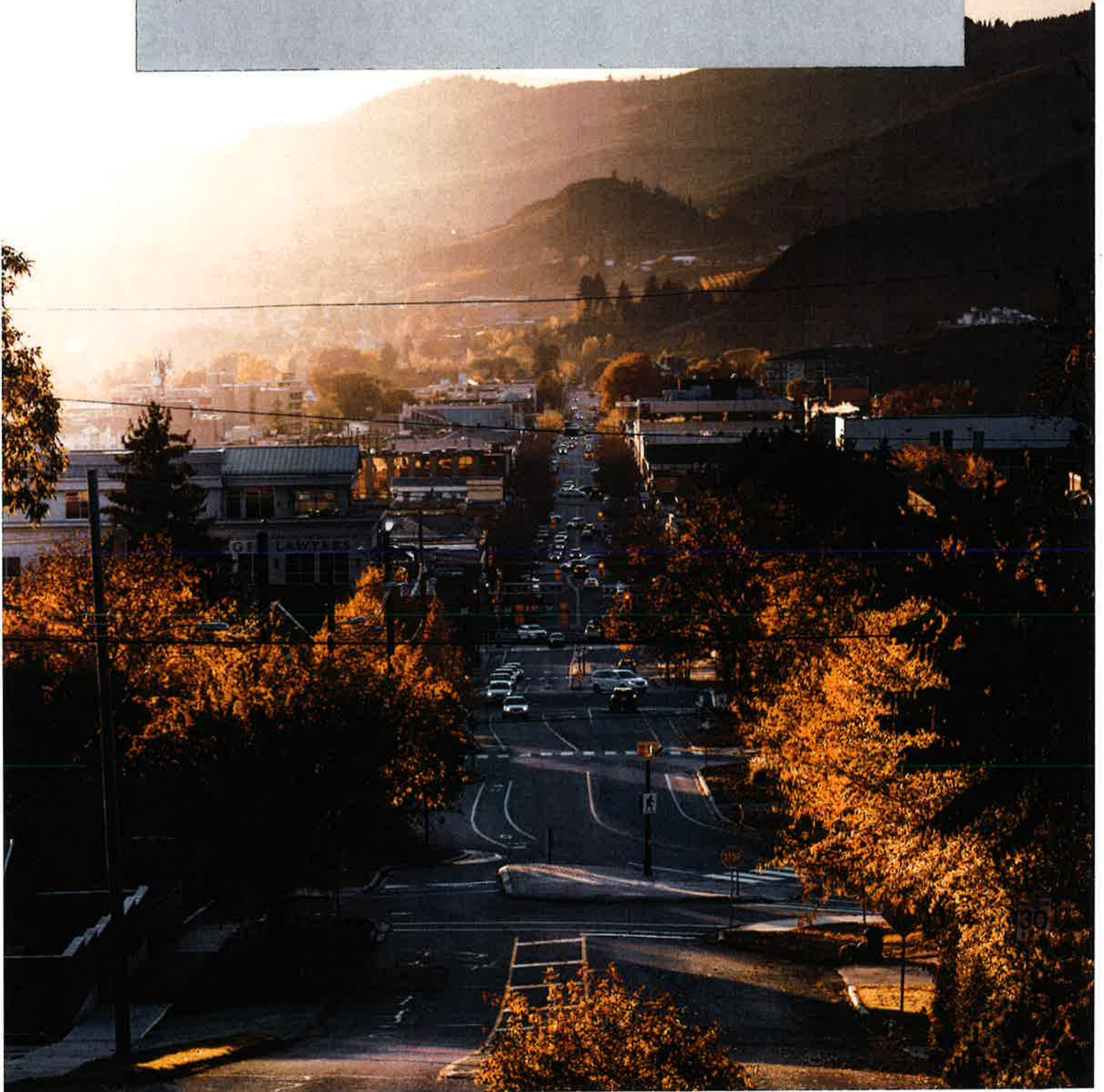
VENDOR NAME	2019	2018*	PURPOSE
Rider Ventures	\$ 27,833	\$ -	Provide services for multiple projects
Rjames Management Group Ltd	31,614	-	Purchase of inventory supplies for fleet
Robert Steffen DBA Robin Hood Security	42,590	36,947	Provide security Polson Park
Rogers Media Inc	86,519	-	Tourism campaign
Safety 1ST Traffic Control Inc	-	47,456	Contractor for Traffic Control Services
Savoy Equipment Ltd	25,832	-	Purchase of supplies
Schwartz Tyler	351,533	-	Tax sale redemption
Scotiabank Orchard Place	63,579	-	RRSP Contributions on behalf of Employee
Scout Properties (BC/Yukon)	-	28,875	Purchase of Scout Building 1901 47 Ave
Scuka Enterprises Ltd	163,273	-	Refund Cash Security
Seal Tec Industries Ltd	175,474	231,294	Contractor for crack sealing airport
Seekers Media	56,837	40,898	Tourism Media Campaign Spring 2018 & Winter 2019
Sel Surveys/Douglas R Jacobi	137,584	178,735	Surveying
Seymour Glen	55,241	-	Tax sale redemption
Sherine Industries Ltd	-	28,616	Purchase various Signs
Shaw Cablesystems Gp	79,062	-	Reallocate 30th Street connection
Sherwin-Williams Canada Inc	26,698	-	Purchase paint supplies
Sierra Landscaping Ltd	68,678	-	Contractor for Beachcomber Bay landscape improvements
Silver Pine Estates	-	53,984	Contractor Silver Star Rd storm sewer
Silverrock Land Corp	25,258	-	Refund Cash Security & Works Contribution
Skogies Enterprises Vernon Ltd	27,641	-	Refund tax payment
Social Planning Council for the North Okanagan	68,551	66,607	Contractor for crime prevention and responsible gaming initiative
Softchoice Lp	36,116	-	Purchase goods for information services
Source Office Furniture & Systems Ltd	50,195	33,589	Purchase Office Furnishing
Sparkling Hill Wellness Hotel Ltd	26,329	-	Tourism campaign
Spencer Navigation Maintenance	41,446	-	Purchase automated weather observation station
Stantec Consulting Ltd	222,053	128,191	Consulting Service 30 St Reconstruction Design
Stephanie Tambellini Design Studio Inc	43,573	48,909	Contractor for tourism promotion and advertising
Summit Trailer Ltd	63,756	-	Purchase dump trailer
Sun Life Financial	-	30,000	RRSP Contributions on behalf of Employee
Suncor Energy Products Partnership	482,119	502,110	Purchase fuel for City fleet
Sunset West Mechanical Ltd	375,783	66,658	Contractor for HVAC at various locations
Sunstone Holdings Inc	37,740	-	Reassessment of taxes
Sunterra Homes Ltd	39,632	-	Refund Cash Securities
Super Save Disposal Inc	53,555	-	Contractor for garbage removal at City facilities
Superior City Services Ltd	-	48,980	Contractor for 2016 Storm & Sanitary Utility Rehab
Sysco Food Services of Kelowna Ltd	34,813	34,326	Kal Tire & Recreation Center concession food supplies
Telus Communications Inc	128,692	309,977	Telephone utility
Telus Mobility Cellular Inc	105,008	91,160	Telephone utility
Telus Services Inc	-	78,482	Telephone utility
Terracom Systems Ltd	-	217,321	Contractor supply and install Avigilon Surveillance System
Tetra Tech Canada Inc (EBA Inc)	65,078	53,902	Engineering services for pre-treatment facility and airport runway
The Hub Enterprises Corp	114,817	-	Refund Cash Securities
The Web Advisors	85,352	49,033	Tourism website maintenance and updates
Trek Developments Ltd	55,807	-	Refund Cash Security
Tribus Services	44,243	41,924	Water meter reads
True Consulting (Kelowna) Ltd	324,357	444,338	Contractor for OK Landing Sewer and OK Ave drainage
Turn-Key Controls Ltd	-	25,688	Contractor for upgrade Scada Winncc @ VWRC
Twisted Mops Cleaning Company	74,081	78,710	Contractor for Parks Washroom cleaning services
Ultimate Door Services Ltd	103,319	-	Supply & install new fire station doors
Unifirst Canada Ltd	35,529	26,940	Contractor for delivery and rental of coveralls and mats
Union of BC Municipalities (UBCM)	26,729	25,756	Annual dues and remittance of license decal fees
Urban Heights Holding Vernon Ltd	25,220	105,013	Refund Cash Security
Urban Systems Ltd	182,540	133,524	Consultant for asset management, and various analysis and studies

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

VENDOR NAME	2019	2018*	PURPOSE
Ursus Heritage Consulting	28,096	-	Contractor for archaeological monitoring
Vernon & District Association for Community Living	100,901	102,812	Contractor for landscaping at various areas
Vernon Civic Employees Union - Local 626	295,578	257,759	Remittance of employee union dues
Vernon Firefighters Association Local 1517	131,044	76,178	Remittance of firefighter union dues
Vernon Line Painting Ltd	54,153	29,602	Contractor for various line painting
Vernon Lock and Safe	36,007	26,776	Contractor for locks and security various buildings
Vernon On Site Fencing Ltd	247,928	255,154	Contract for snow removal and fencing
Vernon Paving Ltd	575,191	500,503	Contractor for paving
Vernon Pickleball Association	-	243,810	Forwarding of third-party donations and loan for Pickleball Court
Vimar Equipment Ltd	54,455	40,427	Purchase of equipment parts and materials
VVI Construction Ltd	69,843	8,244,776	Contractor for Multi-Use Facility expansion construction
Waste Connections of Canada Inc	1,860,678	1,807,329	Contractor residential garbage collection and recycling
Waterhouse Environmental Services Corporation	96,897	62,944	Purchase supplies for water reclamation plant and Duteau Creek plant
Wayside Press Ltd		44,325	Purchase commercial printing
West Jet	43,280	-	Various travel purchases
Western Equipment Ltd	32,883	-	Purchase inventoried parts and supplies
Western Road Distribution Inc	59,603	69,840	Purchase calcium chloride for Operations Yard
Western Water Associates Ltd	32,532	74,926	Vernon Creek baseline study
WFR Wholesale Fire & Rescue Ltd	-	62,120	Purchase Fire department equipment
Wholesale Grafix Distribution & Signage	-	25,863	Supply and install signs
Williams Machinery Ltd	-	147,873	Purchase various equipment
Wise Wildlife Control Service	59,111	58,788	Contractor for wildlife control at airport
Wise Wood Tree Care Ltd	34,419	-	Contractor for tree maintenance
Wolseley Waterworks Group	-	41,018	Purchase supplies for water reclamation plant
Worksafe BC	432,785	474,251	Remittance of employee WCB benefits
WSP Canada Inc	33,424	144,435	Engineering services and consulting - various projects
Young Anderson Barristers & Solicitors	28,718	58,179	Legal fees
<b>Total</b>	<b>107,909,630</b>	<b>108,702,416</b>	
All Others Under \$25,000	16,209,128	5,522,223	
<b>Grand Total Payments To Vendors</b>	<b>124,118,758</b>	<b>114,224,639</b>	

\* 2018 amounts are only those amounts appearing in the 2018 Vendor Payment Report. Vendors showing 2018 amounts as zero may have received payments from the City in 2018 but were below the threshold of \$25,000.

# FINANCIAL STATEMENTS







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, consisting of a large, stylized 'C' followed by a smaller 'A' and a period.

Chief Administrative Officer

A handwritten signature in black ink, appearing to read 'Law' in a cursive style.

Director of Financial Services

May 11, 2020



KPMG LLP  
3205-32 Street  
3rd Floor  
Credit Union Building  
Vernon BC  
V1T 9A2  
Telephone (250) 503-5300  
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www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To Mayor and Council of the Corporation of the City of Vernon

### **Opinion**

We have audited the consolidated financial statements of the Corporation of the City of Vernon (the City), which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of operations for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019, and its consolidated results of operations, its consolidated changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the 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 financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit 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 City's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants

May 11, 2020

Vernon, Canada

**The Corporation of the City of Vernon**  
**Consolidated Statement of Financial Position**  
*Statement A*



December 31, 2019 (in thousands of dollars)		2019	2018
<b>Financial Assets</b>			
Cash and cash equivalents	Note 2	\$ 105,912	\$ 84,108
Accounts receivable	Note 3	17,127	19,695
Loans receivable	Note 4	112	-
Municipal Finance Authority cash deposits	Note 5	429	857
Land held for resale	Note 6	4,254	4,748
		127,834	109,408
<b>Liabilities</b>			
Accounts payable and accrued liabilities	Note 7	29,433	29,814
Deferred charges	Note 8	16,571	13,086
Deferred revenue	Note 9	1,565	1,806
Debt	Note 10 & 11	10,859	15,375
Landfill remediation liability	Note 12	178	130
		58,606	60,211
		69,228	49,197
<b>Net Financial Assets</b>			
<b>Non-financial Assets</b>			
Tangible capital assets	Note 13	562,845	575,083
Inventory of supplies		483	453
Prepaid expenses		657	692
		563,985	576,228
<b>Accumulated Surplus</b>	Note 14	\$ 633,213	\$ 625,425

Commitments and contingencies Note 20 & 22  
 Subsequent events Note 26

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*



For the year ended December 31, 2019 (in thousands of dollars)		Budget 2019 Note 25	Actual 2019	Actual 2018
<b>Revenue</b>				
Taxation	Note 15	\$ 42,580	\$ 42,362	\$ 39,491
Government transfers	Note 16	13,366	11,281	17,473
Services provided to other governments		3,203	3,199	3,192
Sale of services:				
Sewer fees and charges		9,661	9,840	9,645
Environmental health		2,138	2,347	2,307
Recreation fees		2,782	2,938	2,390
Public transit and parking		2,186	2,299	2,241
Fines and rentals		1,411	1,345	1,544
Licences and permits		1,525	1,892	2,064
Airport		967	1,284	1,255
Other		1,150	1,412	1,572
Development fees		151	115	195
Fiscal services:				
Penalties, interest earned and actuarial adjustments		1,399	3,451	4,924
Natural gas system lease agreement	Note 17	1,874	1,832	1,874
Developer contributions of assets	Note 13	4,268	3,551	4,128
		88,661	89,148	94,295
<b>Expenses</b>				
General government and common services	Note 19 & 24	11,247	10,864	10,150
Bylaw compliance and parking control		1,397	1,514	1,391
Protective Services:				
Police		12,953	12,465	11,262
Fire rescue		6,195	6,546	6,176
Emergency measures		216	205	291
Planning and building inspection		2,964	2,695	2,649
Engineering		4,389	3,877	2,731
Operations Services:				
Road transportation		17,146	16,903	16,391
Sanitary sewer		10,609	10,691	9,981
Sanitary sewer		1,861	1,961	1,899
Solid waste and recycling		2,258	2,569	2,151
Park services		1,383	1,506	1,571
Storm drainage		1,126	1,417	1,180
Airport		475	671	668
Other		287	292	384
Cemetery		7,074	7,184	13,239
Recreation				
		81,580	81,360	82,114
<b>Annual surplus</b>		7,081	7,788	12,181
<b>Accumulated surplus, beginning of year</b>		625,425	625,425	613,244
<b>Accumulated surplus, end of year</b>	Note 14	\$ 632,506	\$ 633,213	\$ 625,425

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*

	Budget 2019 Note 25	2019	2018
<b>For the year ended December 31, 2019 (in thousands of dollars)</b>			
<b>Annual Surplus</b>	\$ 7,081	\$ 7,788	\$ 12,181
Amortization of tangible capital assets	12,116	11,421	11,133
Net loss on sales of assets	-	23	165
Proceeds on sale of tangible capital assets	-	13,299	82
Acquisition of tangible capital assets	-	(9,269)	(13,597)
Acquired tangible capital assets from developers Note 13	-	(3,236)	(2,177)
	12,116	12,238	(4,394)
Consumption of supplies inventories	-	977	1,027
Use of prepaid expenses	-	826	913
Acquisition of supplies inventories	-	(1,007)	(988)
Acquisition of prepaid expenses	-	(791)	(1,326)
	-	5	(374)
<b>Increase in net financial assets</b>	19,199	20,029	7,413
<b>Net financial assets, beginning of year</b>	-	49,197	41,784
<b>Net financial assets, end of year</b>	\$ 19,199	\$ 69,228	\$ 49,197

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*



For the year ended December 31, 2019 (in thousands of dollars)	2019	2018
<b>Operating Activities</b>		
Annual surplus	\$ 7,788	\$ 12,181
<b>Non-cash items included in annual surplus:</b>		
Amortization of tangible capital assets	11,421	11,133
Net loss on disposal of tangible capital assets	23	165
Developer contributions of assets	(3,236)	(2,177)
Increase in landfill remediation liability	48	26
<b>Change in non-cash operating items:</b>		
Decrease/(increase) in accounts receivable	2,568	(957)
(Decrease) in accounts payable and accrued liabilities	(381)	(3,771)
Increase/(decrease) in deferred charges	3,485	(81)
(Decrease) in deferred revenue	(241)	(341)
Actuarial adjustments on debt	(1,657)	(1,508)
(Increase)/decrease in supplies inventories	(30)	39
Decrease/(increase) in prepaid expenses	35	(413)
Decrease in Municipal Finance Authority cash deposits	428	1,598
(Decrease) in Municipal Finance Authority reserves	-	(2,455)
(Increase) in loans receivable	(112)	-
	20,139	13,439
<b>Investing Activities:</b>		
Decrease in portfolio investments	-	5,414
Decrease in land under development	494	30
	494	5,444
<b>Financing Activities:</b>		
Principal payments on debt	(1,800)	(1,798)
Gain on retirement of debt	(1,059)	-
	(2,859)	(1,798)
<b>Capital Activities:</b>		
Proceeds on sale of tangible capital assets	13,299	82
Acquisition of tangible capital assets	(9,269)	(13,597)
	4,030	(13,515)
<b>Increase in cash and cash equivalents</b>	21,804	3,570
<b>Cash and cash equivalents, beginning of year</b>	84,108	80,538
<b>Cash and cash equivalents, end of year</b>	\$ 105,912	\$ 84,108

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, 2019  
*(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 Public Sector Accounting Standards ("PSAS") established by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Professional Accountants.

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, 2019  
*(tabular amounts in thousands of dollars)*

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## 1. Significant Accounting Policies: (continued)

### e) Land Held for Resale:

Land held for resale is valued at the lower of cost and net realizable value.

### f) Deferred Charges:

Deferred charges are comprised of levied and unused Development Cost Charges and Works Contribution 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), Deferred Charges (note 8) and Deferred Revenue (note 9).

### 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 long term debt in 2019 was \$1,026,000, (\$1,065,000 in 2018). Gains or losses on repayment of debt is recorded in the Statement of Operations.

### 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.

During 2018 the City's consultants responsible for reporting to the Province determined there were some discrepancies with the 2016 Closure plan ("the Plan") prepared for the City by external consultants. A revised Operating and Closure plan will be prepared; however, the original Plan will be used for the purposes of calculating the closure and post-closure liability (note 12) until the revised plan is prepared. Due to the identified discrepancies there is additional measurement uncertainty regarding the estimated closure costs and lifespan of the landfill.

### 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, 2019  
*(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

**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.

# The Corporation of the City of Vernon Notes to the Consolidated Financial Statements



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

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## 1. Significant Accounting Policies: (continued)

### 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 PSAS 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) 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, 2019  
*(tabular amounts in thousands of dollars)*

**2. Cash and Cash Equivalents:**

	<u>2019</u>	<u>2018</u>
Restricted:		
Deferred charges	\$ 16,571	\$ 13,086
Deferred revenue	1,565	1,806
Statutory reserves	<u>3,519</u>	<u>3,442</u>
	21,655	18,334
Unrestricted:	<u>84,257</u>	<u>65,774</u>
	<u>\$ 105,912</u>	<u>\$ 84,108</u>

The City has access to an operating line of credit not exceeding \$2.0 million (2018 - \$2.0 million). Interest is accrued based on Bank of Montreal's prime lending rate. As of December 31, 2019, this line of credit was not being utilized (2018- \$0).

**3. Accounts Receivable:**

	<u>2019</u>	<u>2018</u>
Property taxes	\$ 3,313	\$ 3,724
Utility billings	7,424	7,037
Other governments	3,328	6,237
Trade and other receivables	<u>3,164</u>	<u>2,822</u>
	17,229	19,820
Allowance for doubtful trade accounts receivable	<u>(102)</u>	<u>(125)</u>
	<u>\$ 17,127</u>	<u>\$ 19,695</u>

**4. Loans Receivable**

The City has a loan receivable in the amount of \$112,000 (2018 - \$0) from the Vernon Pickleball Association to assist in financing the construction of a Pickleball facility. The loan receivable does not bear interest and is to be repaid in full by December 31, 2029.

**5. Municipal Finance Authority Cash Deposits:**

The City's debt is issued through the Municipal Finance Authority ("MFA"). As a condition of these borrowings, the City is obligated to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. The deposits are included in the City's financial statements as Municipal Finance Authority Cash deposits. If the debt is repaid without default, the deposits are refunded to the City. The demand notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default. As at December 31, 2019, there were contingent demand notes of \$723,000 (2018 -\$1,608,000) which are not recorded in the financial statements (note 22(b)). Upon the maturity of a debt issue, the demand notes are released and deposits refunded to the City.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

**6. Land held for resale**

In 2014, land was transferred back to the City from its wholly owned subsidiary Hesperia Development Corporation and is being held for resale. In 2017, the City entered into a Land Purchase and Development Framework agreement for the sale of another parcel of City owned land. The accumulated value of these lands is \$4,254,000 (2018 - \$4,748,000) which is comprised of the historical cost of the lands plus all prior improvements. Such costs have not been included in tangible capital assets since the land and improvements are subject to resale.

**7. Accounts Payable and Accrued Liabilities:**

	<b>2019</b>	<b>2018</b>
Trade accounts payable and other accrued liabilities	\$ 15,896	\$ 14,984
Salaries, wages and related costs	5,457	5,055
	<u>21,353</u>	<u>20,039</u>
Deferred revenue		
Prepaid property taxes	4,537	3,969
Deposits and holdbacks	3,409	5,694
Prepaid fees and charges	134	112
	<u>8,080</u>	<u>9,775</u>
	<u>\$ 29,433</u>	<u>\$ 29,814</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

**8. Deferred Charges:**

Deferred Charges include Works Contribution funds and Development Cost Charges ("DCC's"). Works Contribution funds are charged to developers through a works contribution agreement requiring the City to use funds for future work to, or 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>2019</u>	<u>2018</u>
Deferred charges		
DCC - roads	\$ 7,027	\$ 4,363
DCC - storm	2,065	1,915
DCC - sewer	5,380	4,724
DCC - parks	14	-
Works Contributions	2,085	2,084
	<u>\$ 16,571</u>	<u>\$ 13,086</u>
Deferred charges, beginning of year	\$ 13,086	\$ 13,167
DCC's levied during the year	3,943	1,586
Works Contributions received	70	97
Investment income	317	187
<b>Contributions available</b>	<u>17,416</u>	<u>15,037</u>
Less: Capital transfers	520	1,697
Less: Operating transfers	325	254
Deferred charges, end of year	<u>\$ 16,571</u>	<u>\$ 13,086</u>

**9. Deferred Revenue:**

	<u>2019</u>	<u>2018</u>
Recreation Facility Major Maintenance	\$ 1,565	\$ 1,726
Recreation Facility Replacement (Civic)	-	33
Recreation Facility Operating	-	47
	<u>\$ 1,565</u>	<u>\$ 1,806</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
 (tabular amounts in thousands of dollars)

**10. Debt:**

	Purpose of Bylaw	Interest Rate %	Year of Maturity	Gross Debt	Sinking Fund Asset	2019 Net Debt	2018 Net Debt
<u>General Purposes:</u>							
4717	Fortis BC Gas Lease *	2.10 %	2019	\$ 24,500	\$ 24,500	\$ -	\$ 2,069
4718	Fortis BC lease*	1.95 %	2037	1,185	1,185	-	1,081
4624	Downtown Revitalization	1.80 %	2020	388	355	33	65
4625	Downtown Revitalization	1.80 %	2020	128	117	11	22
4728	Downtown Revitalization	1.80 %	2020	211	193	18	36
4739	Various	1.80 %	2020	4,675	4,274	401	788
				<u>31,087</u>	<u>30,624</u>	<u>463</u>	<u>4,061</u>
<u>Sewer Purposes:</u>							
4889	Reclaimed Water Line	1.80 %	2020	1,061	970	91	179
4680	Treatment Plant Phase I	1.75 %	2027	5,000	2,707	2,293	2,521
4680	Treatment Plant Phase II	2.40 %	2028	2,038	1,010	1,028	1,116
4791	Water Reclamation Plant	1.80 %	2030	12,556	5,572	6,984	7,498
				<u>20,655</u>	<u>10,259</u>	<u>10,396</u>	<u>11,314</u>
				<u>\$ 51,742</u>	<u>\$ 40,883</u>	<u>\$ 10,859</u>	<u>\$ 15,375</u>

\* See Note 17 for capital lease liabilities.

**11. Future Payments and Sinking Fund Additions:**

	General	Sewer	Total
2020	\$ 290	\$ 541	\$ 831
2021	-	484	484
2022	-	484	484
2023	-	484	484
2024	-	484	484
2025 & thereafter	-	2,504	2,504
	<u>290</u>	<u>4,981</u>	<u>5,271</u>
Actuarial adjustments	173	5,415	5,588
	<u>\$ 463</u>	<u>\$ 10,396</u>	<u>\$ 10,859</u>

# The Corporation of the City of Vernon

## Notes to the Consolidated Financial Statements



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

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### 12. Landfill Remediation Liability

#### a) 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 waste. 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 the 2016 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% (2018 - 1.5%) and then discounted to the financial reporting date at 1.90% (2018 - 2.31%), 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, 2019 is \$178,000 (2018 - \$130,000), the estimated total expenditures for closure and post-closure care are \$1,626,000 (2018 - \$1,281,000), which leaves \$1,448,000 (2018 - \$1,151,000) remaining to be recognized. The landfill is estimated to have remaining capacity of 855,068 cubic meters (89%) and remaining life of 51 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, 2019 the balance of this reserve is \$312,000 (2018 - \$312,000).

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, 2019  
*(tabular amounts in thousands of dollars)*

**13. Tangible Capital Assets:**

<b>Cost</b>	<b>December 31, 2018</b>	<b>Additions</b>	<b>Disposals / Writedowns</b>	<b>December 31, 2019</b>
Land	\$ 266,781	\$ 1,654	\$ -	\$ 268,435
Buildings	65,200	2,241	62	67,379
Vehicles	13,723	2,501	42	16,182
Miscellaneous equipment	4,934	680	-	5,614
Information technology	2,706	465	139	3,032
Transportation infrastructure	230,491	6,129	702	235,918
Storm drainage infrastructure	80,222	(420)	107	79,695
Sanitary sewer infrastructure	105,375	(745)	50	104,580
Equipment under capital lease	25,295	-	25,295	-
	<u>\$ 794,727</u>	<u>\$ 12,505</u>	<u>\$ 26,397</u>	<u>\$ 780,835</u>
<b>Accumulated Amortization</b>	<b>December 31, 2018</b>	<b>Amortization</b>	<b>Disposals</b>	<b>December 31, 2019</b>
Buildings	\$ 28,497	\$ 1,671	\$ 54	\$ 30,114
Vehicles	8,283	638	37	8,884
Miscellaneous equipment	1,289	175	-	1,464
Information technology	2,236	188	121	2,303
Transportation infrastructure	113,183	5,575	510	118,248
Storm drainage infrastructure	24,097	1,057	46	25,108
Sanitary sewer infrastructure	30,495	1,395	21	31,869
Equipment under capital lease	11,564	722	12,286	-
	<u>\$ 219,644</u>	<u>\$ 11,421</u>	<u>\$ 13,075</u>	<u>\$ 217,990</u>
<b>Net Book Value</b>	<b>December 31, 2018</b>			<b>December 31, 2019</b>
Land	\$ 266,781			\$ 268,435
Buildings	36,703			37,265
Vehicles	5,440			7,298
Miscellaneous equipment	3,645			4,150
Information technology	470			729
Transportation infrastructure	117,308			117,671
Storm drainage infrastructure	56,125			54,586
Sanitary sewer infrastructure	74,880			72,711
Equipment under capital lease	13,731			-
	<u>\$ 575,083</u>			<u>\$ 562,845</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
*(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 \$12,717,000 (2018 - \$17,583,000) 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 \$3,236,000 (2018 - \$2,177,000) comprised of transportation infrastructure in the amount of \$1,194,000 (2018 - \$128,000), storm drain infrastructure in the amount of \$315,000 (2018 - \$64,000) and sanitary sewer infrastructure in the amount of \$1,727,000 (2018 - \$49,000) and land in the amount of \$nil (2018 - \$1,936,000).

**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, 2019 and 2018.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
*(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>2019</u>	<u>2018</u>
Accumulated surplus per Statement of Financial Position	\$ 633,213	\$ 625,425
Less:		
Tangible capital assets	(562,845)	(575,083)
Debt	10,859	15,375
Inventory of supplies	(483)	(453)
Prepaid expenses	(657)	(692)
	<u>80,087</u>	<u>64,572</u>
<b>Non-Statutory Reserves</b>		
Budget Carryover Reserve General	5,407	2,522
Budget Carryover Reserve Sewer	87	87
Capital Reserves General	16,076	13,202
Capital Reserves Sewer	11,242	12,567
Operating Reserves General	156	207
Tax Equalization Reserves General	5,383	5,439
Tax Equalization Reserves Sewer	14,263	11,587
Special Purpose Reserves	7,312	7,820
Fortis BC Lease Legacy Reserve	13,586	3,092
	<u>73,512</u>	<u>56,523</u>
<b>Statutory Reserve Funds</b>		
Highway Access to Water Reserve	645	630
Land Sale Reserve	436	485
Local Improvement Reserve	886	864
Parkland Reserve	244	238
Recreation Facility Operating Reserve	1,308	1,225
	<u>3,519</u>	<u>3,442</u>
<b>Total Restricted Funds</b>	<u>77,031</u>	<u>59,965</u>
<b>Unappropriated Surplus</b>	<u>\$ 3,058</u>	<u>\$ 4,607</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

**15. Taxation Revenue:**

Total tax revenue net of transfers of taxes collected for other governments and agencies were as follows:

	<u>2019</u>	<u>2018</u>
Specific assessments:		
Residential	\$ 26,751	\$ 24,370
Business	12,860	12,381
Utilities	301	291
Light industrial	585	551
Non-profit	152	144
Farm land	4	4
	<u>40,653</u>	<u>37,741</u>
Payments in lieu of taxes	1,549	1,544
Specified area taxes and other	160	206
	<u>\$ 42,362</u>	<u>\$ 39,491</u>

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

**16. Transfers from Other Governments**

	<u>2019</u>	<u>2018</u>
Federal government transfers		
Transportation infrastructure	\$ 3,782	\$ 1,958
Sanitary infrastructure	236	2,156
Recreational initiatives	-	-
Storm infrastructure	298	-
	<u>4,316</u>	<u>4,114</u>
Provincial government transfers		
Transit subsidy	2,341	2,304
Casino revenue sharing	1,859	1,516
Hotel tax	1,107	1,035
Traffic fine revenue sharing	475	461
Keep of Prisoners	182	337
Carbon tax rebate	109	85
Other Transfers	98	4
Union of British Columbia Municipalities grants	69	29
Certificate of Recognition safety program	62	63
Insurance Corporation of BC	56	20
Municipal Insurance Association	31	7
Transportation infrastructure	30	437
Tourism BC	25	25
Emergency Management BC	(4)	94
	<u>6,440</u>	<u>6,417</u>
Other government transfers		
Recreational initiatives	336	6,509
Okanagan Basin Water Board	91	90
Regional initiatives	71	4
Community development initiatives	27	339
	<u>525</u>	<u>6,942</u>
Total transfers from other governments	<u>\$ 11,281</u>	<u>\$ 17,473</u>



# The Corporation of the City of Vernon

## Notes to the Consolidated Financial Statements



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

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### 17. Natural Gas System Lease Agreements:

The City had entered into an agreement with BC Gas Utility Ltd. (now known as Fortis BC Gas Inc. and hereafter referred to as "Fortis BC") which resulted in the creation of the Natural Gas Legacy Fund.

#### a) Leased tangible capital assets:

Under the terms of the agreement, the City 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 prepaid \$23,750,000 of the capital lease obligation and financed the prepayment through debenture debt (Debt Bylaw # 4717, note 10). The remaining obligation, which was included in debt, required the City to make annual lease payments of \$127,884 including interest based on Fortis BC-approved pre-tax weighted average cost of capital of 9.85%. During 2019 Fortis BC exercised their termination option, based on the terms of the lease, and made a payment to the City equal to the unamortized portion of the City's \$23,750,000 prepayment of the leased tangible capital assets, which was \$12,239,000. The remaining obligation, which was included in debt, was forgiven by Fortis BC upon termination of the operating lease, and had a balance of \$1,059,000.

#### b) Operating Lease:

The City had entered into a 17-year operating lease that commenced December 1, 2002 whereby the City leased back to Fortis BC the operation of the gas distribution system. Under the operating lease, Fortis BC was obligated to make annual lease payments to the City that was calculated by a formula specified in the agreement based on the total annual revenue generated by the transaction. The lease revenue in 2019 was \$1,832,000, (\$1,874,000 in 2018).

### 18. Long-term Agreements with the Regional District of North Okanagan (the "Regional District"):

#### a) Water Agreement

The City has entered into a five-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 5-year agreement expiring January 31, 2018. 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, 2023.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

**18. Long-term Agreements with the Regional District of North Okanagan (the "Regional District"):**  
**(continued)**

**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, 2018. This agreement transfers the legal interest in Vernon fields and beaches (previously designated as "sub-regional parks") to the City. As per the requirements of the agreement, the City has a Parks DCC bylaw approved by the Ministry of Housing and Municipal Affairs ("the Ministry"). Prior to the City's Parks DCC bylaw being approved by the Ministry, Parks DCCs were collected under the Regional District's Parks DCC bylaw with an allocation based on contributions from each jurisdiction. The amount allocated to the City as of December 31, 2019 was \$6,518,000 (2018 - \$4,379,000), which is not recognized in the financial statements.

**c) Recreation Agreements**

The City has entered into a 5-year agreement with the Regional District to assume the responsibility for the management and operation of local recreational facilities commencing January 1, 2019. The new agreement maintains the commitment to transfer 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 \$47,883,000 (2018 \$36,582,000) have not yet been transferred to the City as of December 31, 2019. The agreement expires December 31, 2023.

**19. Expenses by Object:**

	<b>2019</b>	<b>2018</b>
Salaries and wages	\$ 30,289	\$ 27,622
Contracted services	18,596	22,219
RCMP contract	9,672	8,337
Amortization of tangible assets	11,421	11,132
Supplies, materials and other	3,610	5,157
Bank charges and net loss on capital assets	1,251	1,351
Utilities, telephone and insurance	4,352	4,271
Equipment charges	2,169	2,025
	<b>\$ 81,360</b>	<b>\$ 82,114</b>

**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 paid in full in the amount of \$1,310,000 upon occupancy by BC Transit of the site in November 2011 and is included in note 7 as an accrued liability.

**The Corporation of the City of Vernon**  
**Notes to the Consolidated Financial Statements**



Year Ended December 31, 2019  
*(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.

	<u>2019</u>	<u>2018</u>
Trust Fund Continuity:		
Balance, beginning of year	\$ 848	\$ 813
Interest earned	22	16
Proceeds from plot sales and memorial settings	32	35
Transfers to general fund for maintenance	(22)	(16)
Balance, end of year	<u>\$ 880</u>	<u>\$ 848</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 B.C. 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, 2019  
*(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 trustee 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 provided are based on a formula. As at December 31, 2018, the Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 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 valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$2,391,000 (2018 - \$2,217,000) for employer contributions while employees contributed \$2,033,000 (2018 - \$1,884,000) to the Plan in fiscal 2019.

The next valuation will be as at December 31, 2020, with results available in 2022.

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 property was being developed by the wholly-owned subsidiary, the Hesperia Development Corporation. The amount of the Letter of Credit is \$716,000. As of December 31, 2019, no drawing on the Letter of Credit has occurred (2018 - \$0).



# The Corporation of the City of Vernon

## Notes to the Consolidated Financial Statements



Year Ended December 31, 2019  
(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 administering 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 can not be attributed directly to other segments including taxation, grants in lieu, interest revenue and property rental revenue.

#### b) Protective Services:

This segment is comprised of police services, plus fire and rescue and emergency measures services.

- Police services are contracted to the RCMP with support assistance from municipal staff. The City is home to 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 measures is responsible for emergency planning within the community and is engaged when more than one individual member is affected by an emergency situation.



# The Corporation of the City of Vernon Notes to the Consolidated Financial Statements



Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

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## 23. Segmented Information: (continued)

### c) Community Infrastructure:

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.
- Buildings 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 Planning and Operations.

### 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 and recreation 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, 2019

(tabular amounts in thousands of dollars)

**24. Segmented Disclosure:**

	General Government	Protective Services	Community Infrastructure	Recreation	Operations Services	Sanitary Sewer	2019	2018
<b>Revenue</b>								
Taxation	\$ 42,305	\$ -	\$ -	\$ 35	\$ -	\$ 22	\$ 42,362	\$ 39,491
Sale of services	2,435	238	2,036	3,718	5,133	9,913	23,473	23,213
Government transfers	6,690	788	283	353	2,839	328	11,281	17,473
Fiscal services	3,451	-	-	-	-	-	4,668	4,924
Developer contributions of assets	-	-	153	-	1,463	1,934	3,550	4,128
Services to other governments	641	286	232	1,127	416	497	3,199	3,192
Natural gas system agreement	1,832	-	-	-	-	-	1,832	1,874
	<u>\$ 57,354</u>	<u>\$ 1,312</u>	<u>\$ 2,704</u>	<u>\$ 5,233</u>	<u>\$ 9,851</u>	<u>\$ 12,694</u>	<u>\$ 89,148</u>	<u>\$ 94,295</u>
<b>Expenses</b>								
Salaries and wages	8,175	7,895	3,974	4,097	3,767	2,381	30,289	27,622
Contracted services	2,611	513	2,127	1,116	10,582	1,647	18,596	22,219
RCMP contract	-	9,672	-	-	-	-	9,672	8,337
Amortization of tangible assets	1,707	342	-	26	6,708	2,638	11,421	11,132
Supplies, materials and other	(1,456)	370	370	629	1,465	2,232	3,610	5,157
Bank fees and net loss on assets	511	-	-	47	281	412	1,251	1,351
Utilities, telephone and insurance	725	203	11	1,213	1,202	998	4,352	4,271
Equipment charges	106	221	90	56	1,313	383	2,169	2,025
	<u>12,379</u>	<u>19,216</u>	<u>6,572</u>	<u>7,184</u>	<u>25,318</u>	<u>10,691</u>	<u>81,360</u>	<u>82,114</u>
<b>Excess (deficiency) revenue over expenses</b>	<u>\$ 44,975</u>	<u>\$ (17,904)</u>	<u>\$ (3,868)</u>	<u>\$ (1,951)</u>	<u>\$ (15,467)</u>	<u>\$ 2,003</u>	<u>\$ 7,788</u>	<u>\$ 12,181</u>

# The Corporation of the City of Vernon

## Notes to the Consolidated Financial Statements

Year Ended December 31, 2019  
*(tabular amounts in thousands of dollars)*

### 25. Budget Data:

The budget data presented in these consolidated financial statements is based upon the 2019 operating and capital budgets approved by Council on January 27, 2019. The schedule below reconciles the approved budget in bylaw #5732 to the budget figures reported in these consolidated financial statements.

	<u>Budget Amount</u>
Revenue:	
Operating budget	\$ 116,039
Capital budget	<u>17,505</u>
	133,544
Less:	
Transfers from other funds and reserves	11,850
Collections for other governments	<u>33,033</u>
	<u>(44,883)</u>
<b>Total Revenue</b>	88,661
Expenses:	
Operating budget	125,029
Capital budget	<u>21,902</u>
	146,931
Less:	
Capital expenses	21,902
Transfers to other funds and reserves	8,616
Debt principal payments	1,800
Collections for other governments	<u>33,033</u>
	<u>(65,351)</u>
<b>Total Expenses</b>	81,580
<b>Annual Surplus</b>	<u>\$ 7,081</u>

### 26. Subsequent Events

Subsequent to December 31, 2019 the coronavirus disease (COVID-19) was declared a pandemic by the World Health Organization. This has resulted in governments worldwide, including Canada, to enact emergency measures to combat the spread of COVID-19. The Province of British Columbia declared a State of Emergency which, combined with various orders by the Province's public health officer, has caused material disruption to businesses throughout the Province. The current situation is dynamic and the duration and financial impact of COVID-19 on the economy and the City is not known, an estimate of the financial effect on the City is not practicable at this time.



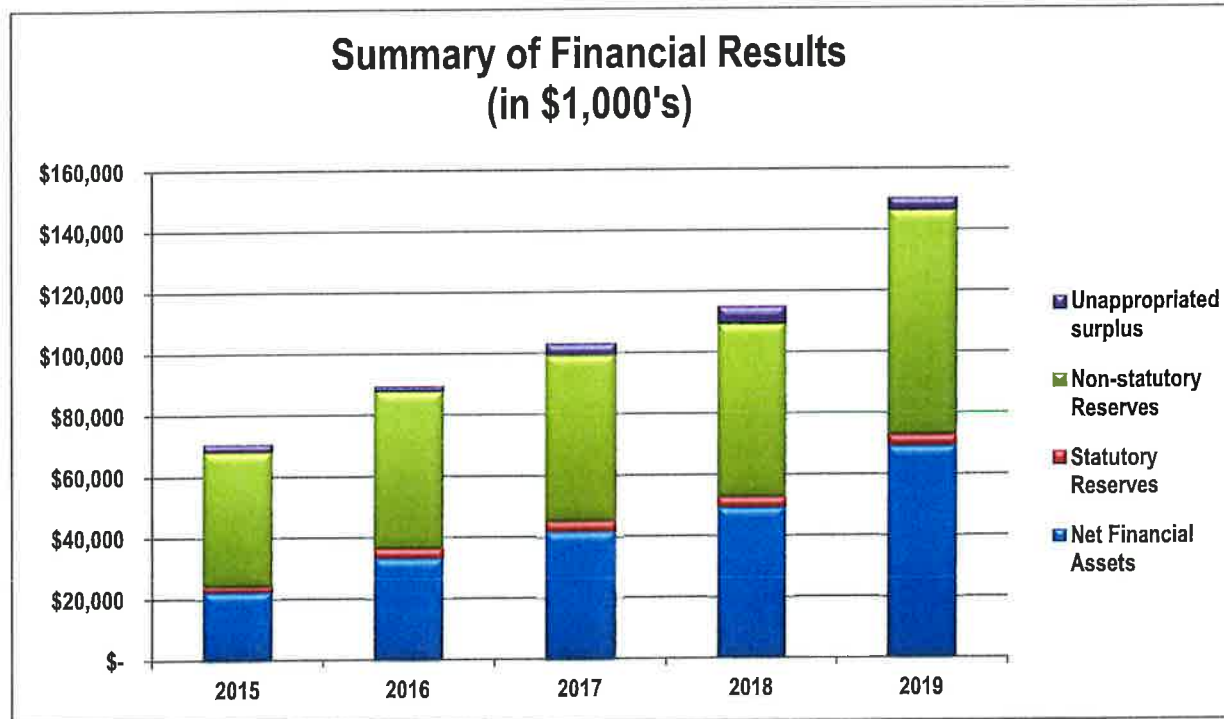
# STATISTICAL SECTION



## Summary of Financial Results

(In \$1,000's)

	2015	2016	2017	2018	2019
<b>FINANCIAL POSITION</b>					
Financial Assets	\$ 84,831	\$ 95,782	\$ 111,923	\$ 109,408	\$ 127,834
Liabilities	62,473	62,538	70,139	60,211	58,606
Net Financial Assets (Debt)	22,358	33,244	41,784	49,197	69,228
Non-financial Assets	573,939	571,692	571,460	576,228	563,985
<b>Accumulated Surplus, end of year</b>	<b>\$ 596,297</b>	<b>\$ 604,936</b>	<b>\$ 613,244</b>	<b>\$ 625,425</b>	<b>\$ 633,213</b>
<b>STATEMENT OF OPERATIONS</b>					
Revenue	\$ 83,248	\$ 77,638	\$ 90,233	\$ 94,295	\$ 89,148
Expenses	69,151	68,999	81,925	82,114	81,360
Annual Surplus	14,097	8,639	8,308	12,181	7,788
Accumulated Surplus, beginning of year	582,200	596,297	604,936	613,244	625,425
<b>Accumulated Surplus, end of year</b>	<b>\$ 596,297</b>	<b>\$ 604,936</b>	<b>\$ 613,244</b>	<b>\$ 625,425</b>	<b>\$ 633,213</b>
<b>ACCUMULATED SURPLUS</b>					
Equity in Tangible Capital Assets	\$ 548,102	\$ 548,807	\$ 552,009	\$ 559,708	\$ 551,986
Statutory reserves	1,792	3,040	3,370	3,442	3,519
Non-statutory reserves	43,911	51,411	54,084	56,523	73,512
Unappropriate surplus	2,492	1,678	3,781	5,752	4,196
<b>Accumulated Surplus, end of year</b>	<b>\$ 596,297</b>	<b>\$ 604,936</b>	<b>\$ 613,244</b>	<b>\$ 625,425</b>	<b>\$ 633,213</b>



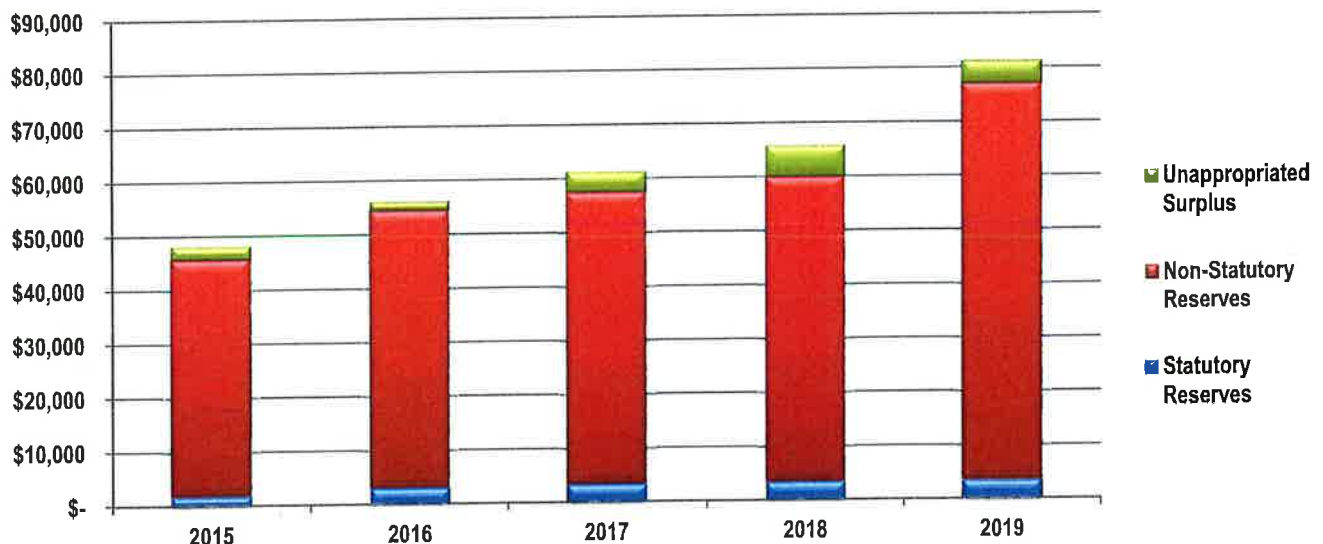


## Accumulated Surplus

*(In \$1,000's except for per-capita figures)*

	2015	2016	2017	2018	2019
<b>Equity in Tangible Capital Assets:</b>					
General	\$ 459,584	\$ 461,609	\$ 464,127	\$ 469,841	\$ 462,767
Sewer	88,518	87,198	87,882	89,867	89,219
	<b>\$ 548,102</b>	<b>\$ 548,807</b>	<b>\$ 552,009</b>	<b>\$ 559,708</b>	<b>\$ 551,986</b>
<b>Non-Capital Accumulated Surplus:</b>					
Statutory Reserves	\$ 1,792	\$ 3,040	\$ 3,370	\$ 3,442	\$ 3,519
Non-Statutory Reserves:					
Funds Committed for Uncompleted Projects	2,489	1,557	2,241	2,609	5,494
Capital Purposes	20,476	24,887	27,160	25,769	27,318
Operating Purposes	5,567	7,490	7,378	8,027	7,468
Tax & User Rate Equalization	12,651	14,380	13,887	17,026	19,646
Natural Gas System Lease Legacy	2,728	3,097	3,418	3,092	13,586
	<b>43,911</b>	<b>51,411</b>	<b>54,084</b>	<b>56,523</b>	<b>73,512</b>
Unappropriated surplus	2,492	1,678	3,781	5,752	4,196
	<b>\$ 48,195</b>	<b>\$ 56,129</b>	<b>\$ 61,235</b>	<b>\$ 65,717</b>	<b>\$ 81,227</b>
<b>NON-CAPITAL ACCUMULATED SURPLUS (FINANCIAL EQUITY) PER CAPITA</b>					
	<b>\$ 1,181</b>	<b>\$ 1,348</b>	<b>\$ 1,452</b>	<b>\$ 1,541</b>	<b>\$ 1,875</b>
<b>TOTAL ACCUMULATED SURPLUS</b>					
	<b>\$ 596,297</b>	<b>\$ 604,936</b>	<b>\$ 613,244</b>	<b>\$ 625,425</b>	<b>\$ 633,213</b>

### Non-Capital Accumulated Surplus (Financial Equity) (in \$1,000's)



## Property Tax Revenue

(in \$1,000's)

	2015	2016	2017	2018	2019
Residential	\$ 20,585	\$ 21,817	\$ 23,085	\$ 24,370	\$ 26,751
Commercial	10,919	11,299	11,599	12,381	12,860
Light Industrial	518	492	523	551	585
Utility & Other	414	413	407	439	457
<b>\$</b>	<b>32,436</b>	<b>34,021</b>	<b>35,614</b>	<b>37,741</b>	<b>40,653</b>

Excludes specified area taxation (included in Revenue by Source schedule).

### RATIO OF TAX RATES - COMMERCIAL TO RESIDENTIAL (General Taxes Only)

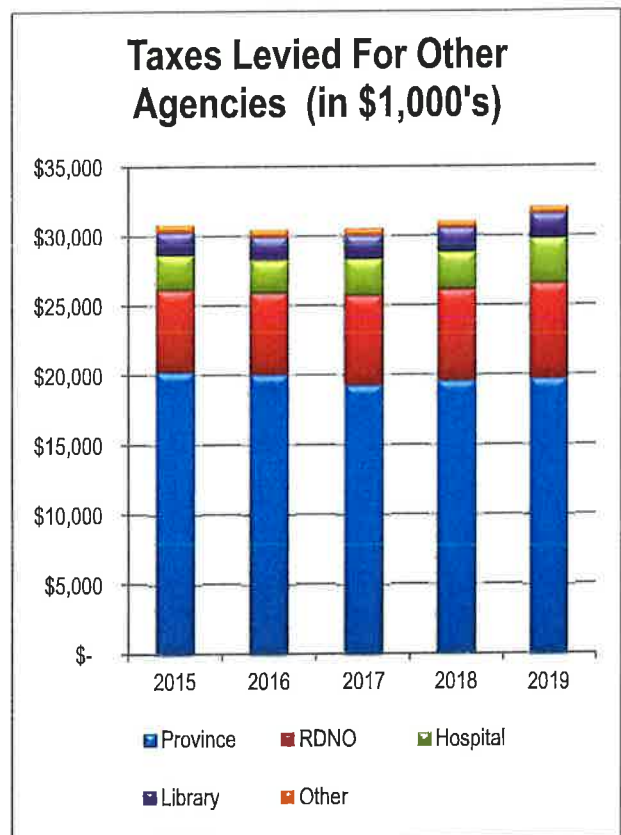
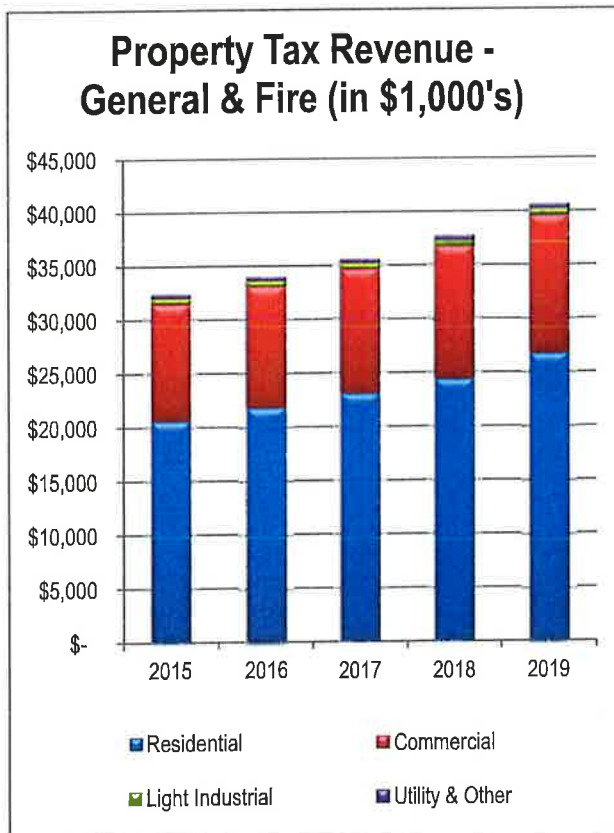
2.74      2.72      2.73      2.85      2.85

**TOTAL PROPERTY TAXES COLLECTED**      \$      66,394      \$      66,051      \$      65,532      \$      67,637      \$      70,924

**% OF CURRENT TAXES COLLECTED**      97.41%      97.20%      97.25%      97.51%      97.56%

### TAXES LEVIED FOR OTHER AGENCIES

Provincial School Taxes	\$ 20,246	\$ 20,049	\$ 19,271	\$ 19,553	\$ 19,711
Regional District of North Okanagan	5,882	5,898	6,461	6,568	6,817
Regional Hospital Districts	2,519	2,301	2,618	2,676	3,281
Okanagan Regional Library	1,638	1,702	1,694	1,767	1,760
Other	547	526	465	477	476
<b>\$</b>	<b>30,832</b>	<b>30,476</b>	<b>30,509</b>	<b>31,041</b>	<b>32,045</b>

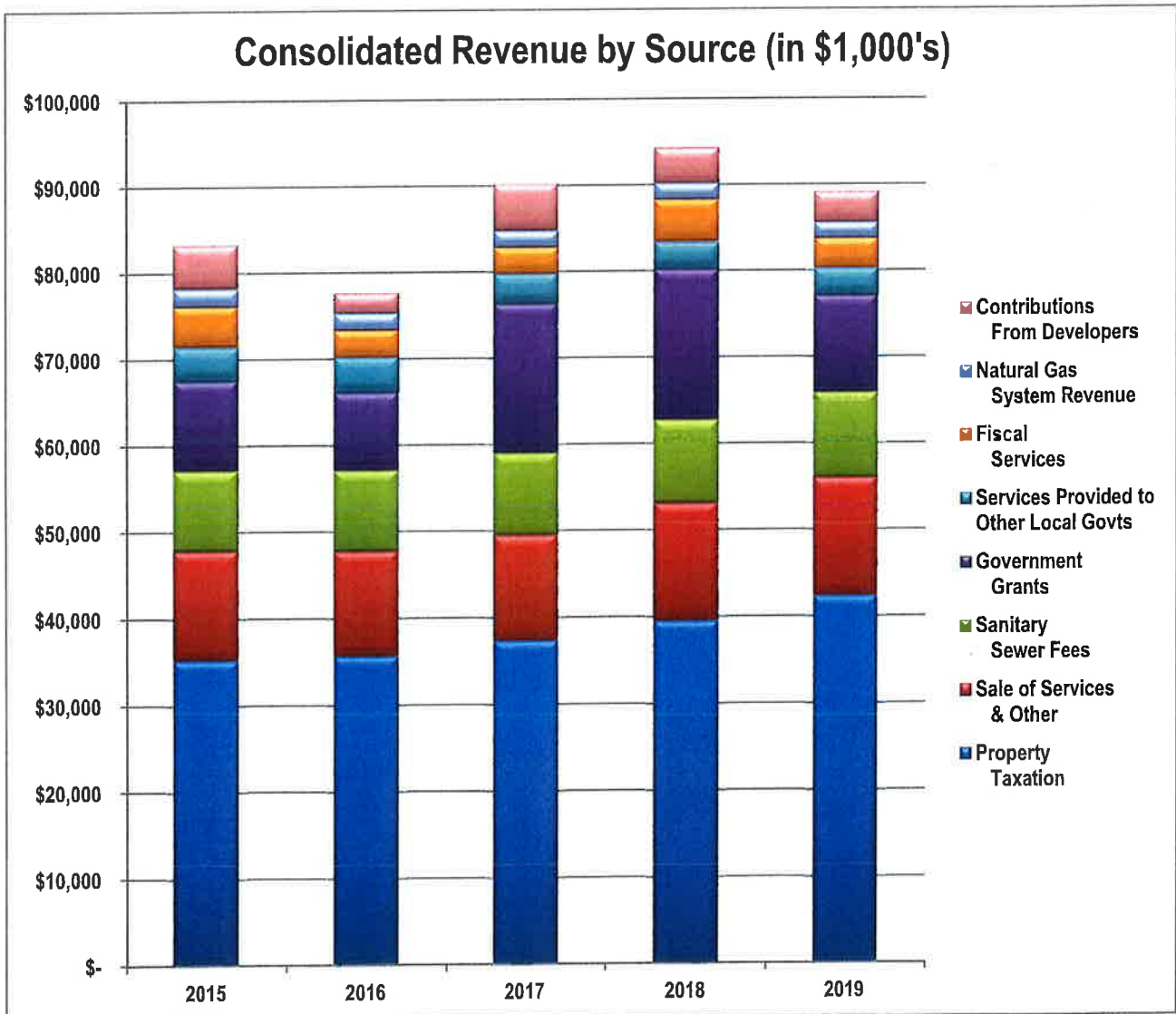


## Consolidated Revenue by Source

(In \$1,000's)

	2015	2016	2017	2018	2019
Property Taxation*	\$ 35,195	\$ 35,642	\$ 37,333	\$ 39,491	\$ 42,362
Sale of Services & Other	12,636	12,077	12,177	13,568	13,632
Sanitary Sewer Fees	9,278	9,360	9,453	9,645	9,840
Government Grants	10,431	9,015	17,357	17,473	11,281
Services Provided to Other Local Govts	3,896	4,137	3,495	3,192	3,199
Fiscal Services	4,712	3,117	3,041	4,924	3,451
Natural Gas System Revenue	2,017	1,960	1,911	1,874	1,832
Contributions From Developers	5,083	2,330	5,466	4,128	3,551
<b>\$</b>	<b>83,248</b>	<b>77,638</b>	<b>90,233</b>	<b>94,295</b>	<b>89,148</b>

\*Includes specified area taxation (not included in Property Tax Revenue schedule).

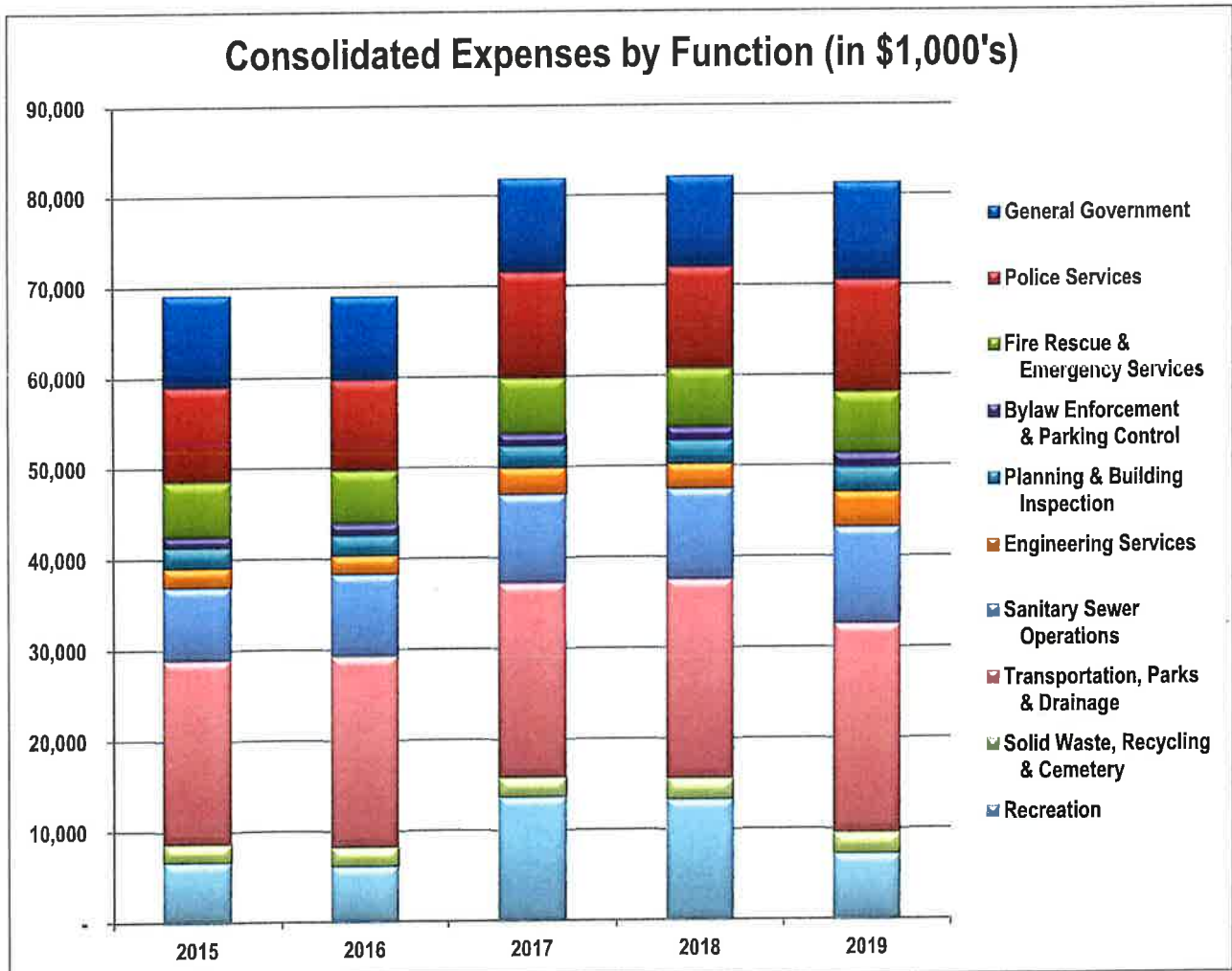


## Consolidated Expenses by Function

(In \$1,000's)

	2015	2016	2017	2018	2019
General Government	\$ 10,194	\$ 9,322	\$ 10,408	\$ 10,150	\$ 10,864
Police Services	10,460	10,021	11,733	11,262	12,465
Fire, Rescue & Emergency Services	6,096	5,822	6,175	6,467	6,751
Bylaw Enforcement & Parking Control	1,097	1,265	1,263	1,391	1,514
Planning & Building Inspection	2,283	2,256	2,456	2,649	2,695
Engineering Services	2,138	2,054	2,973	2,731	3,877
Sanitary Sewer Operations	8,045	9,038	9,741	9,981	10,691
Transportation, Parks & Drainage	20,264	21,053	21,448	21,961	23,066
Solid Waste, Recycling & Cemetery	1,956	2,058	2,096	2,283	2,253
Recreation	6,618	6,110	13,632	13,239	7,184
<b>Total</b>	<b>\$ 69,151</b>	<b>\$ 68,999</b>	<b>\$ 81,925</b>	<b>\$ 82,114</b>	<b>\$ 81,360</b>

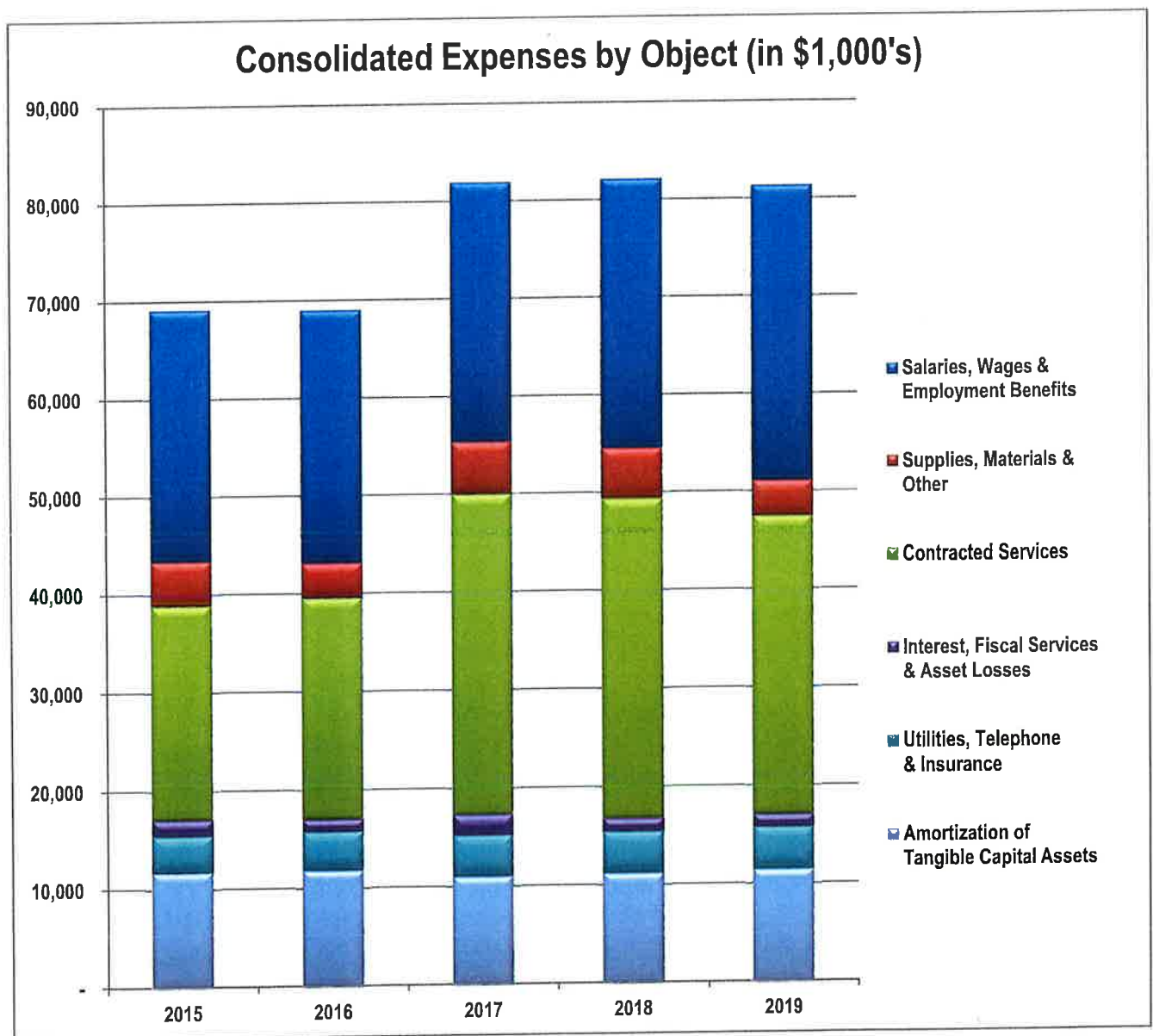
Derived from the General Fund, Sewer Fund, Statutory Reserve Funds, and wholly-owned subsidiaries. For purposes of this table, all interest, fiscal service expenses, and amortization have been integrated in their respective functions.



## Consolidated Expenses by Object

(In \$1,000's)

	2015	2016	2017	2018	2019
Salaries, Wages & Employment Benefits	\$ 25,771	\$ 25,901	\$ 26,609	\$ 27,622	\$ 30,289
Supplies, Materials & Other	4,525	3,534	5,363	5,157	3,610
Contracted Services	21,774	22,535	32,662	32,581	30,437
Interest, Fiscal Services & Asset Losses	1,631	1,255	2,067	1,351	1,251
Utilities, Telephone & Insurance	3,759	3,993	4,250	4,271	4,352
Amortization of Tangible Capital Assets	11,691	11,781	10,974	11,132	11,421
<b>\$</b>	<b>69,151</b>	<b>68,999</b>	<b>81,925</b>	<b>82,114</b>	<b>81,360</b>

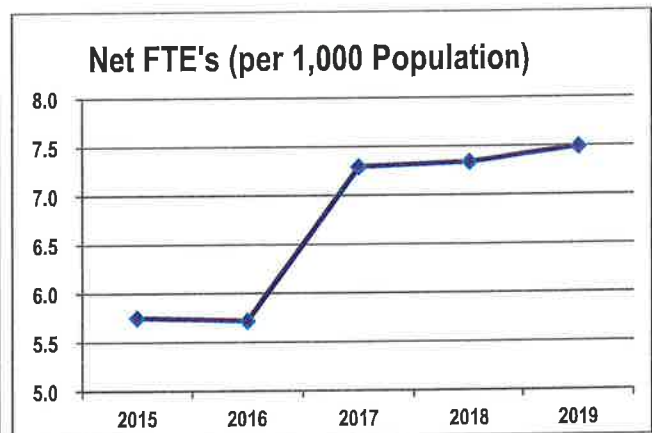
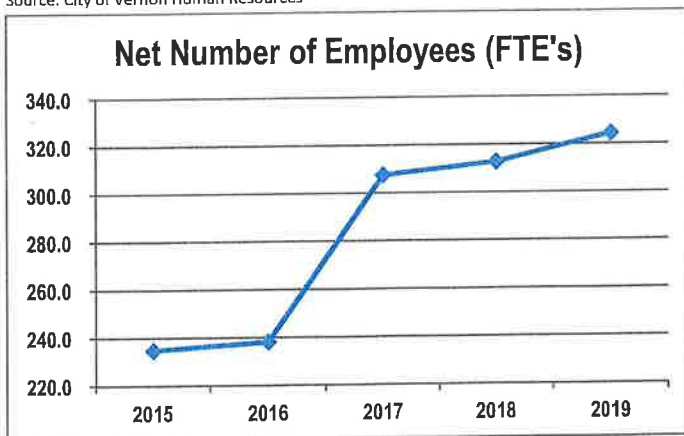




## Number of Employees (Full-time Equivalents)

Number of Employees (Full-time Equivalents)*	2015	2016	2017	2018	2019
<b>Administration &amp; Corporate Services:</b>					
General Administration	2.0	2.0	2.0	2.0	2.0
Legislative Services	8.5	8.0	7.5	8.9	10.0
Human Resources	7.4	8.1	8.3	10.0	10.0
Information Services	9.6	9.6	10.3	8.9	9.4
Bylaw Enforcement	11.0	12.9	13.5	13.3	13.2
Community Policing Office	3.8	3.0	3.0	3.0	3.0
Financial Services	16.8	16.1	16.5	17.3	19.0
Engineering & GIS	15.2	14.9	17.4	16.9	18.0
Community Development	18.7	20.8	19.6	19.1	20.7
Fire Rescue Services	39.1	38.2	39.1	36.9	37.3
RCMP (Municipal Support Services)	30.7	30.5	29.1	29.9	31.2
<b>Operations:</b>					
Operations Administration	2.9	3.6	4.0	4.9	4.6
Sanitary & Storm Sewer	17.5	19.7	18.0	19.2	18.7
Water **	13.3	11.8	12.0	12.4	14.7
Public Works	24.7	24.2	22.9	29.0	29.0
Parks	10.8	12.2	12.1	12.2	15.3
Fleet & Building Services	11.9	12.7	12.3	11.6	12.3
Vernon Water Reclamation Centre	13.5	12.2	11.6	11.7	12.9
Airport	1.6	1.7	1.7	1.7	1.7
Recreation	55.2	56.3	58.7	56.4	56.3
<b>Gross Number of Employees</b>	<b>314.2</b>	<b>318.5</b>	<b>319.6</b>	<b>325.3</b>	<b>339.3</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 RDNO for Water					
	(79.3)	(80.3)	(12.0)	(12.4)	(14.7)
<b>Net Number of Employees (relating to total employment costs recorded by the City of Vernon)</b>	<b>234.9</b>	<b>238.2</b>	<b>307.6</b>	<b>312.9</b>	<b>324.6</b>
<b>Gross FTE Positions per 1,000 Population</b>	7.7	7.6	7.6	7.6	7.8
<b>Net FTE Positions per 1,000 Population</b>	5.8	5.7	7.3	7.3	7.5

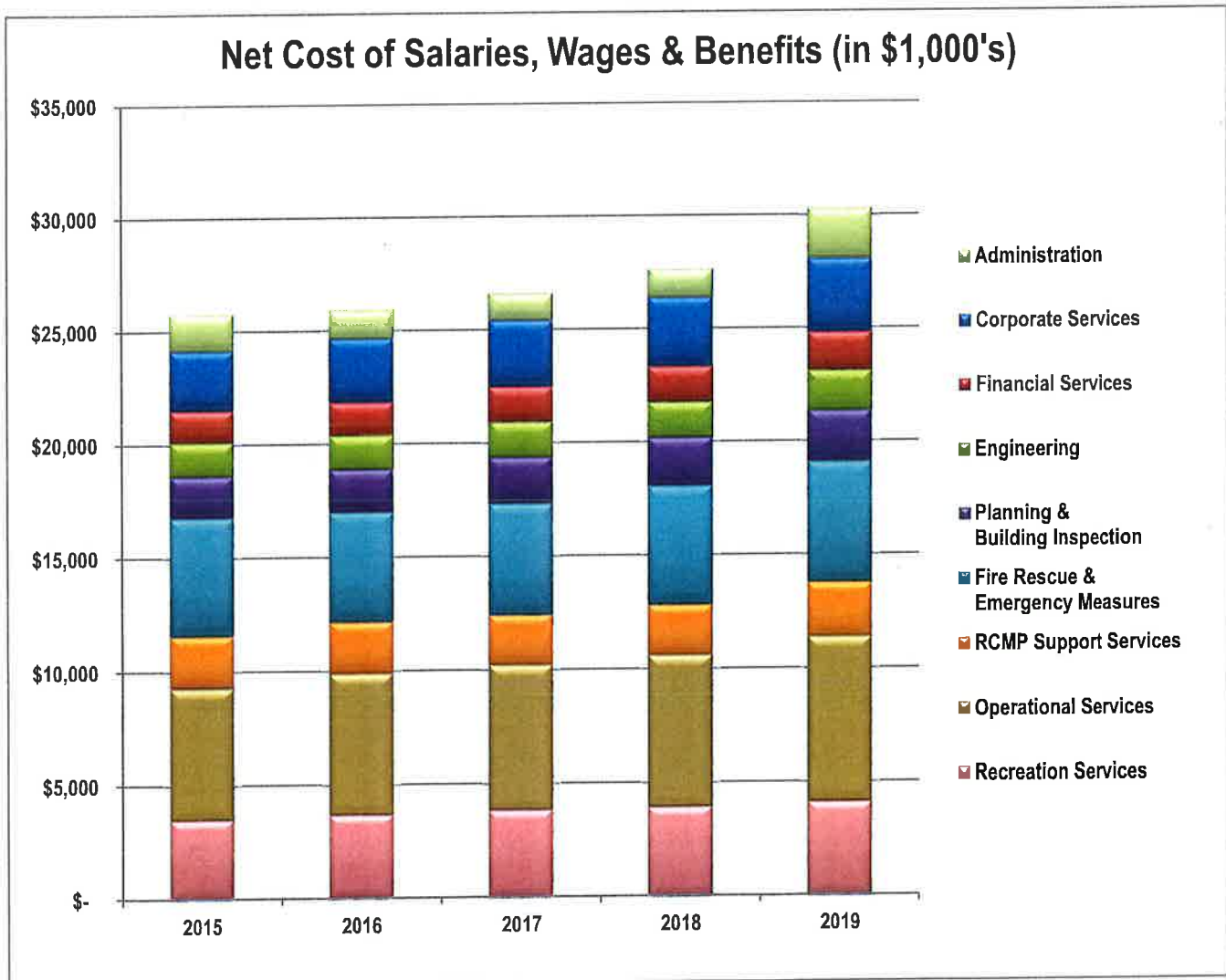
Source: City of Vernon Human Resources



## Cost of Salaries, Wages and Benefits

(In \$1,000's)

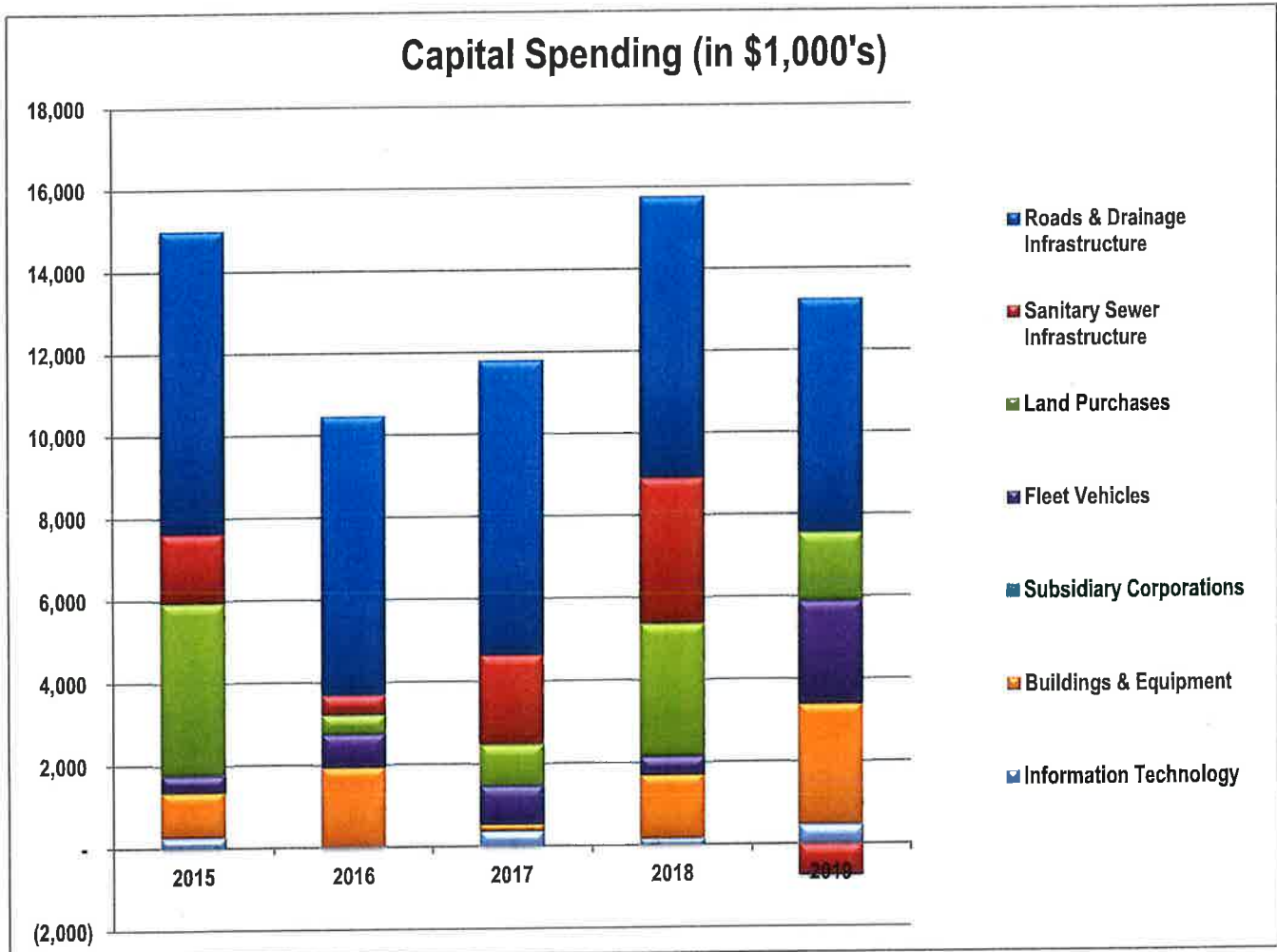
	2015	2016	2017	2018	2019
Administration	\$ 1,621	\$ 1,255	\$ 1,198	\$ 1,245	\$ 2,223
Corporate Services	2,659	2,817	2,939	3,057	3,262
Financial Services	1,392	1,472	1,546	1,575	1,701
Engineering	1,484	1,487	1,548	1,570	1,749
Planning & Building Inspection	1,854	1,907	2,071	2,149	2,289
Fire Rescue & Emergency Services	5,201	4,825	4,909	5,236	5,316
RCMP Support Services	2,293	2,255	2,187	2,206	2,383
Operational Services	5,799	6,234	6,394	6,690	7,269
Recreation Services	3,467	3,649	3,817	3,894	4,097
<b>Total</b>	<b>\$ 25,770</b>	<b>\$ 25,901</b>	<b>\$ 26,609</b>	<b>\$ 27,622</b>	<b>\$ 30,289</b>



## Capital Spending

(In \$1,000's)

	2015	2016	2017	2018	2019
Roads & Drainage Infrastructure	\$ 7,379	\$ 6,775	\$ 7,166	\$ 6,871	\$ 5,709
Sanitary Sewer Infrastructure	1,683	478	2,165	3,546	(745)
Land Purchases	4,166	461	990	3,206	1,654
Vehicle Fleet	409	806	930	447	2,501
Subsidiary Corporations	6	8	-	-	-
Buildings & Equipment	1,091	1,938	164	1,548	2,921
Information Technology	266	-	379	156	465
<b>\$</b>	<b>\$ 15,000</b>	<b>\$ 10,466</b>	<b>\$ 11,794</b>	<b>\$ 15,774</b>	<b>\$ 12,505</b>



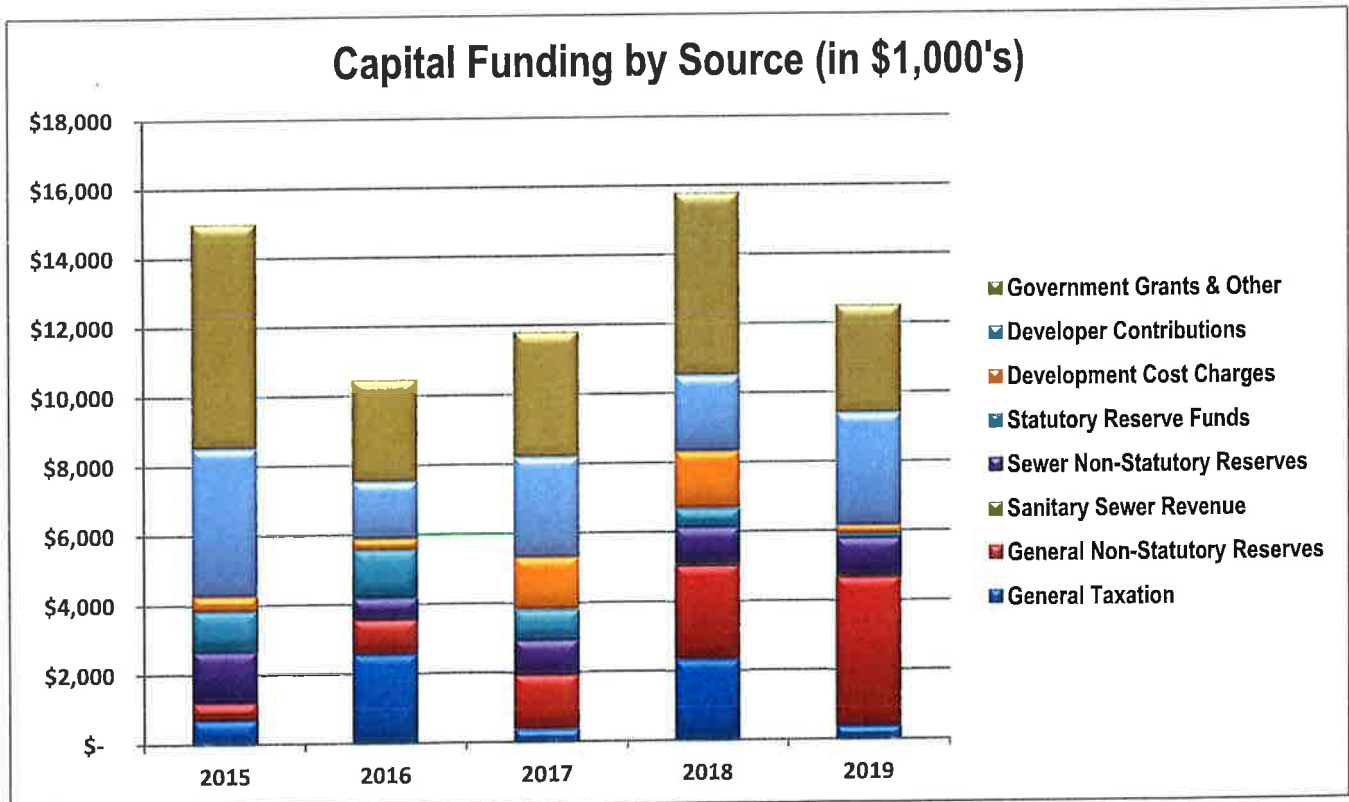
## Capital Funding by Source

(In \$1,000's)

	2015	2016	2017	2018	2019
General Taxation	\$ 711	\$ 2,559	\$ 368	\$ 2,319	\$ 371
General Non-Statutory Reserves	481	1,009	1,556	2,718	4,297
Sanitary Sewer Revenue	-	-	-	55	55
Sewer Non-Statutory Reserves	1,473	631	1,011	1,049	1,073
Statutory Reserve Funds	1,184	1,376	870	535	112
Development Cost Charges	407	314	1,502	1,649	245
Developer Contributions	4,260	1,645	2,889	2,177	3,236
Government Grants & Other	6,478	2,924	3,598	5,272	3,116
<b>Total</b>	<b>\$ 14,994</b>	<b>\$ 10,458</b>	<b>\$ 11,794</b>	<b>\$ 15,774</b>	<b>\$ 12,505</b>

### PROPORTIONAL BREAKDOWN OF CAPITAL FUNDING

General Taxation	4.7%	24.5%	3.1%	14.7%	3.0%
Sanitary Sewer Revenue	0.0%	0.0%	0.0%	0.3%	0.4%
Reserves	20.9%	28.8%	29.1%	27.3%	43.8%
Developers	31.1%	18.7%	37.2%	24.3%	27.8%
Government Grants & Other	43.2%	28.0%	30.5%	33.4%	24.9%
<b>Total</b>	<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 except for per-capita figures)

### LONG-TERM DEBT BY FUNCTION

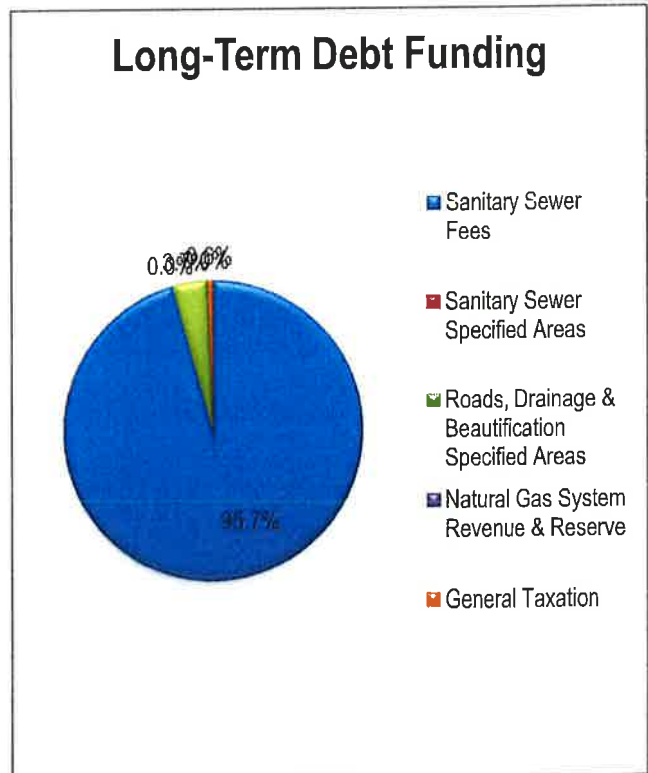
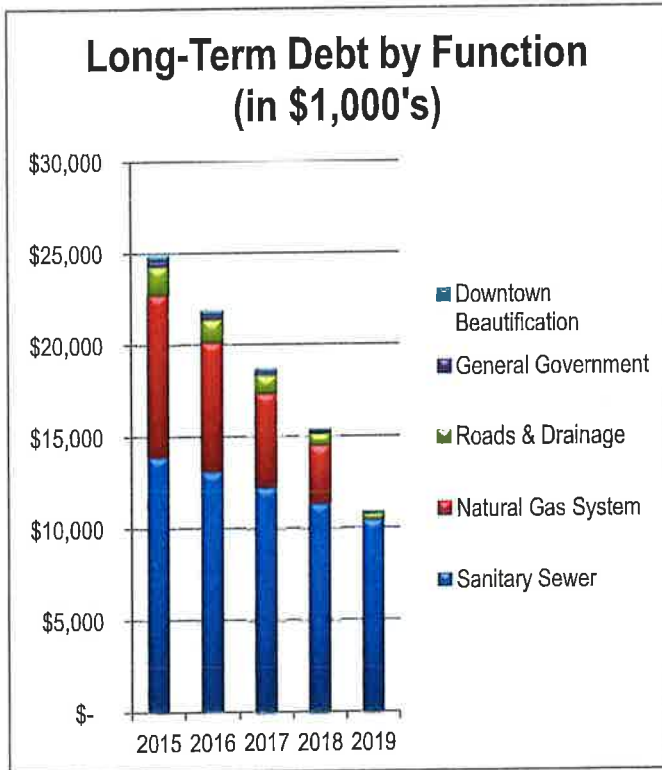
	2015	2016	2017	2018	2019
Sanitary Sewer	\$ 13,879	\$ 13,055	\$ 12,198	\$ 11,315	\$ 10,396
Natural Gas System	8,840	7,036	5,141	3,149	-
Roads & Drainage	1,568	1,276	973	660	336
General Government	303	247	188	128	65
Downtown Beautification	291	236	181	123	62
<b>Total</b>	<b>\$ 24,881</b>	<b>\$ 21,850</b>	<b>\$ 18,681</b>	<b>\$ 15,375</b>	<b>\$ 10,859</b>

### DEBT PER CAPITA

	\$ 609	\$ 525	\$ 443	\$ 361	\$ 251
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### PROPORTIONAL FUNDING SOURCES FOR LONG-TERM DEBT

Sanitary Sewer Fees	55.6%	59.6%	65.2%	73.5%	95.7%
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%	3.7%
Natural Gas System Revenue & Reserve	40.0%	38.0%	35.5%	32.2%	0.0%
General Taxation	1.3%	1.3%	1.2%	1.2%	0.6%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

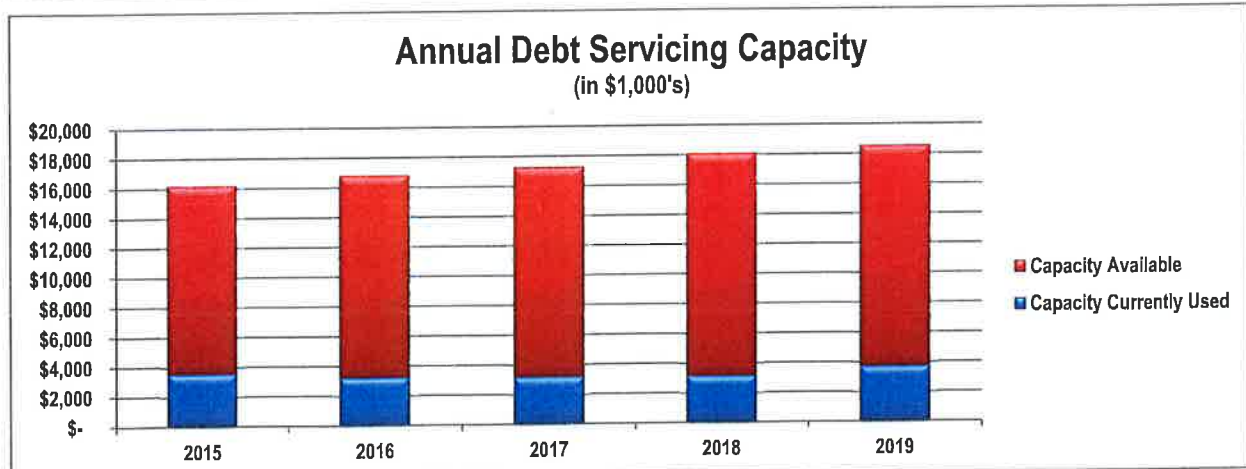
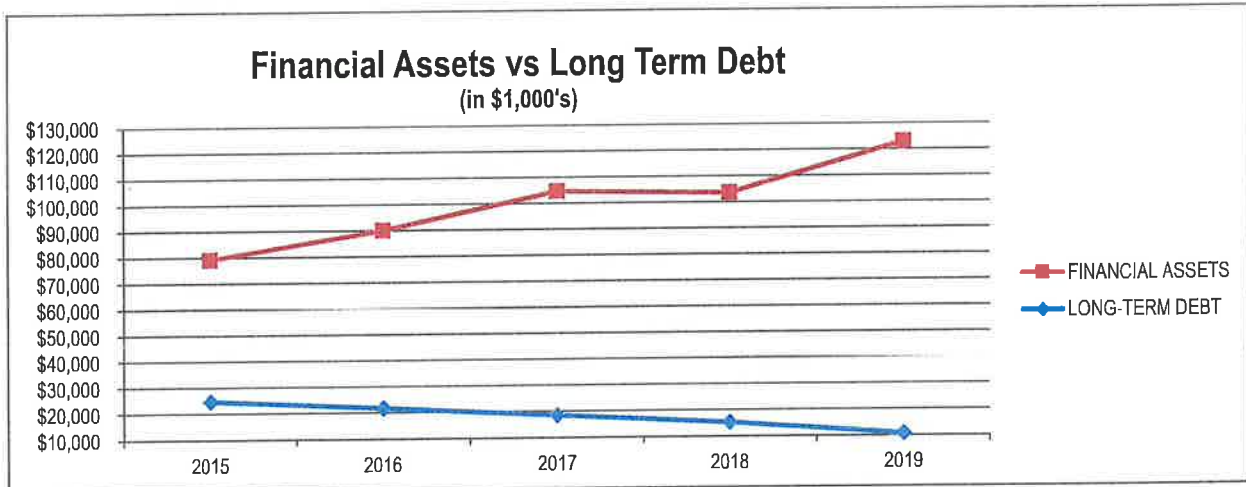




## Debt Capacity

(In \$1,000's)

	2015	2016	2017	2018	2019
<b>FINANCIAL ASSETS</b>	\$ 79,261	\$ 90,182	\$ 104,690	\$ 103,803	\$ 123,151
<b>LONG-TERM DEBT</b>	\$ 24,881	\$ 21,850	\$ 18,681	\$ 15,375	\$ 10,859
<b>RATIO OF FINANCIAL ASSETS TO LONG TERM DEBT</b>	3.19	4.13	5.60	6.75	11.34
<p>The City's ability to borrow funds (debt capacity) is based on a calculation to determine the maximum principal and interest payments (liability servicing) allowed in a year. The liability servicing limit is calculated based on a percentage of applicable Municipal Revenues determined by the Province.</p>					
<b>MUNICIPAL REVENUES</b>	\$ 65,851	\$ 68,263	\$ 70,357	\$ 73,737	\$ 75,736
<b>Less:</b>					
Actuarial adjustments on long term debt	(1,137)	(1,233)	(1,369)	(1,508)	(1,657)
<b>TOTAL NET MUNICIPAL REVENUES</b>	\$ 64,714	\$ 67,030	\$ 68,988	\$ 72,229	\$ 74,079
Liability Servicing factor	25%	25%	25%	25%	25%
<b>LIABILITY SERVICING LIMIT</b>	\$ 16,179	\$ 16,758	\$ 17,247	\$ 18,057	\$ 18,520
<b>LIABILITY SERVICING COST</b>					
Debt Servicing for Authorized and Issued Debt	\$ 3,322	\$ 3,004	\$ 2,905	\$ 2,865	\$ 3,502
Estimated Debt Servicing for Unissued Debt	219	219	270	270	223
<b>TOTAL LIABILITY SERVICING COST</b>	\$ 3,541	\$ 3,223	\$ 3,175	\$ 3,135	\$ 3,725
<b>LIABILITY SERVICING CAPACITY AVAILABLE</b>	\$ 12,638	\$ 13,535	\$ 14,072	\$ 14,922	\$ 14,795



## Property Assessments

(in \$1,000's)

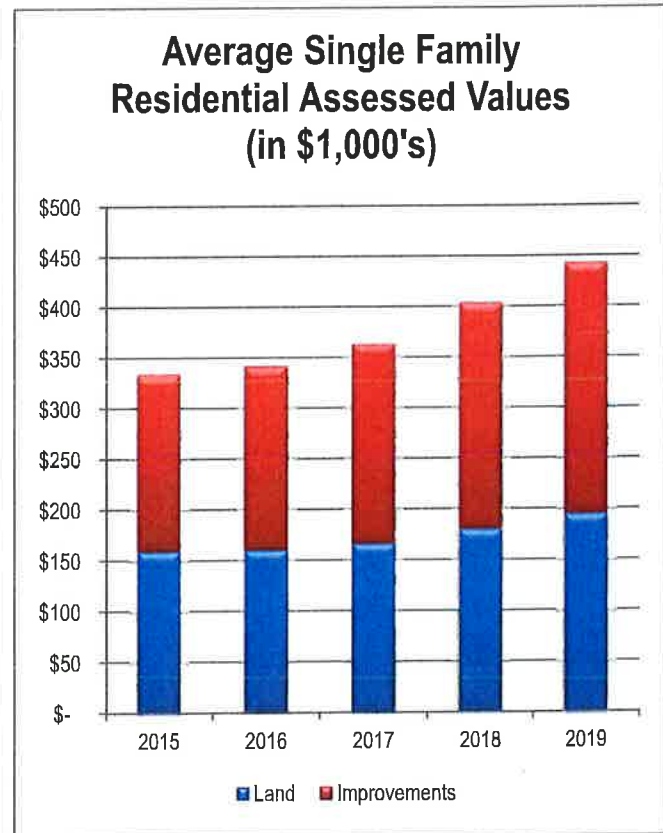
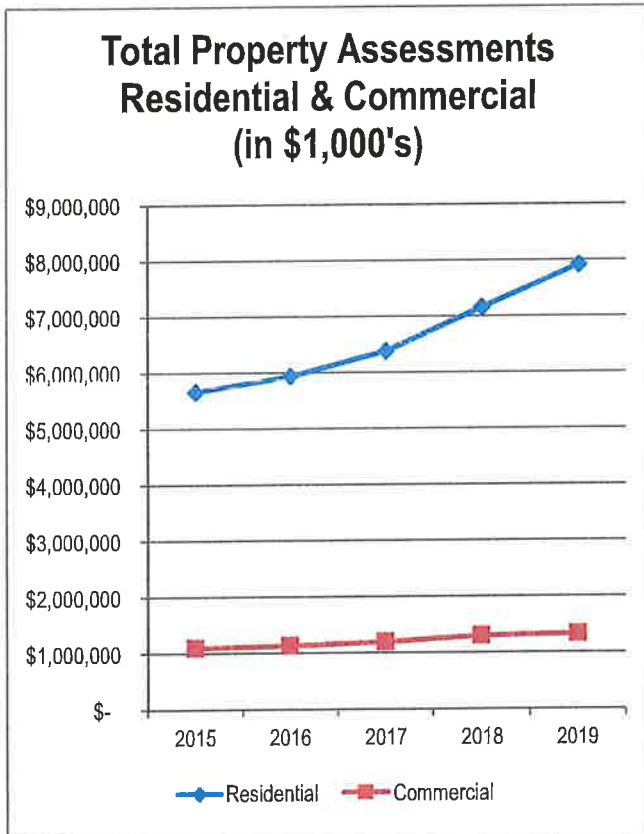
	2015	2016	2017	2018	2019
Residential	\$ 5,665,492	\$ 5,939,468	\$ 6,389,094	\$ 7,165,968	\$ 7,919,882
Commercial	1,097,231	1,131,080	1,194,869	1,305,469	1,328,300
Light Industrial	35,712	37,813	38,661	44,907	42,920
Recreation & Non-Profit	23,904	22,982	22,951	22,694	23,491
Utility	7,466	7,385	7,213	7,674	7,982
Farm Land & Managed Forest	3,947	3,988	3,715	3,606	3,268
<b>Total</b>	<b>\$ 6,833,752</b>	<b>\$ 7,142,716</b>	<b>\$ 7,656,503</b>	<b>\$ 8,550,318</b>	<b>\$ 9,325,843</b>

% Change From Prior Year	5.4%	4.5%	7.2%	11.7%	9.1%
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### AVERAGE SINGLE FAMILY RESIDENTIAL ASSESSED VALUES

	2015	2016	2017	2018	2019
Land	\$ 159	\$ 160	\$ 166	\$ 180	\$ 195
Improvements	174	181	197	223	247
<b>Total</b>	<b>\$ 333</b>	<b>\$ 341</b>	<b>\$ 363</b>	<b>\$ 403</b>	<b>\$ 442</b>

% Change From Prior Year	5.0%	2.4%	6.5%	11.0%	9.7%
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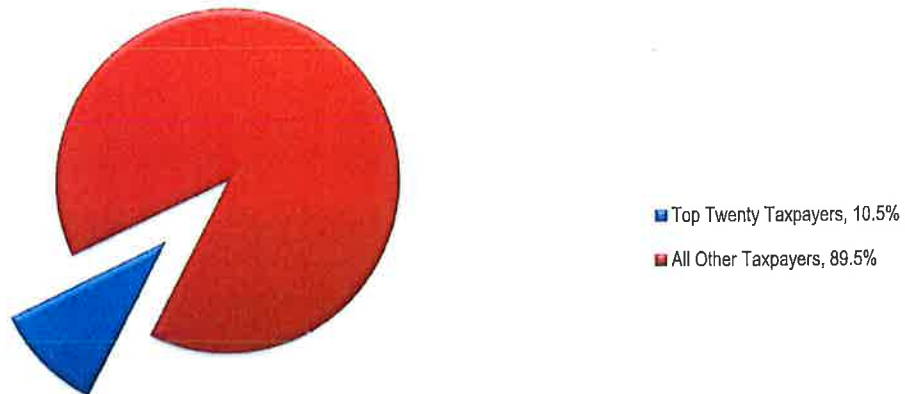


## Principal Corporate Taxpayers

(In \$1,000's)

Rank	Category	Property Owner	Common Name	General Tax Levy	2018 Rank
1	Retail	Village Green Shopping Centre Inc.	Village Green Mall	\$ 745	1
2	Retail	Calloway REIT (Vernon) Inc.	Vernon Smart Centre (Including Wal-Mart)	659	2
3	Retail	CP REIT BC Properties Ltd	Real Canadian Superstore	350	3
4	Hotel	460463 BC Ltd	Sparkling Hills Resort	292	4
5	Retail	Sunstone Holdings Inc.	Shops at Polson Park	260	5
6	Retail	Realfund Investments (BC) Ltd	Vernon Square (Northern Portion)	233	6
7	Office	N & T Properties Ltd	Kal Tire - Corporate Office	199	7
8	Retail	Home Depot Holdings Inc	The Home Depot	164	8
9	Retail	Canadian Tire Corporation Ltd	Canadian Tire	139	9
10	Retail	Fruit Union Plaza Holdings Ltd	Fruit Union Plaza	134	10
11	Retail	5601 Anderson Way Holdings Ltd	The Brick & Red Robin	131	12
12	Office	Timber Facility Ltd	Tolko Industries - Corporate Office	131	11
13	Retail	Snowcat Property Holdings Ltd	Vernon Square Safeway (Southern Portion)	119	15
14	Retail	4246551 Canada Inc	Rona	117	13
15	Entertainment	Gateway Casinos & Entertainment Ltd	Gateway Casino & Entertainment	113	16
16	Hotel	Jassi Holdings Ltd	Holiday Inn (Including Ricky's Grill)	105	17
17	Retail	D C Investments Ltd	Landing Plaza	94	19
18	Retail	Loblaw Properties West Inc.	Real Canadian Wholesale Club	92	18
19	Hotel	The Hollypark Organization Inc	Fairfield Inn & Suites by Marriott	91	New
20	Manufacturer	Protect Holdingd Ltd	Tekmar Control Systems Ltd	85	New
<b>Total General &amp; Fire Tax Revenue - Top Twenty</b>				<b>\$ 4,253</b>	
<b>Total General &amp; Fire Tax Revenue - City Wide</b>				<b>\$ 40,653</b>	
<b>Proportion of Taxes Paid by Top Twenty</b>				<b>10.5%</b>	

### Tax Contribution from Principal Corporate Taxpayers



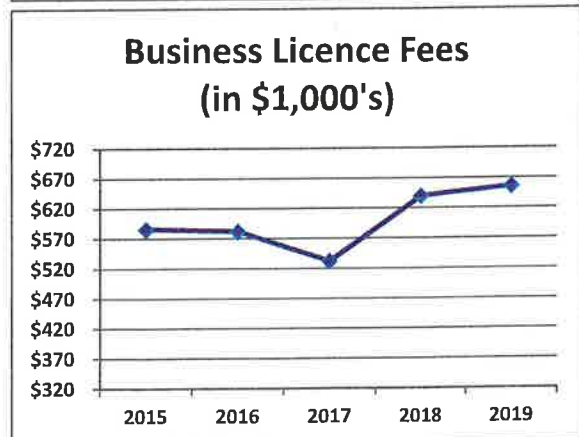
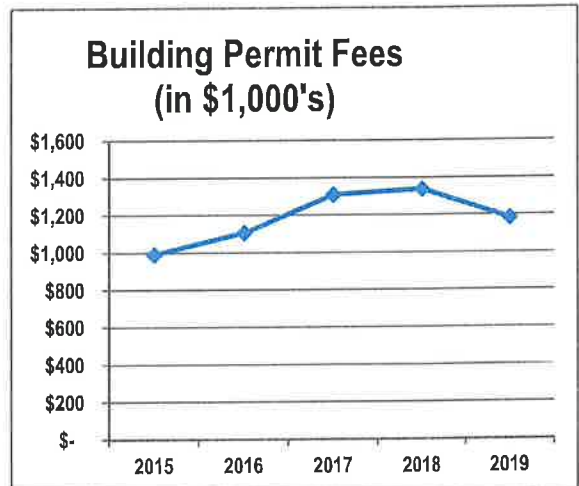
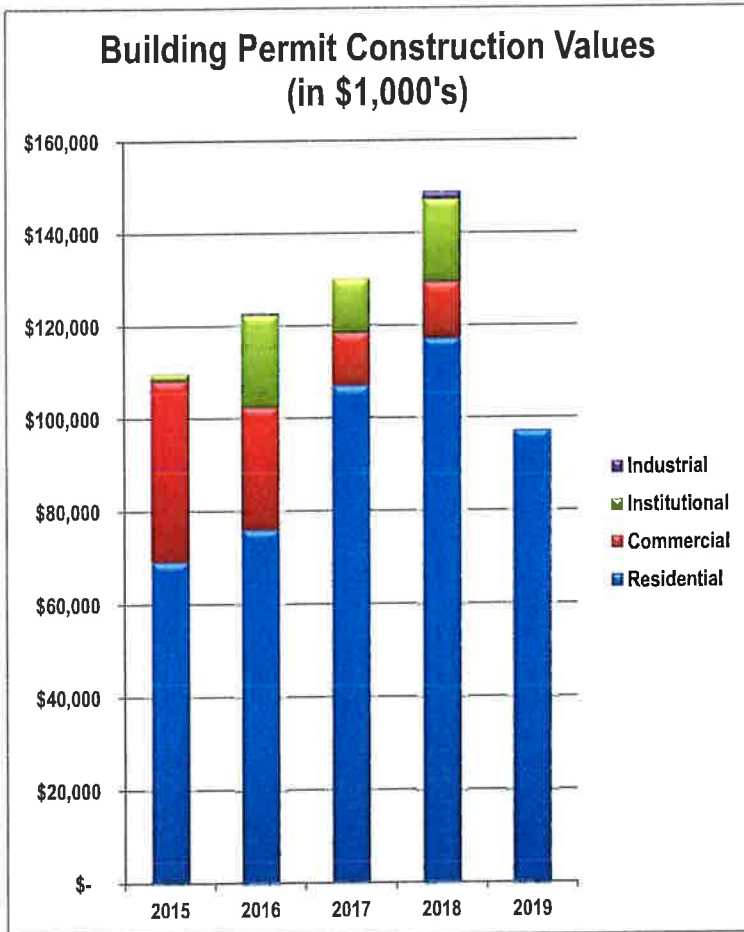
## Building Permits and Business Licences

(In \$1,000's)

	2015	2016	2017	2018	2019
<b>Building Permit Construction Values</b>					
Residential	\$ 69,131	\$ 76,036	\$ 107,007	\$ 117,151	\$ 97,107
Commercial	39,105	26,445	11,531	12,197	24,593
Institutional	1,478	19,878	11,575	17,971	248
Industrial	60	340	-	1,558	2,460
	<b>\$ 109,774</b>	<b>\$ 122,699</b>	<b>\$ 130,113</b>	<b>\$ 148,877</b>	<b>\$ 124,408</b>
<b>Building Permit Fees</b>	\$ 992	\$ 1,108	\$ 1,311	\$ 1,339	\$ 1,185
<b>Number of Building Permits Issued</b>	381	394	433	407	371
<b>Business Licence Fees</b>	\$ 586	\$ 582	\$ 532	\$ 640	\$ 656
<b>Number of Licenced Businesses</b>	3,129	3,767	3,580	3,623	3,266
<b>Number of Land Use Applications Processed *</b>	151	177	193	201	190

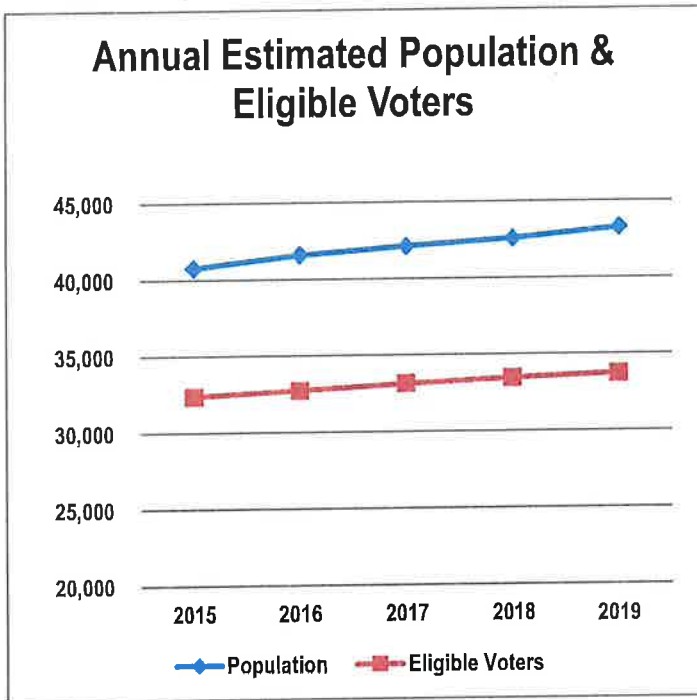
\* Includes applications for Rezoning, OCP Amendment, Development Permit, Development Variance Permit, Board of Variance, ALR, and Subdivision

Source: City of Vernon Planning & Building Division



## Population Demographics

	2015	2016	2017	2018	2019
Annual Estimated Population (Source: BC Statistics)	40,824	41,638	42,160	42,632	43,315
Population Growth Rates	4.2%	2.0%	1.3%	1.1%	1.6%
Annual Estimated Eligible Voters (based on population estimate)	32,397	32,749	33,180	33,494	33,762



### Selected Statistics:

Taxable Area (hectares)	7,745
Total Area (hectares)	11,765
Paved Roads (kilometers)	300
Number of Fire Hydrants	1,288
Storm Sewer Pipes (kilometers)	200
Sanitary Sewer Pipes (kilometers)	276
Residential Sewer Connections	9,779
Commercial & Other Sewer Connections	1,229
Sewer System Average Daily Flow (cubic metres/day)	12,259

### 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>





— 2019 —

ANNUAL  
REPORT

The Corporation of the City of Vernon

City Hall  
3400 30 Ave  
Vernon, BC  
TEL: 250 545 1361



THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO **FILE:** 1660-01

**PC:** Mayor and Council **DATE:** June 11, 2020

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

**SUBJECT:** **UBCM RESOLUTION – ONLINE GAMING**

---

As reported to Council at the Regular meeting of May 11, 2020, Administration is anticipating at least a \$1,000,000 decline in casino gaming revenues for 2020. Due to this decline, Administration recommended Council defer the Streetlight LED conversion project.

The Province’s Restart Plan indicates it may be some time before Casino facilities are allowed to re-open; and even then their ability to provide gambling services may be restricted. As such, Administration believes its casino gaming revenues in 2020, and likely 2021, will be even less than first anticipated.

The City received the following amounts in casino gaming revenue over the past five (5) years:

2020 YTD	-	\$ 342,223	
2019	-	\$1,859,319	
2018*	-	\$1,516,214	*Casino experienced labour dispute
2017	-	\$1,960,310	
2016	-	\$1,959,832	
2015	-	\$2,043,829	

The City receives casino gaming revenues based on a Host Financial Assistance Agreement, signed October 21, 1999 with the Province of BC. The agreement states that the City will receive “an amount equal to ten (10%) per cent of the net gaming income from the casino”. The Province does not share **online** gaming revenues with local governments. Casino gaming revenues have been slowly declining since 2015, which could possibly be attributed to the trend towards online gambling made available in BC in 2010. As reported by BCLC in its October 2019 “PlayNow.com in BC” publication (Attachment 1), “In fiscal 2018/19, PlayNow.com generated \$178.0 million in revenue for BCLC. Overall, revenues increased by \$34.2 million from 2017/2018.”

In their annual reports BCLC has reported net income for Lottery and eGaming since 2015 as follows:

2018/2019*	-	\$432.0 million
2017/2018	-	\$377.9 million
2016/2017	-	\$377.8 million

2015/2016 - \$369.1 million  
2014/2015 - \$304.2 million

\*In 2018 PlayNow.com launched Live Casino (Attachment 1).

Administration recommends Council, through UBCM, request the Province share online gaming revenues to make up for lost revenues during the COVID-19 pandemic for local governments hosting casino facilities.

**RECOMMENDATION:**

THAT Council makes the following submission to UBCM for consideration during their annual general meeting:

WHEREAS municipalities are limited by the "*Community Charter, Part 7, Division 1, Paragraph 192*" to specific types of revenue sources;

AND WHEREAS municipalities imposing fees for services have seen significant declines in revenues, including casino gaming revenues, due to the COVID-19 pandemic and resulting Provincial State of Emergency;

AND WHEREAS online gaming revenues increased significantly since 2017/2018;

AND WHEREAS municipalities with gaming facilities rely on gaming revenues to offset costs for operating, infrastructure and capital projects;

THEREFORE BE IT RESOLVED that the Province of British Columbia allocate revenues generated by online gaming to replace lost casino gaming revenues for host municipalities experiencing shortfalls due to the closure of gaming facilities as a result of the COVID-19 pandemic.

Respectfully submitted,



Attachment 1 – Playnow.com In BC (October 2019)



## PLAYNOW.COM IN B.C.

PlayNow.com offers a safe and secure online gambling experience on a state-of-the-art gaming platform. From exclusive slot games to a full suite of sports betting, lottery and casino products, PlayNow.com delivers players the very best in gambling entertainment while helping communities across B.C. grow.

### ABOUT PLAYNOW.COM

- The only regulated online or mobile gambling website in B.C.
- PlayNow.com operates under strict regulatory controls and employs the highest standards to provide British Columbians, who choose to gamble online, with a website they can trust.
- PlayNow.com includes a number of responsible gambling safeguards: weekly transfer-in limit, session log, purchase history, age control and voluntary short-term lockout. It also incorporates security technology and safeguards similar to those used by financial institutions.

### BIG WINS ON PLAYNOW.COM

- In fiscal 2018/2019, PlayNow.com awarded \$2.9 billion to winners in B.C., which includes prizes awarded in lottery, Keno, instants, casino, live casino, sports, pools, poker and bingo.
- On April 3, 2019, a Tumbler Ridge resident won \$10 million on a Lotto 6/49 ticket purchased on PlayNow.com. The current record for Canada's largest online lottery prize is \$21 million, won by a Nanaimo resident in August 2016.
- The largest online casino slot prize won in B.C. was \$866,882, by a Surrey resident on July 17, 2017.

### MOST POPULAR ON PLAYNOW.COM

- In fiscal 2019/2020, the most popular slots games in terms of money wagered are 88 Fortunes, Bonanza and Jin Ji Bao Xi. The most popular live casino games are Live Baccarat, Live BlackJack and Live. Top lottery games are Lotto Max, Lotto 6/49 and Keno.
- In 2018/19, players wagered a record \$400,000 on PlayNow.com on Super Bowl 52, the most popular sports-betting event in B.C. and Canada.
- The most popular sports in terms of money wagered are hockey, basketball, football and baseball.
- The 2016 US Presidential Election was the most popular betting event, of any kind, over the last three years in terms of the amount of money wagered on PlayNow.com.

### QUICK FACTS

- In fiscal 2018/19, PlayNow.com generated \$178.0 million in revenue for BCLC. Overall, revenues increased by \$34.2 million from 2017/2018.
- Approximately 515,840 have PlayNow.com accounts, to access 600+ games on desktop or mobile.
- In 2018, PlayNow.com launched Live Casino, featuring live tables games streamed in real-time video. Live Casino is the first of its kind offered on a regulated gambling website in Canada.

### For more information contact:

BCLC Media Relations  
604.225.6460  
[mediarelations@bclc.com](mailto:mediarelations@bclc.com)





THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO **FILE:** 1855-20

**PC:** Kirn Dhillon, Manager, Infrastructure **DATE:** June 10, 2020  
Kim Flick, Director, Community Infrastructure  
and Development  
Christy Poirier, Manager, Communications and  
Grants  
Debra Law, Director, Financial Services

**FROM:** Geoff Mulligan, Infrastructure Management Technician

**SUBJECT: FEDERATION OF CANADIAN MUNICIPALITIES ASSET MANAGEMENT PROGRAM GRANT APPLICATION – ROAD CONDITION DATA COLLECTION AND ASSESSMENT PROJECT**

---

Much of Vernon's paved road network has continued to function beyond its intended design life. In light of the challenges to maintain the aging paved road network with a limited capital and maintenance budget, the City of Vernon is currently updating the Transportation Asset Management Plan.

The Municipal Asset Management Program (MAMP) is a program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed investment decisions based on stronger asset management practices. The City of Vernon has a project for 2020 (Road Condition Data Collection and Assessment) that is estimated at approximately \$50,000 and aligns with this funding stream.

The MAMP program covers 80% of total project costs, to a maximum of \$50,000 for individual applications. The City of Vernon will apply for the maximum of \$50,000 to offset project expenses with the remainder coming from existing capital design funds. Should the grant funding be unsuccessful, the City of Vernon will fully fund the project using approved 2020 budget.

The primary objectives of the Road Condition Data Collection and Assessment Project are:

- To update the pavement condition for the entire City road network roadway segment using objective standard industry practices (the most recent condition assessments for arterials and collector roads were conducted in 2016 and for local roads in 2012);
- To prioritize projects based on rate of deterioration; and
- To select the most cost effective pavement maintenance treatment for each road segment ("Right Treatment for the Right Road at the Right Time").

A Council resolution is required to submit a grant application.



**RECOMMENDATION:**

THAT Council supports Administration in a grant application to the Federation of Canadian Municipalities Municipal Asset Management Program for the Road Condition Data Collection and Assessment Project, as presented in the Internal Memorandum dated June 10, 2020 titled "Federation of Canadian Municipalities Asset Management Program Grant Application – Road Condition Data Collection and Assessment Project" and respectfully submitted by the Infrastructure Management Technician;

AND FURTHER, that Council supports proceeding with the project should the grant application be successful.

Respectfully submitted:



X \_\_\_\_\_  
Signer 1

For:

Geoff Mulligan  
Infrastructure Management Technician



## THE CORPORATION OF THE CITY OF VERNON INTERNAL MEMORANDUM

**TO:** W. Pearce, CAO **FILE:** OCP00080/ZON00326  
**PC:** K. Flick, Director, Community Infrastructure and Development **DATE:** June 10, 2020  
P. Bridal, Director, Corporate Services  
**FROM:** C. Broderick, Manager, Current Planning  
**SUBJECT:** **4300 35<sup>TH</sup> AVENUE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #5754 AND REZONING AMENDMENT BYLAW #5755 – REQUEST FOR PROCESSING TIME EXTENSION**

---

An Official Community Plan and rezoning application (OCP00080/ZON00326) is currently in progress for the subject property at 4300 35<sup>th</sup> Avenue. If the application is successful, the applicant intends to develop sections of the property for townhouses.

At its Regular Meeting of May 27, 2019, Council passed the following resolution for OCP00080/ZON00326:

“THAT Council support the proposed Official Community Plan amendment and concurrent rezoning of a portion of Lot A, Plan KAP68832, DL 70, ODYD Except Plan KAP80911 in order to realign the existing Official Community Plan designation of the subject property (Residential Medium Density (RMD)/Park) and to rezone the parcel from A3 – Rural Small Holdings to RM1 – Row Housing Residential and P1 – Parks and Open Space, as outlined in the report titled “Review of Official Community Plan and Zoning Amendment Applications for 4300 – 35<sup>th</sup> Avenue” dated May 15, 2019 from the Manager, Current Planning subject to a No Build, No Disturb restrictive covenant being registered on title until such time that a Development Permit and subdivision including required road dedications is ready for issuance and approval.”

Council, at their Regular Open Meeting on June 24, 2019 gave third reading to Bylaw # 5754, “4300 35<sup>th</sup> Avenue Official Community Plan Amendment Bylaw Number 5754, 2019 – a bylaw to realign the boundaries of the subject property for “Residential – Medium Density” and “Parks & Open Space 2018” and to Bylaw #5755 “4300 35<sup>th</sup> Avenue Rezoning Amendment Bylaw Number 5755, 2019” – a bylaw to rezone the subject property from “A3 – Rural Small Holdings to “RM1 – Row Housing residential” and “P1 – Parks and Open Space”.

An extension to the processing timeline is requested for the subject bylaws. The extension has been requested by the applicant (Attachment 1). Administration is currently working with the applicant on finalizing the required No Build, No Disturb Section 219 restrictive covenant.

**RECOMMENDATION:**

THAT pursuant to the "Bylaws – Inactive Policy" Council approves a one year extension to the processing period for 4300 35<sup>th</sup> Avenue Official Community Plan Amendment Bylaw #5754 and Rezoning Amendment Bylaw #5755 to June 25, 2021 as requested by Darrin Collie, Dwell Developments.

Jun 16 2020 10:46 AM

X *Craig Broderick* ✓  
\_\_\_\_\_  
Craig Broderick DocuSign

Craig Broderick  
Manager, Current Planning

Attachment 1 – Letter Requesting Extension

G:\3000-3699 LAND ADMINISTRATION\3340 OFFICIAL COMMUNITY PLAN - AMENDMENTS\20  
Applications\OCP00080\PROC\Rpt\200610\_cb\_memo\_extension\_consideration\_OCP80\_ZON326.docx

OCP00080/ZON00326

May 13, 2020

RECEIVED MAY 5 - 2020

City of Vernon  
Community Infrastructure and Development  
3400 30<sup>th</sup> Street  
Vernon, BC, V1T 5E6  
**Attn.: Craig Broderick, Manager, Current Planning**

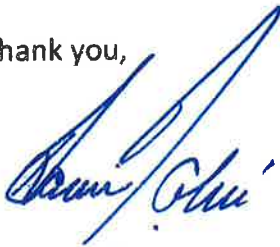
Dear Mr. Broderick,

**Re.: Formal Request for Extension to OCP00080/ZON00326 for 4300 35<sup>th</sup> Avenue**

I have discussed the conditions of the OCP Amendment and the Rezoning conditional approval with my client along with the timeline to complete those conditions. He is actively working to satisfy the conditions however he does not feel that he will have them completed within the allotted time to meet the June 24, 2020 deadline. I would like to formally request an extension.

Please let me know if additional information is required to move the request forward?

Thank you,

A handwritten signature in blue ink, appearing to read 'Darrin Collie', written over a light blue horizontal line.

Darrin Collie  
Director, Dwell Developments (1016914 BC Ltd.)



THE CORPORATION OF THE CITY OF VERNON  
INTERNAL MEMORANDUM

**TO:** W. Pearce, CAO  
**PC:** K. Flick, Director, Community Infrastructure and Development  
P. Bridal, Director, Corporate Services  
**FILE:** ZON00332  
**DATE:** June 15, 2020  
**FROM:** C. Broderick, Manager, Current Planning  
**SUBJECT:** 7235 HITCHCOCK ROAD REZONING AMENDMENT BYLAW #5762 – REQUEST FOR PROCESSING TIME EXTENSION

A rezoning application (ZON00332) is currently in progress for the subject property at 7235 Hitchcock Road. The subject property is within the Foothills Neighbourhood.

At its Regular Meeting of June 10, 2019, Council passed the following resolution for ZON00332:

“THAT Council support the application (ZON00332) to rezone Lot A, Plan 31181, Sec 18, TWP 5, ODYD (7235 Hitchcock Road) from CR (RDNO) to HR1 (Hillside Residential Single and Two Family) subject to the following condition:

- a) Registration of a “No Build – No Subdivision” Covenant on the property that would restrict further development or subdivision until provision is made for the design and construction of appropriate access and the extension of works and services necessary to service the property to City of Vernon standards.”



Council, at their Regular Open Meeting on July 8, 2019 gave third reading to Bylaw #5762, “7235 Hitchcock Road Rezoning Amendment Bylaw Number 5672, 2019” – a bylaw to rezone the subject property from “C.R. (Country Residential – RDNO)” to HR1 – Hillside Residential Single and Two Family”.

An extension to the processing timeline is requested for the subject rezoning bylaw. Administration is currently working with the applicant on finalizing the required No Build – No Subdivision Section 219 restrictive covenant.

**RECOMMENDATION:**

THAT pursuant to the “Bylaws – Inactive Policy” Council approves a one year extension to processing period for 7235 Hitchcock Road Rezoning Amendment Bylaw #5762 to July 9, 2021.

Jun 16 2020 2:38 PM

X    
Craig Broderick DocuSign

Craig Broderick  
Manager, Current Planning





THE CORPORATION OF THE CITY OF VERNON

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

**TO:** Will Pearce, CAO

**FILE:** 4000-02

**DATE:** June 16, 2020

**FROM:** Patti Bridal, Deputy CAO, Dir Corporate Services

**SUBJECT: FULTON SCHOOL GRAD CLASS REQUEST TO 'TAG' ROAD**

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Attached find a request from Janet Barrett, Parent/Volunteer committee member for the Graduation Class of 2020 from Fulton Secondary School received at Operations on June 10, 2020. Administration has contacted the writer.

Council approved the request from Vernon Senior Secondary (VSS) to close and paint a portion of 30<sup>th</sup> Avenue – a traditional event from the early 80's, for 2020 only, in lieu of the current pandemic. Fulton Grad Committee is requesting Council consider closing sections of Fulton Road for a similar purpose.

The attached request provides their desired options, which include the parking lots of Fulton and Ellison Schools.

As the situation with Fulton Road is much different that the portion of 30<sup>th</sup> Avenue, known as "Suicide Hill", Administration recommends that the Grad Committee obtains permission from the School District to 'tag' the parking lots of Ellison and Fulton Schools for their event and not close off portions of Fulton Road.

As per the May 28 memorandum regarding the request from VSS – the road closure of 'Suicide Hill' was to provide VSS the opportunity to recreate a historical event of painting the hill by VSS grads, to ensure the safety of motorists travelling the roadway, and to leave the proposed grad artwork for a period of time in which the students and the public could enjoy the art work. Painting on Fulton Road would require immediate removal before the road could be utilized by traffic again, and closure of any time period longer than a day would impact residents in the neighbourhood.

**RECOMMENDATION:**

THAT Council directs Administration to advise the Fulton Graduation Class of 2020 that Council does not support the closure and painting of a section of Fulton Road, and suggests the Graduation Committee seek approvals through the School District to paint the parking lots of Fulton and Ellison Schools.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "P. Bridal".

My name is Janet Barrett and I am a representative of the Parent/Volunteer committee for the Graduation Class of 2020 from Fulton Secondary School.

As I know you are aware the graduation ceremony for the Graduating Class of 2020 is not the traditional ceremony due the current health restrictions. This has encouraged our students to think of other activities and formats for the events they had planned to commemorate their achievement of Graduation.

One event that has been spoken about at Fulton by some of the teachers and graduate's parents from their graduation events from years past was the tradition of 'Tagging Suicide Hill' by the Court House. Learning of these previous traditions, and the recent allowances made in some neighboring communities has led to my asking for permission from Mayor and Council to see if the Fulton Grad Class of 2020 could partake in this tradition of 'Tagging the Road' now. By tagging we mean using paint, typically spray paint, and writing or drawing on the road words or phrases of success and congratulations and celebrate their success and friendship.

We understand that this proposal would have to take several factors into account such as the residence that live off Fulton Rd, the current road markings, traction concerns to name a few which I hope to speak to in this email.

The proposed area of Fulton Road the Grad Class was hoping to 'Tag' has been marked off on the map attached. The first choice would be Option #1 and the City Parking lot beside the road, second choice would be Option #2 plus the same Parking Lot mentioned. Both Option #1 and #2 if blocked in the areas identified would not prevent residence from being blocked from their homes as there is access from either Okanagan Landing Rd or Okanagan Avenue.

I understand from Operation Services that traction may be a concern from the paint on the road way. As a responsible adult I would gladly purchase the sand like material that the road painters use when putting down permanent makings if this is a solution to the traction issue. Or if there is a specific type of paint that could be recommended that would be more suitable I would gladly ensure these are the products that are used. The grade to this strip of roadway is not steep with stop signs at either end and two School zones that prevent people traveling at high speeds.

As for the current makings, both of these sections of roadway have very few markings other than the middle of the road and bike lanes on either side. There are 'School Zone' signs which I would ensure were covered over with enough room around them where the students could not tag to ensure these words could still be legible. As for the markings staying on the roadway, we will not be using paint (if we are just using regular spray paint) that is meant to last for a long time, like typical road marking paint and the marking will most likely fade away quickly with the wearing of tires and weather.

I am certain another concern would be the number of people the event may attract. As the current number of students graduation is 96, and of that 96 we know not everyone will attend, or attend all at the same time. In addition if we are able to use the two areas such as Option #1 and the Parking Lot there is enough room for the students to be socially distances from each other. As a parent on the volunteer committee I would enlist the other parents to, from a distance, ensure the students stay within the designated areas and follow the rules as specified.

As for timing, my hope was as the Grad Class of 2020 was supposed to be have their Prom and Super Grad the night of June 19th, 2020, that perhaps this could be the date of this event, with the time being in the evening between for example 7pm and 10 pm. However I know from talking with some of the Grad Class (of which my daughter is one) if they were given permission to do this, they would accept any date or time agreeable to the City of Vernon as they are aware that this would take coordination with the City Staff to assisting with blocking off the road way.

Thank you for taking the time to read our request, and if you have any questions please feel free to contact me by email or my cell which is provided in my signature block.

Sincerely,

Janet

--

**Janet Barrett**, Real Estate Professional  
Coldwell Banker | Four Seasons Real Estate  
C 250.558.9409  
[JanetBarrettRealEstate.com](http://JanetBarrettRealEstate.com)  
[JanetBarrettRealEstate@gmail.com](mailto:JanetBarrettRealEstate@gmail.com)



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*You Choose the Commission,  
We deliver the Results!  
Ask us for Details!*

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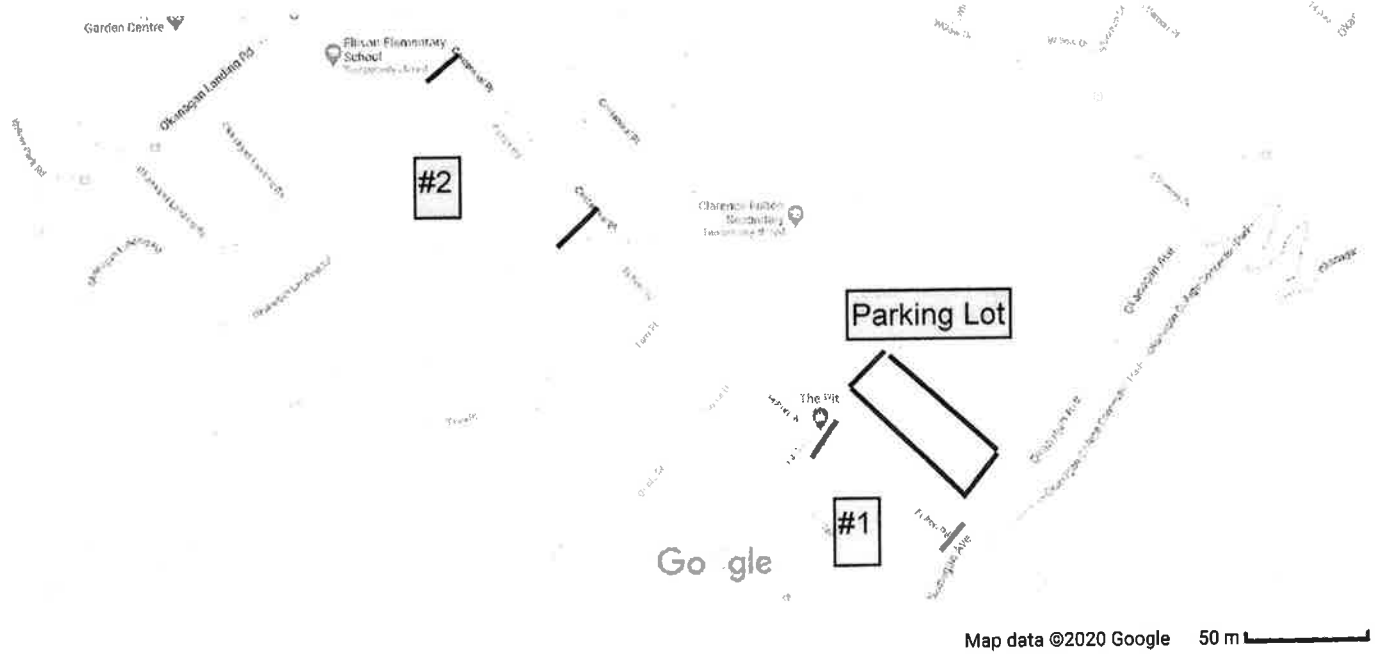


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*You Choose the Commission,  
We deliver the Results!  
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Google Maps





# THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

**SUBMITTED BY:** Keltie Chamberlain, Planning  
Assistant, Current Planning &  
Economic Development

**COUNCIL MEETING:** REG  COW  I/C   
**COUNCIL MEETING DATE:** June 22, 2020  
**REPORT DATE:** June 9, 2020  
**FILE:** ZON00349 / DVP00481

**SUBJECT:** **REZONING AND DEVELOPMENT VARIANCE PERMIT APPLICATION FOR 2109 32<sup>ND</sup>  
AVENUE**

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## **PURPOSE:**

To review applications to rezone the subject property from R2: Large Lot Residential to R3: Medium Lot Residential, and to vary Zoning Bylaw #5000 to reduce the minimum side yard setback for a flanking street from 4.5m to 3.0m to subdivide the parcel into two lots for residential development at 2109 32<sup>nd</sup> Avenue.

## **RECOMMENDATION:**

THAT Council support the application to rezone Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue) from R2: Large Lot Residential to R3: Medium Lot Residential to subdivide the parcel into two lots for residential development at 2109 32<sup>nd</sup> Avenue;

AND FURTHER, that Council's support of ZON00349 is subject to the following:

- a) that the Preliminary Layout Review be ready for issuance prior to final adoption of the rezoning bylaw;

AND FURTHER, that Council support Development Variance Permit application DVP00481 to vary the following sections of Zoning Bylaw #5000 on Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue):

- a) to vary Section 9.4.5 to reduce the minimum side yard setback of 4.5m for a flanking street to 3.0m;

AND FURTHER, that Council's support of DVP00481 is subject to the following:

- b) that construction of the new homes reflects the character of the existing residential East Hill neighbourhood; and
- c) that the construction of the new home and site layout on proposed Lot A provide street presence on 22<sup>nd</sup> Street and on 32<sup>nd</sup> Avenue to the satisfaction of the City.

## **ALTERNATIVES & IMPLICATIONS:**

1. THAT Council not support the application to rezone Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue) from R2: Large Lot Residential to R3: Medium Lot Residential to subdivide the parcel into two lots for residential development;

AND FURTHER, that Council not support Development Variance Permit application DVP00481 to vary the following sections of Zoning Bylaw #5000 on Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue):



- a) To vary Section 9.4.5 to reduce the minimum side yard setback of 4.5m for a flanking street to 3.0m.

*Note: This alternative does not support the rezoning and development variance applications. The owner would have to develop the property in accordance with the current zoning and comply with Zoning Bylaw #5000, as well as any other conditions cited by Council.*

2. THAT Council support the application to rezone Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue) from R2: Large Lot Residential to R3: Medium Lot Residential to subdivide the parcel into two lots for residential development;

AND FURTHER, that Council not support Development Variance Permit application DVP00481 to vary the following sections of Zoning Bylaw #5000 on Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue):

- b) To vary Section 9.4.5 to reduce the minimum side yard setback of 4.5m for a flanking street to 3.0m.

*Note: This alternative supports the rezoning and but does not support the development variance applications. As such, the subdivision would be able to proceed but the house on proposed Lot A would need to comply with setbacks as per Zoning Bylaw #5000.*

## **ANALYSIS:**

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

At its meeting of June 9, 2020, the Advisory Planning Committee passed the following resolution:

“THAT the Advisory Planning Committee recommends that Council support the application to rezone Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue) from R2: Large Lot Residential to R3: Medium Lot Residential to subdivide the parcel into two lots for residential development at 2109 32<sup>nd</sup> Avenue;

AND FURTHER, that the Advisory Planning Committee recommends that Council's support of ZON00349 is subject to the following:

- a) that the Preliminary Layout Review be ready for issuance prior to final adoption of the rezoning bylaw;

AND FURTHER, that the Advisory Planning Committee recommends that Council support Development Variance Permit application DVP00481 to vary the following sections of Zoning Bylaw #5000 on Lot 1, Plan 3421, Sec 35, Tp 9, ODYD (2109 32<sup>nd</sup> Avenue):

- a) To vary Section 9.4.5 to reduce the minimum side yard setback of 4.5m for a flanking street to 3.0m.”

### **B. Rationale:**

1. The subject property is located at 2109 32<sup>nd</sup> Avenue (Figures 1 and 2). The land is designated as Residential Low Density (RLD) within the Official Community Plan (OCP) and is in the R2: Large Lot Residential zoning district (Attachment 1). The applicant is proposing to rezone to R3: Medium Lot Residential zoning district (Attachment 2). The property is approximately 973 m<sup>2</sup> (0.24 acre).

2. The R2: Large Lot Residential and R3: Medium Lot Residential zoning districts permit a primary use of single detached housing.
3. The applicant has proposed to rezone the subject property to subdivide the parcel into two lots to construct two new single family dwellings. A survey plan has been provided that shows the proposed Lot A and Lot B layout and housing orientation fronting onto 22nd Street (Attachment 3). Lot A would be 520.5m<sup>2</sup> (0.13 acre) and Lot B would be 451.8m<sup>2</sup> (0.11 acre).

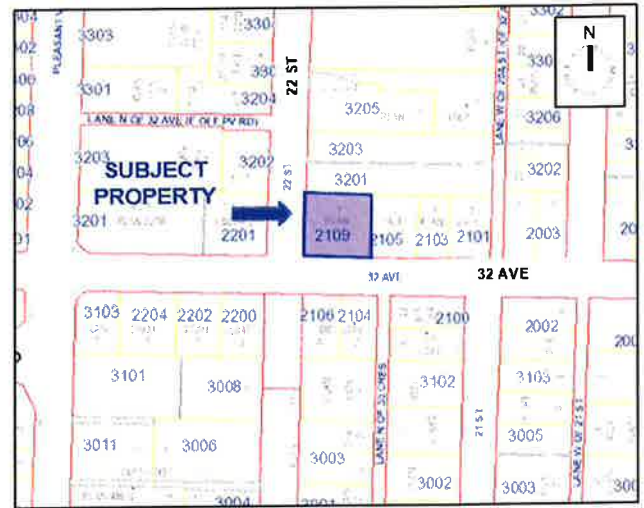


Figure 1 – Property Location Map

4. Under the current R2: Large Lot Residential zone, the minimum lot area for subdivision is 557m<sup>2</sup>. The lot area under the current zone is not large enough to subdivide. The proposed R3: Medium Lot Residential zoning designation requires that the minimum lot size is 450m<sup>2</sup> to subdivide. The proposed rezoning would allow the lot to be subdivided into two lots.



Figure 2 – Aerial View of Property

5. The maximum density permitted in the RLD land use designation of the OCP is 12 units per acre. The proposed rezoning from R2: Large Lot Residential to R3: Medium Lot Residential would not impact the permitted density, but would permit a smaller lot.
6. Currently, the lot fronts onto 32<sup>nd</sup> Avenue and is developed with an existing house and detached garage in the rear yard which is accessed from 22<sup>nd</sup> Street (Attachment 4). Both would be removed.
7. The applicant has provided an example of the housing design that would be constructed for discussion (Attachment 5). The proposed construction is a nod to craftsman style homes and is reflective of the existing established neighbourhood. The design of the south face of the lot facing 32<sup>nd</sup> Avenue would be required to present a residential appearance as part of the subdivision review process.
8. In order to proceed with the proposal, the applicant has applied for the following variance:
  - a. To vary Section 9.4.5 to reduce the minimum side yard setback from 4.5m for a flanking street to 3.0m.
9. The applicant has provided a rationale letter (Attachment 6) to support the rezoning and variance applications. The applicant states the infill development under the proposed zoning is intended to be family homes based on the proximity to schools, transit, and walkability. The proposed new lot configuration identifies 32<sup>nd</sup> Avenue as the flanking street and would require a reduction to the side yard setback on the south side. This would allow driveways off 22<sup>nd</sup> Street to access the carport or garage of the proposed homes on the north side of the properties and provide the necessary area to build the proposed home on Lot A.

10. Administration supports the rezoning and variance applications for the following reasons:

- a) The proposed rezoning to from R2: Large Lot Residential to R3: Medium Lot Residential aligns with the Official Community Plan and the density permitted in the Residential Low Density land use designation of a maximum of 12 units per acre;
- b) The proposed rezoning would permit a two lot subdivision and provide a sensitive infill development in East Hill that is respectful of existing housing and neighbourhood character; and
- c) The reduction to the side yard setback would provide the area suitable for a single detached dwelling with an attached garage that is in keeping with the area on the proposed future Lot A (Attachment 4).

**C. Attachments:**

Attachment 1 – R2: Large Lot Residential zoning district regulations  
Attachment 2 – R3: Medium Lot Residential zoning district regulations  
Attachment 3 – Survey Plan  
Attachment 4 – Current access to property  
Attachment 5 – Housing example for discussion  
Attachment 6 – Rationale Letter

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

The subject application involves the following objective in Council's Strategic Plan 2019 – 2022:

- Work towards a sustainable Vernon – environmentally, economically and socially

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

1. The Official Community Plan (OCP) designates the property as RLD Low Density Residential. The property is within the R2: Large Lot Residential zoning district, which conforms to the OCP.
2. The following section of Zoning Bylaw #5000 applies to the subject DVP application:
  - 9.4.4 Subdivision Regulations
  - 9.4.5 Development Regulations, Minimum side yard for a flanking street is 4.5m.
3. 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:

Jun 16 2020 12:18 PM

Approved for submission to Council:

X *Craig Broderick* ✓

Craig Broderick

DocuSign

*[Signature]*  
Will Pearce, CAO

Date: 16. June. 2022.

Keltie Chamberlain  
Planning Assistant, Current Planning &  
Economic Development

Jun 16 2020 2:55 PM

X *Kim Flick* ✓

Kim Flick

DocuSign

Kim Flick  
Director, Community Infrastructure and Development

**REVIEWED WITH**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Corporate Services                   | <input type="checkbox"/> Operations           | <input checked="" type="checkbox"/> Current Planning               |
| <input type="checkbox"/> Bylaw Compliance                     | <input type="checkbox"/> Public Works/Airport | <input type="checkbox"/> Long Range Planning & Sustainability      |
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| <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 checked="" type="checkbox"/> Transportation                 |
| <input type="checkbox"/> Financial Services                   |   | <input checked="" type="checkbox"/> Economic Development & Tourism |
| <input checked="" type="checkbox"/> COMMITTEE: APC (Jun.9/20) |   |  |
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## 9.3 R2 : Large Lot Residential

### 9.3.1 Purpose

The purpose is to provide a **zone** for **single detached housing**, and compatible **secondary uses**, on large sized urban serviced **lots**. The R2c sub-zoning district allows for **care centre, major** as an additional use. The R2h sub-zoning district allows for **home based business, major** as an additional use. *(Bylaw 5467)*

### 9.3.2 Primary Uses

- **care centre, major** *(use is only permitted with the R2c sub-zoning district)*
- **single detached housing**

### 9.3.3 Secondary Use

- **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 R2h sub-zoning district)*
- **secondary suites**
- **seniors supportive housing**

### 9.3.4 Subdivision Regulations

- Minimum **lot width** is 18.0m.
- Minimum **lot area** is 557m<sup>2</sup>, or 10,000m<sup>2</sup> if not serviced by a **community sewer system**.

### 9.3.5 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 5.0m.
- Minimum **side yard** is 1.5m, except it is 5.0m 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 2.5 **storeys**, above which the **building** must be **set back** at least 1.2m.

### 9.3.6 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**.



- **Seniors supportive housing** shall be for no more than four residents. *(Bylaw 5467)*
- In addition to the regulations listed above, other regulations may apply. These include the general **development** regulations of Section 4 (**secondary development, yards**, projections into **yards**, lighting, agricultural setbacks, etc.); the specific use regulations of Section 5; the **landscaping** and fencing provisions of Section 6; and, the parking and loading regulations of Section 7.
- As per Section 4.10.2 - All **buildings and structures, excluding perimeter fencing (garden walls and fences)** on **lots abutting** City Roads as identified on Schedule "B" shall not be sited closer to the City Road than the setback as per the appropriate zone measured from the offset Rights of Way as illustrated on Schedule "B".  
*(Bylaw 5440)*



## 9.4 R3 : Medium Lot Residential

### 9.4.1 Purpose

The purpose is to provide a **zone** for **single detached housing**, and compatible **secondary uses**, on medium sized urban serviced **lots**. The R3c sub-zoning district allows for **care centre, major** as an additional use. The R3h sub-zoning district allows for **home based business, major** as an additional use. (*Bylaw 5467*)

### 9.4.2 Primary Uses

- **care centre, major** (*use is only permitted with the R3c sub-zoning district*)
- **single detached housing**

### 9.4.3 Secondary Uses

- **boarding rooms**
- **bed and breakfast homes** (in single detached housing only) (*Bylaw 5498*)
- **care centres, minor**
- **home based businesses, minor**
- **home based businesses, major** (*use is only permitted with the R3h sub-zoning district*)
- **secondary suites**
- **seniors supportive housing**

### 9.4.4 Subdivision Regulations

- Minimum **lot width** is 14.0m, except it is 16.0m for a **corner lot**.
- Minimum **lot area** is 450m<sup>2</sup>, or 10,000m<sup>2</sup> if not serviced by a **community sewer system**.

### 9.4.5 Development Regulations

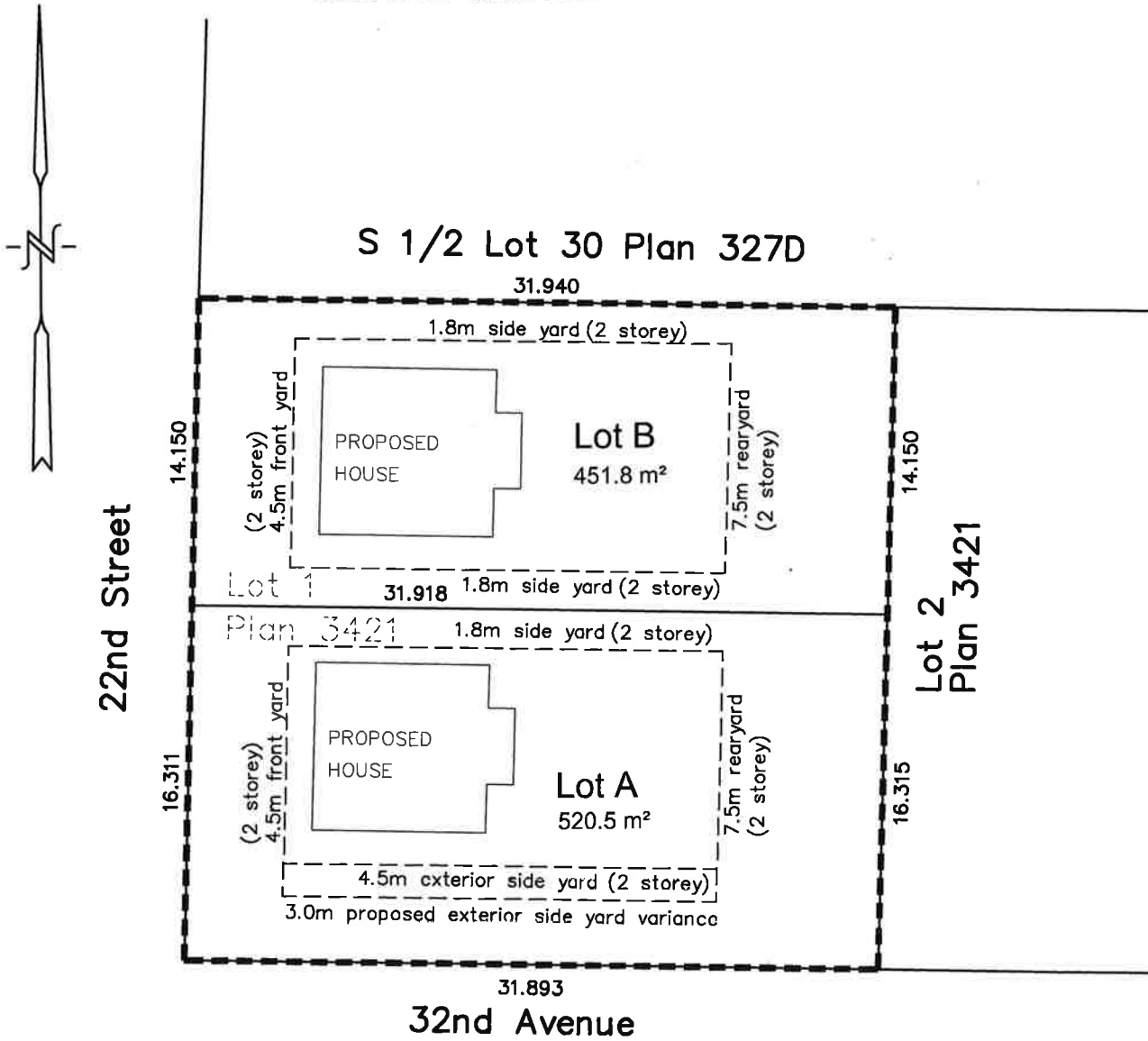
- Maximum **site coverage** is 40% and together with driveways, parking areas and **impermeable surfaces** shall not exceed 50%.
- Maximum **height** is the lesser of 10.0m or 2.5 **storeys**, except it is 4.5m for **secondary buildings** and **secondary structures**.
- Minimum **front yard** is 4.5m, except it is 6.0m from a garage or **carport** having vehicular entry from the front.
- Minimum **side yard** is 1.5m for a 1 or 1.5 **storey** portion of a **building** and 1.8m for a 2 or 2.5 **storey** portion of a **building**, except it is 4.5m from a **flanking street**, and 6.0m from a garage or **carport** having vehicle entry from a **flanking street**.
- Minimum **rear yard** is 6.0m for a 1 or 1.5 **storey** portion of a **building** and 7.5m for a 2 or 2.5 **storey** portion of a **building**, except it is 1.0m for **secondary buildings**. 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 2.5 **storeys**, above which the **building** must be **set back** at least 1.2m.

### 9.4.6 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)*

Proposed Subdivision of Lot 1, Sec 35,  
Tp 9, ODYD, Plan 3421.  
SCALE 1: 300 ( ALL DISTANCES IN METRES )



OCP - Residential low density  
Current zoning is R2  
Proposed zoning is R3

© JASON R SHORTT, BCLS, 2020

**russell shortt**  
land SURVEYORS

2801-32nd Street, Vernon, B.C.  
Phone (250)545-0511 email: jasons@jrshortt.ca

FILE: 29493

June 16, 2020 - proposed side variance  
Feb 20, 2020

THIS PLAN IS PREPARED FOR THE USE OF:  
Parson Family Homes



brace & pote







## TAHO VENTURES INC.

748 Upland Heights, Vernon, BC V1B 2X9  
Tel/Fax: 250-545-3971 ~ Cell: 250-558-9441

Our company has recently purchased 2109 32<sup>nd</sup> Ave. It is our intent to rezone the property from the present R2 to R3 to facilitate the development of two residential lots.

The present OCP designation is low density residential.

We wish to orient the lots to face 22<sup>nd</sup> Street. This is a dead end street with very little traffic and a much safer entry and exit point for the driveways of the two houses. This also allows us to keep the 32<sup>nd</sup> Ave. hedge and trees for privacy and sound control.

The present house and garage will be removed to make way for two attainable type homes. We have built this home before at 4607 20<sup>th</sup> Street. This is an expandable home with garage, carport, covered deck and basement suite options. This location is close to schools, bus routes and easy walking distance to town. The style and price point will appeal to working class families. We have enclosed a picture of the proposed home.

The lot is fairly level with a slight three foot slope to the east.

We also wish to alter the southern or 32<sup>nd</sup> Ave. setback on Lot A from the present 4.5 meters to 3 meters.

On Lot A, under the present guidelines, we do not have enough room to put a house and carport or garage on the northern side of the property with a 4.5 meter setback on the southern side.

If we place the driveway on the southern side entering off 22<sup>nd</sup> street we have a fire hydrant and a hydro pole brace partially blocking the entry. Also it is very unsafe to back out onto a corner, especially on busy 32<sup>nd</sup>.

The new houses are far enough away from the adjoining houses on 32<sup>nd</sup> that this will not look out of place for alignment.

We believe that the new houses will enhance the neighborhood and provide two new SFD homes as an alternative to townhouse and condominium living.

Thank you

Gavin & Taylor Parsons

Parsons Family Homes

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5821

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 **"2109 32<sup>nd</sup> Avenue Rezoning Amendment Bylaw Number 5821, 2020"**.
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 **"R2 – Large Lot Residential"** to **"R3 – Medium Lot Residential"**.

**Legal Description:**

**Lot 1, Plan 3421, Section 35, Township 9, ODYD  
(2109 32<sup>nd</sup> Avenue)**

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 5821

3. Zoning Bylaw Number 5000 is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this            day of            , 2020

READ A SECOND TIME this        day of            , 2020

PUBLIC HEARING held this        day of            , 2020

READ A THIRD TIME this        day of            , 2020

ADOPTED this            day of            , 2020.

\_\_\_\_\_  
Mayor:

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





## Keri-Ann Austin

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**From:** Scott Anderson  
**Sent:** Tuesday, June 16, 2020 10:54 AM  
**To:** Keri-Ann Austin  
**Subject:** Fwd: Motion Regional approach to reopening

Sent from my iPhone

Begin forwarded message:

**From:** "Scott Anderson"  
**Date:** June 16, 2020 at 10:53:09 AM PDT  
**To:** "Scott Anderson" <[sanderson@vernon.ca](mailto:sanderson@vernon.ca)>  
**Subject:** Motion Regional approach to reopening

Motion:

THAT The Mayor be authorized to send a letter to the Province requesting that a regional approach to reopening the economy be adopted, and that restrictions be removed as quickly as possible in the BC Interior in order to facilitate economic recovery.

Rational:

The initial rationale for an economic shutdown was to safeguard hospitals from being overrun to the point of collapse, as happened in Italy. As of 16 June, according to the BC government (<https://experience.arcgis.com/experience/a6f23959a8b14bfa989e3cda29297ded>) there are no new and no current cases in the Interior Health region, yet the economy in the Interior region is only being allowed to open at a snail's pace.

The impact of current restrictions on the economy is profound, with numerous sources suggesting that they are too onerous for businesses to follow. For example, the BC Chamber of Commerce estimates that only “only one-in-four (26%) businesses impacted by COVID-19 feel able to restart and operate profitably with the gradual easing of restrictions” (<http://www.bcchamber.org/advocacy-news/bc-businesses-face-major-hurdles-under-phase-2-restart-plan>). Given the southern interior's heavy reliance on tourism, and given that the summer months are crucial to this industry, it makes sense to end restrictions as soon as possible.

City of Vernon Disclaimer: This transmission (including any attachments) may contain confidential information, privileged material (including material protected by the FOI act or other applicable privileges), or constitute non-public information. Any use of this information by anyone other than the intended recipient is prohibited. If you have received this transmission in error, please immediately reply

## Maria Doyle

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**From:** Don Lidstone <lidstone@lidstone.ca>  
**Sent:** Tuesday, June 9, 2020 12:45 PM  
**To:** Don Lidstone  
**Cc:** Tekahra Tarnowski  
**Subject:** Anti-Racism Policy  
**Attachments:** Ant-Racism Policy (00633073).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

We are writing to you with some thoughts regarding recent and past global and national events. All the people in our law firm have been saddened by the tragic deaths of George Floyd, Breonna Taylor, Trayvon Martin, Ahmaud Arbery, Lavon King, John Crawford, Michael Brown, Eric Garner, Kimani Gray, Amadou Diallo, Kendrec McDade and others before, and the reminders of racism in Canada, the US and abroad. The demonstrations that have taken place in our communities and around the world, as well as the recent outbreak of discrimination seen in Canada related to COVID-19, indigenous peoples and islamophobia, remind us that no community has eliminated racism.

Many in our communities feel impacted by these events in different ways and want to acknowledge the need to fight against racism, violence, and inequality. Our law firm continues to stand firmly against racial discrimination, prejudice and inequality in our communities and beyond. We also believe there is a lot more to do and this will require conscious and sustainable action over time.

Attached is a model ANTI-RACIAL DISCRIMINATION AND ANTI-RACISM POLICY that your Council or Board may consider adopting in addition to your respectful workplace and bullying/harassment policies. The items highlighted in red require customization for your community, along with imposition of your standard policy format. Section 4.0 incorporates by reference the procedures contained in your existing respectful workplace/bullying/harassment policies, but if you may want to add a detailed standalone complaints and resolution process in section 4.0 of this Anti-Racism Policy. The model policy was developed by our lawyers led by Andrew Carricato and Marisa Cruickshank.

Since our annual client dinner was canceled this month as a result of the COVID-19 pandemic, we are donating \$4,300 to the Canadian Race Relations Foundation <https://www.crrf-fcrr.ca/en/>

Best. – Don

Don Lidstone, Q.C.  
Managing Partner  
**LIDSTONE & COMPANY**  
BARRISTERS & SOLICITORS  
The Merged Law Firm of Lidstone and Murdy & McAllister  
Tel. 877-339-2199  
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*Please consider the environment before printing this email and any attachments.*

**LIDSTONE & COMPANY**  
BARRISTERS AND SOLICITORS

**MEMORANDUM**

**TO:** Clients  
**FROM:** Lidstone & Company  
**DATE:** June 9, 2020  
**RE:** Anti-Racial Discrimination and Anti-Racism Policy  
**FILE:** 99999-044

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The purpose of this ANTI-RACIAL DISCRIMINATION AND ANTI-RACISM POLICY is to provide our clients with a solid foundation on which to tailor an organizational policy which:

- publicly acknowledges the existence of racism in all its forms;
- recognizes the racial diversity in the local government's community;
- commits to respecting the fundamental rights, personal worth and human dignity of People of Colour and Indigenous Peoples;
- commits to conducting the day to day operations and governance of local government in a manner free of racism and racial discrimination; and
- commits to breaking down barriers, deconstructing biases and fostering and promoting an inclusive, respectful and welcoming environment for all who work, volunteer, do business and interact with the local government.

This Policy is not intended to supersede or supplant a local government's Bullying and Harassment (Respectful Workplace) Policy and Complaints Process or other processes available to individuals or groups wishing to pursue avenues of formal complaint or redress under other local government policies.

If your local government already has a carefully elaborated policy with a rigorous complaints process, section 4.0 incorporates by reference the existing policy. If the existing respectful workplace policy is less rigorous than this Policy, we recommend you bring your policies up to standard and ensure the complaint processes complement one another.

## **ANTI-RACIAL DISCRIMINATION AND ANTI-RACISM POLICY**

### **1.0 STATEMENT OF PRINCIPLES**

- 1.1** The LOCAL GOVERNMENT (“●”) recognizes the diversity of our community and believes that all members of our community including, but not limited to, residents, elected officials, employees, volunteers and visitors of colour and Indigenous Peoples have the right to live, work, do business and play in an environment that asserts and supports their fundamental rights, personal worth and human dignity.
- 1.2** The LOCAL GOVERNMENT acknowledges and recognizes the existence in our community of racism in all its forms, including Cultural, Environmental, Institutional, Systemic and Individual.
- 1.3** The LOCAL GOVERNMENT is committed to breaking down barriers, deconstructing biases and fostering and promoting an inclusive, respectful and welcoming environment for all, one that is free from racial discrimination and racism.
- 1.4** The LOCAL GOVERNMENT acknowledges its role and responsibility in protecting every person’s right to be free from racial discrimination and racism.
- 1.5** The LOCAL GOVERNMENT is further committed to respecting and upholding the vision and principles of [British Columbia’s *Human Rights Code*][Alberta’s *Human Rights Act*][Yukon’s *Human Rights Act*] and the implementation of the Calls to Action of the Truth and Reconciliation Commission.
- 1.6** This Policy is intended to demonstrate the LOCAL GOVERNMENT’s commitment to conducting the day to day operations and governance in an anti-discriminatory and anti-racist manner and environment. The implementation of this Policy is a public commitment that the LOCAL GOVERNMENT will continue to make best efforts to ensure that all who work and interact with the LOCAL GOVERNMENT are able to do so in an environment and manner free of racism and racial discrimination.

### **2.0 SCOPE**

- 2.1** This Policy applies to all employees, elected officials, contractors, volunteers, and students working or volunteering for the LOCAL GOVERNMENT or providing professional services to it.
- 2.2** This Policy applies to the interpretation and application of current and new bylaws, regulations, policies, procedures, contracts, procurements and activities carried out by the LOCAL GOVERNMENT, all of which will be required to be compliant with the principles and particular requirements specified within this Policy.

**2.3** The scope of this Policy includes all aspects of the LOCAL GOVERNMENT's activities, including its working environment, procurement, services, meetings and various public events. In addition, this scope will include ongoing relationships with individuals, businesses, community groups and contractors as well as with other local governments and public and private bodies.

**2.4** This policy is intended to supplement and support [British Columbia's *Human Rights Code*][Alberta's *Human Rights Act*][Yukon's *Human Rights Act*] and related LOCAL GOVERNMENT policies such as the [Insert name of respectful workplace policy].

### **3.0 Roles and Responsibilities**

#### **3.1 [Council] [Board] Members:**

- 3.1.1 Take leadership to model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- 3.1.2 Support, promote and foster the principles of this Policy in all their work and interactions;
- 3.1.3 Ensure that Management is trained on this Policy and is implementing it;
- 3.1.4 Report incidents of racial discrimination or racism experienced or witnessed, immediately to the CAO (or their designate) or the Mayor (or their delegate);
- 3.1.5 Cooperate and participate in good faith in any investigation under this Policy; and
- 3.1.6 Maintain the confidentiality of all involved in a complaint under this Policy.

#### **3.2 Management:**

- 3.2.1 Ensure that the workplace and the business of the local government is free from racial discrimination and racism and ensure the principles of this Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
- 3.2.2 Model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- 3.2.3 Support, promote and foster the principles of this Policy in all their work and interactions;



- 3.2.4 Train [Council] [Board] members on this Policy at the beginning of each term of office and provide refresher training annually thereafter. Training should be meaningful, interactive and involve group work where participants can work through various case studies highlighting appropriate and inappropriate behaviour;
- 3.2.5 Train all new employees, volunteers and contractors on this Policy at the commencement of their employment or services and provide refresher training annually thereafter. Training should be meaningful, interactive and involve group work where participants can work through various case studies highlighting appropriate and inappropriate behaviour;
- 3.2.6 Report incidents of racial discrimination or racism experienced or witnessed, immediately to a supervisor, the CAO (or their Deputy or designate) or the Mayor (or their delegate);
- 3.2.7 Listen to any complaint, treating it sensitively, seriously and confidentially;
- 3.2.8 When appropriate and required, provide a timely, thorough, confidential and objective investigation of any allegation and answer any complaints in accordance with this Policy;
- 3.2.9 If necessary or appropriate, appoint an independent third-party investigator to investigate allegations or complaints when required under section 4.0;
- 3.2.10 Subject to procedures referred to in section 4.0, review the findings and recommendations and determine, in consultation with Human Resources, Management, legal counsel and/or [Council] [Board], as applicable, the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results;
- 3.2.11 Maintain the confidentiality of all involved in a complaint under this Policy;
- 3.2.12 Cooperate and participate in good faith in any investigation under this Policy; and
- 3.2.13 Ensure this Policy is reviewed at [least every 2 years] for effectiveness.
- 3.2.14 The Chief Administrative Officer ("CAO") is responsible for the implementation and administration of this Policy.

### **3.3 Employees, Volunteers and Contractors:**

- 3.3.1 Must not engage in racial discrimination or racism and conduct oneself and speak in an inclusive manner;
- 3.3.2 Report incidents of racial discrimination or racism experienced or witnessed, immediately to a supervisor, the CAO or the Mayor (or their delegate);
- 3.3.3 Maintain the confidentiality of all involved in a complaint under this Policy; and
- 3.3.4 Cooperate and participate in good faith in any investigation under this Policy.

### **3.4 Union** [*Remove if not applicable*]

- 3.4.1 Take an active role as partners in supporting, promoting and fostering the principles of this Policy in all their work and interactions with their members, Management and [Council] [Board].

### **3.5 Complainants**

- 3.5.1 Complainants have a right to:
  - 3.5.1.1 Make a complaint and receive a copy of the complaint;
  - 3.5.1.2 Be informed of the status and progress of the investigation;
  - 3.5.1.3 Be informed of a summary of the results of the investigation in writing including a summary of corrective action that has or will be taken as a result of the investigation;
  - 3.5.1.4 Not be subject to retaliation; and
  - 3.5.1.5 Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO (or Deputy or designate), or Mayor may determine that an investigation is required and the process will continue despite the withdrawal.

### **3.6 Respondents**

- 3.6.1 Respondents have a right to:
  - 3.6.1.1 Be informed that a complaint has been filed;

3.6.1.2 Be informed of the status and progress of the investigation;

3.6.1.3 Have the allegations provided to any independent investigator;

3.6.1.4 Be informed of the allegations against them and be provided an opportunity to respond; and

3.6.1.5 Be informed of a summary of the results of the investigation in writing.

### **3.7 Bystanders**

3.7.1 Bystanders have the right to not be subject to retaliation because they have participated as a witness; and

3.7.2 Bystanders have a responsibility to meet with the investigator and to cooperate in good faith with all those responsible for the investigation of the complaint.

### **3.8 Investigator**

3.8.1 The investigator, if engaged under the process referred to in section 4.0, shall:

3.8.1.1 Have expertise regarding the matters covered under this Policy;

3.8.1.2 Ensure the Respondent is informed of the allegations;

3.8.1.3 Ensure all parties involved have been informed of their rights and responsibilities;

3.8.1.4 Interview the parties concerned and any witnesses;

3.8.1.5 Collect all pertinent information;

3.8.1.6 Recommend a mediation process where appropriate;

3.8.1.7 Prepare a written report;

3.8.1.8 Ensure the investigation is completed in a timely fashion taking into account particular circumstances; and

3.8.1.9 Maintain confidentiality.

**4.0 Complaint Process:** All members of the [Council] [Board of Directors], management, employees, volunteers and contractors of the LOCAL GOVERNMENT have a responsibility to treat all complaints under this Policy seriously and to investigate all complaints of racism and racial discrimination pursuant to the complaint procedure set out in the LOCAL GOVERNMENT's [Insert name of respectful workplace policy].

**5.0 Remedies:** Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop racial discrimination or racist behaviour contrary to this Policy may be subject to appropriate action depending up on the severity of the misconduct. The range of appropriate remedy may include, but is not limited to, the following:

**5.1** In the case of an officer or employee:

- 5.1.1 Oral and/or written apology from the Respondent and/or LOCAL GOVERNMENT;
- 5.1.2 Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments)
- 5.1.3 Coaching;
- 5.1.4 Counselling;
- 5.1.5 Training or education;
- 5.1.6 Re-orientation to this Policy and its purpose;
- 5.1.7 Discipline up to and including termination of employment for just cause;
- 5.1.8 Termination of contract for service or of a volunteer opportunity.

**5.2** In the case of an elected official, sanction by [Council] [ Board] (including but not limited to censure, removal from appointments, referral to police or legal action).

**5.3** If the Respondent is not covered by this Policy, the LOCAL GOVERNMENT will take any and all steps reasonable and necessary to remedy the substantiated complaint to protect the Complainant from future harm.

**6.0 Unsubstantiated Complaints:** If an investigator finds insufficient evidence to support the Complainant's allegations, the investigator will submit that finding. There will be no record of the complaint on the Complainant's or Respondent's file and there will be no sanction to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

**7.0 No Reprisals or Retaliation:** Any reprisal or retaliatory action that is related, in any way, to the circumstances noted above against a Complainant (or person closely related to or associated with the Complainant), Bystander, Respondent, elected official or employee responsible for implementing this Policy and procedure, who in good faith:

**7.1** Makes a complaint alleging racial discrimination or racism;

**7.2** Identifies or opposes a practice that they reasonably believe to constitute racial discrimination or racism;

**7.3** Implements or participates in an investigation, proceeding or hearing under this Policy or pursuant to any applicable statutory complaint process;

violates this Policy and will not be tolerated.

**7.4** Any officer, employee, volunteer, appointee or contractor covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause, termination of a contract for service or of a volunteer opportunity or legal action.

**7.5** Any elected official covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to [Council][Board] consideration of appropriate sanctions, which may include censure, removal from appointments, referral to police or legal action.

**8.0 Vexatious Allegations and Complaints:** Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate action set out in sections 7.4 or 7.5, as applicable.

## **9.0 Limitations**

**9.1** This Policy articulates the position of the LOCAL GOVERNMENT and demonstrates its support and commitment to an environment that is free of racial discrimination and racism. It is not intended to supersede or supplant the other processes



available to individuals or groups wishing to pursue avenues of formal complaint or redress under other LOCAL GOVERNMENT policies.

## Appendix A

### DEFINITIONS<sup>1</sup>

**Barrier** – An overt or covert obstacle which must be overcome for equality and progress to be possible.

**Bias** – A subjective opinion, preference, prejudice, or inclination, often formed without reasonable justification, which influences the ability of an individual or group to evaluate a particular situation objectively or accurately.

**Cultural Racism** - The full adoption by an individual or group of the culture, values and patterns of a different social, religious, linguistic or national ethos, resulting in the diminution or elimination of attitudinal and behavioural characteristics of the original individual or group. Can be voluntary or forced.

**Discrimination** - Means the differential treatment of an individual or group, on the basis of prejudice, stereotypes or the Prohibited Grounds of Discrimination set out in provincial human rights legislation. Discrimination may be intentional or unintentional, conscious or unconscious. Discrimination can result in one individual or group having an advantage over another and can cause an individual or group to be excluded from activities which they ought to have the right to be included in.

**Diversity** - A term used to encompass the acceptance and respect of various dimensions including race, gender, sexual orientation, ethnicity, socio-economic status, religious beliefs, age, physical abilities, political beliefs, or other ideologies.

**Environmental Racism** - A systemic form of racism in which toxic wastes and dangerous and toxic facilities are located into or near marginalized communities, such as People of Colour, Indigenous Peoples, working class, and poor communities, often causing chronic illness and change in their lifestyle due to pollution of lands, air and waterways.

**Inclusive Language / Inclusion** - The deliberate selection of vocabulary that avoids explicit or implicit exclusion of particular groups and that avoids the use of false generic terms, usually with

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<sup>1</sup> The Canadian Race Relations Foundation maintains a glossary with definitions of key concepts relevant to race relations, the promotion of Canadian identity, belonging and the mutuality of citizenship rights and responsibilities. <https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1>

reference to gender. Making diverse members of society or an organization feel valued and respected.

**Indigenous Peoples** – Means the communities, peoples, and nations that have a historical continuity with pre-invasion, pre-settler, or pre-colonial societies that developed on their territories, as distinct from the other societies now prevailing on those territories (or parts of them). The original inhabitants of Canada who lived here for millennia before explorers arrived from Europe.

**Individual Racism** - Racist assumptions, beliefs and behaviours that stem from conscious and unconscious personal prejudice.

**Institutional Racism (Systemic Discrimination)** - The institutionalization of discrimination through policies and practices which may appear neutral on the surface but which have an exclusionary impact on particular groups. This occurs in institutions and organizations, including government, where the policies, practices and procedures (e.g. employment systems – job requirements, hiring practices, promotion procedures, etc.) exclude and/or act as barriers to racialized groups.

**People of Colour** - Non-White racial or ethnic groups; generally used by racialized peoples as an alternative to the term “visible minority.” The word is not used to refer to Indigenous peoples, as they are considered distinct societies under the Canadian Constitution. When including Indigenous peoples, it is correct to say “people of colour and Indigenous peoples.”

**Prohibited Grounds of Discrimination [BC]**- Race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, age of a person or class of persons.

**Prohibited Grounds of Discrimination [AB]** - Race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or of any other person.

**Prohibited Grounds of Discrimination [YUKON]** – Ancestry, including colour and race, national origin, ethnic or linguistic background or origin, religion or creed, or religious belief, religious association, or religious activity, age, sex, including pregnancy and pregnancy related conditions, gender identity or gender expression, sexual orientation, physical or mental disability, criminal charges or criminal record, political belief, political association, or political activity, marital or family status, source of income, actual or presumed association with other individuals or groups whose identity or membership is determined by any of the grounds.

**Racial Discrimination** – Means any distinction, exclusion, restriction or preference based on race, colour, descent, or national or ethnic origin, which nullifies or impairs the recognition, enjoyment

or exercise of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life.

**Racism** - A belief that one group is superior to others performed through any individual action, or institutional practice which treats people differently because of their colour or ethnicity. This distinction is often used to justify discrimination. There are many types of racism: Institutional, Systemic, and Individual.

## Acknowledgement

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**I ACKNOWLEDGE** that I have received a copy of the LOCAL GOVERNMENT’s Anti-Racial Discrimination and Anti-Racism Policy, that I have read and received training on it and fully understand the rights, duties and procedures contained in it.

**I UNDERSTAND** that the LOCAL GOVERNMENT may change, withdraw or add, rules, duties or practices described in the Anti-Racial Discrimination and Anti-Racism Policy from time to time in its sole discretion without prior notice to me, provided that the LOCAL GOVERNMENT advises me within a reasonable period of time.

**I ACKNOWLEDGE** that I have had an opportunity to discuss the content of the Anti-Racial Discrimination and Anti-Racism Policy with my immediate supervisor, Human Resources representative or the CAO.

**I AGREE** to abide by the LOCAL GOVERNMENT’s Anti-Racial Discrimination and Anti-Racism Policy and I understand that such compliance is a condition of my duties, responsibilities and obligations. I also understand that non-adherence to the LOCAL GOVERNMENT’s Anti-Racial Discrimination and Anti-Racism Policy or other rules may result in disciplinary action up to and including termination of employment or the consideration of appropriate sanctions, which may include censure, removal from appointments, referral to police or legal action.

X

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SIGNATURE OF INDIVIDUAL

PRINTED NAME

DATE



# THE CORPORATION OF THE CITY OF VERNON

## MINUTES OF

### THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

HELD THURSDAY, APRIL 16, 2020

OKANAGAN LAKE ROOM

**PRESENT:** **VOTING:**

Mayor Victor Cumming, Chair (Appointed Member)  
Leigha Horsfield, Community Futures (via phone)  
Susan Lehman, Downtown Vernon Association (via phone)  
Annette Sharkey, Social Planning of North Okanagan (via phone)  
Jenna Stasuk, Accelerate Okanagan (via phone)  
Tannis Nelson, Regional District of North Okanagan (via phone)  
Richard Toperczer, Province of B.C. – Regional Ec. Dev. (via phone)  
Dione Chambers, Greater Vernon Chamber of Commerce  
Bud Mortenson, Director, UBCO (via phone)

**ABSENT:** Jane Lister, Okanagan College  
Councillor Brian Quiring (Appointed Member)

**STAFF:** Kevin Poole, Manager, Economic Development & Tourism (via phone)  
Roy Nuriel, Economic Development Planner  
Janice Nicol, Legislative Committee Clerk

**ORDER** The Chair called the meeting to order at 9:02 a.m.

**ADOPTION OF AGENDA** Moved by Annette Sharkey; seconded by Dione Chambers;  
THAT the agenda for the Thursday, April 16, 2020 meeting of the Economic Development Advisory Committee be adopted.

**CARRIED.**

**ADOPTION OF MINUTES** Moved by Annette Sharkey, seconded by Jenna Stasuk:  
THAT the minutes for the December 19, 2019 meeting of the Economic Development Advisory Committee.

**CARRIED.**

**NEW BUSINESS:**

**UPDATE ON THE INNOVATION CENTRE** Leigha Horsfield provided an update on the Innovate North Okanagan Centre. The following points were noted:



- Many of the Economic Development Advisory Committee members have been involved since the inception of this project when the City of Vernon and Community Futures funded a feasibility study
- Following this study, feasibility and viability study was undertaken through many stakeholder sessions
- There has been a community need for many years and the right team that included many community organizations have moved the Innovation Centre forward
- Provides a great economic opportunity, two sub-committees have formed – one specifically for the Innovation Centre and one for the Hub
- Funding from the 'Rural Opportunities Fund' came through on March 2, 2020 and provides an 18-month runway for the project
- Subcontracted the running of the Centre to Accelerate Okanagan, they are developing a marketing plan and will take over project, it will eventually become another Accelerate Okanagan location
- Location decided on after a very inclusive process, will be located in the former Naked Pig Restaurant
- The proposed floor plan was reviewed. Renovations have slowed right now, hoping for end of June opening but not confirmed
- Sponsorship planning being undertaken and a name is being worked on. In conjunction, the 'spokes' within the community being solidified
- There may be an opportunity to utilize the downstairs 10,000 sq. ft area, would be perfect for Phase 2
- Bud Mortensen looking at programming opportunities with UBC-O and will connect with Leigha Horsfield
- Thank you to Leigha for taking on this process, for all of the work and ensuring process was so inclusive
- Uptake for this facility has been modeled out with very conservative numbers, other Innovation Centres have typically run out of room within 18 months.

#### **REVIEW OF INPUT FROM COMMUNITY FUTURES REGIONAL ROUNDTABLES**

Roy Nuriel and Leigha Horsfield provided a review of the Community Futures Regional Roundtables that are occurring. The following points were noted:

- There have been four weeks of virtual roundtable meetings, which are open to all businesses
- Purpose of the roundtables is to hear how businesses are being affected by COVID-19 and the challenges
- Connection can be made as there are many groups that can provide support

- Many businesses participated in March meeting
- Main challenge experienced was difficulty accessing information
- Roundtables opened up to employees, more roundtables were held, same concerns and challenges and issues – it was decided to hold one regional weekly roundtable to answer questions and provide support for businesses
- Based on info from roundtables, businesses are confused and intimidated with applying for government funding. In response, Community Futures (CF) is offering business coaches who are sitting down one on one to determine what can be accessed and how to access
- Roundtables have been extremely helpful, now bringing in experts - labour lawyers, insurance experts, Interior Health, Worksafe BC, etc.
- Chamber of Commerce will begin a webinar series on Tuesdays. Chamber will connect with CF to ensure no duplication
- Suggestion to have measurements of uptake of series by CF and Chamber – to ensure you are catching everyone and adjust accordingly to measure the reach of this.

**NORTH OKANAGAN  
TOGETHER HUB**

The North Okanagan Together Hub (#NOKTogether), hosted by Community Futures, provides help to businesses as they navigate COVID-19. The following points were noted:

- The Hub was developed in discussions with the City of Vernon and the Downtown Vernon Association (DVA) to ensure businesses are not confused as to where to go to get information
- Worked with stakeholders to provide a central location for information, which is updated regularly
- Partners were pulled together in short time, was challenging but successful,
- Grateful to Beach Radio for getting the word out that site exists
- Website lists all businesses that are open
- The Hub has been very important to partners and will be a great channel for communication in terms of recovery
- Amazing how fast site came together, great job by the DVA and Chamber for their work – this site provides a central resource of all initiatives, training, information, workshops, etc. and speaks to the level of trust and collaboration that exists in this community
- Suggestion to track analytics on visits to site and questions that are asked.

**RECOVERY PLANNING** Kevin Poole led a discussion on plans for recovery following the pandemic. The following points were noted:

- Accommodators will continue to be impacted as this works through
- It will be important to not duplicate and to, will be a need for individual meetings
- The pandemic is difficult for municipalities as well
- Other jurisdictions have Economic Recovery Committee, need to have something similar in our community
- Staff have been brainstorming, may need to encourage more sidewalk cafes, etc.
- Vision North Okanagan (VNO) – consists of a group of individual who have economic development in their job title – meet regularly to share and collaborate
- A sub-committee of VNO should be formed to focus on recovery and develop a strategy – need to make a public statement advising of who is around the table and what is being done
- Suggestion to have a community specific sub-committee – with an action based group
- On a regional setting Central Okanagan Regional District has taken a pivotal role, is there something that might be actionable for our region with the Regional District of the North Okanagan?
- It is hoped that businesses will be slowly able to open in the next few weeks, something more formalized can be developed
- Response being fine-tuned based on what businesses need, next will be recovery planning. Chamber has seat on Premier's Task Force – how is it best to understand and communicate the needs of business?
- Sectoral recovery process beginning – how best to assist different sectors with provincial funds – need both localized and regionalized
- Businesses are working on individual plans but need to see what is being done for community and region
- There are formal and informal systems already working, would be helpful to add more to those already working on recovery rather start over
- Sub-committee needs to be determined, each sector will have its own challenges
- The Manager, Economic Development and Tourism, Dione Chambers and Leigha Horsfield to formulate recovery and publicize. Leigha to set up call to get process going.

**INFORMATION ITEMS:**

Review of Bulling and Harassment – Committees members to confirm, via email, that they have received and reviewed the policy.

**OKCreate**

Tannis Nelson shared news regarding a new website that was created in a 30 day turn-around in partnership with the Regional District of North Okanagan, Greater Vernon Museum and Archives and other local, non-for-profit groups. It is a curated website to host online content (much of it locally produced), including how-to videos, virtual local gallery tours, live stream videos, photography and more. The purpose is to encourage the community to stay engaged and active, as well as to support local, cultural not-for-profit organizations in staying connected and relevant. [www.okcreatonline.com](http://www.okcreatonline.com)

**Social Planning Council**

Annette Sharkey advised that the pandemic has hit the social service sector very hard with food availability a major concern with the closure of Upper Room Mission. Turning Points and Gateway Shelters have merged into one location. Thanks to City of Vernon for providing the curling rink, we were one of the first communities in the Province to respond. Thank you to local churches for filling the food gaps – providing many pop-up programs that provide two meals a day. Many community organizations have received funding – thanks to the United Way and the Community Foundation. Thank you to Annette for a great response and for working with all organizations.

**Provincial News**

Maintaining services to clients has been challenging for the Province, trying to maintain cash flow for the forest sector and community response to economic emergency. Province is looking at how we emerge from pandemic – important to be slow and measured.

**City of Vernon**

Business continuity is being maintained for citizen – all development and City services (with the exception of Recreation Services) still in place to support as needed.

**DATE OF NEXT MEETING**

The next meeting is scheduled for June 11, 2020.

**ADJOURNMENT**

The meeting of the Economic Development Advisory Committee adjourned at 10:38 a.m.

**CERTIFIED CORRECT:**



A handwritten signature in blue ink, reading "Victor S. Cummings", is written over a horizontal line.





THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF  
TOURISM COMMISSION MEETING  
HELD WEDNESDAY, MAY 20, 2020  
OKANAGAN LAKE ROOM**

**PRESENT: VOTING:**

Claus Larsen, Accommodation Provider, Chair  
David Gibbs, Accommodation Provider  
Troy Hudson, Ski (via phone)  
Gale Woodhouse, Arts & Culture (via phone)  
Richard Rolke, Greater Vernon Chamber of Commerce  
Councillor Dalvir Nahal (Appointed Member) (via phone)  
Heather Sharpe, Downtown Vernon Association (via phone)  
Clinton Bialas, Restaurant  
Janna Maderyc, Accommodation Provider (via phone)  
Dauna Kennedy, Arts & Culture, Vice-Chair  
Mike Fotheringham, Okanagan Indian Band (via phone)  
Ricardo Smith, Sports & Events (8:06)

**NON-VOTING:**

Ian Jenkins, Silver Star Mountain Resort (via phone)

**ABSENT:** Matt Scheibenpflug, Accommodation Provider  
Michael Van Horne, Golf  
Kevin O'Brien, Attractions  
Brett Woods, Biking

**STAFF:** Kevin Poole, Staff Liaison, Manager, Economic Development & Tourism  
Torrie Silverthorn, Tourism Coordinator  
Janice Nicol, Legislative Committee Clerk

**ORDER**

The meeting was called to order at 8:01 a.m.

**ADOPTION OF AGENDA**

Moved by David Gibbs; seconded by Dauna Kennedy:

THAT the agenda for Wednesday, May 20, 2020 Tourism Commission be adopted.

**CARRIED.**

## TOURISM COMMISSION MINUTES – MAY 20, 2020

### ADOPTION OF MINUTES

Moved by Richard Rolke, seconded by David Gibbs;

THAT the minutes of the Tourism Commission meeting held Wednesday, April 15, 2020 be adopted.

**CARRIED.**

### UNFINISHED BUSINESS

### ROUND TABLE DISCUSSION

Where are businesses at with the restart?

#### Predator

- Will be closed until June 1
- Looking at new accommodations structure inside and outside including using electrostatic sprayers
- Attempting to keep up with various regulations and examining what other accommodators are doing (sealing rooms to ensure everything has been sanitized) this gives clients comfort
- Extending minimum nights stays to two days in Lodge, three nights in Cottages. There will be a three night minimum stay for next year. New regulations dictate you cannot get into room for three hours after guests leave, room cannot be rented for 24 hours
- Restaurants at Predator re-opening with social distancing measures in June.

#### Restaurants

- Waiting to see what the regulations will be (have not been consistent) and doing the best to make customers feel comfortable
- Masks are not working, acting as a barrier but are not sustainable. Some restaurants ordering face shields for cooks and food servers.
- Businesses implementing varied plans - some have varied walk-through layout, some have only servers wearing masks
- Staff not coming back as they are collecting C.E.R.B., struggling to keep and call back staff because of this
- Hairdressers cannot get staff back until June 8
- Lack of staff impacting multiple industries
- 30<sup>th</sup> Avenue businesses –would be ideal to close 30<sup>th</sup> Avenue closed for two blocks to allow more room for social distancing, outdoor patios and appeal for Tourists.

## **TOURISM COMMISSION MINUTES – MAY 20, 2020**

### **DVA**

- Businesses on 30<sup>th</sup> Avenue keen to re-open and welcome customers, hope that locals can rediscover area with positive attitude. Further information to come as DVA membership is diverse.
- **Hotels – Prestige Vernon Lodge and Prestige Inn**
- Still closed until June 26 or July 1 re-opening
- Don Cherry's re-opening with a focus on the patio (inside will be later)
- Hotels – averaging about four rooms a nights with one staff member but staff are getting burned out
- Following Best Western protocols and have purchased multiple ozone machines - no one enters room for 48 hours after guests leave
- Would be nice if BC Hotel Association sets some uniform guidelines as there is so much information that it is difficult to sift through
- There is also a need to get each customer's phone number – this applies to all industries
- Travel restrictions will be in place until at least Fall, focus is local and then regional in June
- From Penticton south to Osoyoos, a regional agency to promote and support businesses has been created
- AirBNB is marketing that guests will have less exposure to COVID by using an AirBNB – there are no COVID guidelines currently for AirBNB

### **Chamber of Commerce**

- Chamber continues to support business despite a reduction in staff. Still uncertainty surrounding events.

### **Art Gallery**

- Drowning in information regarding COVID, looking at re-opening
- Encountering a challenge with office space, some staff working remotely, working virtually and promoting online
- Working on projects, financial hit will come this summer - when fundraisers and sponsorship events are cancelled
- Staff starting to return to office, looking at model for re-opening
- Cultural Centre still moving ahead, preparing for when construction can begin.

## **TOURISM COMMISSION MINUTES – MAY 20, 2020**

### **Sun Country**

- With the pandemic, it was thought there would be a 30% downturn that would take two years to recover from, however, there has been a cycling boom
- Bikes cannot be found now for under \$1500, some stores in US closed as they have no bike inventory
- Sun Country has not had so many staff working at the shop as now
- Once advertising can start regionally, will see what uptake will be.

### **Culture**

- Connecting virtually with cultural sector for activities. New audience, keep building on this and maintaining connections made
- Arts Centre opening June 1, hoping to get back to pre COVID #'s in two years
- Larger venues such as the Performing Arts Centre have minimal optimism as they look at how group events will be held
- Need to keep groups smaller with numbers that can be controlled, possibility of some activities for children on July 1.

### **Sovereign Lake Nordic**

- Currently in middle of budgeting session with have five different scenarios and plans to stay fluid
- Optimistic that skiing will resume as it is naturally socially distant
- Cross Country BC based in Vernon –AGM was held last week, looking at guidelines and what sporting orgs can do for social distancing
- Online training for senior athletes being held although difficult to get back up to pace with competition cancelled
- Looking at fall, focusing on local community
- This has been a great learning process in resiliency – lucky that COVID hit as season was ending
- COVID Task Force started with provincial representative to ensure unified voice and cohesive plan.

### **Silver Star Mountain Resort**

- Opening early July, looking at plan to ensure confidence in guests for sanitization
- Refunds being given, no questions asked
- Expecting local guests for now
- Looking around world to see how other resorts are handling situation.

## TOURISM COMMISSION MINUTES – MAY 20, 2020

### • **Sparkling Hill**

- In strange holding pattern, can't open accommodations without spa
- Need to have everything in place, trying to comply and reach-out to other stakeholders to ensure consistency
- Hoping for mid-June opening if possible and keeping messaging positive.

### • **Okanagan Indian Band**

- Hoping to start up a tourism survey to gauge interest
- Cannabis dispensary and tourism regulations being looked at with a COVID lens
- Funding has been received for assist with Arbour structure, where Pow Wows are typically held. Will be a great venue and may have tourism opportunities.

### **50/50 MARKETING COOP & SMALL ACCOMMODATORS FUNDING REQUESTS**

- Program is currently on hold with applicants contacted
- Providing grants will be a great way to get back out into the market
- Discussion regarding a COVID Recovery Program with the 50/50 grant monies pending dollars received from upper levels of government
- To be discussed in further detail next meeting.

### **WORLD TRAVEL AWARDS**

The World Travel Awards have been cancelled for this year but there is still a three year commitment beginning next year.

### **RECOVERY PLAN – UPDATE**

The Tourism Coordinator has been tasked with formulating a recovery plan – looking at how much money can be put into this (in combination with the Co-op Program). Looking for volunteers for task force for ideas and input.

Please contact Torrie Silverthorn at [tsilverthorn@vernon.ca](mailto:tsilverthorn@vernon.ca) if you are interested.

### **INFORMATION ITEMS:**

The following items were noted:

- The provincial government has implemented new rules for PST collection, they can now be deferred
- There is currently \$222,000 in the MRDT Reserve, approved by budget to withdraw \$100,000. The Commission's approval, and Council's, will be required if reserves are to be drained. There is hope that the Province will come forward with funding.



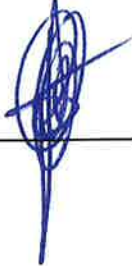
**TOURISM COMMISSION MINUTES – MAY 20, 2020**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Tourism Commission is scheduled for **Wednesday, June 17, 2020** at 8:00 a.m. in the Okanagan Lake Room.

The Tourism Commission meeting adjourned at 9:04a.m.

**CERTIFIED CORRECT:**

Chair \_\_\_\_\_  




**THE CORPORATION OF THE CITY OF VERNON**  
**MINUTES OF ADVISORY PLANNING COMMITTEE MEETING**  
**HELD**

**TUESDAY, MAY 26, 2020**

**PRESENT:** VOTING  
Larry Lundgren  
Doug Neden  
Monique Hubbs-Michiel  
Phyllis Kereliuk  
Don Schuster  
Mark Longworth  
Bill Tarr  
Jamie Paterson

NON-VOTING  
Mayor Cumming (Alternate Member)

**ABSENT:** Councillor Mund (Appointed Member)  
Lisa Briggs  
Joshua Lunn  
Harpreet Nahal

**STAFF:** Craig Broderick, Manager, Current Planning/Staff Liaison  
Daniel Sturgeon, Long Range Planner  
Natasha Kositsin, Acting Legislative Committee Clerk

**ORDER** The Chair called the meeting to order at 4:02 p.m.

**ADOPTION OF AGENDA** Moved by Doug Neden, seconded by Monique Hubbs-Michiel;  
THAT the Advisory Planning Committee move Information Services (4) before New Business (3) on the agenda;  
AND FURTHER, that the agenda be adopted as amended.

**CARRIED.**

**ADOPTION OF MINUTES** Moved by Bill Tarr, seconded by Monique Hubbs-Michiel;  
THAT the minutes for the Advisory Planning Committee meeting of May 12, 2020 be adopted.

**CARRIED.**

**NEW BUSINESS:**

**REZONING  
APPLICATION FOR  
1800 PHOENIX DRIVE  
(ZON00300)**

The Long Range Planner reviewed the Rezoning Application for 1800 Phoenix Drive. The Committee noted the following:

- Concerns as to why the Developer is not just zoning Phase 1 instead of the whole 30 acres. It's a 15 year project, and was suggested to scale down but the developer wants to ensure that they have the whole land to use.
- Committee wonders why they are discussing this property when the developer still needs to apply for a Subdivision application. As per the Council report, the applicant will be required to make a subdivision application that is supportable prior to adoption – APC will not see the subdivision application unless there are changes to the proposed zoning. .
- Pedestrian movements across the site needs to be taken into consideration when planning, to include trails,.  
– Staff note that there is a future park and trail as described in the Foothills Neighbourhood Plan
- Concerns of emergency vehicles but were informed that this will still be in the 10 minute response time. A secondary emergency access point to the north will be acquired and constructed in later subdivision phases.

Moved by Monique Hubbs-Michiel, seconded by Doug Neden;

THAT the Advisory Planning Committee recommends that Council support the application to rezone Amended Lot G (SEE DD 216774F) Sections 13 and 24 Township 8 ODYD Plan 1362 Except Plans 28422, 36541, KAP82631, KAP84094, KAP90431, EPP38363 And EPP72337 (1800 Phoenix Drive) within the Foothills Neighbourhood from A2 (Rural — Large Holdings) and R2 (Large Lot Residential) to HR1 (Hillside Residential Single and Two Family), HR2 (Hillside Residential Multi-Family), and P1 (Parks and Open Space);

AND FURTHER, that prior to adoption of a zoning amendment bylaw:

- a) Registration of a Section 219 "No Disturb" Covenant on the remnant parcel (lands beyond Phase 1) that would restrict future subdivision or any development until the approval of a pre-plan, consistent with the Foothills Neighbourhood Plan, that would identify the location of a future road network that specifically connects with Mountridge Drive to the north and generally to the road network to the east, respects sensitive areas including seasonal water bodies or drainage courses, and provides for future parks and trail connections;
- b) Registration of a 50 metre radius no-build and no-disturb covenant for the area surrounding the archaeological site;
- c) Payment of water latecomer charges for use of reservoir capacity in the Sun Peaks Reservoir;
- d) Confirmation of the downstream capacity of the existing drainage system to handle flows from the proposed development;
- e) The applicant provide geotechnical information regarding slope, soil and hydrogeological conditions along the edge of the environmentally sensitive area in Phase 1 of the proposed development, including recommendations regarding the location of final lot lines, a no disturb covenant, and safe building setbacks in this area;
- f) Submission of Subdivision and Environmental Development Permit applications for Phase 1 of the development including design of on-site and off-site works and services necessary to service the first phase of development and receipt of a supportable subdivision layout to the satisfaction of the Approving Officer; and
- f) Finalization of a traffic impact assessment which details any necessary off-site improvements as result of the proposed development and registration of any necessary covenants restricting development phases until such improvements are complete

AND FURTHER, that there is pedestrian trail access incorporated into the development that avoids sensitive ecological areas.

**CARRIED, with Jamie Paterson opposed.**

**INFORMATION ITEMS**

The Manager, Current Planning reviewed the following APC related applications discussed at the May 25<sup>th</sup>, 2020, Council meeting:

- **DVP00484** –3417 30th Avenue – issued, once all conditions of Council have been met
- **DVP00477** –1103 35<sup>th</sup> Avenue - issued, once all conditions of Council have been met.
- **ZON00297** - 5000 20<sup>th</sup> Street – Request to Waive Rezoning Application condition for reconsideration on June 8, 2020.
- **ZON00343** - 9188 Tronson Road Public Hearing held May 25, 2020 was adjourned to June 8, 2020 with further written submissions being received up to 4pm June 5, 2020
- **2103-39<sup>th</sup> Street** Rezoning Amendment Public Hearing for June 8 cancelled and rescheduled for June 22, 2020 at Rec Centre Auditorium.

**NEXT MEETING**

The next meeting of the Advisory Planning Committee is to tentatively scheduled for June 9, 2020.

**ADJOURNMENT**

The meeting of the Advisory Planning Committee adjourned at: 4:35 p.m.

**CERTIFIED CORRECT:**

  
 Chair