



“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

April 26, 2021

AT 8:40 AM

*Pursuant to Provincial Health Officer’s Order, “Gathering and Events – March 31, 2021”, members of the public are **prohibited** from attending Council meetings in-person until such time as the order “Gathering and Events – March 31, 2021” is rescinded or amended;*

Council meetings are live-streamed and video-recorded and may be accessed at <https://www.vernon.ca/council-video>. Recordings are made available on the City of Vernon website by noon on the day following the meeting.

- 1. CALL REGULAR MEETING TO ORDER AND MOVE TO COMMITTEE OF THE WHOLE**
- 2. RESOLUTION TO CLOSE MEETING**

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 interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

3. ADJOURN TO OPEN COUNCIL AT 1:30 PM

AGENDA

- A.** THAT the Agenda for the April 26, 2021, Regular Open Meeting of Council be adopted as circulated.

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

MINUTES

- A.** THAT the minutes of the Regular Meeting of Council held April 12, 2021 be adopted; **(P. 9)**

AND FURTHER, that the minutes of the Special Meeting of Council held April 20, 2021 be adopted, **(P. 25)**

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held April 12, 2021 be received.

5. BUSINESS ARISING FROM THE MINUTES

6. GENERAL MATTERS

**PRESENTATION –
GOVERNMENT
FINANCE OFFICERS
ASSOCIATION AWARD
(1700-01)
(P. 29)**

- A.** Mayor Cumming will present the following award for the annual financial report for the fiscal year ended December 31, 2019:

Canadian Award for Financial Reporting

THAT Council receives the letter dated April 15, 2021 from Michele Mark Levine, Director, Technical Services Centre, regarding receipt of the Canadian Award for Financial Reporting for information.

7. COUNCIL INQUIRIES

8. ADMINISTRATION UPDATES

**ADMINISTRATION
UPDATES
(0550-05) (P. 31)**

- A.** THAT Council receive the Administration Updates dated April 26, 2021, for information.

9. UNFINISHED BUSINESS

**SECONDARY SUITES –
ZONING BYLAW
AMENDMENT AND
HEIGHT REGULATION
CLARIFICATION
(6441-20)
(P. 35)**

- A.** THAT Council support Bylaw #5851, which establishes conditions of use for Secondary Suites and amends Zoning Bylaw #5000, as attached to the memorandum titled “Secondary Suites – Bylaw Amendments” dated March 10, 2021 respectfully submitted by the Long Range Planner.

**SPRAY PARK
DEMOLITION AND
OUTDOOR PLAY
OPTIONS FOR
CONSIDERATION
(6135-01)
(P. 46)**

B. THAT Council authorize the expenditure of up to \$45,000 for the removal of the Spray Park at Polson Park, funded from the Parks Legacy reserve as outlined in the memorandum titled “Spray Park Demolition and Outdoor Play Options for Consideration” dated April 14, 2021, respectfully submitted by the Manager, Long Range Planning and Sustainability and the Manager, Parks and Public Spaces Maintenance.

C. THAT Council direct Administration to implement the outdoor play options and authorize the expenditure of up to \$15,000 for the implementation of Pop Up Spray Parks and Unplug and Play boxes, funded from the 2020 Uncommitted Unexpended Balance as outlined in the memorandum titled “Spray Park Demolition and Outdoor Play Options for Consideration” dated April 14, 2021, respectfully submitted by the Manager, Long Range Planning and Sustainability and the Manager, Parks and Public Spaces Maintenance.

**ELECTRIC KICK
SCOOTER PILOT
TRAFFIC BYLAW #5600
AMENDMENTS
(8300-10-06)
(P. 54)**

D. THAT Council endorse the proposed amendments to Traffic Bylaw #5600, as shown in Attachment 2 in the report titled “Electric Kick Scooter Pilot Traffic Bylaw #5600 Amendments”, dated April 15, 2021, respectfully submitted by the Active Transportation Coordinator.

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

11. NEW BUSINESS

A. Correspondence:

**RECREATION
SERVICES
QUARTERLY REPORT
(7700-01)
(P. 71)**

(i) THAT Council receive the memorandum titled “Recreation Services – 2021 First Quarter Report” and the accompanying PowerPoint presentation, dated April 15, 2021 respectfully submitted by the Manager, Customer Service – Recreation.

**LOCAL GOVERNMENT
DEVELOPMENT
APPROVALS
PROGRAM GRANT
APPLICATION
AUTHORIZATION
(6410-01) (P. 93)**

(ii) THAT Council authorizes Administration to make an application to the Local Government Development Approvals Program for up to \$500,000 as described in the memorandum titled “Local Government Development Approvals Program Grant Application Authorization” dated April 12, 2021, respectfully submitted by the Manager, Building and Licensing.

**2021 PRIORITY LAKE
ACCESS COUNCIL
TOUR (8700-02)
(P. 102)**

(iii) THAT Council attend the six high priority lake access sites individually at their leisure before May 10, 2021 as outlined in the memorandum titled “2021 Priority Lake Access Council

Tour” dated April 14, 2021, respectfully submitted by the Transportation Planner;

AND FURTHER, that Council direct Administration to present the six high priority lake access sites for discussion at the Committee of the Whole Meeting of May 10, 2021.

**OKANAGAN BASIN
WATER BOARD
WATER
CONSERVATION AND
QUALITY
IMPROVEMENT GRANT
APPROVAL (6140-20)
(P. 110)**

- (iv) THAT Council **rescind** the portion of the following resolution adopted at the February 22, 2021 Regular Council Meeting,

“THAT Council direct Administration to conduct the Polson Park Stream Naturalization Feasibility study for up to \$75,000 to address the hydrogeology issues and stormwater catchment in Polson Park to be funded for up to \$45,000 from the 2022 Capital Design budget as outlined in the report titled “Polson Park Hydrogeology Recommendations and Planning and Okanagan Basin Water Board Water Conservation and Quality Improvement Grant Application” dated February 8, 2021 from the Manager, Long Range Planning and Sustainability and Manager, Parks and Public Spaces;

AND FURTHER, that Council authorize the expenditure of up to \$125,000 for the Polson Park naturalization and detention pond study, funded by \$25,000 of Okanagan Basin Water Board Water Conservation and Quality Improvement grant, and \$100,000 of Stormwater Development Cost Charges, as outlined in the memorandum titled “Okanagan Basin Water Board Water Conservation and Quality Improvement Grant Approval”, dated April 16, 2021, and respectfully submitted by the Manager, Infrastructure.

**REDUCING THE RISK
OF WILDFIRE ON
PRIVATE, LARGE
FORESTED PROPERTY
(1855-20) (P. 113)**

- (v) THAT Council receive for information the memo titled “Reducing the Risk of Wildfire on Private, Large Forested Property” dated April 13, 2021 respectfully submitted by the Director, Fire Rescue Services.

**SPALLUMCHEEN
REZONING
APPLICATION
(0230-20-37)
(P. 148)**

- (vi) THAT Council support the O’Keefe Ranch & Interior Heritage Society’s rezoning application to amend the text of the Township of Spallumcheen’s zoning bylaw to include temporary accommodation for the purpose of showcasing heritage attractions, for lands designated 901 Special Use (Heritage) Zone (S.1);

AND FURTHER, that Council authorize the Chief Administrative Officer to sign the rezoning application on behalf of the Corporation of the City of Vernon.

**PROPOSED
PERMANENT VISITOR
INFORMATION CENTRE
CLOSURE AND SANI-
STATION RELOCATION
(6441-01)
(P. 166)**

- (vii) THAT Council direct Administration to permanently close the Visitor Information Centre as recommended by the Tourism Commission and as outlined in the memorandum titled “Proposed Permanent Visitor Information Centre Closure and Sani-Station Relocation” dated April 21, 2021, respectfully submitted by the Director of Community Infrastructure and Development;

AND FURTHER, that Council direct Administration to report back on the re-purposing of the building to establish a permanent Level III Emergency Operations Centre and public washrooms;

AND FURTHER, that Council direct Administration to permanently close the sani-station at the new City Centre Park location and investigate and report back with options for the future permanent location of the sani-station.

B. Reports:

**HERITAGE
REVITALIZATION
AGREEMENT
AMENDMENT AND
HERITAGE
ALTERATION PERMIT
APPLICATION FOR
3001 25TH STREET
(HRA00005/HAP00015/
00285.000)
(P. 174)**

- (i) THAT Council support Heritage Revitalization Agreement amendment HRA00005 and Heritage Alteration Permit HAP00015 to construct an addition and a detached carport on BLK 13 PL 327 SEC 34 TWP 9 ODYD (3001 25th Street), subject to:
- a) That the site plan and elevations and general siting, layout and character of the development included in Attachment 2 in the report titled “Heritage Revitalization Agreement Amendment and Heritage Alteration Permit Application for 3001 25th Street” dated April 14, 2021, respectfully submitted by the Manager, Current Planning, be attached to and form part of HAP00015 as Schedule ‘A’.

**SOLID WASTE
COLLECTION
SERVICES
(5360-05)
(P. 219)**

- (ii) THAT Council direct Administration to extend the Garbage and Commercial Blue Bag Collection Services contract to April 30, 2022, with the inclusion of 240-liter carts for residential waste collection;

AND FURTHER, that Council authorize the expenditure of up to \$1,410,189 for the purchase of automated collection carts, funded from the Sewer Rate Stabilization Reserve;

AND FURTHER, that Council direct Administration to amend Schedule A, Section 15, Refuse Collection and Recycling, of the Fees and Charges Bylaw #3909 presented as Attachment 1 to the report titled “Solid Waste Collection Services” dated April 21, 2021 and respectfully submitted by the General Manager, Public Works;

AND FURTHER, that Council direct Administration to contribute any surplus revenues over expenditures of the Solid Waste and Recycling Department for the year ending December 31, 2021, and all subsequent years until such time as the \$1,410,189 is fully reimbursed, to the Sewer Rate Stabilization Reserve as repayment for the automated collection carts purchase.

**30TH AVENUE STREET
CLOSURE:
REQUIREMENTS FOR
PARTICIPATING
BUSINESSES
(5410-10)**

(iii) Report to be circulated.

12. LEGISLATIVE MATTERS

Bylaws:

**FIRST, SECOND AND
THIRD READING**

• 5853

(i) THAT Bylaw #5853, “**Tax Rates Bylaw 5853, 2021**” – a bylaw to levy rates for Municipal, Hospital, Regional District and Specified Area purposes for 2021, be **read a first, second and third time. (P. 225)**

• 5854

(ii) THAT Bylaw #5854, “**Parks and Public Places (Removal of Section 24) Amendment Bylaw Number 5854, 2021**” – a bylaw to remove Section 24 from Parks and Public Places Bylaw Number 5057, be **read a first, second and third time. (P. 229)**

• 5855

(iii) THAT Bylaw #5855, “**Bylaw Notice Enforcement (Remove Penalties under Section 24) Amendment Bylaw Number 5855, 2021**” – a bylaw to remove penalties under Section 24 of Parks and Public Places Bylaw Number 5057, be **read a first, second and third time. (P. 232)**

• 5856

(iv) THAT Bylaw #5856, “**Municipal Ticketing Information (Remove Penalties under Section 24) Amendment Bylaw Number 5856, 2021**” – a bylaw to remove penalties under Section 24 of Parks and Public Places Bylaw Number 5057, be **read a first, second and third time. (P. 234)**

• 5857

(v) THAT Bylaw #5857, “**Traffic (Electric Kick Scooters) Amendment Bylaw Number 5857, 2021**” – a bylaw to allow the use of Electric Kick Scooters in Vernon as part of the Ministry of Transportation and Infrastructure’s Electric Kick Scooter Pilot, be **read a first, second and third time. (P. 236)**

- 5859

(vi) THAT Bylaw #5859, “**Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021**” – a bylaw to amend Heritage Revitalization Agreement Bylaw Number 4810, 2003, be **read a first, second and third time.** (P. 238)

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

- 5851

(vii) THAT Bylaw #5851 “**Zoning Text (Secondary Suites) Amendment Bylaw Number 5851, 2021**”, a bylaw to add text amendments to include development regulations for secondary suites, be **read a first and second time;**

AND FURTHER, that the Public Hearing for Bylaw #5851 be scheduled for **Tuesday, May 25, 2021 at 5:30 pm** in Council Chambers. (P. 247)

13. COUNCIL INFORMATION UPDATES

A. Mayor and Councillors Reports.

**NOTICE OF MOTION –
COUNCILLOR QUIRING
– OPIOID CRISIS
(P. 255)**

B. THAT Council authorize the Mayor to send a letter to the provincial government requesting that the federal government declare the opioid crisis a national health emergency.

**NOTICE OF MOTION –
MAYOR CUMMING –
DIVERSITY TRAINING
(P. 256)**

C. THAT Council request Administration arrange a brief and focused session on diversity training for Council.

14. INFORMATION ITEMS

A. Minutes from the following Committee of Council:

- (i) Biosolids Advisory, October 7, 2020 (P. 257)
- (ii) Tourism Commission, January 20, 2021 (P. 262)
- (iii) Climate Action Advisory, February 10, 2021 (P. 270)
- (iv) Tourism Commission, February 17, 2021 (P. 273)
- (v) Advisory Planning, February 23, 2021 (P. 278)
- (vi) Tourism Commission, March 2, 2021 (P. 281)
- (vii) Advisory Planning, March 9, 2021 (P. 284)

B. Letter dated March 23, 2021 from Jim Garlick, Mayor, District of Coldstream re: Letter of Support – Suicide Prevention Hotline. (P. 289)

C. Letter dated March 31, 2021 from Lisa Helps, Mayor, City of Victoria re: Support for Laid-off Hotel and Tourism Industry Workers. (P. 290)

D. Letter dated April 13, 2021 from John Vassilaki, Mayor, City of Penticton re: B.C. Government’s Use of Provincial Paramountcy to Undermine Local Government Bylaws. (P. 292)

- E. Letter dated April 9, 2021 from Vicki Proulx, Executive Director, Winter Carnival Society re: Request for Representation on the Tourism Commission. **(P. 295)**

‘THAT Council receive the letter dated April 9, 2021 from Vicki Proulx, Executive Director, Winter Carnival Society re: Request for Representation on the Tourism Commission, for information.’

OR

‘THAT Council direct Administration to prepare a report outlining the steps needed to consider the addition of a representative from the Vernon Winter Carnival Society on the Tourism Commission.’

CLOSE

15. CLOSE OF MEETING

THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF A REGULAR OPEN MEETING OF COUNCIL
HELD APRIL 12, 2021**

PRESENT: Mayor V. Cumming

Councillors: S. Anderson, K. Fehr, K. Gares,
B. Quiring, A. Mund, D. Nahal (8:44 am)

Staff: W. Pearce, Chief Administrative Officer
P. Bridal, DCAO, Director, Corporate Services
K. Austin, Manager, Legislative Services
J. Nicol, Deputy Corporate Officer
A. Stuart, Manager, Financial Planning & Reporting
C. Poirier, Manager, Communications & Grants
D. Lees, Manager, Protective Service*
K. Flick, Director, Community Infrastructure and Development
J. Rice, Director, Operation Services
K. Poole, Manager, Economic Development & Tourism
L. Cordell, Manager, Long Range Planning & Sustainability
D. Lind, Fire Chief, Vernon Fire Rescue Services
S. Melenko, Information Technician I

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

Mayor Cumming reconvened the Regular Open meeting at 9:17 am and requested a motion to move to In Camera.

**RESOLUTION TO
CLOSE MEETING**

Moved by Councillor Fehr, seconded by Councillor Quiring:

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

- (1)(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;
- (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

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

PRESENT: Mayor V. Cumming

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

Staff: W. Pearce, Chief Administrative Officer
P. Bridal, Deputy CAO, Director, Corporate Services
K. Austin, Manager, Legislative Services
J. Nicol, Deputy Corporate Officer
C. Isle, Executive Assistant, Corporate Services
C. Poirier, Manager, Communications and Grants
K. Flick, Director, Community Infrastructure & Development Services
D. Lind, Director, Vernon Fire Rescue Services
J. Rice, Director, Operation Services*
A. Stuart, Manager, Financial Planning & Reporting
C. Broderick, Manager, Current Planning*
L. Cordell, Manager, Long Range Planning & Sustainability*
T. Martens, Manager Financial Operations*
K. Poole, Manager, Economic Development & Tourism*
S. Saunders, Emergency Program Coordinator*
D. Lees, Manager, Protective Services*
A. Watson, Manager, Transportation*
S. Irwin, Manager, Utilities*
S. Melenko, Information Tech.*

**Attended, as required*

RECOGNITION – OKANAGAN INDIAN BAND ELECTIONS

Mayor Cumming extended congratulations to the Okanagan Indian Band (OKIB) on their recent elections. The City of Vernon looks forward to continuing the working relationship with the OKIB.

ADOPTION OF THE AGENDA

APPROVAL OF ITEMS LISTED ON THE AGENDA

Moved by Councillor Gares, seconded by Councillor Fehr:

THAT the agenda for the April 12, 2021, Regular Open meeting of the Council of The Corporation of The City of Vernon be amended to include:

1. **SEE ITEM – 6. C. (i) – General Matters – Public Input –**
Development Variance Application for 6820 Foothills Drive (DVP00475)
 - Email dated April 9, 2021 from Marilyn Breneman
 - Email dated April 10, 2021 from Karl and Mike Ernst
 - Email dated April 11, 2021 from Linda Mowat
 - Email dated April 11, 2021 from Patti Lord

- Email dated April 11, 2021 from Foothills Development
- 2. **SEE ITEM – 6. D. (i) – General Matters – Public Input –** Development Variance Application for 198 Diamond Way (DVP00494)
 - Email dated April 9, 2021 from TJ McNamara and Brad Pelletier
- 3. **SEE ITEM – 9. A.– UNFINISHED BUSINESS –** Climate Action Plan for Consideration, Appendices 3, 4 and 5;
- 4. **ADD ITEM – 11. (iv) – NEW BUSINESS – Correspondence -** Recreational Vehicle Sani-Station Temporary Relocation

CARRIED

ADOPTION OF MINUTES

COUNCIL MEETINGS

Moved by Councillor Fehr, seconded by Councillor Mund:

THAT the minutes of the Regular Meeting of Council held March 22, 2021 be adopted;

AND FURTHER, that the minutes of the Committee of the Whole Meeting of Council held March 22, 2021 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

GENERAL MATTERS

**PRESENTATION:
RESTORATIVE
JUSTICE 2020 YEAR IN
REVIEW (VIA ZOOM)
(7500-20-06)**

Margaret Clark, Manager of Restorative Justice, Canadian Mental Health Association provided a Review of 2020 for the Restorative Justice Society of the North Okanagan (RJSNO).

The following points were noted:

- 2020 was a year of immense challenge, hardship and opportunity and involved exploring opportunities to align work with another organization
- In November, meeting held to dissolve RJSNO and transfer all staff, volunteers and assets to the Canadian Mental Health Association (CMHA)
- Telephone screening became necessary during the pandemic and will be continued after
- 21 referrals received in 2020 – 17 Resolved, three declined and one pending, 13 closed

- Primary goal remains the same – to meet the needs of those harmed.

Moved by Councillor Mund, seconded by Councillor Gares;

THAT Council receive the presentation from Margaret Clark, Manager, Restorative Justice, Canadian Mental Health Association, re: 2020 Year-in-Review.

CARRIED

**PRESENTATION:
INTERIOR HEALTH
AUTHORITY – UPDATE
(VIA ZOOM)**

Colleen McEwan, Director, Clinical Operations – Mental Health & Substance Use and Allied Health, North Okanagan and Dr. Karen Goodison, Interior Medical Health Officer, provided Council with an update. Territorial land acknowledgement and acknowledgment of the inequitable affects of the overdose crisis.

The following points were noted:

- 2020 reporting the highest level of overdose deaths, losing one person per day in the Interior
- Arrival of COVID has reversed any progress made in combatting opioid crisis, drug toxicity has increased in recent months
- Areas most impacted – Central Okanagan, Vernon, Penticton, and South Okanagan
- 1/3 of those affected are in their 40s and male, 2/3 of overdoses happening in private residences
- First round of provincial funding has been utilized for many initiatives involving harm reduction. If not for these initiatives, overdose deaths would be at least twice as high
- Second round of provincial funding announced April 4, 2021 – will be used to accelerate the response to an increasingly toxic illicit drug supply
- The OPS now has a Fourier-Transform Infrared Spectrometer (FTIR) machine available to allow individuals to test their drugs and allows for early detection of toxins
- New Opioid Agonist Treatment (OAT) physician and nurse, prescribing nurse, peer coordinators and peers for OPS
- Review of ongoing initiatives including ‘Stop the Stigma’ campaign and promotion of the lifeguard app
- Recognition for the RCMP and their rollout of providing naloxone kits
- Important recognize two significant health emergencies are impacting local communities, the opioid crisis and COVID-19.

**DEVELOPMENT
VARIANCE PERMIT
APPLICATION FOR
6820 FOOTHILLS
DRIVE (DVP00475)**

Moved by Councillor Gares, seconded by Councillor Mund:

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 zoned for

**Public Input
DVP #00475**

residential uses with slopes in excess of 30% on Lot 1, PL EPP102994, Sec 13, TWP. 8, ODYD (6820 Foothills Drive).
*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 ten written submissions had been received:

- Email dated March 31, 2021 from Sydney J. Sengotta
- Email dated April 6, 2021 from Patti and Richard Hues
- Email dated April 6, 2021 from Kim Taylor
- Email dated April 7, 2021 from Randy Savoie
- Email dated April 7, 2021 from Margo and Guy Zecchini
- Email dated April 9, 2021 from Marilyn Breneman
- Email dated April 10, 2021 from Karl and Mike Ernst
- Email dated April 11, 2021 from Linda Mowat
- Email dated April 11, 2021 from Patti Lord
- Email dated April 12, 2021 from Foothills Development

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 Quiring, seconded by Councillor Gares:

THAT the Corporate Officer be authorized to issue Development Variance Permit #00475 to vary Section 4.16 of Zoning Bylaw #5000 in order to allow for subdivision and construction on portions of proposed lots zoned for residential uses with slopes in excess of 30% on Lot 1, PL EPP102994, Sec 13, TWP. 8, ODYD (6820 Foothills Drive), **once all conditions of Council have been met.**

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATION FOR 198 DIAMOND WAY (DVP00494)

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT Council not support Development Variance Permit Application DVP00494 to vary Section 9.9.6 of Zoning Bylaw #5000 in order to reduce the required flanking side yard setback from 2.6m to 1.2m, to accommodate the development of a single family dwelling at Lot 21, Plan EPP92486, Section 2, Township 13, ODYD (198 Diamond Way).

WITHDRAWN

Moved by Councillor Mund, seconded by Councillor Quiring:

THAT Council support Development Variance Permit Application DVP00494 to vary Section 9.9.6 of Zoning Bylaw #5000 in order to reduce the required flanking side yard setback from 2.6m to 1.2m, to accommodate the development of a single family dwelling at Lot 21, Plan EPP92486, Section 2, Township 13, ODYD (198 Diamond Way);

AND FURTHER, that Council support of DVP00494 is subject to the following:

- a) the site plan and elevations intended to illustrate the proposed variance, as shown on Attachments 1 and 2 in the report titled “Development Variance Permit Application for 198 Diamond Way” and dated March 26, 2021 by the Manager, Current Planning, be attached to and form part of DVP00494 as Schedule ‘A’.

**Public Input – DVP
#00494**

*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 written submissions had been received:

- Email dated April 7, 2021 from Paul Motnkador
- Email dated April 9, 2021 from TJ McNamara and Brad Pelletier

There being no further input, Mayor Cumming closed the public input for DVP#00494.

THE QUESTION WAS CALLED ON THE MAIN MOTION AND DECLARED CARRIED, with Mayor Cumming opposed.

**Issuance of Permit –
DVP #00494**

Moved by Councillor Quiring, seconded by Councillor Gares:

THAT the Corporate Officer be authorized to issue Development Variance Permit #DVP00494 to vary Section 9.9.6 of Zoning Bylaw #5000 in order to reduce the required flanking side yard setback from 2.6m to 1.2m, to accommodate the development of a single family dwelling at Lot 21, Plan EPP92486, Section 2, Township 13, ODYD (198 Diamond Way), **once all conditions of Council are satisfied.**

**DEVELOPMENT
VARIANCE PERMIT
APPLICATION FOR 624
HART PLACE
(DVP00506)**

Moved by Councillor Mund, seconded by Councillor Gares:

THAT Council support Development Variance Permit Application DVP00506 to vary Section 9.3.5 of Zoning Bylaw #5000 in order to

accommodate the development of a single family dwelling at LT 1 PL EPP95188 SEC 13 TWP 8 ODYD (624 Hart Place):

- a) Section 9.3.5 - flanking side yard setback from 5.0m to 2.0m.

AND FURTHER, that Council's support of DVP00506 is subject to the following:

- a) the site plan illustrating the general siting and layout of the proposed development be attached to and form part of DVP00506

**Public Input – DVP
#00506**

*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 one written submission had been received:

- Email dated March 26, 2021 from Cornelis and Hella Versfeld on behalf of J & R Ganson, N Brenner, J & G Butterwick, J & S Cowan and W Polnicky

There being no further input, Mayor Cumming closed the public input for DVP#00506.

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

**Issuance of Permit –
DVP #00506**

Moved by Councillor Quiring, seconded by Councillor Fehr:

THAT the Corporate Officer be authorized to issue Development Variance Permit #00506 to vary Section 9.3.5 of Zoning Bylaw #5000 in order to accommodate the development of a single family dwelling at LT 1 PL EPP95188 SEC 13 TWP 8 ODYD (624 Hart Place), **once all conditions of Council have been met.**

CARRIED

COUNCIL INQUIRIES

**MULE DEER – EAST
HILL**

Council asked if there were any complaints received regarding mule deer on East Hill. **A. Admin:** no complaints have been received.

ADMINISTRATION UPDATES

**ADMINISTRATION
UPDATES
(0550-05)**

Moved by Councillor Quiring, seconded by Councillor Gares:

THAT Council receive the Administration Updates dated April 12, 2021 for information.

CARRIED

UNFINISHED BUSINESS

**CLIMATE ACTION
PLAN FOR
CONSIDERATION
(0540-20)**

Moved by Councillor Quiring, seconded by Councillor Fehr:

THAT Council endorse the Climate Action Plan and direct Administration to develop an implementation strategy for Council's consideration, as presented in the report titled "Climate Action Plan for Consideration" dated March 29, 2021, respectfully submitted by the Manager, Long Range Planning and Sustainability.

CARRIED

**LABOUR MARKET
OVERVIEW FOR
VERNON (6750-20)**

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT Council receive the memorandum titled "Labour Market Overview for Vernon", dated March 25, 2021, respectfully submitted by the Economic Development Planner, for information.

CARRIED

**ELECTRIC KICK
SCOOTER PILOT
PROGRAM (8300-10-06)**

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT Council receive the memorandum titled "Electric Kick Scooter Pilot Program" dated March 26, 2021, from the Active Transportation Coordinator, for information.

CARRIED

**STRATEGY FOR
OVERFLOW PARKING
AT PADDLEWHEEL
PARK (8300-09)**

Moved by Mayor Cumming, seconded by Councillor Fehr:

THAT Council direct Administration to bring back the strategy for overflow parking at Paddlewheel Park, including a review of the 7800 block of Okanagan Avenue and a widening of the gravelled shoulder, for inclusion in the proposed parking area.

CARRIED

**MATTERS REFERRED FROM THE COMMITTEE OF THE WHOLE –
April 12, 2021**

Councillor Fehr declared a conflict of interest as he is a senior manager with Turning Points Collaborative, a proposed partner of the Strengthening Communities Services Grant initiative. Councillor Fehr left the meeting at 3:33 pm.

Moved by Councillor Mund, seconded by Mayor Cumming:

THAT Council **ratifies and confirms** the following resolution adopted at the **April 12, 2021**, Committee of the Whole meeting of Council:

‘THAT Council authorizes Administration to make an application to the Strengthening Communities’ Services grant program for bridging activities as described in the memorandum titled “Strengthening Communities’ Services Grant Application Authorization” dated March 31, 2021, respectfully submitted by the Manager, Long Range Planning and Sustainability’.

CARRIED

Councillor Fehr returned to the meeting at 3:34 pm.

MATTERS REFERRED FROM THE IN CAMERA MEETING – March 8, 2021

THAT Council brings forward, as public information, the following motions **declassified** from confidential to non-confidential at the March 8, 2021, In Camera meeting:

‘THAT Council appoint Megan Culham to the Board of Variance for a three year term expiring January 2024.

THAT Council appoint Frank Cole to the Board of Variance for a three year term expiring January 2024.

THAT Council appoint Scott Manjak to the Board of Variance for a three year term expiring January 2024.

THAT Council appoint Caren Walker to the Board of Variance for a three year term expiring January 2024.

*THAT Council **declassify** and remove the recommendations from In Camera the Board of Variance appointees, once the appointees have been advised of Council’s decision.’*

CARRIED.

MATTERS REFERRED FROM THE IN CAMERA MEETING – April 12, 2021

**LEASE SD22 DATES
AMENDED – FORMER
SOCCER CLUBHOUSE
MACDONALD PARK**

*‘THAT Council **rescind** the following resolution adopted at the October 26, 2020 In-Camera Council Meeting,*

(6140-20)

“THAT Council direct Administration to lease to School District 22 the approximately 1,700 square foot former soccer clubhouse at MacDonald Park, for an initial term of five years commencing on November 1, 2020, with a gross monthly rent of \$365.67 from November 1, 2020 to February 28, 2021 and annual gross rent of \$14,564 for the balance of the initial term, SD22 will maintain \$5M in liability insurance and the lease will include two five year renewal options”;

AND FURTHER, that Council direct Administration to lease to School District 22 the approximately 1,700 square foot former soccer clubhouse at MacDonald Park, for an initial term of five years and two months commencing on May 1, 2021 and ending June 30, 2026, with a gross monthly rent of \$365.67 from May 1, 2021 to August 31, 2021 and annual gross rent of \$14,564 for the balance of the initial term, SD22 will maintain \$5M in liability insurance and the lease will include two five year renewal options, subject to adoption of, “Zoning Text (P1 Educational Services, Public) Amendment Bylaw Number 5849, 2021.”

CARRIED

**PROPOSED
AMENDMENT TO
PARKS AND PUBLIC
PLACE BYLAW #5057,
BYLAW NOTICE
ENFORCEMENT
BYLAW #5250 AND
MUNICIPAL TICKETING
BYLAW #5300
(3900-02 Regulate)**

‘THAT Council receive the memorandum titled: “Proposed Amendments to the Parks and Public Places Bylaw #5057”, dated March 25, 2021, respectfully submitted by the Manager, Protective Services, in regard to the removal of section 24 from The Parks and Public Places Bylaw #5057;

AND FURTHER, that Council direct administration to prepare the necessary bylaw amendments for Council’s consideration of initial readings at the Regular Open meeting scheduled April 26, 2021.’

CARRIED**NEW BUSINESS****Correspondence:**

**FIRESMART BC
SYMPOSIUM
(0530-10)**

Moved by Councillor Mund, seconded by Councillor Fehr :

THAT the internal memorandum titled “FireSmart BC Symposium”, dated March 29, 2021, respectfully submitted by the Manager, Legislative Services, be received for information;

AND FURTHER, that Council approves Mayor Cumming attending the online 2021 FireSmart BC Symposium scheduled on May 26, 2021.

CARRIED

Councillor Quiring left the meeting due to a conflict of interest as his firm

(MQN) is involved in the following project. Councillor Quiring left the meeting at 3:36 pm.

**RESULTS OF
ALTERNATIVE
APPROVAL PROCESS,
SCHOOL DISTRICT 22
BOUNDARY
EXTENSION
APPLICATION (5849
SILVER STAR ROAD)
(4200-AAP-2021)**

Moved by Councillor Mund, seconded by Councillor Anderson:

THAT Council receives the memorandum titled “Results of Alternative Approval Process, School District 22 Boundary Extension Application (5849 Silver Star Road)” dated March 23, 2021 respectfully submitted by the Corporate Officer and directs the Corporate Officer to forward the following resolution the Ministry of Municipal Affairs;

THAT the Corporation of the City of Vernon has obtained the approval of the electors to petition the Minister of Municipal Affairs to extend the boundaries of the Corporation of the City of Vernon as it appeared in the Gazette under issue of February 4, 2021 and in the local newspaper, The Morning Star under issues of January 28, 2021 and February 4, 2021;

AND FURTHER, that all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and the Community Charter have been completed;

AND FURTHER, that the parcel approved for inclusion within the Corporation of the City of Vernon is as follows:

Lot 1, Plan KAP12270, Sec 12, Tp 8 ODYD, PID 009-426-906 (5849 Silver Star Road).

CARRIED

Councillor Quiring returned to the meeting at 3:38 pm.

**DOWNTOWN VERNON
ASSOCIATION – 2021
BUDGETS
(1830-02)**

Moved by Councillor Fehr, seconded by Councillor Quiring:

THAT Council receive the Downtown Vernon Association Budgets for 2021, pursuant to the requirements of “*The Primary BIA Establishment Bylaw Number 5584, 2016*” and “*The Secondary BIA Establishment Bylaw Number 5585, 2016*”, as attached to the memorandum titled “Downtown Vernon Association - 2021 Budgets” dated March 17, 2021, respectfully submitted by the Manager, Financial Operations.

CARRIED

**RECREATION
VEHICLE SANI-
STATION TEMPORARY
RELOCATION
(5410-10-37 AVE)**

Moved by Councillor Quiring, seconded by Councillor Fehr:

THAT Council receive the memorandum titled “Recreational Vehicle Sani-Station Temporary Relocation”, dated April 7, 2021 and respectfully submitted by the Director, Operations Services;

AND FURTHER that Council authorize the expenditure of up to \$30,000 for the temporary relocation of the recreational vehicle sanitation to the 5800 block of Okanagan Landing Rd, to be funded by the Septage Facility Reserve.

CARRIED, with Councillor Anderson opposed

Reports:

**2021 TAX RATE
OPTIONS
(1970-13-05)**

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT Council select Option 4, Maximizing Utility Class Revenue and Shifting 0.5% Revenue from Business to Residential, as identified on Page 2 of Attachment 1 in the report titled “2021 Tax Rate Options”, dated March 30, 2021, respectfully submitted by the Manager, Financial Operations;

AND FURTHER, that Council direct Administration to prepare the Tax Rates Bylaw #5853 for readings at a future Council Meeting.

CARRIED

**SEASONAL
ENFORCEMENT UNIT
STAFF REALLOCATION
(4000-02)**

Moved by Councillor Fehr, seconded by Councillor Mund:

THAT Council receive the report titled “*Seasonal Enforcement Unit Staff Reallocation*” dated March 25, 2021, respectfully submitted by the Manager, Protective Services;

AND FURTHER, that Council endorse an early 2022 budget approval of \$23,000, for a service level increase of 0.2 full time equivalent (FTE) in order to immediately proceed with the recommendation to hire one full time Seasonal Enforcement Officer, which will be funded by taxation.

CARRIED

**CORPORATE POLICY –
STREAMSIDE
MAINTENANCE
(0110-40)**

Moved by Councillor Quiring, seconded by Councillor Gares:

THAT Council adopt the new Corporate Policy “Streamside Maintenance” and repeal Corporate Policy “Stream, work in and about a” and Corporate Policy “Creek Channels – Maintenance of Trees and Creek Banks” as attached to and outlined in the report titled “Corporate Policy - Streamside Maintenance” dated February 23, 2021 respectfully submitted by the Water Resources Engineer and Manager, Utilities

CARRIED

**VERNON FIRE RESCUE
SERVICES RESOURCE**

Moved by Councillor Mund, seconded by Councillor Gares:

**ASSIGNMENT TO
PROVINCIAL
WILDLAND URBAN
INTERFACE FIRE
PROTECTION
(7340-01)**

THAT Council receive the report titled “Vernon Fire Rescue Services Resource Assignment to Provincial Wildland Urban Interface Fire Protection”, dated March 29, 2021 respectfully submitted by the Fire Chief;

AND FURTHER 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 2021;

AND FUTHER, that the Fire Chief advise the CAO or Mayor, at the earliest opportunity of deployment of CoV apparatus and firefighters.

CARRIED

**OFFICIAL COMMUNITY
PLAN AMENDMENT
AND ZONING
AMENDMENT IN THE
FOOTHILLS
NEIGHBOURHOOD
(6820 FOOTHILLS
DRIVE)
(ZON00362/DVP00475/
SUB00766**

Moved by Councillor Gares, seconded by Councillor Quiring:

THAT Council support the proposed Official Community Plan amendment and concurrent rezoning of a portion of Lot 1, Plan EPP102994, Sec 13, Twp 8, ODYD (6820 Foothills Drive) in order to adjust the designation and zoning as outlined in the report titled “Official Community Plan Amendment and Zoning Amendment in the Foothills Neighbourhood” dated March 26, 2021 and respectfully submitted by the Manager, Current Planning;

AND FURTHER, that Council’s support of the rezoning application is subject to the application not proceeding to First and Second Readings and subsequent Public Hearing without receipt of confirmation from the Regional District of the North Okanagan – Greater Vernon Water Services confirming the land required to be designated PUBINS (Public and Institutional) and zoned P4 (Utilities) to accommodate existing and future reservoir needs.

CARRIED

**PROPOSED
AMENDMENT TO
SECTION 7 –
EVACUATION PLAN OF
THE EMERGENCY
MANAGEMENT PLAN
(7130-01)**

Moved by Councillor Fehr, seconded by Councillor Quiring:

THAT Council endorse the amended Section 7 – Evacuation Plan of the Emergency Management Plan, as outlined in Attachment 1 of the report titled “Proposed Amendment to Section 7 – evacuation Plan of the Emergency Plan of the Emergency Management Plan”, dated March 26, 2021 respectfully submitted by the Emergency Program Coordinator;

AND FURTHER, that Council direct Administration to draft amendments to the Emergency Program Bylaw for future consideration.

CARRIED**LEGISLATIVE MATTERS****Bylaws:****ADOPTION**

- 5849

Moved by Councillor Mund, seconded by Councillor Fehr:

THAT Bylaw #5849, **“Zoning Text (P1 Educational Services, Public) Amendment Bylaw Number 5849, 2021”** – a bylaw to add ‘educational services, public’ as a Secondary Use in the P1: Parks and Open Space zone, be **adopted**.

CARRIED

- 5852

Moved by Councillor Anderson, seconded by Councillor Mund:

THAT Bylaw #5852, **“City of Vernon Business Licence (Secondary Suites) Amendment Bylaw Number 5852, 2021”** – a bylaw to remove the requirement for a license for a secondary suite, be **adopted**.

CARRIED**FIRST, SECOND &
THIRD READINGS**

- 5858

Moved by Councillor Quiring, seconded by Councillor Fehr:

THAT Bylaw #5858, **“Fees and Charges (Road Usage Permits) Amendment Bylaw Number 5858, 2021”** – a bylaw to amend Fees and Charges Bylaw Number 3909, be **read a first, second and third time**.

CARRIED**ADOPTION**

- 5858

Moved by Councillor Mund, seconded by Councillor Gares:

THAT, as authorized by Ministerial Order No. 192, Bylaw #5858, **“Fees and Charges (Road Usage Permits) Amendment Bylaw Number 5858, 2021”** – a bylaw to amend Fees and Charges Bylaw Number 3909, be **adopted**.

CARRIED**COUNCIL INFORMATION UPDATES****Councillor Akbal Mund**

- No report, please support local restaurants that have had to close eat-in options due to the pandemic

Councillor Scott Anderson:

- No report

Councillor Kari Gares:

Attended:

- Tourism Commission
- Greater Vernon Chamber of Commerce meeting
- Please shop local and support local businesses

Councillor Kelly Fehr:

Attended:

- GVAC meeting
- Bullying and Harassment training

Councillor Brian Quiring:

- No report

**NOTICE OF MOTION –
COUNCILLOR QUIRING**

To be brought forward to the Regular meeting on April 26, 2021:

THAT Council authorize the Mayor to send a letter to the provincial government requesting that the federal government declare the opioid crisis a national health emergency.

Mayor Victor Cumming:

Attended:

- Regional Hospital Board meeting
- Advisory Planning Committee
- Kick scooter radio interview
- Climate Action Advisory Committee
- Mayors Vaccination round table
- Caetani House meeting
- Municipal Mayors meeting
- Greater Vernon Chamber of Commerce has virtual town hall
- Okanagan Basin Water Board meeting
- Council of Forest Industries convention

**NOTICE OF MOTION –
MAYOR CUMMING**

To be brought forward to the Regular meeting on April 26, 2021:

THAT Council request Administration arrange a brief and focused session on diversity training for Council.

INFORMATION ITEMS

Council received the following information items:

- A. Letter dated March 4, 2021 from Mike Little, Mayor, North Vancouver District re: Help Cities Lead (HCL) Campaign.
- B. Letter dated March 17, 2021 from Mayor Lyn Hall, City of Prince George re: B.C. Hydro and Power Authority (BC Hydro): 2020 Street Lighting Rate Application.

- C. Letter dated March 17, 2021 from Mayor Lyn Hall, City of Prince George re: Opioid Crisis and Call for Overdose Action Plan.
- D. Letter dated March 18, 2021 from the District of Sicamous re: Invasive Asian Clams.
- E. Letter dated March 18, 2021 from the District of Sicamous re: Aquatic Invasive Species Enforcement.
- F. Letter dated April 7, 2021 from Krystin Kempton, President, Greater Vernon Chamber of Commerce re: Concerns about business license fees and the impact on segment of the business community.

Moved by Councillor Gares, seconded by Councillor Mund:

THAT Council direct Administration to prepare a report reviewing business licensing fees for retail cannabis operations and report back to Council.

CARRIED

CLOSE

Mayor Cumming closed the Regular Open Meeting of the Council of the Corporation of the City of Vernon at 4:36pm.

CERTIFIED CORRECT:

Mayor

Corporate Officer

THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF A SPECIAL MEETING OF COUNCIL
HELD APRIL 20, 2021**

PRESENT: Mayor V. Cumming

Councillors: S. Anderson, K. Fehr, K. Gares,
B. Quiring, A. Mund, D. Nahal (3:07 pm)

Staff: W. Pearce, Chief Administrative Officer
K. Austin, Manager, Legislative Services
P. Bridal, Deputy Chief Administrative Officer
J. Nicol, Deputy Corporate Officer
C. Poirier, Manager, Communications & Grants
D. Law, Director, Financial Services
L. Cordell, Manager, Long Range Planning & Sustainability
K. Poole, Manager, Economic Development & Tourism
D. Lind, Director, Vernon Fire Rescue Services
D. Ross, Director, Recreation Services
K. Flick, Director, Community Infrastructure and Development
J. Rice, Director, Operation Services
B. Bandy, Manager, Real Estate

Mayor Cumming called the Special meeting to order at 3:04 pm.

ADOPTION OF THE AGENDA

Moved by Councillor Quiring, seconded by Councillor Anderson:

THAT Council add Item 3.D. under New Business – Discussion – Temporary Partial Closure of 30th Avenue for patio use.

CARRIED

**APPROVAL OF ITEMS
LISTED ON THE
AGENDA**

Moved by Councillor Anderson, seconded by Councillor Quiring:

THAT the agenda for the April 20, 2021, Special meeting of the Council of The Corporation of The City of Vernon be amended to:

- 1. SEE ITEM 2.A. – UNFINISHED BUSINESS** – Memo – Recreation Vehicle Sani-Station Temporary Relocation Alternative Site;
- 2. ADD ITEM 3.D. – NEW BUSINESS** – Discussion – Temporary Partial Closure of 30th Avenue for patios.

CARRIED

UNFINISHED BUSINESS**RECREATION
VEHICLE SANI-
STATION TEMPORARY
RELOCATION
(5410-10-37 AVE) -
RECONSIDERATION**

Moved by Councillor Gares, seconded by Councillor Mund:

THAT Council reconsider the following resolution passed at the April 12, 2021 Regular meeting:

‘THAT Council receive the memorandum titled “Recreational Vehicle Sani-Station Temporary Relocation”, dated April 7, 2021 and respectfully submitted by the Director, Operations Services;

AND FURTHER that Council authorize the expenditure of up to \$30,000 for the temporary relocation of the recreational vehicle sani-station to the 5800 block of Okanagan Landing Rd, to be funded by the Septage Facility Reserve.’

CARRIED

Moved by Councillor Quiring, seconded by Councillor Nahal:

THAT Council request that Administration temporarily relocate the recreation vehicle sani-station to Kin Race Track;

AND FURTHER that Council authorize the expenditure of up to \$85,000 for the temporary relocation of the recreational vehicle sani-station to the Kin Race Track on 43rd Avenue, to be funded by the Septage Facility Reserve

WITHDRAWN

Moved by Councillor Nahal, seconded by Councillor Anderson:

THAT Council request Administration close the current sani-station located at Civic Park and revisit options in the Fall of 2021.

CARRIED, with Mayor Cumming opposed

Moved by Councillor Mund, seconded by Councillor Quiring:

THAT Council move Item 3.D Discussion – Temporary Partial Closure of 30th Avenue for patios to be considered prior to Item 3.A. Introduction – Fortis BC Legacy Reserve Balance.

CARRIED

Councillor Gares left the meeting at 4:05 pm and returned at 4:05 pm.

**DISCUSSION –
TEMPORARY PARTIAL
CLOSURE OF 30th
AVENUE FOR PATIOS**

Moved by Councillor Nahal, seconded by Councillor Quiring:

THAT Council directs Administration to bring forward a report to the May 10, 2021 Regular Open Meeting with respect to the following proposal:

1. Close 30th Avenue to vehicular traffic, between 29th Street and 31st Street, during the hours of 9:00 a.m. Thursday morning through to 9:00 a.m. Monday morning from May 13 until September 7, 2021, with the business owners being responsible for set-up and take-down of tables and chairs;
2. The City will lend tables and chairs from the Recreation Centre to those businesses who wish to have an outdoor patio and who do not have tables and chairs; and
3. Investigate the associated costs with 30th Avenue being closed from Thursday to Monday morning versus a total closure for the period beginning 9:00 a.m. May 13 to 9:00 a.m. September 7, 2021.

CARRIED

NEW BUSINESS**INTRODUCTION**

The Director, Financial Services provided an overview of the Legacy Fund and other sources of funds.

**FORTIS BC LEGACY
RESERVE BALANCE
(1700-02)**

Moved by Councillor Quiring, seconded by Councillor Gares:

THAT Council receive the memorandum titled “Fortis BC Legacy Reserve Balance” from the Director of Financial Services dated March 19, 2021, for information.

CARRIED

Councillor Nahal left at 4:50 and returned at 4:51 pm

INTRODUCTION

The Director, Community Infrastructure and Development Services guided Council through a discussion on principles about the use of the Legacy Fund.

The following points were noted:

- Essential to examine which principles are most important to Council members as we move forward in the project list
- Council engaged in a filtering processes to narrow down and share similarities for principles

OPEN DISCUSSION

The Director led Council through an exercise to determine the three to four guiding principles that were considered the most important principles in evaluating potential Legacy Projects. Each Council member Council shared principles and the input was sorted and prioritized.

Councillor Anderson left the meeting at 5:09 pm and returned at 5:11 pm.

Mayor Cumming left the meeting at 5:20 pm, Councillor Mund left the meeting at 5:21 pm.

Councillor Mund returned at 5:22 pm, Mayor Cumming returned at 5:23 pm.

**FORTIS BC LEGACY
RESERVE: PRINCIPLES
FOR PROJECTS
(1700-02)**

Moved by Councillor Mund, seconded by Councillor Anderson:

THAT Council endorse the following principles to guide its decision making as to the projects to be funded from the Legacy Fund:

- Benefits most or all citizens;
- Supports youth and families;
- Has short and long term benefits; and
- Promotes social and economic prosperity and investment.

CARRIED

The selection process of potential Legacy Projects will continue at the Committee of the Whole meeting on April 26, 2021.

CLOSE

Mayor Cumming closed the Special Meeting of the Council of the Corporation of the City of Vernon at 6:05 pm.

CERTIFIED CORRECT:

Mayor

Corporate Officer



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

April 15, 2021

Mr. Aaron Stuart
Manager, Financial Planning and Reporting
City of Vernon
3400 30th Street
Vernon, British Columbia V1T 5E6

Dear Mr. Stuart:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2019, qualifies for a Canadian Award for Financial Reporting (CAnFR). The CAnFR recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a local government and its management. Congratulations on having met the high standards of the CAnFR Program. We hope that your example will encourage others in their efforts to achieve and maintain excellence in financial reporting.

Your award package contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Canadian Award for Financial Reporting Program policy requires that written responses to these comments and suggestions for improvement be included with your next report. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with Jim Phillips.
- **Canadian Award for Financial Reporting.** A Canadian Award for Financial Reporting is valid for a period of one year. A current holder of a Canadian Award may reproduce the Award in its immediately subsequent CAnFR. Please refer to the instructions for reproducing your Award in your next report.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

Aaron Stuart

Page 2

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Award ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion).

To continue your participation in the program, it will be necessary for you to submit your next annual financial report to GFOA within six months of the end of your entity's fiscal year. A Canadian Award for Financial Reporting Award Program Application and other information about the CAnFR Program can be found [here](#).

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to canfr@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

To help reduce the spread of COVID-19, GFOA staff have transitioned to a remote working environment, which requires temporary adjustments to our process. This means that for the foreseeable future, we will not be able to accept hard copy, CD or flash drive submissions for our award programs; only electronic submissions will be accepted. Once public health officials deem it safe to do so, we will resume our normal operations, but we will always encourage PDF submissions.

Your interest in and support of the Canadian Award for Financial Reporting Program is most appreciated. If we may be of any further assistance, please do not hesitate to contact the CAnFR Program staff in the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine". The signature is fluid and cursive, with the first name "Michele" being more prominent.

Michele Mark Levine
Director, Technical Services Center

Enclosures

ADMINISTRATION UPDATES

April 26, 2021 REGULAR COUNCIL MEETING

File: 0550-05

CORPORATE SERVICES

Downtown Mobile Seasonal Security Program

The downtown mobile seasonal security program will commence May 1 and continue through to September 30. The security service will operate 7 days per week from 11 p.m. to 7 a.m. in a marked security vehicle to maintain a visible security presence during the overnight hours with a primary duty to observe, record, and report occurrences within the downtown core business improvement areas. The security service will liaise with RCMP, Vernon Fire Rescue, BC Ambulance and Bylaw Compliance as required. The program is administered by the Manager, Protective Services.

COMMUNITY INFRASTRUCTURE AND DEVELOPMENT SERVICES

Skating Rink Options

This item is in process and Administration will bring a memo to the May 10, 2021 Regular Meeting of Council.

Development Applications

Given the staffing levels in Current Planning, all available Planning resources have been shifted to assist with development applications until the vacant positions are filled. This means that non-development planning projects will be postponed for approximately the next three to four months. This includes work on the AirB&B bylaw, Housing Strategy, Climate Action Plan implementation, cannabis zoning amendment and related cannabis reporting, secondary suites and home-based business bylaw amendments, etc. All of these projects are in process. As new staff are hired and trained, work will resume on these projects.

Paddlewheel Park Overflow Parking

Further to Council's discussion of the memorandum on the strategy for overflow parking options at Paddlewheel Park at its Regular Meeting of April 12, 2021, Administration can advise that the 7800 block of Okanagan Landing Road was considered for parking options while staying within the approved 2021 Capital Budget. It was considered that there were no sections within the road right-of-way where additional roadside parking could be provided without road widening given the need to prohibit parking at accesses to private properties (some yet to be fully constructed), the fire hydrant, mail boxes and sightline approaches to the Paddlewheel Park access and the crosswalk at the intersection with Okanagan Landing Bench Road, while also maintaining a 1.5m shoulder for pedestrians and cyclists. The section of road where there is sufficient road right-of-way to widen the road to provide parking and a shoulder is limited and has a slope that continues down onto private property (i.e.

Paddlewheel Park). A geotechnical report is necessary to determine what would be required to enable road widening. With the Transportation Department's workload being fully committed for spring/summer, further investigation will take place this fall unless otherwise directed.

Development Approval Process Review

The consultant working on the Development Approval Process Review is currently working on checklists for applicants and staff, compiling comparative data from other municipalities and working on assembling the final report. The consultant met with CID staff to review the next phase of the Development Approval Process Review to augment the City's on-line applications and tracking functions.

Cannabis Business Licenses

At its Regular Meeting of April 12, 2021, Council directed Administration to prepare a report reviewing business license fees for retail cannabis operations and report back to Council. Administration will be preparing a report regarding the status of cannabis retail operations in the downtown, an update on all applications received to date and providing the bylaw amendment to restrict new cannabis retail operations within 500m of existing cannabis retail operations. Administration will provide the requested review of the business license fees at that time, unless otherwise directed. The report will be presented to Council in August.

RECREATION SERVICES

Priest Valley Refrigeration Project Update

Following the confirmation that the City of Vernon had been successful in receiving \$695,000 in grant funding through the CERIP Community Economic Resilience stream to upgrade the Priest Valley Arena Refrigeration Plant, Council authorized Administration to carry out phase one of the project including replacing the Centennial Rink chiller with a new plate and frame chiller and replacing the 5 existing compressors with 3 new compressors. Council also authorized the replacement of the Priest Valley Arena chiller with funding coming from the Recreation Major Maintenance Reserve. The contract to complete the approved project has now been awarded to Fraser Valley Refrigeration. Equipment is in the process of being ordered and the compressors are expected to arrive in the next two weeks with the chillers taking 10-12 weeks to arrive. There will be additional work carried out as new Technical Safety BC (TSBC) and WorkSafe BC code requirements have recently been released. The demolition of the existing equipment will begin once TSBC visits the site and reviews if any further work is required outside of the current scope. There are ample funds budgeted for contingency in the project and at this time there is no concern regarding the additional work impacting the overall budget. The work schedule calls for substantial completion by August 20. With ice making taking approximately ten days, it is anticipated that user groups will be able to use the Priest Valley Arena again by September 15.

OPERATION SERVICES**Utilities****Spring Freshet Preparation**

In preparation for spring freshet, Operations Utilities crews have removed sediment from the two sediment basins located on BX Creek at PV Road and on BX Creek at 20th Street north of 48th Avenue. Sediment from the BX Creek dam site below Star Road has also been removed. In total, over 1,000 cubic meters of sediment has been removed from BX Creek. Utilities crews are also completing the annual inspection of all creek crossings, outfalls, storm retention and treatment structures throughout the City of Vernon to correct any deficiencies prior to spring freshet. Utilities crews will continue to monitor the Creek systems up to and during freshet to protect the City's infrastructure.

Fleet**Electric Vehicle Purchase**

Fleet Services has purchased another 100% electric vehicle from Bannister GM, Vernon. This Chevrolet Bolt is a long-range passenger vehicle with an advertised range of 418 Km. This vehicle will be assigned to the Parks Department Supervisor and will be replacing a 2007 mid-size gas powered pickup truck.

This brings our electric fleet to three fully electric cars, one fully electric side by side ATV and six E-Bikes.

Fleet Services are targeting one more capital procurement of a fully electric, full size electricians service van as another replacement later this year.

Infrastructure**29th/30th Street Transportation Corridor (39th Avenue Intersection)**

The project has started back up and is scheduled to be completed and open to the public in May. The schedule is dependent on weather and the actual opening date of the asphalt plant. CN Rail indicated that the crossing warning signals should be arriving sometime in the second quarter of 2021 and, due to scheduling and installation backlogs, the warning system will be in place by September 2021. Installation of the new signals will need to temporarily close the intersection at that time. The project is within budget.

Silver Star Road Multi-Use Path

The project has reached the 90% design review stage. The project team is currently negotiating with School District 22 (BX Elementary) as well as other properties for areas where widening is required. Project tendering and construction will be contingent on Agricultural Land Commission (ALC) approvals.

Priority Drainage Improvement BX Creek Crossing at 42nd Avenue

The construction tender closes on April 20, 2021. The construction is scheduled to begin between August 7 and September 5.

High-Strength Waste Conveyance Line

The project is 99% complete and within budget. Pavement restoration and final landscaping and cleanup along 25 Avenue boulevard is underway. Construction is expected to be complete in May of this year.

Sewer Force Main Twinning Project (VWRC to Tronson Road)

The project is 90% complete and within budget. Final force main tie-ins at Tronson Road and VWRC are planned for the Spring of 2021. The boulevard clean up and restoration is in progress. Construction is expected to be complete later this spring.

BX Creek Sediment Control Structure

Detailed design of the BX Creek Sediment Control Structure is currently underway. An Application for Authorization and Offsetting Plan has been submitted to Department of Fisheries with expected permit approval between June and August of 2021. Subdivision application has been submitted to the ALC with expected approval in June 2021. Due to the time required for property acquisition and permitting approvals to be completed, the anticipated construction start is August 2021 with completion in October 2021.

Public Works**Litter Control**

Litter control within the City of Vernon is currently funded under the Paved Streets budget with a 2021 amount of \$12,570. This funding is used for complaint-based requests, contractor rates for deceased animal removal, and employee initiated spot clean ups. Operations currently does not conduct large scale litter removal programs within the City. A “sweep” of Okanagan Landing Road / Eastside Road is not within the 2021 budget.



THE CORPORATION OF THE CITY OF VERNON

INTERNAL MEMORANDUM

TO: Will Pearce, CAO **FILE:** 6441-20

PC: Kim Flick, Director, Community Infrastructure and Development **DATE:** April 15, 2021
Keri-Ann Austin, Manager, Legislative Services

FROM: Daniel Sturgeon, Long Range Planner

SUBJECT: SECONDARY SUITES – ZONING BYLAW AMENDMENT AND HEIGHT REGULATION CLARIFICATION

At its February 8, 2021 Committee of the Whole Meeting, Council directed staff to bring forward bylaw amendments to Zoning Bylaw #5000, Fees and Charges Bylaw #3909, and Business License Bylaw #5480. These proposed amendments were detailed in the report titled "Review of Secondary Suites Regulations" dated January 29, 2021 from the Long Range Planner. The purpose of the amendments is to reduce barriers and increase opportunities for secondary suites.

Amendments to Fees and Charges Bylaw #3909 related to secondary suites were adopted by Council on March 22, 2021. Amendments to Business License Bylaw #5480 related to secondary suites were adopted by Council on April 12, 2021.

At its Regular Meeting of March 22, 2021, Council deferred consideration of proposed amendments to Zoning Bylaw #5000 regarding secondary suites pending clarification from the Long Range Planner of proposed maximum height regulations.

Upon further detailed review, the proposed bylaw amendments surrounding maximum height have been slightly changed from the previous memo to assist in interpretation and clarity and are proposed as follows:

- For a traditional multi-pitched roof, the height would be calculated as the average between the eaves and the highest point of the roof.
- For flat and mono-pitched roofs, the height is calculated as an absolute height – the highest point must be no higher than the allowable maximum.

This revised approach simplifies how the height of low-slope and flat roof structures is applied, and would better ensure that the end result of the massing of multi-pitch and mono-pitch roofs is similar. A visual diagram of these maximum heights is provided in Attachment 1. This diagram represents the maximum allowable heights for 1.5 storey (4.8 metres maximum) and 2.0 storey (6.0 metres maximum).

The proposed Zoning Bylaw changes are contained in Attachment 2. Should Council give First and Second Readings to the proposed Zoning Bylaw amendment in Attachment 2, a public hearing will be scheduled.

Lastly, a subsequent report to Council will be brought forward with the results of further policy research at a later date. These items require further analysis of a number of possible outcomes and scenarios. These additional items include:



- More than one secondary suite per property;
- Permitting secondary suites in semi-detached buildings, including duplexes;
- Adjustment of parking requirements; and
- Permitting secondary suites in RTR, RTC, and RTC-A zones.

RECOMMENDATION:

THAT Council support Bylaw #5851, which establishes conditions of use for Secondary Suites and amends Zoning Bylaw #5000, as attached to the memorandum titled "Secondary Suites – Zoning Bylaw Amendment and Height Regulation Clarification" dated April 15, 2021, respectfully submitted by the Long Range Planner.

Respectfully submitted:

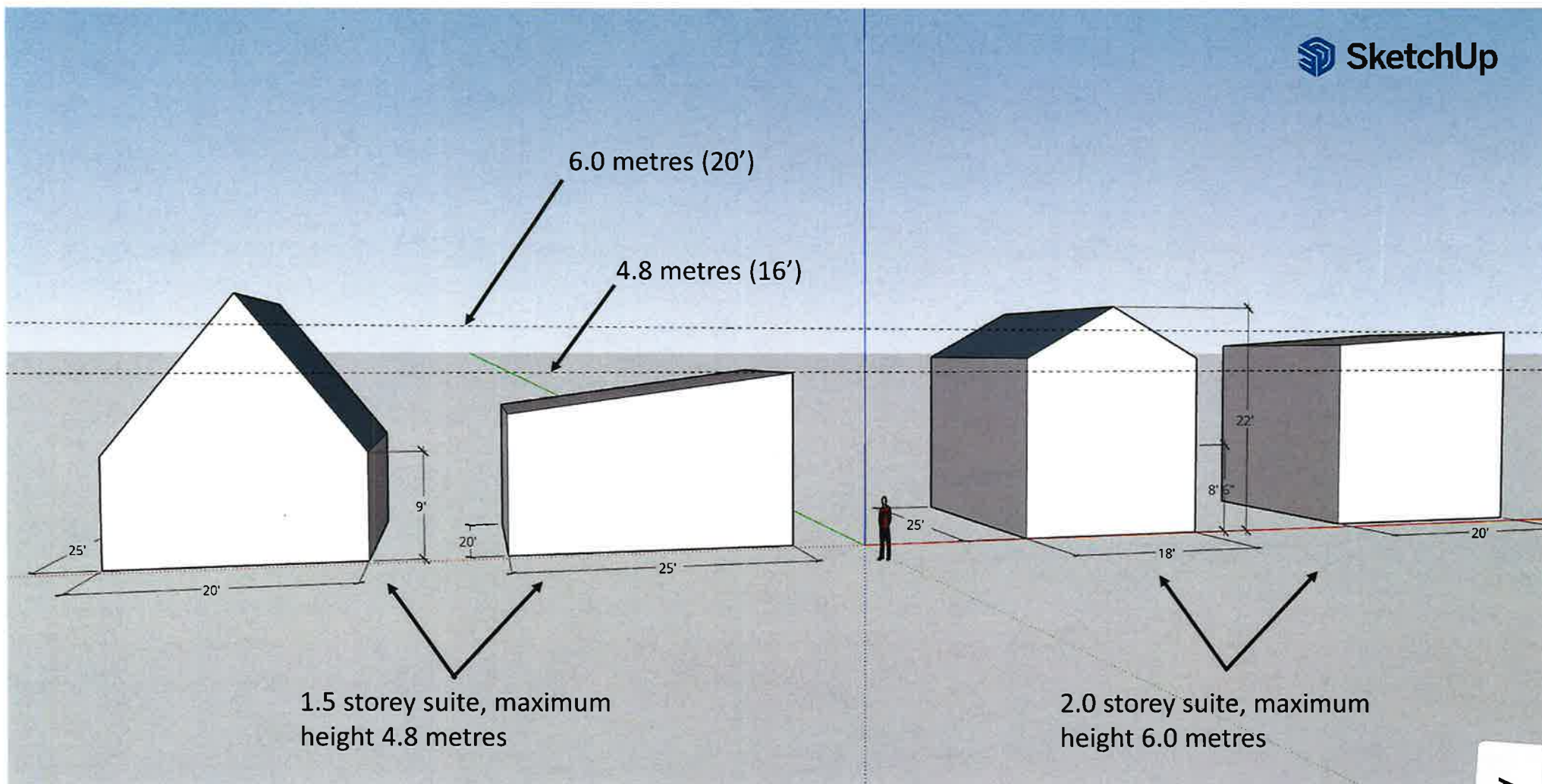
Apr 19 2021 2:49 PM

Daniel Sturgeon,
Long Range Planner

Attachment 1: Visual models of proposed detached secondary suite maximum height
Attachment 2: Proposed Bylaw Amendment Bylaw 5851

G:\6400-6999 PLANNING AND DEVELOPMENT\6441 COMMUNITY PLANNING - SPECIAL STUDIES\20 Special Community Planning Studies, filed alphabetically\Secondary Suites\210415_LF_ds_memo_secondary suites bylaw amendments.docx



See Section 5.5.6 of Attachment #2, "Zoning Text (Secondary Suites) Amendment Bylaw Number 5851, 2021", for description of when 1.5 and 2 storeys are permitted.

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5851

A bylaw to amend the City of Vernon
Zoning Bylaw Number 5000

WHEREAS the Council of The Corporation of the City of Vernon has determined to amend the City of Vernon Zoning Bylaw #5000 to add text amendments to include development regulations for temporary shelters;

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 **"Zoning Text (Secondary Suites) Amendment Bylaw Number 5851, 2021"**
2. The City of Vernon Zoning Bylaw Number 5000 be, and is hereby amended, as follows:
 - (i) **AMENDING Section 1 – Introduction (Including Table of Contents), Section 5.5 Secondary Suites** as shown in **RED** on attached **Schedule 'A'**;
 - (ii) **AMENDING Section 2 – Interpretation (Including Definitions), 2.3.3 Definitions for SECONDARY SUITE and SECONDARY SUITE, IN-LAW** as shown in **RED** on attached **Schedule 'B'**;
 - (iii) **AMENDING Section 4 – Development Regulations, 4.5.5 and 4.5.6** as shown in **RED** on attached **Schedule 'C'**.
 - (iv) **AMENDING Section 5.5 – Secondary Suites – 5.5 by DELETING Subsection 5.5.1, 5.5.2, 5.5.4, 5.5.5, 5.5.6, and 5.5.11 and REPLACING** with

new **Subsections 5.5.1, 5.5.2, 5.5.4, 5.5.5, 5.5.6, and 5.5.11** as shown in **RED** on attached **Schedule 'D'**;

- (v) **AMENDING Section 5.5 – Secondary Suites by ADDING NEW wording to Section 5.5** as shown in **RED** on attached **Schedule 'E'**;

3. Zoning Bylaw Number 5000 is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this day of , 2019.

READ A SECOND TIME this day of , 2019.

PUBLIC HEARING held this day of , 2019.

READ A THIRD TIME this day of , 2019.

ADOPTED this day of , 2021.

Approved pursuant to section 52(3)(a) of the *Transportation Act* this _____ day of _____, 20____

for Minister of Transportation & Infrastructure
Bylaw 5788/6460-01

Mayor

Corporate Officer

SECTION 5 : SPECIFIC USE REGULATIONS**SPECIFIC**

5.1	Application.....	5 - 1
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5.6	Bed and Breakfast Homes.....	5 - 6
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5.11	Vehicular Oriented Uses.....	5 - 11
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5.14	Domesticated Animals (Excluding Livestock).....	5 - 14
5.15	Employee Housing.....	5 - 15
5.16	Temporary Use Permit.....	5 - 16
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5.18	Temporary Shelter Services.....	5 - 18

SCHEDULE 'B'

Attached to and Forming Part of Bylaw 5788
“Zoning Text (Secondary Suites) Amendment Bylaw Number 5851, 2021”

Zoning Bylaw #5000 Section 2.3 General Definitions

SECONDARY SUITE means a self-contained secondary dwelling unit located within a **single detached housing** or in a **secondary building**. A **secondary suite** has its own separate cooking, sleeping and bathing facilities. ~~It has direct access to outside without passing through any part of the primary unit. The property owner must reside in either the primary dwelling unit or the secondary suite. This use includes in-law secondary suites. This use does not include duplex housing, semi-detached housing, apartment housing, boarding rooms nor rooming houses.~~ (Bylaw-5467)

~~**SECONDARY SUITE, IN LAW** means a **secondary suite** which is occupied by an individual or individuals who do not provide rent to the property owner and are all related to the property owner by blood, marriage or adoption. The owner is to provide an annual declaration to the City confirming the occupier(s) do not pay rent and all occupier(s) are related to the property owner by blood, marriage or adoption.~~ (Bylaw-5467)

4.5 Secondary Development

- 4.5.5 A **secondary building** or **structure** shall not be used as a **dwelling** unless it is a permitted **secondary suite** in which case the Conditions of Use pertaining to **Secondary Suites** in Section 5.5 shall apply.
- 4.5.6 A **secondary building** or **structure** shall not exceed 4.5m or one **storey** in **height**, whichever is the lesser, unless specified otherwise in the **development** regulations of a particular **zone** or unless it is a **Secondary Suite** in which case Section 5.5 shall apply.

SCHEDULE 'D'

Attached to and Forming Part of Bylaw 5788
“Zoning Text (Temporary Shelters) Amendment Bylaw Number 5788, 2019”

5.5 Secondary Suites – Conditions of Use

- 5.5.1 **Secondary suites**, where permitted, are to be located only in **single detached housing** or a **secondary building** on a lot containing **single detached housing**. **Secondary suites** are not permitted in or on the same lot as **multiple housing, semi-detached housing, duplexes, bed and breakfast homes, rooming houses or boarding rooms**.
- 5.5.2 No more than one **secondary suite** shall be permitted per **single detached housing** unit. It may be permitted either within **single detached housing** or within a **secondary building**.
- 5.5.4 A **secondary suite** must have a minimum of 15m² of separated and private **open space** in addition to any **open space** provided for the principle dwelling.
- 5.5.5 The **net floor area** of any **secondary suite** shall not exceed the lesser of 90m² or 40% of the **net floor area** of the **building** containing **single detached housing**.

Where a **secondary suite** is located in a **secondary building** the following shall apply:

Lot Size	450m ² - 557m ²		> 557m ²	
Lot Orientation	No Lane	Lane or Flanking Street	No Lane	Lane or Flanking street
Maximum footprint	The lesser of 80m ² or 75% of the net floor area the building containing single detached housing .		The lesser 90m ² or 75% of the net floor area of the building containing single detached housing .	
Maximum floor area	The net floor area of the upper storey can be no more than 75% of the net floor area of the first storey .		The net floor area of the upper storey can be no more than 75% of the net floor area of the first storey . The net floor area of a second storey of a suite can be 100% of the net floor area of the first	

SCHEDULE 'D'**Attached to and Forming Part of Bylaw 5788****“Zoning Text (Temporary Shelters) Amendment Bylaw Number 5788, 2019”**

		storey if the net floor area of the first storey is less than 45m².
	The net floor area must be the lesser of 90m² or 60% of the net floor area of the building containing single detached housing.	
For the purposes of calculating net floor area for secondary suites contained in secondary buildings, notwithstanding the definition of net floor area, attached garages, carports, and basements shall be included in floor area calculations.		

- 5.5.6 A secondary building or structure containing a secondary suite shall not exceed the following height and storey limitations:**

Lot Size	450m2 - 557m2		> 557m2	
Lot Orientation	No Lane	Lane or Flanking street	No Lane	Lane or Flanking street
Storeys	1.5 maximum			2.0 maximum
Maximum Height	The lesser of the principal building height and no higher than 4.8 metres to the midpoint of a sloped roof or the highest point of a non-sloping roof.			The lesser of the principle building height and no higher than 6.0m to the midpoint of a sloped roof or the highest point of non-sloping roof.
For the purpose of calculating height of a secondary suite located in a secondary building , notwithstanding the definition of height, a non-sloping roof will be considered any roof with <u>either</u> a single pitch or a pitch of 4:12 or less.				
No secondary building containing a secondary suite shall have a height more than the principle building, as measured from the building grade of each respective building.				

- 5.5.11 A secondary suite must have direct access to outside from a dedicated exterior entrance. When a secondary suite is located within a principle dwelling, access may be taken from a shared vestibule, which meets the provisions of the BC Building Code.**

5.5 Secondary Suites – Conditions of Use

5.5.12 The following additional conditions of use shall apply to **secondary suites** which are located in **secondary buildings**:

- i. Roof decks are prohibited.
- ii. A **deck** above the **first storey** must face a **laneway** or **flanking street**. A **deck** above the **first storey** is not permitted in **secondary buildings** with **secondary suites** on **lots** without a **laneway** or **flanking street**.
- iii. A minimum 3.0m spacing with no **structures** is required between a **secondary building** containing a **secondary suite** and any other **building** containing a **dwelling unit** on the lot.
- iv. A **secondary suite** in a **secondary building** must have an at grade enclosed entrance. Exterior stairs accessing a **secondary suite** in a **secondary building** are not permitted. Stairs with a combined rise of 0.6 metres or less are excluded.



THE CORPORATION OF THE CITY OF VERNON

INTERNAL MEMORANDUM

TO: W. Pearce, Chief Administrative Officer **FILE:** 6135-01

PC: K. Flick, Director Community Infrastructure and Development **DATE:** April 14, 2021

FROM: L. Cordell, Manager, Long Range Planning and Sustainability
K. Kryszak, Manager, Parks and Public Spaces Maintenance

SUBJECT: SPRAY PARK DEMOLITION AND OUTDOOR PLAY OPTIONS FOR CONSIDERATION

At its Regular Meeting of February 22, 2021, Council passed the following resolution:

THAT Council direct Administration to keep the Polson Spray Park closed due to public health concerns and report back by April with estimated costs of demolition and site remediation.

The demolition of the Polson Spray Park splash pad consists of removing all fencing, spray features, rubberized material, old asphalt and piping. The water line will be capped off at the building and the splash pad system will be abandoned inside the building. Administration would re-vamp the irrigation system, compact the area with fill, topsoil and place sod. This will allow a quick turnaround to a playable "passive" area. The demolition and construction of the passive green space is estimated to cost \$45,000. Administration recommends funding the \$45,000 from the Parks Legacy reserve, which has an approximate projected December 31, 2021 balance of \$78,596.

In addition, there was a request to Administration to bring forward options for replacement outdoor activities to offset the closure of the Spray Park. Administration provides the following suggestions:

1. Pop Up Spray Parks with the Fire Department
 - a. This would be a series of four or five events arranged in a variety of parks throughout the summer. It would build on the Fire Department's 130th birthday and provide an opportunity for the community to interact with the Fire Fighters and learn more about what they do. The ladder truck would be onsite and provide a spray (appropriately pressure reduced) for kids to play in. It has been used successfully in a number of other communities (Attachment 1). This option would cost about \$500.00 per event for advertising and supplies. The Fire Department has indicated that they can provide the staffing within the current budget. Should there be a desire to have Sparky the Mascot on site, there would be additional costs related to that. Site selection would be done carefully to provide access and reduce impact to the parks.

2. Enhancement and re-opening of the Unplug and Play boxes in the parks.

- a. Play boxes are locked boxes that contain play equipment for families to access in the parks. The play boxes have been provided by the Optimus Club. Community members must register with Recreation Services to receive the code to open the play box. Currently there are play boxes in five parks throughout the City. In addition, the Club has donated two more boxes that will be installed this spring. The Club has also received a donation from Pacific Sport that will allow more equipment and game instructions to be installed in the play boxes. During COVID-19, the play boxes have been closed. Administration has met with a representative and is proposing that we re-open the play boxes and provide budget to add two additional play boxes (\$2,000 each) and provide a reserve of \$2,000 for equipment refreshing – this year only. In addition, Administration is proposing we add sanitizing supplies to the play boxes and play safe signage.

The total projected cost for these play options is approximately \$9,000, plus potentially staff charges for the use of the mascot. Administration is recommending a budget of up to \$15,000 to cover costs, staffing and provide a contingency. These options would be subject to any relevant Public Health Orders at the time. Administration recommends funding these costs from the 2020 Uncommitted Unexpended reserve which has an approximate, projected December 31, 2021 balance of \$412,765.

In addition, Administration is optimistic that the Peanut Pool will be operational for the 2021/22 season, though should the grant for upgrades be awarded, it may be a shortened season.

RECOMMENDATION:

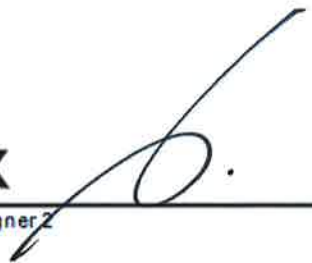
1. THAT Council authorize the expenditure of up to \$45,000 for the removal of the Spray Park at Polson Park, funded from the Parks Legacy reserve as outlined in the memorandum titled "Spray Park Demolition and Outdoor Play Options for Consideration" dated April 14, 2021, respectfully submitted by the Manager, Long Range Planning and Sustainability and the Manager, Parks and Public Spaces Maintenance.
2. THAT Council direct Administration to implement the outdoor play options and authorize the expenditure of up to \$15,000 for the implementation of Pop Up Spray Parks and Unplug and Play boxes, funded from the 2020 Uncommitted Unexpended Balance as outlined in the memorandum titled "Spray Park Demolition and Outdoor Play Options for Consideration" dated April 14, 2021, respectfully submitted by the Manager, Long Range Planning and Sustainability and the Manager, Parks and Public Spaces Maintenance.

Respectfully submitted:

Apr 16 2021 11:08 AM

X Laurie Cordell ✓
Laurie Cordell DocuSign

Laurie Cordell
Manager, Long Range Planning
Sustainability

X 
Signer 2

Kendra Kryszak
Manager, Parks and Public Spaces and
Maintenance

Attachment 1 – Examples of Pop Up Spray Parks: Red Deer, Vancouver and Parksville

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General\Admin_Memos_Reports\210414_Memo_Options_WaterPlay.doc

Pop-up Spray Parks

Members of Red Deer Emergency Services, RCMP and Municipal Enforcement blasted the hoses to keep you cool every Thursday in July and August.



Pop-up spray parks are popping up across Red Deer this summer. Beat the heat with Red Deer Emergency Services, Municipal Policing Services and RCMP in a neighbourhood near you.

Participants are reminded to adhere to all public health orders, including maintaining a two meter distance from others, not attending if they are feeling unwell and mass gathering restrictions.

Thursdays from 6:30 – 8 p.m.

Date	Location	Address
July 16	Gateway Christian School	4210 59 Street
July 23	Highland Green Community Centre	65 Halladay Avenue
July 30	Oriole Park Community Association	5 Oldbury Street
August 6	Riverside Meadows Community Centre	6021 57 Avenue
August 13	Joseph Welsh Elementary School	4401 37 Avenue

[< Home](#)

WATCH LIVE

Updates expected on COVID-19 modelling, B.C. restrictions LIVE @ 2 p.m.

VANCOUVER

Fire departments create pop-up water parks during Metro Vancouver heat

CTV News Vancouver

Published Friday, July 26, 2019 9:24AM PDT

Last Updated Friday, July 26, 2019 9:38AM PDT



Vancouver fire crews set up a pop up water park on Thursday nights.

SHARE:

[Tweet](#)[Reddit](#)[Share 448](#)

Running under the spray from a fire truck, dozens of Vancouver residents beat the heat at a fun community event at Jericho Beach on Thursday.

Most Thursdays until the end of August, the Vancouver fire department is bringing a pop-up water park to a different location across the city. The events will typically run for about two hours, from 6:30 to 8:30 p.m.

- **Read more:** [This weekend's humidex to reach 31 C in Vancouver, followed by rain](#)

The weekly event doesn't just help locals cool off, but gives them a chance to meet fire crews and learn about fire boats, hazardous materials, heavy rescues or technical rescues.

"It lets the kids get out and play in the water, it's just fun for the kids and adults too," Lt. Tony Eidher told CTV News Vancouver. "The guys have a blast. We have about as much fun as the kids and the parents do."

- **Read more:** [City of Vancouver reveals safety precautions as temperatures climb](#)

The pop up water park isn't unique to Vancouver, however. North Vancouver fire crews run a similar event throughout the summer. Also on Thursday nights, the fire department visits different parks with their ladder trucks and an engine to create a spray park.

The last night for the North Vancouver pop up is Aug. 1 at Ambleside Park from 6:15 to 7:30 p.m.

Remaining dates for the Vancouver water park pop ups are weather-permitting and include:

- Aug. 1 at Sir Winston Churchill School
- Aug. 9 at David Thompson School
- Aug. 16 at Sunset Beach
- Aug. 23 at Hastings Community Centre
- Aug. 30 at Kitsilano Beach

Vancouver Fire Rescue Services

@VanFireRescue



Summer Splash is ON for this evening!! Come by Jericho Beach between 6:30 and 8:30 to cool off, meet the crews and see how we keep the waters around [#Vancouver](#) safe [#vanfireboats](#)



Courtesy of Parksville Fire Volunteer Department - Ladder 49, the department's newest apparatus, will be on-site at Nicholls Park on Friday Aug. 2.

Beat the heat with a pop-up water park in Parksville Aug. 2

Kids and kids-at-heart can run through spray from fire trucks at Nicholls Park

EMILY VANCE / Jul. 31, 2019 1:30 a.m. / COMMUNITY

The Parksville Fire Volunteer Department will host a pop-up water park on Friday Aug. 2.

The event is family-friendly and gives children and families the opportunity to cool off and beat the August heat.

The water will come from the trucks themselves, with a misting spray from an aerial ladder truck and other fire hose appliances.

The event is also an opportunity for residents and visitors to check out the fire engines and equipment, learn about fire safety and talk to members about what it means to be a

volunteer firefighter.



Parksville Fire Department

about 2 years ago



It's summer! Join the Parksville Fire Volunteer Department with a pop-up water park! Meet members of the PVFD, take a tour of the trucks and beat the summer heat under the cool, fine mist from the new ladder truck. It's also a great opportunity to ask questions about recruitment and learn important fire safety tips on how to keep your family safe. Here are the details:

Date: Friday, August 2

Time: 6 pm to 8 pm

Location: Nicholls Park (Located on Pym Street between Nanoose Av...

[See More](#)

65

8

40

The pop-up water park takes place on Friday Aug. 2 from 6 p.m. to 8 p.m. at Nicholls Park, on Pym Street between Nanoose Avenue and Newcastle Avenue.

The event is anticipated to be a busy one. Extra parking is available at École Ballenas Secondary School.

More pop-up water parks are expected throughout the rest of summer, and information about upcoming events will be posted to the Parksville Fire Department's social media sites.

– *NEWS Staff, submitted*



THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

SUBMITTED BY: Angela Broadbent
Active Transportation Coordinator

COUNCIL MEETING: REG ☒ COW ☐ I/C ☐
COUNCIL MEETING DATE: April 26, 2021
REPORT DATE: April 15, 2021
FILE: 8300-10-06

SUBJECT: ELECTRIC KICK SCOOTER PILOT TRAFFIC BYLAW #5600 AMENDMENTS

PURPOSE:

To amend Traffic Bylaw #5600 in order to participate in the provincial electric kick scooter pilot program.

RECOMMENDATION:

THAT Council endorse the proposed amendments to Traffic Bylaw #5600, as shown in Attachment 2 in the report titled "Electric Kick Scooter Pilot Traffic Bylaw #5600 Amendments", dated April 15, 2021, respectfully submitted by the Active Transportation Coordinator.

ALTERNATIVES & IMPLICATIONS:

1. THAT Council receive the report titled "Electric Kick Scooter Pilot Traffic Bylaw #5600 Amendments", dated April 15, 2021, respectfully submitted by the Active Transportation Coordinator, for information.

Note: Without amendments to Traffic Bylaw #5600, the City will not be able to participate in the provincial pilot and would be unable to contract an electric kick scooter sharing company to operate a micromobility pilot. Administration would still try to obtain a bicycle share operator; however, these services are becoming less common.

ANALYSIS:

A. Committee Recommendations:

N/A

B. Rationale:

1. As its Regular Meeting of April 12, 2021 Council received a memorandum for information outlining the Ministry of Transportation and Infrastructure's (MoTI) recommencement of their Electric Kick Scooter pilot and that Vernon had been selected as one of six communities to pilot the program. The City must make amendments to Traffic Bylaw #5600 so it may take part.
2. Having access to Vernon's full network of active transportation infrastructure would mean that electric kick scooters can be a functional and reliable form of everyday transportation, supporting the goals of the Master Transportation Plan and Climate Action Plan to reduce single occupancy vehicle use and transition to low emission forms of transportation.
3. Traffic Bylaw #5600 was revised to include small wheeled transport in 2018. Since the changes came into effect, Bylaw Services has received no complaints regarding conflicts between small wheeled transport users and other road users, including pedestrians.

4. The City conducted public consultation to develop regulations for small wheeled transport before making the 2018 amendments to Traffic Bylaw #5600. During that public consultation, the general consensus among stakeholders was that they wanted common sense rules and did not want small wheeled transport to be overregulated. Defining electric kick scooters as small wheeled transport would keep our regulations consistent and simple. As with bicycles, the rules of the road would be the same whether or not the device is equipped with a small motor.
5. If the City amends Traffic Bylaw #5600 to designate areas in which electric kick scooters can operate, this would mean that:
 - a) Individuals could own and operate electric kick scooters for personal transportation, subject to provincial legislation and local bylaw requirements.
 - b) The City could consider electric kick scooter share operators in addition to bicycle share operators for the shared micromobility service pilot.
6. As per provincial legislation, the maximum operating speed of an electric kick scooter is 24 km/h on a flat surface. A person using a skateboard or roller skates can reach the same speed and is currently permitted to use sidewalks, bicycle facilities, multi-use paths, and roadways.
7. As with other forms of transportation, all moving offences (such as speeding or operating without due care and attention) are enforced by the RCMP. Parking violations could be enforced by either the RCMP or Bylaw Services. Bylaw Services would take an education first approach to enforcement, which would be supported by a public education and communication campaign.
8. The operator of an electric kick scooter sharing service would be the first point of contact for complaints regarding the use and parking of devices in their fleet. Administration would work with the operator of a shared electric kick scooter service to mitigate potential conflicts with other road users through education campaigns and other means. This could include:
 - a) Operational areas, outside of which e-scooters cease to function;
 - b) Low speed zones in which e-scooters automatically slow down;
 - c) Smartphone apps which require the user to photograph their e-scooter at the end of the ride and penalize the user for parking infractions; and
 - d) Minimum standards for maintenance and response time to public complaints.
9. Without the proposed amendments to Traffic Bylaw #5600, the City would be unable to contract an electric kick scooter sharing company to operate our micromobility pilot. Administration would still try to obtain a bicycle sharing company, however these services are becoming less common.

Summary of the Provincial Legislation

10. The Province has defined what constitutes an 'electric kick scooter' and how they are to be operated by amending the *Motor Vehicle Act* (Attachment 1). The legislation changes took effect on April 1, 2021 and will be in effect until April 1, 2024. However, electric kick scooters cannot be operated in a pilot community until the municipality has bylaws in place identifying where they may be used.
11. In summary, electric kick scooters will:
 - a) Have up to 4 wheels placed along a longitudinal axis, 1 to 2 wheels at the front of the device and 1 to 2 wheels at the rear, with a platform for standing along the longitudinal axis between the front wheels and the back wheels;
 - b) Have a steering handlebar that acts directly on the steerable wheels at the front of the device;
 - c) Have one or more electric motors that are powered solely by one or more electric batteries;

- d) Weigh no more than 45 kg;
- e) Have an electric motor that does not exceed 500 Watts and is not capable of propelling the electric kick scooter at speeds exceeding 24km/h on clean, paved, and level surfaces;
- f) Must be equipped with brakes that meet a minimum stopping requirement;
- g) Must be equipped with a bell or horn and lights (or the operator can wear a light); and
- h) Must not be equipped with a seat, pedals, or structure enclosing the device.

12. In general, electric kick scooter users are required to follow the same rules as cyclists when operating on a roadway. Plus, there are additional provisions that require the operator to slow down and use due care and attention if they are riding near pedestrians on a shared facility, such as a multi-use pathway or sidewalk. Provisions governing electric scooter use in the *Motor Vehicle Act* include:

- a) Operators must be 16 years of age or older.
- b) Helmets are required.
- c) A driver's licence is not required.
- d) A person operating an electric kick scooter on a walkway, sidewalk, or pathway near pedestrians may not exceed the speed of the pedestrians (i.e. walking speed) except to pass them, and must use their bell or horn to notify others when they are passing.
- e) Operators must not operate an electric kick scooter without due care and attention or reasonable consideration for other road users.
- f) Operators must use turn signals or hand signals to indicate their movements.
- g) Operators must not carry passengers.
- h) Operators must not tow others or be towed.
- i) Operators must not park their device in a way that impedes the flow of traffic.
- j) May not operate on a road with a speed limit of greater than 50 km/hr, unless there is a designated use lane that permits cycles.

Proposed Amendment to Traffic Bylaw #5600

13. The provincial legislation is consistent with Vernon's existing rules for small wheeled transport as defined in Traffic Bylaw #5600. Small wheeled transport includes human powered non-motorized kick scooters, skateboards, roller skates, and other similar devices. People using these devices are required to follow the same rules of the road as cyclists when operating on a roadway. They may also use the sidewalk but must yield to pedestrians.

14. Administration recommends that the definition of Small Wheeled Transport in Traffic Bylaw #5600 be amended, for the duration of the pilot project (three years), to include electric kick scooters (Attachment 2), as follows:

"Small Wheeled Transport" or "SWT" is human-powered transportation, not including Mobility Aids, with small diameter wheels, including:

(a) skateboards, foot operated scooters, roller skates, longboards, or similar devices; **and**

(b) Bicycles actively operated by children under 13 years of age; **and**

(c) Electric Kick Scooters.

"Electric Kick Scooter" has the meaning prescribed in the *Motor Vehicle Act*.

5.12 A person may not operate an Electric Kick Scooter on a Highway with a speed limit greater than 50 km/h, except on an Active Transportation Corridor. Note that "Active Transportation Corridor" is defined as an area within the public road right-of-way that is improved for walking, cycling, or small-wheeled transport (e.g. shoulders, sidewalks, multi-use paths, bike lanes, etc.).

15. With the proposed amendment, electric kick scooters would operate under the same rules as non-motorized kick scooters. They would be permitted to operate on:

- a) Roads and bicycle lanes, provided they follow the same rules of the road as cyclists;
- b) Multi-use pathways and sidewalks, but must slow down near and yield to pedestrians, and use due care and attention for all other users.

16. Administration recommends that Council approve the proposed amendments to Traffic Bylaw #5600 to permit the City's participation in the MoTI electric kick scooter pilot and monitor their use. While it typically takes six months for initial issues to settle, should any recurring issues or concerns be observed over a period of time, Administration would respond, and further report to Council, as necessary.

C. Attachments:

Attachment 1 – *Motor Vehicle Act* Electric Kick Scooters

Attachment 2 – Proposed Amendment to Traffic Bylaw #5600

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

The subject Electric Kick Scooter Pilot Traffic Bylaw #5600 amendments relate to the following goals/action items in Council's Strategic Plan 2019 – 2022:

- Promote the Okanagan Rail Trail through marketing, trail connections, and other initiatives
- Work towards a sustainable Vernon – environmentally, economically and socially
- Be a leader in economic development
- Increase events and amenities in the Downtown

E. Relevant Policy/Bylaws/Resolutions:

1. At its Regular Meeting of April 12, 2021, Council passed the following resolution:

“THAT Council receive the memorandum titled “Electric Kick Scooter Pilot Program” dated March 26, 2021, from the Active Transportation Coordinator, for information.

2. At its Regular Meeting of May 25, 2020, Council passed the following resolution:

“THAT Council support a pilot project under Part 13 of the *Motor Vehicle Act* relating to electric kick scooters and other similar forms of micromobility devices, as outlined in the memo titled “Update on Motor Vehicle Act Pilot Projects Program – Micromobility Devices” dated May 14, 2020, as submitted by the Active Transportation Coordinator.”

3. At its Regular Meeting of February 10, 2020, Council passed the following resolution:

“THAT Council direct Administration to implement temporary on-street bicycle parking corrals on 30th Avenue at 30th Street and 30th Avenue at 34th Street;

AND FURTHER, that Council direct Administration to initiate a competitive bidding process for micromobility service providers to operate a two-year micromobility pilot;

AND FURTHER, that Council support an application to the Ministry of Transportation and Infrastructure to participate in the Motor Vehicle Act Pilot Projects Program, relating to micromobility devices, and applications for future relevant grant opportunities.”

4. At its Regular Meeting of January 27, 2020, Council passed the following resolution:

“THAT Council direct Administration to submit an Expression of Interest to the Ministry of Transportation and Infrastructure for the Motor Vehicle Act Pilot Projects Program, relating to micromobility devices.”

5. At its Regular Meeting of January 13, 2020, Council passed the following resolution:

“THAT Council refers the letter dated December 14, 2019 from Dudley Coulter, Events and Promotions Coordinator to Administration for review and recommendation to Council.”

6. Climate Action Plan Goals and Actions:

- The community's transition to low greenhouse gas vehicles, such as electric, is supported.
- Enable and support the enhancement and expansion of the transit network and alternative mobility options.
- Continue to conduct public education campaigns to increase awareness of and uptake of active transportation and alternative transportation options.
- Continue to work to promote bike/scooter/car-sharing/co-op programs in the community.
- Seek to apply innovative low carbon mobility strategies (active transportation, public transit, car sharing) in the upcoming Master Transportation Plan update.

7. Official Community Plan guiding principles:

- Revitalize the downtown.
- Provide alternative transportation.
- Create a culture of sustainability.
- Create strong, compact, and complete neighbourhoods.
- Create a youth-friendly city.

Official Community Plan supporting policies:

- 11.10. b. Aim to increase the percentage of all trips made by cycling to 5% by 2040.
- 11.10. k. Implement a “Bike Friendly Business” Program.
- 11.10. l. Implement bike parking, support bike sharing programs and bike stations.

8. The City Centre Neighbourhood Plan includes the following policies:

- Continue Transportation Demand Management (TDM) efforts to promote cycling. Dedicate funds in the capital budget to implement TDM infrastructure projects and initiatives.

9. The Waterfront Neighbourhood Plan includes the following policies:

- Create user-friendly streets throughout the Waterfront Neighbourhood Centre to support the vision for streetscapes, complete with emphasis on the pedestrian first, followed by bicycles, transit and the private automobile.
- Partner with BC Transit to explore a Park n' Ride and a Park n' Bike site in the area. This site would act as the transit hub for the Neighbourhood Centre. It should be easily accessed by pedestrians and include bicycle parking and storage.

BUDGET/RESOURCE IMPLICATIONS:

The bicycle and/or electric kick scooter sharing service pilot is intended to be operated at no direct cost to the City. Administration will ensure that the service protects the City of Vernon from financial risk and liability through agreements with electric kick scooter sharing service providers.

Administration would utilize funds from the approved 2021 Active Transportation budget to support public education and engagement related to amendments to Traffic Bylaw #5600, which would fall within the scope of normal operations. While the first point of public contact for complaints regarding shared electric kick scooters or bicycles would be the service provider, Bylaw Services would be likely to receive inquiries and enforcement requests which may impact resources.

The Province requires participating communities to submit an annual report detailing the results of the pilot. Staff time would be required to monitor the program and compile a report.

Prepared by:

Approved for submission to Council:

Apr 15 2021 1:52 PM

X

Angela Broadbent

✓

DocuSign

Angela Broadbent
Active Transportation Coordinator

[Signature]
Will Pearce, CAO

Date:

19. April. 2021

X

Kim Flick

Signer 2

Kim Flick
Director, Community Infrastructure and Development

REVIEWED WITH

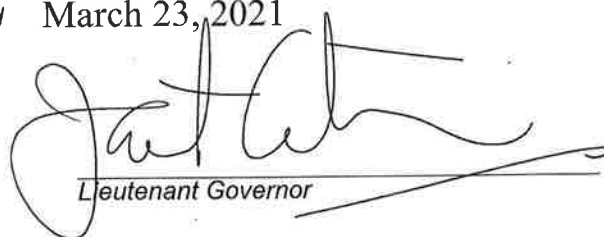
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| <input checked="" type="checkbox"/> Bylaw Compliance | <input type="checkbox"/> Public Works/Airport | <input checked="" type="checkbox"/> Long Range Planning & Sustainability |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Facilities | <input type="checkbox"/> Building & Licensing |
| <input checked="" 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 type="checkbox"/> COMMITTEE: | | |

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 184

, Approved and Ordered March 23, 2021



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective April 5, 2021,

- (a) the following provisions of the *Miscellaneous Statutes Amendment Act (No. 2)*, 2019, S.B.C. 2019, c. 36, are brought into force:
- (i) sections 106, 109 (a) and 110 to 112;
 - (ii) section 113, except as it enacts section 210 (3.2) (c) of the *Motor Vehicle Act*, R.S.B.C. 1996, c. 318;
 - (iii) sections 115 and 117, and
- (b) the attached Electric Kick Scooter Pilot Project Regulation is made.



Minister of Transportation and Infrastructure



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Miscellaneous Statutes Amendment Act (No. 2)*, 2019, S.B.C. 2019, c. 36, s. 118;
Motor Vehicle Act, R.S.B.C. 1996, c. 318, s. 304 (1)

Other:

R10493524

ELECTRIC KICK SCOOTER PILOT PROJECT REGULATION

Contents

1	Definitions
2	Application – electric kick scooter
3	Minimum age
4	General operation requirements
5	Weight limit of electric kick scooter
6	Motor
7	Brake performance
8	Wheels
9	Bell or horn
10	Batteries and motor securement
11	Electrical terminals
12	No seat, pedals or enclosing structure
13	Lights
14	Pilot community bylaws
15	Designated locations
16	Where to operate on highway
17	Operation near pedestrians
18	Duties of operator on highway
19	Accidents
20	Report to minister
21	Offences
22	Repeal

SCHEDULE

Definitions

- 1** In this regulation:
- “**Act**” means the *Motor Vehicle Act*;
- “**designated location**” means a location designated by a bylaw described in section 15 (1) [*designated locations*];
- “**electric kick scooter**” means a regulated motorized personal mobility device to which this regulation applies under section 2;
- “**minister**” means the minister responsible for the administration of the *Transportation Act*;
- “**municipal highway**” has the same meaning as in section 1 of the *Transportation Act*;
- “**pilot community**” means a municipality set out in the Schedule.

Application – electric kick scooter

- 2** This regulation applies to a regulated motorized personal mobility device that
- (a) has up to 4 wheels placed along a longitudinal axis, one to 2 wheels at the front of the device and one to 2 wheels at the rear, with a platform for

standing along the longitudinal axis between the front wheels and the back wheels,

- (b) has a steering handlebar that acts directly on the steerable wheels at the front of the device, and
- (c) has one or more electric motors that are powered solely by one or more electric batteries.

Minimum age

- 3 A person who is under 16 years of age must not operate an electric kick scooter on a highway.

General operation requirements

- 4 A person must not operate an electric kick scooter on a highway unless the electric kick scooter meets all the requirements of sections 5 to 13.

Weight limit of electric kick scooter

- 5 The weight of an electric kick scooter, including its motor and batteries, must not exceed 45 kg when the electric kick scooter is unladen.

Motor

- 6 The motors of an electric kick scooter must
 - (a) have a continuous power output rating that in total does not exceed 500 W,
 - (b) not be capable of propelling the electric kick scooter at a speed that exceeds 24 km/h on a clean, paved and level surface, and
 - (c) cease to propel the electric kick scooter forward if the accelerator is released or if the brakes are applied.

Brake performance

- 7 An electric kick scooter must be equipped with a braking system capable of bringing the electric kick scooter, while being operated at a speed of 24 km/h on a clean, paved and level surface, to a full stop within 9 m of the point at which the brakes are applied.

Wheels

- 8 The wheels of an electric kick scooter must be no more than 430 mm in diameter.

Bell or horn

- 9 An electric kick scooter must be equipped with a bell or horn.

Batteries and motor securement

- 10 The batteries and motor of an electric kick scooter must be securely fastened to the electric kick scooter to prevent their movement in any direction relative to the electric kick scooter while the electric kick scooter is operating.

Electrical terminals

- 11 All electrical terminals on an electric kick scooter must be completely insulated or covered.

No seat, pedals or enclosing structure

- 12 An electric kick scooter must not have
- (a) a seat or a surface or structure that could be used as a seat,
 - (b) pedals, or
 - (c) any structure enclosing it.

Lights

- 13
- (1) A person must not operate an electric kick scooter on a highway between 1/2 hour after sunset and 1/2 hour before sunrise unless the electric kick scooter is equipped with,
 - (a) at the front of the electric kick scooter, a lighted lamp displaying a white or amber light that, under normal atmospheric conditions, is visible from at least 150 m in the direction the electric kick scooter is pointed, and
 - (b) at the rear of the electric kick scooter, a lighted lamp displaying a visible red light.
 - (2) The lighted lamps required under subsection (1) may be
 - (a) attached to the electric kick scooter, or
 - (b) carried or worn by the person operating the electric kick scooter.

Pilot community bylaws

- 14 Sections 124 [*municipal powers*] and 124.2 [*additional municipal powers*] of the Act apply, in respect of bylaws respecting the use and operation of electric kick scooters within a pilot community, as if an electric kick scooter were a vehicle.

Designated locations

- 15
- (1) A person must not operate an electric kick scooter on a highway in a pilot community unless the pilot community has adopted a bylaw designating locations within the pilot community in which an electric kick scooter may be operated.
 - (2) For certainty, a location designated by a bylaw described in subsection (1) may include any part of a municipal highway within the pilot community, including a boulevard, lane, sidewalk, walkway and path.
 - (3) A pilot community must not, by a bylaw described in subsection (1), designate a location that is a highway with a speed limit greater than 50 km/h, unless that highway has a designated use lane that permits cycles.
 - (4) A pilot community must notify the minister as soon as practicable after adopting, amending or repealing a bylaw described in subsection (1).

Where to operate on highway

- 16
- (1) A person must not operate an electric kick scooter on a highway unless the highway is located within a pilot community and,
 - (a) if the highway is a municipal highway, it is a designated location, or
 - (b) if the highway is not a municipal highway,

- (i) it has a speed limit no greater than 50 km/h or has a designated use lane that permits cycles,
 - (ii) it is not a highway named in Schedule 1 of section 19.07 [*Schedule 1 highway restrictions*] of the Motor Vehicle Act Regulations,
 - (iii) the location is not on or within any part of a structure to which section 3 [*farm vehicles, bicycles and pedestrians*] of the Provincial Public Undertakings Regulation applies, and
 - (iv) the location is not on or within the roadway of a structure to which section 4 [*slow vehicles and bicycles*] or 9 [*prohibited vehicles, bicycles and tire chains*] of the Provincial Public Undertakings Regulation applies, or on or within any of the approaches to the structure.
- (2) Despite subsection (1) (b) (ii), a person may operate an electric kick scooter
 - (a) on a footpath constructed adjacent to the travel portion of a highway named in Schedule 1 of section 19.07 of the Motor Vehicle Act Regulations, and
 - (b) on the shoulder on the travel portion of such a highway, where the minister causes traffic control devices to be erected permitting the use of cycles on that shoulder.
- (3) A person operating an electric kick scooter on a highway within a pilot community must operate the electric kick scooter,
 - (a) if the highway has a speed limit no greater than 50 km/h and has designated use lanes that permit cycles, in those lanes, unless specified otherwise in a bylaw of that pilot community,
 - (b) if the highway has a speed limit greater than 50 km/h and has designated use lanes that permit cycles, in those lanes, and
 - (c) if the highway has a speed limit no greater than 50 km/h and does not have designated use lanes that permit cycles, as near as practicable to the right side of the highway.
- (4) A person operating an electric kick scooter on a highway within a pilot community must not operate the electric kick scooter as follows, unless specified otherwise in a bylaw of that pilot community:
 - (a) on a sidewalk, unless a traffic control device permits the operation of cycles on that sidewalk;
 - (b) on a highway where a traffic control device prohibits the operation of cycles.
- (5) Subsection (3) (a) and (b) does not prohibit a person operating an electric kick scooter in a designated use lane from moving out of that lane for the following purposes:
 - (a) overtaking and passing another device, a vehicle, a cycle or a pedestrian using the designated use lane, if this cannot be done safely while staying in the lane;
 - (b) preparing to turn at an intersection or into a driveway or private road;

- (c) avoiding debris or other hazardous road conditions in the designated use lane.
- (6) A person must not, for the purpose of crossing a highway within a pilot community, operate an electric kick scooter on a crosswalk unless a traffic control device or a bylaw of that pilot community permits the operation of cycles on that crosswalk.

Operation near pedestrians

- 17 A person operating an electric kick scooter on a lane, sidewalk, walkway or path used by pedestrians
- (a) must not operate the electric kick scooter at a speed that exceeds that of pedestrian traffic near the electric kick scooter on the lane, sidewalk, walkway or path, except while the person is passing a pedestrian, and
 - (b) must not pass a pedestrian without sounding the bell or horn attached to the electric kick scooter.

Duties of operator on highway

- 18 (1) A person operating an electric kick scooter on a highway
- (a) must not operate the electric kick scooter abreast of another person operating a cycle or electric kick scooter on the roadway,
 - (b) unless the person is exempt from that requirement under section 3 [exemption] of the Bicycle Safety Helmet Exemption Regulation, must wear a bicycle safety helmet that
 - (i) is designated as an approved bicycle safety helmet under section 184 (4) (a) [bicycle safety helmets] of the Act, or
 - (ii) meets the standards and specifications prescribed under section 184 (4) (b) of the Act,
 - (c) must keep at least one hand on the steering handlebar of the electric kick scooter,
 - (d) must sound the bell or horn attached to the electric kick scooter when it is reasonably necessary to notify cyclists, pedestrians or others of the person's approach,
 - (e) must, if the electric kick scooter is not equipped with turn signal lights as described in paragraph (f), signify
 - (i) a left turn by extending the person's left hand and arm horizontally from the electric kick scooter, and
 - (ii) a right turn by doing either of the following:
 - (A) extending the person's left hand and arm out and upward from the electric kick scooter so that the upper and lower parts of the arm are at right angles;
 - (B) extending the person's right hand and arm out horizontally from the electric kick scooter,

- (f) must, if the electric kick scooter is equipped with red, white or yellow turn signal lights that are visible from behind and in front of the electric kick scooter, signify a right or left turn by doing either of the following:
 - (i) activating the appropriate turn signal light;
 - (ii) extending the person's hand and arm as described in paragraph (e) (i) or (ii), as applicable,
 - (g) must signify a stop or decrease in speed by extending the person's left hand and arm out and downward from the electric kick scooter so that the upper and lower parts of the arm are at right angles, unless the electric kick scooter is equipped with a visible red light at the rear that is activated when the person operating the electric kick scooter applies the brakes,
 - (h) must not operate the electric kick scooter other than in a standing position on the platform of the electric kick scooter,
 - (i) must not use the electric kick scooter to transport any other person,
 - (j) must not use the electric kick scooter to tow another person, vehicle, cycle or device and must not be towed by another person, vehicle, cycle or device,
 - (k) must not leave the electric kick scooter attended or unattended in a location intended for the movement of traffic, and
 - (l) must not operate the electric kick scooter
 - (i) on a highway without due care and attention or without reasonable consideration for other persons using the highway, or
 - (ii) on a sidewalk without due care and attention or without reasonable consideration for other persons using the sidewalk.
- (2) Despite section 165 *[turning at intersections]* of the Act and section 16 (3) *[where to operate on highway]*, a person operating an electric kick scooter who intends to turn it to the left at an intersection where there is more than one lane from which left turns are permitted must
- (a) approach the intersection in the lane closest to the right side of the highway from which a left turn is permitted,
 - (b) keep to the right of the line that divides the lane referred to in paragraph (a) from the lane immediately to the left of that lane,
 - (c) after entering the intersection, turn to the left so as to leave the intersection to the right of the line referred to in paragraph (b), and
 - (d) when practicable, turn in the portion of the intersection to the left of the centre of the intersection.
- (3) In addition to the duties imposed by this section, a person operating an electric kick scooter on a highway has the rights and duties of a driver of a vehicle described in Part 3 of the Act.

Accidents

- 19 (1) If, due to the operation or presence of an electric kick scooter on a highway, an accident occurs and directly or indirectly results in injury to another person, the person operating the electric kick scooter must
- (a) remain at or immediately return to the scene of the accident,

- (b) render all possible assistance,
 - (c) give to anyone sustaining injury
 - (i) the person's name and address, and
 - (ii) the name and address of the owner of the electric kick scooter, and
 - (d) as soon as practicable, report the accident to a police officer and provide any information relating to the accident that the police officer may require.
- (2) A police officer who receives a report under subsection (1) must
- (a) inquire into and document the particulars of the accident, including the persons involved and the extent of the injuries, if any,
 - (b) complete a written report of the accident, in the form established by the Insurance Corporation of British Columbia under section 249 (1) [*accident reports by police officer*] of the Act, and
 - (c) promptly forward a copy of the report to the Insurance Corporation of British Columbia.
- (3) A person involved in an accident referred to in subsection (1) or that person's authorized representative may obtain on request the names of any persons involved, the licence number and name of the registered owner of any motor vehicle involved and the name of any witness.

Report to minister

- 20** Within 60 days of the end of each 12 month period following the coming into force of this regulation or as otherwise specified by the minister, a pilot community must provide a report to the minister related to the use and operation of electric kick scooters within the boundaries of the pilot community, on matters including the following:
- (a) the extent to which electric kick scooter use promotes active transportation;
 - (b) the safety of electric kick scooter users and other highway users;
 - (c) compliance with and enforcement of this regulation and the bylaws of the pilot community;
 - (d) the provision and use of electric kick scooter rental services and their regulation by the pilot community.

Offences

- 21** A person who contravenes any of the following provisions commits an offence:
- (a) section 3 [*minimum age*];
 - (b) section 4 [*general operation requirements*];
 - (c) section 16 (1), (3), (4) and (6) [*where to operate on highway*];
 - (d) section 17 [*operation near pedestrians*];
 - (e) section 18 (1) and (2) [*duties of operator on highway*];
 - (f) section 19 (1) [*accidents*].

Repeal

- 22** This regulation is repealed on April 5, 2024.

SCHEDULE

Pilot communities

1 The following are pilot communities for the purposes of the definition of “**pilot community**” in section 1 of this regulation:

- (a) the City of Kelowna;
- (b) the City of North Vancouver;
- (c) the City of Vancouver;
- (d) the City of Vernon;
- (e) the District of North Vancouver;
- (f) the District of West Vancouver.

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5857

A bylaw to amend "Traffic Bylaw Number 5600,
2018"

WHEREAS the Corporation of the City of Vernon has deemed it necessary to amend the "Traffic Bylaw Number 5600, 2018."

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

This Bylaw may be cited as "**Traffic (Electric Kick Scooters) Amendment Bylaw Number 5857, 2021**".

Amendments:

1. **5 ACTIVE TRANSPORTATION** and **SCHEDULE A DEFINITIONS** are hereby **amended** with the additions as shown in **RED** on attached Schedule '1', forming part of this bylaw, to allow the use of Electric Kick Scooters in Vernon as part of the Ministry of Transportation and Infrastructure's Electric Kick Scooter Pilot.
2. "Traffic Bylaw Number 5600, 2018" is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

Mayor

Corporate Officer

5 ACTIVE TRANSPORTATION REGULATIONS

Electric Kick Scooters

5.12 A person may not operate an Electric Kick Scooter on a Highway with a speed limit greater than 50 km/h, except on an Active Transportation Corridor.

SCHEDULE A DEFINITIONS

“Electric Kick Scooter” has the same meaning prescribed in the *Motor Vehicle Act*.

“**Small Wheeled Transport**” or “**SWT**” is human-powered transportation, not including Mobility Aids, with small diameter wheels, including:

- (a) skateboards, foot operated scooters, roller skates, longboards, or similar devices; **and**
- (b) Bicycles actively operated by children under 13 years of age; **and**
- (c) **Electric Kick Scooters**.



THE CORPORATION OF THE CITY OF VERNON

INTERNAL M E M O R A N D U M

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

PC: Patti Bridal, Deputy CAO, Dir. Corporate Services **DATE:** April 15, 2021

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

SUBJECT: RECREATION SERVICES - 2021 FIRST QUARTER REPORT

The end of the first quarter of 2021, marked one year since the first declaration of the Provincial state of emergency and the closing of our Recreation facilities due to COVID-19. With solid safety plans in place, endorsed by Council, Recreation Services has been able to reopen facilities, programs and services and has been increasingly gaining the trust of patrons and user groups. This is evident in the increase of patrons using the facilities for activities such as public swimming, skating, and walking. The limited number of programs being offered are at or near capacity, and facilities are being utilized as much as they possibly can be.

In this memorandum, the impact COVID-19 has had on Recreation Services revenues has been provided. When the Recreation Services budget was submitted last fall it was anticipated that should the Provincial Health Officer orders in place at the time continue, Recreation Services could expect to generate only 50% of historical revenues. This has been the case for the first quarter of 2021.

To date, there has been a 56% decrease in revenues over the last 'normal' first quarter in 2019. This can be directly attributed to the restrictions in place including: adult sport programs not being able to occur, the physical distancing required, the limit to the number of patrons allowed and the limited type of activities able to take place. Also impacting revenues is the increased amount of time required between user groups to allow for increased cleaning and sanitization as well as ensuring there is no crossover mingling between users.

Some key items in the report include:

- All of our drop-in activities, including public swimming, skating, and walking at Kal Tire Place, must now be pre-registered. The total number of registrations for these drop-in activities for the first quarter was 27,357. Of this, the Recreation Clerks registered approximately 6,600 people in person or over the phone. The balance of registrations received was 20, 757.
- With citizens looking for safe ways to recreate, we saw an increase in public skating numbers, almost doubling in this quarter from the same quarter in 2020.

- Youth skating lesson registrations were in high demand and all possible lesson spaces filled. To meet the expected demand, program sessions were adjusted to offer more class options with reduced group sizes.
- The Creekside Conference Centre at the Vernon Recreation Centre was chosen by the Interior Health Authority to be the mass vaccination clinic site for the Greater Vernon area. This is an important role for Recreation Services to play in the fight against COVID-19 and the eventual return to normal.

The information in the accompanying PowerPoint presentation outlines the programs, rentals and services that Recreation Services was able to provide in the first quarter of 2021.

RECOMMENDATION:

THAT Council receive the memorandum titled "Recreation Services - 2021 First Quarter Report" and the accompanying PowerPoint presentation, dated April 15, 2021 respectfully submitted by the Manager, Customer Service - Recreation.

Respectfully Submitted:

Leah Walker



Attachment

Recreation Services 2021 First Quarter Report

January 1- March 31, 2021

Through Recreation
We Improve Quality of Life





Vernon Aquatic Centre Learn to Swim Participants

(Jan 4 - Mar 31, 2021)

580* registered children

*1,057 participants (counting parents)

Winter 2020

1,098 children registered

47% decrease

*** parents participated with lessons due to COVID**



Vernon Aquatic Centre

Pre-Registered Swim & Fitness

Jan 1 - March 31, 2021

21,183 user visits

Winter 2020

33,747 user visits

37% decrease



Vernon Aquatic Centre

Incident Response

Oct 18 - Dec 31, 2020

Minor First Aid - 13

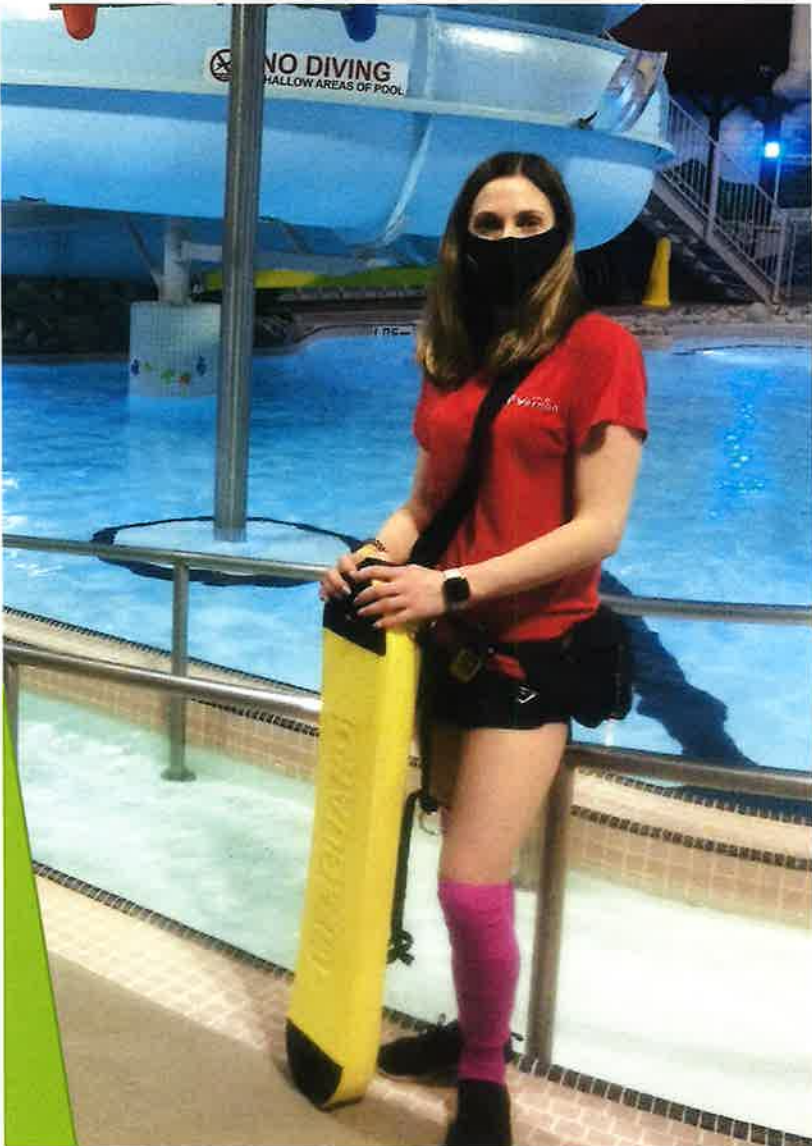
(e.g. cuts and bruises)

Water Rescue - 0

(e.g. deep water rescue, water inhalation)

Major First Aid - 4

(e.g. chest pain, seizure)



Vernon Aquatic Centre

Special Swims

Family Day Free Swim

February 14th and 15th

150 Participants over 2 days

Anti-Bullying Day

February 24th

***Lifeguards wore pink socks on Anti-Bullying Day**



Recreation Programs Playschool

January 5 - February 18, 2020

77 participants

8 activities

Winter 2020

146 Participants

16 Activities

48% decrease from 2020



Recreation Programs

Youth After School

January 5 - March 27

8 Kids / 10 Weeks

Winter 2020

43 Kids / 10 Weeks

82% decrease from 2020

Home Safe/Babysitting

January 5 - March 27

36 Kids Trained

Winter 2020

42 Kids Trained

14% decrease from 2020



Recreation Programs

Skating Lessons

January 5 - March 27, 2021

119 Kids / **17** classes

Winter 2020

141 Kids / 8 classes

15% decrease

Spring Break Camp

March 15 - 26, 2021

39 Kids / **3** camps

Winter 2020 (CANCELLED COVID)

120 Kids were registered

8 camps were planned

68% decrease



Recreation Programs

Sports

January 4 - March 28, 2021

Drop-in Sports

Could Not Offer

Winter 2020

1100 User Visits

Volleyball League

Could Not Offer

Winter 2020

84 Teams

Hockey League

Could Not Offer

2019-2020 Season

7 Teams



Recreation Programs

Fitness

January 5 - March 12, 2021

User Visits

Fitness Land 735

Fitness Water 940

Fitness Weights 592

Winter 2020

Fitness Land 3208

Fitness Water 2540

Fitness Weights 1054

66% decrease



Program Registrations

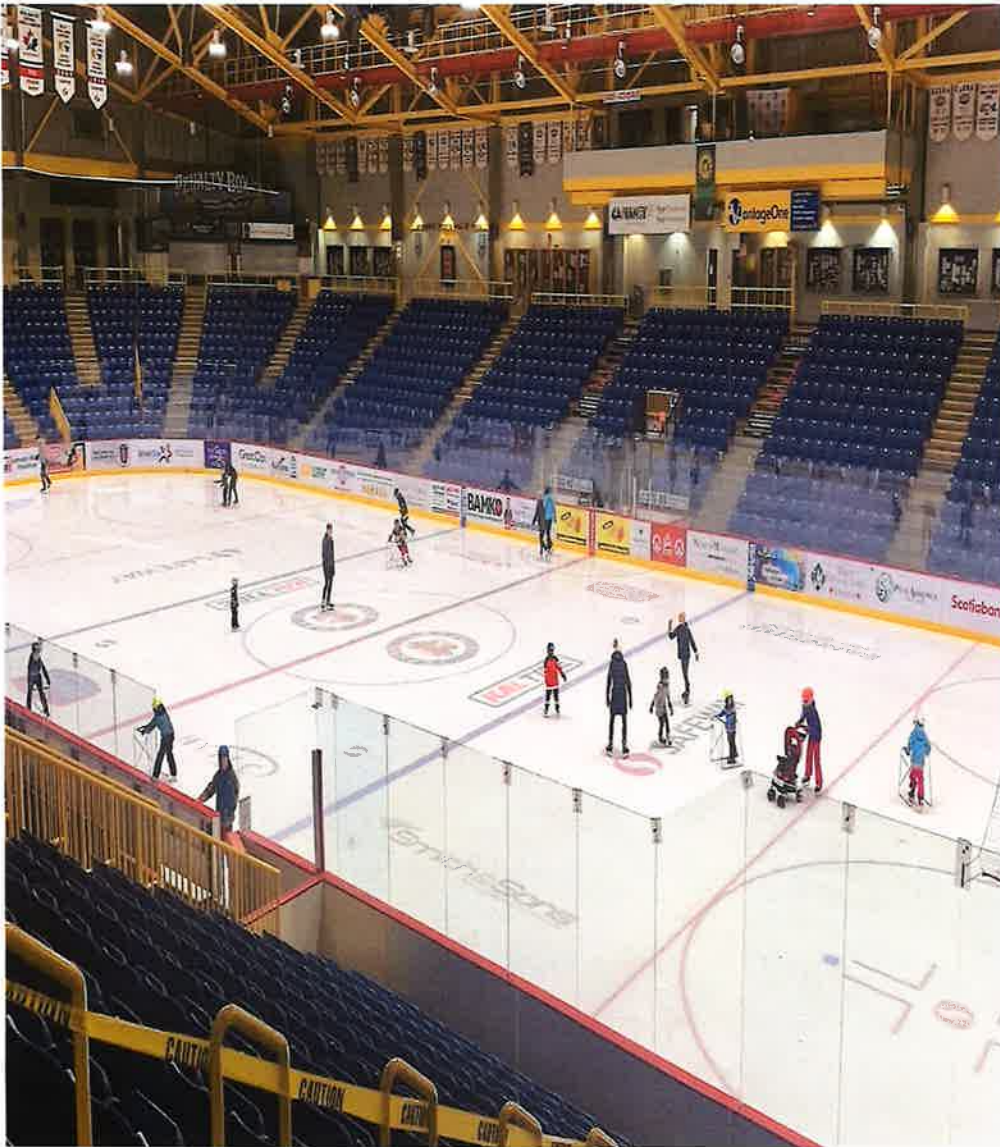
January 1 - March 31, 2021

1435 Registrations

432 In Person Registrations
1003 Online Registrations

Winter 2020
2538 Registrations
1154 In Person Registrations
1384 Online Registrations

43.5% decrease from winter 2020



Drop-In Activity Registrations

January 1 - March 31, 2021

27,357 Total Registrations

21,183 Public Swimming & Fitness Gym
3974 Kaitiaki Place Walking
2200 Public Skate



Facility Booking Hours

January 1 - March 31, 2021

Meeting Spaces
1095 Hours Booked

Winter 2020
1190 Hours Booked
8% decrease



Facility Booking Hours

January 1 - March 31, 2021

Gymnasium Hours 1058 Hours Booked

Winter 2020
673 Hours Booked
76% increase



Arena Bookings

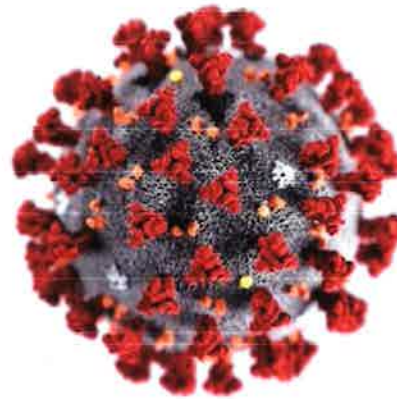
January 1 - March 31, 2021

1836 Hours Booked

Winter 2020
1246 Hours Booked

32% Increase

Impact of COVID-19



First Quarter	2019	2020	2021
Aquatics Revenue	\$314, 923	\$284, 009	\$91, 531
Programs Revenue	\$195, 519	\$170, 869	\$81, 498
Facilities Revenue	\$350, 165	\$297, 544	\$201, 217
Total Revenue	\$860, 607	\$752, 422	\$374, 246

56% decrease in revenue compared to the last pre-COVID first quarter in 2019

Positive Quotes

“I feel that under the COVID situation, the staff at the reception and the lifeguards are doing an awesome job. People should be grateful for the incredible blessing it is to have access to water which helps mentally and physically.”

Pool Patron

“Just wanted to let you all know that I had a family come in recently and it was their first time here. They let me know they watched the video online so they were quite comfortable with our procedures. They said it was done very well and covered all the bases. Thanks again for creating this tool, obviously people are using it and it is working!!”

Recreation Clerk

Positive Quotes

“Also kudos to your front office staff - extremely helpful and always go the extra mile. My husband is a Master's swimmer and I swim laps and we have always found this.”

Pool Patron

“The Vernon Vipers truly appreciate the work the City of Vernon and staff did in making this happen for us and the British Columbia Hockey League”

Vernon Vipers



Positive Quotes

“I would like to thank the Recreation Services team for doing your best to allow the amazing people of Vernon a chance to be active and do what they enjoy”

Arena User



Recreation Services 2021 First Quarter Report

January 1 - March 31, 2021



Through Recreation
We Improve Quality of Life



THE CORPORATION OF THE CITY OF VERNON

INTERNAL MEMORANDUM

TO: Will Pearce, CAO **FILE:** 6410-01

PC: Kim Flick, Director, Community Infrastructure and Development **DATE:** April 12, 2021

FROM: Shawn Knuhtsen, Manager, Building and Licensing

SUBJECT: LOCAL GOVERNMENT DEVELOPMENT APPROVALS PROGRAM GRANT APPLICATION AUTHORIZATION

This memorandum requests a resolution of authorization for the City of Vernon to apply to the provincial Local Government Development Approvals Program grant for up to \$500,000.00 to improve development approval processes.

In 2019, the Ministry of Municipal Affairs initiated the Development Approvals Process Review (DAPR). The Ministry engaged local governments and a broad range of stakeholders to discuss the challenges of current development approval processes in B.C., identify opportunities for addressing those challenges, and develop an informed list of ideas about how to improve the efficiency and effectiveness of processes. A summary report of engagement findings identified several key themes. The Ministry intends to move forward on initiatives that address these, which may include work on development finance tools, public input processes and provincial referrals, in collaboration with local governments, the development sector and other stakeholders.

The development approval process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approval processes while meeting local government planning and policy objectives.

Administration is seeking Council support to submit a grant application for the Local Government Development Approvals Program. The concept would be to assess the current permitting software system being used and implement a digital application platform. This would allow for clients to apply for and submit applications for Building Permits, Development Permits and Development Variance Permits on-line including uploading required supporting documents such as design drawings and engineering documents. It would also allow clients to view the status of their application on-line.

If successful in the application, this grant could provide 100% of the cost of eligible activities to a maximum of \$500,000.00. The grant application is due on May 7, 2021. Administration is in the process of developing a scope of work and associated budgets.

At its Regular Meeting of August 17, 2020, Council supported the Development Approval Process Review and allocated \$100,000.00 to the process. Phase 1 of the review is currently underway, which is looking at key processes to identify efficiencies. The final report will be presented to Council at its Committee of the Whole Meeting of May 25, 2021. Phase 2 of the review is intended to greatly expand our on-line processing capabilities, and the subject grant application specifically addresses these objectives.

RECOMMENDATION:

THAT Council authorizes Administration to make an application to the Local Government Development Approvals Program for up to \$500,000 as described in the memorandum titled "Local Government Development Approvals Program Grant Application Authorization" dated April 12, 2021, respectfully submitted by the Manager, Building and Licensing.

Respectfully submitted:

Apr 19 2021 4:11 PM

X  ✓

DocuSign

Shawn Knuhtsen
Manager, Building and Licensing

Attachment 1 – Local Government Development Approvals Program Guide

G:\6400-6999 PLANNING AND DEVELOPMENT\6410 PLANNING AND DEVELOPMENT - GENERAL\01 General\2020 Development Process Review

Local Government Development Approvals Program

2021 Program & Application Guide

1. Introduction

In 2019, the Ministry of Municipal Affairs initiated the Development Approvals Process Review (DAPR). The Ministry engaged local governments and a broad range of stakeholders to discuss the challenges of current development approvals processes in B.C., to identify opportunities for addressing those challenges, and to develop an informed list of ideas about how to improve the efficiency and effectiveness of processes. A [summary report](#) of engagement findings identified several key themes. The Ministry intends to move forward on initiatives that draw upon these, which may include work on development finance tools, public input processes and provincial referrals, in collaboration with local governments, the development sector and other stakeholders.

The Local Government Development Approvals Program, a component of the Canada-BC Safe Restart Agreement, is one element in addressing the DAPR Report findings.

Local Government Development Approvals Program

The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

The Local Government Development Approvals Program is not intended to support projects where proposed deliverables require or are directly focused on provincial legislative changes.

The Ministry of Municipal Affairs has provided \$15 million in funding and UBCM is administering the program.

2. Eligible Applicants

All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply. Eligible applicants can submit one application per intake.

3. Grant Maximum

The Program can contribute a maximum of 100% of the cost of eligible activities – to a suggested maximum of \$500,000.

Funding permitting, applications for projects that exceed the suggested maximum may be considered for funding provided that applicants are able to provide rationale for the request. If the total funding request

exceeds the available funding, applicants that have requested additional funds may be asked to reduce their funding request.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Local Government Development Approvals Program.

4. Eligible Projects

To be eligible for funding, applications must demonstrate that proposed activities will meet the intent of the program and:

- Include new activities or represent a new phase of an existing project (retroactive funding is not available).
- Be capable of completion by the applicant within two years of the date of grant approval.
- For projects that are dependent on external partnerships, provide evidence that external partners (e.g. development community, provincial Ministry, other local governments) are willing to participate

5. Requirements for Funding

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events meet physical distancing and other public health guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

6. Eligible & Ineligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Please note that an internal review of current development approvals may be valuable before undertaking specific projects but is not a pre-requisite for funding. However, evidence of readiness and/or rationale to undertake proposed activities is required in the application form and may contribute to higher application scores.

It is expected that proposed activities may involve internal or external partnerships. Please refer to Section 4 for funding requirements for working with external partners. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding

- A. Conducting internal reviews of current development approvals processes to identify opportunities for greater efficiency and effectiveness.
- B. Updating or creating specific internal approvals procedures that will result in more effective and efficient development approvals processes. Examples include but are not limited to:
 - Creating or updating a development approvals process guide for use by staff
 - Updating the development approval procedures bylaw(s) to clarify or improve the process for applicants to apply for amendments to a bylaw or request the issuance of a permit (for consideration by Council or Board)
- C. Supporting efficient and effective decision making in order to further local government planning and development objectives. Examples include but are not limited to:
 - Developing policies to determine the types of bylaw amendments for which the local government would or would not waive the public hearing (for consideration by Councils and Boards),
 - Updating development permit guidelines to specify clear decision-making parameters to support delegation of such decisions to staff (for consideration by Council and Board).
 - Developing amendments to a zoning bylaw to reduce the need for commonly requested variances (for consideration of adoption by Council and Board)
- D. Facilitating collaboration or coordination with external partners (e.g. development community, provincial Ministry, other local governments). Examples include but are not limited to:
 - Developing guidelines that clarify to applicants the requirements that an application must meet to be accepted by staff and expectations of local government-applicant interaction throughout the application process.
 - Establishing a pre-application process, including, for example, pre-application developer meetings.
 - Development of enhanced communication materials/training for subdivision
 - Review and development of guidelines/processes to improve provincial referrals and enhanced communications of provincial regulatory requirements
- E. Improving information technology to facilitate development application processing. Examples include but are not limited to:
 - Undertaking assessments to support future implementation of digital application platform or digital permitting software.
 - Purchasing and implementing new or upgraded digital platforms or software
 - Training staff on software or platform, or on process changes required to adopt software or platform
- F. Training and capacity building for staff, elected officials (e.g. change management training), or external partners (e.g. application processes) in order to support the project.
- G. Other activities that support the improvement of the local government development approval process and that meet the intent of the program may be considered for funding.

Additional Eligible Costs & Activities

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs (i.e. creating a new position or adding new responsibilities to an existing position)
- Consultant costs (e.g. change management consultant, software consultant)
- Public information costs (e.g. FAQs for the public, guidance on how to participate in the public process, role of the decision-maker in the process)

Ineligible Costs & Activities

Any activity that is not outlined in Table 1 or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Development of funding application package
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities
- Routine or ongoing operating and/or planning costs or activities, including service subscriptions, or membership fees
- Capital costs (including computer hardware)
- Audit fees, interest fees, or fees to incorporate a society
- Fundraising, lobbying, or sponsorship campaigns
- Regular salaries and/or benefits of applicant staff or partners
- Project-related fees payable to the eligible applicant(s) (e.g. permit fees, community amenity contribution, etc.)
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.
- Costs being claimed under any other government programs

7. Application Requirements & Process

Application Deadline

The application deadline is May 7, 2021. Applicants will be advised of the status of their applications within 90 days of the application deadline.

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form with all required attachments.
- Detailed budget that indicates the proposed expenditures from Local Government Development Approvals Program funding and that aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- Council, Board or Local Trust Committee resolution indicating support for the current proposed activities and willingness to provide overall grant management.

- For projects with external partners: written confirmation from the external partner confirming their role and willingness to participate.

Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met.

Following this, an Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Demonstrate alignment with intent of the Local Government Development Approvals Program
- Are outcome-based and include performance measures
- Provide evidence of readiness to undertake proposed activities
- Include internal local government cross-departmental collaboration and/or collaboration with one or more external partners (e.g. development community, provincial Ministry, other local governments, etc.)
- Demonstrate cost-effectiveness

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis and preference may be given to local governments with growth rates higher than 1% (2016 Census, Statistics Canada) between 2011 and 2016. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC.

8. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and 50% when the project is complete and UBCM has received and approved the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, updated budget, and an updated Council, Board, or Local Trust Committee resolution.
- Written rationale for proposed changes to activities and/or expenditures

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

9. Final Report Requirements & Process

Final reports are required to be submitted within 30 days of completion of the project. Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- Detailed financial summary that indicates the actual expenditures from the Local Government Development Approvals Program funding and other sources (if applicable) and that aligns with the actual activities outlined in the final report form
- Copies of any materials that were produced with grant funding (e.g. guidance material, reports on results of performance measurement)
- Optional: any photos or media related to the funded project

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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10. Additional Information

For enquiries about the application process or general questions regarding the program, please contact UBCM at lgps@ubcm.ca or (250) 356-0930.



THE CORPORATION OF THE CITY OF VERNON

INTERNAL MEMORANDUM

TO: Will Pearce, CAO **FILE:** 8700-02

PC: Kim Flick, Director, Community Infrastructure and Development **DATE:** April 14, 2021

FROM: Ellen Croy, Transportation Planner

SUBJECT: 2021 PRIORITY LAKE ACCESS COUNCIL TOUR

At its Regular Meeting of January 25, 2021, Council directed Administration to arrange a tour with Council in May 2021 of the remaining six high priority lake access sites listed in the 2018 Lake Access Plan for development consideration in 2022 and future years. Due to the current COVID-19 public health orders and recommendations, Administration recommends that the following process be followed to complete the tour:

1. Council members attend the sites individually at their leisure before May 10, 2021.
2. Administration presents the six sites for discussion at Council's Committee of the Whole Meeting of May 10, 2021.

Several of the lake access sites have limited parking, and under normal conditions, attendees would have carpooled or bused to the sites. The recommended process ensures that attendees could physically distance given limited parking and COVID-19. Attachment 1 provides Council with the list and maps of the high priority lake access sites to visit. Please note that the community boat launch at Site 26 (8835 Okanagan Landing Road) is currently closed due to disrepair and safety hazards, but can still be visited by Council.

RECOMMENDATION:

THAT Council attend the six high priority lake access sites individually at their leisure before May 10, 2021 as outlined in the memorandum titled "2021 Priority Lake Access Council Tour" dated April 14, 2021, respectfully submitted by the Transportation Planner;

AND FURTHER, that Council direct Administration to present the six high priority lake access sites for discussion at the Committee of the Whole Meeting of May 10, 2021.

Respectfully submitted:

Apr 15 2021 11:21 AM

X  
Ellen Croy DocuSign

Ellen Croy
Transportation Planner

2021 Council Lake Access Tour Sites

Site 14 – 7806 Tronson Road (between 7796 and 7814 Tronson Rd)

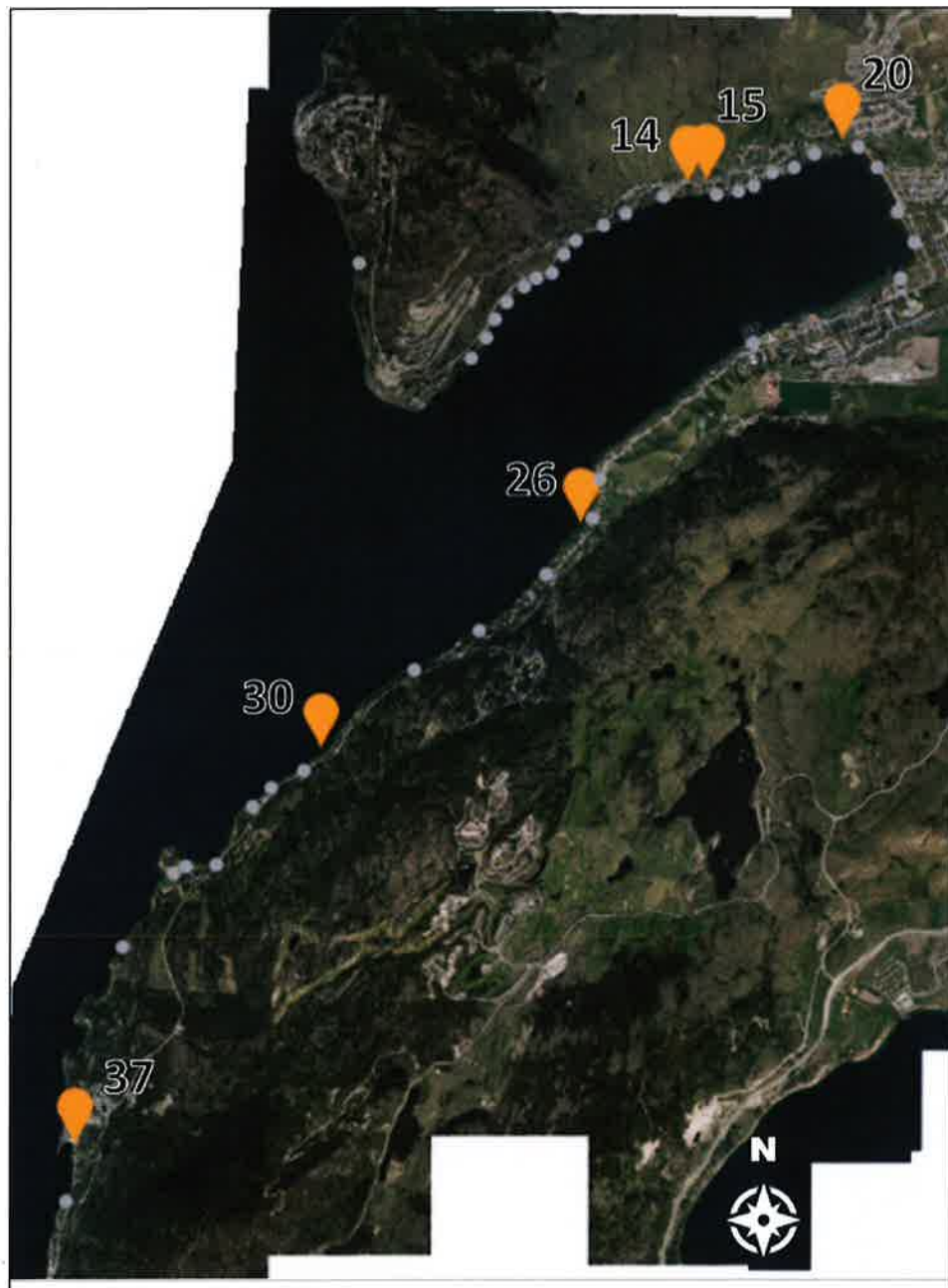
Site 15 – 7700 Tronson Road (between 7688 and 7716 Tronson Rd)

Site 20 – 7300 Tronson Road (between 7292 and 7304 Tronson Rd)

Site 26 – 8835 Okanagan Landing Rd (between 8829 and 8839 Okanagan Landing Rd)

Site 30 – 9499 Eastside Road (between 9797 and 9501 Eastside Rd)

Site 37 – 114 Russell Road (between 110 and 111 Russell Rd)





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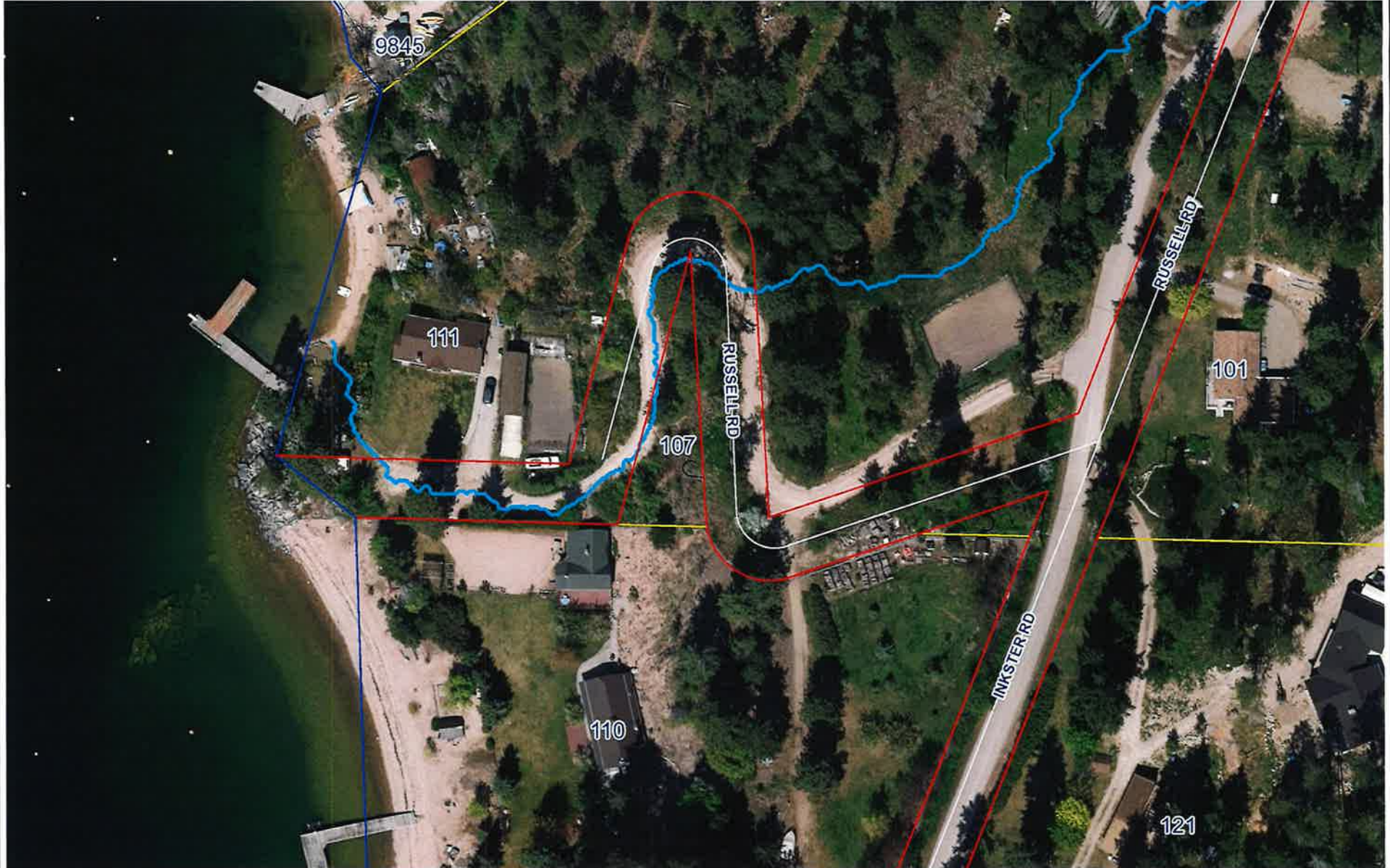
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THE CORPORATION OF THE CITY OF VERNON

INTERNAL M E M O R A N D U M

TO: Will Pearce, CAO **FILE:** 6140-20

PC: Kim Flick, Director, Community Infrastructure and Development
James Rice, Director, Operation Services
Laurie Cordell, Manager, Long Range Planning and Sustainability **DATE:** April 16, 2021

FROM: Mark Dowhaniuk, Manager, Infrastructure

SUBJECT: **OKANAGAN BASIN WATER BOARD WATER CONSERVATION AND QUALITY IMPROVEMENT GRANT APPROVAL**

Council, at their Regular meeting held on Monday, February 22, 2021, passed the following resolution:

"THAT Council direct Administration to conduct the Polson Park Stream Naturalization Feasibility study for up to \$75,000 to address the hydrogeology issues and stormwater catchment in Polson Park to be funded for up to \$45,000 from the 2022 Capital Design budget as outlined in the report titled "Polson Park Hydrogeology Recommendations and Planning and Okanagan Basin Water Board Water Conservation and Quality Improvement Grant Application" dated February 8, 2021 from the Manager, Long Range Planning and Sustainability and Manager, Parks and Public Spaces;

AND FURTHER, that Council endorse Administration applying to the Okanagan Basin Water Board Water Conservation and Quality Improvement grant program for up to \$30,000 for the Polson Park Stream Naturalization Feasibility study."

On April 7, 2021, Administration was notified that the City has been successful in its application and awarded \$25,000. Administration has also received the Contribution Agreement which will be signed by the Financial Officer or the Chief Administrative Officer.

Upon review by the Infrastructure Department, it has been determined that the Polson Park Detention Pond project (DCC Storm Project ST3) should be incorporated into the Polson Park Stream Naturalization Feasibility study as well as some of the current drainage work that interfaces with Polson Park. The following drainage and infrastructure projects all converge on Vernon Creek at Polson Park:

- Vernon Creek Flood Mapping;
- Kalamalka Lake Road Drainage (as part of the planned 2022 Kalamalka Lake Road Improvements;
- Polson Park Detention pond (storm pond to detain increased surface runoff before entering Vernon Creek);
- Habitat restoration connected to the Airport Runway Restoration and the BX Sediment Pond to meet permitting obligations to Department of Fisheries and Oceans.

The increased project scope of the Stream Naturalization Feasibility Study will create a naturalized design for Vernon Creek that incorporates the projects above and that will define the

available space in Polson Park for future park recreational amenities. This project will be central to realizing some of the goals related to parks, in Council's Strategic plan. The project area is shown in the figure below and can be described as Vernon Creek from approximately 11 Avenue to Highway 97. The blue line is Vernon Creek.

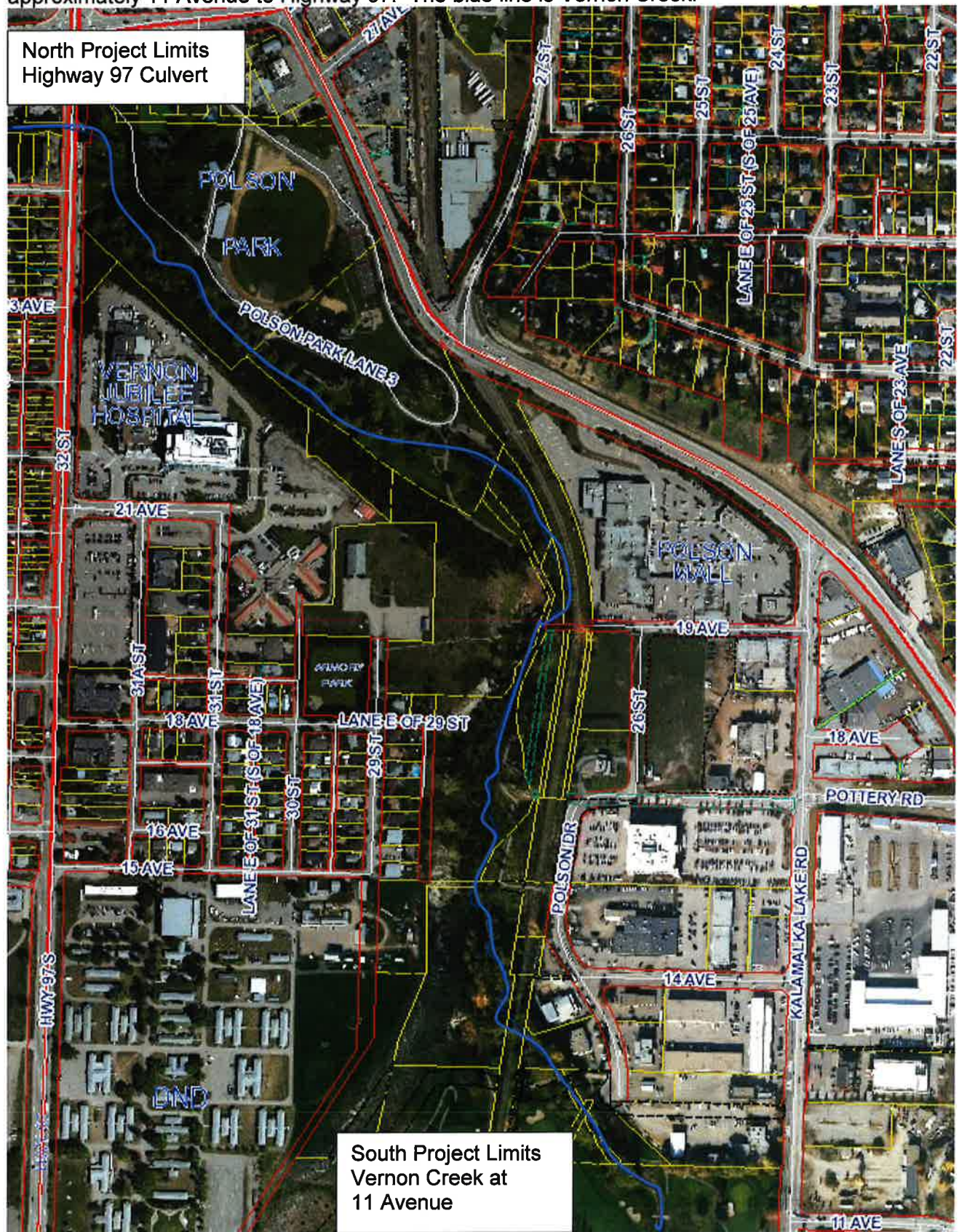


Figure 1 Project Area

The increased scope of the project will bring the cost from the \$75,000 budget approved at the February 22, 2021 meeting, to \$125,000 total.

Upon further review of the scope of work and source of funds, it was determined Stormwater Development Cost Charge funds are the appropriate source of funding for this project. Administration recommends funding the study with the \$25,000 Okanagan Basin Water Board grant and \$100,000 of Stormwater Development Cost Charges.

RECOMMENDATION:

THAT Council **rescind** the portion of the following resolution adopted at the February 22, 2021 Regular Council Meeting,

“THAT Council direct Administration to conduct the Polson Park Stream Naturalization Feasibility study for up to \$75,000 to address the hydrogeology issues and stormwater catchment in Polson Park to be funded for up to \$45,000 from the 2022 Capital Design budget as outlined in the report titled “Polson Park Hydrogeology Recommendations and Planning and Okanagan Basin Water Board Water Conservation and Quality Improvement Grant Application” dated February 8, 2021 from the Manager, Long Range Planning and Sustainability and Manager, Parks and Public Spaces;

AND FURTHER, that Council authorize the expenditure of up to \$125,000 for the Polson Park naturalization and detention pond study, funded by \$25,000 of Okanagan Basin Water Board Water Conservation and Quality Improvement grant, and \$100,000 of Stormwater Development Cost Charges, as outlined in the memorandum titled “Okanagan Basin Water Board Water Conservation and Quality Improvement Grant Approval”, dated April 16, 2021, and respectfully submitted by the Manager, Infrastructure.

Respectfully submitted:

Apr 20 2021 9:04 AM

X  

Mark Dowhaniuk DocuSign

Mark Dowhaniuk, Manager, Infrastructure

\\gw1\groups\5800-6399 PARKS ADMINISTRATION\6140 PARKS - INDIVIDUAL\20 Individual Parks or Fields\Polson Park\Hydrology\210412_Memo_OBWB WCQI Approval.docx



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:** 1855-20
PC: **DATE:** April 13, 2021
FROM: David Lind, Director of Fire Rescue Services
SUBJECT: REDUCING THE RISK OF WILDFIRE ON PRIVATE, LARGE FORESTED PROPERTY

The City of Vernon and Vernon Fire Rescue Services have been working closely with a number of partners to develop strategies to: increase public awareness of wildfire information; create resiliency and evacuation routes in high risk areas; manage fuels within the Wildland Urban Interface (WUI); and engage community members to learn about and participate in FireSmart activities to help protect people and property from the impacts of wild fire.

In doing this work we recognize there is a gap in resources available to help guide landowners with fuels treatment of larger, private forested lands. Vernon has many of these types of properties within its boundaries and treatment of the lands could have a significant positive impact for the community as a whole. To help fill the gap, and as a tool to facilitate conversation, the City engaged Robert Gray of Fire Ecology Consulting to develop a resource targeted to the land owners. Today a new resource document, *Wildfire Risk Reduction in the North Okanagan*, is available on the City's web site at www.vernon.ca/homes-building/fire-safety/firesmart (Attachment 1)

Attachment 2 to this memo was sent out on April 16, 2021 to the owners of large forested properties on Eastside Road.

RECOMMENDATION:

THAT Council receive for information the memo titled "Reducing the Risk of Wildfire on Private, Large Forested Property", dated April 13, 2021, respectfully submitted by the Director, Fire Rescue Services.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read 'D. Lind'.

WILDFIRE RISK REDUCTION

IN THE NORTH OKANAGAN

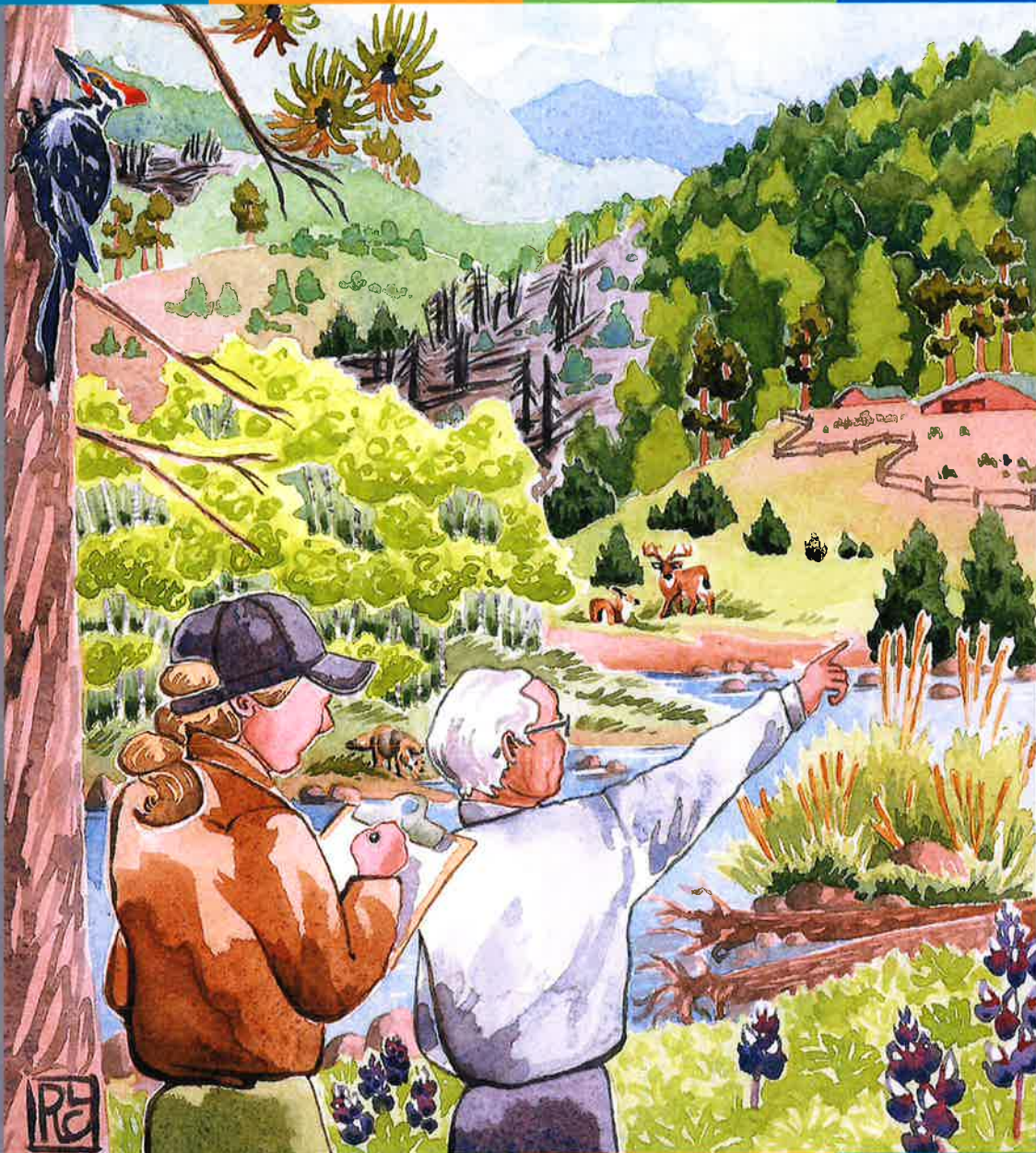


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WILDFIRE RISK REDUCTION

FOR PRIVATE LANDOWNERS IN THE NORTH OKANAGAN FORESTS



PURPOSE OF THIS GUIDE: A Note from the City of Vernon

As the climate continues to warm over the next several decades, drought will become a significant issue in the North Okanagan and our wildfire risk will continue to increase. As a resident of British Columbia, you may have received a FireSmart brochure from the Province of B.C. or possibly even attended a FireSmart workshop. This guide is a companion to the FireSmart principles and is intended for owners of larger properties (greater than 1 acre) who may be interested in the long-term planning of wildfire risk reduction and forest restoration.

The first step to reducing exposure to harm from increasingly severe wildfires and other natural events is to become informed. This guide provides science-based, relevant, and geographic-based information to help North Okanagan property owners better understand the risks of life lived in a dynamic, fire-prone landscape. Inside, you will find information that can help empower you to reduce vulnerabilities around your home, while also creating an environment in which Fire Services can safely and effectively respond to a wildfire on your property.

This guide discusses the meaning and benefits of reducing vulnerability to wildfire, and provides recommendations to help you with the process of creating a safer, more fire-ready landscape. By reading this guide, you'll learn how forest restoration works, the steps involved, and some of the ways you can help protect yourself, your watershed, and your community by taking practical and proactive steps with the support of experts in the field of forest management and fire risk mitigation.

The City of Vernon and Vernon Fire Rescue Services are taking specific steps to identify and manage wildfire vulnerabilities and risks throughout the community and are working closely with a number of stakeholders and partners to make Vernon more resilient to this naturally-occurring process. But we can't do this alone.

As a local property owner, we thank you for taking the time to read this guide and consider the steps you can take to help protect yourself, your property, your neighbours, our emergency responders, and our community from the impacts of wildfire.

David Lind,
Fire Chief, City of Vernon

PART I

A HEALTHY FOREST IS FIRE-READY.

Fire is a natural and beneficial part of a healthy ecosystem in our region. The health of our communities is bound to the health of this fire-prone landscape we call home. But the increasingly catastrophic nature of today's wildfires, driven by warmer temperatures, drought, and overgrown, degraded forest lands, threaten our clean air and drinking water, fish and wildlife habitat, and the safety of our communities.

Private landowners like you play an important role in maintaining forest health in our region. The practice of Restoration Forestry recreates conditions where forests are better able to coexist and survive natural hazards like wildfires, along with insect outbreaks and disease.

Actively managed forests are healthy forests. They have a much higher likelihood of surviving somewhat intact and functional after experiencing wildfire or any of the other natural hazards that are growing more common and severe. Actively managed forests can bounce back.

LIVING IN THE FOREST

Many residents who choose to call Vernon home have decided to live outside the urban area, and instead, dwell on small-acreages in the southwest part of the municipality. Currently, there are approximately 226 private landowners, like yourself, living along Eastside Road, Tronson Road, and in the Village of Predator Ridge.

For thousands of years prior to our arrival, many occupants and processes were shaping the forests we treasure and are proud to call home today. We have chosen to live here for many reasons, including the quiet and natural landscape and the chance to appreciate all that nature has to offer.

However, as residents of this wildland area, we also know there are risks in the North Okanagan, including the potential for floods, insect outbreaks, and wildfires. Called *natural hazards*, these processes have always been components of healthy and predictable ecosystem cycles that don't account for human lives, property, preferences, or needs.

THE STATE OF OUR FORESTS

Historically, human occupation of the forest has been constant. We've used forests for everything from subsistence hunting and gathering and early settlement to mining, transportation, recreation, wood products, wildlife habitat, drinking water, and aesthetic values.

In the backdrop of all of these uses is the presence and process of wildfire. Okanagan forests are 'fire-dependent'. For thousands of years, fires have shaped the ecosystems not only of our province but most of the Canadian west. Fire's footprints on the land are as different as the thousands of plants and animals that make up our natural world. Every species and habitat developed its own relationship with and response to these fire cycles, and many depend on its rhythmic return for survival.

The hotter-drier climate, combined with our successful efforts to stop over 90% of wildfires has upended these historic, beneficial fire relationships. Lack of fire means that most of our Okanagan forests are now old, weak, and overcrowded. This crowding contributes to the wildfires we're faced with today. Forests' ability to rebound from wildfire and provide us with clean air and water is waning. Restoration Forestry helps to bring forests back to a state of equilibrium, returning them to the resilient state that allowed them to endure for millennia.

WHAT IS A HEALTHY FOREST?

Your forest is far more than a collection of trees. Forests are complex communities not unlike our human neighbourhoods which require routine maintenance, neighbours of several generations, and systems in place that support livability.

Imagine that all the services, amenities, and resources you and your neighbours rely on have disappeared. No trash removal, public safety response, clean water, power, medical services, grocery stores, gas stations, or property and road maintenance. Most of the generations in your community have disappeared, with only

toddlers and the elderly remaining. Competition for survival would be intense. Weakened by stress, without the presence of diverse, physically strong, productive contributors, little food or clean water, and no ability to reproduce, your community would be unsustainable.

Welcome to the Okanagan's 21st Century, unhealthy forests. A buildup of waste, along with intense competition for essential resources like water, nutrients and light, has left forests vulnerable to insect and disease attack, wildfire, and other types of damage at enormous scales.



Overgrown, crowded forest.



Healthy, restored Okanagan forest, multi-age stand with sun and shade and space.

WHY YOU SHOULD GET INVOLVED:

THE BENEFITS OF FOREST RESTORATION FOR THE PRIVATE LANDOWNER

As a private forest owner, this is where you come into the story. You may be a full-time resident or only here seasonally. Your property might be occupied or vacant. You may manage your forest for income, long-term investment, wildlife, recreation, aesthetics, all of the above, or none of the above.

Regardless of your unique situation, your 21st Century forest is challenged, changing, and at risk, as are the communities and landscapes to which it is inextricably connected.

Restoring your forest benefits you by proactively managing risk of:

- Loss of property value, soil, wildlife habitat, and way of life
- Damage to or loss of viable, clean water sources
- The expense of post-fire rehabilitation, erosion control, repairs and rebuilding.
- Post-fire bark beetle infestation

Private forest restoration also helps reduce risk of community loss such as:

- Damaged public infrastructure
- Firefighter injury or death due to excessively dangerous conditions

We stand at a crossroads. We can amplify the vulnerabilities of our current and predicted forest conditions through inaction, or take proactive, protective measures together to shore up the strengths inherent in healthy forest systems.

Forest restoration efforts reduce our vulnerability. It supports harmony within the natural characteristics of the landscape, maintains viable natural resources for future generations, and protects you and your community.

PART II

UNDERSTANDING OUR LANDSCAPES: THE ECOLOGY OF NORTH OKANAGAN FORESTS

FOREST TYPES

LOW ELEVATION

We have a family of distinct forest types here in the North Okanagan. Like any typical family, each member has its own strengths, weaknesses, requirements and preferences. Some are picky. Others are more flexible and dynamic. A few play well with others, while others do not. They each have their own requirements for altitude and aspect, and for how and when they get their sunlight, water, and fire.

PONDEROSA PINE

Ponderosa pine forests occupy the zone of vegetation between grasslands (below them in elevation) and mixed conifer forests (above them). The iconic trees with their thick planks of bark are one of our most abundant lower timberline species. They thrive on warmer, drier, south-facing mountainsides and slopes. Healthy

ponderosa landscapes are wide open with lots of space, sunlight, and little competition from other plants and tree species. Ages range from saplings to towering, mature adults. Ponderosa provides wood products, critical habitat for wildlife while alive or dead, outstanding recreational terrain, and support for our water supply.

Ponderosa is programmed to partner with fire, requiring relatively frequent, low-intensity fires that create sunlit, open conditions. Before Europeans settled our region, natural fires burned through ponderosa stands anywhere from every 2-35 years. Fires occurred frequently at lower elevations where warmth and dryness created ready-to-burn conditions. Above 1,000 meters, where ponderosa mingles with Douglas-fir and lodgepole, cooler, wetter conditions meant that several decades could pass between one fire and the next.



Unhealthy ponderosa stand.



Low intensity surface fire moving past trunks of ponderosa.

Healthy ponderosa trees have many unique ways of not only surviving fires but using them to their advantage. Once they've grown to a diameter of about 10 cm, their bark is thick enough to protect them from fire's heat. The low, slow flames they've historically relied on move through the forest without inflicting injury, clearing invading seedlings and saplings. Ponderosa can also jettison their bark if a fire grows hot enough to ignite it. Under some conditions, ponderosa will shed their low branches as they dry out and die. This creates a fuel-free zone between surface flames and healthy branches above, preventing fire from using the dead wood as a ladder into the tree crowns. In yet another fire survival function, the flexible branches and long needles of ponderosa wave back and forth while flames do their work along the ground. This action mixes the air and dissipates heat, reducing the potential for scorching - not unlike how we open our mouths

and shake our hand in front of it when our soup is too hot. As the trees mature they develop deep tap roots that surface fires can't damage while providing water during drought.

In contrast, the ponderosa forests of today, missing their fiery partner for over a century, have grown unnaturally crowded, shady, and stressed. They're vulnerable to destruction by fire rather than being enhanced by it. An overgrown stand means a shady, cooler forest floor better suited for shade-tolerant Douglas-fir which will out-compete young ponderosa. When fire comes, Douglas-fir provides the ladders to the treetops that ponderosa evolved to eliminate with their limb-shedding trick. Flames then have a free and easy climb to the forest canopy where they can spread fast and hot. These "crown fires" can kill fire-resistant, seed-bearing adult trees. With no surviving seed source for regeneration, ponderosa forests are replaced by other tree species.



SPOTLIGHT: Forest restoration activities that incorporate prescribed fire help prevent loss of ponderosa by re-creating and protecting the sunny, open conditions they require while enhancing the resilience of our watershed.

MIXED-CONIFER

Mixed-conifer forests are next up in elevation where they're found in the zone above the ponderosa pine zone. The term "mixed-conifer" is precisely what you'd expect: A forest made up of several different conifer species (trees with cones), with deciduous species making an occasional appearance.

Very different from ponderosa forests dominated by a single species, mixed-conifer forests can be recognized by their jumble of varying tree types. Each species contributes its own structure and has different requirements for survival and reproduction. These forests can include Douglas-fir, ponderosa pine, subalpine fir, Engelmann spruce, western red cedar, and lodgepole pine. The blend varies depending on soil type, elevation, and the direction the forest faces. South facing forests are warmer and drier so ponderosa, aspen, Douglas-fir, and rocky mountain juniper can persist into higher elevations where they still have sufficient sunshine and warmth. North facing

forests provide lots of shade and the cool, moist conditions preferred by Douglas-fir which often dominates mixed-conifer forests there. On these same mid-elevation, moist sites, heat-averse lodgepole and subalpine fir enter the mix.

Mixed-conifer forests are champions of watershed protection and are the backdrop for many of the Okanagan's iconic recreational and scenic lands (i.e., ski resorts). They're an essential wood source for products made by British Columbia businesses and provide shelter for many wildlife species, including breeding habitat for songbirds, elk and moose.

Historically, mixed-conifer forests relied on mixed fire intensity and timing. Low-intensity fires burning every 20 years or so refreshed the forest floor by clearing accumulations of shrubs and dead wood. These fires were punctuated by hotter, faster fires that burned in patchy patterns roughly every 75 to 100 years. They brought in sunlight by burning holes in the canopy and clearing the ground, allowing sections of the forest to start anew.

Today, many of the Okanagan's mixed-conifer forests are shrunken and segmented by development and overcrowding. Successful fire suppression means they're much thicker than they were under the fire patterns of the past, packed with too many trees and thickets of dead wood. This amplifies the impacts of threats like warmer temperatures, drought, insects, and disease. They're ripe for fires that, under the severe fire weather conditions we're seeing more

frequently, can kill most or all of the trees across a landscape.

It's essential that we work to restore healthy conditions to mixed-conifer forests at every opportunity. Through thinning and restoring the variable fire cycles they require, we can help mixed-conifer survive and bounce back from wildfire, and strengthen their resilience in the face of climate change.



Stand-replacing burned watershed area.



Restored (thinned and rx burned) mixed conifer forest.

INSECTS AND DISEASE

Bugs and diseases are important players in the life processes of our forests. Most of those at work here are native to British Columbia. They've come and gone in natural cycles for tens of thousands of years, and along with fire, they're the primary forest change agents. They create healthy variation in forest structure, provide food and habitat for wildlife, and contribute recycling services. They can also stunt tree growth or kill trees by the dozens or millions, reduce timber productivity and create safety hazards. Big insect outbreaks cause fast, widespread changes. Diseases spread more gradually, but can also have broad impact. Insects and diseases often interact with each other. For example, root disease makes trees vulnerable to bark beetle attack.



Beetle-killed standing dead and downed logs.

Today's outbreaks are intensified by a combination of 21st Century conditions including rapid climate change. Forest conditions have made several tree species exceptionally vulnerable. Long, cold winters killed most beetle larvae, keeping populations in check. Recent warmer, shorter winters have allowed beetle larvae to survive and spread quickly in spring, taking advantage of already stressed forests.



Close up of beetle pitch tubes.

The scope of tree mortality from insect outbreaks in British Columbia has generated unease over possible impacts on our water supply. Loss of trees can affect the retention of snowpack and time and pace of spring runoff. Research has shown however, that the effects on our water supply after wildfire are more concerning than those incurred after beetle infestation.



Mistletoe-infected tree.

WILDLIFE

The North Okanagan region is a state of tremendous geographic diversity and home of some of Canada's most charismatic wildlife. From our high altitude parkland to our river canyons and desert sage lands, south-central British Columbia is home to thousands of species of mammals, fish, reptiles, amphibians, birds, butterflies and other wildlife, some found only in our area.

From the largest mammal to the smallest microscopic organism, wildlife are all environmental engineers in one way or another. Each species fulfills an essential role that contributes to ecological balance – predator, prey, seed spreader, shelter maker, soil shaper, pollinator, decomposer, water manager.

Predators keep populations of prey species in check. Carrion feeders accelerate decomposition and recycle animal remains. Several bird species fragment standing wood while feeding, speeding up the decay process. They also disperse seeds and influence forest regeneration. Rodents transport beneficial lichen and fungi.

Browsing and grazing by ungulates shapes plant communities. Mammals dig burrows large and small that are subsequently used by amphibians and reptiles. Other mammals sculpt water sources by creating diversions or dams, or create ponds or wetlands through wallowing. These modifications then provide for a wide array of other wildlife species. Dozens of amphibian, reptile and bird species tunnel, dig and turn over soil helping to maintain and improve soil structure and aeration.

Humans are part of our forest ecosystems too, and we're environmental engineers of the highest order. Many species of wildlife are at risk because of our unique ability to engineer entire landscapes to suit our liking, nearly overnight.

The negative effects of our population growth and expanding ecological footprint is stressing many wildlife species just like it stresses the forests. Be it in the form of habitat loss, fragmentation, or degradation, introduction of diseases,

pollutants, invasive species, and climate change, we've reduced access to food, restricted movement and migration, increased dangerous contact with humans, domestic livestock and other wildlife.

All living things have always been subjected to countless evolutionary changes and pressures and have proven to be well adapted to respond

with resilience. But the fast pace of environmental change we've created has never occurred before. The ability of wildlife to adapt and bounce back is outstripped more with each passing year, increasing concern for the well-being and survival of many species.



A species of endangered megafauna (western diamondback rattlesnake).



Snags (dead trees) are an important habitat value to maintain and protect on your acreage.

PART III

KNOW YOUR OWN LAND AND MAKE YOUR PLAN

Now that you have a fuller picture of our natural forest systems and your role in supporting them, put some thought into the questions below. The answers will give you a personal perspective on your relationship with your land.

- WHY DO I OWN THIS FOREST?
- WHAT BENEFITS AND CHALLENGES COME WITH OWNERSHIP OF THIS LAND?
- WHAT CAN MY FOREST SUPPORT NOW?
- HOW WILL THAT CHANGE IN OUR WARMER, DRIER FUTURE?
- WHAT ARE THE GREATEST REWARDS OF OWNING THIS FOREST AND ARE THEY WORTH PROTECTING AND SUSTAINING THROUGH THE COMING DECADES?

These questions may be weighty for many, but the answers hold the key to customizing your restoration process and investment. They provide the scaffolding for your goals, plan, and process, and arm you with the information you need to take your first step: finding a partner in a professional forester.

There's no reason to do this alone. Many of the most experienced and informed foresters in the province live right here in the southern interior of BC, and they specialize in helping landowners like you. It's their job to listen and use their experience to guide the process. When you find the right one you'll be a team, navigating the process together as you plan, set goals, and work to reach them.

ASSESSING YOUR LAND

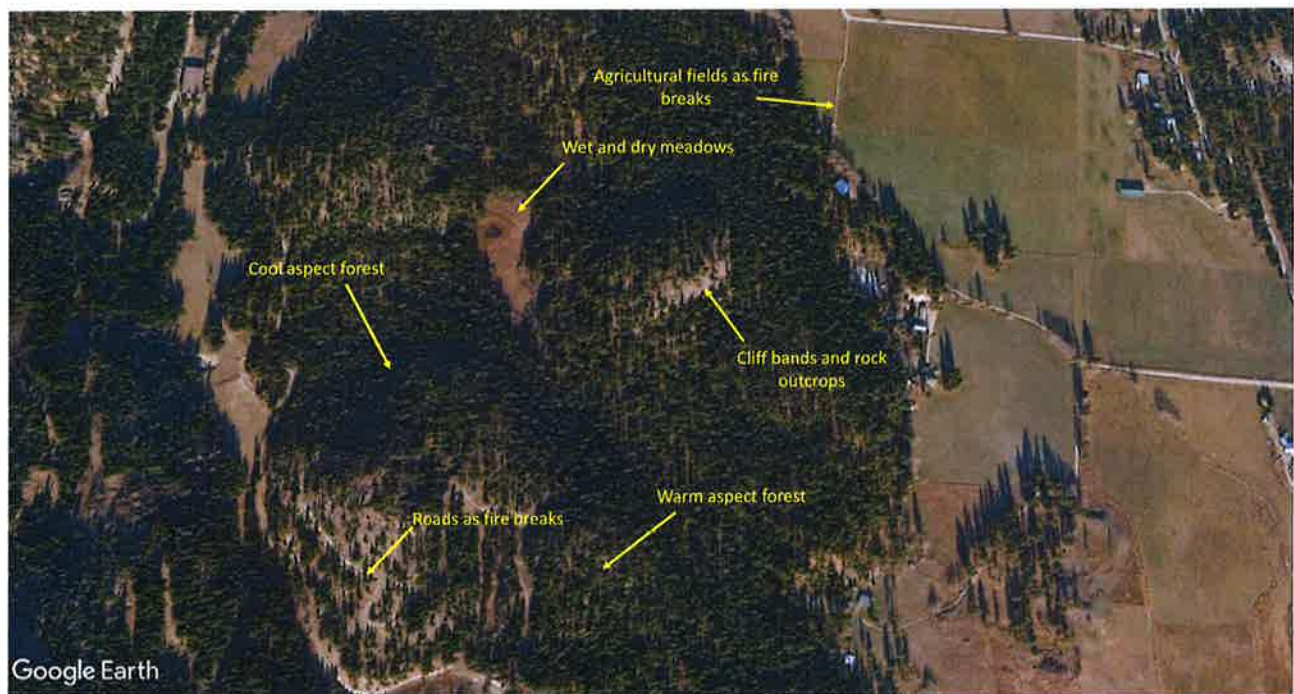
Like most things in life, you can't know where you're going unless you know where you're starting from. In forest restoration, you define your starting point by taking stock of what you have.

Like doctors with a patient, you'll work with your forester to perform a checkup of your property.

You'll catalog the contents and conditions of your forest to create a detailed snapshot of the current situation. This eye-opening baseline survey will show you what's working and what's not. From there, you'll be able to create restoration goals that make the most of your assets and reduce your risks.

FOREST SURVEY ACTIVITIES INCLUDE:

- Identifying all the different tree species
- Performing a check up on the health of your trees by looking for evidence of insects and diseases like mountain pine beetle or mistletoe infestation
- Measuring and recording the diameter of your trees to determine their ages and vigor
- Discovering whether the density of your forest (the number of trees per hectare) poses a risk of loss from fire or insects
- Locating all streams, wetlands, ponds and seeps, both seasonal and perennial
- Identifying unique features of your forest such as views, history, rare wildlife or plants
- Making note of property boundaries, corrals, fences, structures, utilities, wells, adjacent roads, driveways, and other access points
- Noting the varying physical characteristics present across your property, like soil types, elevations, aspects, and temperatures
- Charting evidence of fire history
- Researching property history, past owners and land uses
- Identifying appropriate areas for the safe reintroduction of fire, along with built-in fuel breaks like water sources, rocky areas, and roads
- Identifying areas to leave untouched



Typical North Okanagan private forest.

To get the birds' eye view, you'll supplement this information with aerial images from Google Earth or other publicly available databases. This additional perspective will really give you a feel for the patterns in place on your property, allowing you to prioritize work on areas most at risk for severe fire and disease.

With this comprehensive knowledge of the state of your forest in hand, you'll have what it takes to craft your Restoration and Management Plan. The plan is your route from here to your forest's resilient future, complete with compass, waypoints, schedule, destination, and budget.

DEVELOPING YOUR RESTORATION PLAN

The thought of creating a management plan can muster mental pictures of people in business suits hunched around a conference table in a far away office tower. Intimidating. Overwhelming. Not your thing.

But you can breathe easy. Your management planning experience won't be anything close to that. It's an adventure of sorts, involving discovery, empowerment, and inspiration. You'll learn all about your property and unearth possibilities for proactively protecting your land and your legacy.

Whether you're just starting out as a forest owner or you're a lifelong active forest manager, it's never too late, or too soon, to create a plan. It doesn't have to be perfect or cover all possibilities in perpetuity. Good plans are living documents that change and adapt with time. As you learn more and gain experience you can mold your management plan to fit your expanding perspective.

At its core, a forest management plan describes your land, what it means to you, what you want to do with it, along with how and when you'll carry out your plans for it. It's about much more than the trees. The plan will cover all the resources on your land including water, wildlife habitat, recreation sites, roads and trails, wildfire protection, and

pest management. It includes anything and everything that's relevant to your goals.

As you develop your goals, you'll consider all that you have, and all that you don't. You likely have limited time and money. Your property might present some extra challenges like steep terrain, rocky soil, or extensive disease or insect problems. These conditions can potentially narrow your options, but being fully aware of them up front will help you create realistic goals and objectives that set you up for success.

You can write your plan yourself or work on it with the help of your professional forester. Many online tools and guides are available that make it easier than ever to collect maps and other information you need.

Once you finish your plan, remember that it's flexible and adaptable. Refer to it and update it frequently, as forest management is a long-term process. Values will change in unpredictable ways over the coming decades. Over generations, your family's purposes for owning your property may evolve. The plan will help you make decisions and plan for tomorrow.

*It is **never too late** to get started.*

WHAT DOES RESTORATION LOOK LIKE ON PRIVATE LAND?

LOWER YOUR FIRE RISK - THIN TO WIN

Reducing stand density is a core component of forest restoration in the southern Interior of BC, and reduction of hazardous fuels is a natural byproduct of the process. Selectively thinning out overly dense stands, preserving old trees, getting rid of overgrown vegetation on the forest floor, pruning lower branches, and creating permanent fire breaks give your forest a better chance of bouncing back after a wildfire.

Specific restoration recommendations include:

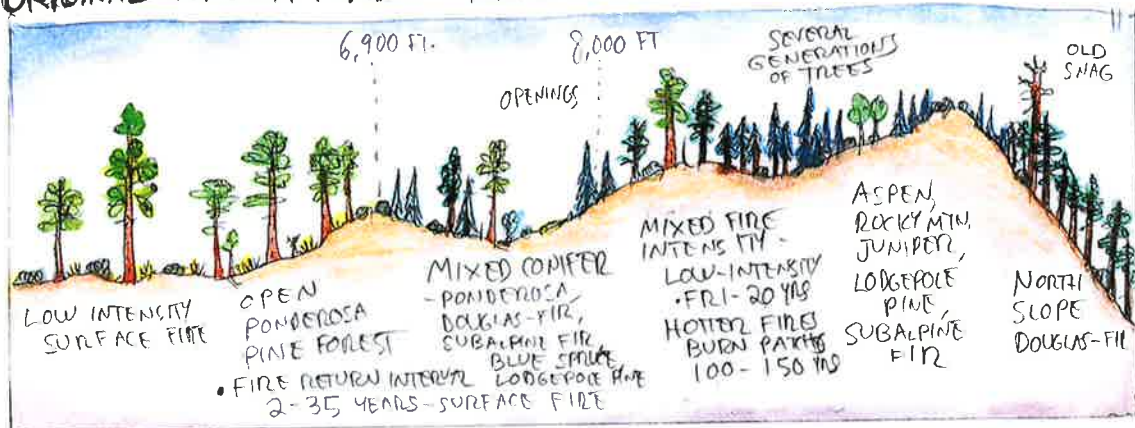
- Sufficient thinning to create a patch work of forest openings of different sizes across a large proportion of your forest

- Reducing the volume of trees so that canopy cover is greatly reduced, along with the removal of Douglas-fir trees (except on north aspects)
- Keeping and protecting old growth trees

Because many of the risky conditions you'll be working to fix were created by fire's absence, prescribed fire is the crown jewel of restoration tools for fire-reliant forests. It helps you reach your restoration goals faster and more efficiently while bringing benefits that only fire can bestow. Wildfires that burn into areas where prescribed burning has occurred cause less damage and are much easier to control.

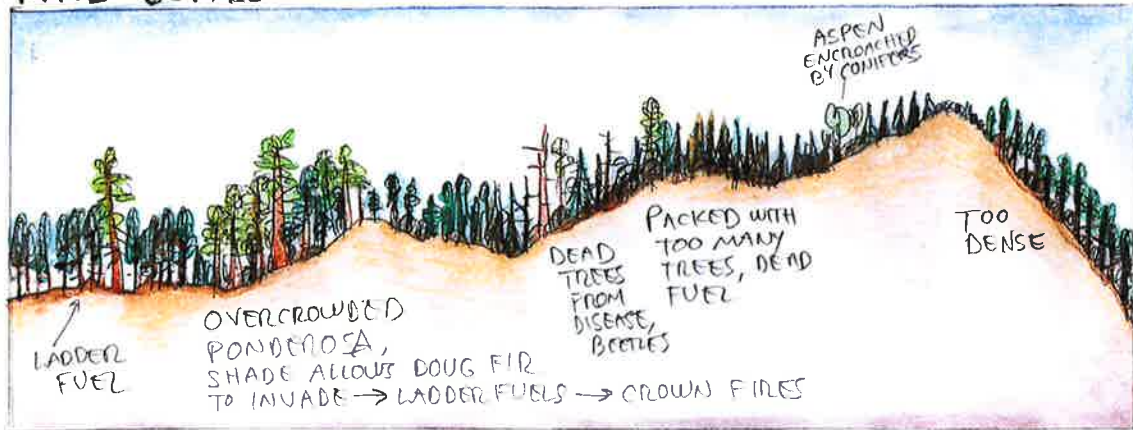
NORTHERN OKANAGAN FORESTS

① ORIGINAL HEALTHY FOREST - FOR THOUSANDS OF YEARS



FIRE-DEPENDENT ECO SYSTEM

② FIRE SUPPRESSION FOR OVER 100 YEARS - BIG RISK OF WILDFIRE



DISEASE

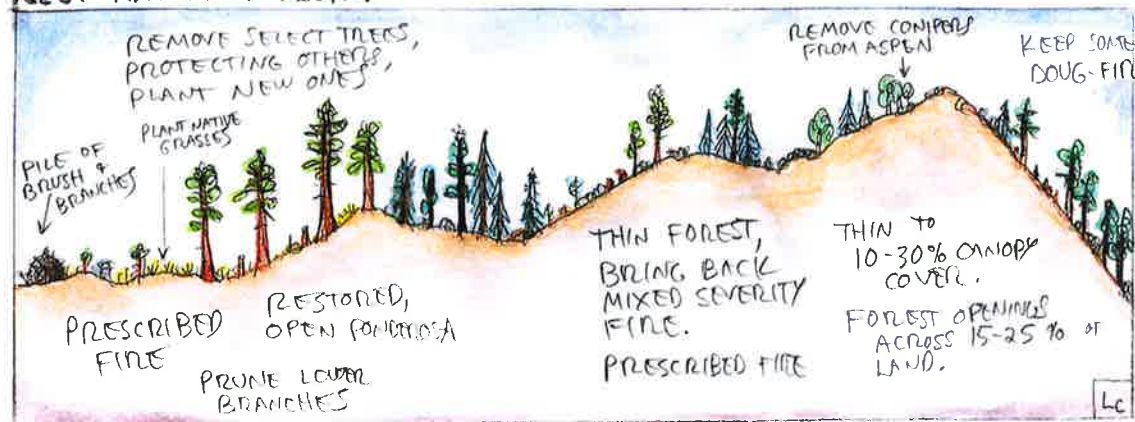
OVERGROWTH
OVERCROWDED
FORESTS

INVASION BY
OPPORTUNISTIC
SPECIES



MORE FREQUENT
AND INTENSE
WILDFIRES

③ RESTORATION FORESTRY



MULTI-AGED STANDS, SUN & SHADE, OPEN AREAS, FIRE BREAKS

Progression of North Okanagan forest conditions over the last 150 years. Illustration - Laura Cunningham

FOREST THINNING METHODS AND TOOLS

The work can be accomplished with the help of contractors who'll use a variety of methods and tools that might include axes, chainsaws, heavy equipment, targeted grazing, prescribed fire, or all of the above.

HANDWORK: LOP AND SCATTER

Hand tools like pruning saws and loppers can be used to remove the lower branches of trees. The resulting slash can be piled to serve as shelter for wildlife, or burned in winter when the risk of fire spread is very low. It can also be cut into small lengths and spread across the ground.

MACHINERY LARGE AND SMALL: MOWERS, CHIPPERS, MASTICATORS, AND FELLER-BUNCHERS

Smaller trees can be felled by hand or by mowers, and processed into small pieces using chippers or masticators, which grind trees down and spread the chipped wood across the forest floor.

Harvesting large trees involves removal of limbs and tops and slicing them into merchantable sizes. For the sake of efficiency, this is generally done mechanically, either on site in the forest or at a prepared landing site. A machine called a feller-buncher uses hydraulic clamps to steady a tree as it's being cut. Some models can cut and collect several trees together and drop them into one bunch. These machines can be attached to an articulating arm or boom, or directly onto a tractor or other vehicle. This allows the clamps to reach out and into stands to collect trees which reduces the travel required to cover the site.



Hog fuel grinder

PILING

During visits to our Crown forests, you may have seen cone-shaped piles of brush and branches scattered throughout areas that have been thinned. This method allows the thinning process to be completed in two stages: cutting and piling, then removal or burning when there is snow on the ground. This is a common and efficient method for achieving restoration and reducing fire risk.



Pile burning.



Sloop burning.

PRESCRIBED FIRE

The frequent fire that the North Okanagan forests and grasslands evolved with was the result of lightning and First Nations peoples. In fact, the vast majority of historical fires were ignited so that Indigenous peoples could produce ample supplies of nutritious foods and medicines, hunt wildlife, create travel corridors, communicate over long distances, sanitize the forest against insects

and diseases, and generate tools and firewood. The Syilx People of the Okanagan Nation had a highly sophisticated understanding of how fire interacted with the regional ecosystems and how best to use fire to ensure their survival. They were the first prescribed burners. The contemporary application of prescribed fire is performed by a team of fire experts only during very specific weather conditions that help restore health to fire-dependent ecosystems, and the most practical and cost-effective way to reduce dangerous accumulations of combustible fuels.

Prescribed fire brings many unique benefits including:

- Lessening the risk of damage from severe wildfire
- Kickstarting new growth of native vegetation
- Maintaining conditions that the many fire-dependent plant and animal species require in order to thrive.



Prescribed fire operation.

INCREASING COMMUNITY AND FIREFIGHTER SAFETY DURING WILDFIRE SEASON

Multiple thinning processes are often mixed and matched to prepare the land for the safe reintroduction of fire. Mastication and mowing are often used to prepare sites for prescribed fire as they get rid of ladder fuels that might enable fire spread.

MIX IT UP - AGES, SPACES, AND SPECIES

Healthy Okanagan forests contain multiple tree species represented by several generations, arranged in a mix of groups, single isolated trees, and clearings. You can restore these conditions on

your land by strategically removing select trees, protecting and enhancing the health of others, and planting new ones.

For example drought- and fire-tolerant ponderosa pine is commonly preferred for retention over Douglas-fir because it's better suited to withstand our hotter drier future. However, if you have some healthy, mature Douglas-fir trees it means there continues to be enough moisture and shade on their site to support longevity. You might choose to hang on to some of them to diversify tree ages and species.

If aspen is present on your property your goals will likely include removing encroaching conifers and installing barriers that deter deer or elk browsing. This will help them regenerate. If you have Rocky Mountain juniper growing beneath ponderosa pines where it would function as a ladder for fire to climb, you'll likely plan to remove it. But if your juniper is growing free and clear of other



Aspen with conifer encroachment.



Highly hazardous juniper/Douglas-fir stand.

tree species, you might thin denser stands but keep some around. Juniper provides food and shelter for a number of wildlife species like deer, migratory birds, and upland game birds. It also helps to stabilize the dry, alkaline soil it prefers.

Managing the right mix of understory species is also important. By understory species, we mean grasses, herbs, and shrubs. As much as possible, we want to maintain and encourage

healthy populations of native plant species. Some introduced species - such as cheatgrass - can significantly increase wildfire risk and, through an increase in fire activity it's known to force native species out. Even within the scope of native plants, some are more desirable than others.

[Appendix II](#) lists the preferred and non-preferred plant species for your Okanagan property.



Pre-treatment.



Post-treatment.



Multi-age stand.



Healthy mixed-conifer / multi-species forest.

MAKE WAY FOR WILDLIFE - BIRDS, BATS, BADGERS AND BOBCATS

Everybody needs food, clean water, shelter, and a safe place to raise a family. A component of every solid restoration plan is the provision of support for as many different species of wildlife as you can. Overgrown, stressed forests don't provide the conditions that many wildlife species need. Sixty to ninety percent of at-risk wildlife rely on private forests for essential habitat.

Optimizing wildlife habitat is one of the simplest and most rewarding endeavors of forest restoration. The features that wildlife requires might already be present on your land, and may just need to be revealed, protected or enhanced. Old snags and partially dead trees provide nest sites and food for cavity nesting birds, along with flying insects for bug-eating bats. Big stumps and scattered logs provide much-needed habitat and refuge for birds, small animals, reptiles and invertebrates. These old wood structures nourish the soil as



Healthy ponderosa dominated forest.



Prescribed fire in the Okanagan.

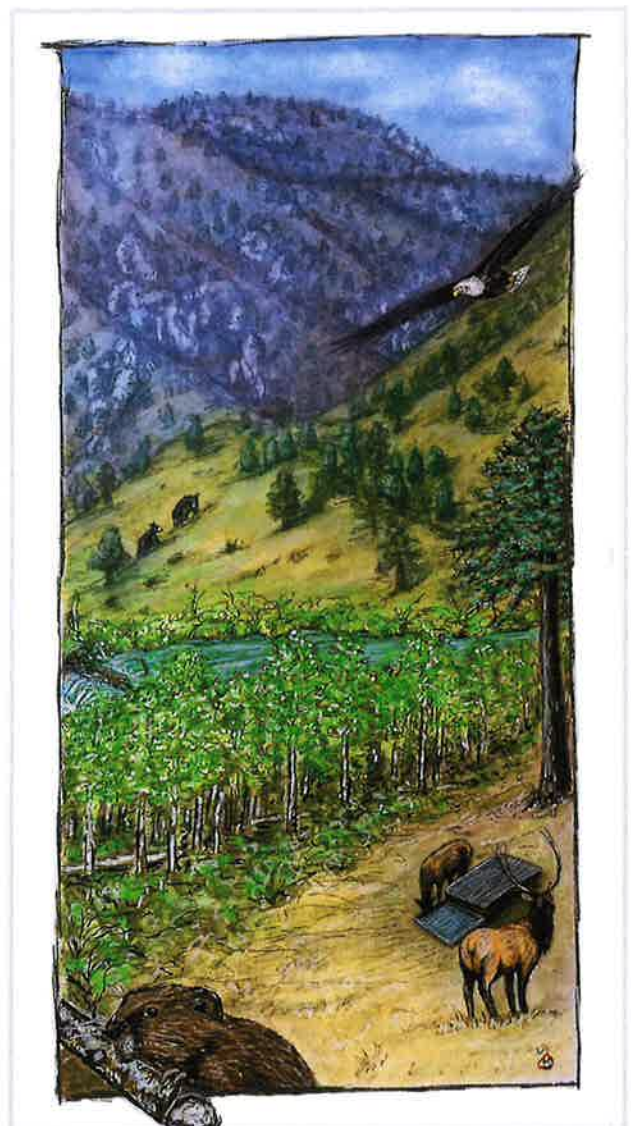
they decompose. Wildlife will also make use of any hardwood trees and fruiting shrubs you may have. If you don't have these on your property, consider planting some to provide additional food and shelter, and to boost the diversity of tree species.

Plan to provide easy, safe wildlife access to water. You can create wildlife water sources like guzzlers or cisterns. You can also develop your forest springs or build wildlife ramps.

Consider excluding livestock from sections of creeks or ponds to preserve water quality native vegetation that fortifies stream banks and wetlands. Plant wildlife-friendly seed mixes along dirt roads, paths, parking zones, and other areas regularly trafficked by wheels, hooves or feet. Wildlife require safe corridors for seasonal migration and will continue to use areas based on their historical movement patterns. Consider leaving open spaces that contain native grasses unmowed, and allow wildlife to continue moving through the area. Where fencing is required, solid rail fences provide highly visible boundaries that are easy for wildlife to navigate.

BATTLE BEETLES AND DETER DISEASE

Understanding the role that forest insects and diseases play in the ecology of our forests is critical to achieving forest restoration success. Managing them involves - to the degree possible - altering the conditions that have supported the situation. Thinning conifer stands and removing infested trees are givens and may reduce bark beetle impact. Removing mistletoe-infected overstory can help protect subsequent generations of trees from future disease.



*Optimizing wildlife habitat is one of the simplest, most rewarding endeavors of forest restoration.
Illustration - Miriam Morrill*

FOREST SURVEY ACTIVITIES INCLUDE:

- **Removing all infested trees and material** created by thinning or pruning. Ongoing removal of trees already affected by insects or diseases, along with dense stands should be prioritized. These are the most frequently attacked.
- **Applying preventive insecticide sprays** which may aid in preventing mountain pine beetle infestation. Certain formulations that are registered and tested for effectiveness are the primary preventive for helping reduce the likelihood of attacks on individual trees. Consult your forester for proper use and be sure to follow the label instructions.
- **Designating "Trap Trees"** which attract recently emerged adult beetles. Once these trees are infested, remove and destroy them during fall or winter when insects are still inside.
- **Use of pheromone packets** may disrupt the attraction of incoming beetles and can be used to reduce attacks on pine trees where use of insecticide is not feasible, for example near water or structures where overspray would be undesirable. Be sure to consult your forester or local field office for more detailed information on using pheromone applications.

MINIMIZE EROSION - DEFEND YOUR DIRT

Plants are fed by healthy soil and soil is fed by the natural life cycle of plants. Soil depths, structure, and quality are key to sustaining healthy forests. Forest restoration can improve your soil and give it staying power in the face of the natural forces of wind and water.

The top layer of most healthy soils is loose and fertile, chock full of nutritious decomposing vegetation and a variety of organisms that teem with life. The roots of plants, shrubs, and trees help anchor the soil in place. Areas of bare ground lack this stabilizing feature and are susceptible to erosion from wind, water, and compaction. Erosion is a natural process that has shaped the landscape over time. But too much of it in the wrong places can mean exposed tree roots, destabilized hill slopes or compromised water sources with the next heavy rain.

If areas at risk for excessive erosion are identified during your baseline survey they may benefit from some kind of revegetation to help hold soil in place. Planting and seeding these areas can also provide wildlife habitat.



Post-fire erosion.



Revegetated slope post-wildfire.

REVERE YOUR WATER

It's the foundation of life - for you, your forest, your wildlife, and community. Nothing can live without it. Restoration of private forestland is key to protecting our water supply.

If you're fortunate enough to have any, your land assessment will identify all the natural water sources on your property. You'll want to plan to do whatever you can to fiercely protect this finite, vital resource. Most forest restoration activities go a long way toward enhancing water sources. The reduction of hazardous fuels alone will help reduce the risk of intense wildfire that can devastate them. There are additional actions you can take that will bump your stewardship to the next level and help you preserve what you have for the future.

These include:

- Limiting disturbance of wet areas
- Relocating materials that could degrade water, like fuels, oils, or fertilizers, far from water sources
- Creating buffers of vegetation to separate roads from water sources
- Building bridges or installing culverts at stream crossings
- Employing water control devices like diversions or retention ponds
- Stabilizing stream and pond banks by planting native vegetation
- Deflect water rushing around deep bends to prevent stream bank erosion
- Leave it natural! Some woody debris in water sources provides great cover and breeding habitat for aquatic species.



Managing for an appropriate level of wildfire.

MONITORING AND ADAPTING

Part of your plan will spell out a process for monitoring the effects of your restoration efforts on a regular basis. Why? To see if your restoration actions are creating the outcomes you want. How are the Aspen doing? Do we have new shoots and sprouts? Did the native seeds take hold on the stream banks? Are wildlife using the water ramp? How's the regrowth coming in the prescribed fire area? Are the cattle staying out of the new fenced area around the spring? Are there anymore beetles in that northwest ponderosa pine stand?

The answers to questions like these will tell you how you're doing. Record everything you see that's in question in a log, including date, time and location. If you're not seeing the results you planned for, check in with your forester who will help you make changes and try new approaches. Forests are systems of perpetual transformation. This continues even after the bulk of your restoration work is complete. Observe, evaluate, and pivot when you have to. Your forest and your community will thank you for it.

GETTING HELP

There are many sources of help and support for private landowners like yourself. Get to know your local technical assistance providers. Keeping a list of these people and organizations will be helpful during restoration and when it's time to update your plan.

FINDING PROFESSIONAL FORESTRY CONSULTANTS AND FORESTRY CONTRACTORS

You'll want to consider hiring a professional forestry consultant as well as forestry contractors to provide professional guidance and services that help you accomplish many of your restoration goals.

It's important that you have a business relationship with them that prioritizes professionalism, reliability, personal and worker safety, legal protection, protection of natural resources, and preservation of aesthetic and property value.

Choosing a contractor or consultant with a good reputation will help ensure that the forestry work will achieve the outcomes set forth in your restoration plan. In turn, your contractor will understand what you, the customer, expect, which will achieve the desired outcome.

IMPORTANT CONSIDERATIONS WHEN SELECTING A CONTRACTOR OR CONSULTANT:

- The Ministry of Forest, Lands, Resource Operations and Rural Development Resource Districts, as well as the Association of BC Forest Professionals maintain contractor and consultant lists for forestry services.
- Be informed and remember that agencies can't make recommendations.
- As you research candidate contractors you'll develop an overall profile and "feel" for each company.
- Pay particular attention to the condition and type of equipment/technology that the contractor advertises and uses. Equipment will affect operating costs, efficiency, production and the resource impacts on your land.

GET REFERENCES

- Reference checks will help you determine each contractor's experience level.
- Obtain at least three references from past customers.

- If possible, get references for the same kind of work that you'll require on your land.
- References should be for work done during the previous one to three years. This will help confirm that the company is stable and has good work and hiring procedures.
- Look for an online profile and/or website that you can peruse.

INSURANCE AND LEGAL COMPLIANCE

- Be aware that not all contractors and consultants are insured.
- Hire companies that are fully insured. You don't want to find yourself liable for an accident or any loss on your property.
- Validate automotive liability insurance, general commercial liability insurance, and Errors and Omissions (professional liability) insurance.
- Make sure they are in good standing with local, provincial and federal laws, including workers' compensation requirements.



SPOTLIGHT: Equipment and Machinery - Quality Pays Off Pay close attention to the quality, age, and condition of the equipment and technology that the company advertises. This affects efficiency, safety, costs, productivity, and the magnitude of environmental impacts on your land.

CREDENTIALS AND LICENSING

- Professional credentials and licensing will give you an overall sense of the strengths, professionalism, and ethics of each candidate.
- Specific licenses are required to perform certain types of forestry work.
- Confirm that they hold all required business licenses.
- Confirm they have a Commercial Pesticide Applicator's License if your plan includes spraying for pests or disease.
- Check on the contractor's professional certifications.
- Look for certified Arborists.
- Look for professional memberships in organizations like the Association of BC Forestry Professionals, Association of Applied Biologists. Some of these organizations require members to follow a code of ethics or membership guidelines.

GET QUOTES:

- Get at least three written estimates.
- Make sure you provide all contractors with the same information so they can all estimate costs accurately.
- Ideally, bring all potential contractors together in your project area at the same time so that each receives identical information.
- Be as specific as possible in the scope of the work.

CONTRACTS

Get. Everything. In. Writing. before signing any agreement or contract.

The contract does not need to be detailed. The level of detail will depend on the scope of your project. The size can range from a single page estimate to a longer form timber sale agreement.

Ensure you've obtained the necessary permitting for your works, including tree cutting permits or permits to work within an environmentally sensitive or riparian areas.

If you aren't comfortable with any aspect of the contract get some legal input or talk to a consulting or forestry professional.



SPOTLIGHT: Avoid One of the Most Common Mistakes Remember, the quote is only one aspect of the contractor selection process. One of the biggest mistakes is settling for the lowest quote. Your research on references, insurance and credentials should hold considerable weight in your decision-making process. Sometimes, a higher quote may mean that a contractor pays higher wages and benefits in order to retain a more stable, quality workforce. In some cases, operating costs may be high because a contractor's equipment is newer, or that they use higher-cost, lower-impact equipment to provide a better outcome with less environmental compromise.

WHAT'S NEXT? REACH OUT

CONGRATULATIONS!

If you've made it this far, pat yourself on the back because you now have a leg up in the wildfire risk-reduction game! You've educated yourself about the process resources that can help you sleep at night during fire-season, knowing you've done your part to protect and support the inborn resilience of your forest.



Contact **Vernon Fire Chief David Lind** for a conversation:

Phone: 250-550-3563

Email: dlind@vernon.ca



GET IT DONE !

APPENDIX I: ADDITIONAL RESOURCES

SAMPLE FOREST RESTORATION PLANS

Oregon Forest Management Planning System Guidelines (Page 4 chart): http://blogs.oregonstate.edu/forestplanning/files/2018/03/Oregon_Forest_Management_Plan_Guidelines_2017Final.pdf

Template: <http://blogs.oregonstate.edu/forestplanning/templates>

SUGGESTED READING

WILDLAND-URBAN INTERFACE

BC Wildfire Service: www2.gov.bc.ca/gov/content/safety/wildfire-status

FireSmart Canada: firesmartcanada.ca

National Fire Protection Association:
<https://www.nfpa.org/News-and-Research/Data-research-and-tools/Wildland-Urban-Interface/Wildland-Urban-Interface>

Fire Adapted Communities Learning Network:
fireadaptednetwork.org

Washington State Fire Adapted Communities Learning Network: fireadaptedwashington.org

Insurance Institute for Business and Home Safety: ibhs.org

Disaster Safety: disastersafety.org

Washington Department of Natural Resources Firewise Program: dnr.wa.gov/firewise

US Department of Agriculture, Forest Service, Rocky Mountain Research Station:
<https://www.fs.fed.us/rmrs/research-topics/wildlandurban-interface/science-spotlights>

US Department of Commerce, National Institutes of Standards and Technology:
nist.gov/topics/wildland-urban-interface-fire

Colorado State Forest Service:
<https://csfs.colostate.edu/wildfire-mitigation/colorados-wildland-urban-interface>

State of Idaho Firewise Program: idahofirewise.org

Fire wise landscaping – Washington State University Extension:

<https://extension.wsu.edu/chelan-douglas/gardening/mg/firewise-landscapes>

Minnesota Department of Natural Resources Firewise Program: dnr.state.mn.us/firewise/50things

Contact the City of Vernon for more information regarding permitting (Tree Removal or works within environmentally sensitive or riparian areas): <https://www.vernon.ca/homes-building/permits-applications>

FIRE SCIENCE

Association for Fire Ecology: fireecology.org

International Journal of Wildland Fire: publish.csiro.au/wf

Tall Timbers Fire Ecology Research Station:
talltimbers.org/fire-ecology-program

Northwest Fire Science Consortium:
nwfirescience.org

Northern Rockies Fire Science Network:
<https://www.nrfirescience.org>

Southern Rockies Fire Science Network:
southernrockiesfirescience.org

Fire Research and Management Exchange System: frames.gov

Canadian Interagency Forest Fire Center: ciffc.ca

National Interagency Fire Center (US): nifc.gov

International Association of Wildland Fire:
iawfonline.org

APPENDIX: PHOTO REFERENCE GUIDE

UNDESIRABLE / NON-PREFERRED PLANTS



Antelope Bitterbrush



Bracken fern



Cheatgrass



Common Juniper

UNDESIRABLE / NON-PREFERRED PLANTS



Douglas-Fir



Rabbitbrush



Rocky Mountain Juniper



Sagebrush



Subalpine Fir



Western Redcedar

DESIRABLE / PREFERRED PLANTS



Birchleaf Spirea



Bitter Cherry



Buckbrush



Cottonwood



Currant



Douglas Maple

DESIRABLE / PREFERRED PLANTS



Elderberry



Kinnickinick



Mockorange



Oregon Grape



Paper Birch



Ponderosa Pine

DESIRABLE / PREFERRED PLANTS



Red Alder



Red-Osier Dogwood



Saskatoon



Snowberry



Soapberry



Sumac

DESIRABLE / PREFERRED PLANTS



Thimbleberry



Trembling Aspen



Utah Honeysuckle



Willow



Woods Rose

CREDITS

CREATED FOR THE CITY OF VERNON, BRITISH COLUMBIA, AND VERNON FIRE RESCUE SERVICES BY:

Producer: R.W. Gray Fire Ecology Consulting

Writer: Marjie Brown — Website: thefirewriters.com

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Miriam Morril — Instagram: [@pyrosketchology](https://www.instagram.com/pyrosketchology)

Laura Cunningham — Website: lcunningham-art.com

Layout / Design: Reason R. — Website: [Upwork profile](https://www.upwork.com/profile/freelancer/reason-r/)

April 16, 2021

File: 1855-20

PROPERTY OWNER

Dear Property Owner,

RE: Reducing the risk of wildfire on your property

You are receiving this letter because I understand you own a large parcel of land, located within the City of Vernon's wildland urban interface (WUI).

As Vernon's Fire Chief, I wanted to provide you with information and updates on the work taking place in your area to reduce the risk of serious wildfire. Further, I'd like to introduce you to a new resource that has been developed for property owners such as yourself, regarding forest management and how it can improve the health and natural state of your property, while also increasing safety.

The City of Vernon and Vernon Fire Rescue Services have been working closely with a number of partners to develop strategies to: increase public awareness of wildfire information; create resiliency for evacuation routes in high risk areas; manage fuels within the WUI; and engage community members to learn about and participate in FireSmart activities to help protect people and property from the impacts of wildfire.

The City and Province of British Columbia are working towards a common goal of reducing wildfire risk and severity in the North Okanagan. The work that is currently being done on Crown land near the south end of Vernon is intended to provide reliable access for safe evacuations and effective fire suppression in the event of a wildfire.

In the Spring of 2020, the Province completed a thinning, pile and burn project on public land, located at the end of Harbor Heights Road. This work restored a more natural density to the forest land and removed ladder fuels to prevent a ground fire from spreading to the tree tops. This is important because fire that reaches tree tops will move quickly through dense tree stands, burn hot, kill trees, and become hard to control.

In late Fall of 2020, you may have noticed crews working along Eastside Road. The City conducted survey work to determine legal land boundaries, which was followed by fuels management work. This included the removal of evergreen trees and vegetation which was too densely spaced, which could threaten the roadway in the event of a fire, or could contribute to fire spreading from the ground to the tree tops. The fiber from the project was chipped and removed from the site.

Looking forward, the City has a fuels management project planned for 2021, south of Kokanee Road. This treatment will restore a more natural density to a 9 ha parcel of land. Two other fuels management/restorative projects are also being completed in the Ellison Provincial Park area, which are led by the Province of B.C.



In addition to the work being done by the local and provincial governments, several local land owners are also helping to increase our region's safety with exciting projects. Several stratas have organized into FireSmart neighborhoods and are taking specific actions to improve conditions on their private lands. Further, some large parcel land owners have taken proactive measures to improve forest management conditions on their properties.

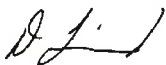
Together, these projects are producing a patch work of treated lands which will reduce the rate of fire spread and fire severity in those areas.

To help continue this great progress, the City of Vernon would like to provide you with two opportunities:

- 1) The City has contracted two qualified professionals with a strong background and expertise in forest management, to meet with private landowners and discuss what can be done to protect their property. I have worked closely with both of these professionals for many years and hold them in high regard. The contractors have been made available through grant funding secured by the City.
- 2) The City has created a new Wildfire Risk Reduction Guide for private property owners in Vernon with large parcels of land. The Guide discusses forest management in the North Okanagan, what steps individual property owners can take to increase safety, and what resources are available to develop a personal Forest Management Plan. This Wildfire Risk Reduction Guide is free of charge, and is available at vernon.ca/firesmart or in hard copy.

If you are interested in a hard copy either of these resources, please reach out to me directly at dlind@vernon.ca or by phone 250-550-3563.

Best regards,



David Lind
Fire Chief, City of Vernon

Copy: W. Pearce, CAO



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:** 0230-20-37 (2021)
PC: Debra Law, Director, Financial Services **DATE:** April 19, 2021
FROM: Aaron Stuart, Manager Financial Planning and Reporting
SUBJECT: SPALLUMCHEEN REZONING APPLICATION

To assist the O'Keefe Ranch & Interior Heritage Society's (the Society) expansion of services, Administration recommends Council support the attached rezoning application with the Township of Spallumcheen (the Town). This application will amend the text of the Town's Zoning Bylaw to include "*temporary accommodation for the purpose of showcasing heritage attractions*". The City's involvement in this application is required as the registered owners of the lands proposed to be rezoned.

This text amendment would allow the Society to provide Glamping services (Glamorous Camping). Glamping was identified as a viable service in the Society's business plan, which was funded by the City. In support of the Society's glamping initiative, Council carried the following resolution at their Regular meeting on October 26, 2020:

"THAT Council authorize the Mayor to support the application for CERIP funding under the Destination Development stream by the O'Keefe Ranch & Interior Heritage Society for funding to establish a Glamping Park on O'Keefe Ranch."

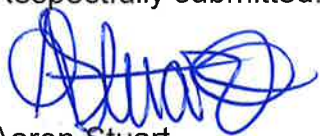
This service is in line with the City's and Society's objective of showcasing the lands and facilities as a heritage attraction. Expanding the services provided on the lands will hopefully allow the Society to be less reliant on existing grants, and become a more self-sufficient organization.

RECOMMENDATION:

THAT Council support the O'Keefe Ranch & Interior Heritage Society's rezoning application to amend the text of the Township of Spallumcheen's zoning bylaw to include temporary accommodation for the purpose of showcasing heritage attractions, for lands designated 901 Special Use (Heritage) Zone (S.1);

AND FURTHER, that Council authorize the Chief Administrative Officer to sign the rezoning application on behalf of the Corporation of the City of Vernon.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'A. Stuart', with a stylized, cursive flourish at the end.

Aaron Stuart
Manager, Financial Planning and Reporting

Attachments:

1. Spallumcheen Rezoning Application
2. Spallumcheen Rezoning Submission
3. City Owned Land Property Boundaries
4. Glamping Plan
5. Property Title Search



TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way
Spallumcheen, BC V0E 1B6
Tel: (250) 546-3013 / mail@spallumcheentwp.bc.ca

ATTACHMENT 1

Application No.: _____

Date Received: _____

Fee Received (\$): _____

Receipt No.: _____

APPLICATION FOR OFFICIAL COMMUNITY PLAN AND/OR ZONING AMENDMENT

Application type: (check where applicable)

☐ amend the text of the Official Community Plan

☐ change the OCP Land Use Designation of a property

☒ amend the text of the Zoning Bylaw

☐ change the zoning of a property

Legal Description(s): Lot 2 District Lot 104 Osoyoos Division Yale District Plan 14176

Civic Address(es): 9380 Hwy 97N

APPLICANT: O'Keefe Ranch & Interior Heritage Society

Email: b.cummings@okeeferanch.ca

Applicant Name(s): Bruce Cummings, President

Mailing Address: _____

Postal Code: _____

Phone No. (home): _____

Phone No. (work): _____

Applicant Signature: _____

OWNER: _____

Email: _____

Owner Name(s): _____

Mailing Address: _____

Postal Code: _____

Phone No. (home): _____

Phone No. (work): _____

This application is made with my full knowledge and consent:

Registered Owner's Signature(s)

Date

Registered Owner's Signature(s)

Date

Present OCP land use designation of property or properties:

Heritage Conservation

Present Zoning of property or properties:

S1 Special Use (Heritage)

Proposed OCP land use designation of property or properties:

No change

Proposed Zoning of property or properties:

No change (but propose a text amendment - Schedule A of "Submission to Township of Spallumcheen")

Description of the existing use/development of property or properties (use separate sheet if necessary):

- agricultural heritage exhibits displayed on the agricultural land;
- tours of the agricultural land, educational activities and demonstrations in respect of all or part of the farm operation and activities ancillary;
- cart, sleigh and tractor rides on the agricultural land;
- activities that promote or market livestock including shows;

Description of the proposed use/development of property or properties (use separate sheet if necessary):

Schedule A of "Submission to Township of Spallumcheen"

And

Schedule C of "Submission to Township of Spallumcheen"

Proposed Water Supply Method: Bottled water for guests, existing water lines for irrigation.

Proposed Sewage Disposal Method: Portable toilets which will be pumped or moved as needed.

Reasons and comments in support of the application (use separate sheet if necessary):

See "Submission to Township of Spallumcheen"

Please ensure the following items are included with the completed application form:

- Application fee: \$1500 OR \$1700 for joint OCP and Zoning Amendment;
- Scaled and dimensioned Sketch Plan showing the parcel(s) and the location of existing and proposed buildings, structures, and uses;
- Title Search dated no more than thirty (30) days prior to submission of the application;
- The Planning Department may indicate additional information that needs to be submitted for this application.

ATTACHMENT 2

Supplementary Information for Proposed Text Amendment

Page 2 Schedule A - Township of Spallumcheen Bylaw 901

Page 3 Schedule B - ALR Agri-Tourism Accommodation

Page 5 Schedule C - Description of the proposed use of the property

Page 9 Schedule D - Comments in support of the Application

Schedule A - Township of Spallumcheen

901 SPECIAL USE (HERITAGE) ZONE (S.1)

Permitted Uses of Land, Buildings and Structures: Subject to the provisions of Divisions Three and Four of this Bylaw, the following uses and no others shall be permitted in the Special Use (Heritage) Zone (S.1):

- a. Heritage attractions which feature the display of historic buildings
- b. The static or motive display of antique vehicles and antique machinery customarily associated with and ancillary to the principal and permitted use identified in Section 901.1.a. above subject to the provisions of Section 901.3.c. of this Bylaw
- c. Craft shops, retail sales, restaurants and food sales, displays, and entertainment customarily associated with and ancillary to the principle and permitted use identified in Section 901.1.a. above
- d. Agriculture
- e. Two (2) dwelling units for the operator/manager or other employee of the principal and permitted use one of which dwelling unit may be a manufactured home. The secondary dwelling unit must be at least fifty percent (50%) farm-related
- f. Retail sales and repair of antique pianos and furniture
- g. Wineries and cideries subject to the provisions of Section 901.3.d. of this bylaw

Suggested Text Amendment to allow Glamping sites:

- h. Temporary accommodation for the purpose of showcasing heritage attractions.

Schedule B - ALR**INFORMATION BULLETIN 06 ACCOMMODATION FOR TOURISTS IN THE ALR**

February 25, 2019

Agri-Tourism Accommodation

The use of land in the ALR for providing accommodation in relation to an agri-tourism activity is permitted under section 33 of the ALR Use Regulation, without needing to bring an application to the Commission for that use, if all of the following apply: The accommodation is in relation to an “agri-tourism activity”. Agri-tourism uses must be secondary to, incidental to and compatible with the agricultural production activities. Expressly under section 12 of the ALR Use Regulation, “agri-tourism activity” is an activity:

- (a) conducted on land in the ALR that is classified as a farm under the Assessment Act;
- (b) to which members of the public are ordinarily invited, whether or not a fee or other charge is payable;
- (c) in connection with which no permanent facilities are constructed or erected. See ALC Policy L-04 for further discussion; AND
- (d) that falls into one of the following categories:
 - an agricultural heritage exhibit displayed on the agricultural land;
 - a tour of the agricultural land, an educational activity or demonstration in respect of all or part of the farm operation conducted on that agricultural land, and activities ancillary to any of these;
 - cart, sleigh and tractor rides on the agricultural land;
 - subject to section 9 [horse facilities], activities that promote or market livestock raised or kept on the agricultural land, whether or not the activity also involves livestock raised or kept elsewhere, including shows, cattle driving and petting zoos;
 - dog trials held on the agricultural land;
 - harvest festivals and other seasonal events held on the agricultural land for the purpose of promoting or marketing farm products produced on that agricultural land;
 - corn mazes prepared using corn produced on the agricultural land on which the activity is taking place;

(2) the accommodation is located on land in the ALR that is classified as a farm under the Assessment Act: ALR Use Regulation, s. 33(2)(a);

(3) the total developed area for structures, landscaping and access for the accommodation is less than 5% of any parcel: ALR Use Regulation, s. 33(2)(b);

(4) the accommodation is limited to 10 sleeping units in total, including any bedrooms used for tourist accommodation under section 34 of the ALR Use Regulation: ALR Use Regulation, s. 33(2). “Sleeping unit” means

- a bedroom or other area used for sleeping located in a residence, cabin or other structure;
- a vehicle, trailer, tent or other structure located on a campsite, field or other area”: ALR Use Regulation, s. 33(1); AND

(5) accommodation is provided on a seasonal or short-term basis only: ALR Use Regulation, s. 33(2)(d). “Seasonal” is a use or activity that fluctuates according to one or more seasons (spring, summer, fall and winter) (but not all seasons) or available or taking place during one or more

seasons (but not all seasons) or at a specific time of the year. "Short-term" is the use by a tourist of accommodation for agri-tourism for a period of not more than 30 consecutive days.

Note that: "Tourist" is a person who travels for pleasure from place to place away from their permanent residence. An owner of ALR land who wishes to construct or alter agri-tourism accommodation on ALR land must also comply with the requirements set out in section 20.1(1) (a) or (b) of the ALCA except as provided under section 32 of the ALR Use Regulation.

Schedule C - Description of the proposed use of the property

ADDRESS: 9380 Hwy 97, Vernon, V1T 6M8

EMAIL: admin@okeeferanch.ca

TELEPHONE: 250-542-7868

CELL:

CONTACT PERSON: Sherrilee Franks

POSITION: Manager

PROJECT MANAGER Sherrilee Franks

POSITION: Manager

CHARITABLE REGISTRATION #108070913RR1

DATE OF FOUNDING Mar. 7, 1977

ORGANIZATION'S MISSION STATEMENT/STATEMENT OF PURPOSE

Bring ranching and farming heritage to life, create vibrancy for our communities through interactive activities and events and preserve and demonstrate the rich ranching and farming heritage of the North Okanagan.

Glamping at the Historic O'Keefe Ranch

3 Year Business Plan



Description of the Glamping Project

The establishment of a Glamping Park will serve the entire North Okanagan area by providing an alternate accommodation choice for vacations. When complete it will provide up to 1500 nights of accommodation. With its unique nature these accommodations will appeal to a broad range of visitors as well as regular vacationers looking for a unique visitor experience for special occasions. Those staying will provide a cash injection into the local economy as they visit other attractions and eat and shop locally. As well it will provide operating funds for the Ranch.

The Glamping Park will also draw out of country tourists to the Vernon area as they have become a very popular draw for European and Asian tourists who wish to experience “roughing it in the wild west”. There will be an educational component to this project by illustrating part of early Canadian history through the use of signage around the property. We want our visitors to feel as though they are staying in a museum.

Our current management team has extensive property management and start up experience including more than 15 years in vacation rentals. Our team also includes a curatorial team who will provide information on the educational and true to fact portions of setup. The Ranch has an amazing group of volunteers with construction, business and hospitality experience. Volunteers will be used extensively in site preparation, construction and set up of the units. Talks are ongoing with the Men's Shed and service clubs to provide further volunteer assistance.

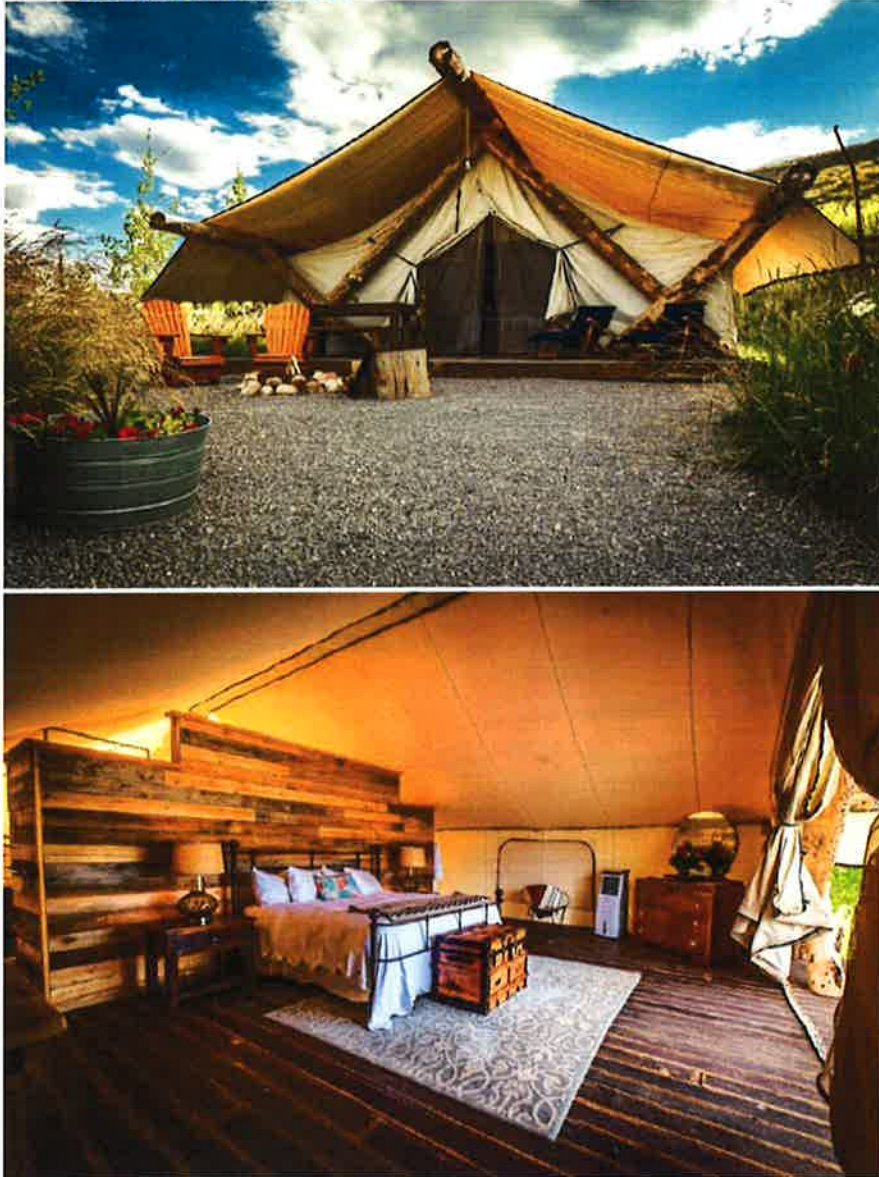
The purpose of this project is to support the Ranch as a non-profit organization to preserve history and to bring history alive. This project conceptually has been supported by the City of Vernon and Township of Spallumcheen as a way to increase tourism in the area with the attendant local spending that visitors bring when they stay in the area. Work is ongoing to coordinate with other attractions as the sector struggles to re-invent itself and bring people back to work post Covid-19. A 3-Year Business Plan was developed by Wood and Water Developments to confirm the feasibility of this project which ultimately will have 10 glamping sites.

With the COVID-19 situation, and a directive to “stay local”, there has been an increase in camping trips in BC as well as other styles of stay-cations. While historically the vast majority of visitors to and within BC stay with friends or family, there is now an increase in camping and glamping revenue generated in BC's tourism market, with people not wanting to impose or share space indoors outside of their immediate family. Demand for all accommodation in the Thompson Okanagan is especially high during the “high season” of July and August, and moderate in shoulder season (May-June and September-October).

Additional Amenities

Water, Sewer and Electricity Hook-up The glamping tents will have no water, sewer or electricity hookup. The work-arounds will be bottled water in each tent, solar chargers for phones and 120 volt devices, cowboy and solar showers, and compostable toilets. A shower/toilet area in the Northeast corner of the glamping area would allow guests to

Figure 3: Cabin A: Example



easily access these amenities. The plan is to rent a portable washroom such as those used in remote camps.

Vehicle Parking and Ranch Access Vehicles can park and access the tents from the roads already built on the property.

Figure 4: Cabin B Example*



Native Gardens and Walkways Native gardens and walkways will be built. The glamping sites will have an evergreen and shrub windbreak around the fence lines to provide privacy and protection from the wind. Saskatoon, elderberry and chokecherry landscaped berms to the south will act as a noise buffer and privacy buffer. Inside there are shade trees sheltering the tents with two BBQ/picnic areas.

Emergency Access

The Glamping area is located in the Northwest corner of Lot 2, where the race track is currently located. Emergency access is through the roads already built on the property

Schedule D - Comments in support of the Application

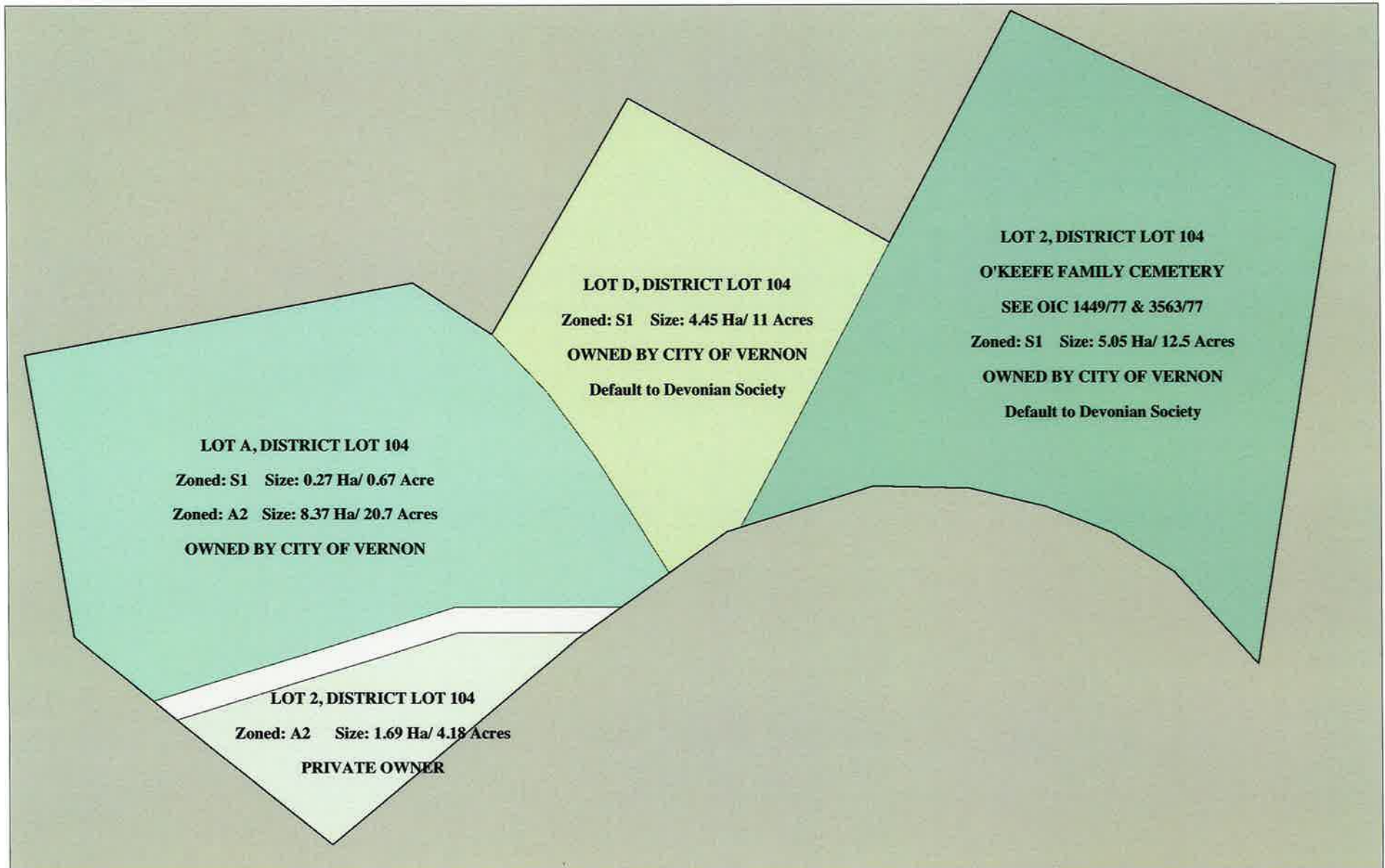
The use of land in the ALR for providing accommodation in relation to an agri-tourism activity is permitted under section 33 of the ALR Use Regulation, **without needing to bring an application to the Commission for that use**, if all of the conditions are met (see Schedule B). All conditions will be met by this proposal.

In 2008 the Ranch made application to the ALC for a 50-unit campground on Lot A DL104, but was denied because the location would negatively impact the land for agricultural use. However, the ALC was prepared to consider a proposal identifying an alternate location for an RV park on the ranch's lands. The Ranch did not make a new proposal but subsequently established the 10 RV sites as allowed by the ALC as Agri-Tourism Accommodation. There have been no complaints about this use of the land.

The Historic O'Keefe Ranch is proposing to construct two Glamping sites (see Schedule C) in 2021 and over 3 years bring the total sites to 10. Glamping gives people the opportunity to get outside, connect with nature and still enjoy some of the home comforts they prefer. Our proposal is to provide "luxuries" like a warm dry bed, lights, drinking water, sanitary facilities and activities on site. Chief among the activities is the presentation of heritage of the North Okanagan.

The O'Keefe Ranch's vision is "to create an attraction that is dynamic and desirable, while maintaining our heritage, agricultural and farming character". Equally as relevant, the mission of the Ranch includes a focus on ranching and farming heritage: Glamping accommodation on site would absolutely add to "an attraction that is dynamic and desirable. Our mandate to "advance the knowledge and appreciation of, and stimulate interest in, the historical and cultural background of Western Canada and in particular, the way of life in the North Okanagan Area".

Glamping will also bring to the Ranch a revenue stream which will assist the Ranch in becoming more financially viable and put less strain on local governments' budgets. Many not for profit organizations spend a huge portion of their energy chasing grant money just to try to stay alive. The only long-term solution to this constant expenditure of time and energy is self-generated revenue. A small glamping business is one that will pay for itself and then some. It will allow visitors to stay longer and learn more, while spending more and generating independent and reliable revenue for the Ranch.



O'Keefe Ranch Property Boundaries



O'Keefe Ranch Land Planning

REVISIONS

MM/DD/YY	REMARKS
1	
2	
3	
4	
5	

A 01



Glamping unit location in DL 2 DL 104

TITLE SEARCH PRINT

File Reference: 210416GlampSite

Declared Value \$NA

ATTACHMENT 5****CURRENT AND CANCELLED INFORMATION SHOWN****

Title Issued Under	SECTION 172 LAND TITLE ACT
Land Title District Land Title Office	KAMLOOPS KAMLOOPS
Title Number From Title Number	M16834 M16829
Application Received	1977-03-25
Application Entered	1987-12-02
Registered Owner in Fee Simple Registered Owner/Mailing Address:	THE CORPORATION OF THE CITY OF VERNON 3400 - 30TH ST VERNON, BC UPON CONDITION SEE DD M16834F
Taxation Authority	Spallumcheen, The Corporation of the Township of
Description of Land Parcel Identifier: Legal Description:	009-039-902 LOT 2 DISTRICT LOT 104 OSOYOOS DIVISION YALE DISTRICT PLAN 14176
Legal Notations	HERETO IS ANNEXED EASEMENT J815 OVER LOT 1, PLAN 14176 SUBJECT TO CEMETERIES ACT SEE DF F36940, F36941 AND DF M18010 THIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND COMMISSION ACT, SEE AGRICULTURAL LAND RESERVE PLAN NO. M11122
Charges, Liens and Interests Nature: Registration Number: Registration Date and Time: Registered Owner: Remarks:	RIGHT OF WAY 40570E 1949-02-22 10:36 BRITISH COLUMBIA HYDRO AND POWER AUTHORITY INTER ALIA

TITLE SEARCH PRINT

File Reference: 210416GlampSite

Declared Value \$NA

2021-04-16, 09:23:13

Requestor: Sherrilee Franks

Nature: RIGHT OF WAY
Registration Number: 68922E
Registration Date and Time: 1957-04-09 12:45
Registered Owner: INLAND NATURAL GAS CO. LTD.
Remarks: INTER ALIA
PART FORMER LOT 4, PLAN 16771

Nature: RIGHT OF WAY
Registration Number: 69181E
Registration Date and Time: 1957-04-24 12:09
Registered Owner: INLAND NATURAL GAS CO. LTD.
Remarks: INTER ALIA
PART FORMER LOT A, PLAN 1488

Nature: MORTGAGE
Registration Number: 69780E
Registration Date and Time: 1957-06-04 10:23
Registered Owner: THE ROYAL TRUST COMPANY IN TRUST DD 69780E
Remarks: INTER ALIA OF 69181E (SEE ALSO 90376E, 101710E,
D15112, F39048, H19707 AND K31231)

Cancelled By: LB415219
Cancelled Date: 2010-10-26

Nature: POSSIBILITY OF REVERTER
Registration Number: M16835
Registration Date and Time: 1977-03-25 13:49
Registered Owner: DEVONIAN FOUNDATION
Remarks: DD M16834

Nature: STATUTORY RIGHT OF WAY
Registration Number: LB312907
Registration Date and Time: 2009-06-02 09:33
Registered Owner: BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
Remarks: INTER ALIA

Nature: STATUTORY RIGHT OF WAY
Registration Number: LB312908
Registration Date and Time: 2009-06-02 09:33
Registered Owner: TELUS COMMUNICATIONS INC.
INCORPORATION NO. A55547
Remarks: INTER ALIA

Duplicate Indefeasible Title

NONE OUTSTANDING

Transfers

NONE

TITLE SEARCH PRINT

File Reference: 210416GlampSite
Declared Value \$NA

2021-04-16, 09:23:13
Requestor: Sherrilee Franks

Pending Applications NONE

Corrections NONE



THE CORPORATION OF THE CITY OF VERNON

INTERNAL MEMORANDUM

TO: Will Pearce, CAO **FILE:** 6441-01
PC: James Rice, Director, Operations Services **DATE:** April 21, 2021
Dave Lind, Fire Chief
FROM: Kim Flick, Director, Community Infrastructure and Development
**SUBJECT: PROPOSED PERMANENT VISITOR INFORMATION CENTRE CLOSURE AND
SANI-STATION RELOCATION**

This memorandum outlines a recommendation for the permanent closure of the Visitor Information Centre, relocation of the sani-station from the Civic Arena site.

At its Regular Meeting of April 21, 2021, the Tourism Commission considered the permanent closure of the Visitor Information Centre and the transition of Visitor Servicing to digital platforms and mobile services (Attachment 1). The Commission passed the following resolution:

THAT the Tourism Commission recommends that Council permanently close the Vernon Visitor Information Centre as outlined in the memorandum titled "Visitor Servicing" and dated April 14, 2021 respectfully submitted by the Manager, Economic Development and Tourism.

Currently, a portion of the building is being utilized by Vernon Fire Rescue Services. Their staff are using the office space to operate the Emergency Services Program. Fire Rescue Services has previously advised Council of their interest in establishing a permanent standing Level III EOC within the building. In addition, there is a need for public washrooms for the new park at this location. Administration proposes to bring back a report in July 2021, outlining the repurposing of the building, timing and budget.

The need for a park at the former Civic Arena location was first identified in 2008 during the development of the Official Community Plan, due to the planned densification of the City Centre and the lack of parks in the area. The Regional District of North Okanagan, having Parks jurisdiction at the time, supported the change to parkland recognizing the limited opportunity for additional park space in the centre of the City. The prevailing Parks and Rec Master Plan had identified the Civic Arena for decommissioning in approximately ten years and for the ice surface to be replaced elsewhere. The park was therefore included in the 2008 Official Community Plan. In 2014, the Parks Master Plan confirmed this site as a future park and included costs for its development. The Visitor Information Centre was re-located to this site given the location of the sani-station and pending connection with the 29th/30th multi-use path and ultimately the Okanagan Rail Trail. With the addition of the Visitor Information Centre, the plan for the park was adapted to create a hub that would service visitors and residents alike.

The business of providing visitors to communities with local travel and amenity information has changed significantly over the past five years, moving from bricks and mortar locations to cellular phones, tablets and computers. The Tourism Commission recognizes this shift.

Should Council support the permanent closure of the Visitor Information Centre, there is little reason to keep the sani-station at its current location. The surrounding area is designated for increased residential densities. Park space is an important aspect of creating a livable and desirable neighbourhood. With the proximity to commercial services and both elementary and secondary schools, the surrounding neighbourhood was designated for small lot single and two family homes specifically to provide affordable options for families. Park space is important in any neighbourhood, and even more so in medium to higher density neighbourhoods.

Administration is well into the process of designing the park based on the public input received to date. The design is being developed without the sani-station included, knowing that if Council opted to not permanently relocate the sani-station, the park design would be scaled back accordingly.

At its Special Meeting of April 21, 2021, Council provided direction to Administration to investigate options for the future permanent location of the sani-station in the fall of 2021. This will include a review of practical locations and/or potential partnerships that could be developed to provide this service to the community.

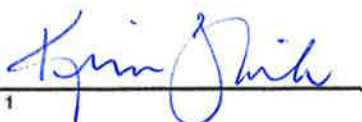
RECOMMENDATION:

THAT Council direct Administration to permanently close the Visitor Information Centre as recommended by the Tourism Commission and as outlined in the memorandum titled "Proposed Permanent Visitor Information Centre Closure and Sani-Station Relocation" dated April 21, 2021, respectfully submitted by the Director of Community Infrastructure and Development;

AND FURTHER, that Council direct Administration to report back on the re-purposing of the building to establish a permanent Level III Emergency Operations Centre and public washrooms;

AND FURTHER, that Council direct Administration to permanently close the sani-station at the new City Centre Park location and investigate and report back with options for the future permanent location of the sani-station.

Respectfully submitted:

X 

Signer 1

Kim Flick, Director
Community Infrastructure and Development

Attachment 1: Memo and Resolution from the Tourism Commission

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THE CORPORATION OF THE CITY OF VERNON
INTERNAL M E M O R A N D U M

TO: Tourism Commission **FILE:** 6900-01

PC: Torrie Silverthorn, Tourism Coordinator **DATE:** April 14, 2021

FROM: Kevin Poole, Manager, Economic Development and Tourism

SUBJECT: *Visitor Servicing*

At its meeting of October 21, 2020, the Tourism Commission passed the following resolution:

THAT the Tourism Commission recommends that Council approve the approach as outlined in the memorandum titled "Visitor Servicing" dated October 15, 2020 from the Tourism Coordinator as a temporary, mobile visitor servicing model for 2021.

Background

Over the past several years, Administration has been monitoring the steady decline in visitation to the Vernon Visitor Information Centre (VIC). The Vernon VIC has seen a decline in visitation since 2006 (Figure 1). The VIC had 25,429 visitors that year, while in 2019 this had dropped by 58% to 10,583. The VIC did experience a slight uptick in usage in the summer of 2014 when centralized, but the downward trend has continued since then.

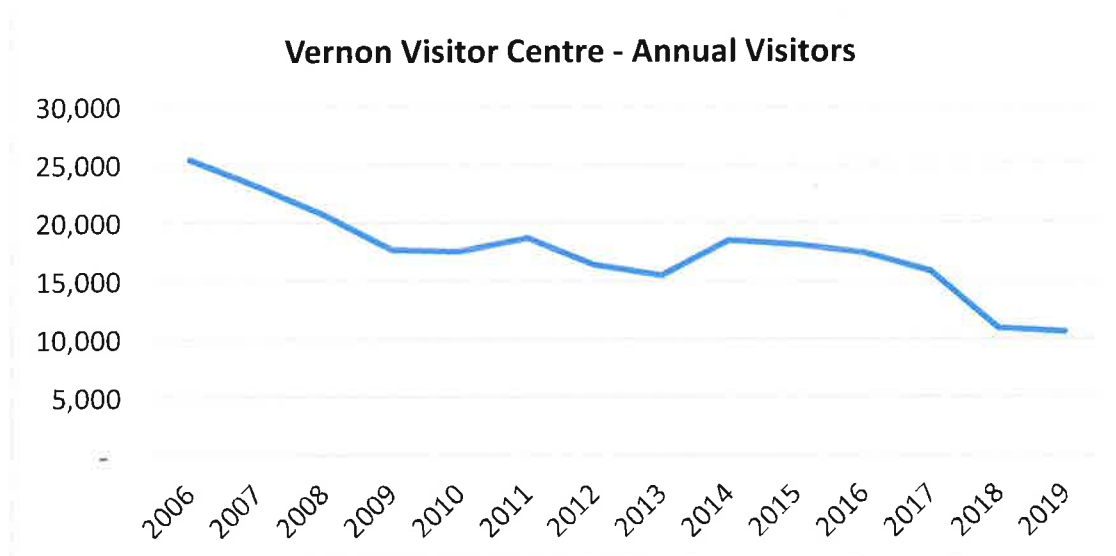


Figure 1

Visitation has generally been declining throughout the Visitor Information Centre network in BC. Between 2010 and 2019, the Kamloops Visitor Centre experienced a 52% decrease, Salmon Arm Visitor Centre a 48% decrease and the Penticton Visitor Centre an 82% decrease. Kamloops made the decision to permanently close their VIC in 2020, and moved to a mobile visitor servicing model only.

Challenges with VICs

There are over 100 VICs operating in BC, but the steady decline in visitation has created several challenges for communities. These include:

- a) Internet – The drop in VIC usage has primarily been attributed to technology advancements. According to a 2018 Insights West Survey, approximately 85% of BC adults have a cell phone, which marks a 25% increase over the same survey four years earlier. The ownership rate is even higher amount young adults at 95%. As a result, many visitors turn to the internet for vacation research and often utilize their cell phone while travelling to find places to visit, eat and stay when entering a new community.
- b) Social Media – Aside from the internet, many tourists utilize social media outlets as part of their research on a destination. Tourism Vernon has dedicated staff resources to ensure those utilizing social media for visitor information purposes are getting current and accurate information about Vernon.
- c) Marketing – Destination Marketing Organizations (DMOs), like Tourism Vernon, have a goal of driving traffic to their tourism stakeholders and encouraging overnight stays in the community. As a result, marketing efforts are not aligned with driving traffic to the Visitor Information Centre itself.
- d) Quality of Visits – Many VICs are finding that the number of visitors utilizing the VIC that translated into dollars spent in the community were less than 50%, in some cases as low as 25%. This speaks to the large portion of people utilizing VIC for bathrooms and internet access.
- e) Operating Costs – The cost of operating a VIC is significant. Although Destination BC provides financial support, the \$25,000 annual grant has not changed since 2009.

Vernon VIC Operating Costs

From 2009 to April 2020, Tourism Vernon contracted the management of the VIC to Durning Directions. The VIC operated five days a week (Tuesday – Saturday) from 8:30 am - 4:30 pm with the exception of a 17-week extended summer season where it operated seven days a week from 9:00 am - 6:00 pm. The annual operations contract was approximately \$190,000. Destination BC provided \$25,000 per annum ever since the City took over the responsibility of managing the VIC in 2009.

The operating costs did not include additional costs incurred by the City for the ongoing maintenance of the VIC building and property. Costs such as snow plowing, building maintenance, landscaping, cleaning, garbage and recycling costs are not included. The majority of these costs are covered with the City of Vernon Operations budget.

2021 Visitor Servicing Approach

The Tourism Commission endorsed an interim approach to visitor servicing for 2021. Instead of allocating approximately \$200,000 towards Visitor Servicing through a contract service at the VIC, the Tourism Commission allocated \$25,000 to enhance digital visitor servicing and \$30,000 for mobile visitor servicing. To better support recovery efforts, funds that were previously allocated towards Visitor Servicing were reallocated towards marketing initiatives.

1) Digital

Meeting visitors where they are, with exactly what they need is the pillar to the 2021 digital program. Travelers are searching more, booking more and buying more on mobile and websites. A modernized, digital approach to visitor servicing allows Tourism Vernon to capture visitors that are no-longer interested in a Visitor Information Centre experience.

On-going content management to Tourism's website is key to the success of the program. Up to date, regularly refreshed, engaging content like digital hiking and biking maps, hotel packages, events calendar, public transit info and key stakeholder information are considered as part of a comprehensive approach to mobile visitor servicing.

The addition of a live chat to Tourism Vernon's facebook page allows visitors to easily, and quick reach out to the Tourism team via their mobile device. Other destination management organizations, like Tourism Kelowna, have seen success with live-chat additions to their websites and facebook pages. The success of their live chat option has depended upon quick, accurate responses; something many visitors are looking for in a destination.

2) Mobile

A mobile visitor servicing model allows Tourism Vernon to go to the visitors, as opposed to relying on the visitor to find Tourism Vernon. Being out and about in the community ensures staff are where visitors are with relevant, on location information. For example, the mobile team could provide maps and engage directly with cyclists in Ellison Provincial Park or chat with downtown visitors about other attractions within the community. Attending community events and being present in popular Vernon locations allows us to provide effective and timely support.

In addition to engaging tourists, mobile-visitor servicing embraces community integration by extending ambassadorship throughout the city and to Vernon residents. The global pandemic has emphasized the need for supporting local and exploring one's own community. A mobile visitor servicing team allows the community at large to learn more about the exceptional activities and attractions available in their own community, encouraging shop local and support local behavior.

Future of the Vernon Visitor Information Centre

Administration had planned to pilot the new approach to Visitor Servicing in 2021 and report back to the Tourism Commission later in the year with recommendations for the future of Visitor Servicing. However, there are several factors that require a recommendation regarding the future of the VIC sooner.

Currently, a portion of the VIC is being utilized by Vernon Fire Rescue Services. Their staff are using a portion of the office space to operate the Emergency Services Program. If available, Fire Rescue Services has expressed interest in additional space within the building including the potential for an Emergency Operations Centre.

The City is also in the process of planning for a City Centre Park on the property (Figure 2). There are a few issues that Administration is attempting to resolve to better assist with the park planning process. These include the future of the Sani-Dump as well as the VIC and its associated parking requirements for travel trailers on the site. The property is only 2.5 acres, so certainty around the long-term viability of these uses greatly impacts the park design and potential building uses.

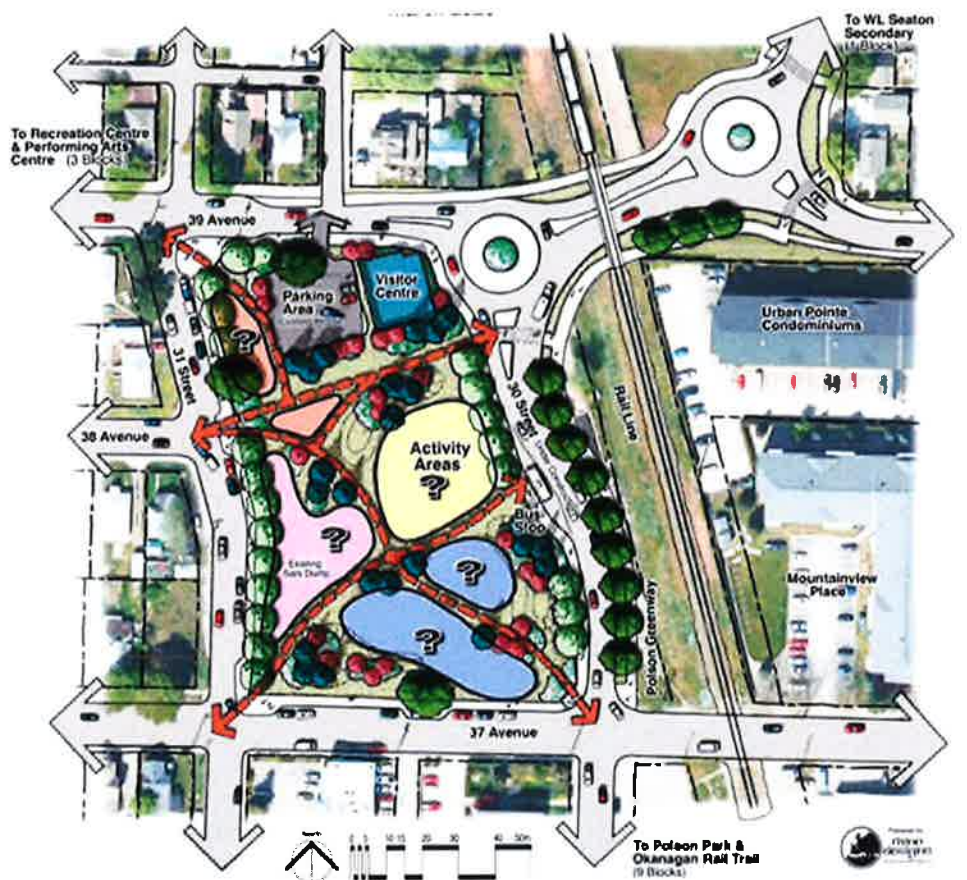


Figure 2

Administration is recommending that Visitor Servicing continue to evolve and move away from the traditional bricks and mortar model. This would mean a permanent closure of the Vernon Visitor Information Centre, while we continue to explore more efficient and effective ways to provide visitor servicing to tourists. This recommendation is based on the increasing cost to service visitors through the VIC, the steady decline of usage of the VIC and the goal of ensuring we are meeting the needs of potential visitors to the region.

Should the Tourism Commission, and subsequently Council, support this direction, Administration would continue to explore innovative approaches for Visitor Servicing moving forward.

RECOMMENDATION:

THAT the Tourism Commission recommends that Council permanently close the Vernon Visitor Information Centre as outlined in the memorandum titled "Visitor Servicing" and dated April 14, 2021 respectfully submitted by the Manager, Economic Development and Tourism.

Respectfully submitted:



Kevin Poole
Apr 15 2021 11:35 AM

Kevin Poole
Manager, Economic Development and Tourism

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THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

SUBMITTED BY: Craig Broderick
Manager, Current Planning

COUNCIL MEETING: REG ☒ COW ☐ I/C ☐
COUNCIL MEETING DATE: April 26, 2021
REPORT DATE: April 14, 2021
FILE: 3085-20 (HRA00005/HAP00015/00285.000)

SUBJECT: HERITAGE REVITALIZATION AGREEMENT AMENDMENT AND HERITAGE ALTERATION PERMIT APPLICATION FOR 3001 25TH STREET

PURPOSE:

To review a Heritage Revitalization Agreement amendment and Heritage Alteration Permit to construct an addition and a detached carport at 3001 25th Street.

RECOMMENDATION:

THAT Council support Heritage Revitalization Agreement amendment HRA00005 and Heritage Alteration Permit HAP00015 to construct an addition and a detached carport on BLK 13 PL 327 SEC 34 TWP 9 ODYD (3001 25th Street), subject to:

- That the site plan and elevations and general siting, layout and character of the development included in Attachment 2 in the report titled "Heritage Revitalization Agreement Amendment and Heritage Alteration Permit Application for 3001 25th Street" dated April 14, 2021, respectfully submitted by the Manager, Current Planning, be attached to and form part of HAP00015 as Schedule 'A'.

ALTERNATIVES & IMPLICATIONS:

- THAT Council not support Heritage Revitalization Agreement amendment HRA00005 and Heritage Alteration Permit HAP00015 to construct an addition and a detached carport on BLK 13 PL 327 SEC 34 TWP 9 ODYD (3001 25th Street).

Note: This alternative does not support the heritage revitalization agreement amendment and heritage alteration permit application and as a result the addition and carport could not be constructed.

ANALYSIS:

A. Committee Recommendations:

N/A

B. Rationale:

- The subject property is located at 3001 25th Street, as shown on Figures 1 and 2. The property is 959.6 sq.m (10,329 sq.ft) in size and is in lower East Hill.



Figure 1 - Property Location Map

2. The subject property is zoned RM2 – Multiple Family Residential and is subject to Heritage Revitalization Agreement Bylaws #5529 and #4810 (Attachment 3). The Heritage Revitalization Agreement Bylaws prevail over the underlying zoning.
3. The subject property is listed on the Heritage Register. The 1904 Russell/Inkster/Cairns House features a front gabled cottage with folk-Victorian details. As per Attachment 1, the property was recognized for having heritage value and has a plaque installed to highlight the heritage of the house.



Figure 2: Aerial Photo of Property

4. The property was subject to RH8 zoning and subsequently Heritage Revitalization Bylaw #4810. The property was used for a retail souvenir and gift shop and tea room, all in conjunction with a residence. On February 10, 2015, "Heritage Revitalization Agreement Amendment (3001 – 25th Street) Bylaw #5529, 2014" was adopted. That bylaw removed the uses of "Retail Souvenir and Gift Shop" and "Tea Room" and replaced those uses with "Health Services" (Attachment 3). Since that time, the property has been used for health services and a residence.
5. The current owner, who operates the "health services", lives on-site. They intend on owning the property for the long term and wish to upgrade the property to enhance functionality as a residence and a home based business. As per Attachment 2, the owners' contractor has submitted two explanation letters about the project, as well as supporting drawings.
6. The design is intended to complement and enhance the existing heritage character of the house.
7. Heritage Revitalization Bylaw #5529, Schedule A (Attachment 3) stipulates that the only non-residential use is to be "Health Services" and that it cannot exceed 70 sq.m of floor space within the heritage building. The owner is aware of this requirement and intends to use no more than the 70 sq.m for Health Services. The proposed addition is for a new kitchen and bedroom on the main floor and washroom and a closet on the second floor. As per Attachment 4, the draft amending Heritage Revitalization Agreement Bylaw Amendment #5859, adds a revised site plan, floor plan and building elevations in order to sanction the proposed project.
8. Part of the proposed project is to construct a detached carport that is in keeping with the heritage design of the property. The spatial separation between the house and the carport is proposed to be 0.6 m. Typically, this would require a Development Variance Permit as 2.0 m is the bylaw requirement (Section 4.5.8). In this case, as the property is subject to a Heritage Revitalization Bylaw, variances to zoning regulations can be embedded into an amendment to the Heritage Revitalization Bylaw (Section 610, *Local Government Act*).
9. The proposed project does not involve a change to the use or density of use that is not otherwise authorized by the applicable zoning of the property. The use is already permitted as per Heritage Revitalization Bylaw #5529 ("Health Services" up to 70 sq.m) and the site coverage of the underlying RM2 is not being exceeded (i.e. 50% coverage) nor is the allowable units per hectare (60 units/ha). As such, a Public Hearing or other public consultation process is not required as per Provincial legislation.
10. All provisions of the existing Heritage Revitalization Bylaw will remain in place in order to limit the impact of the non-residential use on the neighbourhood. Those include a maximum floor area devoted to "Health Services" of 70 sq.m; hours of operation are 8:00 a.m. to 9:00 p.m.; on-going commitment to

maintenance of the exterior of the heritage building; limits on signage; and maintenance of landscaping. The proposed parking layout is not proposed to be changed as part of this proposal.

11. If the proposed amendment to the Heritage Revitalization Bylaw is approved by Council, the Heritage Alteration Permit (HAP00015) can be issued by Administration. The City of Vernon Delegation of Authority Bylaw #5727 delegates authority to issue, amend or cancel a heritage alteration permit, only if the permit does not amend a heritage revitalization agreement. In this case, if Council approves the amendment to the Heritage Revitalization Agreement, the subsequent Heritage Alteration Permit can be issued by the Approving Officer. A Public Hearing is not required for a Heritage Alteration Permit.
12. Administration supports the project and related amendment to Heritage Revitalization Bylaw #5529 and the Heritage Alteration Permit. The investment in the property serves to enhance the heritage property, while the scale of the non-residential use remains consistent. The applicant has completed a high level design effort and intends on retaining the heritage value of the existing structure. The existing non-residential uses located throughout East Hill add character to the area, allow for heritage properties to be well maintained and generally do not detract from the residential nature of the area.

C. Attachments

Attachment 1 – Heritage Register Information
Attachment 2 – Rationale Letters and Supporting Drawings
Attachment 3 – Heritage Revitalization Bylaw #5529 and #4810 and Attachments
Attachment 4 – Proposed Heritage Revitalization Bylaw #5859

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

The subject application involves the following goals/action items in Council's Strategic Plan 2019 – 2022:

- Review and streamline residential development process.

E. Relevant Policy/Bylaws/Resolutions:


1. The *Local Government Act* provides legislation for municipalities to have Heritage Revitalization Agreements with owners of properties having heritage value.

BUDGET/RESOURCE IMPLICATIONS:

N/A

Prepared by:

Apr 20 2021 2:41 PM

X  

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Craig Broderick
Manager, Current Planning

Apr 20 2021 2:41 PM

X  

DocuSign

Kim Flick
Director, Community Infrastructure and Development

Approved for submission to Council:


Will Pearce, CAO


Date: 21. APRIL 2021

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

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Attachment 1

STREET NAME	STREET ADDRESS	IDENTIFYING NAME(S)	BUILT	OTHER INFORMATION
24 th Avenue	2605	Ella Gaunt-Stevenson House	1936	Unusual house with flat roof, stained glass window, brick quoins, stucco finish. Moderne feeling.
	2609 *	Mrs. E. Highman/A.S. Hurlburt House	1914	Classic Box of cement blocks in Pine Grove landmark site. Hurlburt founded United Church camp on Okanagan Lake. *Designated 93.08.09 (Bylaw #3953)
24 th Street	2503	C.S. Rolston	1913	Cross gabled cottage.
25 th Avenue	2302 *	D.W. Spice/Dr. Corrigan House	1912	Pioneer dentist Dr. Corrigan's home. Hatchard design bungalow, craftsman influences. *Designated 94.01.24 (Bylaw #3977) (HAP1997-571) (HRA Bylaw #4815-HRA-2003-020)
	2304	Mrs. G.M. Smith/ Edith Dent House	1915	Large Arts and Crafts house with Tudor mock half-timbering. Other owners: George Hopping, Peter Tassie.
	2400	Mrs. G.M. Smith/ Godfrey/ Schuster House	1915	Medieval Revival influences: steeply pitched roof, mock half timbering.
	2404	Grace Nichols/ Alf Howlitt House	1939	Steep side-gabled roof and asymmetrical front bay with half-timbering in gable end.
	2501	J.W. McCluskey/J. Crawshaw House	1923	Shingle cottage with craftsman details. McLuskey a forest ranger. Crawshaw long time foreman of packing house.
	5484	Brewer Cabin at Big Chief Mobile Home Park	pre-1879	One-storey log cabin, dove-tailed corners, birth-place of Horace Brewer 1879. Moved in 1960's from N.E. corner of Big Chief property near early grist mill.
25 th Street 	3001 *	Russell/Inkster/Cairns House	1904	Front gabled cottage with folk-Victorian details. Tea room and gift shop. A heritage plaque was installed in August 2012. *Designated 94.01.24 (Bylaw #3975)(HAP2003-858)(HRA Bylaw 4810)(HRA2003-03, HRA-2003-025)

INKSTER HOUSE (3001 – 25th Street)

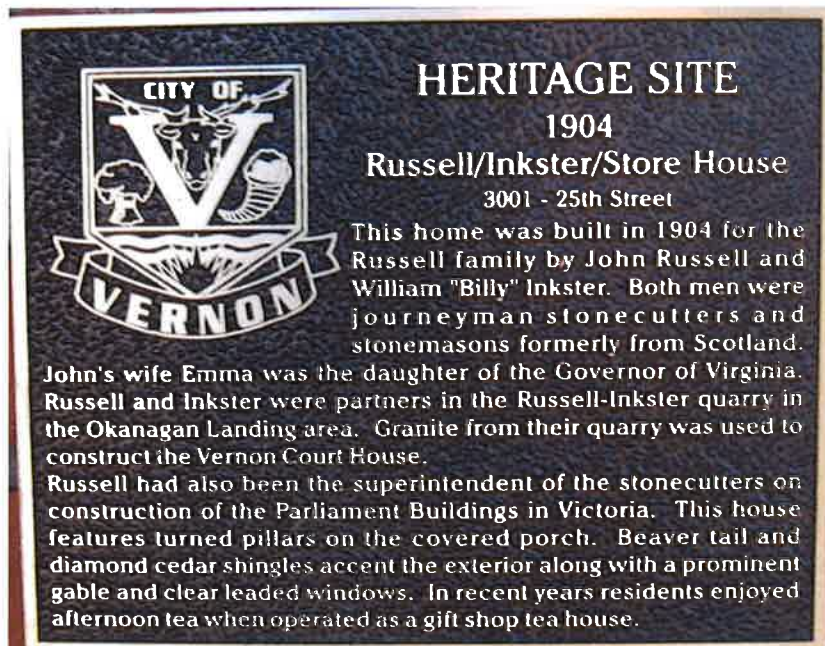
City of Vernon Recognizes Lori Anne Glazin and Mark Jones for Heritage Preservation (August 8, 2013)



City of Vernon Mayor Rob Sawatzky (right) posed with (from left) Buddy the English Bulldog, Mark Jones and Lori Anne Glazin at 3001 – 25 Street, to recognize Mark and Lori Anne's commitment to restoring and preserving their historic home.

Mayor Rob Sawatzky said, "This beautiful historic home is framed by wonderful foliage. One can see the attention to detail that Mark and Lori Anne have taken in painting the turned pillars on the covered porch. Details like those and the beaver tail and diamond cedar shingles give this historic home its charm."

This home was built in 1904 for the Russell family by John Russell and William "Billy" Inkster. Both men were journeyman stonecutters and stonemasons formerly from Scotland. John's wife Emma was the daughter of the Governor of Virginia. Russell had also been the superintendent of the stonecutters on construction of the Parliament Buildings in Victoria. This house features turned pillars on the covered porch. Beaver tail and diamond cedar shingles accent the exterior along with a prominent gable and clear leaded windows. In recent years residents enjoyed afternoon tea when operated as a gift shop tea house.



In August 2012, the City presented the heritage plaque, in recognition of the heritage significance of the building. The plaque is embedded into the brick wall located at the right front of the home along 25 Street where it can be viewed by the public.

A restoration grant of \$4,700 was awarded by the City in October 2009.

Vernon City Council has established, and provides, funds for the Heritage Restoration Grant Program. The Program applies to

properties listed on the Vernon Heritage Register in order to assist owners with the cost of restoring the exterior, foundations and roof structures of heritage buildings.

To:
City of Vernon
Development variance letter of Intent for 3001-25th Street
3400 30 Street,
Vernon, BC, V1T 5E6

Dear, Sir or Madam,

I am writing to provide you a letter of intent to express our interest in amending bylaw 4.5.8's 2.0 m spatial separation between a secondary and a primary building to a 0.60 m spatial separation to allow for a proposed addition and carport at 3001-25th Street.

The scope of the project includes an addition to the north side of the existing dwelling, and a carport located further north on the lot. The mentioned addition & carport will bring much needed space and increased quality of life for the occupants as the house is rather limited in its floor area. The carport will also provide protection for vehicles from the neighboring trees and weather.

We understand that bylaw 4.5.8 is in place to reduce the chance of fire spreading from one building to another. With that in mind the carport will be of non-combustible construction to mitigate fire spread in response to the closer proximity of the house. To further dampen these effects, the carport is an open-air structure providing far less material for a fire to burn.

When considering the impact on neighboring properties, this change will be minimal as the project still falls within the zoning setbacks. Other solutions were considered such as pursuing a variance on the North lot line to reduce the secondary building setback to allow for the 2.0 m spatial separation, however we felt that this would be more intrusive to the nearby neighbor to the North. Alternatively placing the carport to the south of the house, creates a visual barrier from the house to the yard's frontage, effectively blocking original heritage exposure from the street. With this solution the only property being affected is the clients.

The current house is starting to fail the needs of its owners. This is apparent by its limited amount of space and as such lacks the means to maintain the lifestyles the inhabitants have grown into. The backyard is turning into an exterior storage solution, as opposed to landscaping and dedicated outdoor space. With this project the house will rejuvenate its exterior appearance so the neighboring community can focus on its heritage architecture instead of the distracting personal items that clutter the back elevation. Thank- you for your consideration.

Sincerely,
Peter Lewis
P. Lewis Construction Ltd.
250 212 8629

To:
City of Vernon
Heritage alteration letter of Intent for 3001-25th Street
3400 30 Street,
Vernon, BC, V1T 5E6

Dear, Sir or Madam,

I am writing to provide you a letter of intent to express our interest in altering the heritage of a house to allow for a proposed addition and carport at 3001-25th Street.

The scope of the project includes an addition to the north side of the existing dwelling, and a carport located further north on the lot. The mentioned addition & carport will bring much needed space and increased quality of life for the occupants as the house is rather limited in its floor area. The carport will also provide protection for vehicles from the neighboring trees and weather.

We understand that heritage homes have great importance on the history of Vernon. With this in mind we would like to expand on the traits that define its heritage architecture and build on it. With this inspiration the project will use the same finishes as the original house, same column design and the same colour template. We still desire to keep the original house as exposed as possible as it does reflect originality.

The current house is starting to fail the needs of its owners. This is apparent by its limited amount of space and as such lacks the means to maintain the lifestyles the inhabitants have grown into. The backyard is turning into an exterior storage solution, as opposed to landscaping and dedicated outdoor space. With this project the house will rejuvenate its exterior appearance so the neighboring community can focus on its heritage architecture instead of the distracting personal items that clutter the back elevation. Thank- you for your consideration.

Sincerely,
Peter Lewis
P. Lewis Construction Ltd
250 212 8629

THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL CORRECTIONS AND DISCREPANCIES TO THE DESIGNER

DO NOT SCALE ANY OF THE DRAWING SHEETS

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ROZE CARPORT

RESIDENTIAL HERITAGE AND DEVELOPMENT VARIANCE PERMIT DRAWINGS REGARDING:
3001 25TH STREET, VERNON, BRITISH COLUMBIA

CONTACTS & DRAWING INDEX

ARCHITECTURAL DRAWINGS

GARTHER'S CURTAIN HOUSE DESIGNS
CONTACT: GARY GARTHER
ADDRESS: 188 - 1458 PONTIAC AVE
VANCOUVER, BC V6A 0L2
TEL: 1250 467-0270
EMAIL: GARTHER@GCHD.COM

- A001 COVER PAGE & DRAWING INDEX
- A101 SITE PLAN & SITE INFORMATION
- A201 FOUNDATION & LOWER FLOOR PLANS
- A301 UPPER FLOOR & ROOF PLANS
- A401 ELEVATIONS



GCHD
Garther's Curtain House Designs
188 - 1458 PONTIAC AVE
VANCOUVER, BC V6A 0L2
TEL: 1250 467-0270
WWW.GCHD.COM
GARTHER@GCHD.COM

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WITHOUT THE GCHD'S WRITTEN CONSENT. GCHD
SHALL BE NOTIFIED OF ANY VIOLATIONS FROM
INFORMATION KNOWN IN THIS DRAWING.

CONTRACTORS ARE RESPONSIBLE FOR THE
VERIFICATION OF ALL INFORMATION AND SITE
CONDITIONS PRIOR TO ANY CONSTRUCTION OF
PROJECT. ANY DISCREPANCIES MUST BE
SUBMITTED TO THE IMMEDIATE ATTENTION OF THE
DESIGNER.

REV.	DATE	REVISION
1	08-11-2020	Issued for DP

DATE: NOVEMBER 06, 2020
JOB NO.: 200-103
SCALE:

PROJECT TITLE:
ROZE CARPORT

SHEET NUMBER:
A001

DRAWING TITLE:
COVER PAGE &
DRAWING INDEX

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PROJECT / ZONING DATA

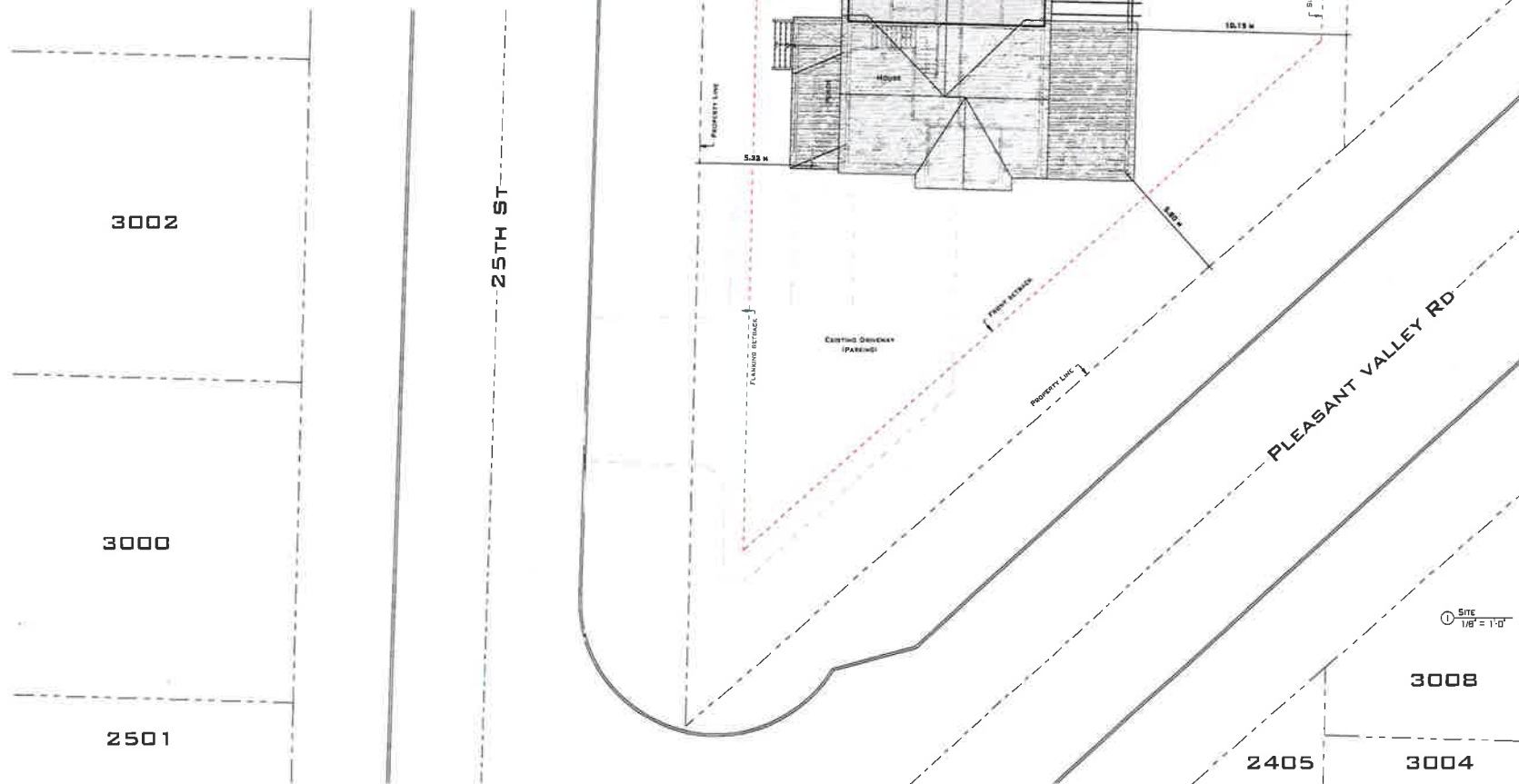
PROJECT ADDRESS: 3001 25TH STREET, VERMILION, BC
LEGAL DESCRIPTION: BLOCK 13, PLAN 327, SECTION 24, TOWNSHIP 9, DISTRICT OF YALC, DISTRICT PARCEL A
ZONING: R1S2 (SINGLE-STOREY RESIDENTIAL)
SITE AREA: 10,329.1615 SQFT (959.6105 M²)
FOOTPRINTS:
EXISTING DWELLING: 1,200 - SQFT (111.48 M²)
ADDITION: 427 - SQFT (39.67 M²)
CARPORT: 328 - SQFT (30.32 M²)
TOTAL: 1,955 - SQFT (181.47 M²)

NOTE: BUILDER IS TO CONFIRM BUILDING LOCATIONS WITH OWNER PRIOR TO CONSTRUCTION & CONFIRM EXISTING CONDITIONS

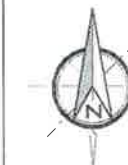
VERMILION BYLAW REQUIREMENTS FOR R1S2:

VERMILION BYLAW REQUIREMENTS FOR R1S2:	PROJECT BYLAW SUMMARY:
MINIMUM LOT WIDTH:	9.0 M LOT WIDTH:
MINIMUM LOT AREA:	275 M ² LOT AREA:
MINIMUM LOT COVERAGE:	50 % LOT COVERAGE:
MINIMUM INTERIMEDIATE COVERAGE:	55% INTERIMEDIATE COVERAGE:
MINIMUM HEIGHT:	HEIGHT:
II PRINCIPAL BUILDINGS	II DWELLING
II SECONDARY BUILDINGS	II CARPORT
REAR YARD:	REAR YARD:
MINIMUM FRONT YARD:	4.5 M FRONT YARD:
II PRINCIPAL BUILDING	II DWELLING
II CARPORT	II CARPORT
MINIMUM SIDE YARD:	1.2 M SIDE YARD:
II INTERIOR SIDE YARD:	II INTERIOR SIDE YARD:
II SIDE FLANKING A STREET:	II SIDE FLANKING STREET:
MINIMUM REAR YARD:	7.5 M REAR YARD:
II PRINCIPAL BUILDINGS	II DWELLING
II SECONDARY BUILDINGS	II CARPORT
SEPARATION BETWEEN BUILDINGS:	2.0 M SEPARATION BETWEEN BUILDINGS:

45.8 M	559.61 M ²	100.89 M ² (118.19%)	45.8 M (145.53%)
6.93 M (EXISTING DWELLING)	4.28 M	3.80 M	9.34 M FROM CURB
10.15 M (EXISTING DWELLING)	5.32 M (EXISTING DWELLING)	7.64 M	1.00 M (ACCESSORY BUILDING)
0.74 M (VARIANCE)			



VERMILION, BC
100 - 1000 VERMILION AVE
VERMILION, BC V3A 4L3
TEL: 403-487-8778
WWW.GCHD.COM
GCHD@GCHD.COM



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CONTRIBUTORS ARE RESPONSIBLE FOR THE VERIFICATION OF ALL DIMENSIONS AND SPECIFICATIONS PRIOR TO ANY CONSTRUCTION OR RECONSTRUCTION. ANY DISCREPANCY SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE DESIGNER.

NO. DATE REVISION

1 08-11-2020 Issue for DR

DATE: November 08, 2020

JOB NO.: 200403

SCALE: As Noted

PROJECT TITLE

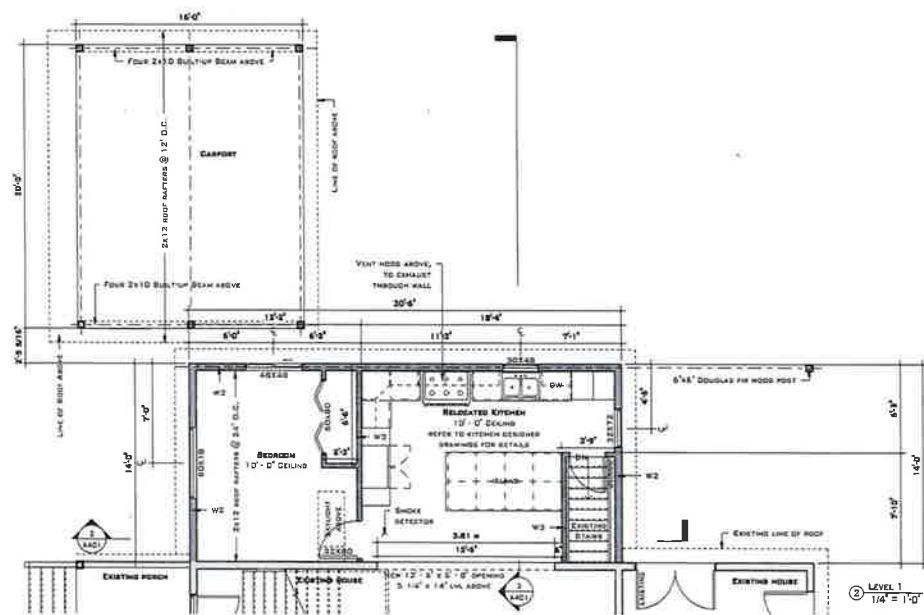
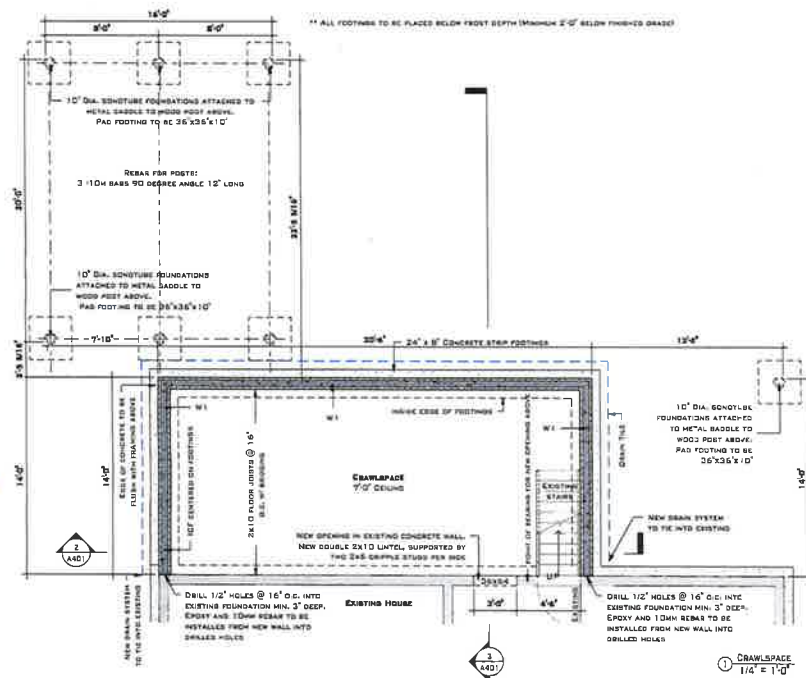
ROZE CARPORT

SHEET NUMBER

A101

DRAWING TITLE

SITE PLAN & SITE INFORMATION



FLOOR AREA	
DRAWN SPACE	427 SQFT
ADDITION	427 SQFT
CARPET	320 SQFT
EXISTING PATIO	180 SQFT
EXISTING PORCH	1,000 SQFT

NOTE
BUILDER TO CONFIRM SITE CONDITIONS PRIOR TO CONSTRUCTION.
DEMO HAS NOT OBSERVED EXISTING FOUNDATION OR DRAINAGE SYSTEM.
ALL SMOKE DETECTORS TO BE INTERCONNECTED.



160 • 1438 PENNYTON AVE
FARMHIDE, NC | V2A 8L3
(252) 457 0070
WWW.GARTNERDESIGN.COM
GARTNERDESIGN@GMAIL.COM



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SHALL BE INFORMED OF ANY VARIATIONS FROM
INFORMATION SHOWN ON THIS DRAWING.

CONTRACTORS ARE RESPONSIBLE FOR THE VERIFICATION OF ALL DIMENSIONS AND SITE CONDITIONS PRIOR TO ANY CONSTRUCTION OR FABRICATION; ANY DISCREPANCIES ARE TO BE REMEDIATED TO THE IMMEDIATE SATISFACTION OF THE

No.	DATE	REVISION
-----	------	----------

1	06-11-2021	Issue for OP

DATE	September 08, 2020
JOB NO.	820483
SCALE	AS INDICATED

PROJECT TITLE

ROZE CARPORT

SHEET NUMBER

A201

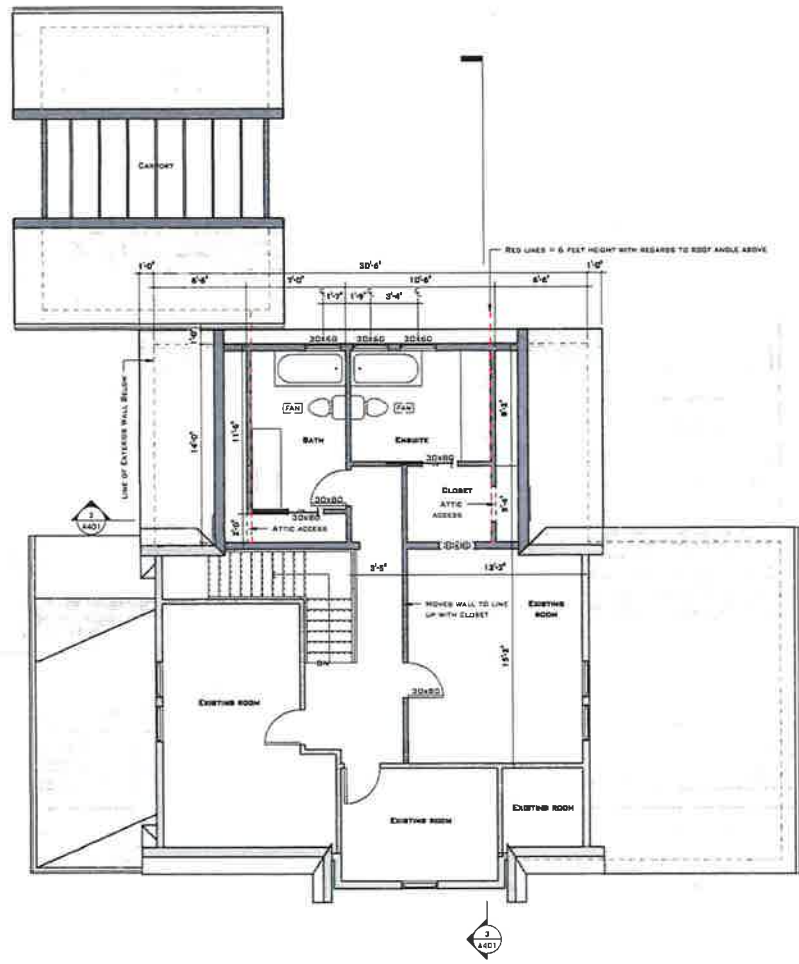
DRAWING TITLE

FOUNDATION &
LOWER FLOOR
PLANS

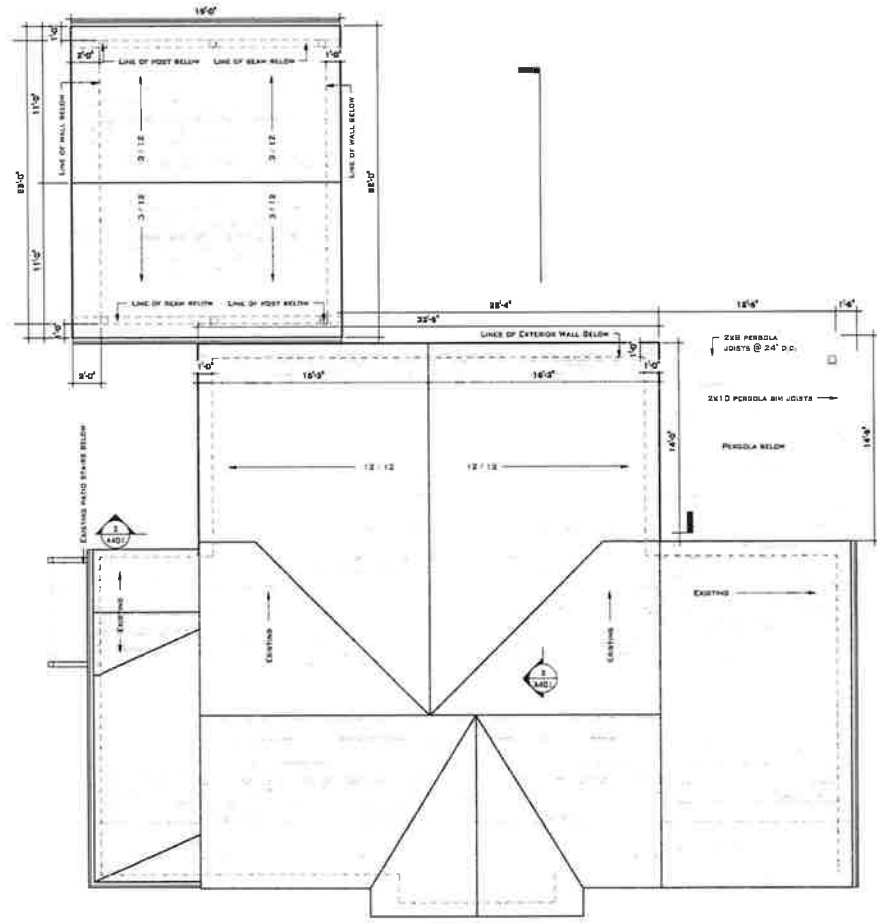
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THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND VERIFY ALL DIMENSIONS AND DIMENSIONS TO THE DESIGNER



1 LEVEL 2
1/4" = 1'-0"



2 ROOF
1/4" = 1'-0"



THIS PLAN AND DESIGN IS AND AT ALL TIMES REMAINS THE SOLE PROPERTY OF GCHD. NO PART OF THIS DESIGN OR ANY INFORMATION HEREIN SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN CONSENT OF GCHD. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

NO.	DATE	REVISION

DATE: NOVEMBER 20, 2020
JOB NO.: 220423
SCALE: AS SHOWN

PROJECT TITLE

ROZE CARPORT

SHEET NUMBER

A202

DRAWING TITLE

UPPER FLOOR & ROOF PLANS

THE CONTRACTOR SHALL OBTAIN AND MAINTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE JURISDICTIONAL AGENCIES.

DO NOT SCALE ANY OF THE DRAWING SHEETS.

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CONTRACTORS ARE RESPONSIBLE FOR THE VERIFICATION OF ALL DIMENSIONS AND MATERIALS. ANY DISCREPANCIES MUST BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE DESIGNER.

NO.	DATE	REVISION
01	05-11-2020	Issue for SP

DATE: November 06, 2020
 JOB NO: 200403
 SCALE: 1/8" = 1'-0"

PROJECT TITLE:

ROZE CARPORT

SHEET NUMBER

A301

DRAWING TITLE

ELEVATIONS

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5529

A bylaw to amend Heritage Revitalization Agreement
Bylaw Number 4810

WHEREAS the Council of The Corporation of the City of Vernon has determined to amend Heritage Revitalization Agreement Bylaw #4810, 2003;

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 **"Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5529, 2014"**.
2. That "Heritage Revitalization Agreement Bylaw #4810, 2003" is hereby amended as follows:
 - i) By Amending 'Appendix "A" Conservation Plan' to delete the current permitted uses *"Retail Souvenir and Gift Shop"* and *"Tea Room"* and replace with *"Health Services"*, and amend the hours of business, as shown in **red** on **Schedule A** attached to and forming part of this bylaw.
 - ii) By Amending 'Appendix "C" Permitted Uses' to delete the current permitted uses *"Retail Souvenir and Gift Shop"* and *"Tea Room"* and replace with *"Health Services"*, as shown in **red** on **Schedule B** attached to and forming part of this bylaw.
3. Heritage Revitalization Agreement Bylaw Number 4810, 2003, is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this 8th day of December, 2014.

READ A SECOND TIME this 8th day of December, 2014.

PUBLIC HEARING held in accordance with the requirements of the Local Government Act this 12th day of January, 2015.


READ A THIRD TIME this 12th day of January, 2015.

APPROVED pursuant to the Transportation Act this 3rd day of February, 2015.

"Travis Tormala"

Ministry of Transportation & Infrastructure


ADOPTED this 10th day of February, 2015.



Mayor:



Corporate Office

CERTIFIED to be a true and correct copy
of Bylaw Number 5529
Dated at Vernon, BC, this 13th day
of Feb 8th 2015.


SUE BLAKELY, DEPUTY CITY CLERK

APPENDIX "A"

Conservation Plan

PART 1

1. The Owner agrees to maintain existing landscaping on the site as shown in Appendix "B".
2. The Owner agrees that the use of the heritage building will be limited to a Retail-Souvenir & Gift Shop, and Tea Room **Health Services** in conjunction with Residential use. **The Health Services use shall not occupy more than 70.0 square meters of floor space within the heritage building.**
3. Any existing parking areas and existing landscaping will be maintained so as not to impact negatively on the residential neighbourhood.
4. City of Vernon's **current** Zoning Bylaw #2458, as amended, is hereby varied and supplemented in its application to the Lands by this Agreement in the following regards:
 - a) ~~Division 6, Section 35.01, Off Street Loading~~ is waived in its application to the Lands, **where it pertains to off street loading requirements.**
5. The Owner shall agree to restrict the hours of operation of the ~~Tea Room Health Services~~ use to between ~~7:00 am and 10:00 pm~~ **8:00 am and 9:00 pm.**
6. If the heritage building is damaged, the Owner shall repair the damage in accordance with known heritage conservation practices. If the heritage building is completely destroyed, the terms and provisions of this Agreement shall be declared invalid and any future proposed development of the property will be subject to the terms and conditions of the ~~City Zoning Bylaw #2458 as amended~~ **City's current Zoning Bylaw.**
7. The Owner agrees to be responsible for all on-going maintenance of the exterior of the heritage building to ensure that the heritage value is retained.
8. Signage shall be limited to one small fascia sign and one small free-standing sign indicating the business name and where the parking area is located. Signage shall conform to the regulations as contained in the ~~City's Sign Bylaw~~ **current City of Vernon Sign Bylaw.**

APPENDIX "C"

Permitted Uses

~~Retail Souvenir and Gift Shop~~

~~Tea Room~~ **Health Services**

In conjunction with Residence



23 FEB 2004 09 04

KW012819

BYLAW #4810
Trepawier
00285.000

THE CORPORATION OF THE CITY OF VERNON

TREPANIER.

COPY

Local Government Act (Section 976)

NOTICE OF HERITAGE STATUS

To: Registrar of Title
Ministry of Attorney General
Land Title Office
114, 455 Columbia Street
Kamloops, BC V2C 6K4

TAKE NOTICE that the property situated on the land described below is subject to Heritage Provisions contained in a Bylaw by the Corporation of the City of Vernon.

Legal Description of Land Affected: Block 13, Plan 327, Section 34,
Township 9, Parcel A, ODYD

Parcel Identifier: 018-570-526

Civic Address: 3001 – 25th Street, Vernon, BC

Statutory Authority: Section 976, Local Government Act

Authorizing Bylaw Adopted on: January 12th, 2004 – Bylaw #4810

Further information regarding the Bylaw may be obtained from the office of The Corporation of the City of Vernon.

THE CORPORATION OF THE
CITY OF VERNON

Dated: January 13, 2004

By: [Signature]
Ms. Karla Lanktree, City Clerk

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 4810

A bylaw to enter into a Heritage Revitalization Agreement

WHEREAS the Council of The Corporation of the City of Vernon may by bylaw pursuant to Part 27 of the Local Government Act enter into a Heritage Revitalization Agreement with the owner of an identified heritage property listed on a Heritage Register;

AND WHEREAS the Council of The Corporation of the City of Vernon considers that certain lands and premises situate within the City of Vernon described as:

Block 13, Plan 327,
Section 34, Township 9, Parcel A,
ODYD
(3001 – 25th Street, Vernon, BC)

(the "Lands")

have heritage value and out to be conserved.

AND WHEREAS the Owner of the Lands and the City of Vernon have agreed on the nature, character and extent of the heritage value of the Lands and on the nature, extent and form of *conservation* necessary to protect the *heritage value*.

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

1. Title

This bylaw may be cited for all purposes as "3001 – 25th Street City of Vernon Heritage Revitalization Agreement Bylaw Number 4810, 2003".

PAGE 2
BYLAW NUMBER 4810

2. Heritage Revitalization Agreement

The Council of The Corporation of the City of Vernon is hereby authorized to enter into that certain Heritage Revitalization Agreement appended to this bylaw as Schedule "A" (the "Heritage Revitalization Agreement") in respect to the Lands.

3. Execution of Agreement

The Mayor and the City Clerk are authorized on behalf of the Council of The Corporation of the City of Vernon to sign and seal the Heritage Revitalization Agreement.

4. Schedule

Schedule "A" forms a part of this bylaw.

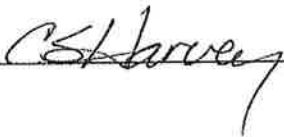
READ A FIRST TIME this 8th day of December, 2003.

READ A SECOND TIME this 8th day of December, 2003.

READ A THIRD TIME this 8th day of December, 2003.

ADOPTED this 12th day of January, 2004.

Mayor:



City Clerk:





THE CORPORATION OF THE CITY OF VERNON

HERITAGE REVITALIZATION AGREEMENT

This Agreement dated the 5th day of March 2003

Between: Geoffrey and Colleen Trepanier
3001 – 25th Street
Vernon, B.C.
V1T 4R2

(the "Owner")

OF THE FIRST PART

AND

The Corporation of the City of Vernon
A municipal corporation by letters patent pursuant to the Local
Government Act
and having offices at:
3400 – 30th Street
V1T 5E6

(the "City")

OF THE SECOND PART

WHEREAS:

A. The Owner is the registered owner of all and singular those certain parcels of land and premises situate in the City of Vernon, in the Province of British Columbia, legally described as:

Block 13, Plan 327, Section 34, Township 9, O.D.Y.D., Parcel A
and having civic address of 3001 – 25th Street, Vernon, B.C.

B. The City and the Owner consider that the Lands have *heritage value*.

- C. The Owner and the City desire to conserve those improvements on the Lands and the *heritage character* of the Lands which collectively constitute such *heritage value*;
- D. For the purpose of *conservation* of the *heritage value* of the Lands Owner and the City have agreed to enter into this Agreement setting out the terms and conditions of continuing protection for the *heritage value* of the Lands..
- E. Presently situated on the Lands is Retail Souvenir and Gift Shop, a Tearoom, and a Residence that is listed in the City of Vernon's Heritage Registry and, as such, has been identified by the City of Vernon as having *heritage character*, and which the owner, and the City agree has significant *heritage value*.
- F. Section 966, Part 27 of the Local Government Act R.S.B.C. 1996 c. 323 authorize a local government to enter into a Heritage Revitalization Agreement with the owner of a heritage property and to allow variations of and supplements to the provisions of the City's Zoning Bylaw #2458 as amended, Subdivision and Development Servicing Bylaw #3843 as amended, the Building Bylaw #3283 as amended and a Heritage Alteration Permit.
- G. The improvements on the Lands and the *heritage character* of the Lands which both the Owner and the City desire to conserve and which constitute the *heritage value* of the site have been described by text, drawings, illustrations, photographs and plans attached as Appendix "A" (the "Conservation Plan") to this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual premises of the parties hereto and for other good and valuable consideration (the receipt and sufficiency of whereof is hereby the parties acknowledged) the Owner and the City covenant and agree with one another pursuant to Section 966, Part 27 of the Local Government Act R.S.B.C. 1996 c.323, as follows:

1. Conservation Plan

- a) The Conservation Plan forms a part of this Agreement and to the extent that the text, and plans constituting the Conservation Plan require interpretation, the City shall determine the matter and Section 15 of this Agreement shall apply.
- b) The first part of the Conservation Plan identifies, details and describes the character, extent and nature of the improvements on and *heritage character* of the Lands that have *heritage value*. The proposed restoration scheme provides for the timing and phasing of, and sets out the standards and specifications for restoration, rehabilitation, replication or repair to be undertaken and completed pursuant to this Agreement. The final part of

the Conservation Plan sets out restrictions, requirements and guidelines for the conservation and maintenance of all improvements and features on the Lands having *heritage value*.

2. Owner's Obligations to Conserve and Maintain

The Owner covenants and agrees that:

- a) No improvement on the Lands identified in the Conservation Plan as having *heritage value* or a part of the *heritage character* of the Lands shall be altered including alterations required or authorized by this Agreement, except pursuant to a *Heritage Alteration Permit* issued by the City.
- b) Each action of restoration, rehabilitation, replication, repair or maintenance required by the restoration scheme of the Conservation Plan shall be commenced and completed in accordance with the phasing, timing, standards and specifications set out in the restoration scheme of the Conservation Plan.
- c) All improvements identified in the background section of the Conservation Plan as having *heritage value* shall be maintained to the minimum standards and in accordance with the guidelines and requirements set out in the final section of the Conservation Plan.
- d) The Owner shall do or cause to be done all such things, and shall take or cause to be taken all such actions as are necessary to ensure that the restrictions and requirements provided in subsections (a), (b) and (c) of this Section 2 are fully observed, and the Owner shall not do, cause or allow to be done anything, that would be in breach of the restrictions herein.

3. Variation of Bylaws

Pursuant to Section 966 (2)(b)(i) of the Local Government Act, the following bylaws of the City are varied and supplemented in their application to the Lands in the manner and to the extent provided as follows:

- a) The RM1 of City of Vernon Zoning Bylaw #2458 as amended is hereby varied and supplemented as to the Lands as follows:
 - i) by permitting commercial and residential uses as listed in Appendix "C".

- b) Division 6, Section 35.01 of Zoning Bylaw #2458 as amended is hereby waived in its requirement for an off-street loading space when there is a commercial use on the Lands.

4. Construction and Maintenance of Works

Wherever in this Agreement the Owner is issued a *Heritage Alteration Permit* to restore, rehabilitate, replicate, repair, replace, maintain or in any way alter improvements on, or features of the Lands identified in the Conservation Plan as having *heritage value*, or to construct or maintain other works to protect or conserve such improvements or features, all such work shall be done at the Owner's sole expense strictly in accordance with the Conservation Plan and with the *Heritage Alteration Permit* and all plans and specifications forming part thereof and shall be diligently and continuously maintained in good repair and efficient operating condition by the Owner at the Owner's sole expense in accordance with good engineering, design, heritage and *conservation* practice.

5. No Liability to the City

In no case shall the City be liable or responsible in any way for:

- a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Lands; or
- b) any loss or damage of any nature whatsoever, howsoever caused to the Lands or any improvements or personal property thereon belonging to the Owner or to any other person;

arising directly or indirectly from compliance with the restrictions and requirements herein, wrongful or negligent failure or omission to comply with restrictions and requirements herein, or refusal, omission, or failure of the City to enforce or require compliance by the Owner with the restrictions or requirements herein or with any other term, condition or provision of this Agreement.

6. Reasonable Care and Risk

The Owner shall at all times, in complying with the restrictions or requirements herein and its obligations in respect thereof, take reasonable care not to injure any person or cause or allow damage to any property, and shall take reasonable care not to cause, suffer, permit or allow any condition to exist that might reasonably lead to, cause or result in injury to any person or property including persons or property on adjacent lands. It shall be the sole responsibility of the Owner to comply and maintain compliance with the restrictions and requirements herein in

a safe manner, and without reasonably foreseeable risk to person or property as aforesaid. Subject to Section 7 hereof, compliance with the restrictions and requirements in this Agreement shall be at the sole and exclusive risk of the Owner.

7. Modification

If, in fulfilling its responsibilities and obligations pursuant to this Agreement, the Owner perceives or becomes aware of any unreasonable risk of injury to persons or damage to property that cannot be reasonably avoided, alleviated, reduced or eliminated except by measures that would be a breach of the restrictions, requirements or its obligations herein, the Owner shall notify the City in writing of the nature and extent of the risk and of the measures proposed by the Owner to be undertaken at its sole cost to reduce, alleviate, avoid or laminate the risk. Risk shall remain with the Owner, and if the City has not approved such measures as proposed by the Owner within 90 days of receipt of such notice, risk shall pass to the City and the Owner or the city may proceed pursuant to Section 19 and in the case of the City, Section 16 applies mutatis mutandis.

8. Indemnity

The Owner shall at all times indemnify and save harmless the City of and from all loss and damage, and all actions, claims, costs, demands, expenses, fines, liabilities and suits of any nature whatsoever by whomsoever brought for which the City shall or may become liable, incur or suffer by reason of existence and effect whether direct or indirect of the restrictions and requirements herein, or breach or non-performance by the Owner of any covenant, term or provision hereof, or by reason of any work or action of the Owner in performance of its obligations hereunder, or by reason of any wrongful act or omission, default or negligence of the Owner.

9. Alternative Remedies

Any performance by the City pursuant to a statutory right to perform the obligations of an Owner arising out of this Agreement, including out of any *Heritage Alteration Permit* issued out of this Agreement, may be exercised fully in accordance with the Local Government Act, and shall be without prejudice to any and all other remedies at law and equity available to the City, and no reference herein to, or exercise of any specific right or remedy by the City, shall preclude the City from exercising any other right or remedy.

10. Damages

The Owner covenants and agrees that the measure of damages for any breach of the restrictions or requirements of this Agreement shall include, but shall not be limited to, the actual cost and expense of all administration, labour, materials, equipment, services and work required for all remedial acts necessary to fully restore, rehabilitate, replace or maintain the building, structure, improvement on or feature of the Lands having *heritage value* to be protected, conserved, preserved or kept in its natural state. The nature and extent of any breach of the said restrictions and requirements, and the nature and extent of any restoration, rehabilitation, replacement, maintenance or remedial work or action of any nature required to remedy such breach shall be determined by the City by reference to the Conservation Plan, and Sections 2 and 3 of this Agreement.

11. No Waiver

No restrictions, requirements or other provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver authorized by resolution of the Council and signed by an officer of the City has first been obtained, and without limiting the generality of the foregoing, nor condoning, excusing or overlooking by the City on previous occasions of any subsequent default or in any way to defeat or affect the rights of remedies of the City.

12. Statutory Authority and Propriety Rights

Nothing in this Agreement shall limit, impair, fetter or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled, and no permissive bylaw enacted by the City, or permit, license or approval, granted, made or issued there under, or pursuant to Statute, by the City shall stop, limit or impair the City from relying upon and enforcing this Agreement in its propriety capacity as the Owner of an interest in the Lands.

13. Compliance with Bylaws

Despite any provision of this Agreement, the Owner shall comply with all laws, including bylaws of the City and all regulations and orders of any authority having jurisdiction, and to the extent only that such laws, regulation and orders are mandatory and necessarily require the breach of any restriction or positive compliance with the terms hereof, then the Owner upon sixty (60) days of written notice to the City shall be excused from complying with such restrictions or performing such obligation and such restriction or obligation shall be suspended

but only to the extent and of the time that such mandatory law, regulation or order is inconsistent with the said regulation or obligations.

14. Notice

Any notice to be given hereunder shall be in writing and may be either delivered personally or sent by prepaid registered mail and if so mailed shall be deemed to have been given five (5) days following the date upon which it was mailed. The address of the parties for the purpose of notice shall be as follows:

If to the City:

Attention: Municipal Clerk
The Corporation of the City of Vernon
3400 – 30th Street
Vernon, B.C., V1T 5E6

If to the Owner:

Geoffrey and Colleen Trepanier
3001 – 25th Street
Vernon, B.C.
V1T 4R2

Any party hereto may at any time give notice in writing to the other of any changes of address and after the third day of the giving of such notice the address therein specified shall be the address of such party for the giving of notices hereunder.

15. Arbitration

The Owner, if dissatisfied with the City's interpretation of the Conservation Plans and any determination pursuant to Section 1(a) of this Agreement, may require that the matter be decided and determined by binding arbitration as follows:

- a) the Owner must within fourteen (14) days of any exercise of discretion by the City of its intention to dispute and in such notice shall name a member in good standing of the Architectural Institute of British Columbia who has agreed to act as an arbitrator;
- b) the City shall within seven (7) days of receipt of the aforesaid notice either accept the Owner's arbitrator, or name another with the same

qualifications willing to act, and shall give notice of the same to the Owner.

- c) where each of the Owner and the City have named an arbitrator, the two arbitrators shall within fourteen (14) days of the City's notice pursuant to this Section 15(b) appoint a third arbitrator having the same qualifications and the three arbitrators shall decide the dispute;
- d) where the City accepts the arbitrator first selected by the Owner, that arbitrator shall act as a single arbitrator and forthwith decide the dispute; and
- e) any arbitrator's decision in respect of the exercise of a discretion by the City shall be final, conclusive and binding on all parties.

Without limiting the City's power of inspection conferred by Statute and in addition hereto, the City shall be entitled at all reasonable times and from time to time to enter onto the Lands for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.

16. Headings

The headings in this Agreement are inserted for convenience only and shall not affect the construction of this Agreement or any provision hereof.

17. Schedules

All Schedules and Appendices to this Agreement are incorporated into and form of this Agreement.

18. Number and Gender

Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context so requires.

19. Interpretation

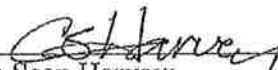
Terms use in this Agreement that are italicized are defined in the Local Government Act, R.S.B.C. 1996, C.323 and shall take their meaning from that Act.

20. Successors Bound


All restriction, rights and liabilities herein imposed upon or given to the respective parties shall extend to and be binding upon their respective heirs, executors, administrators, successors and assigns. When the Owner is more than one party they shall be bound jointly and severally by the terms, covenants and agreements herein on the part of the Owner.

IN WITNESS WHEREOF the Owner and the City have executed this Agreement as of the date noted below.

THE CORPORATION OF THE CITY OF VERNON
by its authorized signatories this 8 day of Dec, 2003.



Mayor: Sean Harvey:



City Clerk: Karla Lanktree:

Geoffrey and Colleen Trepanier
by their authorized signatories this _____ day of _____, 2003

Authorized Signatory:

Authorized Signatory:



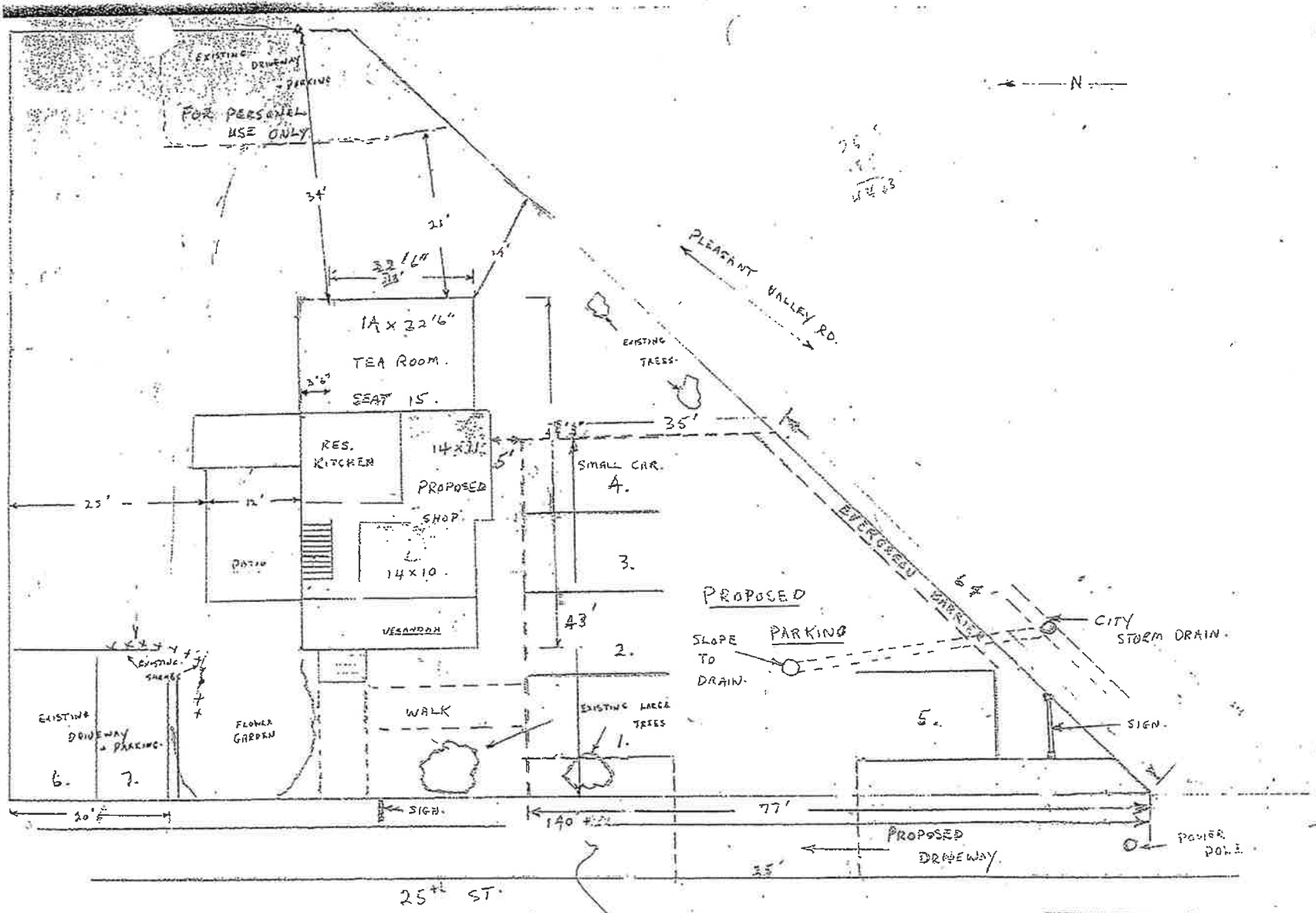
THE CORPORATION OF THE CITY OF VERNON

APPENDIX "A"

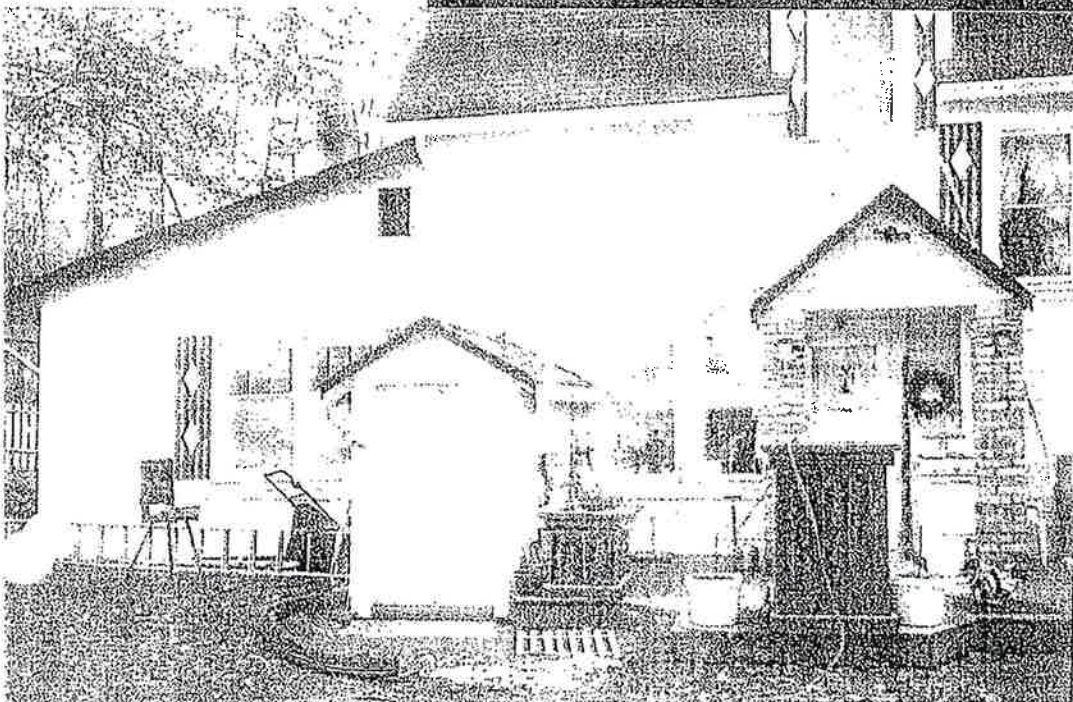
CONSERVATION PLAN

PART 1

1. The Owner agrees to maintain existing landscaping on the site as shown in Appendix "B".
2. The Owner agrees that the use of the heritage building will be limited to a Retail Souvenir & Gift Shop, and Tea Room in conjunction with Residential use.
3. Any existing parking areas and existing landscaping will be maintained so as not to not impact negatively on the residential neighborhood.
4. City of Vernon Zoning Bylaw #2458 as amended is hereby varied and supplemented in its application to the Lands by this Agreement in the following regards:
 - a. Division 6, Section 35.01, Off-Street Loading, is waived in its application to the Lands.
5. The Owner shall agree to restrict the hours of operation of Tea Room use to between 7:00 am and 10:00 pm.
6. If the heritage building is damaged, the Owner shall repair the damage in accordance with known heritage conservation practices. If the heritage building is completely destroyed, the terms and provisions of this Agreement shall be declared invalid and any future proposed development of the property will be subject to the terms and conditions of City Zoning Bylaw #2458 as amended.
7. The Owner agrees to be responsible for all on-going maintenance of the exterior of the heritage building to ensure that the heritage value is retained.
8. Signage shall be limited to one small fascia sign and on small free standing sign indicating the business name and where the parking area is located Signage shall conform to the regulations for heritage signs as contained in the City's Sign Bylaw.



Appendix B-1





THE CORPORATION OF THE CITY OF VERNON

APPENDIX "C"

PERMITTED USES

Retail Souvenir and Gift Shop
Tea Room
In conjunction with Residence



THE CORPORATION OF THE CITY OF VERNON

GOOD NEIGHBOUR AGREEMENT

This is a Good Neighbour Agreement made on the _____ day of _____, 20____.
WHEREAS representatives of the City of Vernon (The "City") and the owners (Geoffrey & Colleen Trepanier.) of Block 13, Plan 327, Section 34, Township 9, O.D.Y.D., Parcel A (civic address of 3001 – 25th Street, Vernon, B.C.), and doing business as a Retail Souvenir & Gift Shop, and Tea Room, (The "Owner") located at 3001 – 25th Street, Vernon, B.C., V1T 4R4 and being a business operating adjacent to an established residential area, should take into consideration the impact the business will have on the residential area.

WHEREAS it is agreed, the following measures will be implemented by the Owner, effective the _____ day of _____, 2003:

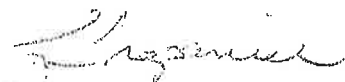
1. As there is recognition that the subject business is located adjacent to an existing residential area, the Owner will undertake to ensure the noise emissions do not disturb the neighbourhood and comply with the City of Vernon's Noise Bylaw;
2. The Retail Souvenir & Gift Shop, and Tea Room on the subject property will not be open for business before 7:00 a.m. or after 10:00 p.m. each day;
3. The Owner will not permit a contractor or will not themselves plow or remove snow from the parking area on the subject property between the hours of 12:00 midnight to 6:00 a.m. each day;
4. The Owner will ensure the garbage bins outside the building are in an enclosed area which is kept in a clean and tidy condition, and the garbage bin area will be screened from view by the neighbouring residents;
5. The Owner will properly maintain and irrigate the landscape areas on the property;
6. The Owner will ensure the parking area, building and signage lighting will not shine into the living or sleeping quarters of the neighbouring residences;
7. Should issues arise within the neighbourhood regarding the operation of the commercial business on the subject property (i.e., parties, bonfires, etc.), the Owner and business operator will undertake to work with the community and City to resolve the issues; and

8. In the event the property and/or business is sold, the current Owner will advise the purchaser regarding the terms of this Good Neighbour Agreement, and will require that the purchaser enter into a replacement agreement.

The City and the Owner recognize that participation in this Agreement is an important acknowledgement that new commercial development adjacent to an established residential area needs to operate in a manner sensitive to the residents' quality of life. Non-compliance with the terms of this Agreement may be brought to the attention of City Council for action to be taken. There is recognition that City bylaws and other legislation shall at all times take precedence over this Agreement; and

WHEREAS the Owner has entered into this Agreement, the City commends them for their recognition of their civic responsibilities and their commitment to fostering a good working relationship with their neighbours and the City.

Signed this 5th day of November, 2003 at Vernon, B.C.

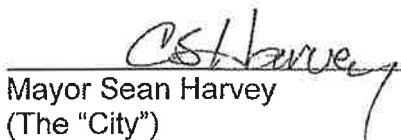


Colleen Trepanier

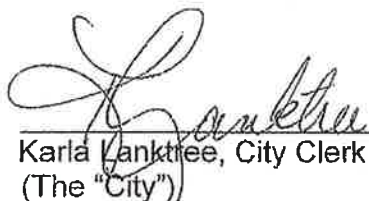
Print Name:
(The "Owner")



Print Name:
(The "Owner")



Mayor Sean Harvey
(The "City")



Karla Lanktree, City Clerk
(The "City")

END OF DOCUMENT

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5859

A bylaw to amend Heritage Revitalization Agreement
Bylaw Number 4810

WHEREAS the Council of The Corporation of the City of Vernon has determined to amend Heritage Revitalization Agreement Bylaw #4810, 2003;

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 **“Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021”**.
2. That “Heritage Revitalization Agreement Bylaw #4810, 2003” is hereby amended as follows:
 - i) By **deleting** Appendices “B-1” and “B-2”, as shown on **Schedule A** attached to and forming part of this bylaw.
 - ii) By **adding** new Appendices “B-1, B-2, B-3, B-4 and B-5”, as shown on **Schedule B** attached to and forming part of this bylaw.
3. Heritage Revitalization Agreement Bylaw Number 4810, 2003, is hereby ratified and confirmed in every other respect.

Bylaw 5859

Page 2

READ A FIRST TIME this day of , 2021
READ A SECOND TIME this day of , 2021
READ A THIRD TIME this day of , 2021

Approved pursuant to section 52(3)(a) of the *Transportation Act* this _____ day of _____, 20____

for Minister of Transportation & Infrastructure
Bylaw 5859/HRA000005

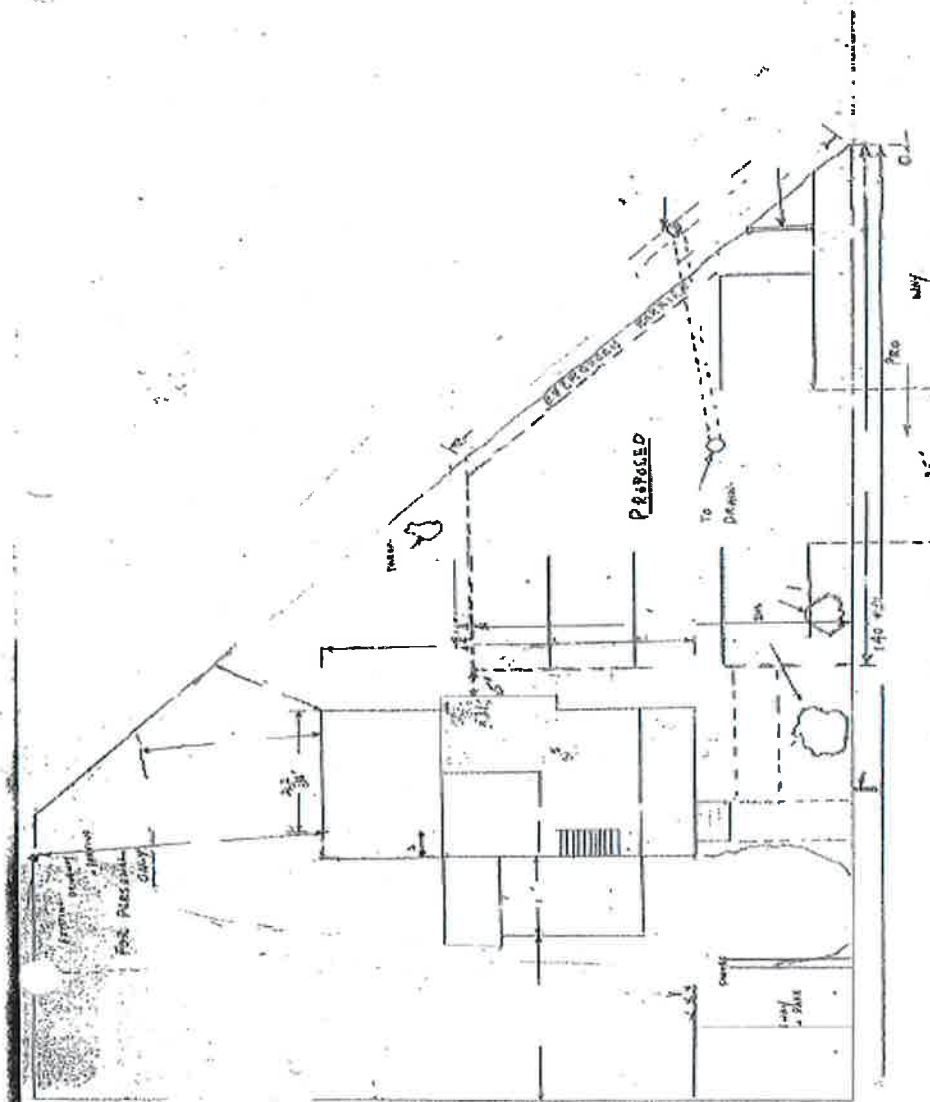
ADOPTED this day of , 2021.

Mayor:

Corporate Office

Attached to and Forming Part of Bylaw 5859

APPENDIX B-1 TO BE DELETED

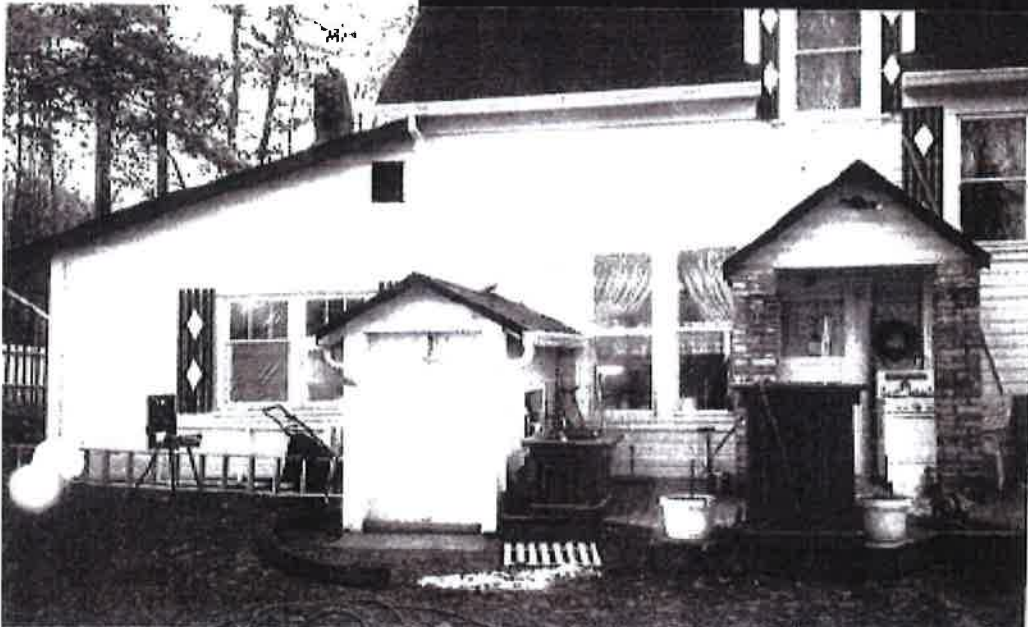


SCHEDULE 'A'
Attached to and Forming Part of Bylaw 5859
"Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021"

APPENDIX B-2 TO BE DELETED



Appendix



NEW APPENDIX B-1



ROZE CARPORT



**Attached to and Forming Part of Bylaw 5859
"Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021"**

PROJECT / ZONING DATA[illegible]

NOTES

[illegible][illegible]

25TH ST-

3002

3000

2501

3101

3010

PLEASE

3008

2405

3004



THIS PLAN AND SPECIFICATIONS ARE NOT TO BE USED FOR ANY OTHER PURPOSES THAN THE CONSTRUCTION OF THE HOUSE SHOWN HEREON. NO PART OF THIS PLAN OR SPECIFICATIONS SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE PUBLISHER.

ABSTRACTS ARE AVAILABLE FOR THE
VERIFICATION OF ALL INFORMATION AND HAVE
CONSTITUTIONAL POWER TO THE CONSTITUTION
FACILITATION ARE SUBORDINATE AND TO
SUBJECT TO THE INTEREST ATTENTION OF

REV.	DATE	REVISION
1	06/11/2006	Initial Test SP

DATE	10/10/2000
TIME	10:00
BY	10/10/2000

PROJECT TITLE

PROJECT TITLE

ROZE CARPORT

ROZE CARPORT

Source: *Author's calculations*.

ANEC NUMBER

A 101

A101

AT&T

00000000000000000000

SITE PLAN & SITE

SITE PLAN & SITE INFORMATION

NEW APPENDIX B-3



NEW APPENDIX B-5





REPORT/RECOMMENDATION TO COUNCIL

SUBMITTED BY: *Chris Owens, General Manager, Public Works*

DATE: April 21, 2021

FILE: 5360-05

SUBJECT: SOLID WASTE COLLECTION SERVICES

PURPOSE:

To request Council's approval to extend the City's garbage and commercial blue bag collection services contract and include the implementation of 240-liter garbage carts for residential properties.

RECOMMENDATION:

THAT Council direct Administration to extend the Garbage and Commercial Blue Bag Collection Services contract to April 30, 2022, with the inclusion of 240-liter carts for residential waste collection;

AND FURTHER, that Council authorize the expenditure of up to \$1,410,189 for the purchase of automated collection carts, funded from the Sewer Rate Stabilization Reserve;

AND FURTHER, that Council direct Administration to amend Schedule A, Section 15, Refuse Collection and Recycling, of the Fees and Charges Bylaw #3909 presented as Attachment 1 to the report titled "Solid Waste Collection Services" dated April 21, 2021 and respectfully submitted by the General Manager, Public Works;

AND FURTHER, that Council direct Administration to contribute any surplus revenues over expenditures of the Solid Waste and Recycling Department for the year ending December 31, 2021, and all subsequent years until such time as the \$1,410,189 is fully reimbursed, to the Sewer Rate Stabilization Reserve as repayment for the automated collection carts purchase.

ALTERNATIVES & IMPLICATIONS:

1. THAT Council direct Administration to continue with the Waste Collection RFP process and include the provision for waste collection services to include household organics collection and diversion with a commencement date beginning in September, 2021.

Note: Four months will lessen the number of capable proponents to submit proposals, due to the short duration.

ANALYSIS:

A. Committee/Board Recommendations:

N/A

B. Rationale:

1. In February of 2021 Administration issued an Expression of Interest to provide waste collection services in Vernon commencing September of 2021. The terms of reference required the proponent to examine changes to our current service and indicate if they had the capability of servicing Vernon with an automated cart-based collection system that included provision for organics diversion. Administrations intent was to continue with a selective RFP process based on the results of the Expression of Interest. Seven proposals were submitted to provide this service. The majority of responses indicated that the timeline to start the service with the desired changes was too short.
2. The City has a garbage collection and commercial recycling contract with its current provider until the end of August, 2021. The contractor is receptive to extending the service to May of 2022, however, they would require that the City commit to the implementation of carts for automated garbage collection only for the extension period. The City's current contractor, like many other similar service providers have been switching to automated cart systems. This trend toward automation enables companies to decrease staff turnover due to health and safety concerns, track and trace waste stream data and provide equal opportunity employment.
3. An extension until May of 2022 will allow the one year necessary for proponents to acquire the necessary infrastructure, equipment and staff to ensure a competitive bidding process. The opportunity to utilize our current established contractor to disburse carts will also be advantageous as they have the local knowledge and experience of the Vernon customer base, established routing information and previous experience with cart roll outs in other municipalities.
4. The transition to a cart-based system will help facilitate the inclusion of an organics collection stream in the future should Council decided to implement this service. Organics collection would provide the opportunity to transition garbage collection to bi-weekly. The proposed garbage cart size has been identified by staff as 240 Litres. This size of cart has been selected, as it correlates closely to current volumes permitted under the Refuse Collection Bylaw #3148, allowing households up to two (2) 100 litre cans per week. The proposed cart size would also transition well to a bi-weekly collection frequency if Council decides to included organics collection.
5. Residential garbage collection currently services over 14,000 residential units. The proposed deployment schedule of these carts is scheduled throughout the month of August, 2021 with automated cart collection for garbage commencing in September 2021. Multi family developments that currently use a common bin would remain unchanged.

6. The cost to purchase the carts is recommended to be funded from the Sewer Rate Stabilization Reserve. This cost would be passed on to the end users through the monthly billings over the term of the one-year extension, and the succeeding contract (approximately 7.5 years total). Each bin costs approximately \$100 and would result in an increase of \$3.00 per quarter for Vernon residents. This increase will fund the repayment to the Sewer Rate Stabilization Reserve for the initial purchase.
7. Residential Garbage Collection Fees and Charges will need to increase from \$36.88 per quarter to \$42.00 per quarter to accommodate the cost of purchasing and distributing the carts. Approximately \$1.50 of the increase is related to flow through contractor costs for the extension period. These changes would take effect September 1, 2021. Subsequent to the RFP process, adjustments to the Fees and Charges Bylaw #3909 will be aligned with the future contract and waste collection program.

C. Attachments:

1. Attachment 1 -proposed amendments to Schedule A, Section 15 of the Fees and Charges Bylaw #3909.

D. Strategic Plan Objectives:

Sustainable Priorities

- Investigate methods to increase recycling and alternatives to recycling including an organics diversion plan.

E. Policy (Existing/Relevance/None):

- Fees and Charges Bylaw #3909
- Refuse Collection Bylaw #3148

F. Relevant History:

At their Regular meeting on December 14, 2020, Council approved the following resolution:

THAT Council direct Administration to include household organics collection, which would include in the request for proposal for waste collection as described in the report titled "Waste Management Practices and Organics Diversion study" Dated November 3, 2020 from the Manager, Long Range Planning and Sustainability.

G. Applicants Response:

N/A

H. Reasons for Bylaw:

N/A

I. **Resources:**

N/A

BUDGET IMPLICATIONS:

Transitioning to an automated bin collection system will increase Residential Garbage Collection Fees and Charges from \$36.88 per quarter to \$42.00 per quarter. The cost to acquire the carts will be recovered from the corresponding increase in Fees and Charges and repaid to the funding source, the Sewer Rate Stabilization Reserve.

Prepared by:

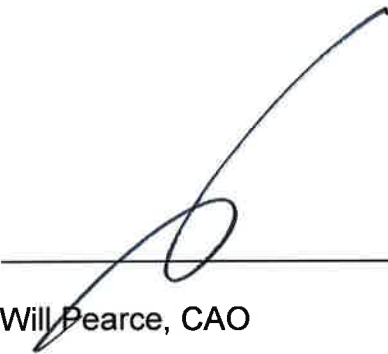
Approved for submission to Council:

Apr 21 2021 9:18 AM

X  ✓

DocuSign

Chris Owens, General Manager, Public Works



Will Pearce, CAO

Date: 21. April 2021

Apr 21 2021 9:18 AM

X  ✓

DocuSign

James Rice, Director Operations Services

APPROVALS		DATE	COUNCIL AGENDA INFORMATION:		
Supervisor	_____	_____	<input type="checkbox"/> Regular	Date: _____	Item # _____
Division Manager	_____	_____	<input type="checkbox"/> In-Camera/COW	Date: _____	Item # _____
			<input type="checkbox"/> Information Item	Date: _____	Item # _____
			<input type="checkbox"/> Agenda Addenda	Date: _____	Item # _____

REVIEWED WITH

REVIEWED WITH

REVIEWED WITH

REVIEWED WITH
Committees

<input type="checkbox"/> Bylaw Services	<input type="checkbox"/> Environment	<input type="checkbox"/> Public Works	<input type="checkbox"/> _____
<input type="checkbox"/> Clerk	<input type="checkbox"/> Facilities	<input type="checkbox"/> Planning	<input type="checkbox"/> _____
<input type="checkbox"/> Economic Dev.	<input type="checkbox"/> Finance	<input type="checkbox"/> Engineering	<input type="checkbox"/> _____
<input type="checkbox"/> RCMP	<input type="checkbox"/> Fire	<input type="checkbox"/> Operations	<input type="checkbox"/> _____
<input type="checkbox"/> Building & Licensing	<input type="checkbox"/> GVS – Parks	<input type="checkbox"/> GVS - Water	
<input type="checkbox"/> Human Relations	<input type="checkbox"/> Utilities	<input type="checkbox"/> Recreation Services	
		<input type="checkbox"/> Other_____	

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

\\gw1\groups\5200-5799 engineering and public works\5360 solid waste disposal\05 solid waste collection contract\2021 rfp\210414 rpt garbage cart extension_final.docx

15. REFUSE COLLECTION AND RECYCLING	FEES (Quarterly) As At Sept 1,2021 2021
Residential Garbage Collection	\$36.88 \$42.00
Residential Garbage Collection - Extended Service	\$42.84 \$47.95
Residential Garbage Collection - Tags for Additional Bags	\$1.50 per tag
Commercial and Industrial Blue Bag (excluding Blue Jay, Predator Ridge, Foothills, Turtle Mountain and Okanagan Landing past the Yacht Club)	\$41.56
Commercial Garbage Collection (one pick-up per week)	\$112.31
Commercial Garbage (each additional pick-up)	\$248.79
Commercial Garbage (excess volume)	\$51.23
Yard Recycling	\$4.30

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5853

A bylaw for the levying of rates for Municipal,
Hospital, Regional District and Specified Area
purposes for the Year 2021

WHEREAS Section 197 of the Community Charter requires the Council to adopt a bylaw to impose taxation rates;

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

1. The following rates are hereby imposed and levied for the year 2021:
 - a) For the City of Vernon general and capital purposes on the assessed value of land and improvements taxable for general Municipal purposes, rates "A1" and "A2" respectively appearing in Row "A" of Schedule "A" attached hereto and forming part of this bylaw.
 - b) For purposes of the Okanagan Regional Library on the assessed value of land and improvements taxable for general Municipal purposes, rates appearing in Row "B" of Schedule "A" attached hereto and forming part of this bylaw.
 - c) For purposes of the North Okanagan / Columbia Shuswap Regional Hospital District on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Row "C" of Schedule "A" attached hereto and forming part of this bylaw.
 - d) For purposes of the Regional District of North Okanagan on the assessed value of land, improvements or land and improvements taxable for Hospital purposes, rates "D1", "D2" and "D3" respectively, appearing in Row "D" of Schedule "A" attached hereto and forming part of this bylaw.
 - e) For Vernon Fire Protection Specified Area purposes, on the assessed value of improvements taxable for general Municipal purposes, rates appearing in Row "E" of Schedule "A" attached hereto and forming part of this bylaw.
 - f) For Okanagan Landing Fire Protection Specified Area purposes, on the assessed value of improvements taxable for general Municipal purposes, rates appearing in Row "F" of Schedule "A" attached hereto and forming part of this bylaw.

BYLAW NUMBER 5853

- g) For Business Improvement Area - Primary bylaw #5584 Specified Area purposes on the assessed value of land and improvements for general Municipal purposes for assessment classes 5 and 6 within the Specified Area, rates appearing in Row "G" of Schedule "A" attached hereto and forming part of this bylaw.
- h) For Business Improvement Area - Secondary bylaw #5585 Specified Area purposes on the assessed value of land and improvements for general Municipal purposes for assessment classes 5 and 6 within the Specified Area, rates appearing in Row "H" of Schedule "A" attached hereto and forming part of this bylaw.
- i) For Okanagan Hills bylaw #5327 Specified Area purposes, on a parcel size basis, rates per acre appearing in Row "I" on Schedule "A", attached hereto and forming part of this bylaw.
- j) For Tronson Road bylaw #5108 Specified Area purposes, on a parcel basis, rates appearing in Row "J" on Schedule "A", attached hereto and forming part of this bylaw.
- k) For Okanagan Landing bylaw #4857 Specified Area purposes, on a parcel size and frontage size basis, rates appearing in Row "K" on Schedule "A", attached hereto and forming part of this bylaw.
- l) For Tronson Road bylaw #5197 Specified Area purposes, on a parcel basis, rates appearing in Row "L" on Schedule "A", attached hereto and forming part of this bylaw.
- m) For Fleming Road bylaw #5258 Specified Area purposes, on a parcel basis, rates appearing in Row "M" on Schedule "A", attached hereto and forming part of this bylaw.
- n) For Regional District of North Okanagan Sterile Insect Release Parcel Tax Specified Area purposes, on a parcel basis, rates appearing in Row "N" on Schedule "A", attached hereto and forming part of this bylaw.
- o) For Aquarius Road bylaw #5377 Specified Area purposes, on a parcel basis, rates appearing in Row "O" on Schedule "A", attached hereto and forming part of this bylaw.
- p) For Tronson Road bylaw #5439 Specified Area purposes, on a parcel basis, rates appearing in Row "P" on Schedule "A", attached hereto and forming part of this bylaw.

BYLAW NUMBER 5853

- q) For Okanagan Landing Municipal Sewer Fee bylaw #5777 purposes, on a parcel basis, rates appearing in Row "Q" on Schedule "A", attached hereto and forming part of this bylaw.
2. The minimum amount of tax levy upon a parcel of real property shall be one dollar (\$1.00).
 3. For purposes of Section 237 of the Community Charter, the tax notice will provide for a tax due date of July 2, 2021 and a 10% penalty for all taxes unpaid as of that date.
 4. The penalty referred to in section 3 is due as part of the property taxes of the current year for the parcel of land and its improvements.

General

5. The bylaw may be cited as "Tax Rates Bylaw 5853, 2021".

READ A FIRST TIME this day of 2021.

READ A SECOND TIME this day of 2021.

READ A THIRD TIME this day of 2021.

ADOPTED this day of 2021.

Mayor

Corporate Officer

THE CORPORATION OF THE CITY OF VERNON									SCHEDULE "A"			
2021 TAX RATES (per \$1,000 of taxable value except for parcel, area and frontage taxes)									Attached hereto and forming part of Bylaw #5853			
ROW	TAXING JURISDICTION	RESIDENTIAL	UTILITY	SUPPORT HOUSING	MAJOR INDUSTRIAL	LIGHT INDUSTRIAL	BUSINESS	MANAGED FOREST	RECREATION/ NON-PROFIT	FARM		
A	CITY GENERAL - RATE "A1"	3.00392	33.61306	3.00392	11.51332	11.51332	8.83589	0.74399	6.01976	1.00703	ALL	
	CITY CAPITAL - RATE "A2"	0.39245	4.39141	0.39245	1.50417	1.50417	1.15437	0.09720	0.78646	0.13156	ALL	
	TOTAL CITY RATE	3.39637	38.00447	3.39637	13.01749	13.01749	9.99026	0.84119	6.80622	1.13859		
B	LIBRARY	0.14120	1.57999	0.14120	0.54119	0.54119	0.41533	0.03497	0.28296	0.04734	ALL	
C	REGIONAL HOSPITAL	0.33237	1.16330	0.33237	1.13006	1.13006	0.81431	0.99711	0.33237	0.33237	ALL	
D	REGIONAL DISTRICT - RATE "D1"	0.03335	0.11673	0.03335	0.11339	0.11339	0.08171	0.10005	0.03335	0.03335	LAND	
	REGIONAL DISTRICT - RATE "D2"	0.52756	1.84646	0.52756	1.79370	1.79370	1.29252	N/A	0.52756	N/A	IMPR	
	REGIONAL DISTRICT - RATE "D3"	0.24309	0.85082	0.24309	0.82651	0.82651	0.59557	0.72927	0.24309	0.24309	ALL	
E	FIRE - "OLD" CITY	0.00285	0.03189	0.00285	0.01092	0.01092	0.00838	N/A	0.00571	N/A	IMPR	
F	FIRE - OK LANDING	0.00402	0.04498	0.00402	0.01541	0.01541	0.01182	N/A	0.00806	N/A	IMPR	
G	BIA PRIMARY AREA #5584	N/A	N/A	N/A	N/A	1.84880	1.84880	N/A	N/A	N/A	ALL	
H	BIA SECONDARY AREA #5585	N/A	N/A	N/A	N/A	1.05330	1.05330	N/A	N/A	N/A	ALL	
I	OKANAGAN HILLS #5327	0.84261	0.84261	0.84261	0.84261	0.84261	0.84261	0.84261	0.84261	0.84261	AREA M2	
J	TRONSON ROAD #5108	597.825	597.825	597.825	597.825	597.825	597.825	597.825	597.825	597.825	PARCEL	
K	OKANAGAN LDG #4857											
	AREA M2	0.06020	0.06020	0.06020	0.06020	0.06020	0.06020	0.06020	0.06020	0.06020	AREA M2	
	FRONTAGE M	4.57270	4.57270	4.57270	4.57270	4.57270	4.57270	4.57270	4.57270	4.57270	FRONTAGE M	
L	TRONSON ROAD #5197	438.816	438.816	438.816	438.816	438.816	438.816	438.816	438.816	438.816	PARCEL	
M	FLEMMING ROAD #5258	1,421.53	1,421.53	1,421.53	1,421.53	1,421.53	1,421.53	1,421.53	1,421.53	1,421.53	PARCEL	
N	REGIONAL DISTRICT - S.I.R.	139.26	139.26	139.26	139.26	139.26	139.26	139.26	139.26	139.26	PARCEL	
O	AQUARIUS ROAD #5377	1419.746	1419.746	1419.746	1419.746	1419.746	1419.746	1419.746	1419.746	1419.746	PARCEL	
P	TRONSON ROAD #5439	1175.77	1175.77	1175.77	1175.77	1175.77	1175.77	1175.77	1175.77	1175.77	PARCEL	
Q	OK LDG SEWER #5777	735.12	735.12	735.12	735.12	735.12	735.12	735.12	735.12	735.12	PARCEL	

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5854

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

WHEREAS the Council of the City of Vernon has determined to amend the “City of Vernon Parks and Public Places Bylaw 5057, 2007” to remove Section 24.

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 (Removal of Section 24) Amendment Bylaw Number 5854, 2021”**.
2. That, “City of Vernon Parks and Public Places Bylaw 5057, 2007” be amended as follows:
 - (a) **REMOVE Sections 24, 25 and 26** by deleting wording as shown in **Red** on attached Schedule ‘1’
 - (b) **REMOVE Schedule ‘A’ – Prohibition Order** as shown in **Red** on attached Schedule ‘2’ and renumber as required;
3. If any section, subsection, paragraph, clause or phrase, of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
4. The “City of Vernon Parks and Public Places Bylaw 5057, 2007” is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

Mayor

Corporate Officer

Restriction of Access

22. A Bylaw Enforcement Officer may direct a person to leave a public place if that person is acting in contravention of this Bylaw, or any other enactment, including federal or provincial enactments respecting the use or possession of controlled substances, alcohol or other intoxicants.
23. Every person directed to leave a public place by a Bylaw Enforcement Officer must proceed immediately to the nearest exit point.
- ~~24. A Bylaw Enforcement Officer may issue to an individual person a Prohibition Order restricting access to a public place if the person is found in possession of a controlled substance or controlled substance paraphernalia, alcohol, or other intoxicants while in a public place, to an individual person who has been convicted of controlled substance offences committed while within City public places, or to an individual person who has been convicted of a contravention of a provision of this bylaw.~~
- ~~25. A Prohibition Order issued under section 22 applies for a term of three (3) months.~~
- ~~26. A Prohibition Order under section 22 shall be in the form of that attached as Schedule A.~~

SCHEDULE '2'

Attached to and Forming Part of
"Parks and Public Places (Removal of Section 24) Amendment Bylaw 5854, 2021"

Schedule A
Prohibition Order

City of Vernon Prohibition Order	
Date of Issuance:	Prohibited from Entering the Following Public Place:
Person Prohibited:	_____
_____	_____
Address:	_____
_____	_____
Date of Expiry:	Reason: _____
_____	_____

Description:	Features:
D.O.B. _____	_____
Hair Color _____	_____
Eyes _____	_____
Height _____	_____
Weight _____	
Race _____	

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5855

A bylaw to amend the Bylaw Notice Enforcement Bylaw

WHEREAS the Council of The Corporation of the City of Vernon has determined to amend “Bylaw Notice Enforcement Bylaw Number 5250, 2011” to remove penalties under Section 24 of Parks and Public Places Bylaw #5057.

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

1. This bylaw may be cited as **“Bylaw Notice Enforcement (Remove Penalties under Section 24) Amendment Bylaw Number 5855, 2021”**
2. “Bylaw Notice Enforcement Bylaw Number 5250, 2011” is hereby amended as follows:
 - (i) By **removing** penalties in Schedule “A” – Parks and Public Places Bylaw and renumbering as required as shown in **RED** on attached Schedule 1.
3. Bylaw Number 5250 is hereby ratified and confirmed in all other respects.

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

Mayor

Corporate Officer

SCHEDULE '1'

Attached to and Forming Part of
**"Bylaw Notice Enforcement (Remove Penalties under Section 24) Amendment Bylaw Number
 5855, 2020"**

Schedule 'A'
 Bylaw 5250

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Parks And Public Places Bylaw						
5057	20 21	In Public Place After Hours	\$100.00	\$90.00	\$120.00	NO
5057	22	Refuse Order to Leave Public Place	\$250.00	\$225.00	\$275.00	NO
5057	24	In Public Place while Prohibited	\$500.00	\$450.00	\$500.00	NO
5057	24	Possess Controlled Substance	\$125.00	\$100.00	\$150.00	NO
5057	25	Obstruct Officer	\$500.00	\$500.00	\$500.00	NO

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5856

A bylaw to amend the Municipal Ticketing
Information (M.T.I.) Bylaw

WHEREAS the Council of The Corporation of the City of Vernon has determined to amend “Municipal Ticketing Information System Bylaw Number 5300, 2011” to remove penalties under Section 24 of Parks and Public Places Bylaw #5057.

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

1. This bylaw may be cited as **“Municipal Ticketing Information (Remove Penalties under Section 24) Amendment Bylaw Number 5856, 2021”**
2. “Municipal Ticketing Information System Bylaw Number 5300, 2011” is hereby amended as follows:
 - (i) By **removing** penalties to Schedule “B” – Parks and Public Places Bylaw and renumbering as required as shown in **RED** on attached Schedule 1.
3. Bylaw Number 5300 is hereby ratified and confirmed in all other respects.

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

Mayor

Corporate Officer

SCHEDULE '1'

Attached to and Forming Part of

**“Municipal Ticketing Information (Remove Penalties under Section 24) Amendment Bylaw
Number 5856, 2021”**

SCHEDULE "B"				
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty
Parks And Public Places Bylaw				
5057	20 21	In Public Place After Hours	\$200.00	\$190.00
5057	22	Refuse Order to Leave Public Place	\$500.00	\$475.00
5057	24	In Public Place while Prohibited	\$1000.00	\$900.00
5057	24	Possess Controlled Substance	\$250.00	\$240.00
5057	25	Obstruct Officer	\$1000.00	\$1000.00

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5857

A bylaw to amend "Traffic Bylaw Number 5600,
2018"

WHEREAS the Corporation of the City of Vernon has deemed it necessary to amend the "Traffic Bylaw Number 5600, 2018."

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

This Bylaw may be cited as "**Traffic (Electric Kick Scooters) Amendment Bylaw Number 5857, 2021**".

Amendments:

1. **5 ACTIVE TRANSPORTATION** and **SCHEDULE A DEFINITIONS** are hereby **amended** with the additions as shown in **RED** on attached Schedule '1', forming part of this bylaw, to allow the use of Electric Kick Scooters in Vernon as part of the Ministry of Transportation and Infrastructure's Electric Kick Scooter Pilot.
2. "Traffic Bylaw Number 5600, 2018" is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

Mayor

Corporate Officer

5 ACTIVE TRANSPORTATION REGULATIONS

Electric Kick Scooters

5.12 A person may not operate an Electric Kick Scooter on a Highway with a speed limit greater than 50 km/h, except on an Active Transportation Corridor.

SCHEDULE A DEFINITIONS

“Electric Kick Scooter” has the same meaning prescribed in the *Motor Vehicle Act*.

“**Small Wheeled Transport**” or “**SWT**” is human-powered transportation, not including Mobility Aids, with small diameter wheels, including:

- (a) skateboards, foot operated scooters, roller skates, longboards, or similar devices; ~~and~~
- (b) Bicycles actively operated by children under 13 years of age; ~~and~~
- (c) **Electric Kick Scooters.**

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5859

A bylaw to amend Heritage Revitalization Agreement
Bylaw Number 4810

WHEREAS the Council of The Corporation of the City of Vernon has determined to amend Heritage Revitalization Agreement Bylaw #4810, 2003;

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 **“Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021”**.
2. That “Heritage Revitalization Agreement Bylaw #4810, 2003” is hereby amended as follows:
 - i) By deleting Appendix “B-1” and “B-2”, as shown on **Schedule A** attached to and forming part of this bylaw.
 - ii) By adding Appendix new “B-1, B-2, B-3, B-4 and B-5”, as shown on **Schedule B** attached to and forming part of this bylaw.
3. Heritage Revitalization Agreement Bylaw Number 4810, 2003, is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this day of , 2021
READ A SECOND TIME this day of , 2021
READ A THIRD TIME this day of , 2021

Approved pursuant to section 52(3)(a) of the <i>Transportation Act</i> this _____ day of _____, 20____ _____ for Minister of Transportation & Infrastructure Bylaw 5859/HRA000005
--

ADOPTED this day of , 2021.

Mayor:

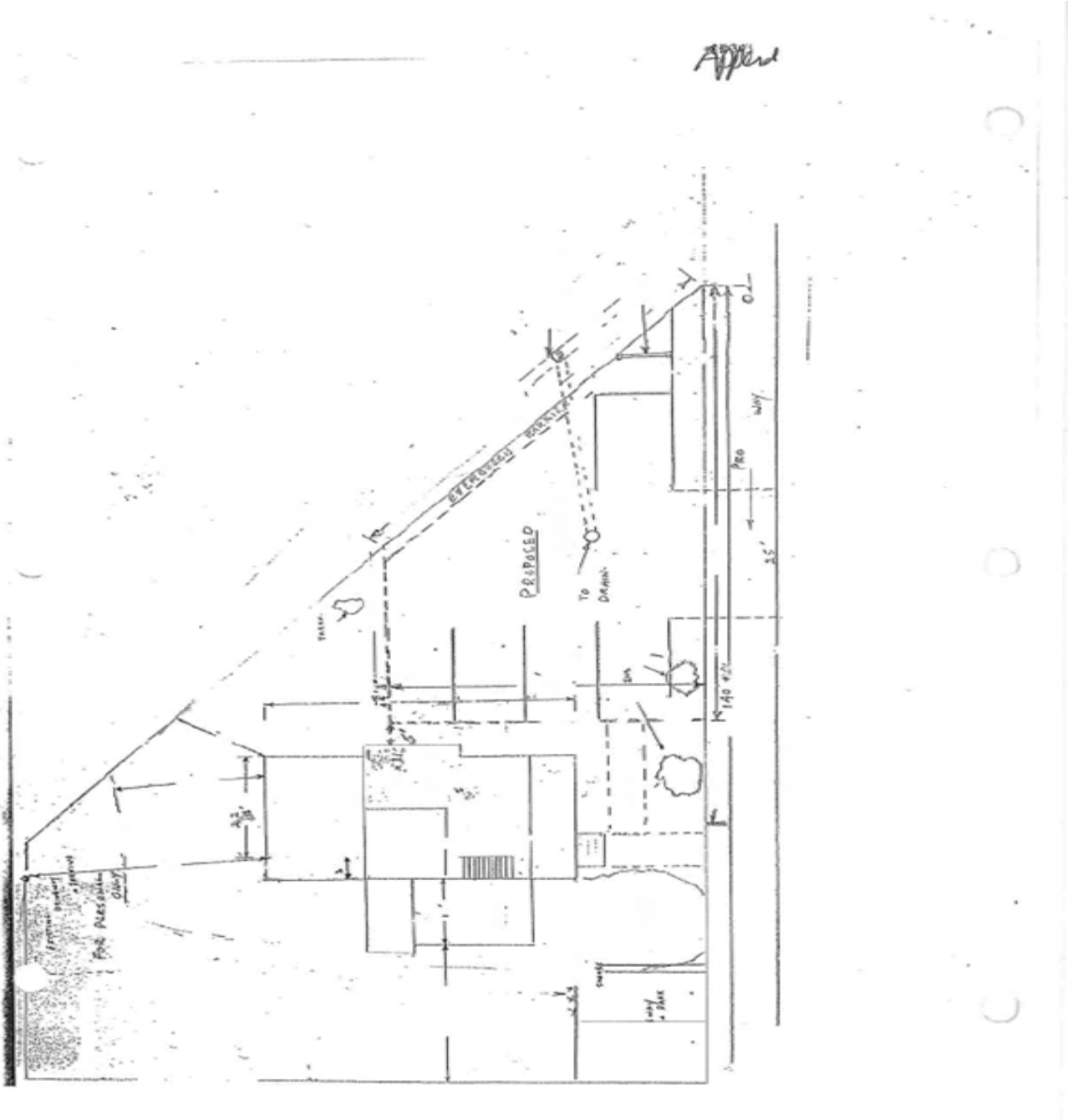
Corporate Office

SCHEDULE 'A'

Attached to and Forming Part of Bylaw 5859

"Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021"

APPENDIX B-1 TO BE DELETED

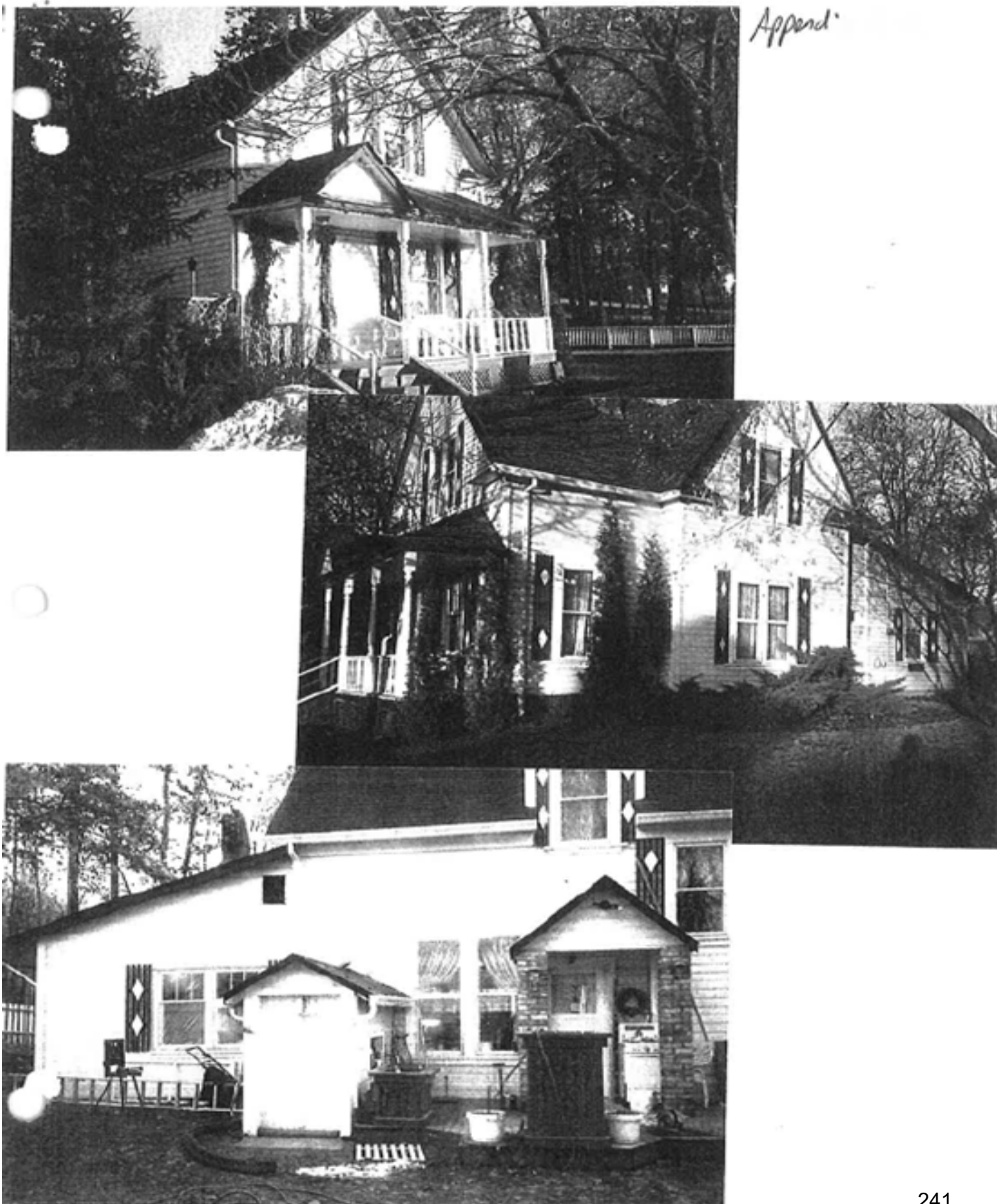


SCHEDULE 'A'

Attached to and Forming Part of Bylaw 5859

"Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021"

APPENDIX B-2 TO BE DELETED



SCHEDULE 'B'
Attached to and Forming Part of Bylaw 5859
"Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021"

NEW APPENDIX B-1



ROZE CARPORT



ARCHITECTURAL DRAWINGS

Roze's Carport House Drawing
 Architect: Robert Brown
 Address: 1401 - 1402 Phoenix Ave
 Phone: 403-241-1111
 Fax: 403-241-1111
 Email: robertbrown@roze.ca

ADP1: Project: General
 ADP2: Project: General
 ADP3: Project: General
 ADP4: Project: General
 ADP5: Project: General



REVISIONS	
NO.	DESCRIPTION

DATE: 11/11/21
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 PROJECT NO.: [Blank]

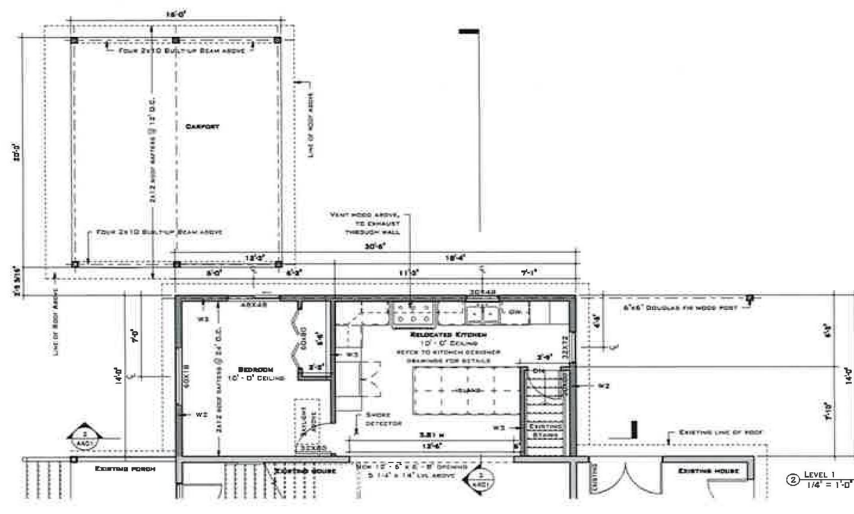
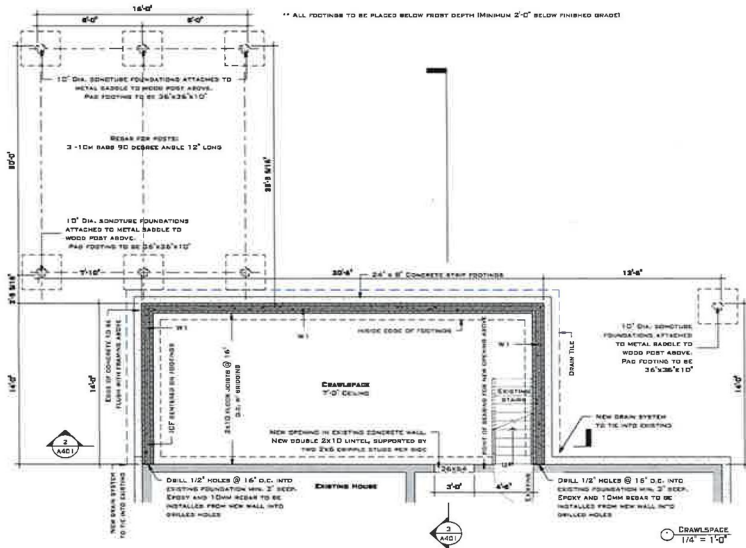
NEW APPENDIX B-2



SCHEDULE 'B'
Attached to and Forming Part of Bylaw 5859
"Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021"

NEW APPENDIX B-3

THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL ERRORS AND OMISSIONS TO THE DESIGNER. DO NOT SCALE ANY OF THE DRAWING SHEETS. THIS DRAWING SHALL NOT BE REPRODUCED OR REVISED WITHOUT THE WRITTEN CONSENT FROM THE ENGINEER.



FLOOR AREAS

CRANKSPACE:	427 SQFT
ADDITION:	427 SQFT
EXISTING:	222 SQFT
EXISTING PATIO:	182 SQFT
EXISTING HOUSE:	1,022 SQFT

NOTES:

BUILDER TO VERIFY SITE CONDITIONS PRIOR TO CONSTRUCTION. GCHD HAS NOT OBSERVED EXISTING FOUNDATION OR DRAINAGE SYSTEM. ALL HOUSE DETECTORS TO BE INTERCONNECTED.



THIS PLAN AND DESIGN IS ASSUMED TO BE BASED ON THE INFORMATION PROVIDED BY THE CLIENT. THE ENGINEER HAS NOT CONDUCTED A VISUAL INSPECTION OF THE SITE. THE CLIENT IS RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED. THE ENGINEER'S LIABILITY IS LIMITED TO THE PROFESSIONAL DESIGN SERVICES PROVIDED. THE ENGINEER DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED OR THE RESULTS OF THE DESIGN SERVICES PROVIDED.

NO.	DATE	REVISION
1	08.11.2020	Issue for DP

DATE: November 08, 2020
 JOB NO: 200420
 SCALE: AS SHOWN

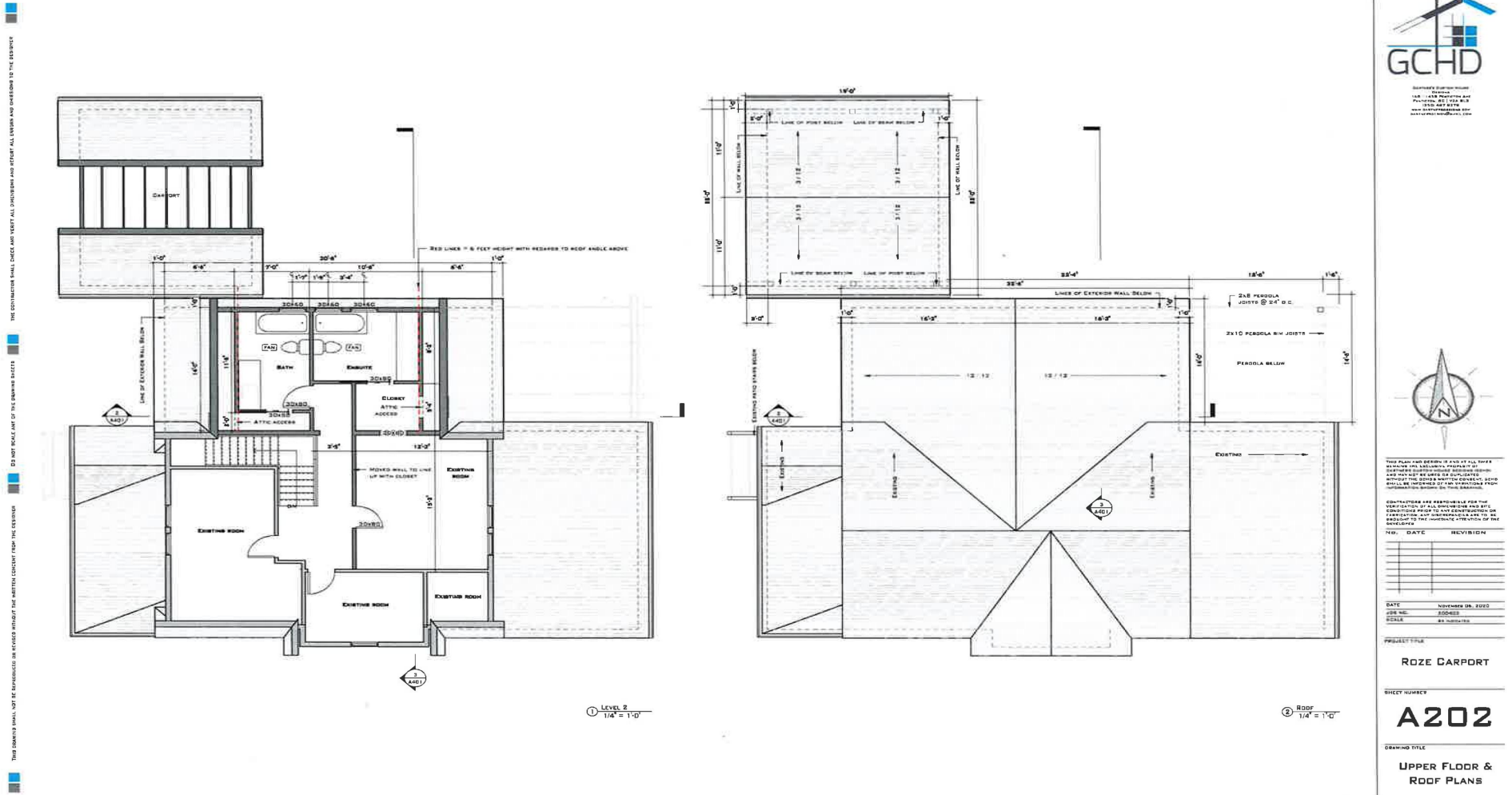
PROJECT TITLE
ROZE CARPORT

SHEET NUMBER
A201

DRAWING TITLE
FOUNDATION & LOWER FLOOR PLANS

SCHEDULE 'B'
Attached to and Forming Part of Bylaw 5859
"Heritage Revitalization Agreement Amendment (3001 25th Street) Bylaw Number 5859, 2021"

NEW APPENDIX B-4



NEW APPENDIX B-5



THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5851

A bylaw to amend the City of Vernon
Zoning Bylaw Number 5000

WHEREAS the Council of The Corporation of the City of Vernon has determined to amend the City of Vernon Zoning Bylaw #5000 to add text amendments to include development regulations for temporary shelters;

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 **"Zoning Text (Secondary Suites) Amendment Bylaw Number 5851, 2021"**
2. The City of Vernon Zoning Bylaw Number 5000 be, and is hereby amended, as follows:
 - (i) **AMENDING Section 1 – Introduction (Including Table of Contents), Section 5.5 Secondary Suites** as shown in **RED** on attached **Schedule ‘A’**;
 - (ii) **AMENDING Section 2 – Interpretation (Including Definitions), 2.3.3 Definitions for SECONDARY SUITE and SECONDARY SUITE, IN-LAW** as shown in **RED** on attached **Schedule ‘B’**;
 - (iii) **AMENDING Section 4 – Development Regulations, 4.5.5 and 4.5.6** as shown in **RED** on attached **Schedule ‘C’**.
 - (iv) **AMENDING Section 5.5 – Secondary Suites – 5.5 by DELETING Subsection 5.5.1, 5.5.2, 5.5.4, 5.5.5, 5.5.6, and 5.5.11 and REPLACING with**

new **Subsections 5.5.1, 5.5.2, 5.5.4, 5.5.5, 5.5.6, and 5.5.11** as shown in **RED** on attached **Schedule 'D'**;

- (v) **AMENDING Section 5.5 – Secondary Suites by ADDING NEW wording to Section 5.5** as shown in **RED** on attached **Schedule 'E'**;

3. Zoning Bylaw Number 5000 is hereby ratified and confirmed in every other respect.

READ A FIRST TIME this day of , 2019.

READ A SECOND TIME this day of , 2019.

PUBLIC HEARING held this day of , 2019.

READ A THIRD TIME this day of , 2019.

ADOPTED this day of , 2021.

Approved pursuant to section 52(3)(a) of the *Transportation Act* this _____ day of _____, 20____

for Minister of Transportation & Infrastructure
Bylaw 5788/6460-01

Mayor

Corporate Officer

SCHEDULE 'A'

Attached to and Forming Part of Bylaw 5788
“Zoning Text (Temporary Shelters) Amendment Bylaw Number 5851, 2021”

SECTION 5 : SPECIFIC USE REGULATIONS	SPECIFIC
5.1 Application.....	5 - 1
5.2 Home Based Business, Minor.....	5 - 2
5.3 Home Based Business, Major.....	5 - 3
5.4 Home Based Business, Rural.....	5 - 4
5.5 Secondary Suites – Conditions of Use	5 - 5
5.6 Bed and Breakfast Homes.....	5 - 6
5.7 Rooming Houses.....	5 - 7
5.8 Boarding Rooms.....	5 - 8
5.9 Cellar Living Accommodation.....	5 - 9
5.10 Bareland Strata Developments.....	5 - 10
5.11 Vehicular Oriented Uses.....	5 - 11
5.12 Car Washes.....	5 - 12
5.13 Care Centres.....	5 - 13
5.14 Domesticated Animals (Excluding Livestock).....	5 - 14
5.15 Employee Housing.....	5 - 15
5.16 Temporary Use Permit.....	5 - 16
5.17 Beekeeping.....	5 - 17
5.18 Temporary Shelter Services.....	5 - 18

Zoning Bylaw #5000 Section 2.3 General Definitions

SECONDARY SUITE means a self-contained secondary **dwelling** unit located within a **single detached housing** or in a **secondary building**. A **secondary suite** has its own separate cooking, sleeping and bathing facilities. ~~It has direct access to outside without passing through any part of the primary unit. The property owner must reside in either the primary dwelling unit or the secondary suite. This use includes in-law secondary suites. This use does not include duplex housing, semi-detached housing, apartment housing, boarding rooms nor rooming houses.~~ (Bylaw 5467)

~~**SECONDARY SUITE, IN LAW** means a **secondary suite** which is occupied by an individual or individuals who do not provide rent to the property **owner** and are all related to the property **owner** by blood, marriage or adoption. The **owner** is to provide an annual declaration to the City confirming the occupier(s) do not pay rent and all occupier(s) are related to the property **owner** by blood, marriage or adoption.~~ (Bylaw 5467)

4.5 Secondary Development

- 4.5.5 A **secondary building** or **structure** shall not be used as a **dwelling** unless it is a permitted **secondary suite** in which case the Conditions of Use pertaining to Secondary Suites in Section 5.5 shall apply.
- 4.5.6 A **secondary building** or **structure** shall not exceed 4.5m or one **storey** in **height**, whichever is the lesser, unless specified otherwise in the **development** regulations of a particular **zone** or unless it is a **Secondary Suite** in which case Section 5.5 shall apply.

SCHEDULE 'D'

Attached to and Forming Part of Bylaw 5788
“Zoning Text (Temporary Shelters) Amendment Bylaw Number 5788, 2019”

5.5 Secondary Suites – Conditions of Use

- 5.5.1 **Secondary suites**, where permitted, are to be located only in **single detached housing** or a **secondary building** on a **lot** containing **single detached housing**. **Secondary suites** are not permitted in or on the same lot as **multiple housing**, **semi-detached housing**, **duplexes**, **bed and breakfast** homes, **rooming houses** or **boarding rooms**.
- 5.5.2 No more than one **secondary suite** shall be permitted per **single detached housing** unit. It may be permitted either within **single detached housing** or within a **secondary building**.
- 5.5.4 A **secondary suite** must have a minimum of 15m² of separated and private **open space** in addition to any **open space** provided for the principle dwelling.
- 5.5.5 The **net floor area** of any **secondary suite** shall not exceed the lesser of 90m² or 40% of the **net floor area** of the **building** containing **single detached housing**.

Where a **secondary suite** is located in a **secondary building** the following shall apply:

Lot Size	450m ² - 557m ²		> 557m ²	
Lot Orientation	No Lane	Lane or Flanking Street	No Lane	Lane or Flanking street
Maximum footprint	The lesser of 80m ² or 75% of the net floor area the building containing single detached housing .		The lesser 90m ² or 75% of the net floor area of the building containing single detached housing .	
Maximum floor area	The net floor area of the upper storey can be no more than 75% of the net floor area of the first storey .		The net floor area of the upper storey can be no more than 75% of the net floor area of the first storey . The net floor area of a second storey of a suite can be 100% of the net floor area of the first	

SCHEDULE 'D'

Attached to and Forming Part of Bylaw 5788

“Zoning Text (Temporary Shelters) Amendment Bylaw Number 5788, 2019”

		storey if the net floor area of the first storey is less than 45m².
	The net floor area must be the lesser of 90m² or 60% of the net floor area of the building containing single detached housing.	
For the purposes of calculating net floor area for secondary suites contained in secondary buildings, notwithstanding the definition of net floor area, attached garages, carports, and basements shall be included in floor area calculations.		

- 5.5.6 A **secondary building** or structure containing a **secondary suite** shall not exceed the following **height** and **storey** limitations:

Lot Size	450m2 - 557m2		> 557m2	
Lot Orientation	No Lane	Lane or Flanking street	No Lane	Lane or Flanking street
Storeys	1.5 maximum			2.0 maximum
Maximum Height	The lesser of the principal building height and no higher than 4.8 metres to the midpoint of a sloped roof or the highest point of a non-sloping roof.			The lesser of the principle building height and no higher than 6.0m to the midpoint of a sloped roof or the highest point of non-sloping roof.
For the purpose of calculating height of a secondary suite located in a secondary building , notwithstanding the definition of height, a non-sloping roof will be considered any roof with <u>either</u> a single pitch or a pitch of 4:12 or less.				
No secondary building containing a secondary suite shall have a height more than the principle building, as measured from the building grade of each respective building.				

- 5.5.11 A **secondary suite** must have direct access to outside from a dedicated exterior entrance. When a **secondary suite** is located within a principle dwelling, access may be taken from a shared vestibule, which meets the provisions of the BC Building Code.

5.5 Secondary Suites – Conditions of Use

5.5.12 The following additional conditions of use shall apply to **secondary suites** which are located in **secondary buildings**:

- i. Roof decks are prohibited.
- ii. A **deck** above the **first storey** must face a **laneway** or **flanking street**. A **deck** above the **first storey** is not permitted in **secondary buildings** with **secondary suites** on **lots** without a **laneway** or **flanking street**.
- iii. A minimum 3.0m spacing with no **structures** is required between a **secondary building** containing a **secondary suite** and any other **building** containing a **dwelling unit** on the lot.
- iv. A **secondary suite** in a **secondary building** must have an at grade enclosed entrance. Exterior stairs accessing a **secondary suite** in a **secondary building** are not permitted. Stairs with a combined rise of 0.6 metres or less are excluded.

**NOTICE OF MOTION
COUNCILLOR QUIRING
OPIOID CRISIS**

Rationale:

A group of local doctors feel that it is important that our community indicate our recognition of the terrible toll the opioid overdose death rate is having, and our community's desire to have the appropriate levels of government apply their very best efforts to battle that issue.

**NOTICE OF MOTION
MAYOR CUMMING
DIVERSITY TRAINING**

Rationale:

Council is consistently required to operate successfully in a fair manner in a public environment, that involves people from many walks of life, cultures, ethnicities, genders and styles of expression.

For Council to maintain its fair manner of discourse, we all need to use language and style that is inclusive and not exclusive and does not stratify views based on the person presenting them. The public environment is also shifting.

To assist Council members in their fair discourse and decision making, it is recommended that a short, focused training session on diversity would now be helpful, even if for some, it is a refresher.



MINUTES OF THE JOINT BIOSOLIDS ADVISORY COMMITTEE

HELD WEDNESDAY, OCTOBER 7, 2020

PRESENT: **VOTING – all attended via zoom**
Kelowna Councillor Ryan Donn, Chair
Kelowna Councillor Gail Given
Kelowna Councillor Loyal Woodridge
Vernon Mayor Victor Cumming

ABSENT: Vernon Councillor Scott Anderson

STAFF: Scott Hoekstra, Landfill and Compost Manager, Kelowna
Chris Ovens, Acting Director, Operation Services, Vernon
Kevin Van Vliet, Utility Services Manager, Kelowna
Rod McLean, Utility Planning Manager, Kelowna
Joe Creron, Deputy City Manager, Kelowna
Jose Garcia, Biosolids Supervisor, Kelowna
Serge Kozin, Manager, Water Reclamation Centre
Natasha Kositsin, Legislative Secretary, Vernon

ORDER

The Chair called the meeting to order at 1:03 p.m.

ADOPTION OF AGENDA

Moved by Councillor Gail Given, seconded by Councillor Loyal Woodridge:

THAT the agenda for the Joint Biosolids Advisory Committee meeting of Wednesday, October 7, 2020 be adopted.

CARRIED.

ADOPTION OF MINUTES

Moved by Mayor Victor Cumming, seconded by Councillor Gail Given:

THAT the minutes for the Joint Biosolids Advisory Committee meeting of Thursday, April 23, 2020 be adopted.

CARRIED.

UNFINISHED BUSINESS:

**OVERVIEW/STATUS OF
LEACHATE AND
ODOUR MANAGEMENT
PLANS – UPDATE**

Leachate

At the September 19, 2019 Biosolids Advisory Committee meeting, the Biosolids Supervisor confirmed that pond re-lining was underway with a deadline of October 31, 2020. Leachate Management Plan also to be updated once re-lining complete. Jose Garcia, Biosolids Supervisor provided a PowerPoint presentation and the following points were noted:

- Pond Lining completed in Spring 2020
- Left-over sludge tested to determine disposal options (additional cost)
- Disposal plan developed with Greater Vernon Diversion and Disposal Facility (2-3 years)

Odour Management

At the previous meeting, it was noted that the Ministry of Environment (MOE) requires a secondary odour treatment (required by permit). An odour-neutralizing misting system was proposed with installation required by June 30, 2020. MOE also required Odour Management Plan (OMP) update. Jose Garcia, Biosolids Supervisor provided the following update:

- Misting system as secondary odour treatment (required by permit)
- Project was delayed but was completed this week
- Will operate May to October every year
- MOE asked for Odour Management Plan to elaborate on mix building practices
- Expand on potential odour sources (triggers, actions, responses)
- Incorporate findings of Air Emission Study
- Notice of misting system install completion and updated OMP submitted to Ministry of Environment

**WOODY BIOMASS
PROJECT – UPDATE**

Jose Garcia, Biosolids Supervisor provided a staff report and the following update was provided:

- Feasibility study in 2018
- Market fluctuations in biomass supply
- Looking for outlets for compost and reclaimed water
- Support sustainability

- Large scale 6-year pilot project
- Concerns over cost/benefit, financial and property commitment and procurement
- Study was based on existing project for the City of Calgary
- One of largest willow plantations in north America which started in 2013
- Contacted Calgary team – land application of biosolids to grow willows – feasible and sustainable – willows have not been harvested and tested in biosolids/compost operation – starting composting trial this fall 2020
- City of Kelowna evaluating biosolids digester, which could reduce Kelowna's biosolids contribution by 50%
- City of Vernon pretreatment plant for brewery wastes could reduce Vernon's biosolids contribution by 25%
- New third party compost facility near Princeton could accept biosolids from Kelowna and Vernon - staff from both cities evaluating unsolicited proposals separately
- A willow biomass pilot would require significant investment
- No confirmation that willow biomass will be effective in compost operation
- Significant decrease in biosolids projected
- Wood supply has stabilized
- Recommendation for biomass project to be on hold for now – in 2021 or 2022 staff can evaluate if Calgary's composting trial was successful
- Staff will continue to explore biosolids diversion strategies
- High rate anaerobic digester in Vernon actively working with consultants and probably break ground in spring and should be operational in 2021 phase one conveyance line will be completed in fall
- Kelowna digester will be completed in 2024 or 2025

**OGOGROW
SALES/FINANCIALS**

Jose Garcia, Biosolids Supervisor City of Kelowna provided an update on Ogogrow Sales and Financials and the following notes were provided:

- As of August 31st we had sold 18,000 cubic meters
- Sales revenue is expected to be close to projected budget of \$339,996 by end of year
- Bulk sale offer helping move significant amounts through fall and winter (29,000 cubic yards committed)
- Budget 2021 above and beyond current operational budget change request for these projects- spread out over time as 2021 is going to be challenging due to COVID
- Noxious weed management - \$20,000

- Odor monitoring system renewal \$25,000
- Sludge management disposal \$200,000 over two to three years
- Large scale asphalt repairs will continue in 2021
- Mixing building repairs and membrane replacement expected 2022

**UPDATE ON
PROVINCIAL
GOVERNMENT PLAN
TO AMEND ORGANIC
MATTER RECYCLING
REGULATIONS**

Jose Garcia, Biosolids Supervisor for the City of Kelowna reached out to the Ministry of Environment and was informed they will make an announcement regarding changes to the Regulation this Fall.

NEW BUSINESS:

**BIOSOLIDS
MANAGEMENT
PROPOSAL**

Jose Garcia, Biosolids Supervisor for the City of Kelowna provided a power point presentation on Biosolids Management Proposal and the following points were noted:

- Large permitted compost facility near Princeton; run by Arrow Transport (Nutri-Grow)
- Can accept biosolids from Wastewater Treatment Plants (WWTP) at a competitive rate
- Have approached cities (Kamloops, Vernon West Kelowna) in the region
- Proposal currently under evaluation

INFORMATION ITEMS:

ODOUR REPORTS

Jose Garcia, Biosolids Supervisor for the City of Kelowna reviewed odour reports including odour complaints from residents. The following points were noted:

- 13 odour reports to date in 2020
- Expect to be close to 2019's number by end of the year (16)
- Misting system, pond aeration and potential decrease in biosolids should help in coming year


NEXT MEETING

The next meeting is tentatively scheduled for April, 2020 from 1 – 3 p.m., location and date to be determined.

ADJOURNMENT

The meeting of the Biosolids Advisory Committee adjourned at 1:51 p.m.

CERTIFIED CORRECT:



Chair
April 21st / 2021



THE CORPORATION OF THE CITY OF VERNON

MINUTES

TOURISM COMMISSION MEETING

HELD WEDNESDAY, JANUARY 20, 2021

VIA ZOOM

PRESENT: VOTING:

Claus Larsen, Accommodation Provider
Richard Rolke, Greater Vernon Chamber of Commerce
Kevin O'Brien, Attractions
Dauna Kennedy, Arts & Culture
Councillor Kari Gares (Appointed Member)
Michael Van Horne, Golf
Susan Lehman, Downtown Vernon Association
Gale Woodhouse, Arts & Culture
David Gibbs, Accommodation Provider
Matt Scheibenpflug, Accommodation Provider
Mike Fotheringham, Okanagan Indian Band
Ricardo Smith, Sports and Events
Clinton Bialas, Restaurant
Troy Hudson, Ski
Mayor Victor Cumming (Alternate Member)

NON-VOTING: Ian Jenkins, Silver Star Mountain Resort

ABSENT: Brett Woods, Biking
Janna Maderyc, Accommodation Provider

STAFF: Kevin Poole, Staff Liaison, Manager, Economic Development & Tourism
Torrie Silverthorn, Tourism Coordinator
Karen Savill, Administrative Assistant, Economic Development and Tourism
Janice Nicol, Deputy Corporate Officer

ORDER

The meeting was called to order at 8:01 a.m.

ELECTION OF CHAIR

Nominations for the position of Commission Chair for 2021 were called for three times.

Claus Larsen was nominated and accepted.

Moved by Richard Rolke, seconded by Gale Woodhouse:

TOURISM COMMISSION MINUTES – JANUARY 20, 2021

THAT Claus Larsen be elected Tourism Commission Chair for 2021.

CARRIED.

Nominations for the position of Commission Vice-Chair for 2021 were called for three times.

Dauna Kennedy was nominated and accepted.

Moved by Troy Hudson, seconded by Claus Larsen:

THAT Dauna Kennedy be elected Tourism Commission Vice-Chair for 2021.

CARRIED.

ADOPTION OF AGENDA

Moved by Kevin O'Brien, seconded by Dauna Kennedy:

THAT the agenda for Wednesday, January 20, 2021 Tourism Commission meeting be adopted.

CARRIED.

ADOPTION OF MINUTES

Moved by Dauna Kennedy, seconded by Kevin O'Brien:

THAT the minutes of the Tourism Commission meeting held Wednesday, December 16, 2020 be adopted.

CARRIED.

UNFINISHED BUISNESS

TACTICAL MARKETING PLAN 2021 UPDATE

The Tourism Coordinator outlined the draft Tactical Marketing Plan for 2021 (attached to agenda). The following points were provided:

Tactical Marketing Plan

- Annual Marketing Plan prepared as per usual but tweaked to add an administrative section
- Tactics remain the same but allocation of dollars has been slightly adjusted.

Budget

TOURISM COMMISSION MINUTES – JANUARY 20, 2021

- Budget was submitted to the Chief Admin. Officer in August
- Will end with surplus of just over \$300,000
- \$200,000 of this surplus will be transferred to reserves to assist with recovery
- Document is not final as we are waiting for MRDT for November and December
- Thank you to Marketing Sub-committee – for their time and commitment to this process
- The plan includes a shift in strategy, need to be able to hit ‘go’ when it is time, focus efforts once pandemic restrictions ease
- The spend on digital is higher than usual, which gives greater insight and stats
- The amount budgeted for travel and transportation – need funds for bringing media in for hosting once that is allowed, staff travel remains at nil
- There will be a trial mobile visitor info centre (VIC) that will be reviewed with Commission after summer. The plan for 2022, based on success of mobile VIC, will be developed at that time.

Moved by Dauna Kennedy, seconded by Claus Larsen:

THAT the Tourism Commission endorse the 2021 Tourism Tactical Marketing Plan and proposed amended 2021 budget, as presented at the Tourism Commission meeting of January 20, 2020 by the Manager, Economic Development and Tourism.

CARRIED.

2021 VISITOR GUIDE

2021 Visitor Guide included in Tactical Marketing Plan. Represents a significant cost but is provides great marketing. There has been a reduction in the number of pages in the guide, with streamlined info and a focus on regional (similar to other DMO's).

CO-OP MARKETING PROGRAM 2021 UPDATE

The Tourism Coordinator provided an update on the applications and noted that volunteers are needed for the Co-op Marketing Sub-committee.

- Four applications received to date for the first intake period with deadline of February 1, 2021
- New this time – funding will be reimbursed only after campaign or event is complete. If event does not proceed, grant will not be reimbursed.
- Those that have event in July can apply in February to secure approval early

TOURISM COMMISSION MINUTES – JANUARY 20, 2021

- If event is cancelled, please advise Tourism Coordinator as soon as possible so funds can be reallocated accordingly
- Approval usually known in one month, best to submit application early if possible
- Messaging for Co-op Marketing Program:
 - E-newsletter
 - Industry exclusive Facebook group
 - Tourism Vernon/City website
 - Contact with previous applicants
 - Various press and media outlets.

A call for volunteers for the Marketing Sub-committee was made – only those that are not submitting for 2021 Cooperative Marketing Funding are eligible.

Moved by Dauna Kennedy, seconded by Claus Larsen:

THAT the Tourism Commission appoint Richard Rolke, Mike Van Horne and Clinton Bialas to the 2021 Co-op Marketing Sub-committee.

CARRIED.

STAKEHOLDER VIRTUAL OPEN HOUSE UPDATE

The Tourism Coordinator gave an update on the Stakeholder Virtual Open House. The following points were provided:

- Event is planned for February 18 (Sign-up is open) and will include many great speakers including a researcher from Destination BC
- Please spread the word amongst your networks and attend the event if you are free
- An individual email will be sent to each Commission member requesting a short video about your experience being a partner in local industry by answering the following questions:
 - What word would you use to summarize 2020?
 - What was an unexpected challenge you encountered in 2020?
 - What is something you can thank 2020 for?

NEW BUSINESS:

TOURISM COMMISSION MINUTES – JANUARY 20, 2021

ROUND TABLE DISCUSSION

Arts & Culture

Arts Council of North Okanagan

- Approaching 2021 with cautious optimism
- Moving forward with cultural master plan and a strategic plan moving into 2022
- Glad for co-op funding opportunity.

Art Gallery

- As part of the Cultural plan –an economic impact study for arts and culture being prepared, will provide benchmark with other cities – more information to be provided next meeting
- Regional District North Okanagan submitted grant application – looking for advocacy for positive outcome
- Fundraising campaign currently involves one on one private asks until it is safe to launch a public campaign
- Okanagan Print Triennial (International Printmaking Exhibition) proceeding from March 18 – May 19, 2021 – is a high caliber event in partnership with UBCO – Gallery is proud to be a part of this event. Great potential in future years to be heads in beds with international and regional guests.

Ski Sector

Sovereign Lake Nordic

- Extraordinary season to date, membership grew by 45% (gained 1,000 members)
- New demographic - many new, young faces and families
- With new market segment came challenges – Sovereign has a small staff, there were more first aid incidents but overall, has been a fun season
- Controls that were put in place proved successful, RFID cards provided good stats for future
- Ended up cancelling many programs but managing of group sizes and safety protocols successful
- Demographic of guests - mainly local and regional.

Greater Vernon Chamber of Commerce

- Continuing to support and shop local
- Webinars set up for members, running from February through summer on a variety of topics to assist businesses
- Also, will be holding Townhalls with elected officials
- Please let the Chamber know if you need anything.

City of Vernon

TOURISM COMMISSION MINUTES – JANUARY 20, 2021

- This has been a challenging year for many organizations, many have far exceeded expectations and have been innovative and quick to adapt
- Kudos to those that shifted and maintained business, flow of Fraser Valley and Alberta will start when restrictions reduced.

Golf Sector

The Rise

- Weather of late has been a bit of challenge, course is quiet right now – preparing for opening
- Renovations being done including finishing off 18th hole (Par 3), new water feature from Hole 6 to 9 with over ground waterfall and rockbed feature (including new bridge construction)
- Clubhouse building permit is under review with building department
- Winter sales good for memberships, looking forward to early April opening.

Attractions Sector

Kalavida Surf Shop

- District of Coldstream is going through a re-design for Kal Beach. Would be helpful to know where paddle launch will be as this will have a large impact on Kalavida's business;
- Need to re-tool business and renovating back end of store now that it is visible from kilometer zero of the Rail Trail.

Accommodation Providers

Prestige Hotel

- No new report – in survival mode currently and awaiting upswing.

Silver Star Mountain Resort

- Has been an interesting season with guests from Vernon and area only
- Busy with Passholders – Parking reservations and limited tickets successful for abiding by pandemic restrictions
- Majority of marketing – advising people NOT to come to mountain, keep Vernon and employees safe
- Doing best to not get in news and keep staff safe
- Bike planning for summer has begun, large number of people tubing and skating – staff encouraging social distancing.

TOURISM COMMISSION MINUTES – JANUARY 20, 2021

Restaurant Sector

Marten Brewpub

- Thanks to Commission for support addressing and advocating for a reduction in delivery fees charged to restaurants – pleased with the quick capping of fees by province
- The Marten has been getting busier on the weekends
- Addressing concerns over guests visiting and testing positive – have included a health check/physical assessment as part of first contact at restaurant
- Have expanded on grant applications including a potential underground beverages component of shelf stable products (fortified kombuchas will be on the market in the new few months)
- Looking at revenue streams that enable patrons to purchase from home
- Will be utilizing the old-fashioned mail-out to Vernon area residents
- Other restaurants also reporting an uptake in business over the last few months.

Accommodations Provider

Predator Ridge

- Quiet at this time but busy for real estate
- Skating and tennis have been popular
- Staying adaptive.
- Will continue long term rentals until April

INFORMATION ITEMS:

REVIEW OF TOURISM COMMISSION BYLAW AND BULLYING AND HARASSMENT POLICY

The Commission reviewed the Tourism Commission Bylaw (Terms of Reference) and the Bullying and Harassment Policy and have confirmed via email to the City of Vernon.

PROVINCIAL CAP ON FOOD DELIVERY FEES

The Mayor was able to speak with the Province the same day as last TC meeting about unfairness of delivery fees charges to restaurants. Glad that fees have been capped.

DATE AND TIME OF NEXT MEETING

The next meeting of the Tourism Commission is scheduled for **Wednesday, February 17, 2021** at 8:00 a.m. in the Okanagan Lake Room.

The Tourism Commission meeting adjourned at 9:04 a.m.

TOURISM COMMISSION MINUTES – JANUARY 20, 2021

CERTIFIED CORRECT:

Claus Larsen
Chair



THE CORPORATION OF THE CITY OF VERNON

MINUTES OF THE CLIMATE ACTION ADVISORY

COMMITTEE MEETING VIA ZOOM

HELD WEDNESDAY, February 10, 2021

PRESENT: VOTING

Mary Stockdale (Co-Chair), Educators and Educational Institutions
Brian Guy (Co-Chair), Business & Commercial Services
Bill Darnell, Community Stewardship
Jeremy Fyke, Science and Technology
Dione Chambers, Community at Large
Jenn Comazzetto, School District #22
Quinn Soon, Youth
Ed Wilson, Community at Large
Stan Eaman, Health and Social Services
Colleen Marchand, OKIB
Councilor Brian Quiring, Councillor (Appointed Member)

NON-VOTING

Barry Dorval, Youth Supporting Member

ABSENT: Mayor Victor Cumming (Alternate Member)

STAFF: Laurie Cordell, Manager, Long Range Planning & Sustainability
Jing Niu, Environmental Planning Assistant

ORDER

The meeting was called to order at 4:02 PM.

**ADOPTION OF
AGENDA**

Proposed amendment: include update on school curriculum project under item 3

Moved by Ed Wilson, seconded by Bill Darnell:

THAT the agenda of the Climate Action Advisory Committee meeting for Wednesday, February 10, 2021 be adopted.

CARRIED.

**ADOPTION OF
MINUTES**

Moved by Mary Stockdale, seconded by Stan Eaman:

THAT the minutes for the Climate Action Advisory Committee meeting of January 20, 2021 be adopted.

CARRIED.

UNFINISHED BUSINESS:

**Community
Engagement Plan
Update and
Discussion**

Staff presented the engagement strategy:

- Developed and shared a Storymap for community engagement online, that can be continuously built upon;
- Aim to have materials live online in March, collect for two or three weeks, with ongoing ambassador presentation and outreach and networking, media release and corresponding actions, provide a place for public Q&A / forum;
- Possibility of recording one of the ambassador presentations to have available for reference; and
- Potential for radio interviews.
- Seeking:
 - Volunteers for engagement action group: Mary Stockdale, Ed Wilson, Jeremy Fyke, Barry Dorval, Quinn Soon, Brian Guy, Jenn Comazzetto;
 - Volunteers for recorded Q&A (to be provided); and
 - Example quote/picture/photo release from community members for example actions.
- Staff to followup with specifics of requests, including any additional training necessary for new ambassadors.

**Overview of
Presentations**

SENS presentations went well, upwards of ~45 participants, well attended, moderated Q&A worked well. Letters can be provided to Council to show support.

RGMAC presentation was provided by staff, RGMAC adopted resolution to have corresponding staff work together to put together list of items applicable to RDNO to consider for action.

**Update on the
Curriculum
Initiative**

Encourage teachers to provide feedback, intend to make a presentation to the SD 22 Board, encouraging progress and looking forward to the second phase, working to target ambassador presentation to schools. Recommend to have the requests to the School Board prepared to support the presentation, helps to include student feedback/engagement in support of the requests to the board.

**Climate Action
Now**

Students with the flag project at Seaton, SENS and CAN have been collaborating.

Students have been working on how to best encourage Council to support CAP.

NEW BUSINESS

Meeting Schedule 2021 Proposed upcoming 2021 meeting schedule, 4PM starts: March 24, April 28, May 26, June 23, Aug 25, Sept 29, Oct 27, Nov 24, Dec 29- was endorsed by the committee

INFORMATION ITEMS:


Climate Action Plan In Action Councillor Quiring: CAP has been an “unbelievably effective tool” in supporting related initiatives as Council evaluates proposed action items. There is strong appreciation for the work the committee members have dedicated to the project.

NEXT MEETING The next meeting for the Climate Action Advisory Committee is set for March 24, 2021 at 4:00 PM.


ADJOURNMENT Moved by Stan Eaman, seconded by Ed Wilson:

THAT the meeting of the Climate Action Advisory Committee adjourned at 5:12 PM.

CERTIFIED CORRECT:



Co-Chair



Co-Chair



THE CORPORATION OF THE CITY OF VERNON

MINUTES

TOURISM COMMISSION MEETING

HELD WEDNESDAY, FEBRUARY 17, 2021

VIA ZOOM

PRESENT: VOTING:

Claus Larsen, Accommodation Provider
Richard Rolke, Greater Vernon Chamber of Commerce
Kevin O'Brien, Attractions
Dauna Kennedy, Arts & Culture
Councillor Kari Gares (Appointed Member)
Gale Woodhouse, Arts & Culture
David Gibbs, Accommodation Provider
Ricardo Smith, Sports and Events
Mayor Victor Cumming (Alternate Member)

NON-VOTING: Ian Jenkins, Silver Star Mountain Resort

ABSENT: Brett Woods, Biking
Janna Maderyc, Accommodation Provider,
Michael Van Horne, Golf
Susan Lehman, Downtown Vernon Association
Matt Scheibenpflug, Accommodation Provider
Mike Fotheringham, Okanagan Indian Band
Clinton Bialas, Restaurant
Troy Hudson, Ski

STAFF: Kevin Poole, Staff Liaison, Manager, Economic Development & Tourism
Torrie Silverthorn, Tourism Coordinator
Karen Savill, Administrative Assistant, Economic Development and Tourism
Dana Martin, Counter Clerk, Building & Licensing

ORDER

The meeting was called to order at 8:02 a.m.

TOURISM COMMISSION MINUTES – FEBRUARY 17, 2021

ADOPTION OF AGENDA

Moved by Richard Rolke, seconded by Gale Woodhouse:

THAT the agenda for Wednesday, February 17, 2021 Tourism Commission meeting be adopted.

CARRIED.

ADOPTION OF MINUTES

Moved by Dauna Kennedy, seconded by Gale Woodhouse:

THAT the minutes of the Tourism Commission meeting held Wednesday, January 20, 2021 be adopted.

CARRIED.

UNFINISHED BUSINESS

STAKEHOLDER VIRTUAL OPEN HOUSE UPDATE

The Tourism Coordinator gave an update on the Stakeholder Virtual Conference. The following points were provided:

- Virtual Conference is happening tomorrow. You can still sign up this morning.
- Those who have registered should have a link in their inbox and the link is available on our Facebook page.
- Mayor Cumming has done a video and there are great presentations lined up by Destination British Columbia and the Thompson Okanagan Tourism Association
- 90 registrants for the virtual conference

MARKETING UPDATE

The Tourism Coordinator provided an update on marketing initiatives. The following points were provided:

- The 2020 website report is back
- Website traffic is down 30%
- Normally we have 200,000 - 400,000 visitors. We were in the 160,000 range in 2020.
- People are still very much engaged
- Referrals to stakeholder websites were up by 10% and saw over 53,000 referrals from TourismVernon.com through to our partner and stakeholder websites
- Some of the list of 25 referrals included: Silver Star, Davison Orchards, Allan Brooks Nature Centre, Predator Ridge, Planet Bee, Okanagan Spirits, Ribbons of Green, Sovereign Lake, O'Keefe Ranch, Sparkling Hill, Splashdown, Bright Angel U-pick

TOURISM COMMISSION MINUTES – FEBRUARY 17, 2021

Farm, Cedar Falls campground

- Saw over 600 referrals per stakeholder from our website
- January report for digital and social websites show traffic is down but engagement is up by 30%
- Social channels continue to grow
- Promoting locally while preparing for the Provincial go-ahead (eg. Castanet Family Winter Activity List and a staycation promotion)
- Preparing for a digital push
- Website is going through a full audit
- Preparing a digital trail map for TourismVernon.com is underway
- Regional campaign with Csek Media

NEW BUSINESS:

ROUND TABLE DISCUSSION

David Gibbs, Accommodation Provider

- We are at 9-10% occupancy, down 75% from last year.

Ian Jenkins, Silver Star Mountain Resort

- Family day weekend was slow
- No bookings outside our area since early December
- Being aggressive with pricing
- Will close for the season on Easter Monday
- Locals offer is 35% off, peppered with “Star Deals”

Kevin O’Brien, Attractions

- Leased the café and store to Gum Tree Catering so it’s quiet
- Rail Trail parking lot is at over-capacity every day with users on the Rail Trail and skating on Kal Lake
- Getting calls for bookings for summer for bikes and paddleboards
- Additional signage is required re parking. Hopeful that the District of Coldstream will assist

Dauna Kennedy, Arts & Culture

- Okanagan Print Triennial (OPT) coming up in March
- Economic Impact Study being done for the Cultural Centre
- Time line on the study is unclear at this time but anticipate a fast rollout, soonest would be summer

Gale Woodhouse, Arts & Culture

- Going through a hiring process
- Concentrating on becoming more engaged with the community
- Working with RDNO, focusing on trails and parks

TOURISM COMMISSION MINUTES – FEBRUARY 17, 2021

- Going virtual
- Telus did some filming and it included the Arts Council. It'll be released on their network and across Canada. She will send the link as soon as it's available

Ricardo Smith, Sports and Events

- Business is strange. Getting hands on inventory is difficult. Rental bikes in particular, ordered in May and expected in October
- No shortage of Alberta traffic
- Supply chain has been maxed and shipping has been bottlenecked

Richard Rolke, Greater Vernon Chamber of Commerce

- Some business owners are doing extremely well, others are being challenged
- Access to labor is an on-going challenge
- Virtual events coming up – Town Halls with elected officials. Let Richard know if you'd like to register for this
- Webinars for their members coming up on a variety of topics

Mayor Victor Cumming

- The City has been experiencing constant demand in regards to development
- There is significant pressure to get the larger projects through
- Thinks we will see a significant vaccination rollout soon in Vernon. Suspects it will be a three to four-month rollout
- Will be important to get the message out quick to expediate the rollout

Kevin Poole, Staff Liaison

- Has accepted the position of Director of Community Safety, Lands, and Administration
- Will move to new position once his current position is filled
- They have done interviews for the Tourism Manager position and the Tourism Commission Chair will assist in the second round of interviews

Councillor Kari Gares

- The finance sector has seen significant growth. There is a housing crunch
- Has been a 38% increase with the majority of the increase being in the last quarter of 2020

TOURISM COMMISSION MINUTES – FEBRUARY 17, 2021

- Has redeveloped online modules so that customers can have access without having to leave their homes
- Is developing new software so that consumers can have more immediate access
- Is reaching out to developers and builders regarding the housing crunch to receive their insight
- There will be a panel of four women at an event on Women's International Day

Claus Larsen, Accommodation Provider

- Predator Ridge is seeing a lot of people wanting to stay for 1-3 nights. They are not accepting short term bookings currently
- They have nothing left to sell as far as real estate
- They have a deal with a developer to develop a 52-unit rental property
- No heli-skiing this year

INFORMATION ITEMS:

CO-OPERATIVE MARKETING PROGRAM 2021

Once applicant members in conflict of interest had been excused from the meeting, quorum would not have been reached. It was recommended that a special meeting and vote be held.

Moved by Kevin O'Brien, seconded by Richard Rolke:

THAT a special meeting and vote be held regarding the Co-operative Marketing Program 2021.

CARRIED.

DATE AND TIME OF NEXT MEETING

The next meeting of the Tourism Commission is scheduled for **Wednesday, March 17, 2021** at 8:00 a.m. via Zoom.

The Tourism Commission meeting adjourned at 8:43 a.m.

CERTIFIED CORRECT:

Claus Larsen

Chair



THE CORPORATION OF THE CITY OF VERNON

MINUTES OF ADVISORY PLANNING COMMITTEE MEETING

HELD

TUESDAY, FEBRUARY 23, 2021

PRESENT: VOTING

Mark Longworth, Chair
Phyllis Kereliuk
Monique Hubbs-Michiel
Jamie Paterson
Don Schuster
Doug Neden
Lisa Briggs
Larry Lundgren
Harpreet Nahal

NON-VOTING

Mayor Cumming (Alternate Appointed Member)

ABSENT: Councillor Mund (Appointed Member)
Joshua Lunn
Bill Tarr

STAFF: Craig Broderick, Manager, Current Planning/Staff Liaison
Kim Flick, Director, Community Infrastructure and Development
Roy Nuriel, Economic Development Planner

ORDER

The Chair called the meeting to order at 4:00 p.m.

**ADOPTION OF
AGENDA**

Moved by Jamie Paterson, seconded by Monique Hubbs-Michiel:

THAT the Advisory Planning Committee agenda for February 23, 2021 be adopted.

CARRIED.

**ADOPTION OF
MINUTES**

Moved by Larry Lundgren, seconded by Doug Neden:

THAT the minutes for the Advisory Planning Committee meeting of January 26, 2021 be adopted.

CARRIED.

NEW BUSINESS:**DEVELOPMENT
VARIANCE PERMIT
APPLICATION FOR
HWY 6, ANDERSON
WAY, 25TH AVENUE
(DVP00507)**

The Economic Development Planner reviewed the development variance permit application for 2411 HWY 6, 5580 ANDERSON WAY, 5351 25TH AVENUE. The Committee noted the following:

- Roy Nuriel, Economic Development Planner, provided an overview of three sign locations
- 'Round table' discussion amongst the Committee Members about support for the recommendation from Administration and that the Sign Bylaw review should be undertaken as soon as reasonably possible to address evolving sign technology and other signage issues.
- General agreement that Third Party Signage is not supported throughout the municipality and can lead to visual clutter.

Moved by Doug Neden, seconded by Larry Lundgren:

THAT the Advisory Planning Committee recommends that Council not support Development Variance Permit Application #DVP00507 to vary Section 5 of Sign Bylaw #4480 to allow for a total of three digital third party signs to be installed on Lot 1, Plan 43546, Sec 34, Twp 9, ODYD (2411 Hwy 6); Lot 1, Plan EPP60371, Sec 10, Twp 8, DL 38, ODYD (5580 Anderson Way); Lot A, Plan 29779, DL 66, ODYD (5351 25th Avenue) as outlined in the report titled "Development Variance Permit Application for 2411 Hwy 6, 5580 Anderson Way and 5351 25th Avenue" and dated February 12, 2021 by the Economic Development Planner.

CARRIED.

INFORMATION ITEMS:

The Manager, Current Planning reviewed the following APC related applications discussed at the February 8, 2021 Council meeting:

- **DVP00503 – 5-80 Kestrel Place** – approved for issuance once conditions are met
- **ZON00364 (MacDonald Park) Zoning Text Amendment to P1 (Parks and Open Space)** – to add permitted uses and waive Public Hearing

February 22, 2021 Council meeting:

- **DVP00514 – 9415 Eastside Road** – approved for issuance once conditions are met
- **ZON00297 – 5000 20th Street** – Bylaw #5760 Adopted

NEXT MEETING

The next meeting of the Advisory Planning Committee is tentatively scheduled for Tuesday, March 9, 2021.

ADJOURNMENT

The meeting of the Advisory Planning Committee adjourned at 4:30 p.m.

CERTIFIED CORRECT:


Chair



THE CORPORATION OF THE CITY OF VERNON

MINUTES

SPECIAL TOURISM COMMISSION MEETING

HELD TUESDAY, MARCH 2, 2021

VIA ZOOM

PRESENT: VOTING:

Claus Larsen, Accommodation Provider
Richard Rolke, Greater Vernon Chamber of Commerce
Councillor Kari Gares (Appointed Member)
Gale Woodhouse, Arts & Culture
David Gibbs, Accommodation Provider
Susan Lehman, Downtown Vernon Association
Matt Scheibenpflug, Accommodation Provider
Mike Fotheringham, Okanagan Indian Band
Clinton Bialas, Restaurant
Troy Hudson, Ski

ABSENT: Mayor Victor Cumming (Alternate Member)

Ian Jenkins, Silver Star Mountain Resort
Kevin O'Brien, Attractions
Brett Woods, Biking
Janna Maderyc, Accommodation Provider,
Michael Van Horne, Golf
Dauna Kennedy, Arts & Culture
Ricardo Smith, Sports and Events

STAFF: Kevin Poole, Staff Liaison, Manager, Economic Development & Tourism
Torrie Silverthorn, Tourism Coordinator
Karen Savill, Administrative Assistant, Economic Development and Tourism

ORDER

The meeting was called to order at 4:02 p.m.

ADOPTION OF AGENDA

Moved by Richard Rolke, seconded by Gale Woodhouse:

THAT the agenda for the Special Tuesday, March 2, 2021 Tourism Commission meeting be adopted.

CARRIED.

SPECIAL TOURISM COMMISSION MINUTES – MARCH 2, 2021

UNFINISHED BUSINESS

CO-OPERATIVE MARKETING PROGRAM 2021

The Tourism Coordinator provided a summary of the discussion and recommendations of the Co-op Marketing Sub-Committee and the following points were noted:

- The Co-op Marketing Sub-Committee met on February 9, 2021 to review applications
- We tried to give qualified applicants as much funding as possible
- We will be working closely with event coordinators to ensure that they are COVID compliant
- Confirmation that the Caravan Farm Theatre did not qualify for funding from the Co-op Marketing Program as they are not in the Greater Vernon area as per the policy and guidelines
- The Super 8 Motel and The Outback Lakeside Vacation homes both qualify for small accommodators funding and the recommendations reflects that adjustment

Moved by Richard Rolke, seconded by Councillor Gares:

THAT the Tourism Commission endorses the disbursement of \$50,050 of Co-op Marketing funds, as recommended by the Co-op Marketing Sub-Committee at their February 9, 2021 meeting, as follows:

Allan Brooks Nature Centre - \$1,500
Bush Babes & Bros Events - \$4,500
Caravan Farm Theatre - \$0
Cheers Okanagan Tours - \$7,000
Do the Okanagan - \$1,500
Kalavida – Billboard Campaign - \$3,300
Kalavida – Kal Classic Event - \$2,000
Know Your Farmer Tours - \$ 2,000
Liv Bombshell Enduro NOCS Event - \$1,000
Okanagan Rail Ride Event - \$ 1,750
Sip Happens Wine Tours - \$8,000
Super 8 Motel - \$0
Outback Lakeside Vacation Homes - \$8,000
The Rise Golf Course - \$7,000
Vernon Public Art Gallery - \$2,500
Total - \$50,050

CARRIED.

SPECIAL TOURISM COMMISSION MINUTES – MARCH 2, 2021

DATE AND TIME OF NEXT MEETING The next meeting of the Tourism Commission is scheduled for **Wednesday, March 17, 2021** at 8:00 a.m. via Zoom.

The Tourism Commission meeting adjourned at 4:14 p.m.

CERTIFIED CORRECT:

Claus Larsen
Chair



THE CORPORATION OF THE CITY OF VERNON
MINUTES OF ADVISORY PLANNING COMMITTEE MEETING
HELD

TUESDAY, MARCH 9, 2021

PRESENT: VOTING

Mark Longworth, Chair (4:05 p.m.)
Doug Neden, Vice-Chair
Phyllis Kereliuk
Monique Hubbs-Michiel
Jamie Paterson
Don Schuster
Lisa Briggs (4:07 p.m.)
Larry Lundgren
Harpreet Nahal

NON-VOTING

Mayor Cumming (Alternate Appointed Member)

GUESTS

Matthew Lund
Courtney Satchell

ABSENT: Councillor Mund (Appointed Member)

Joshua Lunn
Bill Tarr

STAFF: Craig Broderick, Manager, Current Planning/Staff Liaison

Ellen Croy, Transportation Planner
Jade Adams-Longworth, Records/Committee Clerk
Janice Nicol, Deputy Corporate Officer

ORDER

The Vice-Chair called the meeting to order at 4:04 p.m.

**ADOPTION OF
AGENDA**

Moved by Monique Hubbs-Michiel, seconded by Don Schuster:

THAT the Advisory Planning Committee agenda for March 9, 2021 be amended to:

- **ADD** additional Development drawings for item 3A for DVP00475 – 6820 Foothills Drive

CARRIED.**ADOPTION OF
MINUTES**

Moved by Jamie Paterson, seconded by Monique Hubbs-Michiel:

THAT the minutes for the Advisory Planning Committee meeting of February 23, 2021 be adopted.

CARRIED.

Mark Longworth, Chair entered the meeting at 4:05 p.m.

NEW BUSINESS:**DEVELOPMENT
VARIANCE PERMIT
APPLICATION FOR
6820 FOOTHILLS
DRIVE (DVP00475)**

The Manager, Current Planning reviewed the development variance permit application for 6820 Foothills Drive. The Committee noted the following:

- Lots 9 & 10 are inaccessible according to the the drawings provided by the applicant. Clarification was provided on which lots are subject to the variance request.
- There was discussion about drainage and drainage run-off from the slopes in the proposed subdivision. Storm water management is required as part of the subdivision and a statutory right of way will be required to convey the storm water.
- Clarification on -entry level home with a walk out basement was provided..

Lisa Briggs arrived at 4:07 p.m.

Moved by Monique Hubbs-Michiel, seconded by Doug Neden:

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, PL EPP102994, Sec 13, TWP. 8, ODYD (6820 Foothills Drive).

CARRIED.**DEVELOPMENT
VARIANCE PERMIT
APPLICATION FOR 198**

The Manager, Current Planning reviewed the development variance permit application for 198 Diamond Way. The Committee noted the following:

**DIAMOND WAY
(DVP00494)**

- Concern that tiered retaining wall will be disturbed if development proceeds.
- Committee inquired why the setback was originally included on the site plan referenced by the applicant. Staff clarified that the developer may have conveyed zoning information that did to reflect the requirements.
- Clarification on the meaning of 'keeping with the character of the area'
- Concern as to whether the footprint of the house encroaches on the required front yard setback. Confirmation that there is no variance from the front of the property.
- It was noted that the site plan (Attachment 1) will be corrected prior to Council presentation

Moved by Don Schuster, seconded by Lisa Briggs:

THAT Council not support Development Variance Permit Application DVP00494 to vary Section 9.9.6 of Zoning Bylaw #5000 in order to reduce the required flanking side yard setback from 2.6m to 1.2m, to accommodate the development of a single family dwelling at Lot 21, Plan EPP92486, Section 2, Township 13, ODYD (198 Diamond Way).

CARRIED, with Jamie Paterson opposed.

**DEVELOPMENT
VARIANCE PERMIT
APPLICATION FOR 624
HART PLACE
(DVP00506)**

The Manager, Current Planning reviewed the development variance permit application for 624 Hart Place. The Committee noted the following:

- Clarification was needed on a covenant line on one of the drawings – Staff noted it was an old water line that has been since removed.
- Clarification is needed on the appearance of lot lines/SROW lines on site plan.
- Staff explained that the variance is supported to a modified 2.0m rather than 1.5m as applied.

Moved by Larry Lundgren, seconded by Monique Hubbs-Michiel:

THAT Council support a modified Development Variance Permit Application DVP00506 to vary Section 9.3.5 of Zoning Bylaw #5000 in order to accommodate the development of a single family dwelling at LT 1 PL EPP95188 SEC 13 TWP 8 ODYD (624 Hart Place):

- a) Section 9.3.5 - flanking side yard setback from 5.0m to 2.0m.

AND FURTHER, that Council's support of DVP00506 is subject to the following:

- a) the site plan illustrating the general siting and layout of the proposed development, be attached to and form part of DVP00506.

CARRIED.

INFORMATION ITEMS:

The Manager, Current Planning reviewed the following APC related applications discussed at the March 8, 2021 Council meeting:

- **ZON00331 (4403 20 Street)** - Rezoning Extension Request Granted to Feb 10, 2022
- **ZON00357/DVP00493 (1800 32 street)** – Bylaw adopted, all conditions have been met.

February 22, 2021 Council meeting:

- **ZON00364** – P1 Educational Text Bylaw third reading granted

NEXT MEETING

The next meeting of the Advisory Planning Committee is tentatively scheduled for Tuesday, March 23, 2021.

ADJOURNMENT

The meeting of the Advisory Planning Committee adjourned at 4:46 p.m.

CERTIFIED CORRECT:


Chair



DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: info@coldstream.ca Website: www.coldstream.ca

"Rural Living At Its Best"

OFFICE OF THE MAYOR

File: 6410-30
March 23, 2021

Honourable Mel Arnold
North Okanagan – Shuswap
1-3105-29th Street
Vernon, BC V1T 5A8

Via email: Mel.Arnold.C1@parl.gc.ca

Dear Mr. Arnold:

Re: Letter of Support – Suicide Prevention Hotline

Council, at their Regular meeting held on Monday March 22, 2021, passed the following resolution:

THAT the District of Coldstream Council receive and file the letter dated February 16, 2021 from Mel Arnold, MP, North Okanagan - Shuswap, regarding a National 3-digit Suicide Prevention hotline;

AND THAT Council authorizes the Mayor to write a letter of support for the following House of Commons motion adopted December 11, 2020:

That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.

AND FURTHER THAT this letter be distributed to the local Member of Parliament, Member of the Legislative Assembly of BC, Federal Minister of Health, the Canadian Radio-television and Telecommunications Commission and local area municipalities.

Sincerely,

Jim Garlick, Mayor

Copy: MLA Harwinder Sandhu – email: Harwinder.sandhu.MLA@leg.bc.ca
Hon. Hajdu, Federal Minister of Health – email: hcmminister.ministresc@canada.ca
CRTC – email: response@CCTS-CPRST.ca
City of Armstrong
City of Enderby
Village of Lumby
Township of Spallumcheen
City of Vernon
Regional District of North Okanagan

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

March 31, 2021

The Honourable Harry Bains
Minister of Labour
PO Box 9064, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Bains,

On behalf of Victoria City Council, I am writing today to request favourable consideration for the below motion passed at the March 11, 2021 Council meeting:

WHEREAS the covid pandemic has exacerbated existing inequalities and its social, health, and economic impacts are particularly devastating for women and racialized communities; and

WHEREAS the tourism and hospitality industries have been drastically impacted; and

WHEREAS of the 50 000 hotel workers that were laid off in March 2020, the majority are women and people of colour; and

WHEREAS the duration of the pandemic means that recall rights require extension; and

WHEREAS there are reports of hotels in British Columbia refusing to commit to bringing workers back to their jobs when business returns; and

WHEREAS the City of City of Victoria is committed to a COVID recovery plan that takes better care of people, the environment, and the community than the systems we had before the pandemic; and

WHEREAS the City of City of Victoria recognizes hotel workers and people who work in the tourism industry as valued and valuable members of our community;

THEREFORE, BE IT RESOLVED THAT the City of City of Victoria affirms that people should not lose their livelihoods due to the pandemic; and

.../2

1 Centennial Square Victoria British Columbia Canada V8W 1P6
Telephone (250) 361-0200 Fax (250) 361-0348 Email mayor@victoria.ca
www.victoria.ca

THAT the City of Victoria write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and

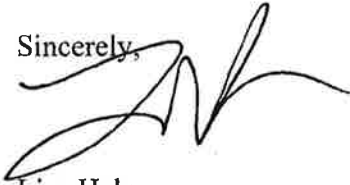
THAT this letter be forwarded to all BC municipalities asking to write their support; and

THAT the City of Victoria writes to the Association of Vancouver Island and Coastal Communities.

Though not expressly in the resolution, the intention of this motion was to write to both the Association of Vancouver Island and Coastal Communities and the Union of BC Municipalities, encouraging them to host future conferences and events in venues that respect worker rights and pay at least a living wage. A copy has been sent to both organizations.

Thank you for your time and consideration. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,

A handwritten signature in black ink, appearing to be 'Lisa Helps', written over the word 'Sincerely,'.

Lisa Helps
Victoria Mayor

Cc: Honourable Melanie Mark, Minister of Tourism, Arts, Culture and Sport
The Association of Vancouver Island and Coastal Communities (AVICC)
The Union of British Columbia Municipalities (UBCM)



Mayor's Office, City of Penticton

171 Main Street, Penticton, B.C. V2A 5A9

Tel: 250-490-2400 Fax: 250-490-2402

www.penticton.ca

April 13, 2021

President Brian Frenkel
c/o Union of British Columbia Municipalities
 525 Government Street
 Victoria, BC V8V 0A8

Re: B.C. Government's Use of Provincial Paramourncy to Undermine Local Government Bylaws

Dear President Frenkel:

On behalf of Penticton City Council, I am requesting the Union of British Columbia Municipalities write a letter to Premier John Horgan requesting the reconsideration of invoking Provincial Paramourncy as it relates to the violation of Penticton City Council's authority and the City of Penticton's Zoning Bylaws at 352 Winnipeg Street, Penticton, BC.

The following is a timeline of events:

- When COVID-19 struck in March, 2020 many facilities that provided showers, laundry services, and meals to our most vulnerable in our community had to close and/or adapt. The City via its Emergency Operations Centre (EOC), Emergency Management BC and BC Housing worked together to find a temporary "hygiene station" and isolation shelter for anyone that was needing to isolate during COVID.
 - 352 Winnipeg Street was not an ideal site for a hygiene station as it was adjacent to two seniors' homes. However, as the site contained a vacant and free standing building that could quickly be fitted for a hygiene station, the EOC supported and worked with BC Housing to quickly stand-up the hygiene station.
- In September, 2020 BC Housing approached the City to turn the isolation shelter into a 42 bed Temporary Emergency Winter Shelter. This use was contrary to City Zoning Bylaws and although met with trepidation from the neighbourhood, Council ultimately approved a Temporary Use Permit (TUP) for the isolation shelter to be converted and operate as Temporary Winter Shelter until April 1, 2021.
 - Video of the lengthy Council debates from our October 6th and 20th, 2020 meetings can be found on our website to better understand how clear individual Council members were that this was not an appropriate location, but that in the midst of the pandemic, they would grant a TUP on this one occasion.

- In March 2021, BC Housing sought an extension to this TUP until March 31, 2022 in effect changing the use from a temporary, emergency winter shelter to a year round shelter. Council denied this request based on zoning bylaws and the previous clearly communicated unsuitability of this location.
 - Via resolution, Council further directed Penticton's Safety and Security Advisory Committee to develop location selection criteria for a new, permanent winter shelter for Penticton.
 - Council initially learned of the Province's interests in exploring the use of paramountcy via an interview on Global news with Minister David Eby, who had met with Council twice early in the year to discuss a supportive housing project at 3240 Skaha Lake Rd., Penticton, BC.
- Again in March, BC Housing stated their intention to continue operations of the facility "on a balance of convenience" and asked Council to reconsider. Having been presented no alternate location as requested or new information; based on zoning bylaws and the previously communicated unsuitability of this location Council did reconsider the request and again denied the request.
 - Via resolution, Council further directed staff to work with BC Housing to find alternate solutions.
- At the writing of this letter, 352 Winnipeg now operates in contravention of the City of Penticton bylaws as a newly established year round shelter following the threat of Provincial Paramountcy.

While the issue at hand is a matter of land use and planning, it is important to note according to data provided directly from the current Minister responsible for Housing to City Council, Penticton has the highest number of supportive housing beds per capita in the Interior region. Each of these beds was developed with Penticton City Council's input and with respect for their role in the local decision making process.

In closing, Penticton City Council is hoping Minister David Eby, whom has invoked paramountcy on behalf of the Province, or Premier John Horgan as the head of a Government that promised to work collaboratively with Local Governments, reconsiders their position and adheres to our City's bylaws. As this could happen to any one of the other 188 local governments in B.C., we ask that the Union of British Columbia Municipalities, on behalf of its membership, request Premier John Horgan reconsider the use of Provincial Paramountcy with respect to 352 Winnipeg Street, Penticton, BC.

Yours truly,



John Vassilaki

Mayor

cc. Penticton City Council
 Donny van Dyk, Chief Administrative Officer
 Dan Ashton, Member of Legislative Assembly
 BC Local Government Elected Officials



News Release

penticton.ca

Council seeks support from UBCM to help challenge Provincial Paramountcy

(Penticton, BC – April 13, 2021) – On behalf of City Council, Penticton Mayor, John Vassilaki, has sent a letter to the Union of British Columbia Municipalities (UBCM) President, Brian Frenkel, requesting UBCM prepare a letter to BC Premier, John Horgan, supporting Council's position that the Province's recent use of Paramountcy is a violation of two Council decisions and the City's zoning Bylaws.

"My letter to Mr. Frenkel made it very clear that the issue at hand is a matter of land use and cooperative planning between two levels of government," said Penticton Mayor, John Vassilaki. "The Attorney General and Minister Responsible for Housing, David Eby, would have British Columbians believe that the City of Penticton is not doing its part to support the housing crisis. This is simply not the case and information provided directly from the Minister shows that Penticton has the highest number of supportive housing beds per capita in the interior region. All of these beds were developed with Penticton Council's input and with respect for Council's role in the decision making process.

"Today our previous working relationship of bilateral cooperation has been replaced by a unilateral hammer that puts our residents at risk of having the Provincial Government plan our community. As such, Council has reached out to Mr. Frenkel and the UBCM membership at large to seek their support in reversing the Province's conduct towards Penticton, or any other community they disagree with."

-30-

Contact:

Philip Cooper
Communication Manager
City of Penticton
250-490-2583



April 9, 2021

Vernon City Council

**Expression of Interest
Tourism Commission
Vernon Winter Carnival**

To Your Worship and members of Council,

On behalf of Vernon Winter Carnival Society, I am writing to request the consideration to have a representative from Vernon Winter Carnival take a seat on the Tourism Commission.

For 61 years Vernon Winter Carnival has been a tradition in our city. Since its inception in 1961 we have promoted tourism to Vernon in the off season, having a significant impact on our economy in a time that would otherwise be slow for many local businesses. We estimate that in recent years Vernon Winter Carnival is bringing in a minimum of \$500,000 into our community through Tourism. In 2021 we faced challenges never seen before. Vernon Winter Carnival was able to adapt and keep the Spirit of Carnival alive, despite COVID-19. We are happy to be able to share our processes and learning experiences with other tourism industry leaders as we look to the future of tourism after a Global Pandemic.

We consider our organization and Society to be a leader in Winter Tourism in Vernon. It's for these reasons we hope The City of Vernon will consider allowing a representative from Vernon Winter Carnival Society to sit on the Tourism Commission as soon a seat becomes available. This is an exciting opportunity for us to share our experiences and continue to grow Tourism year round in our beautiful city.

Sincerely,

A handwritten signature in black ink, appearing to read "Vicki Proulx".

Vicki Proulx
Executive Director
Vernon Winter Carnival Society