

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, February 17, 2014
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of February 3, 2014](#)

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3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

[Raul Poole – Lower Shuswap Stewardship Society \(LSSS\)](#)

Re: Risks from Unrestricted Power Boats on River

pg 8

5. DEVELOPMENT MATTERS

6. BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

a. [2014 Road Capital Projects](#) – Report from Brian Monaghan, Monaghan Engineering

7. BYLAWS – 1st Reading

a. [Zoning Bylaw Text Amendment Bylaw No. 1536, 2014 \(Medical Marihuana Grow Operations\)](#)

Memo from Assistant Corporate Officer and Planning Assistant dated Feb. 12, 2014

pg 9-12

8. REPORTS

a. [Mayor and Council](#)

b. [Building Permit Detail Report – January 2014](#)

pg 13-14

9. NEW BUSINESS

a. [Drinking Water Annual Report](#) – Memo from Chief Administrative Officer dated Feb 11, 2014

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b. [City of Vernon](#) – Correspondence dated February 4, 2014

Re: [Expiration of Rural Safe Communities Agreement](#)

pg 27

c. [Enderby in Motion](#) – Correspondence dated February 5, 2014

Re: [3rd Annual 2K, 5K, 10k Run/Walk/Wheel](#)

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d. [Secondary Suite Decommission Policy](#) – Memo from Chief Financial Officer dated February 4, 2014

pg 29-31

e. [2014 SILGA Convention Attendance](#) – Memo from Chief Financial Officer dated February 13, 2014

pg 32-33

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (___) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, February 3, 2014 at 4:30 p.m. in the Council Chambers of City Hall

Present: Mayor Howie Cyr
Councillor Tundra Baird
Councillor Brad Case
Councillor Raquel Knust
Councillor Beryl Ludwig
Councillor Greg McCune
Councillor Earl Shipmaker

Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Assistant Corporate Officer and Planning Assistant – Kurt Inglis
Recording Secretary – Bettyann Kennedy
The Press and Public

APPROVAL OF AGENDA

The following item was added to the agenda under New Business:

- Appointment of Grant Colling and Don Smythe as bylaw enforcement officers

Moved by Councillor Ludwig, seconded by Councillor Case that the agenda be approved as amended.

Carried Unanimously

ADOPTION OF MINUTES

Moved by Councillor Baird, seconded by Councillor Knust that the minutes of the regular meeting of January 13, 2014 be adopted as circulated.

Carried Unanimously

PETITIONS AND DELEGATIONS

Bernie Desrosiers, President – Welcoming Communities

Re: Welcoming Communities Update and Respect Lives Here Symposium

Mr. Desrosiers provided an update on the programs:

- Federal funding will replace provincial funding.
- Met with Sue Rossi of the Resource Centre. Clients can be referred to Salmon Arm or the service can come to Enderby if necessary.
- The 3 year racism/hate programs are now up. Thompson-Okanagan Respect Network is a regional group. Need to assist those persons who are marginalized or for whatever other reason do not have a voice.
- There is a Workshop being held in Salmon Arm on March 5th and 6th – “Respect Lives Here” presented by Charles Holmes with a Skype appearance by Peter Block. Space is being reserved for Council members to attend.

Those able to attend the workshop will confirm with Mr. Desrosiers.

Tatianna O'Donnell and Virginia Halper – Courtyard Gallery

Re: Fund Raising Art Project

Ms. O'Donnell announced that the Courtyard Gallery has accepted the challenge of Council to work with local artists to create art pieces to be auctioned as a fundraiser. Councillors will be paired with an artist. The location is the Falling Coconut and is scheduled for March 15th from 9:00 – 4:00. The pieces will be on display at the gallery until April 28th with a celebrity auction to follow.

Council was asked to consider contributing the difference between the funds raised from the auction and the original request of \$3,000.

Quotes from the City's financial reports and ICSP reports were made indicating Council's support of the arts. The Gallery is now requesting that Council demonstrate this support in a financial capacity.

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

Zoning Bylaw Amendment for Medical Marihuana Production – Memo from Assistant Corporate Officer and Planning Assistant dated January 22, 2014

Moved by Councillor McCune, seconded by Councillor Baird that the Zoning Bylaw be amended prohibiting Medical Marijuana Grow Operations (MMGOs) in rural, commercial, and industrial zones and heavily regulating MMGOs within the Agricultural Land Reserve.

Carried Unanimously

BYLAWS – Adoption

Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014

A bylaw to impose fees for providing recreation programs and facilities

Moved by Councillor Ludwig, seconded by Councillor Case that Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 be adopted.

Carried Unanimously

Official Community Plan Amendment and Rezoning Amendment Application – 707 Russell Ave

Memo from Assistant Corporate Officer and Planning Assistant dated January 30, 2014

Official Community Plan Bylaw No. 1171, 1995 Amendment Bylaw No. 1533, 2013

Changing the future land use designation of the property legally described as Lot 15, Block 7, District Lot 150, KDYD, Plan 211A located at 707 Russell Avenue from General Commercial to Residential Low Density

Zoning Bylaw No. 966, 1987 Amendment Bylaw No. 1534, 2013

Rezoning the property legally described as Lot 15, Block 7, District Lot 150, KDYD, Plan 211A located at 707 Russell Avenue from the General Commercial (C.1) zone to the Residential Single Family (R.1-A) zone

Moved by Councillor Baird, seconded by Councillor Knust that Council adopt Official Community Plan No. 1171, 1995 Amendment Bylaw No. 1533, 2013 which proposes to change the future land use designation of the property legally described as Lot 15, Block 7, District Lot 150,

KDYD, Plan 211A located at 707 Russell Avenue from General Commercial to Residential Low Density; and

THAT Council adopt Zoning Bylaw 966, 1987 Amendment Bylaw No. 1534, 2013 which proposes to rezone the property legally described as Lot 15, Block 7, District Lot 150, KDYD, Plan 211A located at 707 Russell Avenue from the General Commercial (C.1) zone to the Residential Single Family (R.1-A) zone; and

THAT Council receives the January 13, 2014 Public Hearing Report.

Carried Unanimously

REPORTS

Councillor Ludwig

Attended an Early Childhood Education meeting and a Community Consultative (RCMP) meeting at AL Fortune school.

Councillor Baird

Attended the AL Fortune musical production of Guys and Dolls.

Enderby and District Services Commission budget meeting: Minor Fastball is requesting free use of the ball fields again this year. In fairness to other youth groups who pay 55% of adult fees, financial information is being requested to support the request.

Councillor Knust

- Resource Centre:
 - Food cupboards are almost bare.
 - Increasing need between food bank days.
 - Salvation Army meeting tomorrow. Aboriginal students being asked to participate in a gleaning program.
 - Looking into community gardens. Land has been donated. Will report back.
 - Food for families will be the FACT focus this year.
 - Karen Fink will open the Resource Centre on Fridays for those in need.
 - High school students taking part in a 6 week food program for families after school.
 - Men's group "Hungry Men" set up for men living without kitchen facilities. They prepare food that does not require storage.
 - Boys and Girls Club – most of their programs are already available locally at the Resource Centre and provided by volunteers.
 - Resource Centre has hired a family support worker who is available twice a month.
- Family Day (February 10th) – events taking place at MV Beattie school.
- Community Action Committee:
 - Met with Warren Smith re the Drug Free Zone initiative. Most communities are no longer running the program.
 - Students identified alcohol as the main issue; then marijuana.
 - The RCMP have identified marijuana production as the main threat to the community due to the introduction of organized crime.

- Alcohol Awareness session schedule in April at MV Beattie
- Cross walk at bridge identified again as safety concern.
- AL Fortune PAC meeting:
 - Bring a Parent to School Day taking place at end of February.
 - Councillor Knust listed numerous programs of the school.
- Joint effort for food donations – Salvation Army (Food Bank) and Resource Centre:
 - Food bank offers food every 60 days only. The Resource Centre offers food every 3rd Friday.
 - Salvation Army reports that it is helping 40 families per month; the Resource Centre also helps 40 families. Working to determine if Resource Centre is helping the same families, or if there is actually more than 40 in need.
 - Huge company donations are stored at Food Bank. Resource Centre could be able to access this supply.
- Emergency Services recognition dinner and dance was held at the Legion.

Councillor Case

Enderby and District Services Commission meeting:

- Fundraising Zumbathon will take place in April at the Gazebo with proceeds to the new spray park.
- Enderby Minor Fastball, in addition to seeking free use of the ball fields, is asking for another field to be created. The item is being referred to a future Parks Plan review.
- Budget reviewed – Community Halls will be asked to submit financial statement to support request for annual grant. Funds could be allocated elsewhere if determined that halls requisition not warranted. Overall, a 3.2% increase in the budget.

Mayor Cyr

- Shuswap Watershed Water Quality Program (formerly SLIPP): Their mandate is to monitor quality of water in entire area. Discussed water safety and pollution sources.
- One-on-one meetings with RDNO's CFO and Directors.
- Met new owners of the Enderby Inn. They are working on the property and rejuvenating the business.
- Dealing with a difficult property with the RCMP.
- RBC Cup discussions to hopefully get Enderby involved in 10 day event.
- Attended the Patrick Nicol memorial service today.

Update on Healthy Communities Active Transportation Planning Process – Memo from Assistant Corporate Officer and Planning Assistant dated January 29, 2014
(With presentation from Phil-McIntyre Paul of Shuswap Trail Alliance)

Mr. McIntyre-Paul presented results from the first Active Transportation Workshop held on December 4th:

- The participants identified routes that are common connection routes for school, downtown, City centre, and Splatsin. Many of these routes are used as multiple destination routes.
- It is nice to note that the new trail at MV Beattie is getting a lot of use for destination and recreational purposes.
- Challenges include safety for highway crossing for school children and those in wheelchairs and scooters.

- Winter road conditions are also a challenge.
- Recreational trail networks were identified which go beyond the City borders, including cycle routes, paddle trails and regional destination trails.
- Signage would serve as trail markers and feature culture and history of the area.

The next Active Transportation Workshop is planned for February 25th at the Seniors Centre and will refine the strategies that have been identified and determine which are feasible and realistic.

Moved by Councillor Baird, seconded by Councillor Case that the Memo from the Assistant Corporate Officer and Planning Assistant dated January 29, 2014 be received and filed.

Carried Unanimously

Building Permit Detail Report – December 2013

Moved by Councillor Shipmaker, seconded by Councillor Case that the report be received and filed.

Carried Unanimously

RCMP Policing Activity Report – Quarter 4, 2013

Moved by Councillor Case, seconded by Councillor Baird that the report be received and filed.

Carried Unanimously

RCMP Victims Assistance Report – Quarter 4, 2013

Moved by Councillor McCune, seconded by Councillor Knust that the report be received and filed.

Carried Unanimously

Assessment Results – Drinking Water Treatment Objective for Surface Water – Report from Interior Health dated January 17, 2014

Moved by Councillor Baird, seconded by Councillor Shipmaker that the report be received and filed.

Carried Unanimously

NEW BUSINESS

Safe Communities Extension of Contract – memo from Chief Administrative Officer dated January 21, 2014

Moved by Councillor Shipmaker, seconded by Councillor Case a letter be sent to the City of Vernon requesting confirmation of its intent to continue providing services under the Safe Communities Agreement.

Carried Unanimously

Selina Robinson, MLA – Correspondence dated January 16, 2014

Re: Local Elections Campaign Financing Act

Moved by Councillor Case, seconded by Councillor Baird that the correspondence be received and filed.

Carried Unanimously

Regional District of North Okanagan – Media Release dated January 27, 2014
Re: Regional Agriculture Area Plan Funding Announced

Moved by Councillor Baird, seconded by Councillor Ludwig that the correspondence be received and filed.

Carried Unanimously

Recommended Dates for 2014 Budget Approval Process – Memo from Chief Financial Officer dated January 28, 2014

It was noted that the date of April 21, 2014 for the Regular Council Meeting should read April 22, 2014.

Moved by Councillor McCune, seconded by Councillor Case that Council approve the timeline for the budget approval process as amended.

Carried Unanimously

Bicycle Racks – Memo from Assistant Corporate Officer and Planning Assistant dated January 24, 2014

Moved by Councillor McCune, seconded by Councillor Knust that the preferred model of bicycle rack be option #1 as identified in the January 24, 2014 memo from the Assistant Corporate Officer and Planning Assistant; and

THAT Barnes Park, Tuey Park, and the Gazebo at Riverside Park be the desired locations for installation of bicycle racks; and

FURTHER THAT the installation of bicycle racks at these locations be referred to the Enderby and District Services Commission for input.

Carried Unanimously

Community Digital Billboard Location and Permitting – Memo from Assistant Corporate Officer and Planning Assistant dated January 27, 2014

Moved by Councillor Case, seconded by Councillor Knust that Council endorse the northwest corner of the Imperial Oil parking lot as the preferred location for the placement of a community digital billboard, subject to receiving permission from Imperial Oil; and

THAT Council direct Staff to initiate the necessary permitting processes prior to the adoption of Budget 2014.

Carried Unanimously

Late Item: Appointment of Bylaw Enforcement Officers

Moved by Councillor Ludwig, seconded by Councillor Shipmaker that Grant Colling and Don Smythe of Commissionaires BC be appointed as bylaw enforcement officers for the City of Enderby.

Carried Unanimously

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Councillor Ludwig, seconded by Councillor Case that, pursuant to Section 92 of the *Community Charter*, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (f) (g) (i) and (k) and Section 90 (2) (b) of the *Community Charter*.

Carried Unanimously

The Regular Meeting reconvened at 6:45 p.m.

The following was de-classified from confidential to non-confidential:

Building Inspection Bylaw Amendment and Assurance of Service Provision – Memo from Chief Administrative Officer dated January 23, 2014

Moved by Councillor Baird, seconded by Councillor McCune that the draft Building Inspection Extended Service Establishment Amendment Bylaw No. (unnumbered), 2013 and the correspondence from the Advisory Officer, Local Government Division of the Ministry of Community, Sport, and cultural Development dated November 21, 2013 be received and filed; and

THAT Council resolves to continue providing building inspection services after December 31, 2015; and

THAT Staff send a letter to the Local Government Division of the Ministry of Community, Sport, and Cultural Development, and copied to the Regional District of North Okanagan, confirming that the City of Enderby will continue providing building inspection services after December 15, 2015; and

FURTHER THAT this matter, with the exception of the correspondence from the Advisory Offer, be released from in-camera.

Carried Unanimously

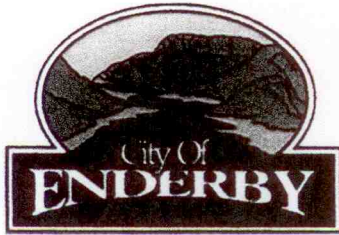
ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Case that the Regular Meeting adjourn at 6:45 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Agenda



REQUEST TO APPEAR AS A DELEGATION

On 17 02 2014
Day Month Year

Date of Request Feb 5 / 2014

Name of Person Making Request Raul Poole

Name and Title of Presenter(s) Lower Shuswap
Stewardship Society (LSSS)

Contact Information 250 804-9915 info@clarioninspection

Details of Presentation LSSS will be informing
council of user risks posed by
unrestricted power boat activities on
river and asking for policy changes

Desired Action from Council (check all that apply)

- Information Only
- Proclamation
- Funding Request
- Road Closure
- Policy or Resolution

Please describe desired action in detail Will be asking
council to consider placing marker
buoys in river within city limits

Please attach any supporting documentation or presentation materials related to your delegation request.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: February 12, 2014
Subject: Zoning Bylaw Text Amendment Bylaw No. 1536, 2014 (Medical Marihuana Grow Operations)

Recommendation

THAT Zoning Bylaw Text Amendment Bylaw No. 1536, 2014 which proposes to prohibit Medical Marihuana Grow Operations in all zones throughout the City of Enderby and to regulate Medical Marihuana Grow Operations when located within the Agricultural Land Reserve, be given First Reading;

AND THAT following First Reading, Zoning Bylaw Text Amendment Bylaw No. 1536, 2014 be referred to the Royal Canadian Mounted Police, Ministry of Agriculture, Agricultural Land Commission, Health Canada, Building Inspector, Fire Chief, and Community Protective Services Manager for review and comment prior to consideration of Second Reading.

Background

As a response to the Federal Government's new regime for regulating medical marihuana production, Council directed Staff to prepare a Zoning Bylaw Amendment to prohibit Medical Marihuana Grow Operations (MMGOs) in all zones throughout the community and to heavily regulate those operations when located within the Agricultural Land Reserve (ALR). The attached Zoning Text Amendment Bylaw reflects Council's direction. Note that the City does not have the authority to prohibit MMGOs when located within the ALR as the Agricultural Land Commission has defined marihuana production as a 'farm use', therefore prohibition of this use would be inconsistent with the *Agricultural Land Commission Act* and would thus be of no force or effect.

The following is an overview of the provisions of the Zoning Bylaw Text Amendment Bylaw No. 1536, 2014 which apply to MMGOs that are located within the ALR:

Definitions

The text amendment would define 'marihuana' as meaning "all parts of the genus cannabis whether growing or not and the seed or clone of such plants." 'Medical Marihuana Grow Operation' would be defined as meaning "production, manufacturing, processing, testing, packaging, and distribution of marihuana and marihuana products for medical purposes as lawfully permitted and authorized through a licence under the Federal Marihuana for Medical Purposes Regulations and would be considered a business for the purposes of the City of Enderby Business License Regulation Bylaw No. 1408, 2009."

Location

In order to reduce opportunities for potential conflict related to odour, visual impact, noise generation, and proximity to adjacent land uses, a significant minimum lot area of 5 hectares (12.355 acres) was utilized. Furthermore, the text amendment proposes not to permit MMGOs to be sited within 150 meters of any residential zone, daycare facility, playground, community centre, school, public park, or any use catering to individuals under the age of 18, which would further reduce the opportunity for potential conflict.

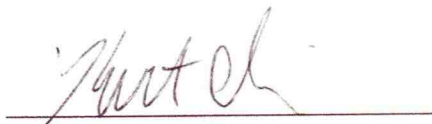
Buildings

The text amendment proposes that any uses associated with an MMGO must be contained entirely within a single, fully-enclosed, standalone building and shall be the only permitted uses in a building so used. This provision would reduce opportunities for potential odour issues (i.e. transporting marijuana between different buildings) as well as ensure that there are no additional uses taking place in a building used for an MMGO. The text amendment also proposes to setback any building used for an MMGO a minimum of 30 m from all property lines which would reduce the opportunity for conflict with neighbouring properties. Furthermore, the text amendment considers any building used for an MMGO as an 'industrial building,' consistent with an industrial, manufacturing use; this would enable fire inspections to be conducted with the same frequency as with any other building used for industrial purposes.

Servicing

The text amendment proposes that the servicing of properties where an MMGO is located shall be in accordance with all applicable regulations, with on-site servicing being permitted in some cases. This provision would ensure that any potential MMGOs are serviced to a suitable standard while providing flexibility for on-site servicing in cases where community services are unavailable or unsuitable.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW No. 1536, 2014

A BYLAW TO AMEND THE TEXT OF THE CITY OF ENDERBY ZONING BYLAW NO. 966, 1987 AND AMENDMENTS THERETO

WHEREAS pursuant to Section 903 (Zoning Bylaw) of the *Local Government Act*, Council of the City of Enderby may, by bylaw, divide the whole or part of the City of Enderby into zones, name each zone, establish boundaries for the zones and regulate uses within those zones;

AND WHEREAS Council has created zones, named each zone, established boundaries for those zones and regulated uses within those zones by Bylaw No. 966, cited as "Corporation of the City of Enderby Zoning Bylaw No. 966, 1987";

NOW THEREFORE Council of the City of Enderby, in open meeting assembled, enacts as follows:

A. CITATION

This Bylaw may be cited as the "Zoning Bylaw Text Amendment Bylaw No. 1536, 2014."

B. AMENDMENTS

1. Amend Division Two - Interpretation of Zoning Bylaw No. 966, 1987 by adding the following definitions:

MARIHUANA means all parts of the genus cannabis whether growing or not and the seed or clone of such plants.

MEDICAL MARIHUANA GROW OPERATION means the production, manufacturing, processing, testing, packaging, and distribution of marihuana and marihuana products for medical purposes as lawfully permitted and authorized through a licence under the Federal Marihuana for Medical Purposes Regulations and which would be considered a business for the purposes of the "City of Enderby Business License Regulation Bylaw No. 1408, 2009".

2. Amend Division Four - General Regulations of the Zoning Bylaw No. 966, 1987 by adding Section 401.3.f as follows:

f. **Medical Marihuana Grow Operations**, except when located within the Agricultural Land Reserve.

3. Amend Division Four - General Regulations of the Zoning Bylaw No. 966, 1987 by adding Section 406 as follows:

406. Medical Marihuana Grow Operations within the Agricultural Land Reserve

1. For properties located within the Agricultural Land Reserve, a minimum lot area of 5 ha (12.355 acres) is required to establish a **Medical Marihuana Grow Operation**;
2. All uses associated with a **Medical Marihuana Grow Operation** must take place entirely within a single, fully-enclosed, standalone building. All uses

associated with a **Medical Marihuana Grow Operation** shall be the only uses permitted in a building so used;

3. For the purposes of the "City of Enderby Fire Protection Bylaw No. 1529, 2013," any building used for a **Medical Marihuana Grow Operation** shall be considered an industrial building and shall be subject to fire inspections in accordance with the prescribed frequency;
4. Buildings must be sited a minimum of 30 meters from all property lines;
5. No **Medical Marihuana Grow Operation** shall be sited within 150 m of any residential zone, daycare, facility, playground, community centre, school, public park, or any use catering to individuals under the age of 18;
6. Servicing of a property used for a **Medical Marihuana Grow Operation** shall be in accordance with all applicable regulations and permitting; on-site servicing may be permitted; and
7. A **Medical Marihuana Grow Operation** must obtain a municipal Business License before any operation may begin.

Read a **FIRST time** this _____ day of _____.

Read a **SECOND time** this _____ day of _____.

Read a **THIRD time** this _____ day of _____.

Advertised on the _____ day of _____ and the _____ day of _____, and a Public Hearing held pursuant to the provisions of Section 890 of the Local Government Act on the _____ day of _____.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act
This _____ day of _____.

District Development Technician,
Ministry of Transportation and
Infrastructure

ADOPTED this _____ day of _____.

MAYOR

CORPORATE OFFICER



Regional District of North Okanagan
Building Permit Detail Report for Jan 2014

THERE ARE NO PERMITS FOR THE PERIOD
For Area: Enderby

13

Day:	Permit:	Owner:	Construction Location:	Builder:	Permit Desc: Units:	Value: Flr Area:	Cumulative TOTAL:
Area:	Cost:						



Regional District of North Okanagan Building Inspections Statistical Report for Jan 2014

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Class:	Electoral Areas:		Armstrong		Enderby		Lumbly		Spallumcheen						
	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:			
Residential	3	7	\$805,000	0	0	\$0	0	0	\$0	1	1	\$223,600	0	0	\$0
Residential YTD	3	7	\$805,000	0	0	\$0	0	0	\$0	1	1	\$223,600	0	0	\$0
Commercial	0	1	\$80,000	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Commercial YTD	0	1	\$80,000	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Industrial	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Industrial YTD	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Public	0	1	\$600	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Public YTD	0	1	\$600	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Agricultural	0	1	\$12,000	0	0	\$0	0	0	\$0	0	0	\$0	0	2	\$74,400
Agricultural YTD	0	1	\$12,000	0	0	\$0	0	0	\$0	0	0	\$0	0	2	\$74,400
Tits for Month	3	10	\$897,600	0	0	\$0	0	0	\$0	1	1	\$223,600	0	2	\$74,400
Same Month Prev Yr	1	2	\$171,000	0	3	\$102,000	0	0	\$0	0	2	\$28,000	0	0	\$0
Yr to Date	3	10	\$897,600	0	0	\$0	0	0	\$0	1	1	\$223,600	0	2	\$74,400
Last Yr to Date	1	2	\$171,000	0	3	\$102,000	0	0	\$0	0	2	\$28,000	0	0	\$0

Totals for all Areas:

Year To Date	Units	Permits	Value
Year To Date	4	13	\$1,195,600.00
Last Year To Date	1	7	\$301,000.00

Age - doc

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: February 11, 2014
Subject: Drinking Water Annual Report

RECOMMENDATION

THAT Council receives and files the 2013 Drinking Water Annual Report.

AND THAT Council directs staff to post the 2013 Drinking Water Annual Report on the City of Enderby website.

BACKGROUND

Pursuant to the British Columbia Drinking Water Protection Act and the British Columbia Drinking Water Regulation, the City of Enderby must publish an annual drinking water report.

Highlights

- In 2013, the total water distributed through the City of Enderby water system was 631,787 m³. The maximum one-day demand was on August 12 at 4,479 m³. By contrast, in 2012, the total water distributed was 668,985 m³ and the maximum one-day demand was on August 21 at 4,429 m³.
- In 2013, the City of Enderby spent \$741,191 to provide safe drinking water. This includes water treatment processes such as chlorination, ultraviolet, and filtration as well as improvement, repair, and maintenance of the distribution system. Capital, materials, and labour were the three largest cost categories.
- The total replacement value for the City of Enderby water distribution system (such as pipes and pumps) is \$24,372,451. The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet) is \$8,672,889.
- Major projects include reservoir cleaning, obtaining portable backup power, completing water meter installations, replacing clarifier nozzles and sand, and replacing the Shuswap Well pump.
- The City contended with 6 water breaks in 2013.

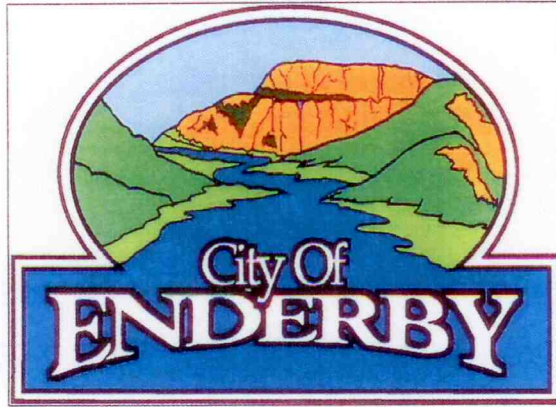
- The City has made progress on its water conservation program, including completion of universal water metering, implementing bylaw compliance patrols, and hosting a guided tour of its Water Treatment Plant as part of Drinking Water Week.

The report also provides a summary of emergency response and contingency plans in accordance with Section 13(4) of the Drinking Water Regulation. The emergency response plan was last updated on January 28, 2014.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



DRINKING WATER ANNUAL REPORT 2013



February 3, 2014

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Introduction

The City of Enderby operates and maintains a public water distribution system in accordance with the Drinking Water Protection Act and Regulations¹ and the Guidelines for Canadian Drinking Water Quality.²

Pursuant to Section 15 of the British Columbia Drinking Water Protection Act and Section 11 of the British Columbia Drinking Water Regulations, the City of Enderby provides the following Annual Drinking Water Report for 2013.

The goal of the City of Enderby is to provide clean, safe, and reliable drinking water. Our drinking water must meet or exceed criteria defining “high quality drinking water.” The Federal-Provincial-Territorial Committee on Drinking Water defines high quality drinking water as:

free of both disease-causing organisms and chemicals in concentrations that have been shown to cause health problems. Such drinking water has minimal taste and odour, making it aesthetically acceptable to the public for drinking.³

High quality drinking water must meet requirements with respect to the following:

- Maximum acceptable concentrations of microbiological organisms (such as enteric viruses and E. Coli);
- Maximum acceptable levels of turbidity;
- Maximum acceptable concentrations of chemical contaminants;
- Specific physical parameters; and
- Aesthetic objectives related to taste, colour, and odour.

The City accomplishes these requirements through a multi-barrier approach to treatment. A multi-barrier approach is required as “the limitations or failure of one or more barriers may be compensated for by the effective operation of the remaining barriers. This compensation minimizes the likelihood of contaminants passing through the entire system and being present in sufficient amounts to cause illness to consumers.”⁴

There are a variety of potential hazards to drinking water which must be controlled. These threats involve chemical and microbiological pathogens that may be introduced at the source or intake, during treatment, or during distribution. These hazards are an ever-present risk to our drinking water supply. The City uses a robust water quality monitoring regime and multi-barrier treatment to manage these risks and protect the public.

¹ Province of BC, “Drinking Water Protection Act” (Victoria, BC: 2001).

² Health Canada, “Guidelines for Canadian Drinking Water Quality” (Ottawa, Ontario: 2012).

³ Federal-Provincial-Territorial Committee on Drinking Water and the CCME Water Quality Task Group, “From Source to Tap: Guidance on the Multi-Barrier Approach to Safe Drinking Water” (Ottawa, Ontario: 2004), 14.

⁴ Ibid., 17.

Water System Overview

The Enderby water system consists of 3 main sources:

1. Brash Creek (surface water – decommissioned);
2. Shuswap Well (ground water; not determined if under the direct influence of surface water);
and
3. Shuswap River (surface water).

The total amount of pipe in the distribution system is 30,266 meters. This consists of 11,648 meters of PVC pipe and 18,618 meters of concrete pipe.

All water is chlorinated prior to distribution. The Shuswap River water is filtered through a two-stage rapid filtration system which reduces turbidity and minimizes the threat of giardia and cryptosporidium. The Shuswap Well and Brash Creek (prior to decommissioning) are piped into the Water Treatment Plant and the clearwell.

Under normal operation, water from the Shuswap River is filtered and chlorinated, then pumped from the clearwell through the UV disinfection system and into the distribution system to the two water reservoirs located on the Knoll. Water from the Shuswap Well is chlorinated on-site and pumped to the clearwell, then through the UV disinfection system to the reservoirs. There is a total of 2,400 m³ of reservoir capacity. Depending on demand, both systems can operate in conjunction. Each system can be isolated and run to the reservoirs alone. All water supplies can be operated with a portable generator.

It should be noted that, when water is drawn from the Shuswap Well supply, a number of customers east of the Enderby Bridge which are most proximate to the well source receive water that is not disinfected with UV light and has limited chlorine contact time. When all supply is from the Shuswap River source, all customers receive fully treated water.

The combined source capacity of the Shuswap River and the Shuswap Well is 6,245 m³ per day.

Annual Consumption Data

In 2013, the total water distributed through the City of Enderby water system was 631,787 m³. The maximum one-day demand was on August 12 at 4,479 m³. The minimum one-day demand was on March 21 at 603 m³.

By contrast, in 2012, the total water distributed was 668,985 m³, the maximum one-day demand was on August 21 at 4,429 m³, and the minimum one-day demand was on March 17 at 755 m³.

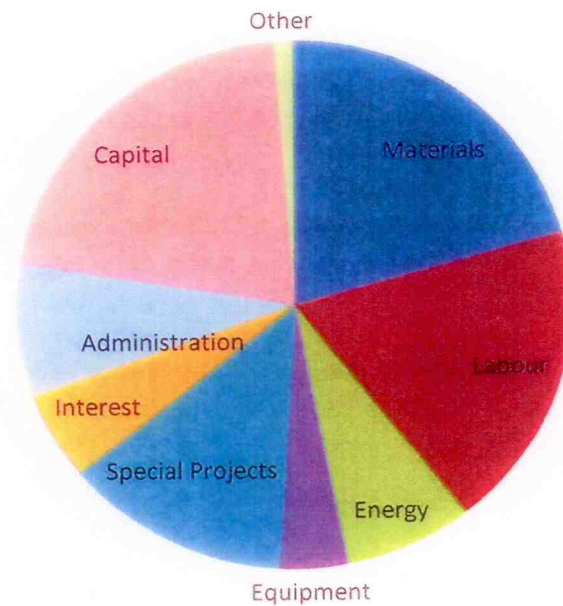
The following chart shows minimum, maximum, and average daily demands by month for 2013.

Month	Min. Daily Demand (m ³)	Max. Daily Demand (m ³)	Avg. Daily Demand (m ³)
January	829	1705	1252
February	616	1983	1196
March	603	1590	1210
April	883	1916	1451
May	1156	3144	2115
June	1483	3171	2047
July	1526	4123	3016
August	1685	4479	2751
September	1190	2497	1687
October	1027	1706	1348
November	1030	1674	1336
December	1003	1623	1297

Drinking Water Cost Breakdown

In 2013, the City of Enderby spent \$741,191 to provide safe drinking water. This includes water treatment processes such as chlorination, ultraviolet, and filtration as well as improvement, repair, and maintenance of the distribution system. The costs by expense category are:

Drinking Water Cost Breakdown for 2013



The following chart describes the dollar value associated with each expense category:

Category	Value
Materials	153,282
Labour	140,150
Energy	55,273
Equipment	29,842
Special Projects	96,978
Interest	39,559
Administration	60,001
Capital	157,908
Other	8,199
Total	741,191

Water System Assessment and Infrastructure Deficit

The total replacement value for the City of Enderby water distribution system (such as pipes and pumps) is \$24,372,451. As of December 31, 2013, the total depreciation is \$10,411,534. The remaining value is \$13,960,917.

The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet) is \$8,672,889. As of December 31, 2013, the total depreciation is \$4,927,166. The remaining value is \$3,745,723.

In 2013, \$142,517 was contributed to the City of Enderby water reserve fund. No funds were withdrawn from the water reserve fund during the year. The balance of the City of Enderby's water reserve fund as of December 31, 2013 is \$498,568.

Capitalized assets include \$69,411 for water meters, \$71,058 for a mobile generator capable of providing back-up power to the water treatment plant during an outage, and \$17,439 for replacement of the Shuswap Well pump.

In order to address its infrastructure deficit, the City has committed to an incremental water utility tax increase of 1% per year. This amount will be dedicated to capital renewal.

Completed Major Projects

There were several major investments in water infrastructure in 2013:

1. Reservoir 1 was cleaned and the liner was checked for leaks;
2. Portable backup power capable of running all components of the water treatment plant was purchased;
3. Water meter installations were completed for all water system customers;

4. Clarifier nozzles and sand were replaced to improve filter performance at the Water Treatment Plant; and
5. Shuswap Well pump was replaced.

Forthcoming Major Projects

In 2014, the following projects are scheduled:

1. Turbidity monitoring at the Shuswap Well will be integrated into the SCADA system;
2. Reservoir 2 will be cleaned and the liner checked for leaks;
3. Meter rate structure and billing process will be tested, preparatory to 2015 implementation of metered billing for all water customers;
4. Long-term planning analysis for water infrastructure will be completed;
5. Infrastructure investment plan will be developed to address deficit; and
6. Gunter-Ellison booster station will be re-plumbed.

Water Quality Monitoring

Daily samples are collected at the Shuswap Well and Riverbank sites and tested for pH, temperature, and turbidity. Daily samples are also collected at the Water Treatment Plant and the BCA filter for testing pH, temperature, turbidity, and colour. The clearwell is also tested on a daily basis for pH, temperature, turbidity, colour, and free and total chlorine.

Weekly system checks and distribution samples are tested for free chlorine residuals to ensure a minimum residual of 0.20 mg/L is found at the furthest points in the distribution system. Residuals were above the minimum threshold for all sample locations and dates, with the exception of a 0.15 mg/L residual at the Valcairn sample station on September 11 and a 0.11 mg/L residual at the same station on October 8. In both cases, additional flushing was performed and the station was re-sampled on the same day to verify that the minimum residual had been obtained.

At least once per month, samples are collected at 13 monitoring stations for microbiological testing, including 3 sites in east Enderby, 4 sites in west Enderby, 3 sites in central Enderby, and 3 source water sites. Monthly samples are also collected at the Shuswap Well and the Water Treatment Plant effluent point. No Coliforms or E. Coli were detected at any of the sample points with the exception of the Shuswap River raw water sample location, which had Coliform counts ranging from 32 to 200 per 100 mL and E. Coli levels ranging from 1 to 77 per 100 mL. As Coliforms and E. Coli occur naturally, these levels are expected and help explain why the City of Enderby needs to treat its drinking water.

No E. Coli was detected at any point in the distribution system. No Coliforms were detected at any of the sample points within the distribution system except for a sample taken on November 13, 2013 at the Timberlane sample station, which detected 1 Coliform unit per 100 mL. This monitoring station was quickly resampled and returned a reading of 0 Coliform units per 100 mL. It was discovered that the end of the sample hose had been contaminated, and not the water in the distribution system; the sample hose was disinfected and storage procedures changed so that it would not come into contact with contaminants.

The BCA filter backwash is sampled on a bi-monthly schedule for pH, conductivity, turbidity, total suspended solids, aluminum, biochemical oxygen demand, and microbiology.

On a quarterly basis, trihalomethane (THM) samples are collected from the Brash PRV, Booster #1, and Valcain stations. THMs are by-products caused by the chemical reaction between chlorine and organic matter naturally present in water. High levels of THMs can have adverse health effects and, as a result, the *Guidelines for Canadian Drinking Water Quality* set a maximum acceptable concentration of 0.1 mg/L. All THM tests from the above sample stations reported a range well below the maximum acceptable concentration, with concentrations ranging from 0.009 to 0.039 milligrams per litre.

Also sampled on a quarterly basis are the Shuswap Well and Shuswap River sources for total organic carbon.

The Shuswap River is sampled annually for comprehensive testing. The Shuswap Well is sampled every three years for comprehensive testing. The next comprehensive tests for both sources will be in 2014.

Environmental Operators Certification

City of Enderby operators are progressing towards required EOCP certifications. Interior Health requires that the City has a designated chief operator certified at Level III for Water Treatment and Level II for Water Distribution. As of December 31, 2013, City of Enderby operators are certified as follows:

Name	Title	Water Treatment	Water Distribution
Ida Arcand	Systems Operator II	Level II	Level I (coursework only)
Kevin Walters	Systems Operator I	Level I	Operator-in-Training*
Clayton Castle	Lead Hand	Operator-in-Training*	Operator-in-Training*
Jamie Prevost	Utility Worker III	Operator-in-Training	Operator-in-Training
Robert Hubley	Utility Worker III	Operator-in-Training	Operator-in-Training
Sheldon Tokairen	Utility Worker III/Facility Maintenance Worker	Operator-in-Training	Operator-in-Training
Ray Brown	Utility Worker II/Facility Maintenance Worker	Operator-in-Training	Operator-in-Training
*certified			

In 2013, the City commenced cooperation with Corix Utilities' Senior Water Specialists to meet Chief Operator certification requirements and gain expert consultation and relief/emergency support.

Major Events

The City had to contend with multiple water breaks in 2013, including two breaks on Northern Avenue, one break on Johnston Avenue, one break on Pete Street, and two breaks on Enderby-Mabel Lake Road.

The Shuswap Well was out of service from September 23 to October 4 due to pump failure requiring replacement of the motor and impellers.

Water Conservation Plan

The City of Enderby's Water Conservation Plan establishes strategies to reduce water demand throughout the community. Reducing water demand helps to protect our water resources, mitigate requirements for infrastructure expansion, and reduce operating and maintenance costs.

As of December 31, 2013, the City of Enderby has achieved a number of strategies within its Water Conservation Plan, including:

1. Education
 - a. Implementing a Water Conservation Education program which uses informational materials to raise awareness of our water resources.
 - b. Celebrating Drinking Water Week 2013 with a staff-guided public tour of the Water Treatment Facility.
 - c. Beginning compliance patrols and enforcement by a City of Enderby Bylaw Enforcement Officer with respect to sprinkling regulations. So far, no enforcement actions have been required; friendly reminders have been sufficient to bring property owners into compliance.
2. Metering and Rates
 - a. Developed rate structure promoting conservation.
 - b. Amended the Building Bylaw to include requirements for water meters.
 - c. Amended Municipal Type Service Agreement with the Splantsin Band to require water meters on reserve connections serviced by the City, which were installed by Splantsin in 2013.
 - d. Amended policy for out-of-town service connections (e.g. Area F customers) to require water meters on connections serviced by the City.
 - e. Completed water meter installations on all residential, commercial, industrial and civic properties within the City. Meter installations for all water customers outside of City limits have also been completed.
3. Loss Control
 - a. Completed a Loss Control Program in 2012, which estimated the total Unaccounted For Water at 6.5% or 12.05 m³ per hour.
 - b. Completed a Leak Detection Audit to identify and repair water leaks within municipal infrastructure.
4. Planning for the Future
 - a. Completed the first draft of the 2013 Water Study to update for 20-year growth projections and known infrastructure implications.

Cross Connection Control Program

In 2003, Interior Health required all large water purveyors (City of Enderby included) to develop and implement a cross connection control program as a condition of operating permit. The purpose of the program is to protect public health by ensuring that the drinking water provided by the City of Enderby is not contaminated due to a backflow incident.

The City adopted a Cross Connection Control Program in 2004 and began the program implementation with assessments of a number of commercial, industrial, institutional and agricultural customers in June, 2004. The emphasis was on sites identified as high risk. Under Enderby’s program, owners were expected to implement the recommendations in a timely manner and were responsible for all costs associated with their backflow prevention systems.

For a number of reasons, including cost and internal capacity limitations, the Cross Connection Control Program has not been fully implemented. It is worth noting that, based on anecdotal information, the City of Enderby’s progress compares favorably with other communities. Below is a synopsis of the categories and status as of December 31, 2013:

Hazard	Quantity	Surveyed	Not Surveyed	Vacant	Compliant*
High	54	51	0	3	36 (71%)
Medium	44	24	18	2	12 (29%)
Low	90	32	55	2	18 (21%)
TOTAL:	188	107	73	7	66 (37%)

*Compliance percentages are based only on occupied sites which have been assessed/surveyed.

There are a number of outstanding high, medium and low risk sites which are not in compliance. A number of attempts have been made to inform owners of their respective responsibilities and seek their compliance. The City is exploring alternate measures to ensure compliance. City of Enderby staff will be meeting with Interior Health on an ongoing basis to identify a suitable model for completing the City’s cross connection control obligations.

Emergency Response Plan

The City of Enderby Drinking Water Emergency Response Plan was completed in early 2013 and distributed beginning January 16, 2013. The Emergency Response Plan includes provisions for public notification and response procedures for emergency situations, such as backflow incidents, broken water mains, chlorinator failure, source and/or reservoir contamination, and spills or vehicle accidents affecting the distribution system. It also provides an emergency contact directory.

The Emergency Response Plan was most recently reviewed on January 28, 2014. In addition to updating the contact directory, the Emergency Response Plan added a response procedure for prolonged ultraviolet outage at the Water Treatment Plant. Copies of the affected pages were sent to the distribution list on January 29, 2014.

Agenda



THE CORPORATION OF THE CITY OF VERNON

File: 7500-20-02

February 4, 2014

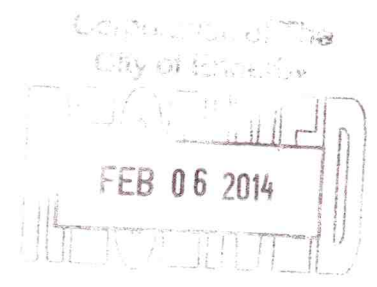
City of Enderby
619 Cliff Avenue, PO Box 400
Enderby, BC V0E 1V0
Attention: Mr. Barry Gagnon, CAO

District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6
Attention: Trevor Seibel, CAO

District of Spallumcheen
4144 Spallumcheen Way
Spallumcheen, BC V0E 1B6
Attention: Greg Betts, CAO

City of Armstrong
PO Box 40
Armstrong, BC V0E 1B0
Attention: Patti Ferguson, CAO

Village of Lumby
PO Box 430
Lumby, BC V0E 2G0
Attention: Tom Kadla, CAO



Dear Sirs/Madame:

RE: Expiration of Rural Safe Communities Agreement

The current Safe Communities Agreement between the City of Vernon and the rural municipalities listed above expires December 31, 2014.

Section 7 - Extension of Term, provides the customer with an opportunity to notify the Service Provider (City of Vernon) on or before March 30, 2014, if they wish to extend the agreement and enter into negotiations on the terms of an extension. The parties shall have until September 30, 2014, to agree on terms for an extended agreement. The City will be reviewing the Administration Charge (7%) for the provision of this service.

Please provide your *notice to extend*, by March 30, 2014 so that we may enter into discussions of the continued service to your communities of the City of Vernon's Safe Communities Program beyond December 2014.

If you have any questions, do not hesitate to contact me at 250-550-3524 or by email pbridal@vernon.ca

Sincerely

Patricia Bridal
Director of Corporate Services

pc: Will Pearce, CAO

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Feb. 5th, 2014

City of Enderby

619 Cliff Avenue - PO Box 400

VOE 1V0

PH: (250) 838-7230/Fax: (250) 838-6007

Dear Sir(s)/Madam(s):

RE: 3rd Annual "Enderby in Motion" 2K/5K/10K Run/Walk/Wheel

Our 3rd Annual Enderby in Motion Run/Walk/Wheel Event is scheduled to take place Saturday, April 5th, 2014. It is my hope that the City of Enderby will get involved and support this event.

Is there a chance that the Mayor, or a City Representative, could come out the morning of this Event and kick it off by greeting the Participants, Volunteers and organizers & just getting behind us with your presence & encouragement? It think this would be so beneficial and help us as we try to set an amazing example of how we want to develop a high level of fitness and health for our community – maybe even participate in the walk or run!!

If there was anyway, as well, you could support us monetarily, not a large amount – possibly to help pay for participant give-aways – we purchase "Enderby in Motion" water bottles & give them out as tokens to participants for their involvement. We also give out some medals & lanyards & so on. As well, we pay for local printing and advertising. The Committee will be approaching local businesses for support with these items too.

In past years, the local grocery stores have been very supportive for our post run refreshments.

We will be holding an organizing meeting @ the Chamber – Thurs. - Feb. 13th, 2014 – 5:30pm - so there will be more development that I can report back to you with.

Thank You so much for taking the time to read this letter and the information it contains. I commend all of you who represent our City of Enderby – because I love it here & you all do an incredible Job. The Community is just great and so are the people, and for this, in part, we have you to Thank!

I can be reached on my cell @ (250) 550-8288 or my hm. phone (250) 838-5640 – please leave a message. My email PatriciaatCurves@gmail.com.

Patricia Cech
Organizer/Committee Member
Enderby in Motion

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Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: February 4, 2014
Subject: Secondary Suite Decommission Policy

Recommendation:

THAT Council approve the attached Secondary Suite Decommission Policy

Background:

The attached policy is intended to provide staff with guidance as to when a secondary suite can be considered decommissioned and the additional utility charges can be removed.

Most municipalities require that one of the following be done in order to decommission a secondary suite:

- Cooking facilities be permanently removed
- Bathroom fixtures be permanently removed
- A permanent opening be created between the secondary suite and the principal dwelling.

Although removing the cooking/bathroom facilities would remove the possibility of any future rentals, this option does not allow the property owner to use the cooking facilities as a summer kitchen or keep the suite as a selling feature. A more efficient requirement would be to require a permanent opening between the suite and the principal dwelling or in the case where an opening already exists, the locking mechanism removed. Once this is done a staff member would conduct a site visit to confirm the requirement has been met.

In order to reduce the risk of the suite being rented without the applicable charges being applied to the property, the property owner would also be required to provide a statement that he or she will notify the City if the suite will be rented in the future. If the suite is rented out without notifying the City, utility charges will be applied retroactively and a 10% penalty would apply.

Included in the attached policy is a Secondary Suite Decommission form that would need to be completed and signed by the property owner. An application fee of \$25.00 would also be charged to cover the costs of the site visit and processing the application. The City's Fees and Charges Bylaw will need to be amended to include this fee and the 10% penalty.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

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THE CORPORATION OF THE CITY OF ENDERBY

Policy Title	Secondary Suite Decommission
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Adopted:	<u>Authorized By:</u>	<u>Replaces:</u>
----------	-----------------------	------------------

PURPOSE:

To establish procedures for staff to follow for decommissioning secondary suites.

DEFINITIONS:

Secondary Suite - a self-contained, accessory dwelling unit located within a single family dwelling. 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 principal unit.

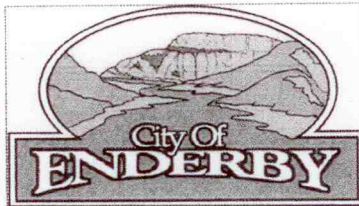
POLICY:

For a secondary suite to be deemed decommissioned the following criteria must be met:

1. The secondary suite must be accessible through the principal dwelling either by removing any locking mechanisms between the suite and the principal dwelling or establishing a permanent opening between the suite and the principal dwelling.
2. The property owner must complete and sign the "Secondary Suite Decommission" form included in this policy.
3. An application fee will be charged and will be payable upon receipt of the completed form.

Once the form is submitted and the application fee has been received, the additional utility charges are to be removed.

The property owner is required to notify the City of future rentals and the utility charges are to be reapplied. In the event that the City becomes aware of the suite being rented and the property owner has failed to notify the City, the utility charges are to be applied retroactively along with a 10% penalty.



619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

SECONDARY SUITE DECOMMISSION

Address of Secondary Suite:

Address:	Postal Code:
----------	--------------

Owner Information::

Name:	Mailing address same as above <input type="checkbox"/>
Address:	City:
Postal Code:	Phone:

I the undersigned declare that the secondary suite located at the above noted address will not be used as a suite and that the suite has been decommissioned by either:

- Removing the locking mechanism between the suite and the principal dwelling; or
- Creating a permanent opening between the suite and the principal dwelling.

I agree to notify the City if any future rentals occur and to notify the future property owner if the property is sold. I understand that the City has the right to retroactively charge additional utility fees if the suite is rented without notifying the City and that a 10% penalty on the additional charges will apply.

Owner Signature _____

Date _____

OFFICE USE ONLY:

Inspection: _____ Vadim Updated:
Date _____ Tax Roll No. _____
Signature _____ Receipt No. _____

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: February 13, 2014
Subject: 2014 SILGA Convention Attendance

Recommendation:

THAT Council determines who will be attending the 2014 SILGA Convention.

Background:

During the January 13, 2014 regular Council meeting, attendance to the annual SILGA and UBCM conventions was to be directed to budget deliberations. In order to obtain the early bird pricing for the 2014 SILGA Convention (\$50.00 in savings per each registration), Council will need to determine who will be attending before the scheduled budget meetings.

The 2014 convention will be held in Penticton April 29th - May 2nd.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

2014 SILGA CONVENTION - PENTICTON, BC

Penticton Trade and Convention Centre, 273 Power St. Penticton, BC V2A 7K9



April 29th to May 2nd, 2014
For more info go to www.silga.ca



Registration must be received in full by March 7th to be eligible for the Early Bird Prize.
Early Bird prize will be 1 registration for the 2015 SILGA Convention in Kamloops.

First/Last Name	_____		
Mun/RD/Organization	_____	Position	_____
Address	_____		City / Postal Code _____
Hotel	_____	Email	_____
Telephone	_____	Cell	_____

Do you have any dietary restrictions? _____

Will you be attending the Welcome Reception?	YES	NO
Will you be attending the Banquet?	YES	NO
Do you want to receive online program/package instead of paper package?	YES	NO

SESSIONS (circle one in each time slot)

Tuesday April 29th 1 pm - 2 pm	Tour of Sterile Insect Release Facility, Osoyoos (travel time approx. 1 hour from Penticton)	YES	NO
Tuesday April 29th 4 pm - 5 pm	LGLA - BC Assessment	YES	NO
Wednesday April 30th 10:00 am	OK College Centre for Excellence tour (1 hr.)	YES	NO
Wednesday April 30th morning (choose one)	1) Disaster Planning/Volunteer Fire Department 2) MIA Insurance		
Thursday May 1st 7:30 am	Mining Breakfast roundtable	YES	NO
Friday May 2nd morning (choose one)	1) Legal Presentation 2) Downtown Revitalization		

REGISTRATION COST \$375.00 (\$425.00 after March 1st) \$ _____

Name of Partner _____

Dietary restrictions (partner) _____

GOLF REGISTRATION - April 30th (circle if both delegate and partner are playing)

18 Holes individual play start time 8:00 am	Delegate - \$110.00 includes cart & lunch	\$ _____
	Partner - \$110.00 includes cart & lunch	\$ _____
9 Hole scramble start time 9:00 am	Delegate - \$50.00 includes cart & lunch	\$ _____
	Partner - \$50.00 includes cart & lunch	\$ _____

Partner's program - Please check the events you plan on attending

Wednesday:	<input type="checkbox"/> Welcome Reception at S.S. Sicamous (5:00 pm - 7:00 pm)	cost \$40	\$ _____
Thursday:	<input type="checkbox"/> Wine/lunch tour (10:00 am - 3:30 pm) First 25 max.	cost \$60	\$ _____
Thursday:	<input type="checkbox"/> Banquet (6:00 pm - 10:30 pm)	cost \$75	\$ _____
Friday:	<input type="checkbox"/> Historical walking tour (9:30 am -11:00 am)		\$ _____

CANCELLATION/REFUND POLICY. Mar 28th is last day to register.

Full refunds will be awarded if cancellation is received before Mar 28th.
Exchanges within your council will be accepted until April 19th.

Send registration form by email to lorraine.williston@penticton.ca

Cheque to : City of Penticton
Attention: Lorraine Williston
171 Main St.,
Penticton BC V2A 5A9

SUBTOTAL	\$ _____
HST	\$ _____
TOTAL COST	\$ _____

For more information on the convention please go the website www.silga.ca
or contact Alison Slater @ 250-374-3678 or by email at alislater@shaw.ca