

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, January 13, 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 of December 16, 2013

pg 1-7

3. PUBLIC AND STATUTORY HEARINGS

- a. 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
- b. 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

4. PETITIONS AND DELEGATIONS

- a. Diana Inselberg and Neil Fidler – Enderby and District Arts Council
Re: Request for Annual Grant

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5. DEVELOPMENT MATTERS

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

- a. Enderby and District Arts Council – Correspondence dated January 6, 2014
Re: Request for Annual Grant
- b. Open Air Market Location – Memo from Chief Administrative Officer dated January 2, 2014
- c. City of Armstrong – Correspondence dated December 19, 2013
Re: Building Inspection Service Review – Joint Recommendations

pg 9-11

pg 12-15

pg 16

7. BYLAWS – 3rd Reading

- a. Official Community Plan Bylaw No. 1171, 1995 Amendment Bylaw No. 1533, 2013
Lot 15, Block 7, District Lot 150, KDYD, Plan 211A located at 707 Russell Ave
From General Commercial to Residential Low Density

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- b. Zoning Bylaw No. 966, 1987 Amendment Bylaw No. 1534, 2013 pg18-19
Lot 15, Block 7, District Lot 150, KDYD, Plan 211A located at 707 Russell Ave
From General Commercial (C.1) zone to Residential Single Family (R.1-A) zone

BYLAWS – 3 Readings

- c. Parks, Recreation and Cultural Fees Imposition Bylaw No. 1535, 2014 pg 20-24
A bylaw to impose fees for providing recreation programs and facilities

8. REPORTS

- a. Mayor and Council
- b. Building Permit Detail Report – November 2013 pg 25-26

9. NEW BUSINESS

- a. Ministry of Community, Sport and Cultural Development – Correspondence dated December 12, 2013 pg 27-45
Re: Second Phase of Local Government Elections Reform
- b. BC / Yukon Command – Royal Canadian Legion – Correspondence dated December 19, 2013 pg 46-47
Re: Ad in Military Service Recognition Book
- c. Travel Policy Review – Memo from Chief Administrative Officer dated January 2, 2014 pg 48-52
- d. Speed Board Reader – Memo from Chief Administrative Officer dated January 2, 2014 pg 53-57
- e. Regional District of North Okanagan – Correspondence dated December 24, 2013 pg 58-63
Re: Municipal Solid Waste Management Amendment Bylaw No. 2614, 2013
- f. Municipal Security Issuing Resolutions – 2014 Spring Borrowing – Memo from Chief Financial Officer dated January 2, 2014 pg 64
- g. Draft Official Community Plan – Sections 1-5 – Memo from Assistant Corporate Officer and Planning Assistant dated January 6, 2014 pg 65-84
- h. Water Connection for 179 Old Salmon Arm Road – Memo from Chief Administrative Officer dated January 9, 2014 pg 85-89

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (g) and (k) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, December 16, 2013 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 – Barry Gagnon
Deputy Administrative Officer – Tate Bengtson
Chief Financial Officer – Jenny Dennis
Assistant Corporate Officer and Planning Assistant – Kurt Inglis
Recording Secretary – Bettyann Kennedy
Youth Representative – Christopher Dyduch
The Press and Public

APPROVAL OF AGENDA

Moved by Councillor Ludwig, seconded by Councillor Baird that the agenda be approved as circulated.

Carried Unanimously

ADOPTION OF MINUTES

Regular Meeting Minutes of December 2, 2013

Moved by Councillor Baird, seconded by Councillor Shipmaker that the minutes of the regular meeting of December 2, 2013 be adopted as circulated.

Carried Unanimously

PETITIONS AND DELEGATIONS

Tatianna O'Donnell and Virginia Halper – Enderby Artists' Initiative

Re: Overview of Courtyard Gallery and Request for Funding

Councillor Shipmaker declared a conflict and left the meeting.

- Ms. O'Donnell announced the mission statement of the Enderby Artists' Initiative and provided an overview of the membership and operation of the Courtyard Gallery.
- They are non profit and work towards promoting the arts and local artists.
- They host various workshops and exhibits.
- Their revenue comes from artist fees and sales of art. Any surplus funds are put back into the organization.
- A list of advertising media was given and the various events that they participate in and around the area.

- They are hoping that through effective advertising, Enderby will become a destination for visiting artists and art enthusiasts.
- One-time funding request is being made to aggressively promote the gallery. This includes the production of posters, rack cards, ads in Galleries West Magazine, Shuswap Recreation Guide and Exploring Enderby.

Councillor Shipmaker returned to the meeting.

Elizabeth Lute

Re: Lamp Posts and Signage

Ms. Lute has been a supporter of the arts in Enderby for quite some time. She addressed Council with the following comments:

- Appreciation expressed regarding the painting of the lamp posts downtown.
- Metal and road-kill bone artist Stephan Bircher's work would be distinct for Enderby.
- Our vision should focus on our small town, the river, and the people.
- Positive comments were made about the open air market and its appeal to out-of-towners.
- She feels a digital sign is a mistake and the funds could be better spent on hanging baskets and an improved parking lot in order to draw people in.

DEVELOPMENT MATTERS

0001-13-OR-END

Lot 15, Block 7, District Lot 150, KDYD, Plan 211A – 707 Russell Avenue

Applicant: Angela Wilson

The Assistant Corporate Officer and Planning Assistant introduced the application and gave an overview of the recommendation.

Moved by Councillor Ludwig, seconded by Councillor Knust that Official Community Plan Amendment Bylaw No. 1533, 2013 which proposes to change the future land designation of the property legally described as Lot 15, Block 7, District Lot 150, Kamloops Division Yale District, Plan 211A located at 707 Russell Avenue from General Commercial to Residential Low Density be given first reading; and

THAT after first reading of the Official Community Plan Amendment Bylaw no. 1533, 2013 and in accordance with Section 822 of the Local Government Act, Bylaw No. 1533 be considered in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan; and

THAT after considering the Official Community Plan Amendment Bylaw No. 1533, 2014 in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan, Bylaw No. 1533 be given second reading and forwarded to a Public Hearing; and

THAT the referral process which requests that various authorities and organizations review the amendments proposed by the Official Community Plan Amendment Bylaw No. 1533, 2013 as outlined in the report from the Assistant Corporate Officer and Planning Assistant dated December 9, 2013 be considered appropriate consultation for the purposes of Sections 879 and 881 of the Local Government Act; and

THAT Zoning Amendment Bylaw No. 1534, 2013 which proposes to rezone the property legally described as Lot 15, Block 7, District Lot 150, Kamloops Division Yale District, Plan 211A located at 707 Russell Avenue from the General Commercial (C.1) zone to the Residential Single Family (R.1-A) zone be given first and second reading and forwarded to a Public Hearing.

Carried Unanimously

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

Enderby Artists' Initiative – Correspondence dated November 25, 2013

Re: Funding Request

Councillor Shipmaker declared a conflict and left the meeting.

Moved by Councillor Baird, seconded by Councillor Knust that the Enderby Artists' Initiative request for funding be referred to budget deliberations.

Carried Unanimously

Discussion:

- Funds would need to come from general taxation.
- Timeline is sensitive as spring and summer advertising would need to be in place prior to the budget getting adopted in May.
- Suggested that other groups be approached for funding with the City taxpayers being a last resort. Other groups have contributed and the City is seen as their last resort.
- Suggestions for alternate fund raising and increased awareness were presented. Mayor and Council could, for example, work with artists to create works that could be sold at auction event.

Councillor Shipmaker returned to the meeting.

BYLAWS - Adoption

Cemetery Regulation Bylaw No. 1515, 2013 Amendment Bylaw No. 1531, 2013

A bylaw to amend Cemetery Regulations

Moved by Councillor Case, seconded by Councillor McCune that Cemetery Regulation Bylaw No. 1515, 2013 Amendment Bylaw No. 1531, 2013 be reconsidered and adopted.

Carried Unanimously

Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1532, 2013

A bylaw to amend the Municipal Ticketing Information (MTI) System Bylaw

Moved by Councillor Baird, seconded by Councillor Case that Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 152, 2013 be reconsidered and adopted.

Carried Unanimously

BYLAWS – First and Second Readings

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

A by law to change the land use designation of 707 Russell Avenue from General Commercial to Residential Low Density

Moved by Councillor McCune, seconded by Councillor Ludwig that Official Community Plan Bylaw No. 1171, 1995 Amendment Bylaw No. 1533, 2013 be introduced, given first and second readings and referred to Public Hearing.

Carried Unanimously

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

A bylaw to rezone 707 Russell Avenue from the General Commercial (C.1) zone to the Residential Single Family (R.1-A) zone

Moved by Councillor Ludwig, seconded by Councillor Knust that Zoning Bylaw No. 966, 1987 Amendment Bylaw No. 1534, 2013 be introduced, given first and second reading and referred to Public Hearing.

Carried Unanimously

REPORTSCouncillor Ludwig

- Attended the RCMP Christmas banquet.
- Light up events.
- Youth committee meeting. Next meeting is January 21st. The City and Splatsin turned down the \$5,000 funding request from Boys and Girls Club, but Area F Director will contribute.

Councillor Shipmaker

Attended a Lumby fundraiser dinner for their Resource Centre. The local MLA was in attendance. A silent auction was held to raise funds. This might be a good idea for our local Resource Centre to consider.

Councillor Baird

- Attended AL Fortune grad transition.
- Splatsin ground-breaking event.
- Good brainstorming at the Tourism workshop.
- Community dinner.

Councillor Knust

- Reminder that tomorrow is breakfast at AL Fortune @8:00 am and MV Beattie on Wednesday @ 7:15 am
- Christmas lighup events:
 - Tree behind City Hall decorated by students.
 - Craft sale was very well organized but unfortunately only 5 of 20 vendors showed up due to the cold weather.

- Parade was well attended. Again, some participants unable to make it due to the cold weather.
- Lions fed people at the gazebo and pictures with Santa were offered.
- 149 people were fed at Sunday's dinner. They actually ran out of food. There were 52 volunteers helping at the dinner.
- Praise for all members of the committee that put on the events. The volunteers are all local citizens that have given up an enormous amount of their time to make the celebrations a success.
- Active Transportation Workshop at the Drill Hall.
- Production of "Nobody's Perfect" at AL Fortune on Friday @1:15

Councillor Case

Attended:

- AL Fortune grad transition
- Christmas parade – kudos to all the volunteers of the Christmas committee
- Tourism workshop
- Active Transportation Workshop was very well done – looking forward to the outcome from the break-out sessions.

Christopher Dyduch, Youth Representative

Busy week ahead:

- Invitation to Leadership class will be postponed until February due to exams.
- Jazz concert and Cadet Christmas dinner both tomorrow.
- "Nobody's Perfect" on Friday.

Mayor Cyr

Committee of the Whole Meeting:

- Updated on Solid Waste Management function. Al is going well.
- Presentation on transit system.

Board of Directors:

- Chair and Vice-Chair reappointed.
- Policy was adopted setting recycling and disposal fees for community clean-up.
- Voted to continue participation in the Regional District of Central Okanagan 9-1-1 public service answering point program for 2014 with all terms and conditions remaining the same.
- Voted to send letter to the Minister of Agriculture indicating support of the ALC.

Other:

- Christmas parade went well.
- Active Transportation workshop at Drill hall was well-attended. Lots of good information and feedback provided.
- Breakfasts at AL Fortune and MV Beattie this week.
- Strategic Planning session tomorrow.
- Christmas social at MLA Greg Kylo's office this week.
- Seniors meals to wheels Christmas luncheon on Wednesday.

Deputy Chief Administrative Officer – Little City Fashions verbal update

This item was moved to In-Camera.

NEW BUSINESS

Okanagan Regional Library – Correspondence dated December 3, 2013

Re: Appointment to the Okanagan Regional Library Board

Moved by Councillor Baird, seconded by Councillor Case that Councillor Ludwig be appointed to the Okanagan Regional Library Board for 2014.

Carried Unanimously

Moved by Councillor McCune, seconded by Councillor Knust that Councillor Baird be appointed as Alternate to the Okanagan Regional Library Board.

Carried Unanimously

Interior Health – Correspondence dated November 29, 2013

Re: Focus of their Work with Small Water Systems

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

Carried unanimously

Regional District of North Okanagan
2014 Schedule of Board of Director Meetings
2014 Schedule of Committee Meetings

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

Carried Unanimously

PUBLIC QUESTION PERIOD

Stacy Pavlov of the Advertiser queried when the In-Camera update on Little City Fashions would be released. The Deputy Chief Administrative Officer reported that the information would be released when it is deemed appropriate.

CLOSED MEETING RESOLUTION

Moved by Councillor Case, seconded by Councillor Knust 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) (b), (e), (g) and (k) of the *Community Charter*.

ADJOURNMENT

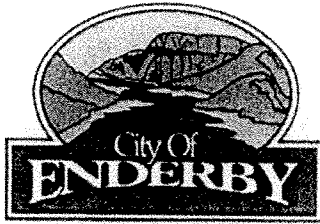
The Regular Meeting reconvened at 5:40 p.m.

The Regular Meeting adjourned at 5:40 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Approved for Agenda
JB



REQUEST TO APPEAR AS A DELEGATION

On 13 JAN 2014
Day Month Year

Date of Request JAN. 3, 2014

Name of Person Making Request DIANA INSELBERG for EDAC

Name and Title of Presenter(s) Neil FIDLER, Secretary
ENDERBY + DISTRICT ARTS COUNCIL

Contact Information Diana 838-2141

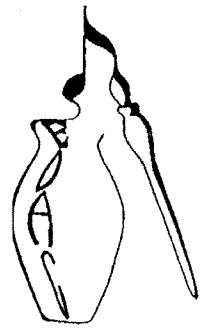
Details of Presentation Speak briefly to annual request
for funding (see letter Jan 6, 2014) for EDAC + Arts
Festival. Answer any questions from Council.

Desired Action from Council (check all that apply)

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

Please describe desired action in detail Request approval for
grant from City for 2014 in the amount of \$1500.00

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



Enderby and District Arts Council

January 6, 2014

City of Enderby
619 Cliff Ave., P.O. Box 400
Enderby, BC V0E 1V0
Attn: Mayor Howie Cyr and City Council

Dear Sirs: **Re: Annual Contribution from the City of Enderby**

This letter is in regards to the City of Enderby's annual financial contribution to the Enderby & District Arts Council (currently \$750.) Last year the Council also awarded the amount of \$500 to help fund the annual Arts Festival. The City has requested that EDAC send a letter of reminder, so that funds could be made available at a consistent time each year.

- EDAC and the City have a good working relationship. A City Councillor acts as a liaison person on the Board. EDAC continues to work with the City on Public Art. The City's funding assists with programming and events: concerts, both indoor and Music by the River, lectures, workshops, scholarships, bursaries, and summer Arts Camps for young people. These events and activities, along with the annual Arts Festival, are provided free or with minimum charge, and have a proven record of success.
- The City's support helps EDAC in fulfilling its role in the community. We see our mandate, mission and core values as a mixture of supporting emerging and established artists and artisans of all ages and capabilities, and educating our citizens in the work and worth of art, artists and artisans. In this way, EDAC makes a significant contribution to Enderby's Vitalization.
- The Enderby Arts Festival (July 26, 2014) is a unique opportunity to showcase Enderby – its rich arts and culture, hospitality and natural beauty. The Enderby business community, organizations and many volunteers support the event. It is our hope that Enderby City Council appreciates the value of the event and will continue to support the Arts Festival with a financial contribution.
- A Schedule of EDAC events for 2013 and a draft Schedule of Events for 2014 are enclosed.

We are requesting for 2014 a contribution of \$1500 from the City (\$900 for our annual grant and \$600 for the Arts Festival).

Thank you for your ongoing support of arts in Enderby.

Sincerely,


Diana Inselberg

Vice-President, (on behalf of the Board of the Enderby & District Arts Council)

Box 757, Enderby, BC V0E 1V0

Email: contact@enderbyartscouncil.com

www.enderbyartscouncil.com

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Enderby and District Arts Council 2013 (Revised) Schedule of Events

February 11	Members Social - 5:30 pm Regency Clubhouse, Speaker Cathy Stubington on Calendario Project. Potluck dinner.
March 20	Annual General Meeting. 7pm Enderby Museum. Guest Speaker Christine Kashuba, Okanagan Thompson rep to Arts BC.
April 4	Lecture – “The Eden Project” – artist Gale Woodhouse, Drill Hall 7pm. A joint Project with the Enderby and District Garden Club.
April 21 – 27	BC Arts and Culture Week April 23 Classical Concert British Cellist Michael Jones - “Mostly Bach” 7:30pm St Andrews United Church tickets \$15 April 27 – Acrylic painting workshop 9:30am to 3:30pm at Courtyard Gallery Instructor Tania O’Donnell cost \$50
May 3-4	Arts BC Annual Conference and AGM in Vernon
June 1	“Inside the Arts” newsletter
June 17	Members social 5pm Regency Clubhouse -“Enderby Arts Festival” & “A Taste of Culture”
June 23	Music by the River 7pm Belvidere Park Enderby - “Sabrina Weeks and Swing Cat Bounce”
July 1	Canada Day Parade
July 14	Music by the River 7pm Mara Hall - Tanya Lipscombe
July 20	Grindrod Music Festival -- EDAC participation
July 27	Enderby Arts Festival 9am to 4pm downtown Enderby – “Transplant,” “Shakewood Annie”, Elvis and others. Artisan Market.
July 28	Music by the River 7pm Belvidere Park - “Cod Gone Wild”
August 10	(Saturday) Music by the River – 7pm in Grindrod – “Flashback”
August 25	Music by the River - 3pm Belvidere Park - “A.S.H”
September 29	Music by the River Open Mic 1pm Belvidere Park (BC Rivers Day)
September 30	Members Social 5pm Regency Clubhouse
October 18	Lecture - “Mustang Valley” - Chad Deetken 7pm Drill Hall
November 7	Concert – Jim Leonard “A Jazz Journey” 7pm St Andrews Church
December 16	Members Social 5pm Regency Clubhouse

Enderby and District Arts Council DRAFT SCHEDULE OF EVENTS 2014

February	Members Social
March 19	Annual General Meeting, Enderby Museum 7 p.m. Guest Speaker: Louise Wallace, Mediability Corporate Communications, Salmon Arm. Topic TBA.
April	BC Arts & Culture Week Lecture or Workshop Concert Student Art Show
May	Publication of "Inside the Arts"
June	Members Social
June 22	Music by the River Belvidere Park - TBA
July 1	Canada Day Parade - EDAC participation
July 13	Music by the River - Mara - TBA
July 19	Grindrod Music Festival - EDAC participation
July 26	Enderby Arts Festival. 9 am – 4 pm, Music stage, vendors
July 27	Music by the River Belvidere Park - TBA
August	Members Social
August 9	(Sat) Music by the River - Grindrod - TBA
August 24	Music by the River Belvidere Park - TBA
September 28	Music by the River Open Mic BC Rivers Day
October	Members Social
October	Concert Lecture
December	Members Social

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 2, 2014
Subject: Open Air Market Location

RECOMMENDATION

THAT Council provides direction to staff regarding its preferences for the location of the Open Air Market in 2014.

BACKGROUND

At the December 2, 2013 meeting, representatives of the Open Air Market were received by Council as a delegation. During their presentation, they requested that Council consider permitting the Open Air Market to situate itself on Cliff Avenue, as it had done during 2012 and 2013. Prior to 2012, it had been located in the Maud Avenue parking lot.

As Council is aware, the Cliff Avenue location has elicited a mixed response from the business community. In light of these concerns, Council struck a committee to inquire into the matter. This committee, which was composed of members of Council, the business community, and Open Air Market representatives, met earlier in 2013. At that meeting, consensus emerged that the parking lot immediately north of City Hall would be a suitable location.

However, upon reconsideration by its members, the Open Air Market representatives advised that they wish to remain at the Cliff Avenue location. Background notes from the Open Air Market presentation, provided by Gabrielle Wesle, are attached.

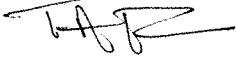
During the December 2, 2013 delegation, no resolution was decided upon. In order to advance the matter, further direction regarding Council's preferences will help staff to assist all involved.

Some options that Council may wish to consider include:

- 1) Advise the Open Air Market to proceed with the City Hall parking lot solution as identified during the committee meeting;
- 2) Authorize the Open Air Market to return to its Cliff Avenue location;
- 3) Authorize the Open Air Market to return to its Cliff Avenue location, subject to a requirement that the organizers obtain the support of the affected business community and, failing that, they are to proceed with the City Hall parking lot solution;

- 4) Request that the Open Air Market identifies alternate locations and reports back to Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tate Bengtson', with a stylized, cursive script.

Tate Bengtson
Chief Administrative Officer

Pros

- heart of the city
- shade ^{ambiance}
- noise from traffic less bothersome
- good footing
- safe for kids
- people's support (survey)
- highway visibility
- parking easy to access for customers
- visitors get attracted to wander further

City Hall Parking LotPros

- highway exposure
- permanent spot
- sign

Cons

- merchants loose some parking

Cons

- heat
- noise / fumes
- bad footing
- no easy parking for North bound traffic

Market

- did book for Dec 2nd

- Market members want to be all together as one market.

- Guest book July 19th

Visitors : 70 different places

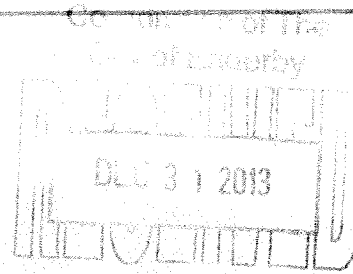
Survey : Cliff Ave. 219 Parkinlot 181

Start later in Season 1st Friday in May

End earlier last Friday in Sept.
4 weeks less

No vehicles allowed at both locations

- All together as one market —
will have more vendors in early + late Season



December 19, 2013

Mr. Trafford Hall
Administrator
Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC
V1B 2K9

Dear Trafford;

Re: Building Inspection Service Review – Joint Recommendations

Council, at their meeting of December 9, 2013 received the correspondence which outlined the recommendations of the Building Inspection Service Review Committee which were approved by the RDNO Board at their meeting of November 6, 2013.

Council resolved to support the recommendations as outlined and wished it to be conveyed to the Board that it is the expressed interest of the City of Armstrong to remain an active participant in all discussions with respect to the Building Inspection Service as long as we are a fully paying participant, whether it be considering options to lesson costs in the interim or reviews related to implementing the exclusion provision.

Sincerely,

Patti Ferguson
Administrator

Cc: Rob Smailes, General Manager, Planning & Building
City of Enderby, Township of Spallumcheen, Village of Lumby

THE CORPORATON OF THE CITY OF ENDERBY

BYLAW No. 1533

A BYLAW TO AMEND THE CORPORATION OF THE CITY OF ENDERBY OFFICIAL COMMUNITY PLAN BYLAW NO. 1171, 1995 AND AMENDMENTS THERETO

WHEREAS the Corporation of the City of Enderby has determined to make an amendment to the "City of Enderby Official Community Plan Bylaw No. 1171, 1995".

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

1. The future land use designation of the property legally described as Lot 15, Block 7, District Lot 150, Kamloops Division Yale District, Plan 211A, located at 707 Russell Avenue is hereby changed from General Commercial to Residential Low Density.
2. This Bylaw may be cited as the "**Corporation of the City of Enderby Official Community Plan Amendment Bylaw No. 1533, 2013**".

Read a FIRST time this 16th day of December, 2013.

Read a SECOND time this 16th day of December, 2013.

Read a THIRD time this _____ day of _____.

Advertised on the 1st day of January, 2014 and the 8th day of January, 2014, and a Public Hearing held pursuant to the provisions of Section 890 of the Local Government Act on the 13th day of January, 2014.

RECONSIDERED, FINALLY PASSED and ADOPTED this _____ day of _____.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW No. 1534

A BYLAW TO AMEND THE CORPORATION 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:

1. The zoning of the property legally described as Lot 15, Block 7, District Lot 150, Kamloops Division Yale District, Plan 211A, located at 707 Russell Avenue is hereby changed from the General Commercial (C.1) zone to the Residential Single Family (R.1-A) zone.
2. This Bylaw may be cited as the "**Corporation of the City of Enderby Zoning Bylaw Amendment Bylaw No. 1534, 2013**".

Read a FIRST time this 16th day of December, 2013.

Read a SECOND time this 16th day of December, 2013.

Read a THIRD time this _____ day of _____.

Advertised on the 1st day of January, 2014 and the 8th day of January, 2014, 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 _____.

Senior District Development
Technician
Ministry of Transportation

RECONSIDERED, FINALLY PASSED and ADOPTED this _____ day of
_____.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 2, 2014
Subject: Parks, Recreation and Culture Fees Bylaw

Recommendation

THAT the Commission recommends that Council enacts the attached bylaw cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014".

Background

The current fees bylaw needs to be updated as most of the rates on the Schedule of Fees only go up to 2013. In previous years the rates have increased annually by 2%. As the City's rates are already competitive and in order to keep the rates affordable it is recommended that the 2013 rates be used for 2014 and future years with the following exceptions:

- Public Swim - 10 visit passes
 - These have been updated to incorporate a 10% discount as set by the Commission in 2009.
- Public Swim - 1 month pass
 - In order to encourage more monthly pass purchases and pool usage, the rates have been decreased to equal 11 swim passes.
- Fitness Class - Senior/Youth
 - This rate has been updated as previously the one month pass rate was at a lower rate than the 10 visit pass.

The bylaw format has also been updated. The multi-year rates have been removed and replaced with a single rate to be charged each year until the rates are amended.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY BYLAW No. 1535

A bylaw to impose fees for providing recreation programs and facilities

WHEREAS The Council of the Corporation of the City of Enderby has the authority by bylaw pursuant to Section 194 of the Community Charter, RSBC, 2003 to impose fees payable in respect of all or part of a service in the municipality and may have the bylaw apply outside the municipality.

WHEREAS the City has resolved to provide Parks, Recreation and Culture services outside the City to Area 'F' of the North Okanagan Regional District;

AND WHEREAS the Board of the North Okanagan Regional District has provided consent on December 09, 2009 in accordance with Section 13 of the Community Charter, RSBC, 2003;

NOW THEREFORE the Council of the Corporation of the City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

CITATION

This Bylaw may be cited as "*The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014*".

DEFINITIONS

Preschool means any person that is six years of age and under.

Youth means and person that is seven to eighteen years of age.

Adult means any person that is nineteen years to sixty-four years of age.

Senior means and person that is sixty-five years of age and older.

Family means members of an immediate family and includes parents, grandparents and guardians of dependent children who are under the age of 19 years.

ESTABLISHMENT

Schedule "A" attached hereto is hereby established, and forms part of this Bylaw.

The rates established by this bylaw shall continue and remain in effect beyond the years cited until amended or repealed.

Repeal

The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014, and all amendments thereto are hereby repealed.

READ a FIRST time this ____ day of ____, 2014.

READ a SECOND time this ____ day of ____, 2014.

READ a THIRD time this ____ day of ____, 2014.

RECONSIDERED and ADOPTED this ____ day of ____, 2014.

Mayor

Chief Administrative Officer

SCHEDULE "A"

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

GENERAL CONDITIONS FOR RENTAL OF FACILITIES

1. All rental rates include the standard facility, with normal maintenance staff.
2. Facility rentals, unless exempted by Commission policy, are subject to the renter obtaining a General Liability Insurance Policy through the City of Enderby's "User Group" General Liability Insurance Plan.
3. Ushers, ticket sellers, security forces, etc. are the responsibility of the renter (the City of Enderby reserves the right to provide such services at the Renter's expense).
4. Uses beyond the normal operating hours will require payment of additional labour costs.
5. The City of Enderby reserves the right to require a Performance Bond and/or Damage Deposit.
6. The Renter is responsible to ensure that the facility is vacated at the end of the event.
7. Entrance to or use of facilities will only be requested and approved on the Facility Rental Agreement. Prior entry for decorating, setup, etc. will be subject to the approval of the Facility Manager and noted on the application form.
8. The Renter must not exceed the maximum capacity allowed for the facility.
9. The Renter shall be responsible for loss or damage and assume all risk of injury (including death) to any person arising out of the use of the facility.
10. For all rentals involving the serving of liquor, the renter must carry a liability insurance policy naming the City of Enderby and the Regional District of North Okanagan as additional insured.
11. Should the renter cancel all or part of the rental period, within 30 days of the rental date, they shall not be entitled to any refund of the rental fee. All cancellations resulting in a refund of the rental fee will be subject to a ten (10) percent administration fee. Should the ice be re-rented the original renter will be entitled to a credit equal to the revenue generated by the re-rental to a maximum of the original renter's fees, less the administrative fee.

12. Facility Rental Agreement:

Prior to use of any facilities, the Renter must complete a Facility Rental Agreement. This document includes a waiver or release, which must be read by the participant before signing. If the participant requests an explanation of the meaning of the waiver, the staff shall respond as follows:

I have carefully read, clearly understand and voluntarily sign this participation, release and indemnification agreement. I intend, by signing this agreement, to adhere to all policies and procedures stated in this rental agreement.

Under no circumstances is the document to be signed without drawing the participant's attention to the waiver, and confirming that the proper liability insurance coverage is in place.

SCHEDULE "A" – Continued

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

SCHEDULE of FEES

Enderby Memorial Arena

	<u>Rate/Hour</u>
1. Adult Ice Rental	\$ 154.00
2. Youth/Preschool Ice Rental	\$ 85.00
3. Senior Ice Rental	\$ 111.00
4. School District Ice Rental	*
5. Drop In Parent and Children Skate (inc. GST)	\$ 2.00
6. Drop In Shinny Hockey Ice Rental (inc. GST)	\$ 20.00
7. Adult Dry Floor	\$ 60.00
8. Youth Dry Floor	\$ 28.00
9. Senior Dry Floor	\$ 31.00
10. School District Dry Floor	*
11. Dry Floor – Roller Derby	\$ 31.00
12. Arena Dry Floor – Day Rate	\$ 624.00**
13. Arena Dry Floor – Day Rate – Commercial	\$1248.00**
14. Arena Dry Floor – Day Rate – Youth	\$ 500.00**

* Fee based on incremental cost per Joint Use Agreement
** a 50% discount will apply for rentals of 7 days or more

Swimming Pool Rates

	<u>Rate</u>
1. Public Swim – Adult (inc. GST)	
a. Per swim	\$ 3.75
b. 10 visit pass	\$ 33.75
c. 1 month pass	\$ 41.25
2. Public Swim – Senior / Youth (inc. GST)	
a. Per swim	\$ 3.50
b. 10 visit pass	\$ 31.50
c. 1 month pass	\$ 38.50
3. Public Swim – Preschool (inc. GST)	
a. Per swim	\$ 3.00
b. 10 visit pass	\$ 27.00
c. 1 month pass	\$ 33.00
4. Public Swim – Family (inc. GST)	
a. Per swim	\$ 9.00
b. 10 visit pass	\$ 79.50
c. 1 month pass	\$ 99.00
5. Fitness Class – Adult	
a. Per class	\$ 5.75
b. 10 visit pass	\$ 51.50
c. 1 month pass	\$ 55.00
6. Fitness Class – Senior / Youth (inc. GST)	
a. Per class	\$ 5.50
b. 10 visit pass	\$ 49.50
c. 1 month pass	\$ 52.50
7. Public Swim - Parent & 1 Preschool Child	
a. Per swim (inc. GST)	\$ 5.00
8. Toonie Swim Program (inc. GST)	\$ 2.00
9. Swim Lessons – ½ hr (inc. GST)	\$ 37.00/session
10. Swim Lessons – ¾ hr (inc. GST)	\$ 48.00/session
11. Private Lessons – ½ hr 5 days (inc. GST)	\$ 37.00/session
12. Private Lessons – ¾ hr 10 day (inc. GST)	\$ 48.00/session
13. Pool Rentals – up to 50 swimmers	\$ 67.00/hour
14. Pool rentals – 50+ swimmers	\$ 91.50/hour
15. Swim Club	\$ 24.00/hour
16. School District	
- 1st Lifeguard	*
- 2nd Lifeguard	*
- 3rd Lifeguard	*

SCHEDULE "A" – Continued

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

Swimming Pool Rates - Continued

Rate

17. Licensed Not for Profit Preschool
or Youth Organizations

- 1st Lifeguard	\$ 17.00/hour
- 2nd Lifeguard	\$ 17.00/hour
- 3rd Lifeguard	\$ 17.00/hour

* Fee based on incremental cost per Joint Use Agreement

Park Rates

Rate

Grindrod Park Overnight Camping as Ancillary Use to Baseball Tournaments	\$ 17.75
Riverside Park (includes ball diamond area for non-ball use) – Youth per day	\$ 100.00 *
Riverside Park (includes ball diamond area for non-ball use) – Adult / Commercial per day	\$ 500.00 *

* A 50% discount will apply for rentals of 7 days or more

Gazebo Rates

Rate

Fee (per day)	\$ 110.00
Damage Deposit (per rental)	\$ 500.00
Kitchen Clean Up (per rental when used)	\$ 52.00

Sports Fields / Ball Diamonds

Rate

Adult Leagues (per team per season)	\$ 240.00
Minor Leagues (per team per season)	\$ 120.00
Funtastic	\$ 0.00
Day Rate – Per Diamond	\$ 81.00
(If not paid as part of a league)	

In addition to the above rates the user will be responsible for paying Commercial General Liability insurance premium in accordance with the User Group Rating Schedule provided by the City of Enderby insurance provider as amended from time to time.

The rates and availability for Drop in Parent and Children Skate and Drop In Shiny Hockey will apply when vacant ice is available and an attendant is working on a scheduled shift.

GST is not included in above prices, except where indicated.

Interest in the amount of 2% per month shall apply on all account balances unpaid after 30 days.



Regional District of North Okanagan
Building Permit Detail Report for Nov 2013

For Area: Enderby

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Day:		Permit:	Owner:	Construction Location:	Builder:	Permit Desc:	Value:	Cumulative TOTAL:
Area:						Cost:	Units:	
18	13-0407-END-BP		BUSKOP, JOHANNES	Lot 12, Plan KAP211A, Twp, Sec, D/L 150, 712 RUSSELL AVE Roll: 208 00158.000	Owner	ACCSSRY BLDG (GARAGE)	\$7,000.00	\$7,000.00
	\$218.50							
Enderby						Unit 0	Sq.M.	



Regional District of North Okanagan Building Inspections Statistical Report for Nov 2013

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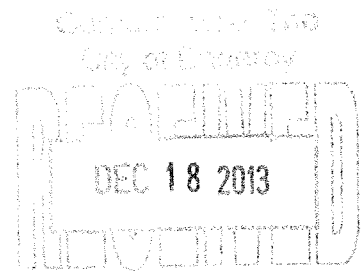
Class:	Electoral Areas:			Armstrong			Enderby			Lumby			Spallumcheen		
	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:
Residential	3	6	\$899,500	0	0	\$0	0	1	\$7,000	0	0	\$0	0	1	\$15,000
Residential YTD	34	99	\$9,090,000	2	13	\$670,120	2	10	\$497,600	4	8	\$829,800	20	44	\$6,585,300
Commercial	0	1	\$60,000	0	2	\$485,000	0	0	\$0	0	0	\$0	0	0	\$0
Commercial YTD	0	7	\$204,000	0	13	\$1,616,850	0	3	\$14,350	0	2	\$168,000	0	0	\$0
Industrial	0	2	\$55,000	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Industrial YTD	0	3	\$57,800	0	1	\$50,000	0	2	\$180,000	0	1	\$85,000	0	2	\$2,455,000
Public	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Public YTD	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Agricultural	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	2	\$23,600
Agricultural YTD	0	22	\$1,303,200	0	1	\$13,000	0	0	\$0	0	1	\$10,000	0	16	\$459,700
TtIs for Month	3	9	\$1,014,500	0	2	\$485,000	0	1	\$7,000	0	0	\$0	0	3	\$38,600
Same Month Prev Yr	0	10	\$416,800	0	0	\$0	0	0	\$0	0	0	\$0	0	8	\$918,000
Yr to Date	34	131	\$10,655,000	2	28	\$2,349,970	2	15	\$691,950	4	12	\$1,092,800	20	62	\$9,500,000
Last Yr to Date	18	156	\$12,216,294	25	40	\$5,707,490	2	16	\$706,784	3	17	\$5,766,064	11	70	\$6,495,180

Totals for all Areas:

	Units	Permits	Value
Year To Date	62	248	\$24,289,720.00
Last Year To Date	59	299	\$30,891,812.00



Agenda



December 12, 2013

Ref: 154580

His Worship Mayor Howie Cyr
and Members of Council
City of Enderby
PO Box 400
Enderby, BC V0E 1V0

Dear Mayor Cyr and Councillors:

I am writing today to invite your local government's input on the second phase of local government elections reform.

I wrote to all local governments on August 27, 2013 to announce the release of a White Paper on Local Government Elections Reform. As noted in the White Paper, I have initiated targeted stakeholder engagement on expense limits in November 2013. The intent is to develop and introduce expense limits legislation in time for the next local elections *after* 2014. Given the diversity of views on the topic and the complex policy issues, I want to start discussions on expense limits early and be in a position to introduce expense limits with plenty of lead-time before the next elections after 2014.

Expense limits would ultimately be added into the proposed *Local Elections Campaign Financing Act*. This two-phase approach allows campaign participants to first become familiar with a new, separate Act with new rules around transparency, accountability and enforcement before adding expense limits into local elections.

Information gathered through talking to key stakeholders, such as local governments, will help inform the development of expense limits. I will be having regular discussions with the Union of British Columbia Municipalities' Executive as we move forward. However, I also wanted each local government to have an opportunity to share perspectives on expense limits, and issues related to expense limits. I would appreciate your thoughts on questions and issues around campaigning for office. For example,

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?

.../2

Ministry of Community, Sport
and Cultural Development

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 124
Parliament Buildings
Victoria BC V8V 1X4

www.gov.bc.ca/cscd

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His Worship Mayor Howie Cyr
and Members of Council
Page 2

I am also interested in your views on approaches to setting expense limits in local elections. The Local Government Elections Task Force recommended expense limits for candidates and third party advertisers in all communities. The Task Force suggested that expense limits need to take community population into account in order to work in British Columbia's diverse communities, and that elector organizations should not get a separate, additional limit. The Task Force did not specify what they felt expense limits should be.

Enclosed for your reference is a short discussion paper. The paper includes some background on expense limits issues, including some information on local campaign spending in British Columbia and information on other provinces' approaches. This paper can also be found at www.localgovelectionreform.gov.bc.ca. Comments from the public are also invited until January 31, 2014.

Please note that it is optional to provide feedback on expense limits issues. As a former council member, I understand that councils and boards have busy agendas and it may be difficult to find time to discuss this issue. However, I do appreciate hearing from your community.

Please provide your thoughts by January 31, 2014. Submit your feedback electronically to: Localgovelectionreform@gov.bc.ca, or in writing to:

Local Government Elections Reform
Ministry of Community, Sport and Cultural Development
PO BOX 9847 STN PROV GOVT
Victoria BC V8W 9T2

I will also take this opportunity to remind you that the White Paper on Local Elections Reform released in September 2013 provided a draft version of the proposed new *Local Elections Campaign Financing Act*, intended for introduction in the Legislature in Spring 2014. If passed, the Act would make a significant number of changes, principally related to enhanced transparency, compliance and enforcement, for the November 2014 local elections.

Thank you in advance for your assistance.

Sincerely,



Coralee Oakes
Minister

Enclosure

pc: Director Rhona Martin, President, Union of British Columbia Municipalities

November | 2013

Expense Limits in Local Elections Discussion Paper



Ministry of
Community, Sport and
Cultural Development

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EXECUTIVE SUMMARY

The Local Government Elections Task Force, a partnership between the Province and the Union of BC Municipalities, was created to recommend changes to local elections rules. One of the 31 recommendations in the Task Force's May 2010 final report was that the Province establishes expense limits for candidates, elector organizations and third party advertisers in local elections.

The Government of British Columbia intends to introduce expense limits in time for the next local elections after November 2014.

As noted in the White Paper on Local Government Elections Reform, government initiated targeted stakeholder engagement on expense limits issues in November 2013. Government will use information gathered through this process to inform the development of expense limits. While it may seem early to be talking about expense limits issues, it is important to be prepared to introduce legislation early enough that campaign participants are ready for expense limits and the new rules.

This discussion paper outlines the policy building blocks for expense limits and some of the complex policy issues involved in the legislative framework for expense limits. It also provides discussion questions. The appendices contain information on trends in local campaign spending in B.C., and on other provinces' approaches to expense limits for local elections.

How do I give my feedback?

Please provide your written comments by January 31, 2014.

Website: www.localgovelectionreform.gov.bc.ca

Email: localgovelectionreform@gov.bc.ca

Mail: Local Government Elections Reform
Ministry of Community, Sport and Cultural Development
PO BOX 9847 STN PROV GOVT
Victoria BC V8W 9T2

INTRODUCTION

Why expense limits in local elections?

The Local Government Elections Task Force, a partnership between the Province and the Union of BC Municipalities, was created to recommend changes to local elections legislation. One of the 31 recommendations in the Task Force's May 2010 final report was that the Province establishes expense limits for candidates, elector organizations* and third party advertisers in local elections.

In reviewing written submissions and listening to the dialogue on elections issues, the Task Force heard a great deal of support for establishing expense limits in local elections. The Task Force believed that expense limits could increase accessibility and fairness by levelling the playing field among candidates; encouraging candidate participation; and reducing the need for large contributions to fund expensive campaigns.

The provincial government accepted the Task Force's recommendations and committed to implementing them – including expense limits.

What is happening with expense limits?

Timing: The Province released a White Paper on Local Government Elections Reform in September 2013. The White Paper provided a draft version of the proposed new *Local Elections Campaign Financing Act*, to be introduced in the Legislature in Spring 2014. If passed, the Act would put into place the majority of the Local Government Elections Task Force's recommendations in time for the November 2014 local elections. These changes are focused on improved accountability, transparency, compliance and enforcement. The draft Act applies to local government and board of education elections.

For more detail on the changes proposed for 2014, please see www.localgovelectionreform.gov.bc.ca

The draft *Local Elections Campaign Financing Act* represents Phase I of campaign finance reform in BC local elections. Phase II involves introducing expense limits legislation in time for the next local elections *after* 2014. The phased approach will allow campaign participants, local elections administrators and others to adapt to the changes before adding spending limits to the local elections system. The phased approach also allows more time for discussion of expense limits issues before any decisions are made.

Stakeholder engagement: As noted in the White Paper, government initiated targeted stakeholder engagement on expense limits issues in November 2013. Government will use information gathered through this process to inform the development of expense limits. The intent is to introduce legislation for expense limits *after* the November 2014 local elections. While it may seem early to be talking about expense limits issues, it is important to be prepared to introduce legislation early enough that campaign participants are ready for expense limits and the new rules to make the limits work.

* Elector organizations are groups that promote candidates in local elections. They are sometimes referred to as municipal 'political parties.' Elector organizations endorse candidates. The organization's endorsement appears on the ballot next to candidates' names. Elector organizations regulated under the legislation – e.g. currently they must have at least 50 members that are electors in the municipality and have existed for at least 60 days, and they must file campaign finance disclosure statements. See the ministry's guide for more information.

BACKGROUND ON EXPENSE LIMITS FOR B.C. LOCAL ELECTIONS

What are the guiding concepts on expense limits?

In accepting the Task Force's recommendation to establish expense limits, the provincial government has been taking the Task Force guidance for developing expense limits as a starting point. The Task Force laid out some objectives or outcomes it thought should shape expense limits. The Task Force recommended that expense limits:

- be high enough to allow reasonable campaigns, but not so high as to allow a few participants to dominate,
- need to work in different sized communities (i.e. a formula-based approach would make sense, but a straight per resident formula would not be effective), and
- have a neutral effect on candidates' decisions to run independently or to create/join elector organizations.

The Task Force recognized that campaign spending was quite low in the majority of BC's communities. However, for fairness reasons the Task Force felt it was important to have expense limits in all communities. The Task Force suggested that expense limits be set in a way that reflects population size in order to make the limits effective and fair in all BC communities (ranging in population from about 180 people to more than 600,000 people).

The Task Force also emphasized that expense limits should not "punish" or "reward" candidates that are endorsed by elector organizations. The Task Force saw that while the majority of BC communities do not have elector organizations, where elector organizations do exist, they are a fairly prominent part of elections in the community. The Task Force did not want expense limits to provide an incentive to create more elector organizations (or splinter existing ones) simply for the sake of obtaining higher "spending room." It would also be unfair to independent candidates (who are not endorsed by elector organizations) if elector organizations got additional limits beyond what candidates get.

The Task Force assumed that the Province would establish expense limits. In some other provinces, local governments have the power to, by by-law, set their own campaign finance rules. The Task Force also recommended that Elections BC enforce campaign finance rules in local elections, so that means Elections BC would enforce expense limits.

The following are some of the key policy concept coming out of the Task Force's guidance:

- expense limits need to work for all communities
- candidates and third party advertisers would be subject to expense limits
- elector organizations would not get expense limits over and above candidates' limits
- expense limits would be sensitive to population size
- expense limits would also apply in board of education elections
- the Province would set expense limits
- Elections BC would enforce the limits as part of its role in enforcing campaign finance rules

How can I add to the expense limits discussion?

The purpose of stakeholder engagement on expense limits is to explore how best to set expense limits that work for all communities. The Province will need to decide on the approach to setting expense limits numbers, and on the related “framework” rules.

You are invited to share your thoughts on expense limits issues. Below are some questions the Province would like to explore. Feel free to answer as many of the questions as you wish, and to give feedback on issues you would like to raise that are not covered by the questions below.

For additional background, please see Appendix 1 (Facts on Campaign Spending in B.C.) and Appendix 2 (Expense Limits in Local Elections in Other Provinces).

Discussion questions

Questions about campaigning

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?
- Are campaign finance issues different for board of education elections than for local government elections?
- Do you think social media will impact (raise or lower) campaign spending? Why or why not?

Questions about the policy “starting point” for expense limits

The Task Force provided some policy guidance on expense limits, suggesting that limits

- be high enough to allow reasonable campaigns, but not so high as to allow a few participants to dominate,
 - need to work in different sized communities (i.e. a formula-based approach would make sense, but a straight per resident formula would not be effective), and
 - should have a neutral effect on candidates’ decisions to run independently or to create/join elector organizations.
- Do you think that these objectives are a reasonable starting point for expense limits? Is there anything you would change about these objectives, or anything important missing?
 - Page 2 shows the key policy concepts coming out of the Task Force’s guidance. Would you change any of these?

Questions about possible expense limits models

- In the two other provinces where the provincial government sets expense limits for local elections, the limit is established by a formula with a “base” amount and additional amounts for each elector. For example, in Ontario, the limit for a mayoral candidate is \$7,500, plus 85 cents per elector and \$5,000 plus 85 cents per elector for council candidates. The same formula for all

communities results in different *limits* in each community depending on population.

- Does the concept of a base amount, plus additional “per resident” amounts, seem like a reasonable approach in BC?
- Or are there other, simpler models to consider? For example, would “tiered” limits (the same limit for all communities under 5,000 or so people, a higher limit for all communities of 5,000 to 10,000 people, and so on) be a better approach?
- If a model were established that resulted in different limits in each community (such as a base plus per resident model), would you support the Province making things simple for candidates and local governments by calculating the limit in each community and providing notice of the limits?
- Are there other, additional factors beyond population that should be taken into account when setting expense limits?
- How should board of education candidate limits be set? Should they be connected to the limits for council candidates (i.e. the same as a council candidate’s limit)? If so, what happens when the boundaries of school districts do not line up with municipal boundaries?
- Would it make sense for third party advertisers’ limits to be connected to the limits for candidates in the community where the third party is conducting advertising?

What other factors must be considered in developing expense limits?

Establishing expense limits requires some basic policy decisions – who limits apply to, how much the limits are and how they are set. In addition to considering those basic policy decisions, government will also need to address a host of related “framework” issues. For expense limits to be effective, there will need to be rules in the legislation that set out in detail how expense limits are managed and enforced.

For example, following the Task Force guidance, elector organizations would not have a separate expense limit over and above expense limits for candidates. Framework rules would be needed to manage the relationship between candidates and the elector organizations that endorse them. Questions such as who can incur expenses (the elector organization, the candidate, or both) raise further questions, such as who is responsible if there is over-spending?

Some complex policy issues stem from the need to make sure that expense limits can’t be circumvented. For example, policies will be needed for candidates that share advertising (or other campaign expenses, like candidate meet-and-greets). The legislation would still allow candidates to work together informally as a “slate” (i.e. outside of an elector organization), but rules to prevent collaborating for the purposes of working around expense limits would be needed. For example, it would be unfair for a candidate with left over “spending room” to pay for advertising promoting another candidate who has already reached his or her expense limit. Rules about how to attribute shared expenses fairly amongst candidates would be needed.

In designing expense limits for local elections, there are constitutional issues to consider. For example, a number of Canadian court cases have upheld the general principle that regulating third party advertising during elections is an acceptable limitation on freedom of speech. However, rules for third parties must strike a reasonable balance between regulation and not unduly impairing freedom of speech. Other legal factors (such as protection of privacy) will have to be considered.

These policy issues are flagged in this paper to provide a preview of the types of policy decisions government will need to make, over and above deciding what the actual limits amounts in each community should be. It is not as simple as just adding the limits numbers or formula into a piece of legislation.

Next steps – what happens with the feedback from stakeholders?

In addition to seeking feedback on this paper, the Minister of Community, Sport and Cultural Development will also be speaking to the Union of BC Municipalities and its area associations between November 2013 and late January 2014. Views of the B.C. School Trustees Association will also be sought, as will views of other campaign participants, such as elector organizations. In Spring 2014, a summary of information received will be published. The Province will consider the results of this targeted stakeholder engagement when developing expense limits and related “framework” rules.

Next steps - how would expense limits be implemented?

The White Paper on Local Government Elections Reform (issued September 2013) details a proposed new Act for local elections campaign finance - the draft *Local Government Campaign Financing Act*. If passed by the Legislature in Spring 2014, the Act would bring into force a number of major changes in place in time for the November 2014 local elections. Those changes are focused on improved transparency, improved campaign finance disclosure and a role for Elections BC in enforcement of campaign finance rules in local government elections.

The *Local Government Campaign Financing Act* is Phase I of local elections campaign finance reform.

For Phase II, the government intends to develop local elections campaign expense limits in time for the next local elections *after* November 2014.

Introducing expense limits requires legislation. The *Local Government Campaign Financing Act* would be amended to establish expense limits and related policy rules. Like all legislation, expense limits amendments would be tabled for the Legislature’s consideration.

How do I give my feedback?

Please provide your written comments by January 31, 2014.

Website: www.localgovelectionreform.gov.bc.ca

Email: localgovelectionreform@gov.bc.ca

Mail: Local Government Elections Reform
Ministry of Community, Sport and Cultural Development
PO BOX 9847 STN PROV GOVT
Victoria BC V8W 9T2

Appendix 1: Facts on Campaign Spending in B.C.

Considering the context

In addition to considering the Task Force's policy guidance on expense limits, it is important to consider campaign spending trends in BC.

There are over 1,660 elected positions in over 250 government bodies filled during local elections. Typically, around 3,000 candidates run for these offices. Comparing campaign spending across communities and over multiple years is currently difficult because there is no central place to find all campaign finance disclosure statements for municipal, electoral area director (regional district electoral area) and board of education candidates.¹

Other factors add complexity:

- Support from campaign organizers* might have led to some candidates' spending being lower than it would otherwise have been. The precise amount of support received from campaign organizers cannot accurately be factored into candidate spending figures.
- Not all spending disclosed in campaign finance disclosure statements was done during the campaign period. For example, a portion of the costs for "paid campaign work" in some electoral organizations' disclosure forms was probably for having paid staff in the years in between elections. Maintaining an organization in between elections is certainly relevant to the campaign; however, actual spending during campaign time may be lower than it appears from disclosure statements.
- "Average" spending may not present a full picture of what it typically costs to campaign in a community. For example, one or two "outlier" candidates who spend much more than their competitors affect calculations of average spending for that community. Similarly, it is reasonable to guess that candidates who spent nothing and got almost no votes probably didn't actually campaign; such candidates would skew the average downwards.
- Campaign finance disclosure statements may not disclose spending fully and accurately.

These caveats aside, looking at a sample of municipal election spending reveals some general trends.

Trends in municipal campaign spending

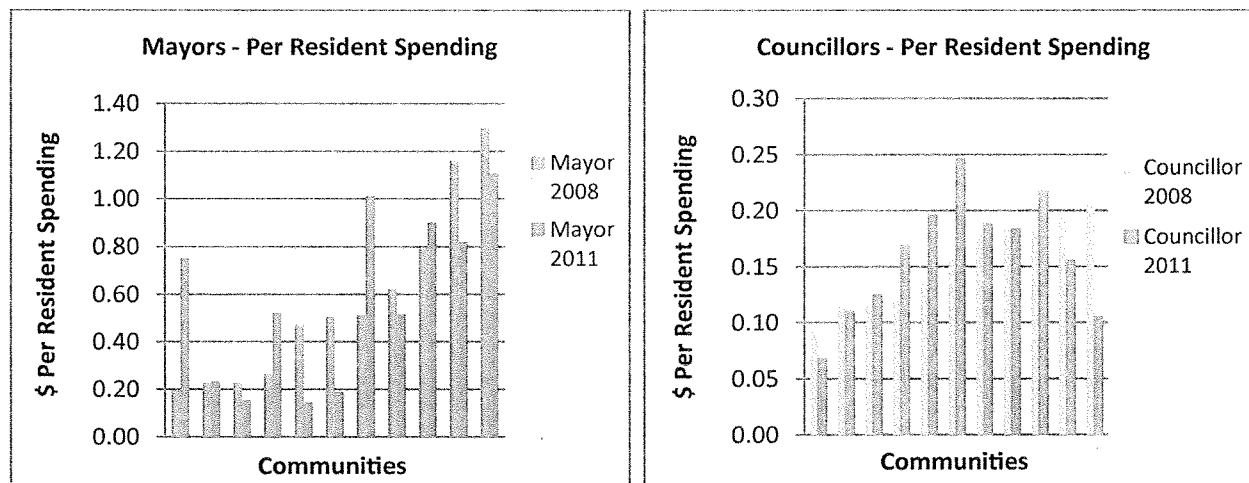
Overall, spending is fairly low. To gauge how much was spent by people who ran competitive campaigns, a sample of spending by "contenders" was taken. Only the top two-thirds of candidates closest to winning a seat were classified as contenders. Including people who may have spent nothing, and also got almost no votes (indicating that they possibly did not campaign at all) would lead to a less realistic estimate of what it costs to be competitive.

¹ The draft *Local Elections Campaign Financing Act* would make all campaign finance disclosure statements available through Elections BC.

* Campaign organizers are individuals or groups that promote or oppose candidates or points of view during elections. A campaign organizer must identify itself to the local chief election officer once it raises contributions, or incurs expenses, valued at \$500 or more. Campaign organizers must also file campaign finance disclosure statements. Unlike electoral organizations, campaign organizers do not necessarily have a relationship with candidates they support or oppose. See the ministry's [guide](#) for more information. The proposed *Local Elections Campaign Financing Act* would discontinue the concept of campaign organizers, instead regulating "third party advertisers."

In this sample of spending in communities of various sizes by almost 500 contenders for mayor and council seats, only 8% of candidates spent more than \$50,000. 31% spent less than \$2,000.

Spending is not that predictable. Overall, spending seems to be driven mostly by the political dynamics in a particular community in a particular election. “Hot races” can mean more spending in a community in compared to elections in other years. Conversely, if fewer candidates run in an election, or if electors are less interested in the candidates or issues, spending might go down. Spending does not necessarily go up by a predictable amount each election. The following charts provide an illustration of 2008 vs. 2011 election spending in a random sample of 11 communities of various sizes. The charts demonstrate some of the potential variability in per resident spending from one election to the next.



Spending is not only variable from one election to the next, but it is also quite variable between communities of similar size. For example, the following table shows what candidates spent per resident spending differences in two sample communities in two different size groupings in 2011.

Sample of Candidate \$ Per Resident Spending in Two Community Sizes

Communities 4,000 to 5,500 people:

Community	Mayor	Council
A	\$5.56	\$1.11
B	\$0.21	\$0.63

Communities 75,000 to 80,000 people:

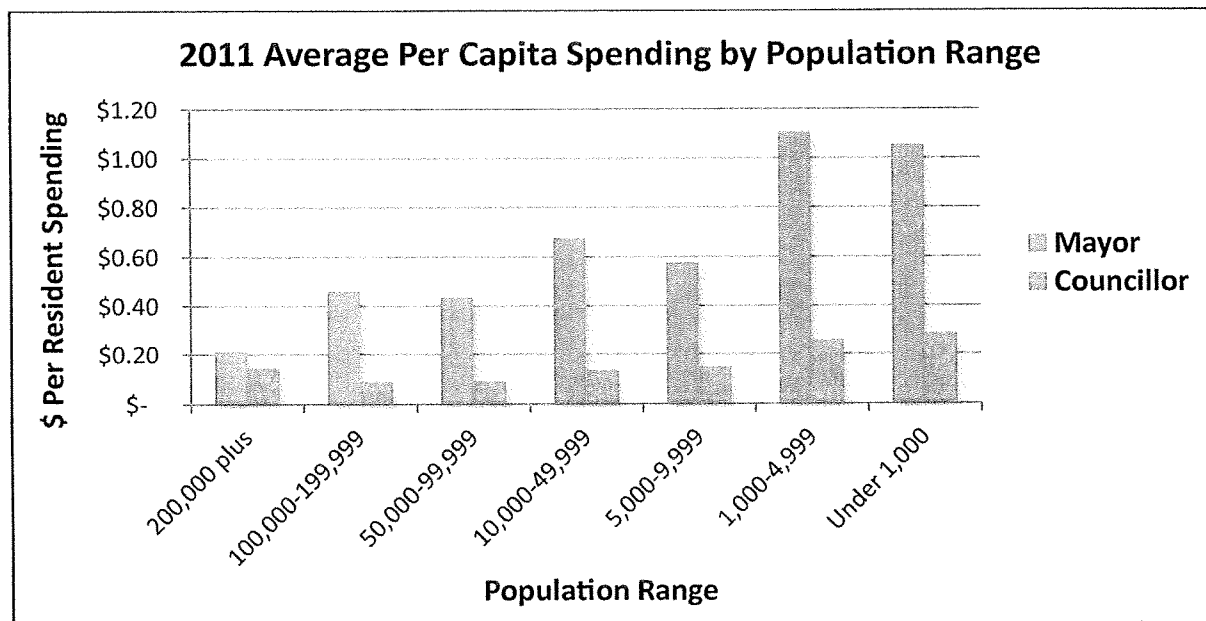
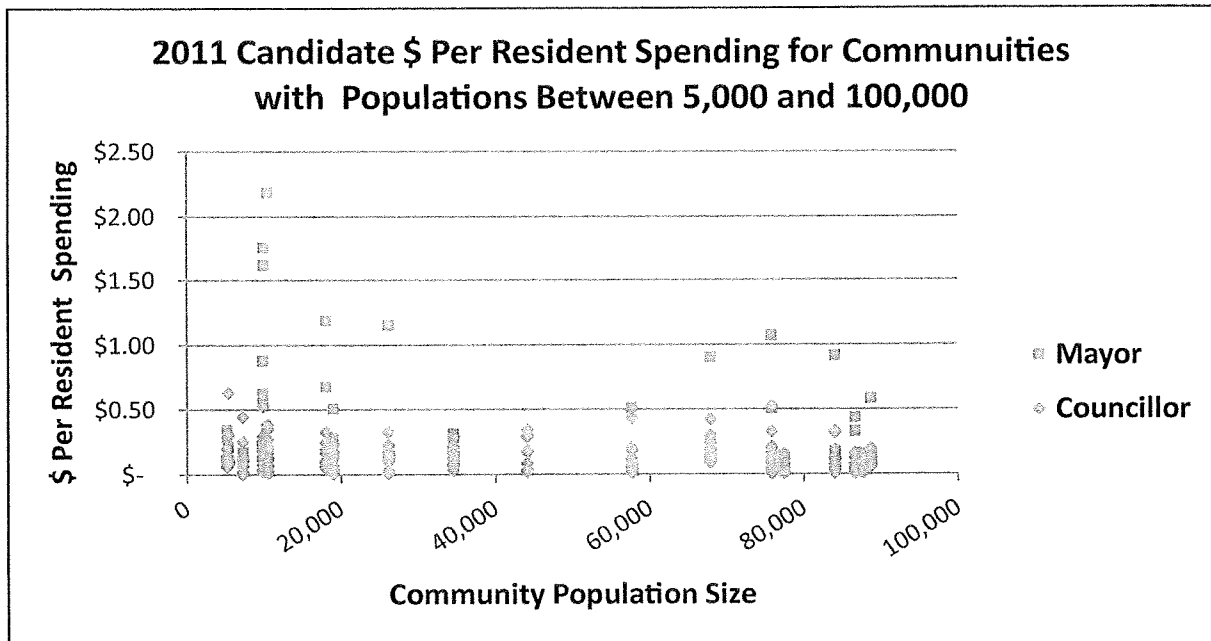
Community	Mayor	Council
C	\$0.79	\$0.12
D	\$0.08	\$0.07

These examples suggest that

- spending in smaller communities can be high relative to the community’s population, and
- spending in a community can be high relative to other similarly-sized communities.

Some candidates spend a lot more than their competitors. In communities of any size, some candidates are spending “outliers” compared to their competitors.

Mayoral candidates spend more than council candidates. Council candidates compete for one of several seats. The mayor’s race is “winner take all” and may be more easily influenced by high spending in a tight race. In a sample of 492 disclosure statements from communities of all sizes in the 2011 election, mayoral candidates spent an average of almost 4 times more per resident than what council candidates spent (\$0.64 per resident and \$0.17 per resident respectively).



In addition to showing that mayoral candidates spend more than council candidates, the previous chart shows that per resident spending may be higher in small communities. Relatively higher per resident spending in smaller communities probably indicates that there is a certain base cost involved in campaigning, and possible economies of scale in larger communities.

Spending in Vancouver is uniquely high and appears to increase each election. In 2008, spending by all elector organizations that had at least one endorsed candidate elected, plus the spending disclosed by their endorsed candidates (whether elected or not), totalled about \$4.5 million. In 2011, the total was about \$5.3 million. Total spending in Vancouver is far higher than spending in any other community in BC.

Vancouver elections are unique in several ways. Vancouver is the most populous city, with almost 178,000 more people than the next largest city. Vancouver sees a consistently large number of candidates for all offices each year. It also has an elected parks board. No independent candidates were elected in 2008 or 2011. Vancouver also has longstanding tradition of elector organizations, with an apparent trend towards more formal operation (e.g. paid staff).

Other observations:

In municipal elections, elected candidates almost always spent money to campaign; generally, they spent more money than those who were not elected. There are exceptions – candidates far outspending their competitors yet failing to obtain a seat, or candidates spending nothing and still obtaining a seat. It is difficult to say whether spending money “leads” to getting elected, though, because some low-spending unsuccessful candidates may not have put much effort into free and/or low-cost methods of campaigning.

Electoral area director candidates (in regional districts) tend to spend less than council candidates. Board of Education candidates also generally spend less than council candidates.

So what do these trends mean for setting limits?

Campaign spending trends (as well as more detailed spending data) will be considered in developing an approach for setting expense limits. For example, since mayoral candidates spend more than council candidates, a higher limit for mayoral candidates would make sense. Limits should also take into account the basic campaign cost evident even in the smallest town.

Appendix 2: Expense Limits in Local Elections in Other Provinces

Which provinces have expense limits in local elections?

- Ontario – all local governments
- Quebec – local governments with populations over 5,000
- Manitoba – all local governments
- Saskatchewan - some local governments
- Newfoundland & Labrador – some local governments (St. John's)

Who sets the limits?

There are three basic approaches to setting expense limits:

- The province **adopts provincial legislation** setting the limits (Ontario, Quebec)
- The province **requires** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits (Manitoba requires all local governments to adopt a bylaw)
- The province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits (Saskatchewan, Newfoundland & Labrador)

What do the limits have in common?

Generally, the limits are sensitive to population. In provinces that set the limit, there is a formula involving a base amount plus a per elector amount. In most examples where the municipality sets the limits, the limit takes into account the number of electors.

In all cases where the limits are sensitive to population, municipalities are responsible for determining the number of electors in the jurisdiction/wards (usually through their municipally-maintained voters' lists), calculating the limits and informing candidates of their limits.

Where formulas are used, they generally have a provision for inflation tied to the Consumer Price Index.

Except for in Quebec, enforcing the limits is a local responsibility.

Caveats when looking at limits

It is difficult to compare limits because different provinces have very different rules as to how an election expense is defined, which election expenses actually count against the expense limit, and how long the period is in which spending is capped.

It can also be difficult to compare limits across jurisdictions because some cities are divided into wards. Under a ward system, council candidates compete to represent a geographically defined part of the city; usually the mayor is elected "at large" by voters across the city. Typically a candidate would not need very high limits if they are campaigning in only a small area. Toronto, Montreal and Winnipeg have wards. Currently only one BC local government uses a ward system.

In some provinces, local governments maintain a list of electors. Maintaining a voters list is not mandatory in BC. Many local governments do same-day registration.

Ontario

Provincial legislation sets the limits. Limits set by the *Municipal Election Act* apply to all local governments. The formula is the same for Toronto and for all other local governments.

Formula

Mayor - \$7,500 + 85 cents per elector

Council candidate - \$5,000 + 85 cents per elector

School board trustee candidate - \$5,000 + 85 cents per elector

Examples – 2010 elections

Toronto (2.5 million people*)

Mayor - \$1.3 million (elected at large)

Council candidates in Ward 7 - \$27,464 (Ward 7 just one example; Toronto has 44 wards)

Mississauga (668,550 people*)

Mayor - \$319,664

Council candidates - \$27,000 to \$39,000, depending on ward populations

School trustees - \$23,000 to \$45,000

Timmins (42,997 people*)

Mayor - \$35,549

Council candidates - \$7,000 to \$19,000 depending on ward populations

Other notes on expense limits in Ontario

There is no regulation of third parties and no spending limits for third parties.

The 2010 local elections were the first with spending limits in place.

City administrators calculate the limits based on the estimated number of electors on the municipally-maintained voters' list and notify candidates of their limits.

Candidates' financial statements must be audited by an independent auditor before they can be filed. Enforcement of campaign finance rules is essentially a local matter.

* 2006 census population provided for sense of scale. Not all residents counted in the census would be qualified electors.

Quebec

Provincial legislation sets the limits. The limit formula is the same for all local governments.

Formula

Mayor – base of \$3,780, plus 30 cents per elector up to 20,000 electors; 51 cents for each elector from 20,000 to 100,000 and 38 cents per elector for each elector over 100,000 electors

Council candidate – base of \$1,890, plus \$0.30 per person

Municipalities under 5,000 people are generally exempt from campaign finance rules, except for limits on how much an individual can contribute and a requirement to disclose names of contributors.

Other notes on expense limits in Quebec

Quebec amended the provincial legislation to reduce the spending limits by about 30 per cent of the previous limits. The 2013 elections were held under the new, lower limits.

Third party advertising is extremely tightly regulated. It is essentially prohibited for third parties to support candidates in ways that involve expenditure of funds (advertising, rallies, etc.). A group of electors (individual citizens) may apply for “private intervener” status during an election, but may only spend up to \$300 and may only disseminate a non-partisan message on a matter of public policy (e.g. private intervener groups are forbidden to promote/oppose candidates).

Municipalities appear to be responsible for maintaining a list of electors.

Elections Quebec enforces the campaign finance rules, including expense limits.

Quebec has 1,103 municipalities. Expense limits apply in municipalities over 5,000 people. There are 185 municipalities with a population of 5,000 or more. Those 185 municipalities cover 88% of Quebec’s total population.

There are just over 900 municipalities with fewer than 5,000 people. Municipalities under 5,000 people have no spending limit, and no rules regarding expenses.

Manitoba

Provincial legislation **requires** municipalities to adopt a bylaw with campaign expense limits (and other campaign finance rules, such as contribution limits); the municipality chooses the limits.

Example – formula in City of Winnipeg Bylaw (population about 633,450)

Mayor - 35 cents per elector in the city (adjusted using consumer price index) – mayor limit in 2010 about \$150,000

Council candidate - 90 cents per elector in the ward (adjusted using consumer price index)

Example - City of Brandon Bylaw (population about 46,000; flat rate limit/no formula)

Mayor - \$16,000

Council candidate - \$4,000

Other notes on expense limits in Manitoba

Third party advertising is not specifically regulated or subject to expense limits. However, in the City of Winnipeg, expenses incurred by any individual, corporation, organization or trade union “acting on behalf of” a registered candidate count against the candidate’s expense limit.

Winnipeg has had spending limits since 1990. Enforcement is essentially a local matter.

Saskatchewan

The Province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits

Example - City of Regina bylaw. Set limit (no formula specified in bylaw, though probable that a formula involving population was used to arrive at the limit)

Mayor - \$62,635

Council candidate - \$10,439

Newfoundland & Labrador

The Province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits. Candidates do not actually have to file an accounting of their expenses; they instead declare that they did not exceed the limits.

Example - City of St. John’s bylaw.

Mayor and councillor candidates - \$10,000 base amount, plus \$1 per voter listed on the voters list in the ward or at-large area. Works out to around \$80,000 for mayors and \$25,000 for councillors.



Legion

www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

TATE

"Military Service Recognition Book"

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing **10,000 copies** of our Annual **"Military Service Recognition Book"**, scheduled for release by Remembrance Day 2014, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **"Keepers of Remembrance"**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **"Military Service Recognition Book."** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada's largest "Community Service" organizations, and we are an integral part of the communities we serve. This project ensures the Legion's continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **154 Branches and 100 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

Angus Stanfield
President



www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$1,795.24 +	\$89.76 =	\$1,885.00
Inside Front/Back Cover (Full Colour)	\$1,595.24 +	\$79.76 =	\$1,675.00
Full Colour 2-Page Spread	\$2,990.48 +	\$149.52 =	\$3,140.00
Full Page (Full Colour)	\$1,495.24 +	\$74.76 =	\$1,570.00
Full Page	\$1,000.00 +	\$50.00 =	\$1,050.00
½ Page (Full Colour)	\$866.67 +	\$43.33 =	\$910.00
½ Page	\$595.24 +	\$29.76 =	\$625.00
¼ Page (Full Colour)	\$538.10 +	\$26.90 =	\$565.00
¼ Page	\$423.81 +	\$21.19 =	\$445.00
1/10 Page (Business Card-Full Colour)	\$295.24 +	\$14.76 =	\$310.00
1/10 Page (Business Card)	\$247.62 +	\$12.38 =	\$260.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



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Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 2, 2014
Subject: Travel Policy Review

RECOMMENDATION

THAT Council adopts the attached policy, *Mayor and Council Expenses*;

AND THAT Council directs staff to bring forward the matter of determining the quantity of Council members wishing to attend UBCM and/or SILGA during annual budget deliberations on an ongoing basis.

BACKGROUND

Further to the direction provided at Council's strategic planning workshop on December 17, 2013, the travel policy has been revised. Outside of some minor housekeeping amendments, the key changes to the policy involve:

- 1) Creating a separate travel policy for staff to reflect current practice and governance, which will be subject to annual budget allocation by Council;
- 2) Providing flexibility for travel preferences without impacting expenses;
- 3) Simplifying per diem claims;
- 4) Clarifying staff roles and responsibilities with respect to bookings.

At the same workshop, Council endorsed bringing forward attendance at annual conventions as a budget discussion item on an ongoing basis.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Policy Title	Mayor and Council Expenses
Policy Number	

Effective Date:	<u>Adopted By:</u> Mayor and Council on ____	Replaces P0101 adopted by Mayor and Council on February 16, 2009
-----------------	--	--

Policy Purpose

To provide guidelines for Mayor and Council travel and expenses.

Policy Statement

Mayor and Council may incur out-of-pocket expenses within Council-approved budget limits while representing the municipality, engaging in municipal business, or attending meetings, conferences, seminars and other training opportunities.

This policy defines the authority to travel or incur expenses, identifies expenses eligible for reimbursement, and indicates reporting requirements.

As a general principle, reasonable effort should be made to minimize travel expenses.

Authority to Approve Travel

The Chief Administrative Officer or designate has authority to approve Council attendance at meetings, conferences, seminars and other training opportunities within budget limits set by Council.

A resolution of Council is required to approve the attendance of any person other than a Council member at a function where there will be a cost incurred by the municipality. A budget limit to attend the meeting, conference, seminar and other training opportunity must be provided and approved as part of the resolution.

Policies and Procedures

The following types of expenses qualify for payment or reimbursement as specified:

1. Registration Fees

- a. Fees (including all applicable taxes) required for registration at a meeting, conference, seminar or other training opportunity will be paid by the City of Enderby
- b. The City of Enderby will take advantage of early registration discounts when possible.

2. Transportation

Receipts are required for all travel reimbursements except for kilometers driven in a personal automobile. This includes, but is not limited to, airfare, highway tolls, ferry, fuel (if a City fleet vehicle is used) and parking.

- a. Air Travel

- i. The cost for a direct return economy airfare ticket on a regularly scheduled flight booked for a reasonable and convenient time for travel.
 - ii. Travel should be booked in advance to take advantage of discounted fares.
 - iii. Air travel is inclusive of airport improvement fees, cancellation insurance, (cancellation insurance will be considered when booking is made depending on the fare flexibility options available), transportation to and from the airport at both points of departure and destination, airport parking, and transit or taxi fares.
 - b. Personal Vehicle
 - i. When travelling by personal automobile, reimbursement for the distance traveled shall be at the established kilometer rate as set by the Province of British Columbia in its *Core Policy and Procedures Manual*, as amended from time to time.
 - c. Vehicle Rental
 - i. A vehicle rental is permitted if it is required to conduct business at the destination and no other reasonable ground transportation (public transit, taxi, etc.) is available or feasible.
 - ii. A compact vehicle must be rented unless three or more persons are traveling together.
 - d. Additional Travel Expenses
 - i. When required for the purpose of travel, expenses for accommodations as described in Section 3 and meals and incidentals as described in Section 4 will be paid by the municipality.
- 3. Accommodation
 - a. The City of Enderby will reimburse single room accommodations at a value not exceeding the event or government rate at the site of the event, subject to availability, and including all applicable taxes. For accommodations in excess of this value, the traveler will pay the difference.
 - b. Hotel parking, business telephone calls, faxes, postage and other accommodation incidentals necessarily incurred will be paid by the City of Enderby upon submission of receipts.
- 4. Meals and Incidentals
 - a. Travel for More than One Day
 - i. A per diem of \$60 per day without receipts will be paid to cover all meals and incidentals associated with an event or travel to an event exceeding one day, or an event requiring overnight travel.
 - ii. Per diem meal allowances may only be claimed for meals for which an expense was incurred by the person travelling on behalf of the City. If

meals are included as part of the event, the cost of those meals should not be claimed.

- iii. Per diem incidental allowances may only be claimed when the travel or related event exceeds six hours in a given day.

b. Per Diem Allowances

- i. The following per diem allowance table specifies the amounts that may be claimed in accordance with Section 4(a).

Meal	Per Diem Allowance
Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00
Incidental	\$20.00

c. Travel not Exceeding One Day

- i. Expenditures for meals will be reimbursed in accordance with the per diem allowance set out in Section 4(b).
- ii. Receipts must support expenses.
- iii. Reimbursements will not include alcoholic beverages.

d. Other Meal Expenses

- i. Mayor and Council may incur meal costs for business meetings held locally or out-of-town involving other person(s). The name of the person(s), company and nature of the meeting must be indicated on the receipt.
- ii. A full receipt from the restaurant must accompany any credit card or debit card receipt.
- iii. Receipts must support expenses.
- iv. Reimbursements will not include alcoholic beverages.

5. Other Expenses

a. Special Functions/Guests/Spousal/Partner

- i. Individuals are responsible for the costs of an accompanying guest/partner's travel, including transportation, accommodation, meals, incidentals and registration.
- ii. The City of Enderby may prepay a registration fee or some other expense on the behalf of the guest/ partner, provided that the City of Enderby is fully reimbursed for this expense within seven calendar days.

b. Combining Business Travel with Personal Travel

- i. Travelers wishing to combine a business trip with personal travel may do so at their own expense. The traveler will be required to pay any

additional travel and accommodation expenses not associated with the business travel.

6. Travel Advances

- a. Individuals wishing to receive a travel advance for out-of-pocket expenses must submit a request, in writing, itemizing the anticipated expenses.
- b. Travel advances may be up to 100% of the total anticipated expenses.
- c. In the event that the travel advance exceeds the actual expenses, the individual will reimburse the City of Enderby for the over payment within seven calendar days.

7. Itinerary Bookings

- a. Staff will arrange to book itinerary for Mayor and Council upon request.

8. Reporting and Final Accounting

- a. Each Council member shall submit a Travel Expense Claim in the format prescribed by the Finance Department within 14 calendar days (or best efforts) of the last scheduled day of the event.
- b. The Travel Expense Claim shall set out all business expenses necessarily incurred to attend the event. The Travel Expense Claim will record the name of the claimant, location of the event, the dates and number of days attended by the claimant (including travel to and from), and the nature of the event. The Travel Expense Claim will be dated and signed by the claimant as well as the appropriate approval authority.
- c. The Chief Financial Officer or designate will approve the claim and issuance of funds to reimburse the traveler.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 2, 2014
Subject: Speed Board Reader

RECOMMENDATION

THAT Council approves obtaining a speed board reader in partnership with the Township of Spallumcheen and the City of Armstrong, for no more than \$4,000 per partnering municipality;

AND THAT Council authorizes the Mayor and Chief Administrative Officer to enter into an agreement with the partnering municipalities for the shared acquisition and use of a speed board reader.

BACKGROUND

In 2013, Council directed staff to add \$5,000 to the Budget to obtain a speed board reader. Since that time, staff have worked with Warren Smith of RCMP Safe Communities to identify a suitable model as well as to explore cost-saving ways in which a speed board could be shared amongst communities in the area. Some of that work was provided to Council during its annual budget deliberations in the form of a letter from Mr. Smith, which is attached as background.

The outcomes of this work are as follows:

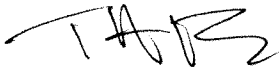
- 1) The Vermax SP715 trailer-mounted speed board was identified as the best value for money. It features a three-digit LED display and solar/battery power. The speed board can be programmed on-site using a password-protected keypad. The selected model comes with a data logger so that the speed board can be used not only as a traffic calming device, but also to track traffic volumes. It includes a GPS tracking system and safety locks to deter theft. The unit is warranted for two years.
- 2) The outline of an agreement for sharing of the speed board has been developed by the Chief Administrative Officers for the partnering municipalities in consultation with RCMP Safe Communities as follows:
 - a. Each partner would contribute up to \$4,000 towards purchasing the speed board.
 - b. A simple schedule will be implemented whereby each partner may use the speed board for two weeks at a time, with the board moving between the different partners on an equal basis. The schedule will intentionally be kept flexible to enable the partners to trade hours to retain the board for a longer period of time

or during a specified event, and may be revised by mutual agreement to reflect evolving practice.

- c. Each partner is responsible for costs associated with deploying the board within its respective jurisdiction.
- d. The partners will share the data with Safe Communities and the RCMP to identify and support programs and priorities within the participating communities.
- e. The asset would be owned by Armstrong, as the most central community, which would also arrange for storage, insurance, and ordinary maintenance.
- f. Costs associated with extraordinary maintenance would be borne by all partners equally, while costs associated with repair or replacement of the unit owing to the negligence of a partner will be borne solely by that partner.
- g. There will be an annual determination of regular (maintenance, insurance, etc.) expenses which will be shared equally among the partners. Storage costs will not be charged to the partners.
- h. Each partner will indemnify the other partners from all loss, damage, costs, actions, claims or suits arising from or in connection with the unit while in the possession of that partner.

As of the date of this memorandum, Council for the Township of Spallumcheen has confirmed its participation in the opportunity.

Respectfully submitted,

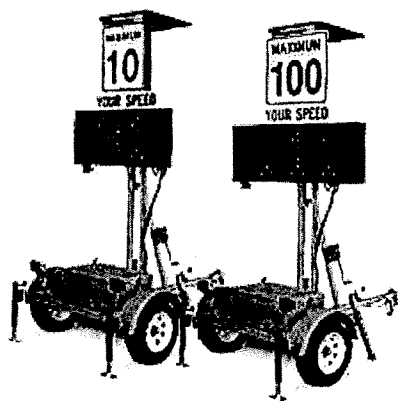


Tate Bengtson
Chief Administrative Officer



VER-MAC

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Radar Speed Trailers

SP-710 / SP-715

Our reliable speed trailers complete our product line order to improve road safety.

STRUCTURE

- Overall length: 3314.7 mm (130.5")
- Overall width: 1676.40 mm (66")
- Display panel: 1244.6 mm x 609.6 mm (49" x 24")
- Panel construction: Aluminum
- Traveling height: 2705.1 mm (106.5")
- Operating height: 4089.40 mm (161")
- Weight: 408.23 kg (900 lb.)
- Coupler: 2" coupler or 3" pintle eye
- Axle/suspension: 907 kg (2000 lb.)



File SP-710

Heavy-duty frame with extended guard rails for fender and axle protection Lockable control box

DISPLAY

- SP-710 2-digit (12" x 18" each) display in miles
- SP-715 3-digit (12" x 18" each) display in kilometers
- 5 x 7 pixels per character
- 4 LEDs in optical lens per pixel

PROGRAMMING

- On-site programming using keypad
- Password protection
- Battery saver automatic shut-off feature
- Built-in solar regulator

SOLAR POWER SUPPLY

- Various configurations of solar panels and batteries available
- Solar regulator with battery surcharge protection

FEATURES

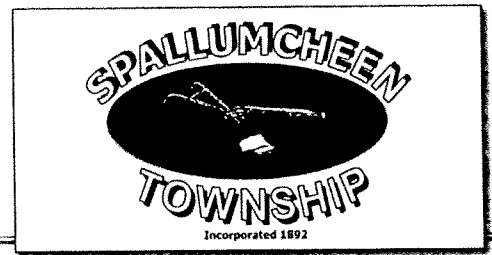
- Admin password
- Auto brightness (photocell)
- Manual 0%-100% brightness levels (increments of 1%)

OPTIONS

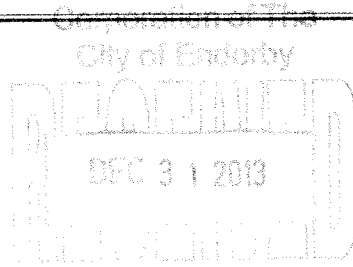
- Data logger
- GPS tracking
- Battery charger
- Laptop connection
- Adjustable pintle hitch
- 2" coupler or 2 5/16" coupler
- 120 volt AC connection
- Electric brakes
- Torsion axle
- Safety lock: Wheel, battery boxes, etc.
- Tongue wheel jack
- Level (to stabilize sign)
- Alarm siren (for warning system)

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



December 23rd, 2013



City of Armstrong
PO Box 40
Armstrong, BC V0E 1B0

✓ City of Enderby
PO Box 400
Enderby, BC V0E 1V0

Re: Joint Speed Reader Board

Please be advised that at the Monday, December 16th, 2013 Regular Meeting of Spallumcheen Council the following resolution was passed:

"That the Township of Spallumcheen Council approve the initiative for a joint Speed Reader Board/Traffic Counter purchase between the City of Armstrong, City of Enderby, and Township of Spallumcheen for approximately \$4,000 per member municipality from the Township's 2013 contingency fund,

AND That the Township of Spallumcheen Council authorize Spallumcheen to enter into the required purchase, usage and acquisition agreement with the City of Armstrong and City of Enderby for the Portable Speed Reader Board/Traffic Counter."

The Township of Spallumcheen looks forward to working jointly with the City of Armstrong and the City of Enderby to help our communities become a safer place with the purchase of a portable speed reader board/traffic counter.

If you have any questions regarding the above noted matter please contact Greg Betts, Chief Administrative Officer at 250-546-3013.

Respectfully,

Cindy Graves
Deputy Corporate Officer

/cs

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VERNON/NORTH OKANAGAN RCMP SAFE COMMUNITIES UNIT



Barry Gagnon
Chief Administrative Officer
City of Enderby
619 Cliff Ave. PO Box 400
Enderby, B. C. V0E 1V0

Date: 2013-03-04

Dear Mayor and Council,

In July 2012 Warren Smith Rural Programs Coordinator (RPC) was tasked by the Township of Spallumcheen to research information on the TMS-SA Radar traffic counter/classifier and other comparable equipment.

Radar sign traffic counters/classifiers are mainly used as traffic calming education tools. Units are compact, automated, lightweight and are ideal for construction zones, schools zones, or rural or high density residential neighborhoods that wish to monitor vehicle traffic volumes, speeds and educate drivers. These units are often deployed in areas that have been experiencing high levels of collisions, speeding and or in an area that the safety of others is at risk due to lighting, road design and traffic volume/pedestrian volume. Radar speed boards have two uses; (1) The ability to collect data (2) To be used as an education tool to provide motorist with an immediate reminder as to what the posted speed limit is as well as to what their speed is.

On January 14th the RPC provided an overview of the research collected for review and consideration by the Township of Spallumcheen mayor and Council.

Enclosed you will find an overview of the findings, detailed information on available equipment as well as a list of recommendation to be further explored. The Township of Spallumcheen is currently referring this to budget process for consideration.

In order to deal with cost concerns the suggestion was made to look at a cost and equipment sharing option as well as service club and or service club financial support.

Please take this as an opportunity for consider as a shared resource for your community. If you would like to discuss or further explore this opportunity please contact Rural programs Coordinator Warren Smith.

Regards,

Warren Smith
Rural Programs Coordinator
Vernon/North Okanagan RCMP Safe Communities Unit

101~ 3334 30th Ave., Vernon, BC, V1T 2C8
Phone: 250 550-7843 Fax: 250 260-5866

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REGIONAL DISTRICT OF NORTH OKANAGAN

MEMBER MUNICIPALITIES

CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
CITY OF VERNON

ELECTORAL AREAS

"B" – SWAN LAKE
"C" – B.X. DISTRICT
"D" – LUMBY (RURAL)

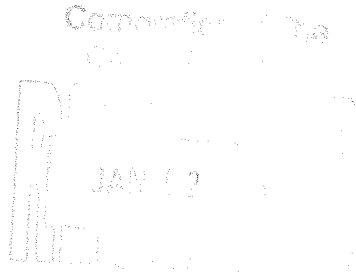
"E" – CHERRYVILLE
"F" – ENDERBY (RURAL)

OFFICE OF: ENGINEERING

OUR FILE No.: 3900.2614

December 24, 2013

City of Enderby
PO Box 400
Enderby, BC V0E 1V0



Dear Sir or Madam,

**Re: Municipal Solid Waste Management Amendment Bylaw No. 2614, 2013
EFFECTIVE APRIL 1, 2014**

We advise that the above-noted bylaw was adopted by the Board of Directors on December 11, 2013. For your reference we enclose a copy of the November 27, 2013 Report to the Board outlining specific fee amendments to the bylaw under Schedule "A" Recycling and Disposal Fees.

We further advise that consolidated bylaw 2572, 2013 being *Municipal Solid Waste Management Bylaw No. 2572, 2013* will be posted to our website on April 1, 2014.

Should you have any questions or concerns, please contact Dale Danallanko, Recycling and Disposal Facilities Operations Manager at: 250.550.3744 or by email at dale.danallanko@rdno.ca.

Yours truly,

Paddy Juniper
Executive Assistant, Engineering

/pj Encl.
cc: Dale Danallanko
RDF Operations Manager

Nicole Kohnert, P.Eng.
Manager Regional Engineering Services

Dale McTaggart, P.Eng.
General Manager Engineering



REGIONAL DISTRICT
of
NORTH OKANAGAN

REPORT

Bylaw 2614

TO: Committee of the Whole
FROM: Engineering
DATE: November 27, 2013
SUBJECT: Municipal Solid Waste Management Amendment Bylaw No. 2614, 2013

RECOMMENDATION:

That Municipal Solid Waste Management Amendment Bylaw No. 2614, 2013 be given First, Second and Third readings; and further

That Municipal Solid Waste Management Amendment Bylaw No. 2614, 2013 be Adopted.

BACKGROUND:

Guiding principles were endorsed for the 2012 solid waste management financial plan development, were used for the 2013 budget deliberations and are again being used for the 2014 budget deliberations. Item number one of the principles states the following:

1. Increase the base disposal fee for refuse by a minimum of the BC Consumer Price Index
2. Annually until 2020, increase the Landfill Closure/Post Closure Reserve Fund by \$1.00/tonne
3. Maintain the sustaining capital reserve contribution from Recycling and Disposal Fees at \$5/tonne for the period 2012 – 2016.


DISCUSSION:

Amendments to the fees for the Municipal Solid Waste Management Bylaw 2572, 2013 have been reviewed by staff to address the need for an increase in fees as per the guiding principles for 2014. Staff advise of the following recommended amendments to Schedule "A"; fees not listed below remain unchanged.

SCHEDULE "A" Recycling and Disposal Fees				
DESCRIPTION	UNITS	PREVIOUS FEE	NEW FEE	MIN. FEE
Refuse	tonne	\$90.50	<u>\$93.00</u>	\$3.00
Controlled Waste	tonne	\$164.00	<u>\$168.00</u>	\$6.00
Refuse containing Regulated Material (other than Drywall) – any quantity	tonne	\$180.00	<u>\$184.00</u>	\$6.00

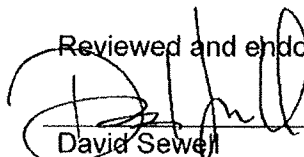
SCHEDULE "A" Recycling and Disposal Fees				
DESCRIPTION	UNITS	PREVIOUS FEE	NEW FEE	MIN. FEE
Refuse containing Drywall (any quantity)	tonne	\$275.00	<u>\$279.00</u>	\$10.00
Refuse not specified in the Regional District Solid Waste Management Plan	tonne	\$164.00	<u>\$168.00</u>	\$6.00
Refuse: Out of Region	tonne	\$164.00	<u>\$168.00</u>	\$6.00
Mixed Residential Waste	tonne	\$62.00	<u>\$64.00</u>	\$3.00
Additional Handling	tonne	\$164.00	<u>\$168.00</u>	\$10.00
Construction and Demolition Waste	tonne	\$180.00	<u>\$184.00</u>	\$6.00
Mattresses / Box Springs	unit	\$7.00	<u>\$8.00</u>	<u>\$8.00</u>

Submitted by:



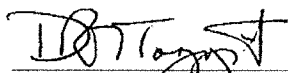
Nicole Kohnert
Regional Engineering Services Manager

Reviewed and endorsed by:



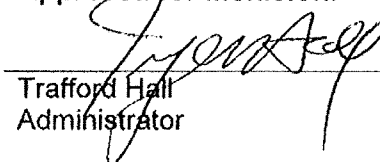
David Sewell
General Manager Finance

Reviewed and endorsed by:



Dale McTaggart
General Manager Engineering

Approved for inclusion:



Trafford Hall
Administrator

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. 2614

A bylaw to amend the Municipal Solid Waste Management Bylaw

WHEREAS Section 363 [Imposition of fees and charges] of the Local Government Act provides that a Board of a Regional District may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the Regional District;

AND WHEREAS the Board has adopted "Municipal Solid Waste Management Bylaw No. 2572, 2013;

AND WHEREAS the Board is desirous to amend the fees for recycling and disposal facilities owned and operated by the Regional District of North Okanagan in keeping with the Solid Waste Management Plan, environmental protection standards and to provide for the enforcement of these standards;

NOW THEREFORE, the Board of the Regional District of North Okanagan, in open meeting assembled, hereby **ENACTS AS FOLLOWS:**

CITATION

1. This Bylaw shall be cited as the ***"Municipal Solid Waste Management Amendment Bylaw No. 2614, 2013"***.

AMENDMENT

2. That Bylaw 2572, 2013 being *"Municipal Solid Waste Management Bylaw No. 2572, 2013"* be hereby amended by:
 - a) deleting Schedule "A" attached to Bylaw 2572, 2013, and replacing it with Schedule "A as attached hereto and forming part of this bylaw as Schedule "A".

EFFECTIVE DATE

3. *Municipal Solid Waste Management Amendment Bylaw No. 2614, 2013* shall take effect on April 1, 2014.

Read a First, Second and THIRD Time this 11th day of December, 2013.

ADOPTED this 11th day of December, 2013.

Chair

Corporate Officer

*Schedule "A" attached to and forming
part of "Municipal Solid Waste
Amendment Bylaw No. 2614, 2013"*

SCHEDULE "A" Recycling and Disposal Fees					
DESCRIPTION	PRICE LEVEL	PRODUCT CODE AT SCALE	UNITS	FEE	MIN. FEE
Refuse	1	REFUSE	tonne	\$93.00	\$3.00
Controlled Waste	2	REFUSE	tonne	\$168.00	\$6.00
Refuse containing Regulated Material (other than Drywall) – any quantity	3	REFUSE	tonne	\$184.00	\$6.00
Refuse containing Drywall (any quantity)	4	REFUSE	tonne	\$279.00	\$10.00
Refuse not specified in the Regional District Solid Waste Management Plan	5	REFUSE	tonne	\$168.00	\$6.00
Refuse: Out of Region	6	REFUSE	tonne	\$168.00	\$6.00
Controlled Waste: Out of Region	7	REFUSE	tonne	\$300.00	\$12.00
Refuse containing Regulated Material: Out of Region	8	REFUSE	tonne	\$325.00	\$12.00
Refuse not specified in the Regional District Solid Waste Management Plan: Out of Region	9	REFUSE	tonne	\$300.00	\$12.00
Litter: pre-approved only	10	REFUSE	tonne	\$41.00	\$3.00
Mixed Residential Waste	12	REFUSE	tonne	\$64.00	\$3.00
Additional Handling	1	ADD HANDLING	tonne	\$168.00	\$10.00
Asphalt Roofing - Clean	1	ASPH ROOFING - CLEAN	tonne	\$82.00	\$10.00
Asphalt Roofing - Minor Contamination	1	ASPH ROOFING - MINOR	tonne	\$110.00	\$13.00
Asphalt Roofing - Major Contamination	1	ASPH ROOFING - MAJOR	tonne	\$180.00	\$20.00
Batteries - Automotive	1	BATT - AUTO	unit	\$1.00	\$1.00
Batteries - Household, quantities (<20kg)	1	BATT - RES	unit	\$0.10	\$1.00
Batteries - Household, quantities (>20kg)	1	BATT - COMM	tonne	\$3,300.00	\$16.50
Chipped Yard and Garden Waste and Wood Waste	1	WOOD - CHIPPED	tonne	\$2.50	\$3.00
Construction and Demolition Waste	1	C and D WASTE	tonne	\$184.00	\$6.00
Construction and Demolition Waste: Out of Region	3	C and D WASTE	tonne	\$325.00	\$12.00
Cover Material	1	COVER - SOIL	truck	\$10.00	\$10.00
Cover Material: Out of Region	2	COVER - SOIL	truck	\$20.00	\$20.00
Crushable Material for Aggregate	1	CRUSHABLE	tonne	\$10.00	\$3.00
Drywall - Recyclable	1	DRYWALL - REC	tonne	\$135.00	\$5.00
Drywall - Recyclable: Out of Region	2	DRYWALL - REC	tonne	\$325.00	\$10.00

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SCHEDULE "A"
Recycling and Disposal Fees

DESCRIPTION	PRICE LEVEL	PRODUCT CODE AT SCALE	UNITS	FEE	MIN. FEE
Drywall - Non Recyclable	1	DRYWALL - NON REC	tonne	\$140.00	\$5.00
Drywall - Non Recyclable: Out of Region	2	DRYWALL - NON REC	tonne	\$325.00	\$10.00
E-Waste [accepted at the Kingfisher (Hupel) and Cherryville RDFs only]	1	E-WASTE	unit	\$5.00	\$5.00
Fluorescent Tubes and Bulbs	1	FLUOR BULBS	unit	\$0.50	\$1.00
Hydrocarbon Impacted Cover Material	1	HYDC - SOIL	tonne	\$10.00	\$10.00
Hydrocarbon Impacted Cover Material: Out of Region	2	HYDC - SOIL	tonne	\$25.00	\$25.00
Logs and Stumps - Clean and Grindable	1	LOGS & STUMPS – CLEAN	tonne	\$20.00	\$3.00
Logs and Stumps - Large, Dirty or Ungrindable	1	LOGS & STUMPS – DIRTY	tonne	\$75.00	\$10.00
Mattresses / Box Springs	1	MATTRESSES	unit	\$8.00	\$8.00
Propane Tanks	1	PROPANE TANKS	unit	\$0.00	\$0.00
Refrigerated Appliances	1	REFRIG	unit	\$15.00	\$15.00
Scale For Movers	1	SCALE USE	unit	\$10.00	\$10.00
Scrap Metal	1	METAL	tonne	\$10.00	\$3.00
Styrofoam	1	STYROFOAM	tonne	\$88.00	\$3.00
Tires - Passenger and Light Truck with or without rims	1	TIRES	unit	\$5.00	\$5.00
Tires - Medium Truck without rims	2	TIRES	unit	\$10.00	\$10.00
Tires - Medium Truck with rims	3	TIRES	unit	\$35.00	\$35.00
Unsecured Load	1	UNSECURED	tonne	\$160.00	\$10.00
Wood Waste - Clean	1	WOOD - CLEAN	tonne	\$20.00	\$3.00
Wood Waste - Dirty	1	WOOD - DIRTY	tonne	\$20.00	\$3.00
Yard and Garden Waste - Charge Days	1	YARD WASTE	tonne	\$20.00	\$3.00
Yard and Garden Waste - Free Days	2	YARD WASTE	tonne	\$0.00	\$0.00

For RDFs without scales, the following conversion factors apply when determining the tipping fee:

Refuse:	0.40 tonnes/m ³
Wood Waste and Yard and Garden Waste:	0.25 tonnes/m ³

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 2, 2014
Re: Municipal Security Issuing Resolutions – 2014 Spring Borrowing

Recommendation:

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the *2014 Spring Borrowing Session, Three Hundred Twelve Thousand Dollars* as authorized through "*Upgrades to Sicamous Street and Cliff Avenue Loan Authorization Bylaw Number 1525, 2013*" and that the *Regional District of North Okanagan* be requested to consent to our borrowing over a twenty year term and include the borrowing in their Security Issuing Bylaw

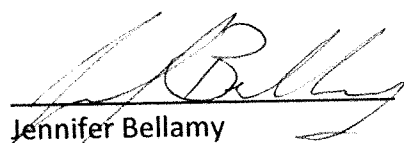
Background:

All long-term financing under Section 179 of the *Community Charter*, loan authorization bylaws for long term borrowing, must be done by the municipality's regional district, through the Municipal Finance Authority of BC (MFA).

A Municipal Security Issuing Resolution (MSIR) is required. This council approved resolution, accompanied by a copy of the Loan Authorization Bylaw and Certificate of Approval from the Ministry of Community and Rural Development, is to be forwarded to the municipality's regional district. Upon consent of the undertaking, the regional district will proceed with the issuing of the regional district's Security Issuing Bylaw. This resolution forms part of the legal documentation for the MFA financing and is used to prepare the agreements and demand notes between the regional district and their member municipalities.

The City had originally anticipated \$350,000 in borrowing; however, costs to date for the project are \$311,436 with only minor engineering fees outstanding. There are sufficient funds in the capital budget to cover any costs above the proposed borrowing amount.

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: January 6, 2014
Subject: Draft Official Community Plan Sections 1-5

Recommendation

THAT Council considers and provides comment on Sections 1-5 of the draft City of Enderby Official Community Plan.

Background

The City of Enderby received a Federal Gas Tax Grant to undertake an Integrated Community Sustainability Planning (ICSP) process followed by a policy and regulatory framework alignment. The ICSP process involved a significant level of public consultation which led to the identification of community values, objectives, and priorities related to the environmental, social and economic pillars of sustainability. These objectives, values, and priorities are now being integrated into the City's Official Community Plan (OCP) rewrite.

City Staff has put forward Sections 1-5 of the draft OCP for Council's review and comment in advance of First Reading of the Bylaw. Additional Sections of the OCP will be presented to Council for review and comment at the draft stage to ensure Council's feedback is incorporated. Please be advised that Council is welcome to provide comment on Sections 1-5 at any point until Staff freezes the draft Bylaw in order to forward it to First Reading; thereafter, Council will continue to have the opportunity to provide feedback during the process itself. However, given the extensive nature of the public process and the implications for the OCP, Staff hope that releasing draft Sections will provide the most opportunity to take and integrate Council feedback.

Sections 1-5 of the City of Enderby OCP are as follows:

1. Introduction;
2. General Plan Objectives;
3. Social Development;
4. Housing; and
5. Economic Development.

Please refer to the attached *Draft OCP Structure* which outlines the order and title of all 22 Sections of the draft OCP, all of which will be presented to Council for review and comment prior to First Reading.

Although the topics within Sections 1-5 are largely the same as those within the existing OCP, these Sections have been significantly modified to reflect the outcomes of the ICSP. The following outlines the major changes that were made to Sections 1-5 of the OCP:

Section 1 - Introduction

Section 1 - Introduction of the OCP has been left largely the same, save for minor housekeeping edits and references to the ICSP process. This Section discusses the definition and purpose of an OCP, the Plan area, the Plan structure, and the consultation process that was undertaken.

The one major change to *Section 1 - Introduction* is the removal of the reference to Schedule "D" - Residential Building Design Guidelines. Consultation with the Heritage Commission is currently ongoing with regards to Heritage Conservation, which may affect the structure of the Guidelines relative to the OCP. Once consultation with the Heritage Commission is complete, *Section 6 - Heritage Conservation* will be presented to Council for review and comment.

Section 2 - General Plan Objectives

Like *Section 1*, *Section 2 - General Plan Objectives* has been left largely the same except for the inclusion of a reference to the ICSP process.

Section 3 - Social Development

Section 3 - Social Development has a strong link to the *Community & Individual Health* Strategy Area arising from the ICSP process. *Community & Individual Health* was identified as the highest priority of the 9 Strategy Areas and thus a comprehensive list of issues, challenges, opportunities and constraints were incorporated into *Section 3 - Social Development*.

Key additions to the *Section 3 - Social Development* Objectives include references to:

- The supply of not only affordable housing, but also attainable and special needs housing.
 - The existing OCP only acknowledges affordable housing, and although affordable housing is a critical aspect of social development, attainable and special needs housing are also a part of the housing spectrum.
- Enabling healthy, active lifestyle choices through a pedestrian oriented built environment and recreational opportunities which have the appropriate facilities, infrastructure, and management.
 - The existing OCP gave no reference to healthy, active lifestyles which were identified as high priority through the ICSP process.
- The importance of health services, facilities, and practitioners.
 - The existing OCP gave no broad reference to health services, facilities, or practitioners and only a minor reference to health facilities for seniors. There have been several changes involving health care services and facilities within Enderby which have occurred since the existing OCP was adopted, which may explain why health care was identified

as a high priority through the ICSP process, and yet not broadly referenced within the existing OCP.

- Building a sense of community through events and programs.
 - The existing OCP references encouraging developments which contribute to a strong sense of community. Through the ICSP process, residents expressed that events and programs were the best medium for building a sense of community.

Key additions to *the Section 3 - Social Development* Policies include references to:

- The importance of health care, hospital facilities, and health practitioners and the need to work with Interior Health and the province to advocate for health care resources within the community.
- The use of Phased Development Agreements and the development approval process as tools for promoting affordable, attainable and special needs housing.
 - The existing OCP does not give any reference to how Council can promote or secure affordable, attainable and special needs housing. Although the development approval process has long been a tool that has been used for securing affordable, attainable and special needs housing (as discussed within *Section 4 - Affordable Housing* of the existing OCP), a Phased Development Agreement is a relatively new tool that was enabled by statute after the existing OCP was adopted.

Section 4 - Housing

Section 4 of the draft OCP has been re-titled from 'Affordable Housing' to 'Housing'; the broader term, 'Housing,' better reflects the diversity of topics framed in the Section. In addition to affordable housing, the Section now has a strong focus on both attainable and special needs housing. A reference to promoting a broad spectrum of housing choices was also included as a key objective and policy. A broad spectrum of housing choices coupled with a healthy supply of affordable, attainable and special needs housing was identified as critical to meeting the needs of Enderby residents.

The existing OCP identifies Density Bonusing as a tool for securing affordable or special needs housing; *Section 4 - Housing* of the draft OCP has included alternative infrastructure standards, flexibility on lot sizes, and amenity provisions through Phased Development Agreements as additional tools for securing affordable, attainable, and special needs housing.

Section 5 - Economic Development

Of the 9 Strategy Areas identified through the ICSP, 4 of them directly relate to economic development and thus, *Section 5 - Economic Development* has been significantly modified to reflect the issues, challenges, opportunities and constraints identified through public feedback. The 4 ICSP Strategy Areas which relate to economic development include Downtown Resiliency, New Industry & Business, Existing Industry & Business, and Tourism & Marketing. Each of these 4 Strategy Areas is considered an Objective under Section 5, with each having a list of sub-objectives; this allows for a comprehensive analysis of the entire spectrum of economic development.

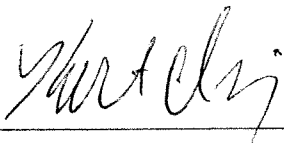
Key additions to the *Section 5 - Economic Development* policies include references to:

- Developing partnerships with community stakeholders, the business community, the Regional District of North Okanagan, and the Splatsin Band.
 - The existing OCP gave no reference to partnerships as a way for enhancing or promoting economic development. Through the ICSP process, residents identified partnerships as a key strategy for strengthening the local economy. Particular emphasis was placed on partnering with the Splatsin Band.
- Supporting mixed uses within land use bylaws and policies.
 - The existing OCP only gave reference to mixing land uses within the future Knoll Neighbourhood. The City's Infill & Redevelopment Working Group identified mixing land uses throughout the broader community as a key strategy for stimulating economic development and supporting infill and redevelopment.
- Using tools and strategies, such as a streamlined development process, to strengthen Enderby as a business-friendly community.
 - The existing OCP gave limited reference to specific measures to strengthen Enderby as a business friendly community. The ICSP identified a streamlined development process as key to attracting new industry, business, and development.
- Encouraging infill and redevelopment.
 - The existing OCP gave reference to encouraging infill development. The ICSP participants, as well as the Infill & Redevelopment Working Group, identified the importance of not only infill development, but also redevelopment as a strategy for stimulating the local economy. These elements have been represented within Section 5 and furthermore, *Section 9 - Urban Containment & Rural Protection*, *Section 10 - Residential Lands*, *Section 12 - Commercial Lands*, *Section 13 - Industrial Lands*, and *Section 20 - Services & Infrastructure* will also contain objectives and policies related to infill and redevelopment.

Conclusion

Sections 1-5 of the OCP have been significantly modified to reflect the community's current values, objectives, and priorities as identified through the ICSP. Council will have the opportunity to provide comment on Sections 1-5 both at the draft stage and throughout the adoption process itself.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

Draft Official Community Plan Sections Structure

Section 1 - Introduction

Section 2 - General Plan Objectives

Section 3 - Social Development

Section 4 - Housing

Section 5 - Economic Development

Section 6 - Heritage Conservation

Section 7 - The Natural Environment

Section 8 - Community Energy and Resource Efficiency

Section 9 - Urban Containment and Rural Protection

Section 10 - Residential Lands

Section 11 - Knoll Comprehensive Development Area

Section 12 - Commercial Lands

Section 13 - Industrial Lands

Section 14 - Institutional Lands

Section 15 - Agricultural Lands

Section 16 - Floodplain Lands

Section 17 - Parks and Recreation

Section 18 - Temporary Use Permits

Section 19 - Transportation Network

Section 20 - Services and Infrastructure

Section 21 - Plan Amendments

Section 22 - Implementation

Section 23 - Regional Context Statement

****NOTE:** The order and titles of the above Sections are subject to change as feedback is incorporated into the draft Official Community Plan.

SECTION 1 – INTRODUCTION

Official Community Plan Defined

An Official Community Plan¹ is a general statement of the broad objectives and policies of the City of Enderby² respecting the form and character of existing and proposed land use and servicing requirements in the area covered by the Plan. In addition, it states objectives and policies respecting the protection of the natural environment, social well being and development, affordable, attainable and special needs housing, heritage conservation, and broad objectives on matters of importance to, but outside of the jurisdiction of the City of Enderby.

The authority to enact Official Community Plans, the content, guidelines, and their force and effect are established through provisions of the Local Government Act. In particular Part 26 addresses planning and land use management for local government. More specifically, Division (2) Sections 875 through 884, addresses Official Community Plans.

It is important to distinguish the Community Plan from the zoning, subdivision and other regulatory bylaws. The Community Plan is a guiding document for the Council of the City of Enderby and other agencies in determining the best use of land and the means by which they will best be managed. It provides the direction and basis for the preparation of related bylaws, such as the zoning bylaw, to regulate and control the type, degree and timing of land use and development. These bylaws serve as the day-to-day administrative means for implementing the objectives and policies of the Official Community Plan.

1.2 Purpose of the Community Plan

The purposes of the City of Enderby Official Community Plan are:

- ❑ *To state the objectives and policies of Enderby, the Regional District of North Okanagan, and Provincial authorities concerning the future development of the City.*
- ❑ *To provide a coordinated set of objectives and policies on social development, affordable, attainable and special needs housing, economic development, the natural environment and heritage conservation within the City based upon the community values established through the Integrated Community Sustainability Planning (ICSP) process undertaken in 2012/13.*
- ❑ *To provide a coordinated set of objectives and policies governing the conservation and development of lands in or adjacent to the City.*

¹ Herein the terms *Official Community Plan*, *Community Plan*, *Plan* and the acronym *OCP*

² Herein the *City of Enderby* and *City* are used synonymously

-
- ❑ *To provide a coordinated set of objectives and policies on land use designations and to identify the location, amount, and type of residential, commercial, industrial, institutional, floodplain, agricultural and parks, open space and transportation development within the City sufficient to accommodate future growth and to suit the needs of the community for the term of this Plan.*
 - ❑ *To provide a coordinated set of objectives and policies for community services and infrastructure.*
 - ❑ *To provide a basis for the preparation, adoption, amendment, and administration of all land use regulating bylaws affecting the future development of the City.*
 - ❑ *To provide direction for expenditure of public funds for capital works programs.*
 - ❑ *To provide a framework and guide for the citizens, Council, future councils of the City and other interested groups or individuals concerned with the future development and conservation of the physical resources of the City.*
 - ❑ *To incorporate objectives and policies related to the North Okanagan Regional Growth Strategy through a Regional Context Statement.*
 - ❑ *To fulfill the requirements of the Local Government Act and to uphold the City's commitment as a signatory to the Climate Action Charter by defining targets for reduction of greenhouse gas emissions, and developing strategies and actions to monitor and achieve these targets.*
 - ❑ *To foster the development of a more complete, compact, connected community which strives towards improved energy efficiency and water conservation.*

1.3 Plan Area

The area covered by Community Plan includes all lands within the current boundaries of The Corporation of the City of Enderby as shown on Schedules "B" and "C", attached. Stated objectives and policies with reference to areas adjacent to the City have been established in consultation with the Regional District of North Okanagan and other affected government agencies.

1.4 Plan Structure

The Official Community Plan Bylaw is composed of three separate Schedules: this Community Plan Report (Schedule "A"), and two Plan Maps (Schedule "B" and "C"). These are further defined as follows:

a. Bylaw Components

The Official Community Plan is structured to include two component parts: the component that contains the force and effect of the Bylaw; and, the other component that is provided only for information, reference and convenience. The component of the Bylaw that has force and effect is limited to the following:

- ❑ *All Objectives and Policies of Schedule "A";*
- ❑ *'Section 21 – Plan Amendments' and 'Section 22 – Implementation' of Schedule "A", and,*
- ❑ *Map Schedules "B" and "C"*

The components provided for information, reference and convenience only is limited to the following:

- ❑ *'Section 1 – Introduction' and all 'Discussion' portions, tables and figures of Sections 2 through 20 (inclusive) of Schedule "A".*

b. Community Plan Report (Schedule "A") Format

*The Community Plan Report is divided into **twenty two (22)** Sections that address the different community development, land use and servicing elements. Each, with the exception of this Introduction and 'Section 21 – Plan Amendments' and 'Section 22 – Implementation', is presented with the following format:*

- ❑ **Discussion** – *a brief introduction to issues, concerns and priorities of the community and Council – a frame of reference – for the particular element or designation presented for information, reference and convenience only. Throughout this Plan, the Our Enderby Integrated Community Sustainability Plan (ICSP) is referenced. The ICSP itself provides a more comprehensive discussion of issues, challenges, opportunities and constraints related to community sustainability.*
- ❑ **Objectives** – *statements of community intent that form the basis and direction for the policies that follow.*
- ❑ **Policies** – *are the explicit policies of the Council of the City of Enderby that apply to the specific element of the Plan or designation. These are the mechanisms for attaining stated objectives. Policies also provide the basis for the adoption of specific regulatory bylaws for further actions.*

c. Plan Map Designations

The two map schedules, attached to and forming part of this Bylaw are identified as follows:

- ❑ **Schedule “B”: Land Use Designation Map** – establishes the existing and future use and development of land within the City of Enderby, each of which is explained in the subsequent sections of this Plan; and,
- ❑ **Schedule “C”: Parks, Major Roads and Development Permit Areas Map** – establishes the Parks, Open Space and Trails Plan; the Major Road Network; the 200 Year Floodplain; and the Development Permit Areas within the City of Enderby. Each of these elements are described in the subsequent sections of this Plan.

1.5 Consultation Process

This Community Plan has been prepared through an extensive public process undertaken through an Integrated Community Sustainability Planning process, one Open House meeting, individual submissions and required Public Hearings, as well as in consultation with Federal and Provincial agencies, the Splatshin Band, the North Okanagan-Shuswap School District No. 83, and the Regional District of North Okanagan.

SECTION 2 – GENERAL PLAN OBJECTIVES

2.1 Discussion

The following objectives are broad statements of community intent regarding the future uses, development and conservation of lands, and statements of values and interests, which form the basis of the specific objectives and policies of this Plan.

2.2 General Plan Objectives

Council has the following General Objectives for the Community Plan:

- a. To implement community sustainability values established through the Integrated Community Sustainability Planning (ICSP) process.*
- b. To maintain and enhance the City of Enderby as a sustainable, diverse, vibrant, unique and attractive community.*
- c. To maintain and enhance the social well being, development, and the quality of life for all citizens of Enderby.*
- d. To respect and preserve the cultural and historic values of the City recognizing that the diversity of these values shapes the strength and character of the City.*
- e. To respect and balance the needs of the larger community and those of individuals or groups within the City.*
- f. To respect and preserve a process of open, flexible and participatory decision making in the ongoing planning and day-to-day decisions of the City.*

SECTION 3 – SOCIAL DEVELOPMENT

3.1 Discussion

The social well being of the community underlies all facets of the City's present state and future development. Values and needs shape the form, identity, character and atmosphere of the place and its people.

Historically, social planning in Enderby has been undertaken largely through the efforts, programs and advocacy of local individuals, volunteer associations, and non-profit agencies. The Integrated Community Sustainability Planning (ICSP) process identified a number of issues, challenges and constraints including an aging population, lack of doctors, lack of a hospital and general health services, lack of affordable, attainable, and special needs housing including assisted living for seniors, lack of diversity in housing, a need for youth programs, lack of employment opportunities, and food security and poverty. The Regional Growth Strategy (RGS) also includes strategies aimed at supporting and encouraging a variety of housing options to meet the diverse needs of all residents in the region.

Section 878 of the Local Government Act enables local government to include policies relating to social needs, social well-being and social development of the community. In response to local needs, and in recognition of the City's role in the future well-being and positive social development of the community, the following objectives and policies formalize the City's role and mandate for social planning.

3.2 Social Development Objectives

Council has the following objectives for Social Development:

- a. Enderby's seniors population is supported by a range of health services and facilities, housing options, transportation options, accessibility options and amenities tailored towards their particular needs.*
- b. Enderby retains an adequate supply of health practitioners who further the health and well-being of Enderby residents.*
- c. Enderby provides an array of social programs, resources and support to people living with illness, disability, hunger, poverty or addictions.*
- d. Youth are active and engaged within the community due to the range of businesses, programs, events and activities tailored towards their particular wants and needs.*

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- e. There is an adequate supply of quality affordable, attainable and special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.*
 - f. Enderby is rich in unique community events and programs which bring together residents and build a sense of community.*
 - g. Healthy, active lifestyle choices are enabled within the community through a large supply and variety of recreational opportunities for residents, along with the facilities, infrastructure, and management necessary to make them as successful and accessible as possible.*
 - h. Healthy, active lifestyle choices are enabled and promoted within the community through a built environment which is tailored towards the needs of the pedestrian, along with a safe, convenient multi-use path/trail system which provides connectivity throughout the community.*
 - i. Public transit is a safe, convenient and affordable transportation alternative which provides residents with local and regional connectivity.*
 - j. Live, work, play opportunities allow residents to meet their needs within the community.*
 - k. Programs, developments, and employment opportunities are encouraged and promoted which helps to increase the level of education and income throughout the community.*

3.3 Social Development Policies

- a. Council recognizes that social well-being of all citizens and positive social development is vital to a healthy community and will act to support these through its planning and day-to-day decisions.*
- b. Council recognizes the importance of adequate and diverse health care, hospital facilities and doctors and will work with Interior Health and the province to advocate for appropriate health care resources for the community in general and specifically to meet the needs of seniors.*
- c. Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.*
- d. Council will promote healthy, active lifestyle choices through a built environment which is tailored towards the needs of the pedestrian, along with a safe, convenient multi-use path/trail system connecting the community.*

- e. Council will support public transit as a safe, convenient and affordable transportation alternative which provides residents with local and regional connectivity.*
- f. Council will promote healthy, active lifestyle choices within the City through a large supply and variety of recreational opportunities for residents, along with the facilities, infrastructure, and management necessary to make them as successful and accessible as possible.*
- g. Council will support and encourage community events and programs which engage and bring together residents, including seniors and youth, to build a sense of community.*
- h. Council will utilize the development approval process, including Phased Development Agreements, to promote an adequate supply of quality affordable, attainable and special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.*

SECTION 4 –HOUSING

4.1 Discussion

Access to safe and clean affordable, attainable, and special needs housing is a critical aspect of the social health and development of the community. Section 877 (2) of the Local Government Act mandates the inclusion of housing policies with respect to affordable housing, rental housing and special need housing, and provides several tools for undertaking such efforts at the local level. Section 904 (2) (b) of the Local Government Act enables Council to increase the allowable density of a particular development in exchange for the provision of affordable or special needs housing (Density Bonusing).

The ICSP process identified affordable, attainable and special needs housing as a priority for strengthening community and individual health. The RGS identified a number of strategies to meet the diverse housing needs of all residents in the region.

As it is difficult to gauge the future demand for affordable and special needs housing, the policies should remain responsive and flexible. The following policies rely upon “permissive” Density Bonusing, Phased Development Agreements and/or Comprehensive Development Zoning (see Section 11) to provide affordable, attainable or special needs housing.

4.2 Definitions

For the purposes of this Plan, the following housing terms can be defined as:

Affordable Housing

Affordable housing is housing that costs less than 30% of before-tax household income. For renters, shelter costs include rent any payments for electricity, fuel, water and other municipal services; for owners, shelter costs include mortgage payments (principal and interest), property taxes, and any condominium fees, along with payments for electricity, fuel, water and other municipal services.

Attainable Housing

Attainable housing refers to one's ability to enter the housing market and gradually increase into successive levels of the market.

Special Needs Housing

Special needs housing refers to housing intended for individuals who require specific housing designs (i.e. accessibility) or who require services to enable them

to live relatively independently or in a supportive environment (i.e. assisted living).

4.3 Housing Objectives

Council has the following objectives for Housing:

- a. All residents of Enderby have access to quality affordable, attainable, and special needs housing.*
- b. There is a spectrum of housing choices throughout the community which meet the diverse housing needs of residents.*

4.4 Housing Policies

- a. Council will encourage affordable housing and special needs housing through the development approval process. Alternate infrastructure design standards, flexibility on lot sizes and amenity provisions through Phased Development Agreements will be utilized to secure affordable, attainable and special needs housing.*
- b. Pursuant to Section 904 of the Local Government Act, Council may apply the Density Bonusing provisions set out in Sections 10 and 11 of this Bylaw to secure affordable or special needs housing.*
- c. Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.*

SECTION 5 – ECONOMIC DEVELOPMENT

5.1 Discussion

Enderby can be characterized as a small and compact town with an economy that embraces a wide range of industry, business and services. In order for the economy to be healthy and sustainable, it must not only be diverse, but flexible to change, distinctive and self-supporting. With the development of big-box retailers in every major Okanagan City, Enderby must rely on its own unique strengths to survive. Providing shopping experiences with a focus on uniqueness, customer service and fair pricing will be elements of success. This unique visitor experience, coupled with strong community messaging and a healthy supply of tourism destinations, will help to generate interest from outside the community and attract consumers of goods and services which will strengthen the economy.

Four of the nine strategy areas identified through the ICSP process related directly to economic development. These included Downtown Resiliency, New Industry & Business, Existing Industry & Business, and Tourism & Marketing.

The RGS contains goals and strategies focused on promoting a regional approach to economic development and encouraging a sustainable, resilient and diverse regional economy.

5.2 Economic Objectives

Council has the following objectives for Economic Development:

a. Downtown Resiliency

- i. Buildings, facades and the streetscape within the downtown all contribute and reflect the community's collective vision for a beautiful, vibrant downtown.*
- ii. The downtown is a space that reflects Enderby and Splatshin's histories, heritages and cultures.*
- iii. The downtown is a venue where local art is creatively showcased and promoted which further adds to Enderby's character and identity.*
- iv. The downtown is designed and promoted as a pedestrian-oriented environment which provides an array of amenities which makes the downtown a comfortable, convenient, safe and desirable space for pedestrians.*
- v. The downtown is home to many community events, programming and recreational opportunities which adds vitality to the downtown and makes it an entertaining community gathering space for residents of all ages.*

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- vi. *The downtown has a healthy supply of businesses which meet the needs of Enderby residents and tourists alike.*
 - vii. *Residential use is promoted within the downtown which strengthens the downtown core as a mixed use area with a residential population that supports downtown businesses.*
 - viii. *The downtown is a comfortable, peaceful community gathering space which promotes social interaction, fosters a strong social fabric, and contributes to a strong sense of community.*
 - ix. *Enderby's unique character and identity is reflected within businesses and the built environment which draws people from the highway corridor into the downtown.*
 - x. *Signage along the highway corridor and directly within the downtown brings awareness to all the amazing things offered within the core of the community.*
 - xi. *Access to downtown Enderby makes it convenient and comfortable for pedestrians, cyclists and motorists to enjoy the many assets within the downtown core.*
 - xii. *Mutually beneficial partnerships amongst downtown businesses allow for joint initiatives and endeavors which contribute to the success of downtown.*
 - xiii. *Sustainable transportation is enabled within the downtown through public transit stops located within the core and a pedestrian path network which links the downtown to the rest of the community*

b. New Industry and Business

- i. *Enderby has preserved, utilized and expanded its industrial land to attract industry which is clean, low-impact, sustainable and provides jobs for residents.*
- ii. *The City of Enderby and the Splatshin Band continue to build a successful, mutually-beneficial partnership which promotes economic development within both communities.*
- iii. *Enderby's economy is diversified, resilient, adaptable, and regionally supported which makes it an appealing location for new industry, new business and a skilled workforce.*

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- iv. *Enderby's local economy is robust and diverse with a broad range of jobs which enables all residents to work, live and play within the community.*
 - v. *Enderby is committed to attracting industry and business which strengthens its social fabric by offering a safe work environment, good wages, and learning opportunities for employees.*
 - vi. *The healthy supply of industry and business within the community provides a broad tax base.*
 - vii. *The community is attractive to new industry and business due to Enderby's progressive bylaws which streamline the development process while enabling and promoting innovation and home-based businesses.*
 - viii. *The community has a strong identity and brand which attracts new industry and business.*
 - ix. *Enderby's affordability makes the community an attractive location for economic development.*
 - x. *The City of Enderby has strong partnerships with the region and its member municipalities which allows the community to participate in a regional approach to economic development.*

c. **Existing Industry and Business**

- i. *The business community is fully engaged and rich in partnerships which enable businesses to work together for mutual benefit.*
- ii. *Business owners are fully committed to furthering Enderby's identity and reflecting the community's collective vision of a desirable future Enderby within their buildings and facades.*
- iii. *Enderby's workforce supply meets all the demands of the local economy which enables local industry and business to prosper while allowing Enderby residents to live, work and play within the community.*
- iv. *Enderby's diverse local economy enables residents to shop locally by providing all the products and services necessary to meet their needs.*
- v. *Enderby has a high rate of employment and offers good wages which results in a high quality of life for residents.*

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- vi. *Industrial and business anchors throughout the community provide a large number of jobs for residents and stability for the local economy.*
 - vii. *Community gathering spaces within commercial nodes, such as the downtown, attract people to congregate in commercial areas.*
 - viii. *The community's large supply of local products and competitive pricing enables residents to conveniently and affordably shop locally.*
 - ix. *Businesses throughout the community, particularly in the downtown, reflect the community's history, heritage, culture and beauty.*
 - x. *Enderby embraces unique and alternative industry and business including clean industry/technology, home-based businesses and entrepreneurial endeavours.*
 - xi. *Signage, messaging, marketing and branding are coordinated within the business community to foster awareness of the community's assets.*
 - xii. *The local economy is resilient and strengthened through open communication, collaboration and a strong partnership between the City of Enderby, the Regional District of the North Okanagan, the Splatshin Band, industry and business, and non-profit organizations.*
 - xiii. *Agriculture practices are promoted through shop local and food security initiatives.*

d. **Tourism and Marketing**

- i. *Through community input and feedback, a community-wide message has been developed and promoted throughout the community which encompasses what Enderby has to offer, why it is unique and what its resident's values are.*
- ii. *The community utilizes branding, messaging, advertising, and signage to raise awareness and educate potential visitors about the many assets the community has to offer.*
- iii. *Enderby utilizes its pristine, natural environment to offer adventure tourism, ecotourism and recreational opportunities which are marketed and make Enderby an attractive and popular destination for outdoor enthusiasts.*
- iv. *The community's commitment to achieving community sustainability has given Enderby a green brand.*

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- v. *The community integrates its many assets with creative ideas to make Enderby an appealing destination for a broad range of visitors and tourists.*
 - vi. *Enderby has an appropriate supply of accommodation which throughout the year meets the needs of the tourist population within the community.*
 - vii. *Many different mediums, including social media, are used to market the community and all the things it has to offer residents and visitors.*
 - viii. *Education is used to encourage visitors and tourists to respect Enderby and its surrounding natural areas.*
 - ix. *A strong, mutually-beneficial partnership between the City of Enderby and the Splat-sin Band has provided new opportunities for tourism development and joint marketing of both communities.*
 - x. *A healthy supply of businesses within the downtown core provides added support to Enderby's already flourishing tourism industry.*

5.3 Economic Policy

- a. *Council will work with community stakeholders, including the business community, to create a diverse built environment that draws people into the commercial areas, promotes social interaction and sense of community and incorporates history, heritage, arts and culture.*
- b. *Council will review land use bylaws and policy in support of mixed uses in commercial, industrial and growth areas aimed at strengthening the existing business sector and attracting new business and industry.*
- c. *Council will work with the business community and stakeholders to promote a diverse local economy that provides the goods and services necessary to competitively meet local demand and attract visitors and tourists.*
- d. *Council will work with community stakeholders to develop an events, marketing and economic development strategy that strives to achieve community objectives including partnerships with the North Okanagan Regional District communities and the Splat-sin Band.*
- e. *Council will utilize strategies and tools, such as a streamlined development process, to strengthen Enderby as a business-friendly community.*
- f. *Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.*

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 9, 2014
Subject: Water Connection for 179 Old Salmon Arm Road

RECOMMENDATION

THAT Council approves a water connection for 179 Old Salmon Arm Road subject to the same terms and conditions as the *Outside Water Connections East of City Limits* policy and refers this matter to the Regional District of the North Okanagan for consent;

AND THAT Council amends the *Outside Water Connections East of City Limits* policy so that the scope is changed from "East of City Limits" to "Adjacent to Existing City of Enderby Infrastructure" and refers this matter to the Regional District of the North Okanagan for consent.

BACKGROUND

In 2012, Council approved the policy, *Outside Water Connections East of City Limits* (see attached), which provided guidance regarding water connection requests in a specified area of Area F. RDNO subsequently consented to the policy. While the policy gave conditional Council authorization to water connections east of City limits, the policy does not apply to other adjacent rural areas where the City of Enderby owns distribution infrastructure. As such, the below request and policy amendment are being advanced for Council's consideration.

In December 2013, the owner of 179 Salmon Arm Road (in Area F) asked the City of Enderby whether he could obtain a water connection for the subject property. The owner intends to build a house on the property but, due to easements, he does not have sufficient space for both a water well and a septic field. The City of Enderby has a 2" water main that runs adjacent to the subject property. Our Public Works Lead Hand advises that the additional connection will not adversely affect pressure or our ability to meet current demands.

Infrastructure Implications - Capacity

The following analysis is based on the draft *City of Enderby Infrastructure Analysis Report*. Some numbers may be subject to change as certain assumptions are refined (for instance, the impact of water conservation fixtures), although this will likely increase rather than reduce our projected capacity. The analysis considers a 20-year build-out based on 2012 figures. Assuming a 1.5% growth rate, a water service population of 4,183 has been estimated for 2032

(it is currently 3,062), which includes in-fill, new development, and existing out-of-town water services. The below only considers capacity versus build-out; the following section addresses our infrastructure deficit.

- Source capacity is predicted to be adequate past 2032. Reducing water demand through conservation will further extend this capacity. The City's existing water license allows for increased capacity to accommodate growth, although this will require upsizing the intake screen.
- Treatment capacity is predicted to be adequate past 2032; treatment upgrades generally involve building redundancy into critical infrastructure to reduce the risk of prolonged interruptions and to enhance multi-barrier protection; these improvements will need to occur irrespective of growth.
- Supply pump capacity in Zone 1 is adequate past 2032.
- Reservoir storage needs to be increased, although mitigation strategies including demand reductions, balancing efficiencies achieved between the two reservoirs, obtaining back-up power in 2013 to pump the clearwell on an emergency basis, and installing a PRV in 2013 to enable direct servicing of Pressure Zone 1 from Reservoir 2 enables the City to build reserves for this purpose.
- Fire flows at this location are less than the Fire Underwriters Society standards; however, the standard agreement between the City and any owner outside of City limits specifically references the fact that the City only provides flows suitable for domestic use, and not fire flows.

Infrastructure Implications – Deficit

Adding a customer has implications for our infrastructure deficit. Depending on the location of the customer relative to distribution infrastructure, this can either be positive or negative in effect. As the subject property is adjacent to an existing part of the distribution system, this has characteristics of an in-fill development despite being located outside of City limits; as such, the customer helps absorb the tax burden associated with fixed costs and capital renewal. As the above capacity analysis suggests, there are certain components that will need to be upgraded as the community grows, as well as existing components that will need to be replaced due to age, failure, or regulatory requirements. Adding additional customers in advance of the planned build-out aids the City in capital renewal and supports those upgrades, although this is offset, partially or wholly, by what effectively amounts to an acceleration of growth, albeit slight. However, one advantage to advancing in-fill growth is that the new customer has a greater positive cumulative impact upon the utility than new development as it capitalizes on existing assets.

If the water customer were added in 2014, the revenue that the City of Enderby would obtain for the next 18 years, until 2032, is \$11,064.20. This is the aggregate revenue of the DCC equivalent, parcel tax equivalent, and user fee for 18 years. This figure is in 2014 dollars and does not represent increases to taxation and user fees, which grow proportional to a customer within City limits. It also does not consider consumption over the single family residential base

amount, for which the owner would be billed at the appropriate metered rate. This contribution aids in reducing the tax burden for upgrades and capital renewal.

Discussion

The proposed water connection will add a customer to an existing component of our distribution system, which effectively serves as in-fill for the City's extended service. By doing so, it increases both the revenue per linear meter of distribution and the economy of scale on treatment. The additional revenue to the City is equivalent to that of a taxpayer, with an additional DCC equivalent that would normally only be triggered within City limits when four or more new dwelling units are created. However, with the addition of every new connection, the City's capacity for growth is affected. The subject property will have an incremental impact to water demand. Based on the above analysis, the additional customer will have a positive net impact upon the water utility and staff recommends that Council approves the connection.

Policy Amendment

By changing the scope of the *Outside Water Connections East of City Limits* policy to encompass properties adjacent to existing City infrastructure, in-fill values will be obtained on the remainder of the City's infrastructure. The consent of the RDNO Board will need to be obtained for this amendment, which will streamline procedures and reduce time and cost barriers for customers.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Policy Title	OUTSIDE WATER CONNECTIONS EAST OF CITY LIMITS
Policy Number	

Effective Date: April 16, 2012	Adopted by Mayor and Council at the Regular Meeting of April 16, 2012	Replaces Water Connections Outside Municipal Boundaries (March 4, 1996) Water Service – Metering Out-of-Town Service (July 2, 2002)
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PURPOSE: This policy provides guidance for staff in considering requests for connecting to City water by property owners outside of City limits.

POLICY: Water connections requested by property owners outside of City limits are authorized by Council subject to the following conditions:

1. New connections east of City of Enderby limits will only be approved for those properties located west of the Shuswap Well fronting Enderby-Mabel Lake Road;
2. The policy shall not apply until the Regional District of the North Okanagan consents to the City of Enderby extending the water service as described in Item 1, above;
3. Only single family residential connections will be permitted.
4. City staff will review all requests to ensure adequate supply is available and that there will be no other engineering or public health concerns;
5. All new water service connections outside municipal boundaries will be metered at the expense of the property owners;
6. All water meters shall be located in a pit at the edge of the property;
7. The City's responsibility ends at the meter pit;
8. The connection will not add any additional component to the City's distribution system;

9. All connections must have backflow prevention assemblies installed, maintained, and inspected at the expense of the owner;
10. The frequency of backflow prevention assembly inspections will be based on City policy as amended from time to time and the owner shall provide the City with a copy of the inspection report;
11. All costs related to the connection, plus 15% administration fee, shall be paid by the applicant, with the City collecting a reasonable deposit prior to the commencement of work;
12. A capital cost contribution equal to the value of a Water Development Cost Charge for a new residential unit shall be prepaid by the applicant;
13. Annual rates must be equivalent to City rates including any user fee, parcel tax, or frontage tax; and
14. The owner must enter into an agreement that would include indemnity and termination provisions as well as an affirmation that City water would not be used for non-residential purposes such as agriculture.

All previous policies of Council regarding outside water connections east of City limits are hereby rescinded.