



# THE CORPORATION OF THE CITY OF VERNON

## MATTERS REFERRED

June 28, 2021

### A. AGENDA CHANGES:

1. **ADD ITEM – 9. C. UNFINISHED BUSINESS** – 2021 Recreation Funding From COVID Re-Start Grant (attached)
2. **ADD ITEM – 11. A. (ix) NEW BUSINESS – Correspondence** – Request for Resources to Provide Cooling Centres During Heat Related Weather Emergency (attached)
3. **ADD ITEM – 8. A. ADMINISTRATION UPDATES** – 2900 Block 30<sup>th</sup> Avenue Closure July 1 to September 7, 2021.

### B. COMMITTEE OF THE WHOLE – JUNE 28, 2021 (RATIFIED IN OPEN MEETING):

#### **LEGACY RESERVE PROJECT SELECTION (1700-02)**

*'THAT Council endorse the following projects to be funded from the Fortis BC Legacy Reserve:*

1. *Kin Race Track Park (sports fields, trails, outdoor ice rink, dog park and set aside lands for affordable housing and the Active Living Centre) (\$10M)*
2. *Required monies for the RCMP Building Renovation Analysis (up to \$2M).'*

### C. DECLASSIFIED MOTIONS FROM THE IN-CAMERA MEETING HELD JUNE 28, 2021:

#### **CAO HR PLANNING (SUCCESSION MANAGEMENT) AND TALENT ATTRACTION (RECRUITMENT) POLICY (0110-40)**

*'THAT Council receive the Internal Memorandum dated June 21, 2021, titled "CAO HR Planning (Succession Management) and Talent Attraction (Recruitment) Policy" and attachment, respectfully submitted by the Director, Human Resources;*

*AND FURTHER, that Council approve the policy, as attached, and **declassify** the resolution and policy and remove from In Camera'.*

D.    DECLASSIFIED MOTIONS FROM THE IN-CAMERA MEETING HELD MAY 25, 2021:

**AQUATIC CENTRE AIR  
HANDLING UNIT –  
ADDITIONAL FUNDING  
(7700-000-21)**

*'THAT Council authorize Administration to utilize up to \$340,000 from the Recreation Major Maintenance Reserve to fund the additional costs for the Aquatic Centre Air Handling Unit Project as per the internal memorandum titled Aquatic Centre Air Handling Unit – Additional Funding, dated May 14, 2021 respectfully submitted by the Director, Recreation Services;*

*AND FURTHER, that Council **declassify** the resolution from in camera **after the project has been awarded to the successful bidder and all required contract documents have been signed by all parties.**'*



**THE CORPORATION OF THE CITY OF VERNON**

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

**TO:** Will Pearce, CAO **FILE:** 1770-02 (2021)  
**PC:** Mayor and Council **DATE:** June 25, 2021  
Doug Ross, Director, Recreation Services  
**FROM:** Debra Law, Director, Financial Services  
**SUBJECT: 2021 RECREATION FUNDING FROM COVID RE-START GRANT**

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For the 2021 Recreation division budget preparations, Council agreed that Recreation Services could prepare a budget at the Tier 3 level presented by the Director, Recreation Services. This resulted in an extra cost of \$365,107 in order to operate the recreation facilities at a lower capacity than normal due to the COVID-19 pandemic. At the same time, Council agreed that this additional amount could be funded from the COVID Safe Restart grant provided our partners from RDNO and Coldstream were willing to use a portion of their grant for the same purpose. While waiting for a decision from our partners, the additional cost of \$365,107 has been funded from the Recreation Facilities Operating Reserve.

The City has received a letter from RDNO and Coldstream (Attachment 1) indicating that they will provide a proportionate contribution from their respective COVID Restart grant funds, subject to the City of Vernon confirming their proportionate contribution from the City's allocation of their COVID Restart grant funds. RDNO has indicated their contribution will be \$56,287, while Coldstream has indicated their contribution will be \$59,087, representing 31.6% of the total additional cost of \$365,107. The remaining amount of \$249,733 will be the City's contribution from its COVID Safe Restart grant fund.

The City of Vernon's COVID Safe Restart grant fund has a projected December 31, 2021 balance of \$2,102,854. Administration recommends Council change the funding in the Recreation Division's 2021 budget currently showing \$365,107 from the Recreation Facilities Operating Grant, to a Contribution from Other Governments of \$115,374 and a contribution from the City's COVID Safe Restart grant fund of \$249,733. Administration will advise the Recreation Services funding partners (RDNO and Coldstream) of Council's decision.

**RECOMMENDATION:**

THAT Council change the 2021 Recreation Services budget funding of \$365,107 from the Recreation Facilities Operating fund, to funding \$115,374 from Contributions from Other Governments, and funding \$249,733 from the COVID Safe Restart grant fund;

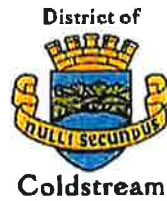
AND FURTHER, that Administration advise RDNO and Coldstream immediately.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Debra Law'.

Attachment – Letter from RDNO and Coldstream

0482-01



June 16, 2021

Mayor and Council  
City of Vernon  
3400 – 30<sup>th</sup> Street  
Vernon, B.C. V1T 5E6



Dear Mayor Cumming and Council,

**Re: 2021 Recreation Services Budget**

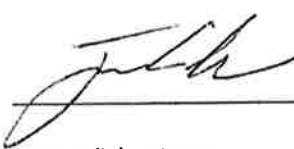
In response to the City of Vernon letter dated December 1, 2020 regarding the use of COVID-19 Restart funds to fund the projected 2021 deficit, the District of Coldstream provided a response on January 13, 2021 and Electoral Areas "B" and "C" on January 14, 2021. Coldstream advised they would consider a proportionate contribution subject to receiving specific financial information from 2019, 2020 and 2021. The Electoral Areas advised that, at the time of their response, the Regional District Board had not yet confirmed what COVID-19 funds would be allocated to the Electoral Areas. Since the writing of those initial responses, greater clarity has been obtained on both matters.


We write to advise that Coldstream and Electoral Areas "B" and "C" will provide a proportionate contribution from our respective COVID-19 Restart Grant Funds, subject to the City of Vernon confirming their proportionate contribution from the City's allocation of their own COVID-19 Restart funds. The contribution would be as follows:

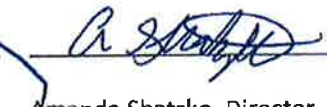
Coldstream	\$ 59,087
Electoral Areas "B" and "C"	\$ 56,287

Vernon's identified share of the projected 2021 Recreation Services deficit is \$249,733. Please confirm, in writing, that the City of Vernon will be transferring \$249,733 of its COVID-19 Restart Funds to the 2021 Recreation Services budget.

Yours truly,

  
 Jim Garlick, Mayor  
 District of Coldstream

  
 Bob Fleming, Director  
 Electoral Area "B"

  
 Amanda Shatzko, Director  
 Electoral Area "C"



**THE CORPORATION OF THE CITY OF VERNON**

**INTERNAL MEMORANDUM**

**TO:** W. Pearce, Chief Administrative Officer **FILE:** 7130-06

**PC:** D. Lind, Acting Director, Emergency Operation Centre  
K. Flick, Director Community Infrastructure and Development **DATE:** June 27, 2021

**FROM:** Laurie Cordell, Manager, Long Range Planning and Sustainability

**SUBJECT: REQUEST FOR RESOURCES TO PROVIDE COOLING CENTRES DURING HEAT RELATED WEATHER EMERGENCY**

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On Friday June 25, 2021, Administration attended a meeting with Emergency Management BC (EMBC) and Interior Health. At this meeting the serious nature of the heat emergency was outlined and Interior Health requested that Local Governments provide support to their communities by opening cooling centres. This request led to the activation of the Emergency Operations Centre and the implementation of a plan to open Kal Tire Place (KTP) as a cooling centre. In addition to the opening of KTP and in advance of the EOC activation, Administration had been working on a list of cooling resources with the Social Planning Council and community partners. As well, the Community Foundation brought forward funding to support the opening of the library on Sunday, June 27, 2021. The library is an important downtown location for those who have difficulty getting to KTP.

The KTP cooling centre opened Sunday June 27, 2021 with the intention of remaining open until the extreme temperatures recede. There are some costs to the operation of the cooling centre that Administration would request Council support. These include additional staff to provide support for the cooling centre (arena attendant and attendee ambassador), security personnel to support KTP staff and bottled water and other supplies.

In addition, Canada Day has been identified as a concern as the library and many other options for community members will be closed. The library has indicated that if costs could be covered (approximately \$3,500) they would be able to be open as well.

The City may receive reimbursement for some or all of these costs through EMBC and has received preliminary approvals. Administration requests that Council consider providing up to \$20,000 from the 2020 Unexpended Uncommitted Balance reserve to support the City's response to the extreme heat.

**RECOMMENDATION:**

THAT COUNCIL authorizes the expenditure of up to \$20,000 from the 2020 Unexpended Uncommitted Balance reserve to support the City's response to the

extreme heat as outlined in the memorandum titled "Request for Resources to Provide Cooling Centres During Heat Related Weather Emergency" dated June 27, 2021, respectfully submitted by the Manager, Long Range Planning and Sustainability.

Respectfully submitted:

Jun 28 2021 8:03 AM

X

Laurie Cordell



DocuSign

Laurie Cordell,  
Manager, Long Range Planning and Sustainability

[\(G:\Covid 19 EOC\Issues & Solutions\June 2021 Heat Wave\210627 heat wave cooling res rqst memo.doc\)](#)



**THE CORPORATION OF THE CITY OF VERNON**

3400 – 30<sup>th</sup> Street, Vernon, B.C. V1T 5E6  
 Telephone: (250) 545-1361 Fax: (250) 545-4048  
 website: www.vernon.ca

**Corporate Policy Manual**

Section:	Council	
Sub-Section:	Employment Terms	
Title:	CAO HR Planning (Succession Management) and Talent Attraction (Recruitment) Policy	

**RELATED POLICIES**

Number	Title
	Salary Administration – Management/Exempt Staff
	Hiring

**APPROVALS**

POLICY APPROVED BY:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by:  Mayor: (name)  Date: (date of signed policy)		
	Amendment Approved by:  Mayor: (name)  Date: (date of amendment)	

## **POLICY**

The purpose of this policy is to establish criteria for HR Planning (Succession) and Talent Attraction (Recruitment) of the Chief Administrative Officer (CAO) for the Corporation of the City of Vernon (the City).

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## **DEFINITIONS**

- 1 Words in this recommended process have the same meaning as those set out in the *Local Government Act* except as follows:
    - (1) "CAO" means Chief Administrative Officer;
    - (2) "Chief Administrative Officer" means the Chief Administrative Officer of The Corporation of the City of Vernon as defined in the *Local Government Act*;
    - (3) "Council" means the duly elected Council of the Corporation of the City of Vernon;
    - (4) "Councillor" means a duly elected member of the Corporation of the City of Vernon Council;
    - (5) "LGA" means the Local Government Act, [RSBC 2015], as may be amended or replaced from time to time;
    - (6) "Selection Committee" means three (3) members of Council, one (1) of which is the Mayor; and
    - (7) "The Corporation of the City of Vernon" means The City of Vernon (the City) as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.
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## **PROCEDURES**

This recommended process establishes an HR Planning (Succession Management) and Talent Attraction (Recruitment) process for Council to



select and hire a Chief Administrative Officer (CAO) for The City of Vernon (the City).

Hiring the CAO is a key responsibility of Council. The CAO is the direct employee of Council. As the City's administrative lead, the CAO's prime responsibility is to implement the resolutions, bylaws, and policies of Council efficiently and effectively. The CAO is responsible for administering, supervising and directing the affairs of the Municipality and its Officers and employees under the general policy direction of Council, and in conformity with relevant statutes, bylaws and resolutions.

At such time as the CAO position becomes vacant, or notice of a pending vacancy is received, the Mayor (or their designate) shall notify the Director, Human Resources (or their designate) to commence the process to fill the vacancy for hiring a CAO.

### **Guidelines for Deputy or Interim CAO**

#### **Short-Term Temporary Absence**

In the event of an absence of the CAO that is expected to last one (1) month or less, the position will be filled by the Deputy CAO.

#### **Long-Term Temporary Absence**

In the event of an absence of the CAO that is expected to last for more than one (1) month, the Long-Term Temporary Absence section of this plan applies and the Deputy CAO will consider temporarily appointing an acting replacement to the position they have left vacant, while they perform the duties of the CAO.

#### **Permanent Absence**

In the event of an absence of the CAO that is confirmed to be permanent, and where the City has no obligation to hold the CAO position open for an absent employee, the Long-Term Temporary Absence section of this plan applies until an Interim CAO has been appointed.

## **Interim CAO**

The Selection Committee will make recommendations to Council about the appointment of an Interim CAO as soon as possible. A person appointed as Interim CAO may be a candidate for permanent appointment to the position, and therefore, the Director, Human Resources and the Specialist, Talent Acquisition and Retention will provide support to the Selection Committee in completing its tasks related to hiring a permanent replacement for the CAO.

## **Talent Attraction (Recruitment) of Permanent CAO Replacement**

In the event of an absence of the CAO that is confirmed to be permanent, and where the City has no obligation to hold the CAO position open for an absent employee, the Selection Committee will oversee the process for hiring a new, permanent CAO.

## **Selection Process**

The Selection Committee shall initially be comprised of three (3) members of Council, one (1) of which will be the Mayor. The Selection Committee will shortlist the candidates who will be interviewed.

Council as a whole will be part of the final panel of interviews for candidate selection.

Due to the importance of this position to the City of Vernon, consultation with the Senior Leadership Team, City staff, and community stakeholders may be initiated and incorporated into the recruitment and selection process.

## **Options for HR Planning (Succession Planning) Talent Attraction (Recruitment)**

- a. **HR Planning (Succession Management)** - Where the City of Vernon has demonstrated 'robust' capacity building and an HR Planning philosophy (Succession Management) (i.e. where available 'high' potential candidates have been identified within the City and where capacity building is in place, regular performance leadership plans are conducted, and assessments are made to determine a candidate's readiness for the CAO position), the Selection Committee may opt to

limit the CAO talent attraction (recruitment) internally amongst those identified as 'high' potential candidates and recommend a direct appointment into the role of Interim CAO or to the permanent role of CAO to Council for ratification;

- b. **Internal HR Process** – Council may direct the Selection Committee to work with the Director, Human Resources and the Specialist, Talent Acquisition and Retention to fulfil the full cycle talent acquisition process. The process would include support for the Selection Committee to develop the posting, determine interview questions, assist with the process for short-listing of the candidate(s) to be interviewed by Council, assist with the process for reference checking, and to provide assistance and support in the completion of the agreement between Council and the CAO;
- c. **External HR Consultant** – Council may obtain the services of a consultant to assist the Selection Committee to fulfil the full cycle talent acquisition process with the City to post the position of CAO. The process would include support for the Selection Committee to develop the posting, determine interview questions, assist with the process for short-listing of the candidate(s) to be interviewed by Council, assist with the process for reference checking, and to provide assistance and support in the completion of the agreement between Council and the CAO; or
- c. **Executive Search Firm** – Council may obtain the services of an external recruitment firm specializing in the recruitment of executive administrative positions to work with the Selection Committee to undertake the search, interview, and selection process through to the completion of an agreement between Council and CAO.

### **Maintenance of Record**

The CAO is authorized to make minor, non-substantive, amendments to this policy to maintain its currency, such as updates to references to legislation and position titles.

## **Administration Updates**

### **June 28, 2021**

#### **COMMUNITY INFRASTRUCTURE AND DEVELOPMENT SERVICES**

##### **2900 Block 30<sup>th</sup> Avenue Closure July 1 to September 7, 2021**

Administration has organized an advanced closure of the 2900 block to enable its opening to the public on July 1, 2021. Tuesday June 29 at 6 am Operations crews will close the road using wooden barricades to enable the following:

- Road sweeping
- Asphalt surface inspection of this block and immediately adjacent lanes due to pending use by pedestrians
- As necessary, carry out spot repairs of asphalt surface
- Relocation of Community Bike Corral to south side of 30<sup>th</sup> Avenue
- Relocation of existing concrete planters to this block
- Drive through by Vernon Fire and Rescue followed by installation of road closure barricades, signage and bollards

On Wednesday June 30 the 2900 block will be closed to permit any final repairs and the DVA to install storage containers in the lanes, picnic benches and additional lighting. The business will then be permitted to utilize the extra space starting July 1, 2021 following the Temporary Outdoor Commercial Use license process.